



CITY OF MARSHFIELD
MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, MARCH 3, 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 February 17, 2015 meeting
 - b) Approve Bills and Payroll
 - c) Monthly Position Control Report

Recommended Action: Approve the Consent Agenda, as presented

4. Consideration of items removed from the consent agenda, if any.
5. Request to approve Ben Steinbach for temporary classification for the role of Acting Parks & Recreation Director. Presented by Steve Barg, City Administrator

Recommended Action: Approve Ben Steinbach for temporary reclassification for the role of Acting Parks & Recreation Director, effective March 16, 2015

6. Discuss plans for replacing Human Resources Manager. Presented by Steve Barg, City Administrator

Recommended Action: None, for information only

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

Recommended Action: None, for information only

8. Suggested items for future agendas
9. Adjourn

Posted this day, February 27, 2015 at 1:30 p.m., by Deb Hall, City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE

March 3, 2015

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 FEBRUARY 17, 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, Gordon Earll, Rebecca Spiros, Peter Hendler and Char Smith

ABSENT: None

ALSO PRESENT: Alderperson Wagner, Buttke, Feirer, City Administrator Barg and City Personnel (Keith Strey, Lara Baehr, Brenda Hanson, Lori Belongia, Dan Knoeck, Amy Beauchamp, Ben Steinbach, Jeff Becker, Breanna Speth, Ed Englehart, and Amy Krogman)

Citizen Comments

None

FBP15-018 Motion by Smith, second by Spiros to approve the items on the consent agenda:

1. Minutes of the February 3, 2015 meeting
2. Payroll in the amount of n/a and the Bills in the amount of \$614,987.28
3. Report of Personal Actions
4. Treasurer's report

Motion carried

No items were removed from the consent agenda.

FBP15-018 Motion by Earll, second by Hendler to recommend approval of Budget Resolution No. 04-2015 transferring \$15,000 within the Cable Television fund to extend fiber from McMillan Street to the Marshfield Community Television Studio at 1010 West McMillan Street.

Motion carried

FBP15-019 Motion by Earll, second by Hendler to recommend approval of Resolution No. 2015-07 authorizing the carry-over of the 2014 appropriations into 2015 for various capital outlay projects and other operation/maintenance projects that were not expended/completed in 2014 to the Common Council.

Motion carried

FBP14-020 Motion by Earll, second by Spiros to authorize the Human Resource Manager to fill the position of Parks and Recreation Director.

Motion carried

FBP14-021 Motion by Earll, second by Spiros to appoint Mayor Meyer, Alanna Feddick (or designee), Mike Feirer (or designee), Steve Barg, Keith Strey, John White, Adam Fischer, and Marty Kosobucki to the search team.

Motion carried

City Administrator Barg stated that Lara Baehr has submitted her resignation as of March 6, 2015. He will be bringing a recommendation on the filling of this position to the March 3rd meeting.

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

- A Strategic Planning Session was held on Tuesday, February 10, 2015. It was a very productive meeting. The next meeting will be March 24 at 5:30 p.m. in Room 108.
- He is still working on putting together a committee that will look at some of the other recommendations made by the consultant. He is hoping to have a group pulled together in the next couple of weeks.

FUTURE AGENDA ITEMS

None

Motion by Spiros to adjourn at 6:00 p.m.

Amy Krogman
Administrative Assistant III

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to **\$795,966.24** and General Expense Bills for February, 2015 amounting to **\$8,704,070.10** be allowed paid and charged to their proper accounts.

Chairman

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

3/4/2015

PREPAID BILLS

PREPAID BILLS PAID BY CHECK

CK#	CK DATE	VENDOR	AMOUNT
82809	2/18/2015	MARATHON COUNTY TREASURER	\$170,417.97
82810	2/18/2015	MIDSTATE TECHNICAL COLLEGE	\$440,998.15
82811	2/18/2015	SCHOOL DISTRICT OF MARSHFIELD	\$5,142,996.08
82812	2/18/2015	WISCONSIN SURPLUS	\$553.50
82813	2/18/2015	WOOD CO TREASURER	\$2,463,256.68
82814	2/20/2015	ADVANCED DISPOSAL SERVICES LLC	\$72,670.48
82815	2/20/2015	AMERIGAS-RUDOLPH	\$1,147.58
82816	2/20/2015	COLONY D BROWN	\$59.09
82817	2/20/2015	DENNIS CARLSON	\$27.65
82818	2/20/2015	CHARTER COMMUNICATIONS	\$209.99
82819	2/20/2015	CHASE HOME LENDING	\$200.82
82820	2/20/2015	CONVENTION & VISITORS BUREAU	\$42,006.74
82821	2/20/2015	DIVINE SALON & SPA	\$1.09
82822	2/20/2015	FORWARD FINANCIAL BANK	\$171.87
82823	2/20/2015	CHARLES & DIANE FOX	\$21.04
82824	2/20/2015	FRONTIER	\$565.97
82825	2/20/2015	RAY HAGER	\$31.50
82826	2/20/2015	E O JOHNSON COMPANY	\$33.00
82827	2/20/2015	PAUL & SHAWNA KNAUF	\$29.07
82828	2/20/2015	LEAGUE OF WI MUNICIPALITIES	\$49.00
82829	2/20/2015	MARSHFIELD UTILITIES	\$48,950.66
82830	2/20/2015	BREANNA SPETH	\$50.43
82831	2/20/2015	TELRITE CORPORATION	\$315.82
82832	2/20/2015	WE ENERGIES	\$18,951.89
82833	2/20/2015	WISCONSIN FIRE CHIEF'S EDUCATION ASSOCIATION	\$200.00
82834	2/20/2015	ZOLL DATA SYSTEMS, INC	\$25,205.00
82835	2/24/2015	DELTA DENTAL OF WISCONSIN	\$12,820.69
		TOTAL PREPAID BILLS PAID BY CHECK	\$8,441,941.76

