



CITY OF MARSHFIELD

# MEETING NOTICE

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## **AMENDED**

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING  
TUESDAY, JANUARY 20, 2015  
Council Chambers, Lower Level, City Hall Plaza  
5:30 P.M.**

1. Call to Order – Alanna Feddick, Chairperson

2. Citizen Comments

3. Consent Agenda

- a) Approval of Minutes of January 6, 2015 meeting
- b) Approve Bills and Payroll
- c) 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. 1-2015 transferring \$49,000 with the Emergency Medical Services Fund for the purchase of a component of the Fire RMS called RescueNet ePCR to the Common Council. Presented by Bob Haight, Fire Chief

Recommended Action: Recommend approval of Budget Resolution No. 1-2015 to the Common Council

6. Request to recommend approval of Budget Resolution No. 2-2015 transferring \$4,719 within the Law Enforcement Budget for the purchase of Public Engines Command Central software to the Common Council. Presented by Rick Gramza, Police Chief

Recommended Action: Recommend approval of Budget Resolution No. 2-2015 to the Common Council

7. Presentation – replacing one police officer position with another detective. Presented by Rick Gramza, Police Chief

Recommended action: None, for information only

8. Request to approve for payment the invoice from Pat Fellenz Construction in the amount of \$5,300. Presented by Ed Englehart

Recommended Action: Approve for payment the invoice from Pat Fellenz Construction

FINANCE, BUDGET AND PERSONNEL COMMITTEE

January 20, 2015

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

Recommended Action: Authorize filling the Wastewater Operator position.

10. Request to approve the Classification of the position of Civil Engineer I to pay grade I. Presented by Lara Baehr, Human Resources Manager

Recommended Action: Approve the Classification of Civil Engineer I to pay grade I

11. Request to approve revised Policy No. 3.520, Sick Leave. Presented by Lara Baehr, Human Resources Manager

Recommended Action: Approve Policy No. 3.520, Sick Leave

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

Recommended Action: None, for information only

13. Suggested items for future agendas

14. Adjourn

Posted this day, January 19, 2015 at 11:30 a.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 JANUARY 6, 2015**

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

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

**ABSENT:** None

**ALSO PRESENT:** Alderperson Wagner, City Administrator Barg and City Personnel (Keith Strey, Lara Baehr, Kris Hawley, Brenda Hanson and Lori Panzer)

**Citizen Comments**

None

**FBP15-001** Motion by Spiros, second by Earll to approve the items on the consent agenda:

1. Minutes of the December 16, 2014 meeting
2. Payroll in the amount of \$909,186.49 and the Bills in the amount of \$613,701.11
3. Monthly Position Control Report as of December 30, 2014

Alderperson Smith asked that the payment in the amount of \$5,300.00 to Pat Fellenz Construction (check number 81264; dated December 31, 2014) from Item (2) Payroll and Bills be pulled off of the consent agenda.

The submission of Pat Fellenz Construction's invoice was discussed.

**FBP15-002** Motion by Smith, second by Hendler to pull out the check from Pat Fellenz Construction dated December 31, 2014 in the amount of \$5,300 and to postpone the action on it until the January 20, 2015 Finance, Budget and Personnel Committee meeting after the Committee receives a memorandum from Parks & Recreation Director Englehart regarding this invoice.

**Motion carried**

Vote on motion **FBP15-001 as amended**; changing the total amount of the Bills to \$608,401.11.

**Motion carried**

**FBP15-003** Motion by Earll, second by Spiros to recommend approval of Resolution No. 2015-02 to the Common Council, authorizing the Finance Director to discontinue City of Marshfield Local Revolving Loan Fund Program administration duties except for loan payment collections for remaining loans effective January 1, 2015. Nay – 1 (Smith)

**Motion carried**

**FBP15-004** Motion by Spiros, second by Smith to approve Policy No. 4.100, Identity Theft Prevention Program.

**Motion carried**

City Administrator Barg referred to the proposed recruitment and hiring guidelines that were presented to the Finance, Budget and Personnel Committee on November 18, 2014. He explained that this item wasn't brought back to this committee in policy form, because the City already has a policy on recruitment and hiring and some of the things in that policy will not go away as a result of these guidelines.

The committee had the following recommendations to the proposed recruitment and hiring guidelines:

- Add the Chairperson of the Finance, Budget and Personnel Committee and the Chairperson of the Board of Public Works or their designees to the Search Team for the positions of City Administrator and department heads
- Move the division heads up to the department heads category

These changes will be merged with the current recruitment and hiring policy and brought back to this committee in January or February.

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

- Strategic Planning Sessions – Looking at starting this with the first meeting in February.
- The addition of most of the staff positions: Zoning Administrator and Accountant position.
- The Support Technician position for the Technology Department will start sometime this summer.
- Administrative Service Coordinator position will be looked at yet.
- The relocation of the Finance Department to one floor (5<sup>th</sup> floor) is done.
- Designation of the Zoning Administrator as the code enforcement activity leader.
- Restructuring of departments still needs to be looked at.

#### **FUTURE AGENDA ITEMS**

1. Check #82164 dated 12/31/2014 to Pat Fellenz Construction in the amount of \$5,300.00 to be placed on the January 20, 2015 agenda.
2. Revised Policy for recruitment and hiring
3. Update on Implementation of staffing study recommendations

Motion by Spiros, second by Smith to adjourn at 6:02 p.m.

Lori A. Panzer  
Deputy City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to N/A and General Expense Bills for December, 2014 amounting to \$7,225,496.54 be allowed paid and charged to their proper accounts.

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Chairman

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**CITY OF MARSHFIELD**  
**SCHEDULE OF BILLS FOR APPROVAL**  
1/20/2015

**PREPAID BILLS**  
**PREPAID BILLS PAID BY CHECK**

CK#	CK DATE	VENDOR	AMOUNT
82279	1/2/2015	BENTLEY SYSTEMS INC	\$18,150.00
82280	1/2/2015	DEPARTMENT OF JUSTICE	\$750.00
82281	1/2/2015	DIRECT NETWORKS INC	\$14,133.00
82282	1/2/2015	ENGAGEDPATRONS.ORG	\$95.00
82283	1/2/2015	INTEGRATED IMAGING INC	\$942.00
82284	1/2/2015	JOHNSON INSURANCE	\$38,590.00
82285	1/2/2015	LEADS ONLINE LLC	\$2,238.00
82286	1/2/2015	MINNESOTA LIFE INSURANCE CO	\$577.50
82287	1/2/2015	NPELRA	\$195.00
82288	1/2/2015	POLARIS USERS GROUP INC	\$100.00
82289	1/2/2015	SERGEANT LABORATORIES INC	\$2,310.50
82290	1/2/2015	SIMPLEX GRINNELL LP	\$1,687.00
82291	1/2/2015	SISTER CITIES INTERNATIONAL	\$415.00
82292	1/2/2015	TELVENT DTN LLC	\$4,452.00
82293	1/2/2015	TOMAH WESTLAND INSURANCE	\$618,246.00
82294	1/2/2015	TRIPLE R BUSINESS SERVICES, LLC	\$4,466.31
82295	1/2/2015	WI ARBORIST ASSOCIATION	\$125.00
82296	1/2/2015	WMCA	\$130.00
82297	1/2/2015	WPELRA	\$125.00
82303	1/9/2015	AMERIGAS-RUDOLPH	\$233.42
82304	1/9/2015	CHARTER COMMUNICATIONS	\$391.98
82305	1/9/2015	DEPT OF WORKFORCE DEVELOPMENT	\$222.78
82306	1/9/2015	EWALD CHEVROLET BUICK GEO	\$52,080.00
82307	1/9/2015	FRONTIER	\$1,357.68
82308	1/9/2015	GANNETT WISCONSIN MEDIA	\$1,436.82
82309	1/9/2015	E O JOHNSON COMPANY	\$659.00
82310	1/9/2015	MARSHFIELD POSTMASTER	\$245.00
82311	1/9/2015	MARSHFIELD UTILITIES	\$62,857.65
82312	1/9/2015	OFFICE MAX INCORPORATED	\$237.75
82313	1/9/2015	PUBLIC SAFETY CENTER	\$75.09
82314	1/9/2015	REGISTRATION FEE TRUST	\$149.00
82315	1/9/2015	TDS TELECOM	\$352.42
82316	1/9/2015	TELRITE CORPORATION	\$88.71
82317	1/9/2015	UNITRENDS INC	\$12,375.00
82318	1/9/2015	US CELLULAR	\$352.23
82319	1/9/2015	VERIZON WIRELESS	\$385.77
82320	1/9/2015	THE WALL STREET JOURNAL	\$347.88
82321	1/13/2015	MINNESOTA LIFE INSURANCE CO	\$5,416.69
82322	1/13/2015	WEA INSURANCE TRUST	\$225,825.04
82323	1/14/2015	MARATHON COUNTY TREASURER	\$130,815.71
82324	1/14/2015	MIDSTATE TECHNICAL COLLEGE	\$307,854.02
82325	1/14/2015	SCHOOL DISTRICT OF MARSHFIELD	\$3,590,246.35
82326	1/14/2015	WOOD CO TREASURER	\$1,707,565.64
		<b>TOTAL PREPAID BILLS PAID BY CHECK</b>	<b>\$6,809,298.94</b>

**PREPAID BILLS PAID BY EFT**

EFT000000003447	1/2/2015	CHRISTINE GIACOMINO	\$495.00
EFT000000003448	1/2/2015	PEGGY LINDNER	\$128.00
EFT000000003449	1/2/2015	MARAWOOD REAL ESTATE 200 LLC	\$3,047.92
EFT000000003450	1/2/2015	OTIS ELEVATOR COMPANY	\$9,378.21
EFT000000003451	1/2/2015	PRO ONE JANITORIAL, INC.	\$479.00

