



CITY OF MARSHFIELD

# MEETING NOTICE

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**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING  
TUESDAY, JULY 7, 2015  
Room 108, First Floor, City Hall Plaza  
5:30 P.M.**

1. Call to Order – Peter O. Hendler, Chair
2. Citizen Comments
3. Consent Agenda
  - a) Approval of Minutes of June 16, 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
4. Consideration of items removed from the consent agenda, if any
5. Update – process for increasing the room tax rate effective January 1, 2016. Presented by Steve Barg, City Administrator  

Recommended action: None, for information only
6. Request to approve plan/timeline for 2015 employee merit awards. Presented by Steve Barg, City Administrator  

Recommended action: Approve the plan/timeline
7. Request to authorize reimbursement of moving expenses – Justin Casperson. Presented by Steve Barg, City Administrator  

Recommended action: Approve the request
8. Request to approve job description and establish pay classification for the new position of Human Resources Manager/Assistant to the City Administrator, and to authorize the City Administrator to begin the hiring process. Presented by Steve Barg, City Administrator  

Recommended action: Approve the job description/pay classification, and authorize the City Administrator to start the hiring process
9. Request to approve Budget Resolution No. 17-2015 transferring \$60,000 from General Fund, Airport Terminal Building HVAC Project to the Ordinance Enforcement, Marshfield Area Pet Shelter Project, for use as a donation to Marshfield Area Pet Shelter, Inc.  

Recommended action: Recommend to Common Council approval of Budget Resolution No. 17-2015

FINANCE, BUDGET AND PERSONNEL COMMITTEE  
July 7, 2015

10. Suggested items for future agendas
11. Adjourn

Posted this day, July 2, 2015 at 4:00 p.m., by Deb M. 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 JUNE 16, 2015**

Meeting called to order by Vice-Chairperson Feddick at 5:38 p.m., in the Common Council Chambers, City Hall Plaza.

**PRESENT:** Alderpersons Rebecca Spiros, Rich Reinart, Gordon Earll, and Alanna Feddick

**ABSENT:** Alderperson Peter Hendler

**ALSO PRESENT:** Alderperson Wagner, Mayor Meyer, City Administrator Barg, Media, Danielle Luther and City Personnel (Dan Knoeck, Bob Haight, Keith Strey, Amy VanWyhe and Deb Hall)

**Citizen Comments**

None

**FBP15-065** Motion by Spiros, second by Reinart to approve the items on the consent agenda:

1. Minutes of the June 2, 2015 meeting.
2. Bills in the amount of \$1,008,530.83.
3. Treasury Report of May 2015.

**Motion carried**

No items were removed from the consent agenda.

**FBP15-066** Motion by Spiros, second by Earll to approve the request from the Marshfield Area Coalition for Youth (MACY) for \$25,000 to conduct heroin prevention activities; and direct staff to prepare a budget resolution for consideration at the June 23<sup>rd</sup> Council meeting.

**Motion carried**

**FBP15-067** Motion by Earll, second by Reinart to recommend approval of Budget Resolution No. 12-2015 to the Common Council, transferring \$25,000 within the Economic Development Fund from unassigned Utility Dividends to the Economic Development Board for demolition costs for property at 451-453 S. Central Avenue.

**Motion carried**

**FBP15-068** Motion by Earll, second by Spiros to recommend approval of Budget Resolution No. 13-2015 to the Common Council, transferring \$14,529 from a donation to the Emergency Medical Services Fund #605 for purchase of a LUCAS 2 chest compression system.

**Motion carried**

Update on the implementation of the staffing study recommendations.