PREPAID BILLS PAID BY EFT

EFT000000003660	2/20/2015	LINCOLN NATIONAL LIFE INSURANCE CO	\$1,358.85
		TOTAL PREPAID BILLS PAID BY EFT	\$1,358.85

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000003665	3/4/2015	GENE ALLAR	\$1,847.75
EFT000000003666	3/4/2015	JASON ANGELL	\$401.20
EFT000000003667	3/4/2015	ARAMARK UNIFORM SERVICES	\$74.30
EFT000000003668	3/4/2015	LARA BAEHR	\$275.00
EFT000000003669	3/4/2015	STEVE BAKOS	\$29.43
EFT000000003670	3/4/2015	BALTUS OIL COMPANY INC	\$18,896.80
EFT000000003671	3/4/2015	STEVE BARG	\$73.60
EFT000000003672	3/4/2015	BRIAN BARNES	\$15.42
EFT000000003673	3/4/2015	RODNEY BAUER	\$12.59
EFT000000003674	3/4/2015	JEFF BARTH	\$150.00
EFT000000003675	3/4/2015	BRUCE MUNICIPAL EQUIPMENT	\$474.98
EFT000000003676	3/4/2015	DAVID BUEHLER	\$561.50
EFT000000003677	3/4/2015	CARQUEST AUTO PARTS	\$748.37
EFT000000003678	3/4/2015	CDW GOVERNMENT INC	\$4,945.68
EFT000000003679	3/4/2015	CENTRAL STATE SUPPLY CORP	\$397.10
EFT000000003680	3/4/2015	CHEM TECH INTERNATIONAL INC	\$50.00

CK#	CK DATE	VENDOR	AMOUNT
EFT000000003681	3/4/2015	JAMES CRAMM	\$124.41
EFT000000003682	3/4/2015	DALCO ENTERPRISES, INC.	\$645.37
EFT000000003683	3/4/2015	DEMCO	\$7,464.99
EFT000000003684	3/4/2015	DOINE EXCAVATING INC	\$7,475.50
EFT000000003685	3/4/2015	ROY DOLENS	\$101.45
EFT000000003686	3/4/2015	EMERGENCY RESPONSE TRAINING ASSOCIATES	\$640.00
EFT000000003687	3/4/2015	EMPLOYEE BENEFITS CORPORATION	\$340.00
EFT000000003688	3/4/2015	ED ERICKSON	\$51.75
EFT000000003689	3/4/2015	KELLY ESKER	\$16.89
EFT000000003690	3/4/2015	GALE/CENGAGE LEARNING	\$20.99
EFT000000003691	3/4/2015	GALLS LLC	\$24.93
EFT000000003692	3/4/2015	GRAINGER	\$229.28
EFT000000003693	3/4/2015	DEB HALL	\$73.60
EFT000000003694	3/4/2015	HEINZEN PRINTING INC	\$222.00
EFT000000003695	3/4/2015	INGRAM LIBRARY SERVICES INC	\$370.47
EFT000000003696	3/4/2015	KELBE BROTHERS EQUIPMENT INC	\$4,270.00
EFT000000003697	3/4/2015	PATRICK KILTY	\$67.15
EFT000000003698	3/4/2015	KYLE KOZIK	\$68.55
EFT000000003699	3/4/2015	MARAWOOD REAL ESTATE 200 LLC	\$3,047.92
EFT000000003700	3/4/2015	MCMASTER-CARR	\$81.74
EFT000000003701	3/4/2015	NATHANIEL MCNAMARA	\$29.43
EFT000000003702	3/4/2015	MERKEL COMPANY INC	\$1,621.46
EFT000000003703	3/4/2015	CHRIS MEYER	\$78.20
EFT000000003704	3/4/2015	MIDSTATE TRUCK SERVICE	\$280.46
EFT000000003705	3/4/2015	MIDWEST TAPE	\$146.89
EFT000000003706	3/4/2015	JEFF MOLTER	\$97.00
EFT000000003707	3/4/2015	MSA PROFESSIONAL SERVICES INC	\$18,811.75
EFT000000003708	3/4/2015	EVERETT MUELLER	\$103.50
EFT000000003709	3/4/2015	NORTH CENTRAL LABORATORIES	\$65.01
EFT000000003710	3/4/2015	SCOTT OWEN	\$195.50
EFT000000003711	3/4/2015	LORI PANZER	\$85.68
EFT000000003712	3/4/2015	DOMINIC POESCHEL	\$61.44
EFT000000003713	3/4/2015	POMP'S TIRE SERVICE INC	\$1,337.96
EFT000000003714	3/4/2015	POWER PAC INC	\$159.75
EFT000000003715	3/4/2015	PREMIER PRINTING, INC	\$3,314.06
EFT000000003716	3/4/2015	QUILL CORPORATION	\$302.05
EFT000000003717	3/4/2015	REIGEL PLUMBING & HEATING INC	\$1,331.33
EFT000000003718	3/4/2015	SAFE FAST INC	\$56.66
EFT000000003719	3/4/2015	KURT SCHEIDER	\$590.00
EFT000000003720	3/4/2015	PHIL SCHMIDT	\$97.02
EFT000000003721	3/4/2015	SHERWIN WILLIAMS COMPANY	\$190.99
EFT000000003722	3/4/2015	JOAN SPENCER	\$104.88
EFT000000003723	3/4/2015	BENJAMIN STEINBACH	\$120.18
EFT000000003724	3/4/2015	SVA CONSULTING LLC	\$727.50
EFT000000003725	3/4/2015	BRUCE TIBBETT	\$97.22
EFT000000003726	3/4/2015	TRAFFIC AND PARKING CONTROL INC	\$638.23
EFT000000003727	3/4/2015	V & H INC	\$675.54
EFT000000003728	3/4/2015	VIDCOM LLC	\$2,720.00
EFT000000003729	3/4/2015	VIDCOM LLC	\$5,955.00
EFT000000003730	3/4/2015	JAMES BENSON	\$100.00
EFT000000003731	3/4/2015	WOOD CO HIGHWAY DEPARTMENT	\$3,325.00
EFT000000003732	3/4/2015	SCHOOL DISTRICT OF MARSHFIELD	\$2,417.92
		TOTAL CURRENT BILLS PAID BY EFT	\$100,128.32
		CURRENT BILLS PAID BY CHECK	
82836	3/4/2015	AMAZON	\$1,749.04
82837	3/4/2015	AMERICAN TIRE DISTIBUTORS	\$312.12
82838	3/4/2015	AMERICAN WATER WORKS ASSN	\$196.00

