



CITY OF MARSHFIELD

MEETING NOTICE

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

1. Call to Order – Chris Meyer, Mayor
2. Election of Chair
3. Election of Vice-Chair
4. Citizen Comments
5. Consent Agenda
 - a) Approval of Minutes of April 21, 2015 meeting
 - b) Approve Bills and Payroll
 - c) Report of Personnel Actions
 - d) Monthly Position Control Report

Recommended Action: Approve the Consent Agenda, as presented
6. Consideration of items removed from the consent agenda, if any
7. Presentation – Refilling of vacant Program and Volunteer Coordinator position at the Marshfield Public Library. Presented by Lori Belongia, Library Director

Recommended Action: None, for information only
8. Update – Implementation of staffing study recommendations. Presented by Steve Barg, City Administrator

Recommended Action: None, for information only
9. Adjourn to closed session under Wisconsin Statutes Chapter 19.85(1)(e) “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session”
 - Possible lease for City Hall space
 - Possible leases for space in the new Community Center
10. Reconvene in Open Session
11. Action on matter discussed in closed session, if appropriate
12. Suggested items for future agendas
13. Adjourn

FINANCE, BUDGET AND PERSONNEL COMMITTEE
May 5, 2015

Posted this day, May 1, 2015 at 4:00 p.m., by Deb Hall, City Clerk

NOTICE

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Deb M. Hall, City Clerk, at 630 South Central Avenue or by calling (715) 384-3636.

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF APRIL 21, 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, and Peter Hendler

ABSENT: Char Smith

ALSO PRESENT: Alderpersons Cummings, Buttker and Feirer, Mayor Meyer, City Administrator Barg and City Personnel (Keith Strey and Deb Hall)

Citizen Comments

None

FBP15-040 Motion by Earll, second by Spiros to approve the items on the consent agenda:

1. Minutes of the April 7, 2015 meeting
2. Bills in the amount of \$400,233.22
3. Treasurer's Report of March 2015

Motion carried

No items were removed from the consent agenda.

FBP15-041 Motion by Earll, second by Hendler to establish the interest rates at 3.67% (Non-TIF) and 4.23% (TIF) for 2015 special assessments using an installment plan for repayment.

Motion carried

City Administrator Barg gave an update on the implementation of the Staffing Study recommendations. He is currently working on the HR Coordinator/Asst. to the City Administrator position job description and pay classification. Another meeting will be set up with the Staff Team to look at some of the broader restructuring.

FBP15-042 Motion by Spiros, second by Hendler to go into Closed Session pursuant to Wisconsin Statute Chapter 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

(1) Discuss possible lease with Marshfield Area Pet Shelter for use of the former Airport Terminal Building.

(2) Discuss possible settlement agreement for payment of delinquent holding tank waste fees.

Roll call vote, all ayes. (Time: 5:35 p.m.)

Motion carried

Present in closed session: Alderpersons Feddick, Earll, Spiros, Hendler, Feirer, Cummings and Buttker, Mayor Meyer, City Administrator Barg, Finance Director Strey and City Clerk Hall.

FBP15-043 Motion by Earll, second by Spiros to return to open session. Roll call vote, all ayes. (Time: 6:07 p.m.)

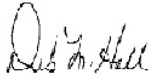
Motion carried

No action was taken in open session regarding the closed session items.

FUTURE AGENDA ITEMS

None

Motion by Earll, second by Spiros to adjourn at 6:09 p.m.



Deb M. Hall
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to **\$791,510.06** and General Expense Bills for April, 2015 amounting to **\$945,686.53** be allowed paid and charged to their proper accounts.