CK#	CK DATE	VENDOR	AMOUNT
EFT000000003452	1/2/2015	VIDCOM LLC	\$5,955.00
EFT000000003454	1/12/2015	MARK BABCOCK	\$126.58
EFT000000003455	1/12/2015	BALTUS OIL COMPANY INC	\$19,513.02
EFT000000003456	1/12/2015	POMP'S TIRE SERVICE INC	\$3,044.88
EFT000000003457	1/16/2015	LINCOLN NATIONAL LIFE INSURANCE CO	\$1,376.06
<b>TOTAL PREPAID BILLS PAID BY EFT</b>			<b>\$43,543.67</b>

**CURRENT BILLS  
CURRENT BILLS PAID BY EFT**

EFT000000003458	1/21/2015	LIBBY ABEL	\$4.74
EFT000000003459	1/21/2015	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$53.86
EFT000000003460	1/21/2015	AIR COMMUNICATIONS OF CENTRAL	\$288.00
EFT000000003461	1/21/2015	GENE ALLAR	\$22,298.06
EFT000000003462	1/21/2015	AMERICAN WELDING & GAS INC	\$59.05
EFT000000003463	1/21/2015	ARAMARK UNIFORM SERVICES	\$93.90
EFT000000003464	1/21/2015	ATHENS VETERINARY SERVICE INC	\$302.00
EFT000000003465	1/21/2015	MIKE BALTUS	\$15.73
EFT000000003466	1/21/2015	JEFF BARTH	\$100.00
EFT000000003467	1/21/2015	JEFFREY BECKER	\$27.67
EFT000000003468	1/21/2015	BENDLIN FIRE EQUIPMENT CO INC	\$303.38
EFT000000003469	1/21/2015	BOUND TREE MEDICAL, LLC	\$102.90
EFT000000003470	1/21/2015	BRUCE MUNICIPAL EQUIPMENT	\$3,882.94
EFT000000003471	1/21/2015	CARQUEST AUTO PARTS	\$176.31
EFT000000003472	1/21/2015	CDW GOVERNMENT INC	\$1,367.80
EFT000000003473	1/21/2015	CENTRAL STATE SUPPLY CORP	\$9,639.86
EFT000000003474	1/21/2015	JAMES CRAMM	\$92.50
EFT000000003475	1/21/2015	DAKOTA ELECTRIC SERVICE INC	\$17,410.00
EFT000000003476	1/21/2015	DALCO ENTERPRISES, INC.	\$362.88
EFT000000003477	1/21/2015	JAMES WM DORN	\$197.00
EFT000000003478	1/21/2015	EBSCO INDUSTRIES, INC.	\$1.80
EFT000000003479	1/21/2015	JERRY ESSER	\$39.27
EFT000000003480	1/21/2015	FREMONT INDUSTRIES, INC.	\$13,023.09
EFT000000003481	1/21/2015	BRIAN GABEL	\$150.00
EFT000000003482	1/21/2015	GALE/CENGAGE LEARNING	\$320.79
EFT000000003483	1/21/2015	GALLS LLC	\$14.15
EFT000000003484	1/21/2015	SARI GOODNESS	\$11.07
EFT000000003485	1/21/2015	GRANICUS INC	\$600.00
EFT000000003486	1/21/2015	HEINZEN PRINTING INC	\$698.00
EFT000000003487	1/21/2015	HOUSE OF HEATING INC	\$293.96
EFT000000003488	1/21/2015	INGRAM LIBRARY SERVICES INC	\$58.38
EFT000000003489	1/21/2015	KENS SEAMLESS GUTTERS INC	\$560.00
EFT000000003490	1/21/2015	GREG KIEFFER	\$14.75
EFT000000003491	1/21/2015	PATRICK KILTY	\$100.00
EFT000000003492	1/21/2015	LANDON KRAMER	\$106.35
EFT000000003493	1/21/2015	LORRIE KROKSTROM	\$42.56
EFT000000003494	1/21/2015	TIM LANGFELDT	\$94.11
EFT000000003495	1/21/2015	MARSHFIELD BOOK & STATIONERY	\$4.75
EFT000000003496	1/21/2015	MCMASTER-CARR	\$523.41
EFT000000003497	1/21/2015	MERKEL COMPANY INC	\$569.66
EFT000000003498	1/21/2015	MIDSTATE TRUCK SERVICE	\$1,084.45
EFT000000003499	1/21/2015	MIDWEST TAPE	\$92.94
EFT000000003500	1/21/2015	JOSH MILLER	\$57.68
EFT000000003501	1/21/2015	MISSISSIPPI WELDERS	\$73.60
EFT000000003502	1/21/2015	MSA PROFESSIONAL SERVICES INC	\$1,181.75
EFT000000003503	1/21/2015	NELSON JAMESON INC	\$128.52
EFT000000003504	1/21/2015	NORTHERN SAFETY CO INC	\$92.43
EFT000000003505	1/21/2015	THOMAS OTT	\$277.35
EFT000000003506	1/21/2015	POWER PAC INC	\$805.94

CK#	CK DATE	VENDOR	AMOUNT
EFT000000003507	1/21/2015	PREMIER PRINTING, INC	\$338.15
EFT000000003508	1/21/2015	REIGEL PLUMBING & HEATING INC	\$574.90
EFT000000003509	1/21/2015	RIPP DISTRIBUTING COMPANY INC	\$84.00
EFT000000003510	1/21/2015	KURT SCHEIDER	\$3,105.00
EFT000000003511	1/21/2015	SAM SCHROEDER	\$61.60
EFT000000003512	1/21/2015	SHI INTERNATIONAL CORPORATION	\$3,822.02
EFT000000003513	1/21/2015	JOAN SPENCER	\$180.32
EFT000000003514	1/21/2015	STAINLESS AND REPAIR INC	\$71.28
EFT000000003515	1/21/2015	SVA CONSULTING LLC	\$1,985.00
EFT000000003516	1/21/2015	BRUCE TIBBETT	\$84.39
EFT000000003517	1/21/2015	MICHAEL TOPNESS	\$127.21
EFT000000003518	1/21/2015	TRAFFIC AND PARKING CONTROL INC	\$351.70
EFT000000003519	1/21/2015	V & H INC	\$260.93
EFT000000003520	1/21/2015	VIDCOM LLC	\$5,440.00
EFT000000003521	1/21/2015	VORPAHL FIRE & SAFETY	\$176.60
EFT000000003522	1/21/2015	JAMES BENSON	\$100.00
EFT000000003523	1/21/2015	WILLAIM WEISTER	\$785.00
EFT000000003524	1/21/2015	ERIC WENDELL	\$150.00
EFT000000003525	1/21/2015	ERIK WESTMAN	\$68.88
EFT000000003526	1/21/2015	WI KENWORTH LLC	\$60.28
EFT000000003527	1/21/2015	WOOD CO HIGHWAY DEPARTMENT	\$1,750.00
EFT000000003528	1/21/2015	ZARNOTH BRUSH WORKS	\$735.00
EFT000000003529	1/21/2015	PATRICK ZEPS	\$97.85
		<b>TOTAL CURRENT BILLS PAID BY EFT</b>	<b>\$98,209.45</b>

#### CURRENT BILLS PAID BY CHECK

82327	1/21/2015	ABR EMPLOYMENTSERVICES	\$433.20
82328	1/21/2015	AMAZON	\$1,040.54
82329	1/21/2015	AMERICAN AUTO SALES & SERVICE	\$79.95
82330	1/21/2015	AMERICAN PLANNING ASSOCIATION	\$780.00
82331	1/21/2015	APEX SOFTWARE	\$705.00
82332	1/21/2015	ARROW INTERNATIONAL INC	\$1,111.59
82333	1/21/2015	ASCAP	\$335.00
82334	1/21/2015	ASSOCIATED SERVICE CENTER	\$694.61
82335	1/21/2015	BRYAN K AUSTIN	\$214.65
82336	1/21/2015	BAKER AND TAYLOR INC	\$440.89
82337	1/21/2015	CHRISTOPOHER BIBBO & LORI NILSEN-BIBBO	\$350.51
82338	1/21/2015	BOCAR LLC	\$718.56
82339	1/21/2015	BROOKS TRACTOR INC	\$4,347.04
82340	1/21/2015	CHRIS BURR	\$100.00
82341	1/21/2015	BURT TROPHY & AWARDS INC	\$45.95
82342	1/21/2015	TOWN OF CAMERON	\$2,025.24
82343	1/21/2015	CENTL WI CRIMINAL INVESTIGATORS ASSN	\$30.00
82344	1/21/2015	CENTRAL WI COOPERATIVE	\$446.40
82345	1/21/2015	CENTRAL WI GLASS CO INC	\$221.69
82346	1/21/2015	COMFORT SUITES APPLETON AIRPORT	\$360.00
82347	1/21/2015	COMPASS MINERALS AMERICA	\$49,555.24
82348	1/21/2015	COMPLETE CONTROL INC	\$1,087.99
82349	1/21/2015	TIMOTHY A KRIZ	\$500.00
82350	1/21/2015	D E S PROPERTIES LLC	\$79.29
82351	1/21/2015	DEER CREEK TECHNOLOGIES LLC	\$735.00
82352	1/21/2015	HANNAH DIERINGER	\$899.90
82353	1/21/2015	DIRECT NETWORKS INC	\$6,750.00
82354	1/21/2015	DON'S AUTOMOTIVE CENTER, LLC	\$180.00
82355	1/21/2015	DOOR PRO	\$365.00
82356	1/21/2015	DORNER COMPANY	\$2,222.78
82357	1/21/2015	JEAN DOTY	\$100.00
82358	1/21/2015	EARTH INC	\$22,305.20