CK#	CK DATE	VENDOR	AMOUNT
82839	3/4/2015	ASSOCIATED SERVICE CENTER	\$351.90
82840	3/4/2015	VILLAGE OF AUBURNDALE	\$133.04
82841	3/4/2015	BAKER AND TAYLOR INC	\$2,214.74
82842	3/4/2015	BAY STEEL & FABRICATION LLC	\$9.52
82843	3/4/2015	BB COMMUNITY LEASING SERVICES INC	\$825.48
82844	3/4/2015	BROOKS TRACTOR INC	\$735.70
82845	3/4/2015	CALIBRE PRESS	\$418.00
82846	3/4/2015	CARLSON DETTMANN CONSULTING, LLC	\$250.00
82847	3/4/2015	CENTRAL WI COOPERATIVE	\$502.30
82848	3/4/2015	COLD SPRING GRANITE COMPANY	\$782.00
82849	3/4/2015	COMPLETE OFFICE OF WISCONSIN	\$39.18
82850	3/4/2015	CREATIVE PAINT & DECORATING	\$8,004.69
82851	3/4/2015	CTL COMPANY INC	\$1,098.29
82852	3/4/2015	DAKOTA SUPPLY GROUP	\$43.92
82853	3/4/2015	DEPARTMENT OF NATURAL RESOURCES	\$5.00
82854	3/4/2015	DIRECT NETWORKS INC	\$9,951.78
82855	3/4/2015	DON'S AUTOMOTIVE CENTER, LLC	\$450.00
82856	3/4/2015	DUFFY'S AIRCRAFT SALES	\$6,670.83
82857	3/4/2015	FABCO EQUIPMENT INC	\$1,408.90
82858	3/4/2015	FASTENAL COMPANY	\$702.23
82859	3/4/2015	FESTIVAL FOODS	\$54.34
82860	3/4/2015	DALE FOLZ	\$100.00
82861	3/4/2015	FREMONT/TOWNSHIP OF	\$321.19
82862	3/4/2015	GLOBAL INDUSTRIAL PROD 11G	\$51.51
82863	3/4/2015	GRANT ELEMENTARY SCHOOL	\$1,250.00
82864	3/4/2015	RAY HAGER	\$35.43
82865	3/4/2015	HILLER'S HARDWARE INC	\$624.74
82866	3/4/2015	BRUCE HOKENSON	\$487.68
82867	3/4/2015	INTERNATL ASSN OF ARSON INVEST	\$300.00
82868	3/4/2015	JEFFERSON FIRE AND SAFETY INC	\$540.00
82869	3/4/2015	JERRY'S TRANSMISSION SERVICE INC	\$150.00
82870	3/4/2015	KOHS MACHINE SHOP	\$42.00
82871	3/4/2015	WENDI LEMERANDE	\$100.00
82872	3/4/2015	LINCOLN ELEMENTARY SCHOOL	\$1,250.00
82873	3/4/2015	MADISON ELEMENTARY SCHOOL	\$1,250.00
82874	3/4/2015	MAIN STREET MARSHFIELD INC	\$65,187.28
82875	3/4/2015	MARAWOOD CONSTRUCTION SERVICES, INC.	\$86.81
82876	3/4/2015	MARSHFIELD CITY GARAGE	\$34.23
82877	3/4/2015	MARSHFIELD CLINIC	\$1,496.81
82878	3/4/2015	MARSHFIELD PARKS & REC DEPT	\$20.61
82879	3/4/2015	MENARDS	\$564.11
82880	3/4/2015	MINISTRY ST JOSEPH'S HOSPITAL	\$1,305.25
82881	3/4/2015	MINNESOTA LIFE INSURANCE CO	\$646.80
82882	3/4/2015	MSC INDUSTRIAL SUPPLY CO.	\$125.17
82883	3/4/2015	NAPA AUTO PARTS	\$336.64
82884	3/4/2015	ROSEMARY NELSON	\$3.00
82885	3/4/2015	NEWCO SHARPENING & SERVICE LLC	\$12.00
82886	3/4/2015	NORTHERN LAKE SERVICE INC	\$278.20
82887	3/4/2015	OPPORTUNITY DEVELOPMENT CENTER	\$102.00
82888	3/4/2015	P & M MONOGRAMMING SERVICE	\$148.63
82889	3/4/2015	LISA PETERSON	\$75.00
82890	3/4/2015	PHIL PRUSINSKI	\$100.00
82891	3/4/2015	JEFFREY NIKOLAI	\$18.35
82892	3/4/2015	RENT A FLASH OF WISCONSIN INC	\$213.07
82893	3/4/2015	JODY SCHERR	\$75.00
82894	3/4/2015	SCHOLASTIC INC	\$21.75
82895	3/4/2015	TRACY SEEHAFFER	\$100.00
82896	3/4/2015	SHAW PAINTING	\$4,000.00