Chairman

**CITY OF MARSHFIELD
SCHEDULE OF BILLS FOR APPROVAL
5/6/2015**

PREPAID BILLS

PREPAID BILLS PAID BY CHECK

CK #	CK DATE	VENDOR	AMOUNT
83325	4/20/2015	MINNESOTA LIFE INSURANCE CO	\$5,327.39
83326	4/20/2015	WEA INSURANCE TRUST	\$219,402.36
83327	4/24/2015	ADVANCED DISPOSAL SERVICES LLC	\$72,804.86
83328	4/24/2015	CAREW CONCRETE & SUPPLY CO	\$718.20
83329	4/24/2015	CHARTER COMMUNICATIONS	\$260.77
83330	4/24/2015	EARTH INC	\$79,199.99
83331	4/24/2015	FRONTIER	\$560.55
83332	4/24/2015	E O JOHNSON COMPANY	\$176.00
83333	4/24/2015	MARSHFIELD UTILITIES	\$24,732.12
83334	4/24/2015	QUARLES & BRADY LLP	\$17,500.00
83335	4/24/2015	TELRITE CORPORATION	\$340.01
83336	4/24/2015	USDA APHIS REAC ANIMAL CARE	\$235.00
83337	4/24/2015	WALMART COMMUNITY/GECRB	\$465.83
83338	4/24/2015	WE ENERGIES	\$8,261.74
83339	4/24/2015	DELTA DENTAL OF WISCONSIN	\$12,334.73
		TOTAL PREPAID BILLS PAID BY CHECK	\$442,319.55

PREPAID BILLS PAID BY EFT

EFT000000003975	4/27/2015	DEREK IVERSON	\$69.37
EFT000000003976	4/27/2015	TOM TURCHI	\$20.00
		TOTAL PREPAID BILLS PAID BY EFT	\$89.37

ACH PAYMENTS

4/30/2015	WI DEPARTMENT OF REVENUE - SALES TAX	\$443.39
5/15/2015	TID FEES	\$750.00
	TOTAL ACH PAYMENTS	\$1,193.39

DIRECT WIRE TRANSFERS

4/1/2015	THE DEPOSITORY TRUST COMPANY	\$66,787.50
	TOTAL DIRECT WIRE TRANSFERS	\$66,787.50

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000003977	5/6/2015	LIBBY ABEL	\$60.33
EFT000000003978	5/6/2015	CHARLES ADAMSKI	\$112.47
EFT000000003979	5/6/2015	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$37.70
EFT000000003980	5/6/2015	AIR COMMUNICATIONS OF CENTRAL	\$200.00
EFT000000003981	5/6/2015	AMERICAN WELDING & GAS INC	\$374.09
EFT000000003982	5/6/2015	JASON ANGELL	\$1,812.30
EFT000000003983	5/6/2015	APPLIED SPECIALTIES INC	\$5,473.60
EFT000000003984	5/6/2015	ARAMARK UNIFORM SERVICES	\$158.59
EFT000000003985	5/6/2015	ATHENS VETERINARY SERVICE INC	\$647.51
EFT000000003986	5/6/2015	B & B LAWN CARE LLC	\$1,999.80
EFT000000003987	5/6/2015	B & H PHOTO-VIDEO	\$33.00
EFT000000003988	5/6/2015	BATTERIES PLUS BULBS # 072	\$85.92