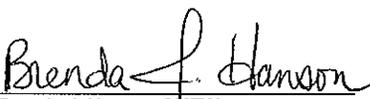
CK#	CK DATE	VENDOR	AMOUNT
82359	1/21/2015	ECWAEI	\$85.00
82360	1/21/2015	EMMONS BUSINESS INTERIORS	\$1,300.00
82361	1/21/2015	ENVIROTECH EQUIPMENT CO INC	\$1,413.28
82362	1/21/2015	FASTENAL COMPANY	\$116.48
82363	1/21/2015	DEAN & SUSAN FENHAUS	\$106.93
82364	1/21/2015	FESTIVAL FOODS	\$19.66
82365	1/21/2015	FORWARD FINANCIAL BANK	\$1,239.34
82366	1/21/2015	BENJAMIN FREDRICK	\$4,034.00
82367	1/21/2015	FRONTIER	\$633.82
82368	1/21/2015	BRIAN & MARGARET GEHRKE	\$54.00
82369	1/21/2015	DENNIS OR MICHELE GORKE	\$1,381.05
82370	1/21/2015	GREENSHADES SOFTWARE	\$3.98
82371	1/21/2015	GREMMER & ASSOCIATES, INC.	\$6,099.08
82372	1/21/2015	HACH COMPANY	\$974.19
82373	1/21/2015	LYNN HAEFER	\$278.09
82374	1/21/2015	SHIRLEY HEINTZ	\$100.00
82375	1/21/2015	HILLER'S HARDWARE INC	\$119.58
82376	1/21/2015	DARLENE HOEHN	\$200.00
82377	1/21/2015	ID NETWORKS INC	\$3,500.00
82378	1/21/2015	INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS	\$102.00
82379	1/21/2015	JEFFERSON FIRE AND SAFETY INC	\$170.00
82380	1/21/2015	JARED & BRITTANY JOHNS	\$337.20
82381	1/21/2015	E O JOHNSON COMPANY	\$283.19
82382	1/21/2015	E O JOHNSON COMPANY	\$160.58
82383	1/21/2015	ROBERT A JONES	\$31.35
82384	1/21/2015	JT MARSHFIELD	\$20,000.00
82385	1/21/2015	PATRICK J & SHARYN S JUNEAU	\$91.25
82386	1/21/2015	KENYON & CYNTHIA KEATING	\$277.16
82387	1/21/2015	KRISTY KRAMP	\$10.00
82388	1/21/2015	LEAGUE OF WI MUNICIPALITIES	\$5,065.12
82389	1/21/2015	LINCOLN CONTRACTORS SUPPLY	\$81.25
82390	1/21/2015	LIVE OAK MEDIA	\$32.19
82391	1/21/2015	MACF-CULTURAL FAIR	\$55.00
82392	1/21/2015	MAID TO ORDER	\$200.00
82393	1/21/2015	MAIN STREET PHOTO & STUDIO	\$791.70
82394	1/21/2015	MARSHFIELD AREA CHAMBER FOUNDATION	\$135.00
82395	1/21/2015	MARSHFIELD CITY GARAGE	\$21.58
82396	1/21/2015	MARSHFIELD HUMAN SERVICES ACADEMY	\$20.00
82397	1/21/2015	MARSHFIELD PARKS & REC DEPT	\$10.00
82398	1/21/2015	MARSHFIELD POLICE DEPT INVESTIGATIVE FUND	\$796.00
82399	1/21/2015	RANDY & DARLENE MCLELLAN	\$211.94
82400	1/21/2015	MEDFORD COOPERATIVE INC	\$5,268.56
82401	1/21/2015	MENARDS	\$452.34
82402	1/21/2015	RON MEYERS AND SON PARTNERS	\$800.00
82403	1/21/2015	MID WISCONSIN SUPPLY, LLC	\$95.00
82404	1/21/2015	MILESTONE MATERIALS	\$41,443.74
82405	1/21/2015	MPPA LE SUPPLY	\$366.26
82406	1/21/2015	NAPA AUTO PARTS	\$266.19
82407	1/21/2015	NATIONWIDE ADVANTAGE MORTGAGE	\$30.50
82408	1/21/2015	NIKOLAY COMPANIES	\$2,044.10
82409	1/21/2015	NORTHERN LAKE SERVICE INC	\$614.50
82410	1/21/2015	NWBIA	\$190.00
82411	1/21/2015	OFFICE SUPPLIES 2 U INC	\$277.47
82412	1/21/2015	TARAL PATEL	\$100.00
82413	1/21/2015	PER MAR SECURITY SERVICES	\$381.60
82414	1/21/2015	JEAN ZYGARLICHE	\$86.00
82415	1/21/2015	ROSS & MICHELLE PETKE	\$210.02
82416	1/21/2015	PIONEER PRODUCTS INC	\$204.54

CK#	CK DATE	VENDOR	AMOUNT
82417	1/21/2015	PRECISE MRM LLC	\$28.13
82418	1/21/2015	PRINCE CORPORATION	\$265.50
82419	1/21/2015	PRO CUT LAWN SERVICE LLC	\$1,095.00
82420	1/21/2015	PUBLIC SAFETY CENTER	\$98.26
82421	1/21/2015	RADIO SHACK ACCTS RECEIVABLE	\$19.99
82422	1/21/2015	RASMUSSEN COLLEGE- WAUSAU	\$281.25
82423	1/21/2015	RESCUE PHONE INC	\$5,595.00
82424	1/21/2015	KAREN RICHARDSON	\$106.93
82425	1/21/2015	JUSTIN & LARA SCHMITZ	\$896.26
82426	1/21/2015	MARY SCHULZ	\$100.00
82427	1/21/2015	SHARON SEE	\$100.00
82428	1/21/2015	SHOPKO STORES OPERATING CO., LLC	\$57.91
82429	1/21/2015	SIMPLEX GRINNELL LP	\$1,248.27
82430	1/21/2015	SOUND SOLUTIONS INC	\$848.00
82431	1/21/2015	BERNARD & DOROTHY SPETH	\$50.43
82432	1/21/2015	ST JOSEPH'S HOSPITAL-CHIPPEWA FALLS	\$68.50
82433	1/21/2015	STAPLES ADVANTAGE	\$160.94
82434	1/21/2015	PATRICK & NICOLE STOCKWELL	\$50.90
82435	1/21/2015	SWWBIA	\$30.00
82436	1/21/2015	SWWBIA	\$190.00
82437	1/21/2015	SYSTEMS TECHNOLOGIES	\$1,421.00
82438	1/21/2015	VENDATA TADI	\$100.00
82439	1/21/2015	TITAN PUBLIC SAFETY SOLUTIONS	\$3,359.00
82440	1/21/2015	TOTAL ELECTRIC SERVICE INC	\$1,785.95
82441	1/21/2015	TOWN & COUNTRY ENGINEERING INC	\$23,546.82
82442	1/21/2015	TARA TREGLOWNE	\$40.93
82443	1/21/2015	TRITECH SOFTWARE SYSTEMS INC	\$3,810.39
82444	1/21/2015	CALVIN TYSVER	\$700.00
82445	1/21/2015	UNIFIRST CORPORATION	\$663.49
82446	1/21/2015	THE UNIFORM SHOPPE	\$122.75
82447	1/21/2015	UNIQUE BOOKS INC	\$70.21
82448	1/21/2015	UNITED RENTALS (NORTH AMERICA) INC	\$1,223.00
82449	1/21/2015	UNIVERSITY OF WISCONSIN	\$895.00
82450	1/21/2015	USA BLUE BOOK	\$145.48
82451	1/21/2015	UNIVERSITY OF WISCONSIN	\$75.00
82452	1/21/2015	VITAL COMMUNICATION	\$1,878.28
82453	1/21/2015	WAHMR	\$900.00
82454	1/21/2015	JOHN WASSHAUSEN	\$17.61
82455	1/21/2015	WCM	\$310.00
82456	1/21/2015	WCMA	\$352.51
82457	1/21/2015	WEILER TRANSPORTATION LLC	\$902.87
82458	1/21/2015	WEINBRENNER SHOE COMPANY	\$1,449.00
82459	1/21/2015	WESTON WOODS STUDIOS	\$545.85
82460	1/21/2015	WI DEPARTMENT OF JUSTICE	\$266.00
82461	1/21/2015	WI DEPT OF REVENUE	\$4,346.56
82462	1/21/2015	WI DNR	\$300.00
82463	1/21/2015	WI FIRE SERVICE ADMINISTRATIVE	\$45.00
82464	1/21/2015	WI LIBRARY ASSOCIATION	\$325.00
82465	1/21/2015	WI LIBRARY ASSOCIATION	\$128.00
82466	1/21/2015	WI MEDICAID	\$909.39
82467	1/21/2015	WI NATURAL RESOURCES	\$8.97
82468	1/21/2015	WI SOCIETY OF LAND SURVEYORS	\$125.00
82469	1/21/2015	WI WATER ASSOCIATION	\$50.00
82470	1/21/2015	GLENN WILCOTT & LISA HERRICK	\$330.08
82471	1/21/2015	WILDWOOD REGENCY HOUSE LLC	\$625.00
82472	1/21/2015	JOHN WINGERT	\$100.00
82473	1/21/2015	THE WINTERGREEN RESORT	\$70.00
82474	1/21/2015	WISNET	\$1,500.00