CK#	CK DATE	VENDOR	AMOUNT
82897	3/4/2015	SCOTT SHAW	\$100.00
82898	3/4/2015	TOWNSHIP OF SHERRY	\$137.80
82899	3/4/2015	SHOWCASES	\$569.72
82900	3/4/2015	SNAP ON INDUSTRIAL	\$41.53
82901	3/4/2015	SQL INTERSECTION INC	\$1,994.00
82902	3/4/2015	STAAB CONSTRUCTION CORPORATION	\$100.00
82903	3/4/2015	STATE OF WISCONSIN	\$50.00
82904	3/4/2015	STEIGERWALDT LAND SERVICES, INC	\$2,250.00
82905	3/4/2015	STRAND ASSOCIATES INC	\$6,573.69
82906	3/4/2015	SUPERIOR GAS SERVICE INC	\$25.00
82907	3/4/2015	TEAM SPORTING GOODS INC	\$174.00
82908	3/4/2015	THIMBLEBERRY BOOKS	\$41.50
82909	3/4/2015	TOTAL ELECTRIC SERVICE INC	\$36.50
82910	3/4/2015	THERESA TRACY	\$188.34
82911	3/4/2015	TRANSUNION RISK AND ALTERNATIVE	\$2.75
82912	3/4/2015	TRIPLE R BUSINESS SERVICES, LLC	\$4,466.31
82913	3/4/2015	UNIFIRST CORPORATION	\$244.57
82914	3/4/2015	THE UNIFORM SHOPPE	\$66.95
82915	3/4/2015	UNIQUE MANAGEMENT SERVICES INC	\$98.45
82916	3/4/2015	UNITED MAILING SERVICE INC	\$1,884.73
82917	3/4/2015	USEMCO INC	\$603.57
82918	3/4/2015	UW-EXTENSION	\$80.00
82919	3/4/2015	UW-GREEN BAY-OUTREACH	\$85.00
82920	3/4/2015	UW-STEVENS POINT	\$240.00
82921	3/4/2015	VERMEER WISCONSIN INC	\$92.70
82922	3/4/2015	JIM WASHBURN	\$30.00
82923	3/4/2015	WASHINGTON ELEMENTARY SCHOOL	\$1,250.00
82924	3/4/2015	WDATCP	\$362.50
82925	3/4/2015	CHARLOTTE WEISTER	\$30.00
82926	3/4/2015	WEPAK-N-SHIP	\$121.96
82927	3/4/2015	WI DEPARTMENT OF JUSTICE	\$7.00
82928	3/4/2015	WI MUNICIPAL JUDGES ASSOC	\$100.00
82929	3/4/2015	KAREN M WOODWARD	\$45.00
82930	3/4/2015	ZIMMERMAN ARCHITECTURAL STUDIOS	\$20,185.34
		TOTAL CURRENT BILLS PAID BY CHECK	\$160,641.17
		TOTAL PREPAID BILLS	\$8,443,300.61
		TOTAL CURRENT BILLS	\$260,769.49
		GRAND TOTAL	<u>\$8,704,070.10</u>

MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF FEBRUARY 28, 2015

Department	Division	Position	FTE	Last Name	First Name
Administrator		City Administrator	1.00	BARG	STEVEN
Administrator		Human Resources Manager	1.00	BAEHR	LARA
Administrator		Administrative Assistant III	0.50	KROGMAN	AMY
Administrator Total			2.50		
Assessor		City Assessor	1.00	SPENCER	JOAN
Assessor		Property Appraiser	1.00	FECHHELM	BELINDA
Assessor		Administrative Assistant II	1.00	PUGH	KEITH
Assessor Total			3.00		
Cemetery		Cemetery Caretaker Assistant	1.00	BRAUNSKY	WILLIAM
Cemetery		Cemetery Coordinator/Caretaker	1.00	BALTUS	MICHAEL
Cemetery Total			2.00		
Clerk		City Clerk	1.00	HALL	DEBORAH
Clerk		Deputy Clerk	1.00	PANZER	LORI
Clerk Total			2.00		
Finance		Accounting Clerk	0.50	OPPMAN	JOANN
Finance		Accounting Clerk	1.00	LINDGREN	KATHLEEN
Finance		Accountant	1.00	VAN WYHE	AMY
Finance		Payroll Technician	1.00	MICHALIK	JANETTE
Finance		Accounting Technician	0.80	RINDFLEISCH	MARILYN
Finance		Payroll Technician	1.00	SCHOOLEY	ROBERT
Finance		Assistant Finance Director	1.00	HANSON	BRENDA
Finance		Finance Director	1.00	STREY	KEITH
Finance Total			7.30		
Fire		Deputy Fire Chief	1.00	DEGRAND	CRAIG
Fire		Deputy Fire Chief	1.00	DOLENS	ROY
Fire		Deputy Fire Chief	1.00	ERICKSON	EDWIN
Fire		Deputy Fire Chief	1.00	OWEN	SCOTT
Fire		Deputy Fire Chief	1.00	CLEMENTS	JODY
Fire		Fire Chief	1.00	HAIGHT	ROBERT
Fire		Firefighter	1.00	BARTH	JEFFREY
Fire		Firefighter	1.00	BAUER	RODNEY
Fire		Firefighter	1.00	BREUER	BRAD
Fire		Firefighter	1.00	CHRISTOPHER	LANCE
Fire		Firefighter	1.00	ESKER	KELLY
Fire		Firefighter	1.00	JONAS	DANIEL
Fire		Firefighter	1.00	LUCARELI	JON
Fire		Firefighter	1.00	MEYER	JAMES
Fire		Firefighter	1.00	MUELLER	EVERETT
Fire		Firefighter	1.00	VANDEN ELZEN	JOSEPH
Fire		Firefighter Paramedic	1.00	ALTMAN	JONATHAN
Fire		Firefighter Paramedic	1.00	BAKOS	STEVEN
Fire		Firefighter Paramedic	1.00	BARNES	BRIAN
Fire		Firefighter Paramedic	1.00	FLETTY	PETER
Fire		Firefighter Paramedic	1.00	FOTH	JASON
Fire		Firefighter Paramedic	1.00	FRYDENLUND	LUCAS
Fire		Firefighter Paramedic	1.00	GILBERTSON	BJORN
Fire		Firefighter Paramedic	1.00	GRIESBACH	BENJAMIN
Fire		Firefighter Paramedic	1.00	JONAS	ERIK
Fire		Firefighter Paramedic	1.00	KARNOWSKI	MATTHEW
Fire		Firefighter Paramedic	1.00	LANG	ERIC