CK #	CK DATE	VENDOR	AMOUNT
EFT000000003989	5/6/2015	BAUERNFEIND BUSINESS TECH	\$2,562.27
EFT000000003990	5/6/2015	AMY BEAUCHAMP	\$112.70
EFT000000003991	5/6/2015	CARQUEST AUTO PARTS	\$174.24
EFT000000003992	5/6/2015	CDW GOVERNMENT INC	\$50.86
EFT000000003993	5/6/2015	CENTRAL STATE SUPPLY CORP	\$240.05
EFT000000003994	5/6/2015	DALCO ENTERPRISES, INC.	\$1,517.00
EFT000000003995	5/6/2015	ROY DOLENS	\$360.00
EFT000000003996	5/6/2015	EMPLOYEE BENEFITS CORPORATION	\$340.00
EFT000000003997	5/6/2015	KELLY ESKER	\$360.00
EFT000000003998	5/6/2015	GALE/CENGAGE LEARNING	\$255.57
EFT000000003999	5/6/2015	GALLS LLC	\$26.95
EFT000000004000	5/6/2015	GERDAU AMERISTEEL US INC	\$1,912.00
EFT000000004001	5/6/2015	JOEL GOHAM	\$651.48
EFT000000004002	5/6/2015	GRAINGER	\$146.14
EFT000000004003	5/6/2015	DEB HALL	\$36.23
EFT000000004004	5/6/2015	HEINZEN PRINTING INC	\$595.00
EFT000000004005	5/6/2015	INGRAM LIBRARY SERVICES INC	\$667.28
EFT000000004006	5/6/2015	DENNIS KEFFER	\$198.31
EFT000000004007	5/6/2015	KELBE BROTHERS EQUIPMENT INC	\$510.00
EFT000000004008	5/6/2015	AMY KROGMAN	\$87.69
EFT000000004009	5/6/2015	ROBERT LARSEN	\$58.15
EFT000000004010	5/6/2015	MARAWOOD REAL ESTATE 200 LLC	\$3,072.30
EFT000000004011	5/6/2015	MCMASTER-CARR	\$378.65
EFT000000004012	5/6/2015	MERKEL COMPANY INC	\$1,730.52
EFT000000004013	5/6/2015	MIDSTATE TRUCK SERVICE	\$375.21
EFT000000004014	5/6/2015	MIDWEST TAPE	\$371.79
EFT000000004015	5/6/2015	MISSISSIPPI WELDERS	\$147.73
EFT000000004016	5/6/2015	MONROE TRUCK EQUIPMENT	\$331.60
EFT000000004017	5/6/2015	MSA PROFESSIONAL SERVICES INC	\$3,432.61
EFT000000004018	5/6/2015	ALLAN NIENAST	\$75.00
EFT000000004019	5/6/2015	NORTHERN SAFETY CO INC	\$364.74
EFT000000004020	5/6/2015	LORI PANZER	\$85.68
EFT000000004021	5/6/2015	JASON PARKS	\$14.70
EFT000000004022	5/6/2015	POMP'S TIRE SERVICE INC	\$455.19
EFT000000004023	5/6/2015	POWER PAC INC	\$177.09
EFT000000004024	5/6/2015	PRESIDIO NETWORKED SOLUTIONS	\$305.00
EFT000000004025	5/6/2015	QUILL CORPORATION	\$192.45
EFT000000004026	5/6/2015	TIM RASMUSSEN	\$477.07
EFT000000004027	5/6/2015	RECORDED BOOKS LLC	\$534.87
EFT000000004028	5/6/2015	REIGEL PLUMBING & HEATING INC	\$390.83
EFT000000004029	5/6/2015	RIPP DISTRIBUTING COMPANY INC	\$63.50
EFT000000004030	5/6/2015	KIM ROPSON	\$115.50
EFT000000004031	5/6/2015	SAFE FAST INC	\$637.03
EFT000000004032	5/6/2015	KURT SCHEIDER	\$325.00
EFT000000004033	5/6/2015	PAUL SCHLAGENHAFT	\$25.99
EFT000000004034	5/6/2015	SCHOOL DISTRICT OF MARSHFIELD	\$9,366.58
EFT000000004035	5/6/2015	SHERWIN WILLIAMS COMPANY	\$5,862.50
EFT000000004036	5/6/2015	JOAN SPENCER	\$135.50
EFT000000004037	5/6/2015	KEITH STREY	\$379.06
EFT000000004038	5/6/2015	SVA CONSULTING LLC	\$1,466.00
EFT000000004039	5/6/2015	TRAFFIC AND PARKING CONTROL INC	\$4,419.37
EFT000000004040	5/6/2015	V & H INC	\$52.94
EFT000000004041	5/6/2015	VIDCOM LLC	\$5,955.00
EFT000000004042	5/6/2015	VIDCOM LLC	\$2,720.00