**Staffing**

- Add Zoning Administrator and Accountant positions (Done)
- Consider Technology Technician position (Hiring in progress)
- Consider Administrative Services Coordinator (Under discussion)
- Add temporary staff for payroll & A/P decentralization (Not needed)

**Structure**

- Planning & Economic Development
  - Change department name (Approved as Development Services)
  - Move GIS Coordinator to Engineering (Approved)
- Public Works & Engineering
  - Move Inspections to Development Services (Approved)

- Administration
  - Reassign oversight of Airport to Public Works (Approved)
  - Reassign oversight of Cemetery to Park/Recreation (Approved)
- General (multiple departments)
  - Create Administrative Services Department (Under discussion)

**Process**

- Coordinate code enforcement in Community Development (Done)
- Review and address the spatial workflow and relationships (Done)
- Review and improve the City's special assessment process (Done)
- Create centralized facility management in Public Works (Approved)
- Establish ongoing strategic planning process with Council (Ongoing)
- Foster professional development and succession planning (Ongoing)
- Make greater use of technology to provide City services (Ongoing)
- Explore partnership options with others (From CC strategic planning)
- Adopt/implement performance measurement system (Budget in 2016)
- Periodically assess outsourcing opportunities (Pursue as appropriate)

**FBP15-069** Motion by Spiros, second by Earll to go into closed session pursuant to 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 reasons require a closed session.

- City Hall Leases

Roll call vote, all ayes. (Time: 5:50 p.m.)

**Motion carried**

Present in closed session: Alderpersons Reinart, Spiros, Earll and Feddick, Mayor Meyer, City Administrator Barg, Public Works Director Knoeck, Finance Director Strey and City Clerk Hall.

**FBP15-070** Motion by Spiros, second by Reinart to return to open session. Roll call vote, all ayes. (Time: 5:53 p.m.)

**Motion carried**

**FBP15-071** Motion by Spiros, second by Earll to approve the lease amendment with Bug Tussel Wireless and authorize staff to execute the same.

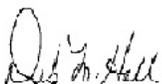
**Motion carried**

**FUTURE AGENDA ITEMS**

None

The next Finance, Budget and Personnel Committee meeting will be held on Tuesday, July 7<sup>th</sup> at 6:30 p.m. instead of 5:30 p.m. A Special Council meeting will be held on July 7<sup>th</sup> at 6:00 p.m.

Motion by Earll to adjourn at 5:55 p.m.



Deb M. Hall  
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to **\$833,204.62** and General Expense Bills for JUNE, 2015 amounting to **\$4,001,450.03** 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**  
7/8/2015

**PREPAID BILLS**

**PREPAID BILLS PAID BY CHECK**

Check #	Check Date	Vendor Name	Amount
83893	6/15/2015	MINNESOTA LIFE INSURANCE CO	\$5,686.18
83894	6/15/2015	WEA INSURANCE TRUST	\$219,454.48
83895	6/22/2015	ADVANCED DISPOSAL SERVICES LLC	\$72,065.09
83896	6/22/2015	TIM FREECK	\$125.00
83897	6/22/2015	CHARTER COMMUNICATIONS	\$209.99
83898	6/22/2015	COMMUNITY DEVELOPMENT AUTHORITY	\$8,122.69
83899	6/22/2015	FRONTIER	\$788.18
83900	6/22/2015	E O JOHNSON COMPANY	\$143.00
83901	6/22/2015	MARSHFIELD UTILITIES	\$24,194.67
83902	6/22/2015	STEVE MCCABE	\$100.00
83903	6/22/2015	MINNESOTA LIFE INSURANCE CO	\$646.80
83904	6/22/2015	OXMOOR HOUSE INC	\$36.91
83905	6/22/2015	PAUL & STEPHANIE SEIDL	\$35.42
83906	6/22/2015	TELRITE CORPORATION	\$369.69
83907	6/22/2015	UNITED MAILING SERVICE INC	\$1,393.26
83908	6/22/2015	WALMART COMMUNITY/GECRB	\$135.22
83909	6/22/2015	WE ENERGIES	\$2,433.83
83910	6/22/2015	DEBBIE WILICHOWSKI	\$100.00
83911	6/22/2015	CITY OF WISCONSIN RAPIDS	\$225.00
83912	6/22/2015	PERSONAL DEVELOPMENT CENTER INC	\$9,378.00
83913	6/22/2015	WE ENERGIES	\$52.54
83914	6/25/2015	ADVANCED DISPOSAL SERVICES LLC	\$97.50
83915	6/25/2015	AMERIGAS-RUDOLPH	\$57.00
83916	6/25/2015	CHARTER COMMUNICATIONS	\$59.81
83917	6/25/2015	EARTH INC	\$211,685.50
83918	6/25/2015	FEDERAL EXPRESS	\$22.74
83919	6/25/2015	FRONTIER	\$195.94
83920	6/25/2015	FRONTIER	\$268.61
83921	6/25/2015	E O JOHNSON COMPANY	\$356.00
83922	6/25/2015	LIGHTING DESIGN SOLUTIONS LLC	\$136,886.45
83923	6/25/2015	MARSHFIELD AREA COMMUNITY FOUNDATION-MARSH 21 JACK HACKMAN FIELD	\$25,000.00
83924	6/25/2015	WALMART COMMUNITY/GECRB	\$13.23
83925	6/25/2015	WI DNR	\$3,000.00
83932	6/26/2015	DELTA DENTAL OF WISCONSIN	\$12,237.08
83933	6/26/2015	NVA FIDUCIARY TRUST FOR FSLI	\$1,421.58
		<b>TOTAL PREPAID BILLS PAID BY CHECK</b>	<b>\$736,997.39</b>