<b>CK#</b>	<b>CK DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>
82475	1/21/2015	JOSHUA & AMANDA WITT	\$309.01
82476	1/21/2015	WOLFGRAM GAMOKE AND HUTCHINSON	\$6,452.03
82477	1/21/2015	WSFCA	\$170.00
82478	1/21/2015	WSTMA	\$45.00
82479	1/21/2015	DARLENE YOUNG	\$100.00
		<b>TOTAL CURRENT BILLS PAID BY CHECK</b>	<b>\$274,444.48</b>
		<b>TOTAL PREPAID BILLS</b>	<b>\$6,852,842.61</b>
		<b>TOTAL CURRENT BILLS</b>	<b>\$372,653.93</b>
		<b>GRAND TOTAL</b>	<b><u>\$7,225,496.54</u></b>

**TREASURY REPORT**  
December 2014

	December	November
<b>GENERAL CITY</b>		
<b>PREVIOUS BANK BALANCES (CASH):</b>		
Bonds -----	6,510.00	
Citizens State Bank -----	615,234.40	
<b>TOTAL PREVIOUS CASH BALANCE:</b>	<b>\$621,744.40</b>	<b>\$565,412.90</b>
<b>RECEIPTS:</b>		
Citizens State Bank -----	2,387,436.65	
Citizens State Bank Interest -----	936.12	
L-T Investment Interest Rec -----	0.00	
Tax collection -----	9,596,407.77	
<b>TOTAL CASH RECEIPTS:</b>	<b>\$11,984,779.54</b>	<b>\$3,104,828.72</b>
<b>DISBURSEMENTS:</b>		
Citizens State Bank -----	6,567,223.11	
<b>TOTAL CASH DISBURSEMENTS:</b>	<b>\$6,567,223.11</b>	<b>\$3,049,497.22</b>
<b>GENERAL CITY BOOK BALANCE (CASH):</b>	(Previous Balance + Receipt - Disbrsmnts.)	
	<b>\$6,039,300.83</b>	<b>\$621,744.40</b>
<b>GENERAL CITY INVESTMENTS:</b>		
Securities Investments (Long Term) -----	3,000,000.00	
Securities Investments (Short Term) -----	0.00	
SIST Int rate/earning 0.00% -----	0.00	
Local Government Investment Pool (LGIP) -----	11,712,488.14	
LGIP Int rate/earning 0.09% -----	755.72	
	<b>\$14,713,243.86</b>	<b>\$12,737,186.14</b>
<b>TOTAL GENERAL CITY CASH &amp; INVESTMENTS</b>	<b>\$20,752,544.69</b>	<b>\$13,358,930.54</b>
<b>ELECTRIC &amp; WATER</b>		
Citizens Bank Previous Bal. -----	1,085,026.24	
Citizens Bank Utility Receipt -----	4,757,810.64	
Citizens Bank Utility Disburs -----	4,934,280.05	
<b>E/W BOOK BALANCE:</b>	<b>\$908,556.83</b>	<b>\$1,085,026.24</b>
<b>E/W INVESTMENTS:</b>	<b>\$16,842,964.67</b>	<b>\$17,842,641.72</b>
<b>TOTAL E/W CASH &amp; INVESTMENTS:</b>	<b>\$17,751,521.50</b>	<b>\$18,927,667.96</b>
<b>TOTAL BOOK BALANCE (CASH):</b>	(E & W Balance + General Balance)	
	<b>\$6,947,857.66</b>	<b>\$1,706,770.64</b>
<b>RECAPITULATION BANK REPORT</b>		
Bonds -----	6,510.00	
Citizens Bank E/W Utility -----	1,545,496.66	
Citizens Bank General City -----	6,425,392.65	
<b>TOTAL BANK BALANCE:</b>	<b>7,977,399.31</b>	
(OUTSTANDING CHECKS)	1,029,541.65	
<b>TOTAL BANK BALANCE (CASH):</b>	<b>\$6,947,857.66</b>	<b>\$1,706,770.64</b>
<b>CASH ON HAND :</b>	<b>\$100.00</b>	<b>\$100.00</b>
<b>TOTAL INVESTMENTS:</b>	<b>\$31,556,208.53</b>	<b>\$30,579,827.86</b>
<b>TOTAL CASH &amp; INVESTMENTS:</b>	<b>\$38,504,066.19</b>	<b>\$32,285,598.50</b>

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

City of Marshfield  
 Long - Term Security Investments  
 As of December 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	1/22/2015	Continuous	2/22/2018
FANNIE MAE	7 Year	11/21/2012	\$ 1,000,000	1.0% to 6.0%	Y	1/21/2015	Continuous	11/21/2019
FHLB	5 Year	6/12/2013	\$ 1,000,000	0.8% to 2.5%	Y	1/12/2015	Continuous	6/12/2018

Total \$ 3,000,000

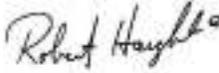
## FIRE & RESCUE DEPARTMENT

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### MEMORANDUM

**TO:** Finance and Personnel Committee Members

**FROM:** Robert Haight, Fire Chief



**DATE:** January 2, 2015

**SUBJECT:** Budget Resolution 1-2015

### Background

The Marshfield Fire & Rescue Department has been utilizing a program called FireRMS since 2003. The EMS component that came with this component ceased to be supported by Zoll Data on January 1, 2015, since they had migrated to an updated component call RescueNet ePCR.

### Analysis

The original EMS component is not flexible or robust to acquire all the data that is required by both the State of Wisconsin and the National EMS Databases. Data entry into this component is also very cumbersome. RescueNet ePCR is fully integrated into FireRMS and should improve data entry times. This product has been in existence for over eight years and is very stable. The EMS budget has a State of Wisconsin Act 102 Fund which has a current balance of \$35,412.22 currently in it which was being held specifically for this purchase. The total cost of this program and installation will be \$49,000.00. The balance would be from the 605 EMS Fund. The immediate need for this program became more apparent over the last six months and therefore was not a part of the 2015 EMS budget requests. The EMS budget showed budgeted revenue of \$1,200,000.00 for 2015 and should account for over 2,400 runs in 2015. Without this software we would have to resort to handwritten reports and then input this data into our database after the fact which would be at the very least doubling our man hours in our record management.

### Summary/Recommendation

The funds are available in the Act 102 fund as well as the 605 EMS Fund. The unreliability inherent in the use of a non-supported program, especially one that is required for over 2,400 runs per year should be addressed as soon as possible. I recommend that this budget resolution be approved as presented.

Concurrence:



Steve Barg, City Administrator



Keith Strey, Finance Director

**\*\* Approved by the Police and Fire Commission at their January 8, 2015 meeting.**

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DETAIL OF BUDGET RESOLUTION NO. 01-2015 BY OBJECT NUMBER

TRANSFERRED FROM (**Memo Only**):

1. Emergency Medical Services Fund, a/c #605:
  - a. 34300 – Unassigned Fund Balance \$ 49,000

TRANSFERRED TO (**Memo Only**):

1. Emergency Medical Services Fund, a/c #605:
  - a. 18500 – Fixed Assets/Machinery & Equipment \$ 49,000

\* \* \* \*

**MARSHFIELD POLICE DEPARTMENT  
MEMORANDUM**

**DATE:** January 2<sup>nd</sup>, 2015  
**TO:** Finance, Budget, and Personnel  
**FROM:** Chief Rick Gramza  
**SUBJECT:** Budget Resolution 02-2015

History

Law enforcement nationwide is inundated with data annually, whether it is community data or regional data pertinent to the profession. Proper analysis and use of this data can propel a community as well as an agency towards greatness regarding service and protection of the citizens. Currently the Marshfield Police Department has no efficient means of analyzing data collected through our Computer Aided Dispatch (CAD) or Records Management System (RMS).

Analysis

The Marshfield Police Department would like to use funds from the state seizure account to purchase Public Engines Command Central software. Command Central provides data analytics, visualization, and information sharing to enable your agency to make better intelligence-led decisions at all levels. It is a powerful and intuitive crime analytics dashboard that allows analysts to effortlessly turn crime data into intelligence, identify and understand strategic priorities, and break down information silos, with more than 1,000 ways to analyze and view your crime data and information.

Command Central allows you to easily track and report on progress on key initiatives and focus areas using geographic and time-based comparisons. Shape files allow for separate beats or zones within the city as well as opportunities to digitally transfer this now visual data to city officials or the media.

Command Central's intuitive tools allows for detailed maps and visualizations and the ability to drill down on areas and crime categories, make it easy for anyone to analyze crime data in depth. Advanced tools allow you to see crime hotspots, isolate crimes by type, and see underlying narratives and with data from both CAD and RMS systems, one can use it to analyze both crimes and calls for service.

The Marshfield Police Department statement reads “In partnership with the community, we will create and maintain neighborhoods capable of sustaining civic life. We commit to reducing levels of crime, fear, and disorder through community based, problem oriented and data driven policing.” This type of community policing along with information sharing with city officials, the media, and the community is of paramount importance to the Marshfield Police Department and we feel the addition of Command Central will only help to bolster the safety of the community.

## Recommendation

I recommend approval of Budget Resolution No. 02-2015 as indicated on the attached Budget Resolution.

Concurrence:



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Steve Barg, City Administrator



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Keith Strey, Finance Director

\*\*Approved by the Police and Fire Commission at their January 8, 2015 meeting.

BUDGET RESOLUTION NO. 02-2015

A resolution changing the 2015 budget of the City of Marshfield, Wisconsin.