CK #	CK DATE	VENDOR	AMOUNT
EFT000000004043	5/6/2015	VON BRIESEN AND ROPER, S.C.	\$176.00
EFT000000004044	5/6/2015	VORPAHL FIRE & SAFETY	\$12.93
EFT000000004045	5/6/2015	WISCONSIN LIFTING SPECIALISTS INC	\$267.81
EFT000000004046	5/6/2015	PATRICK ZEPS	\$72.89
		TOTAL CURRENT BILLS PAID BY EFT	\$66,823.86

CURRENT BILLS PAID BY CHECK

83346	5/6/2015	ALL TRAFFIC	\$200.00
83347	5/6/2015	AMAZON	\$2,302.85
83348	5/6/2015	AMERICAN PLANNING ASSOCIATION	\$525.00
83349	5/6/2015	AMERIGAS-RUDOLPH	\$848.57
83350	5/6/2015	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$648.21
83351	5/6/2015	ASSOCIATED SERVICE CENTER	\$182.95
83352	5/6/2015	BAKER AND TAYLOR INC	\$2,412.29
83353	5/6/2015	BAY STEEL & FABRICATION LLC	\$146.79
83354	5/6/2015	BB COMMUNITY LEASING SERVICES INC	\$825.48
83355	5/6/2015	BOERNKE, MICHELLE	\$48.81
83356	5/6/2015	BRAUN'S AUTOMOTIVE SERVICE INC	\$61.15
83357	5/6/2015	BRUNETT, DEB WCM TREASURER	\$450.00
83358	5/6/2015	BURT TROPHY & AWARDS INC	\$27.85
83359	5/6/2015	CAL'S PLUMBING SERVICE LLC	\$158.36
83360	5/6/2015	CAREW CONCRETE & SUPPLY CO	\$1,255.80
83361	5/6/2015	CARRICO AQUATIC RESOURCES INC	\$1,935.25
83362	5/6/2015	CENTRAL STATES WATER ENVIRONMENT	\$35.00
83363	5/6/2015	COFFEE CONCEPTS	\$34.95
83364	5/6/2015	COMPLETE OFFICE OF WISCONSIN	\$971.44
83365	5/6/2015	CTL COMPANY INC	\$420.57
83366	5/6/2015	DAVID BUILDING SUPPLY	\$88.00
83367	5/6/2015	DICKMAN, CAI	\$100.00
83368	5/6/2015	DILLENBURG, BRENDA	\$100.00
83369	5/6/2015	DISPLAYS2GO	\$509.23
83370	5/6/2015	DON'S AUTOMOTIVE CENTER, LLC	\$70.00
83371	5/6/2015	DUFFY'S AIRCRAFT SALES	\$5,014.95
83372	5/6/2015	ETI CORP	\$3,295.00
83373	5/6/2015	EWALD CHEVROLET BUICK GEO	\$29,728.00
83374	5/6/2015	FASTENAL COMPANY	\$292.92
83375	5/6/2015	FEDERAL EXPRESS	\$40.40
83376	5/6/2015	FESTIVAL FOODS	\$20.13
83377	5/6/2015	FORCE SCIENCE INSTITUTE, LTD	\$1,500.00
83378	5/6/2015	FREMONT/TOWNSHIP OF	\$351.00
83379	5/6/2015	GENERAL FARM SUPPLY INC	\$9,435.00
83380	5/6/2015	GREMMER & ASSOCIATES, INC.	\$4,691.60
83381	5/6/2015	GROSS MOTORS OF MARSHFIELD INC	\$129.70
83382	5/6/2015	HEALTH COMMUNICATIONS INC	\$75.00
83383	5/6/2015	HILLER'S HARDWARE INC	\$794.15
83384	5/6/2015	JEFFERSON FIRE AND SAFETY INC	\$83.02
83385	5/6/2015	JOURNAL SENTINEL INC	\$506.96
83386	5/6/2015	KNOWLEDGELAKE	\$6,755.10
83387	5/6/2015	KOHS MACHINE SHOP	\$34.50
83388	5/6/2015	L & S ELECTRIC INC	\$504.25
83389	5/6/2015	LEONARD, STEPHANIE	\$100.00
83390	5/6/2015	THE TOWNSHIP OF LINCOLN	\$64.00
83391	5/6/2015	LOU'S GLOVES INC	\$168.00