**PREPAID BILLS PAID BY EFT**

EFT000000004257	6/29/2015	BALTUS OIL COMPANY INC	\$19,737.49
EFT000000004258	6/29/2015	MSA PROFESSIONAL SERVICES INC	\$1,150.61
		<b>TOTAL PREPAID BILLS PAID BY EFT</b>	<b>\$20,888.10</b>

**ACH PAYMENTS**

6/29/2015	WI DEPT OF REVENUE - SALES TAX FOR MAY 2015	\$750.04
	<b>TOTAL ACH PAYMENTS</b>	<b>\$750.04</b>

**DIRECT WIRE TRANSFERS**

5/1/2015	THE DEPOSITORY TRUST	\$283,475.01
5/1/2015	JP MORGAN CHASE BANK	\$472,741.67
5/1/2015	THE BANK OF NEW YORK MELLON	\$62,662.50
5/1/2015	WISCONSIN ENVIRONMENTAL IMPROVEMENT FUND	\$1,551,474.29
	<b>TOTAL DIRECT WIRE TRANSFERS</b>	<b>\$2,370,353.47</b>

83935 - 84270	VOIDED CHECKS DUE TO PRINTER ERRORS	\$0.00
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**CURRENT BILLS**

**CURRENT BILLS PAID BY EFT**

EFT000000004259	7/8/2015	A 1 EXCAVATING INC	\$6,000.00
EFT000000004260	7/8/2015	AIR COMMUNICATIONS OF CENTRAL	\$681.50
EFT000000004261	7/8/2015	ALLEN PRECISION EQUIPMENT INC	\$95.11
EFT000000004262	7/8/2015	ARAMARK UNIFORM SERVICES	\$120.27
EFT000000004263	7/8/2015	ATHENS VETERINARY SERVICE INC	\$1,077.66
EFT000000004264	7/8/2015	AUDIO EDITIONS	\$8.00