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

1. That the sum of \$4,719 is hereby transferred from the Protective Services Special Revenue Fund State Shared Proceeds, a/c#2064600020.200000 to the Protective Services Special Revenue Fund Law Enforcement Budget, a/c#2065211020.200000.
  
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. 02-2015 BY OBJECT NUMBER

TRANSFERRED FROM:

1. Protective Services Fund Public Charges Revenue, a/c #2064600020.200000:
  - a. 46212 – Law Enforcement - State Shared Proceeds \$ 4,719

TRANSFERRED TO:

1. Protective Services Fund Law Enforcement, a/c# 2065211020.200000:
  - a. 53200 – Publications, Subscriptions & Dues \$ 4,719

\* \* \* \*

# Memo

**To:** Finance, Budget and Personnel Committee  
**From:** Ed Englehart, Parks and Recreation Director  
**Date:** January 15, 2015  
**Re:** Pat Fellenz Construction 2014 Invoice

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## Background

At the January 6<sup>th</sup> Finance, Budget and Personnel Committee meeting, Alderperson Smith requested to have the invoice to Pat Fellenz Construction in the amount of \$5,300 removed from consideration for approval for payment. It was agreed by the Committee to hold payment of this invoice (attachment 3) until it could be reviewed at the January 20<sup>th</sup> Committee meeting, and a memo be provided by me providing some additional background regarding the invoice.

## Analysis

The Parks and Recreation Department is responsible for the operation and maintenance of the City-owned property at the Marshfield Fairgrounds Park (attachment 1). Some examples of these responsibilities are scheduling of facilities, collection of fees, maintenance of the buildings and grounds, assistance to event providers, facility readiness for events, post event inspections, implementation of winter storage program, payment of utilities and for other services necessary for the operations and communications between the various organizations and entities utilizing the Marshfield Fairgrounds Park. The Parks and Recreation Department has been responsible for this area for the past 20 years. Expenditures of \$102,619 and revenues of \$52,000 were included in the 2014 Parks and Recreation Department budget for the Fairgrounds operation and maintenance.

Pat Fellenz has a very long history and knowledge of the many buildings and facilities on both the property at the fairgrounds owned by the City of Marshfield and the land owned by the Central Wisconsin State Fair Association (attachment 1). Mr. Fellenz's primary involvement at the fairgrounds is due to his longtime relationship with the Central Wisconsin State Fair Association in preparing the buildings and grounds for the annual fair, servicing the operations during the fair and dismantling and storing items following the fair. Mr. Fellenz's services provided for the fair and Central Wisconsin State Fair Association buildings and properties are paid by the Association and not the City of Marshfield.

In my opinion, Mr. Fellenz is probably the one single individual with the most knowledge and understanding of the buildings and grounds owned by both the City of Marshfield and the Central Wisconsin State Fair Association. Over the past 20 years, the Parks and Recreation Department has utilized Mr. Fellenz's services in a variety of areas, and he traditionally has invoiced the Parks and Recreation Department on an annual basis at the end of the year. I review the invoice with Mr. Fellenz and he addresses any questions that I have and I submit the invoice for payment.

Ben Steinbach, Parks and Recreation Maintenance Supervisor, and I will both communicate work needs to Mr. Fellenz and follow-up to make sure it was completed. Primarily, the work revolves around shows or events that are being held at the Fairgrounds. See attachment 2, listing activities and events held at the Marshfield Fairgrounds Park in 2014.

In regards to the 2014 invoice from Pat Fellenz Construction, I did receive the invoice in December, met with Mr. Fellenz to review the invoice, reviewed the invoice with Ben Steinbach, made adjustments per those discussions and submitted it to the Finance Department for payment. This is a similar process that has been followed the past number of years.

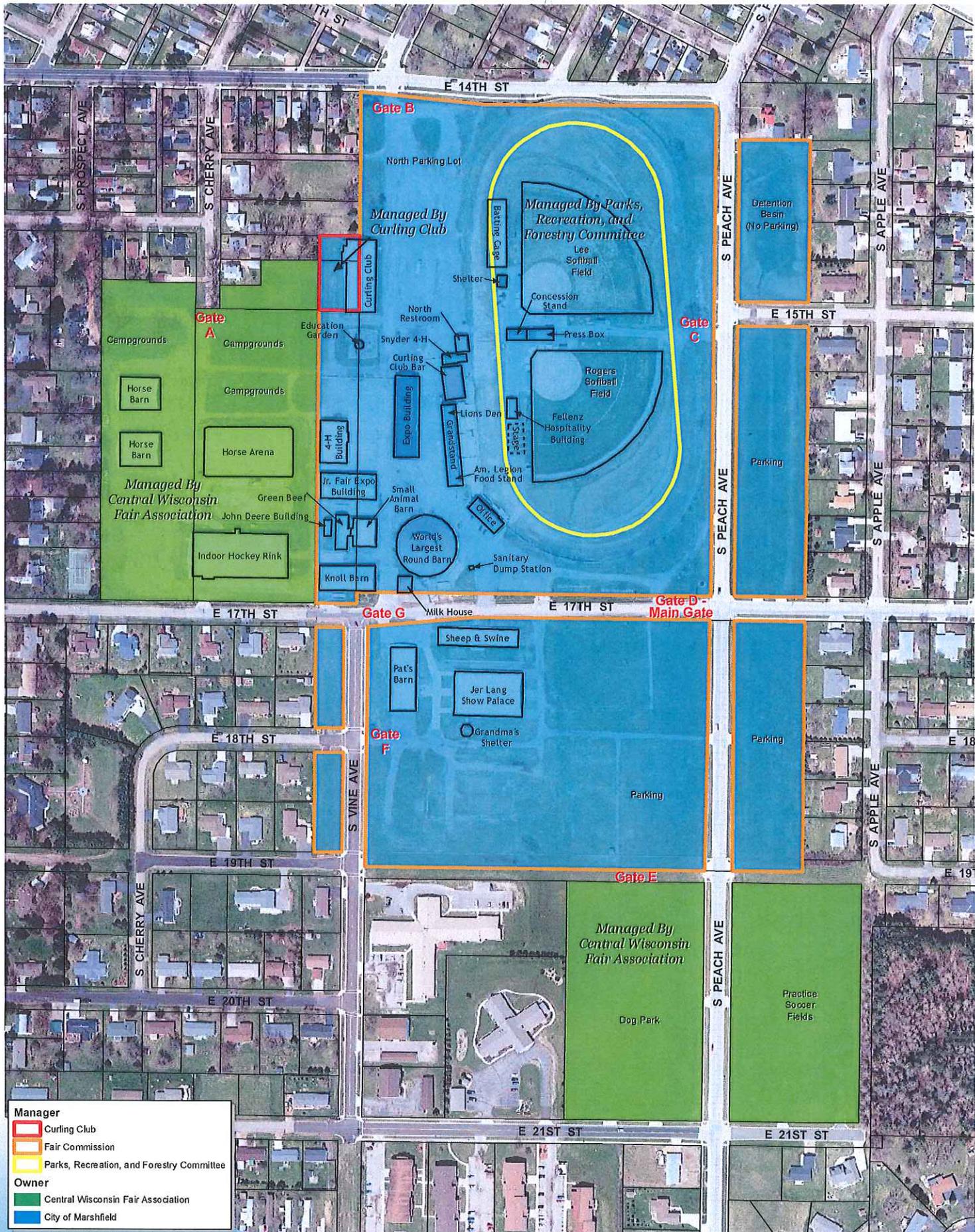
Concerns have been expressed regarding a single invoice for an entire year, the detail provided on the invoice, the late submittal of the invoice, the assignment of the work, and the oversight by department staff to ensure the work was completed as expected. Both Ben Steinbach and I agree that a timelier (monthly) invoice with additional detail of the work performed is appropriate, and should we continue to utilize Mr. Fellenz's services in 2015, this will be done. It should be noted that in September of 2014, the Central Wisconsin State Fair Association severed their relationship with Pat Fellenz, and it is doubtful that the Parks and Recreation Department will have the opportunity to again utilize his services. It is not known at this time how we plan to address this change.

**Recommendation**

I recommend payment of the invoice from Pat Fellenz Construction in the amount of \$5,300.

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

Attachments



Manager	
<span style="color: red;">█</span>	Curling Club
<span style="color: orange;">█</span>	Fair Commission
<span style="color: yellow;">█</span>	Parks, Recreation, and Forestry Committee
Owner	
<span style="color: green;">█</span>	Central Wisconsin Fair Association
<span style="color: blue;">█</span>	City of Marshfield

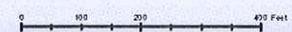


# Marshfield Fairgrounds Park

## Ownership & Management

1/22/2014

This is not a legal survey document. This map was compiled by the City of Marshfield's Geographic Information System based on interpretation of resources to the date printed herein, duplication without consent is prohibited.