CK #	CK DATE	VENDOR	AMOUNT
83392	5/6/2015	MARSHFIELD AREA CHAMBER	\$30.00
83393	5/6/2015	MARSHFIELD CITY GARAGE	\$34.98
83394	5/6/2015	MARSHFIELD CLINIC	\$1,564.92
83395	5/6/2015	MARSHFIELD CURLING CLUB	\$50.00
83396	5/6/2015	MARSHFIELD GLASS LLC	\$95.00
83397	5/6/2015	MARSHFIELD PARKS & REC DEPT	\$35.76
83398	5/6/2015	TOWN OF MARSHFIELD	\$504.48
83399	5/6/2015	MAYER/RICKY	\$600.00
83400	5/6/2015	MCLEAN, MATT	\$45.05
83401	5/6/2015	MEDDAUGH/JEREMY	\$130.00
83402	5/6/2015	MEDIA DISTRIBUTORS	\$209.51
83403	5/6/2015	MENARDS	\$796.12
83404	5/6/2015	MID WISCONSIN SUPPLY, LLC	\$181.80
83405	5/6/2015	MILLER BRADFORD AND RISBERG	\$398.07
83406	5/6/2015	MINISTRY ST JOSEPH'S HOSPITAL	\$3,656.77
83407	5/6/2015	MINNESOTA LIFE INSURANCE CO	\$646.80
83408	5/6/2015	MPPA LE SUPPLY	\$227.52
83409	5/6/2015	MTOA	\$1,050.00
83410	5/6/2015	NAPA AUTO PARTS	\$998.39
83411	5/6/2015	JENNIFER NEMEC	\$100.00
83412	5/6/2015	NEW DAY FILMS	\$64.00
83413	5/6/2015	NEW WORLD CREATIONS	\$199.95
83414	5/6/2015	NEWCO SHARPENING & SERVICE LLC	\$38.00
83415	5/6/2015	OLSON, KAREN	\$30.32
83416	5/6/2015	OPPORTUNITY DEVELOPMENT CENTER	\$58.50
83417	5/6/2015	OVER THE TOP ROOFING & SIDING, INC	\$5,550.00
83418	5/6/2015	RAY M POEPEL	\$565.00
83419	5/6/2015	PHYSIO CONTROL CORPORATION	\$2,155.44
83420	5/6/2015	GIS INFORMATION SYSTEMS, INC	\$18,148.05
83421	5/6/2015	PROVISION PARTNERS	\$569.90
83422	5/6/2015	PUBLIC FINANCIAL MGMT INC	\$54,480.00
83423	5/6/2015	RASMUSSEN COLLEGE- WAUSAU	\$330.63
83424	5/6/2015	REGISTRATION FEE TRUST	\$74.50
83425	5/6/2015	REINDERS INC	\$1,574.60
83426	5/6/2015	SCAFFIDI TRUCK CENTER	\$151.05
83427	5/6/2015	ALBERT SCHIFERL	\$1,102.75
83428	5/6/2015	SCHREINERS PLUMBING & HEATING, LLC	\$1,935.15
83429	5/6/2015	SECURITY OVERHEAD DOOR INC	\$2,503.00
83430	5/6/2015	SERWE IMPLEMENT MUNICIPAL SALES CO LLC	\$138.53
83431	5/6/2015	SHIVARAM SIDDAPPA	\$100.00
83432	5/6/2015	SOUTH CENTRAL LIBRARY SYSTEM	\$5,000.00
83433	5/6/2015	STAAB CONSTRUCTION CORPORATION	\$111,137.50
83434	5/6/2015	STAPLES ADVANTAGE	\$112.14
83435	5/6/2015	STATE OF WISCONSIN	\$50.00
83436	5/6/2015	STRAND ASSOCIATES INC	\$1,596.55
83437	5/6/2015	STROMING/AMANDA	\$100.00
83438	5/6/2015	THERESA TRACY	\$188.34
83439	5/6/2015	TRANSUNION RISK AND ALTERNATIVE	\$4.50
83440	5/6/2015	TRIERWEILER CONSTRUCTION	\$18,117.63
83441	5/6/2015	TRIPLE R BUSINESS SERVICES, LLC	\$4,581.45
83442	5/6/2015	TRUDEAU CONSTRUCTION INC	\$3,758.00
83443	5/6/2015	U W SOIL TESTING LAB	\$40.00
83444	5/6/2015	UNIFIRST CORPORATION	\$263.81
83445	5/6/2015	THE UNIFORM SHOPPE	\$450.50