Check #	Check Date	Vendor Name	Amount
EFT000000004265	7/8/2015	B & B LAWN CARE LLC	\$14,188.00
EFT000000004266	7/8/2015	MIKE BALTUS	\$492.23
EFT000000004267	7/8/2015	STEVE BARG	\$384.23
EFT000000004268	7/8/2015	BELCO VEHICLE SOLUTIONS LLC	\$4,034.37
EFT000000004269	7/8/2015	BENDLIN FIRE EQUIPMENT CO INC	\$174.70
EFT000000004270	7/8/2015	STEVE BINDER	\$450.00
EFT000000004271	7/8/2015	BLAKE BORCHARDT	\$41.30
EFT000000004272	7/8/2015	BRODART INC	\$195.00
EFT000000004273	7/8/2015	STEVE BURNS	\$234.89
EFT000000004274	7/8/2015	CARQUEST AUTO PARTS	\$442.00
EFT000000004275	7/8/2015	CAVU LLC	\$3,120.00
EFT000000004276	7/8/2015	CDW GOVERNMENT INC	\$293.92
EFT000000004277	7/8/2015	CENTRAL STATE SUPPLY CORP	\$607.10
EFT000000004278	7/8/2015	CHARRON/JACOB	\$50.00
EFT000000004279	7/8/2015	DAKOTA ELECTRIC SERVICE INC	\$712.11
EFT000000004280	7/8/2015	DALCO ENTERPRISES, INC.	\$1,096.67
EFT000000004281	7/8/2015	CRAIG DEGRAND	\$51.43
EFT000000004282	7/8/2015	DOINE TRANSPORT INC	\$100.00
EFT000000004283	7/8/2015	EBSCO INDUSTRIES, INC.	\$9,967.76
EFT000000004284	7/8/2015	EMPLOYEE BENEFITS CORPORATION	\$340.00
EFT000000004285	7/8/2015	BELINDA FECHHELM	\$155.25
EFT000000004286	7/8/2015	JASON FOEMMEL	\$6.00
EFT000000004287	7/8/2015	FREMONT INDUSTRIES, INC.	\$5,935.24
EFT000000004288	7/8/2015	GALE/CENGAGE LEARNING	\$149.18
EFT000000004289	7/8/2015	GERDAU AMERISTEEL US INC	\$1,275.00
EFT000000004290	7/8/2015	JODY GEURINK	\$72.60
EFT000000004291	7/8/2015	SARI GOODNESS	\$5.57
EFT000000004292	7/8/2015	GRAINGER	\$32.12
EFT000000004293	7/8/2015	GRANICUS INC	\$1,200.00
EFT000000004294	7/8/2015	HEINZEN PRINTING INC	\$84.40
EFT000000004295	7/8/2015	INGRAM LIBRARY SERVICES INC	\$433.91
EFT000000004296	7/8/2015	LAWSON PRODUCTS INC	\$85.48
EFT000000004297	7/8/2015	DANIEL LEONARD	\$181.51
EFT000000004298	7/8/2015	MARAWOOD REAL ESTATE 200 LLC	\$3,072.30
EFT000000004299	7/8/2015	MCMASTER-CARR	\$97.26
EFT000000004300	7/8/2015	MERKEL COMPANY INC	\$1,382.22
EFT000000004301	7/8/2015	CHRIS MEYER	\$216.80
EFT000000004302	7/8/2015	MIDSTATE TRUCK SERVICE	\$1,002.20
EFT000000004303	7/8/2015	MIDWEST TAPE	\$1,136.37
EFT000000004304	7/8/2015	MISSISSIPPI WELDERS	\$223.16
EFT000000004305	7/8/2015	MONROE TRUCK EQUIPMENT	\$5.24
EFT000000004306	7/8/2015	MSA PROFESSIONAL SERVICES INC	\$2,510.75
EFT000000004307	7/8/2015	ENG KWEE NG	\$936.90
EFT000000004308	7/8/2015	NORTH CENTRAL LABORATORIES	\$509.28
EFT000000004309	7/8/2015	MITCH NOSBISCH	\$79.49
EFT000000004310	7/8/2015	LANCE OLDHAM	\$39.35
EFT000000004311	7/8/2015	OTIS ELEVATOR COMPANY	\$2,736.33
EFT000000004312	7/8/2015	THOMAS OTT	\$320.00
EFT000000004313	7/8/2015	POMP'S TIRE SERVICE INC	\$2,060.99
EFT000000004314	7/8/2015	POWER PAC INC	\$1,807.39
EFT000000004315	7/8/2015	PREMIER PRINTING, INC	\$201.47
EFT000000004316	7/8/2015	PRO ONE JANITORIAL, INC.	\$479.00
EFT000000004317	7/8/2015	JASON PUNKE	\$346.12
EFT000000004318	7/8/2015	QUILL CORPORATION	\$132.22
EFT000000004319	7/8/2015	TIM RASMUSSEN	\$59.80
EFT000000004320	7/8/2015	REIGEL PLUMBING & HEATING INC	\$1,670.96
EFT000000004321	7/8/2015	RIPP DISTRIBUTING COMPANY INC	\$40.25
EFT000000004322	7/8/2015	SAFE FAST INC	\$232.68
EFT000000004323	7/8/2015	SCHILLING SUPPLY COMPANY	\$478.26
EFT000000004324	7/8/2015	SCHOOL DISTRICT OF MARSHFIELD	\$2,364.12
EFT000000004325	7/8/2015	SHERWIN WILLIAMS COMPANY	\$6,009.89
EFT000000004326	7/8/2015	SHI INTERNATIONAL CORPORATION	\$19,812.20
EFT000000004327	7/8/2015	STRATFORD SIGN COMPANY LLC	\$1,350.00
EFT000000004328	7/8/2015	THERESA TRACY	\$188.34
EFT000000004329	7/8/2015	LOCATE HOLDINGS INC	\$2,226.95
EFT000000004330	7/8/2015	V & H AUTOMOTIVE MARSHFIELD	\$134.00
EFT000000004331	7/8/2015	V & H INC	\$1,877.06
EFT000000004332	7/8/2015	VALLEY CHEMICAL LLC	\$28.06
EFT000000004333	7/8/2015	AMY VAN WYHE	\$419.40
EFT000000004334	7/8/2015	VIDCOM LLC	\$11,479.61
EFT000000004335	7/8/2015	MICHAEL WINCH	\$140.08