## 2014 Marshfield Fairground Park Event Information

Event	Primary Contact	2014 Dates	Facilities	Event Contact	Permit #
Mfid Curling Club Bopspiel Dinner	Parks & Recreation	March 1	Jr. Fair Expo	Diane Scheunemann	#7722
County Line Rider 4H Tack Swap	Parks & Recreation	March 7-9	Jr. Fair Expo	Jessica Lewer	#7774
Marshfield Youth Hockey Banquet	Parks & Recreation	March 9th	Jr. Fair Expo	Brenda Baur	#8382
Purple Ribbon Classic	Parks & Recreation	March 21-22	Milkhous/Round Barn/ Jr. Fair Expo	Paul Lippert	#8321
Consignment Auction	Parks & Recreation	March 28-29	Jr. Fair Expo	Phillip Miller	#7841
Silver Laces Banquet	Parks & Recreation	March 30th	Jr. Fair Expo	Mary Christiansen	#8384
Winter Storage Exit Day	Parks & Recreation	April 5th	Expo/Pat's Barn/Knoll Barn/Sheep & Swine	Ben Steinbach	No Permit
Easter Egg Hunt - North Ridge Church	Parks & Recreation	April 19th	Grass Area south of 17th/Grandma's Shelter	Mike Shepherd	#8668
Wood Co. Health Dept. Mass Clinic Exer.	Parks & Recreation	April 22nd	Jr. Fair Expo	Tyler Zastava	#8365
Rabbit Show	Parks & Recreation	April 26-27	Jr. Fair Expo/Round Barn	Leah Haas	#7907
Lisa Garcia- Quincinera	Parks & Recreation	May 10th	Jr. Fair Expo	Lisa Garcia	#8354
Heart of WI Rabbit Breeder Assoc.	Parks & Recreation	May 17th	Jr. Fair Expo Building - 8:00 am to 10:30 pm	Barb Grosbier	#8366
Wedding Reception	Parks & Recreation	May 24	Jr. Fair Expo	Jane Weis	#8660
Dairy Fest	Parks & Recreation	May 28-31	All Buildings and Grounds (set up May 28&29 Event May 30 & 31)	Debbie Bauer/MACCI	#5777
Brews N Q's Brew Fest	Mar. Curling Club	June 7 (1-5 pm)	Marshfield Curling Club Building.	?????	None
Jessica Kilty Wedding Recep.	Parks & Recreation	June 6-8	Junior Fair Expo (setup June 6, cleanup June 8 am)	Jessica Kilty	#8159
Wisconsin State Trappers Assoc.	Parks & Recreation	June 13-14	Hockey Building per Heidi - need to provide CWSFA tables and chairs	Maynard Breunig	#8136
Skate Park Show Rain Date-FCA	Parks & Recreation	June 13-14	Expo Building	Jeff Tarras	#8360
Associated Bank Picnic	Parks & Recreation	June 19	Jr. Fair Expo	Nancy Kautza	#8661
Anne Clement Fund Raiser	Parks & Recreation	June 21st	Junior Fair Expo	Anne Clement	#8329
H & S Manufacturing Dealer Show	Parks & Recreation	June 23-26	Jr. Fair Expo (June 23-26) Show Palace (June 23 - 26)	John Leonhardt	#7248
Fur Takers of America	Parks & Recreation	June 26-29	Jr. Fair Expo	Sharon Kirm	#5923
MACCI Movie in the Park	Parks & Recreation	June 27th	Grass Area south of 17th/Grandma's Shelter	Karen Issason	#8284
George Carden Circus	CWSFA	June 29th	Hockey Building	Fair office	CWSFA
Festival Foods 4th of July Fireworks	Parks & Recreation	July 4th	Grandstand, office restrooms, parking lot & grounds	Ed Englehart	#5614
St. John Catholic Ch. Tractor Pull	Parks & Recreation	July 11th	Grandstand, office rr, track, parking lot	Dan McGiveron	#8131
WI-State-Guernsey-Shew-	CWSFA	July 13-15	CANCELLED 07.01.2014 BY CWSFA		#8348
Wedding Reception	Parks & Recreation	July 19	Jr. Fair Expo	Beth Kolbeck	
Liberty Classic Quarter Horse Show	CWSFA	July 20-27	Knoll Br/Show Pal/4H RR/Jr. Fair Ex/MHRR/Off.RR/Pat Br	Sue Schmidt/Bobby Jo Stanton	#8350
H & S Manufacturing July Meetings	Parks & Recreation	July 30-Aug. 1	Jr. Fair Expo/Lang Show Palace(Show Pal. 30&31 only)	Ron Zygarlicke	#7362
WI. State Appaloosa Show	CWSFA	Aug. 1-3	Show Palace/4H Restrooms/campgrds/arena/horse barn	Tina Mahlock	#8349
Deana Grunewald Wedding Recep.	Parks & Recreation	Aug. 2nd	Jr. Fair Expo Building	Nick Beil	#8189
Marshfield Softball Assoc. August Tour.	Parks & Recreation	Aug. 7-10	Lee softball field, Rogers softball field	Gordie Adler	#5634
Tara Rehbein Wedding Recep.	Parks & Recreation	Aug. 8-10	Jr. Fair Expo Building (set up Aug. 8 & cleanup Aug. 10)	Tara Rehbein	#8345
Wisconsin State Jersey Show	CWSFA	Aug. 11-13	Knoll Br/Show Pal/Milk Ho/Office RR/Pat's Barn	Michelle Barlow	#8351
MAKC Dog Show	CWSFA	Aug. 14-17	Hockey Bld./4H/Beef Br/Jr. Fair Expo (setup Aug. 13)	Dale Meyer	Agreement
Cent. Wis. Livestock Breeders	CWSFA	August 15-16	Show Palace/Sheep&Swine/Pats Barn/office restrooms/wash rack	Bruce Thorson	Agreement
Central Wisconsin State Fair	CWSFA	Aug. 27-Sept 1	All Buildings & Grounds + Curling Club	Heidi Born-Smith	Agreement
Wisconsin State Trappers Assoc.	CWSFA	Sept 3-7		Heidi Born-Smith	
Melinda Huber Wedding	CWSFA	Sept. 12-14	Jr. Fair Expo	Heidi Born-Smith	
Fresian Keuring Show	CWSFA	Sept. 22-23	Show Pal./4H Restrooms/campgrds/arena/Hors. Br./Jr Fair Ex. Sept 22 only	Shelley Keinhofer	Agreement
Tiger Booster Club Fund Raiser	Parks & Recreation	Sept. 27	Jr. Fair Expo	Marliss Trudeau	#8295
Senior Health Fair	Parks & Recreation	Oct. 2-3	Jr. Fair Expo (set up Oct. 2)	Kelly Cassidy	#8304
Kiwanis KEEP	Parks & Recreation	Oct. 3-4	Expo Bu./north restroom and north parking area (set up on Oct. 3)	Donna Martin	#8306
Battle of the 4H's	Parks & Recreation	Oct. 11	Jer Lang Show Palace - did not reserve restrooms???	Jean Steinkopf	#8923
Cancer Benefit	Parks & Recreation	Oct. 25	Jr. Fair Expo	Sandy Marth	#9231
Surprise Party	Parks & Recreation	Nov. 1	Jr. Fair Expo	Tracey Bushman	#9186
AA Meeting/Party	Parks & Recreation	Nov. 8	Jr. Fair Expo	James Koenig	#9156
Central Wisconsin Rabbit Breeders	Parks & Recreation	Nov 14-15	Jr. Fair Expo / Round Barn-some years	Leah Haas	#8733
Marshfield Consignment Auction	Parks & Recreation	Dec. 5-6	Jr. Fair Expo	Phillip Miller	#8351
Hiveman Muzzle Loaders	Parks & Recreation	Dec. 12-13	Jr. Fair Expo	Allen Pilsner	#8338
Christmas Party - Kennel Club	Parks & Recreation	Dec. 27	Jr. Fair Expo	Betty Peterson	#9339

green = events held during fair time

Invoice

Pat Fellenz  
 11482 Eagle Road  
 Marshfield, WI 54449  
 (715) 387-4972

Bill To: Marshfield Parks & Recreation Department  
 PO Box 727  
 Marshfield, WI 54449

Statement Date	Previous Balance	Payments	Credits	New Charges	Balance Due	Due Date
12/15/2014	\$ -	\$ -	\$ -	\$ -	\$ 5,300.00	Upon Receipt

Work Performed	Pat Hours	Pat's Rate \$25.00	Staff Hrs	Staff Rate \$100
Spring Water Service Installation	28	\$ 700.00	2	200.00
Round Barn Spring setup	7	\$ 175.00		
Round Barn Winterization	8	\$ 200.00		
Waterline Service Winterization	22	\$ 550.00	2	200.00
Fair Office Spring setup	9	\$ 225.00		
Fair Office Winterization	6	\$ 150.00		
Event setup & takedown - Purple Ribbon Classic	2	\$ 50.00		
Event setup & takedown - H&S Manufacturing Show	3	\$ 75.00		
Event setup & takedown - WI Trappers	9	\$ 225.00	3	300.00
Event setup & takedown - 4th of July	20	\$ 500.00	2	200.00
Event setup & takedown - St. John's Tractor Pull	10	\$ 250.00		
Event setup & takedown - Liberty Classic Horse Show	17	\$ 425.00	6	600.00
Event setup & takedown - H&S Manufacturing Show	2	\$ 50.00		
Event setup & takedown - Marshfield Softball Association	3	\$ 75.00		
Event setup & takedown - Jersey Show -	15	\$ 375.00	7	700.00
		\$ -		
	161	\$ 4,025.00	22	2200.00

Special Project Work-Office Door Kidckdowns (\$30), Repair Light Mast Jr. Fair (\$150),  
 Knoll Barn Remodel/Washrack (\$475), Building & Grounds Inspection and Miscellaneous  
 Repairs 2014 (\$400)

\$ 1,055.00

101-55480-62  
 525.00  
 EG

Grand Total \$ 5,300.00

Detach and return this portion with your payment.

Marshfield Parks & Recreation Department  
 PO Box 727  
 Marshfield, WI 54449

Balance Due: \$ 5,300.00  
 Due: Upon Receipt

Write Amount Paid Here:

Remit To: Pat Fellenz  
 11482 Eagle Road  
 Marshfield, WI 54449

PR1492

12-15-14

City of MARSHFIELD  
PARKS & REC. DEPT.