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

Police		Administrative Assistant III	1.00	LINDNER	PEGGY
Police		Custodian	1.00	TIBBETT	BRUCE
Police		Ordinance Enforcement Officer	1.00	LARSEN	ROBERT
Police		Ordinance Enforcement Officer	1.00	LEONARD	DANIEL
Police		Patrol Officer	1.00	GROSS	ROCHLEY
Police		PD Staff Services Supervisor	1.00	KROKSTROM	LORRIE
Police		Police Chief	1.00	GRAMZA	RICHARD
Police		Police Detective	1.00	HAMILL	KEVIN
Police		Police Detective	1.00	NEINAST	ALLAN
Police		Police Detective	1.00	PARKS	JASON
Police		Police Detective	1.00	CRAMM	JAMES
Police		Police Lieutenant	1.00	ZEPS	PATRICK
Police		Police Lieutenant	1.00	LARSON	DARREN
Police		Police Officer	1.00	ABEL	LIBBY
Police		Police Officer	1.00	BEATHARD	ROBERT
Police		Police Officer	1.00	BEAUCHAMP	JARED
Police		Police Officer	1.00	BERG	CHRISTOPHER
Police		Police Officer	1.00	BERRES	MATTHEW
Police		Police Officer	1.00	BORCHARDT	BLAKE
Police		Police Officer	1.00	BORNBACH	CALEB
Police		Police Officer	1.00	CHRISTIAN	CORY
Police		Police Officer	1.00	CICHANTEK	JEFFREY
Police		Police Officer	1.00	ENDRIES	TERRY
Police		Police Officer	1.00	FOX	SAMUEL
Police		Police Officer	1.00	GOODNESS	SARI
Police		Police Officer	1.00	GRUBER	TANNER
Police		Police Officer	1.00	HASZ	CHRISTOPHER
Police		Police Officer	1.00	IVERSON	DEREK
Police		Police Officer	1.00	KIZER	JAMIE
Police		Police Officer	1.00	KRAMER	LANDON
Police		Police Officer	1.00	MATTHEISEN	DAVID
Police		Police Officer	1.00	MEEK	STEVEN
Police		Police Officer	1.00	PRICKETT	JASON
Police		Police Officer	1.00	PUNKE	JASON
Police		Police Officer	1.00	SCHLEI	SCOTT
Police		Police Officer	1.00	SHERDEN	TRAVIS
Police		Police Officer	1.00	TOPNESS	MICHAEL
Police		Police Officer	1.00	WARGOWSKY	AARON
Police		Police Records Specialist	1.00	GAETZ	CINDY
Police		Police Records Specialist	1.00	KARL	DEBRA
Police		Police Records Specialist	1.00	STARGARDT	CHRIS
Police		Police School Liaison Officer	1.00	FOEMMEL	JASON
Police		Police School Liaison Officer	1.00	GIACOMINO	CHRISTINE
Police		Police Sergeant	1.00	KEFFER	DENNIS
Police		Police Sergeant	1.00	ESSER	TRAVIS
Police		Police Sergeant	1.00	POESCHEL	DOMINIC
Police		Police Sergeant	1.00	GEURINK	JODY
Police		Traffic Safety/Crime Prevention	1.00	SALACINSKI	DANIEL
Police Total			48.00		
Public Works	Administration	Public Works Director	1.00	KNOECK	DANIEL
Public Works	Administration	Administrative Assistant II	1.00	ANDERSON	MARY
Public Works	Building Services	Building Services Supervisor	1.00	POKORNY	RICHARD
Public Works	Building Services	Electrical Inspector	1.00	KILTY	PATRICK
Public Works	Building Services	Maintenance Technician II	1.00	MOLTER	JEFFREY
Public Works	Building Services	Administrative Assistant II	1.00	UTHMEIER	CHERYL