CK #	CK DATE	VENDOR	AMOUNT
83446	5/6/2015	UNIQUE MANAGEMENT SERVICES INC	\$53.70
83447	5/6/2015	UNITED RENTALS (NORTH AMERICA) INC	\$72.20
83448	5/6/2015	US TOY CO / CONSTRUCTIVE PLAYTHINGS	\$153.33
83449	5/6/2015	VITAL COMMUNICATION	\$576.00
83450	5/6/2015	STEVEN VOTAVA	\$100.00
83451	5/6/2015	WALGREENS	\$177.18
83452	5/6/2015	WEILER ENTERPRISES	\$17.60
83453	5/6/2015	WEILER TRANSPORTATION LLC	\$159.89
83454	5/6/2015	BETH WEINTURTNER	\$100.00
83455	5/6/2015	WEPAK-N-SHIP	\$9.73
83456	5/6/2015	WI DEPT OF JUSTICE	\$1,190.00
83457	5/6/2015	WILDWOOD ANIMAL HOSPITAL &	\$131.45
83458	5/6/2015	WISCONSIN RURAL WATER ASSOCIATION INC	\$100.00
83459	5/6/2015	WISCONSIN TECHNICAL COLLEGE SYSTEM FOUNDA'	\$500.00
83460	5/6/2015	WOOD COUNTY FIRE CHIEF'S ASSOC	\$80.00
83461	5/6/2015	JACQUELINE ZIEGLMEIER	\$53.11
83462	5/6/2015	ZIMMERMAN ARCHITECTURAL STUDIOS	\$40,551.48
		TOTAL CURRENT BILLS PAID BY CHECK	\$368,472.86
		TOTAL PREAPID BILLS	\$442,408.92
		TOTAL ACH PAYMENTS	\$1,193.39
		TOTAL DIRECT WIRE TRANSFERS	\$66,787.50
		TOTAL CURRENT BILLS	\$435,296.72
		GRAND TOTAL BILLS	<u>\$945,686.53</u>

REPORT OF PERSONNEL ACTIONS
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
OF MAY 5, 2015

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

Nathon Ulness	Civil Engineer I Engineering Division	April 20, 2015
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Justin Casperson	Director of Parks & Recreation Parks & Recreation	June 8, 2015
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RETIREMENT:

Jason Prickett	Police Officer Police Department	May 22, 2015
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Resignation

Cody Thornberg	Firefighter Fire & Rescue Department	May 6, 2015
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**COMPLETION OF
PROBATIONARY
PERIOD**

None

MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF APRIL 30, 2015

Department	Division	Position	FTE	Last Name	First Name
Administrator		City Administrator	1.00	BARG	STEVEN
Administrator		Human Resources Manager	1.00	Vacant	
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	VACANT	
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	Vacant	
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 Enginner I	1.00	ULNESS	NATHAN
Public Works	Street Services	Administrative Assistant II	1.00	WARP	JEAN
Public Works	Street Services	Asst Street Superintendent	1.00	BORNBACH	KURT
Public Works	Street Services	Asst Street Superintendent	1.00	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	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	CHARRON	JACOB
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

To: Marshfield Finance, Budget & Personnel Committee

From: Lori Belongia, Director

RE: Vacancy of the Part-Time Program and Volunteer Coordinator position

April 28, 2015

Dori Knoff, an 18 hour per week Program and Volunteer Coordinator In the Library Specialist III pay range resigned from her position effective March 31, 2015.