BILL FOR MATERIALS AND LABOR FOR  
WORK DONE AT MARSHFIELD FINE PARK

	Date	Hours	Staff
Spring Water Service installation		28	2
Round Barn Spring Setup		7	
Round Barn Winterization		8	
Water Service Winterization		22	2
Fair Office - Setup Spring		9	
Fair Office - Winterization		6	
Purple Ribbon Classic		2	
HIS MANUFACTURING SHOW		3	
Wis. TRAPPERS		9	3
4th of July		20	2
St. John's Tractor Pull		10	
LIBERTY CLASSIC HORSE SHOW <small>Reduced by 25 hrs. that should have been charged to CWSPH</small>		17	6
HIS MANUFACTURING SHOW		2	
<del>Appaloosa Show</del> <small>NOT CITY EVENT EXPENSE</small>		<del>10</del>	<del>2</del>
MARSHFIELD SOFTBALL ASSOC.		3	
Jersey Show		15	7
<del>FRESHMAN Show</del> <small>NOT CITY EVENT EXPENSE</small>		<del>5</del>	
	TOTALS	199	24
	<del>SS</del>	<del>161</del>	<del>22</del>

12-15-14

City of MARSHFIELD  
Parks & Rec. Dept.

Special Projects

Office Door Kickdowns 30 00

REPAIR LIGHT MAST J.B. FAR. 150 00

Knoll Bar Remodel } 475 00  
Knoll Bar Washroom }

BUILDINGS AND GROUNDS INSPECTIONS 400 00  
AND MISCELLANEOUS REPAIRS 2014

# 1,055 00 <sup>OK</sup>

~~4025 00~~  
~~4000 00~~

~~16/16/~~ <sup>EE</sup>  
PAT FULLER 199 HOURS @ 25.00

EE \$ 4,975 00

OTHER STAFF 22 ~~25~~ HOURS @ 10.00

EE \$ 220 00

S.G. \$ 6,270 00

~~5300 00~~  
~~5250 00~~

Total Amount

~~6270 00~~ <sup>EE</sup>

5300 <sup>EE</sup>

101-55480-62 52500

PAT FULLER CONST.  
11482 EAGLE RD.  
MARSHFIELD, WI 54449

54449 <sup>EE</sup>



Department of Parks & Recreation  
 630 S. Central Ave. Floor 2R  
 Marshfield, Wisconsin 54449  
 715 384 4642  
 fax 715 384 2799  
[ci.marshfield.wi.us/pr/](http://ci.marshfield.wi.us/pr/)

**Purchase Order**

Purchase Order Number: PR1492	Date Ordered: 12/22/2014
Account Number: 101-55480-62 52500	Submitted By: Ed Englehart

**Vendor Information**

Company Name:  
Pat Fellenz Construction

Telephone Number:  
715-387-4972

Address:  
11482 Eagle Road

City:  
Marshfield

State/Province:  
WI

Postal Code:  
54449

**Ship To**

Location:

Telephone Number:

Address:

City:

State/Province:

Postal Code:

**Itemized List**

Summary:

2014 Fairgrounds Building and Grounds Maintenance and Operation Services

Item Number	Description			Total
	Quantity	Unit	Unit Price	
	Labor for Maintenance and Operation Services - Grounds & Events			
	1		4,245.00	4,245.00
	Special Project Work: Labor, equipment and materials - repair Office door stops, repair Jr. Fair Expo roof damage from electric service mast, Knoll Barn restoration project asst., building and grounds inspections through 2014			
	1		1,055.00	1,055.00
<b>Subtotal</b>				5,300.00
<b>Shipping/Handling Cost</b>				0.00
<b>Total</b>				5,300.00

Signatures

Approval Signature - Ed Englehart

Approval Signature - Keith Strey

City of Marshfield  
Wastewater Utility  
2601 E. 34<sup>th</sup> Street  
Marshfield, WI 54449-5363



**MARSHFIELD**  
Wastewater Utility

**Sam Warp Jr.**  
Wastewater Superintendent  
(715) 591-2022  
Fax (715) 591-2027  
sam.warp@ci.marshfield.wi.us

To: Finance, Budget, and Personnel Committee  
From: Sam Warp Jr., Wastewater Utility Superintendent  
Date: January 16, 2014  
Re: Request to fill vacant Wastewater Treatment Operator position

**BACKGROUND**

Wastewater Treatment Plant Operator Ted Bratton has submitted his resignation, and he will be ending his employment with the City of Marshfield. We wish him well and thank him for his years of dedicated service to the wastewater utility.

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

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

**ANALYSIS**

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

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

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

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

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

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

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

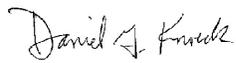
**RECOMMENDATION**

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

Respectfully submitted,

Sam Warp Jr.  
Wastewater Utility Superintendent

CONCURRENCE:



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Daniel G. Knoeck  
Director of Public Works

CONCURRENCE:



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Steve Barg  
City Administrator



City of  
Marshfield  
Memorandum

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**DATE:** January 20, 2015  
**TO:** Finance, Budget and Personnel Committee  
**FROM:** Lara Baehr, Human Resources Manager  
**RE:** Classification of Civil Engineer I

**BACKGROUND**

The Common Council recently approved filling the vacancy of Surveyor as Civil Engineer I. Once approved, new positions follow Personnel Policy No. 3.800, Compensation Plan for classification in the City non-represented compensation plan. The Job Evaluation System starts with the supervisor completing a Job Description Questionnaire (JDQ).

**ANALYSIS**

The Job Evaluation System defines five key job-related factors that are measured. The five key factors are: Formal Preparation and Experience, Decision Making (Impact), Thinking Challenges and Problem Solving, Interactions and Communication, and Work Environment. Attached is the Zoning Administrator job description.

Consultant Katie McCloskey with Carlson Dettmann reviewed the information submitted and recommends that the position of Civil Engineer I be classified at pay grade I. A revised copy of the City's approved 2014 compensation plan is attached and details positions and levels of compensation for each position at minimum, control point and maximum.

**RECOMMENDATION**

I recommend that the Finance, Budget and Personnel Committee approve:

- Classification of Civil Engineer I to pay grade I.

Attachments

Concurrence:

\_\_\_\_\_  
Steve Barg, City Administrator



			1-Jul-14								
			One year apart						Two years apart		
			Control Point								
			Maximum								
Job Title	Department	Grade	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Deputy Fire Chief Fire (Shift)	Fire		\$68,024.00	\$69,873.00	\$71,700.00	\$73,549.00	\$75,398.00	\$77,226.00	\$79,074.00	\$80,902.00	\$82,750.00
Assistant City Engineer	Engineering	N	\$31.15	\$31.99	\$32.84	\$33.67	\$34.51	\$35.36	\$36.20	\$37.04	\$37.89
Building Services Supervisor	Building Services										
Asst Street Superintendent	Street Division	M	\$29.58	\$30.38	\$31.18	\$31.98	\$32.77	\$33.57	\$34.37	\$35.18	\$35.98
Asst Wastewater Superintendent	Wastewater Utility										
Civil Engineer II	Engineering										
Parks & Recreation Maint Supv	Parks & Recreation										
Parks & Recreation Supv II	Parks & Recreation										
PD Staff Services Supervisor	Police										
Technology Analyst	Technology										
Police Sergeant (Shift)	Police		\$61,532	\$63,192	\$64,852	\$66,512	\$68,171	\$69,830	\$71,490	\$73,170	\$74,831
City Clerk	Clerk	L	\$28.02	\$28.77	\$29.53	\$30.29	\$31.05	\$31.80	\$32.56	\$33.32	\$34.08
City Planner	Planning										
Surveyor (Deleted as of 1/27/15)	Engineering										
Deputy Assessor	Assessor	K	\$26.46	\$27.17	\$27.89	\$28.60	\$29.32	\$30.04	\$30.74	\$31.46	\$32.18
Electrical Inspector/ Asst Bldg Insp	Building Services										
Plumbing Insp/ Asst Bldg Insp	Building Services										
GIS Coordinator	Planning										
<i>vacant grade</i>		J	\$24.89	\$25.56	\$26.23	\$26.91	\$27.58	\$28.25	\$28.93	\$29.59	\$30.27
Cemetery Coordinator/Caretaker	Cemetery	I	\$23.33	\$23.96	\$24.59	\$25.22	\$25.85	\$26.48	\$27.11	\$27.74	\$28.37
Civil Engineer I	Engineering										
Accountant	Finance	H	\$21.77	\$22.36	\$22.95	\$23.53	\$24.12	\$24.71	\$25.30	\$25.89	\$26.47



			1-Jul-14								
			One year apart						Two years apart		
			Control Point								
			Maximum								
Job Title	Department	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Administrative Assistant II	Public Works		92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%
Administrative Assistant II	Wastewater										
Administrative Assistant I		C	\$15.27	\$15.69	\$16.10	\$16.51	\$16.93	\$17.34	\$17.76	\$18.17	\$18.57
Custodian	Police										
Cemetery Caretaker Assistant	Cemetery										
Streets/Parks & Rec Classification One	Streets/Park & Rec	B	\$14.28	\$14.68	\$15.06	\$15.44	\$15.83	\$16.21	\$16.60	\$16.99	\$17.37
<i>vacant grade</i>		A	\$13.28	\$13.65	\$14.00	\$14.36	\$14.73	\$15.08	\$15.44	\$15.80	\$16.16

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

Out of Class Pay for Employees over the Control Point (Street Division/Parks and Recreation Department): Employees whose compensation is beyond the Control Point will receive 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 \$.40 per hour out of class pay from Class III to Class IV and \$.20 per hour out of class pay for Class IV to Zookeeper.