Check #	Check Date	Vendor Name	Amount
EFT000000004336	7/8/2015	XYLEM WATER SOLUTIONS U.S.A., INC.	\$219,551.70
		TOTAL CURRENT BILLS PAID BY EFT	\$341,932.71
CURRENT BILLS PAID BY CHECK			
83934	7/8/2015	FRONTIER	\$444.46
84271	7/8/2015	ABR EMPLOYMENTSERVICES	\$993.60
84272	7/8/2015	DENISE ADLER	\$50.00
84273	7/8/2015	L. W. ALLEN INC	\$30,600.00
84274	7/8/2015	AMAZON	\$546.64
84275	7/8/2015	AMERICAN ASPHALT OF WI	\$30,135.71
84276	7/8/2015	APPLELAND LAW ENFORCMENT	\$5,882.70
84277	7/8/2015	ARROW INTERNATIONAL INC	\$1,120.78
84278	7/8/2015	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$34.07
84279	7/8/2015	ASSOCIATED SERVICE CENTER	\$291.85
84280	7/8/2015	BRUCE TIBBETT JR.	\$121.25
84281	7/8/2015	BAKER AND TAYLOR INC	\$4,806.06
84282	7/8/2015	SARA BARTKOWIAK	\$25.00
84283	7/8/2015	BB COMMUNITY LEASING SERVICES INC	\$825.48
84284	7/8/2015	BERNAN ASSOCIATES	\$300.00
84285	7/8/2015	MARK BERRES	\$500.00
84286	7/8/2015	BOWMAR APPRAISAL INC	\$4,900.00
84287	7/8/2015	BRANDER CONSTRUCTION TECHNOLOGY INC	\$5,278.58
84288	7/8/2015	LINDA BREU	\$100.00
84289	7/8/2015	GERALD BRICKHEIMER	\$100.00
84290	7/8/2015	BURT TROPHY & AWARDS INC	\$109.30
84291	7/8/2015	JAN CAIN	\$100.00
84292	7/8/2015	CALIBRE PRESS	\$129.00
84293	7/8/2015	CALMES/TRACEY	\$33.00
84294	7/8/2015	DARREL CASPERSON	\$100.00
84295	7/8/2015	CENTRAL STATES WATER ENVIRONMENT	\$315.00
84296	7/8/2015	CENTRAL WI GLASS CO INC	\$199.99
84297	7/8/2015	PEGGY CHRISTIANSEN	\$100.00
84298	7/8/2015	BONNIE CHRISTNER	\$500.00
84299	7/8/2015	CLEAR EDGE FILTRATION INC	\$1,111.35
84300	7/8/2015	JINNY COLBURN	\$15.00
84301	7/8/2015	COLD SPRING GRANITE COMPANY	\$1,078.00
84302	7/8/2015	COMPLETE OFFICE OF WISCONSIN	\$30.77
84303	7/8/2015	J F COOK CO, INC	\$116.00
84304	7/8/2015	BARBARA J COOPER	\$500.00
84305	7/8/2015	COUNTY MATERIALS CORPORATION	\$904.50
84306	7/8/2015	CTL COMPANY INC	\$188.18
84307	7/8/2015	DUFFY'S AIRCRAFT SALES	\$3,745.83
84308	7/8/2015	CADE ESKER	\$15.00
84309	7/8/2015	FABCO EQUIPMENT INC	\$53.77
84310	7/8/2015	FASTENAL COMPANY	\$586.88
84311	7/8/2015	FESTIVAL FOODS	\$15.60
84312	7/8/2015	JAMES M FICO, PH.D.	\$650.00
84313	7/8/2015	FORCE AMERICA DISTRIBUTING LLC	\$3,363.61
84314	7/8/2015	JENNIFER FREDRICK	\$22.50
84315	7/8/2015	FRONTIER	\$188.57
84316	7/8/2015	ARLENE GAYLE MD	\$25.00
84317	7/8/2015	GENE MICHAEL PRODUCTIONS INC	\$300.00
84318	7/8/2015	KRISTIN GLASS	\$15.00
84319	7/8/2015	GLOBAL INDUSTRIAL PROD 11G	\$58.27
84320	7/8/2015	MATTEAU TODD GOERTZ	\$187.00
84321	7/8/2015	GOVT FINANCE OFFICERS ASSN	\$33.75
84322	7/8/2015	GREMMER & ASSOCIATES, INC.	\$2,345.80
84323	7/8/2015	SARA GREZENSKI	\$100.00
84324	7/8/2015	VICKIE HANDRICK	\$75.00
84325	7/8/2015	GABRIELLE HARALSON-WEILER	\$100.00
84326	7/8/2015	ROB HELLER	\$30.00
84327	7/8/2015	HILLER'S HARDWARE INC	\$1,073.49
84328	7/8/2015	HOLTON BROTHERS INC	\$8,586.00
84329	7/8/2015	INFORMATION TODAY INC	\$404.05
84330	7/8/2015	INNOVATIVE INTERFACE INC	\$2,400.00
84331	7/8/2015	INNOVATIVE SERVICES, INC	\$2,551.50
84332	7/8/2015	RANDALL & LISA JOHANSSON	\$500.00
84333	7/8/2015	JRT PORTABLE TOILETS LLC	\$65.00
84334	7/8/2015	GEORGI SARTAIN	\$50.00
84335	7/8/2015	BARB KIEFFER	\$100.00
84336	7/8/2015	LISA KORTUEM	\$100.00