As a courtesy, we are informing you of the Library Board's decision regarding this vacancy. At the April 14, 2015 Library Board meeting, I recommended filling the position with a 0.5 FTE employee and the Library Board voted to fill the position as recommended. This is a key position with a wide range of programming, public relations and volunteer personnel support responsibilities that allows us to tap the expertise and talents of the community to benefit the Library.

As it is Library practice to post vacant positions within the Library first, it is possible that this could cause a ripple of vacancies throughout the Library. After consulting with the City Administrator, we will follow the recent Street Department hiring process and fill those positions without bringing notification back to this committee.

ANALYSIS

In September of 2011 the library reorganized once again to better meet our changing needs while bringing economy and efficiency savings to the City. After a number of Business Office staffing adjustments, and at the Library Board's recommendation, we developed an 18 hour per week Library Specialist III position with a primary focus on Library programming and volunteer coordination (including publicity, managing honorariums, room booking, setup, supplies, refreshments, photos and cleanup) and recognition.

The job description for the Program and Volunteer Coordinator's position, a Library Specialist III level is attached. This position has a relatively high level of public contact and responsibility for coordinating Library programs and volunteers. Handling volunteers is much like handling staff with the same expected levels of confidentiality and responsiveness. This higher level of responsibility and public contact warrants the wage. Since the changes in the hours per week threshold for insurance benefits, employees at 0.5 FTE no longer trigger that expense. A 0.5 FTE employee is still eligible for pro-rated sick leave, vacation, holiday and personal holiday pay. Even without the health and dental insurances, a 0.5 FTE position will attract and retain more qualified candidates. Converting this position to a 0.5 FTE or 20 hour per week position adds just \$1,582 in employee cost.

Other advantages are:

- Consistent distribution of Library publicity (Newspaper, Radio, Cable Access, website, Facebook, etc.)

- Relieves the Adult Librarian, Library Director and Business Office staff of much of the responsibility for coordinating presenters, rooms, honorariums, volunteers, refreshments, photos and clean up
- Assures that kitchen and hospitality supplies are adequate
- Creates a single contact for volunteers
- Even minimal vacation, sick leave and holiday pay enhance the position.

Disadvantages are:

- Position lacking insurance benefits could be viewed as unattractive and be difficult to fill in future job markets
- Less flexible scheduling
- Training – Library Directory will be involved - supervising, coaching and evaluating

Wisconsin Statute 43.58(1) reserves exclusive control of the library budget to the Library Board and Wisconsin Statute 43.58(4) further establishes administration of the library to the Library Board. This section reads as follows:

43.58(4)

(4) Notwithstanding [ss. 59.17 \(2\) \(br\)](#) and [59.18 \(2\) \(b\)](#), the library board shall supervise the administration of the public library and shall appoint a librarian, who shall appoint such other assistants and employees as the library board deems necessary, and prescribe their duties and compensation.

MARSHFIELD PUBLIC LIBRARY

JOB DESCRIPTION

ESTABLISHED: October 2011, revised 4/14/15

TITLE: Library Specialist III – Program & Volunteer Coordinator

SECTION: Administration Support Team

SUPERVISED BY: Library Director

SUMMARY

The employee in this position is responsible for coordinating program details and volunteers for the Library, including financial, personnel and official records. The position requires strong written and oral communication skills. Employee works with other staff members throughout the Library to coordinate Library programs. Employee organizes, directs, manages and supervises volunteers. The position requires a thorough knowledge of the procedures and policies of the Library as well as a high degree of confidentiality. This 20 hour per week position has a set of basic hours with variances to include nights and weekends.