Job Title	Department	Grade	1-Jul-14								
			One year apart						Two years apart		
			Control Point						Maximum		
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9			
			92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%

Reclassification into a new Class for Employees Over the Control Point (Street Division and Parks and Recreation Department): When an employee is promoted to a new classification and is currently being compensated above their current control point, the out of class pay (\$.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.

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



# City of Marshfield Memorandum

---

**DATE:** January 20, 2014  
**TO:** Finance, Budget and Personnel Committee  
**FROM:** Lara Baehr, Human Resources Manager  
**RE:** Policy No. 3.520, Sick Leave

## **BACKGROUND**

Non-represented employees currently can use a maximum of sixteen hours per year for the medical needs including doctor and dental appointments (outside of FMLA) of his/her spouse, parent, or children at the discretion of their supervisor.

## **ANALYSIS**

Employees have brought forward concerns about the sixteen hour cap of sick leave for immediate family use. An example that regularly comes up is when an employee's spouse or parent has a preventive colonoscopy. Appointments like these require an employee to take care of their spouse or parent for the day of the procedure but many times does not fall under FMLA. A second example is if an employee's child gets the flu, sixteen hours would not be enough to cover the child's illness and any medical appointments that come up throughout the year.

In checking with the City's comparables, I have found that they allow use of sick time for immediate family up to the following:

WI Rapids: 10 days per year of sick leave

Wausau: Unlimited sick leave use

Stevens Point: Unlimited however if off several days then supervisor can ask for medical slip for illness.

Portage County: Medical/Dental appointments unlimited use. Illness maximum is 40 hours per year. (Protective services can use up to 24 hours per year of sick leave for illness of parent, spouse or child.)

Wood County: Unlimited

Marathon County: PTO time

Proposed Personnel Policy No. 3.520, Sick Leave would allow employees to use up to forty hours of sick leave per year for the medical needs including doctor and dental appointments of his/her spouse, parent or children at the discretion of their supervisor. Additional language was added, "Part-time benefit eligible employees will be pro-rated according to their full-time equivalent status. All appointments

shall be made outside of working hours whenever possible. Department/Division Head may require a letter from the attending physician/treatment provider stating that appointments outside of the regular workday are not available or that an employee's attendance is required. Employees are expected to attend work before and after appointments if appointments are during the workday."

**RECOMMENDATION**

I recommend that the Finance, Budget and Personnel Committee approve revised Personnel Policy No. 3.520, Sick Leave.

Attachments



Concurrence:

\_\_\_\_\_  
Steve Barg, City Administrator

CC: Common Council  
Mayor Meyer



**CITY OF MARSHFIELD, WISCONSIN  
POLICIES AND PROCEDURES**

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

CHAPTER: Employee Benefits

SUBJECT: Sick Leave

POLICY NUMBER: 3.520

PAGES: 4

APPROVAL DATE: December 19, 1980

REVISION DATE: ~~December 31, 2011~~ [January 27, 2015](#)

DEPARTMENTS OF PRIMARY RESPONSIBILITY: City Administrator's Office, Finance Department

**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.**

A) Sick Leave Administration

- (1) General. Benefit eligible employees shall accumulate one day of sick leave credit for each calendar month of service, except that in the event such service commences after the 15th day of a month, no credit will be given for that month. Each day of sick leave credit so accumulated shall be used as a basis for sick leave pay while an employee is absent because of illness.
- (2) Accumulation. Maximum accumulation under this plan shall be calculated as follows:
  - a. Employees who work 40 hour work weeks shall accumulate 8 hours per month up to a maximum of 960 hours.
  - b. Marshfield Police Department Sergeants who work shifts shall accumulate 12 hours per month up to a maximum of 960 hours.
  - c. Marshfield Fire & Rescue Department Deputy Chiefs who work 24 hour shifts shall accumulate 24 hours a month up to a maximum of 2,160 hours. Current employees in excess of 2,160 hours will not accrue additional sick leave until sick leave bank reduces below 2,160. Non-represented employees going from a 24 hour work shift to a 40 hour work week will follow accumulation and maximums under section 2A of this policy.

- (3) Notice. All employees shall notify their supervisor prior to their scheduled start time except under extenuating circumstances when they are unable to work because of illness. Failure of such notice shall be grounds for termination of employment.
- (4) Deductions. Deductions from accumulated sick leave credit shall be taken in not less than one-quarter hour periods. Compensation will be based on the employees scheduled work day.
- (5) How to be Used. Credit days accumulated under the plan may be used in case of illness, doctor and dental appointments at the discretion of a supervisor. The City may send a representative to the employee's home, or request the employee to furnish a statement from a doctor, before granting any compensation for absence because of illness. The City shall have the right to have the employee examined by a doctor chosen by the City before making payment for absence because of illness. There will be a minimum forty-eight (48) hour notice (appointment slip required to verify time and date) prior to scheduled doctor/dental appointments unless urgent circumstances. No compensation will be paid for sick leave unless the amount of time taken and documentation for such is reported on time cards or department/division specific record keeping. -
  - (a) Employee's shall be allowed to use up to ~~sixteenforty~~ (1640) hours per year (for a full-time benefit eligible employee) of accrued sick leave for the medical needs including doctor and dental appointments of his/her spouse, parent, or children at the discretion of ~~at their~~ supervisor. Part-time benefit eligible employees will be pro-rated according to their full-time equivalent status. All appointments shall be made outside of working hours whenever possible. Department/Division Head may require a letter from the attending physician/treatment provider stating that appointments outside of the regular workday are not available or that an employee's attendance is required. Employees are expected to attend work before and after appointments if appointments are during the workday.
- (6) Grandfathered non-represented employee's termination. Effective December 31, 2011 the existing non-represented group will be grandfathered for the purpose of sick leave payout with their sick leave balances frozen on December 31, 2011 for the purposes of this section. Grandfathered non-represented employees will be paid out the lesser of their current sick leave balance or the frozen balance as of December 31, 2011. Upon termination, the employer shall deposit the equivalent dollar value of all the eligible accrued unused sick leave in the Post Employment Health Plan (PEHP) administered by the Public Employees Benefit Services Corporation (PEBSCO) to pay for future health insurance premiums. To be eligible to participate, the employee must have worked for the City for twenty (20) consecutive years and also be eligible and accepted to receive an annuity under the Wisconsin Retirement System (WRS) or disability. An employee who has worked twenty (20) consecutive years and minimally qualifies for WRS or disability, dies while actively employed will also be eligible for a sick leave payout. The value of the amount placed in PEHP shall be determined using the employee's current level of compensation at the date of termination, disability, or death. For the shift Deputy Chiefs of the Fire & Rescue Department and Sergeants of the Marshfield Police Department, the compensation will be determined by dividing their annual

salary by 2,080 hours. This amount will be multiplied by the accrual up to a maximum of 960 hours. Employees not listed in the grandfathered non-represented group as of December 31, 2011 are not eligible for sick leave payout.

- (7) Transfer of Credits. All sick leave credits shall be transferable from one City department or position to another.

B) Sick Leave Investigation

- (1) Department/Division Heads should look for a pattern of high or unusual utilization of sick leave while tracking employee records. If a pattern of high utilization is noticed, the supervisor should promptly contact the Human Resources Manager. The supervisor will meet with the employee to discuss the utilization and to determine if there are extenuating circumstances. If sick leave abuse is suspected, the supervisor should ask appropriate questions about the illness when the employee notifies the supervisor of absence. It is also appropriate for the supervisor to check on the employee's welfare when they are on sick leave either by phone or through a personal visit to the employee's home.

- (2) Any time sick leave abuse is suspected a supervisor should be documenting the pattern of absences and details about what the employee told them about their illness. Any phone calls or visits to an employee's home should be documented as well.

- (3) The City recognizes that situations may arise from time to time which require investigation where the services of a licensed private investigator may be necessary or desirable. This policy will provide guidance and a process for the use of such services. Unless the need for promptness requires otherwise, department heads considering the use of outside services shall attempt to follow these steps:

a. Determine whether the matter to be investigated is relevant to City business, and does not relate solely to personal or private matters.

b. Consider the availability of staff resources to conduct such investigation as a first step. Specifically, consider:

- the amount of time available to the staff to conduct the investigation;
- the relative importance of any conflicting job obligations for those members of the staff;
- the amount of time which may be necessary to successfully complete the investigation;
- the degree to which available staff can perform some, but not all, aspects of the investigation;
- any special skills or training needed for the investigation, and whether those skills are possessed by available staff; and
- any other relevant factors.

c. If outside services are to be utilized, the Human Resources Manager must be informed prior to engaging such services. If funding for such services is not already within the discretion of the Department/Division Head, such funding shall be sought prior to engaging the private investigative services. Prior approval

shall not be required where doing so would undermine the effectiveness of the investigation, or necessary evidence may be lost or destroyed.

d. The private investigator chosen by the Department Head/Division Head and Human Resources Manager should be licensed as such, and should be reminded he is not to take any actions on behalf of the City contrary to any law, rule or regulation governing the conduct of such private investigator.

(4) Failure of the Department/Division Head to follow the steps outlined above shall not be grounds to invalidate any information received as a result of any investigation by the private investigator.

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

### **1. Introduction**

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

### **2. Staffing**

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

### **3. Restructuring**

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

### **4. Process**

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