Public Works	Engineering	Assistant City Engineer	1.00	CASSIDY	TIMOTHY
Public Works	Engineering	City Engineer	1.00	TURCHI	THOMAS
Public Works	Engineering	Civil Engineer II	1.00	MAURITZ	JOSH
Public Works	Engineering	Engineering Technician	1.00	OLDHAM	LANCE
Public Works	Engineering	Engineering Technician	1.00	MILLER	SHAWN
Public Works	Engineering	Civil Engineer I	1.00	VACANT	
Public Works	Street Services	Administrative Assistant II	1.00	WARP	JEAN
Public Works	Street Services	Asst Street Superintendent	1.00	BORNBAACH	KURT
Public Works	Street Services	Asst Street Superintendent	1.00	HAWLEY	KRISTOFER
Public Works	Street Services	Classification II	1.00	BINDER	JOEL
Public Works	Street Services	Classification II	1.00	GUENSBURG	WILL
Public Works	Street Services	Classification II	1.00	KIEFFER	GREGORY
Public Works	Street Services	Classification II	1.00	SMITH	MELVIN
Public Works	Street Services	Classification II	1.00	GABEL	BRIAN
Public Works	Street Services	Classification II	1.00	JOHNSON	JOSH
Public Works	Street Services	Classification II	1.00	KOZIK	KYLE
Public Works	Street Services	Classification II	1.00	LINZMEIER	BRYAN
Public Works	Street Services	Classification II	1.00	NIEHAUS	PATRICK
Public Works	Street Services	Classification II	1.00	SCHMIDT	PHILIP
Public Works	Street Services	Classification II	1.00	WOJCIK	BENJAMIN
Public Works	Street Services	Classification III	1.00	BABCOCK	MARK
Public Works	Street Services	Classification III	1.00	LANGFELDT	TIMOTHY
Public Works	Street Services	Classification III	1.00	MCCLUNG	BRIAN
Public Works	Street Services	Classification III	1.00	NEEDHAM	PAUL
Public Works	Street Services	Classification III	1.00	RASMUSSEN	TIMOTHY
Public Works	Street Services	Classification III	1.00	SONNEMANN	LESTER
Public Works	Street Services	Classification III	1.00	TRUDEAU	MICHAEL
Public Works	Street Services	Classification IV	1.00	BECKER	JEFFREY
Public Works	Street Services	Classification IV	1.00	CHURKEY	MATTHEW
Public Works	Street Services	Classification IV	1.00	ESSER	JEROLD
Public Works	Street Services	Classification IV	1.00	NIKOLAI	HUGH
Public Works	Street Services	Classification IV	1.00	SCHERR	MICHAEL
Public Works	Street Services	Classification IV	1.00	SCHROEDER	WILLIAM
Public Works	Street Services	Classification IV	1.00	WENDELL	ERIC
Public Works	Street Services	Mechanic	1.00	BRUHN	TODD
Public Works	Street Services	Mechanic	1.00	WANTA	DUANE
Public Works	Street Services	Street Superintendent	1.00	WINCH	MICHAEL
Public Works	Wastewater	Asst Wastewater Superintendent	1.00	KIVELA	MARK
Public Works	Wastewater	Plumbing Insp/Asst Bldg Insp	1.00	OTT	THOMAS
Public Works	Wastewater	Administrative Assistant II	0.50	COY	JEAN
Public Works	Wastewater	Wastewater Operator - Level 4	1.00	BRATTON	TED
Public Works	Wastewater	Wastewater Operator - Level 4	1.00	CHRISTENSEN	TERRY
Public Works	Wastewater	Wastewater Operator - Level 4	1.00	FOLTZ	BRIAN
Public Works	Wastewater	Wastewater Operator - Level 4	1.00	KUHLKA	LOUIS
Public Works	Wastewater	Wastewater Operator - Level 4	1.00	OTT	ANDREW
Public Works	Wastewater	Wastewater Operator	1.00	GOHAM	JOEL
Public Works	Wastewater	Wastewater Operator	1.00	FISCHER	BRANDON
Public Works	Wastewater	Wastewater Operator	1.00	NOSBISCH	MITCHELL
Public Works	Wastewater	Wastewater Superintendent	1.00	WARP	SAMUEL

Public Works Total
Grand Total

54.50
190.400



City of Marshfield Memorandum

DATE: February 27, 2015
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Acting Parks & Recreation Director

Background

Ed Englehart resigned his position as the City's Parks & Recreation Director, effective as of March 13th. Since we're early in the process of refilling this vacancy, it seems unlikely that a new director will be on board until at least May 1st, which leaves a gap of 7 weeks or more with no one in this position. Therefore, it seems appropriate to appoint someone to serve as Acting Parks & Recreation Director for this time period. After reviewing this with Lara and Ed, we think that Ben Steinbach, current Parks & Recreation Maintenance is the most appropriate candidate for this interim position.

Recommendation

I recommend that the Finance, Budget & Personnel Committee approve the appointment of Ben Steinbach as Acting Parks & Recreation Director effective from March 17th until a new Parks & Recreation Director starts employment with the City. His rate of pay will be adjusted during this time period to the minimum pay grade for that job classification, in accordance with attached Policy 3.800.

the maximum would be eligible for a one percent one-time payment (non-base building) assuming a successful performance appraisal.

6. Internal Promotions: An employee promoted to a position in the non-represented pay plan will be brought to the minimum of that range on the date of promotion. At the discretion of management:
 - a) The employee may be placed at a salary within the pay grade established for their specific position classification per Paragraph 1;
 - b) or upon documentation of satisfactory performance in the new position, the employee may progress to midpoint of the new range;
 - c) or be placed at midpoint of the new range upon successful completion of the probationary period. This discretion is based on an assessment of the skills and experience required for the position and those possessed by the employee prior to promotion.

7. Temporary Assignment (Acting Duties): Upon the vacancy of an executive, administrative, or professional position or an extended leave of absence of such employee, the Human Resources Manager will confer with appropriate departmental personnel to determine who, if anyone will assume the additional duties and responsibilities. In the event an employee assumes additional work duties and responsibilities resulting from the vacancy or extended leave of absence for one full day or greater, he/she shall be temporarily reclassified to the supervisor's salary grade. Accordingly, he/she will assume the title of "acting (position title)" during this period of time. Temporary reclassifications are effective only upon recommendation of the City Administrator and approval of the Common Council.

An employee temporarily reclassified to a higher salary grade based on the circumstances described above will be compensated at the rate of pay corresponding to the minimum of the respective higher pay grade; or five percent above their current salary whichever is greater.

At the time the temporary assumption of additional work duties and responsibilities ceases, the employee will revert to the salary grade and step held at the time of the temporary reclassification occurred.