DUTIES/EXAMPLES OF WORK

LIBRARY PROGRAM SUPPORT (35%)

1. Books rooms and reserves equipment for Library programs.
2. Communicates desired room setup and equipment needs to maintenance staff.
3. Coordinates meeting scheduling for groups and sends proper public notices when required.
4. Edits and sends prepared press releases, flyers and notices, Internet postings, arranges for publicity and recording of programs by cable access after approval by the Director or designee.
5. Selects, purchases, transports, sets up and cleans up necessary supplies and refreshments for library events.
6. Supports Library performers, speakers and groups on the day of events.
7. Assists Library staff with hospitality or program concerns.

VOLUNTEER COORDINATION (35%)

8. Develops service descriptions for a variety of volunteer positions working closely with Library staff.
9. Responsible for the in-processing of new volunteers.
10. Evaluates volunteer skills and abilities matching them to volunteer positions and arranges for training.
11. Arranges for meetings, events, activities and special projects, including volunteer recognition.
12. Maintains official volunteer files including records of service, tasks assigned, training received, performance evaluations, and background checks or discipline.
13. Explains and interprets policy when routine questions arise.
14. Interprets and disseminates communication between staff and volunteers – alerting Director or appropriate staff member when problems are perceived.
15. Promotes and recruits volunteer opportunities

16. Publicizes volunteer activities.
17. Maintains file of incident reports.
18. Maintains computer mailing list for Friends of the Marshfield Public Library newsletters and MPL events.

OTHER DUTIES AS ASSIGNED (30%)

19. Records and prepares committee and subcommittee minutes for approval.
20. Maintains records of committee and subcommittee actions and relevant documents
21. Types reports and correspondence as required by Director.
22. Prepares packets for committee and subcommittee mailings.
23. Maintains adequate hospitality supplies and order in the shared kitchen.
24. Includes occasionally filling staff supply requests.

KNOWLEDGE AND ABILITIES

1. Ability to communicate effectively with staff and public and maintain effective public relations.
2. Ability to recruit, develop and supervise Library volunteers in a manner which encourages efficiency, cooperation, and good morale.
3. Knowledge of office and business procedures.
4. Ability to key 50 words per minute with high accuracy.
5. Familiarity with and ability to operate microcomputer word-processing, database and spreadsheet programs.
6. Ability to operate standard business machines.
7. Must be able to work well with others, exhibit a high degree of confidentiality, and be adaptable to shifting priorities.

PHYSICAL DEMANDS OF POSITION

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Fingering: keyboarding, writing, filing, and sorting.
5. Handling: processing, picking up and sorting mail.
6. Lifting and carrying: 50 pounds or less.
7. Pushing and pulling: objects weighing 60-80 pounds on wheels.
8. Sitting, standing, walking, climbing and stooping.
9. Talking and hearing; use of telephone.

MENTAL REQUIREMENTS

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor.
3. Ability to deal with abstract and concrete concepts.
4. Ability to interpret technical regulations and instructions.
5. Communications skills: effectively communicate ideas and information both in written and verbal form.
6. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division).

7. Reading ability: effectively read and understand information contained in memoranda, reports, bulletins, etc.
8. Time management: set priorities in order to meet assignment deadlines.

ENVIRONMENTAL/WORKING CONDITIONS

1. Schedule includes night hours and weekend hours.
2. Predominant inside work environment.

EQUIPMENT USED:

Calculator, cash register, computer, printer, copy machine, fax machine, telephone, typewriter, coin-ops, dolly, book truck, automobile, other equipment as technology advances.

EDUCATION AND EXPERIENCE

1. Minimum two years of post high school technical training related to job requirements including course work in human resources and/or communications.
2. Familiarity with and ability to operate microcomputer word-processing, database and spreadsheet programs. (Specifically Microsoft Word, Excel, and Access).
3. Desire a minimum of one year experience with volunteers.
4. Ability to transport needed supplies and refreshments.
5. Experience with program planning desired.

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**