8. Out of Class Compensation: Employees in the Street Division and Parks and Recreation Department (Park employees) who work out of class will receive compensation according to the pay grade they are performing work when performing a higher level or more skilled level of work. The work performed in each classification is summarized on the non-represented compensation plan (detail). When working out of class an employee would be placed at the same step but in the appropriate pay grade for the time worked.
9. Classification Process of New Positions and Current Positions: The City will retain a compensation firm to classify newly approved positions and positions



City of Marshfield Memorandum

DATE: February 27, 2015
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Refilling vacant HR Manager position

Background

Lara Baehr resigned her position as the City's Human Resources Manager, effective as of March 6th. Looking at the relevant page of the staffing study completed by Springsted just over one year ago, no changes in staffing levels were suggested for our Human Resources function, presently housed with the Administration Department. However, this study also made reference to creating a new position called "Administrative Services Coordinator", whose main responsibility would be to oversee our departments that largely serve internal customers, such as Finance, Technology, and Human Resources. With Lara resigning, it seems appropriate for at least a cursory review of other options before filling the vacancy.

Recommendation

I am currently looking at options for moving forward, and I'll present more information and discuss this further with the Committee at Tuesday's meeting.



JOB TITLE: Human Resources Manager
DEPARTMENT: City Administration
SUPERVISOR: City Administrator
COMPENSATION GRADE: R

JOB SUMMARY

The position plans, directs, and coordinates the human resource management activities of the City to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance under the direction of the City Administrator.

JOB DESCRIPTION

Task No.	Description	Frequency
1.	Advises and counsels Department/Division Heads on employment policies, discipline and other employment matters. Acts as investigator/mediator to prevent liable actions and resolve concerns. Represents and testifies on behalf of the City for all employment related grievances and complaints or legal actions.	25%
2.	Formulates strategy for and represents the City in negotiations as spokesperson with bargaining units. Review, investigate and negotiate represented and non-represented grievances. Prepares and testifies for the City on grievance, interest arbitration, and EEOC complaints.	10%
3.	Conducts/oversees recruiting activities including preparation of advertisements and employment bulletins; screens applications; selects and/or designs and administers employment or promotion tests and selection procedures; prepares/conducts interviews; conducts reference and background checks; performs additional follow-up as needed. Coordinates onboarding of new staff.	15%
4.	Interprets and administers the City's personnel policies and procedures as well as the contract provisions of various labor agreements; recommends changes in personnel policies to the City Administrator and Common Council in accordance with federal or state laws or regulations as well as emerging personnel practices.	10%
5.	Administers benefit related insurance policies and plans.	10%

	Prepares specifications for Request for Proposal for benefit related insurance coverage. Reviews and prepares recommendations concerning coverage, scope and adequacy of City's benefit related insurance policies and plans.	
6.	Develops, administers and maintains City's performance appraisal and classification/compensation plans. Coaches' supervisory staff.	10%
7.	Oversees and represents the City in workers compensation and unemployment. Develops and administers the City's employee assistance program. Serves as City's compliance officer for the American's with Disabilities Act, HIPPA Officer (Health Insurance Portability Protection Act) (EAP benefit), Equal Employment Opportunity/Affirmative Action Officer and Discrimination/Harassment Officer.	5%
8.	Oversees human resources work of Administrative Assistant III. Maintains personnel files. Processes open records requests and personnel file review requests.	5%
9.	Prepares and makes recommendations on human resources related budget. Develops human resources strategic direction with input from stakeholders.	5%
10.	Wellness Coordination	5%
11.	Performs other related tasks.	

REQUIRED QUALIFICATIONS

Bachelor's Degree in Human Resources, Business Administration, or related field. Five to seven years' experience in a human resources/personnel environment with both represented and non-represented employees required or any combination of education and experience that provides equivalent knowledge, skills and abilities. Ability to effectively communicate through oral presentation or in written form required. Master's Degree in Business Administration/ Human Resources Management preferred. Experience in negotiating and administering labor agreements preferred.

City Administrator. The 2012 Comprehensive Annual Financial Report for the City of Marshfield reports a total of 3.0 FTEs assigned to the City Administrator's Office in 2003. Since 2011, the office has had 2.50 FTEs. The August 31, 2013 Position Control Report lists the number of FTEs by job title as follows:

Position Title	FTEs
City Administrator	1.0
Human Resources Manager	1.0
Administrative Assistant III	.5
Total	2.5

The Administrative Assistant position is also assigned as a .50 FTE to support the Mayor. As previously noted in this report, none of the comparable cities have a City Administrator position.

The City's Human Resources Manager is assigned to the City Administrator's Office and supports Marshfield's workforce of 192.36 FTEs. The Administrative Assistant III listed above is split so 30 percent of the employee's time is devoted to human resources work with the remaining 20 percent supporting the City Administrator. Primary responsibilities for human resources include labor relations and implementation of Act 10, staffing, employee issues and benefit administration. This position is primarily focused on administering and coordinating employment-related transactions and does not have time available to undertake strategic organizational development initiatives. We reviewed Marshfield's ratio of human resources staff to the number of regular employees to those of the comparable cities in relation to the number of HR staff as shown below.

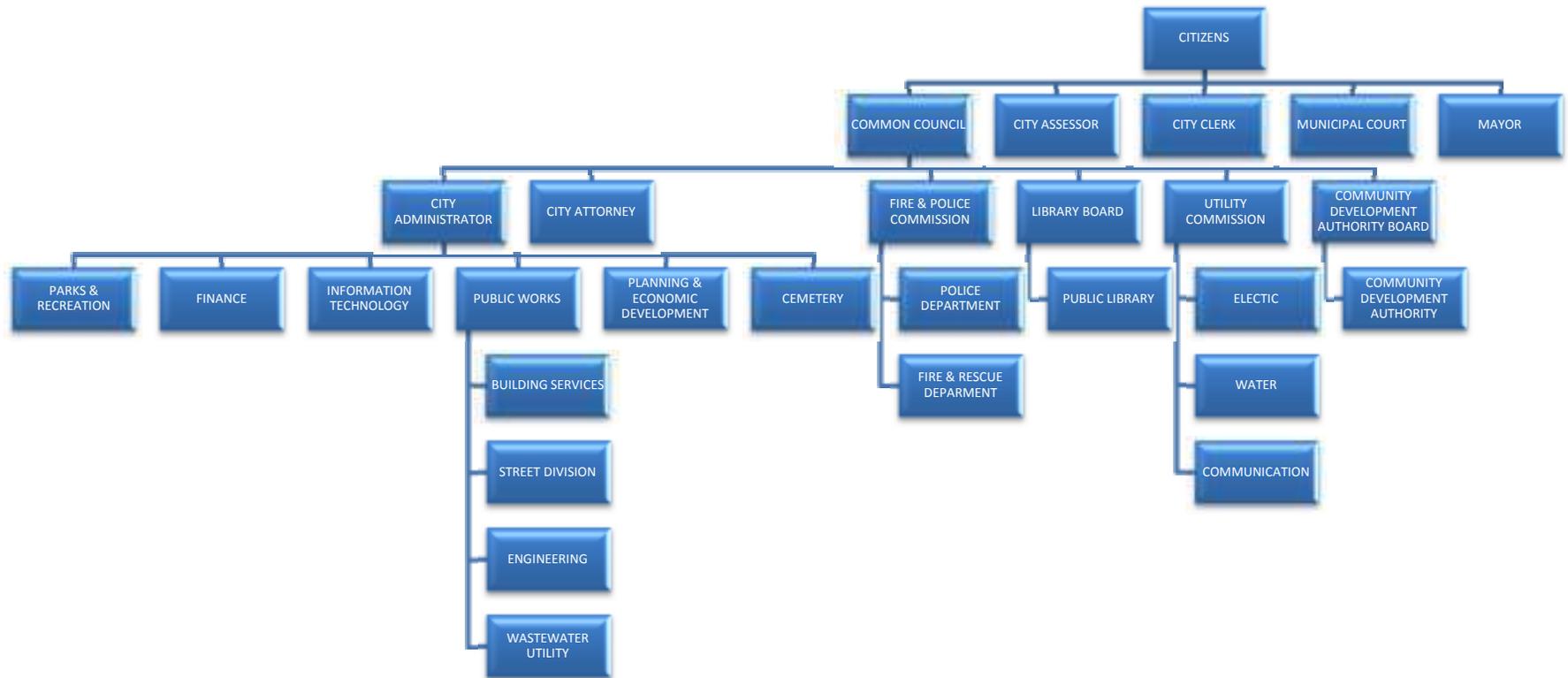
City	Marshfield	Wausau	Wisconsin Rapids	Stevens Point	Superior
FTEs	192.36	299.20	187.86	168	231.56
HR Staff	1.3	2.0	3.1	1.0	2.0
FTEs/HR staff	148.97	149.6	63.58	168	138.91

The highest ratio of city FTEs to human resources staff is found in Wausau and Marshfield; the lowest is Wisconsin Rapids.

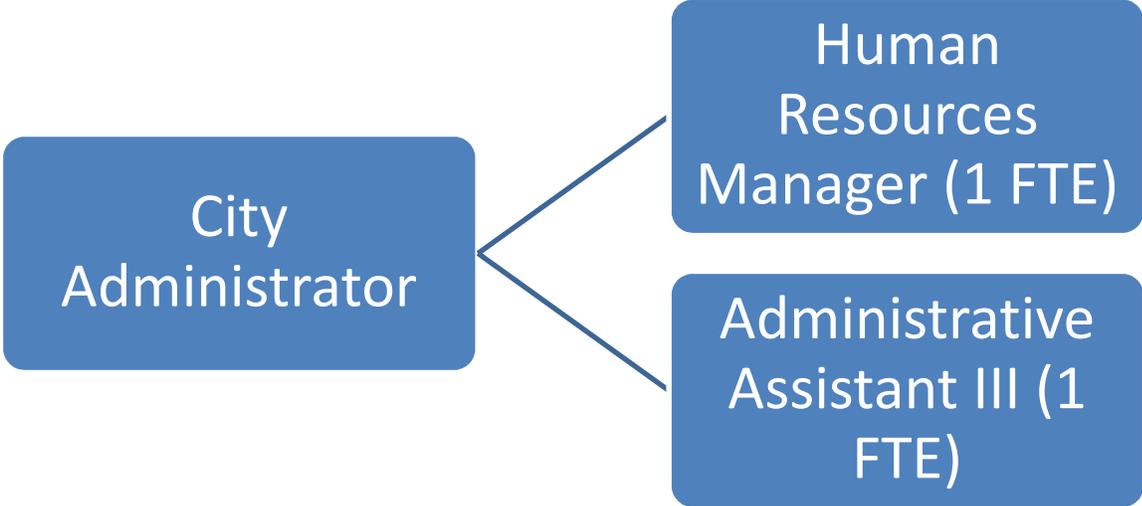
Consistency in the administration of human resources policies is best achieved through the centralization of this function. Aspects of Marshfield's human resources function that are currently performed by departments include the hiring of temporary and seasonal employees and administration of safety programs.

No change in Human Resources staffing is recommended at this time.

CITY OF MARSHFIELD



CITY ADMINISTRATOR'S OFFICE



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

1. Introduction

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

2. Staffing

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

3. Restructuring

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

4. Process

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