Check #	Check Date	Vendor Name	Amount
84337	7/8/2015	JASEN KRACHT	\$15.00
84338	7/8/2015	MEGAN KUMMER	\$100.00
84339	7/8/2015	DON LANGDOK	\$19.95
84340	7/8/2015	LEAH LANGRECK	\$100.00
84341	7/8/2015	LARRY'S AUTO BODY SERVICE	\$1,559.16
84342	7/8/2015	LINCOLN CONTRACTORS SUPPLY	\$104.40
84343	7/8/2015	RANDY LUETH - LANDSCAPE ARCHITECT LLC	\$2,800.00
84344	7/8/2015	MADISON RECHARGING SERVICE INC	\$149.70
84345	7/8/2015	MARSHFIELD AREA CHAMBER	\$77.00
84346	7/8/2015	MARSHFIELD AREA GIRL SCOUTS	\$100.00
84347	7/8/2015	MARSHFIELD BUS SERVICE	\$200.00
84348	7/8/2015	MARSHFIELD CIVIC BAND	\$4,800.00
84349	7/8/2015	MARSHFIELD CLINIC	\$2,109.60
84350	7/8/2015	MARSHFIELD CLINIC	\$25,000.00
84351	7/8/2015	MARSHFIELD LION'S CLUB INC	\$100.00
84352	7/8/2015	MARSHFIELD MALL	\$700.00
84353	7/8/2015	MARSHFIELD PARKS & REC DEPT	\$93.44
84354	7/8/2015	MARSHFIELD PUBLIC LIBRARY	\$18.44
84355	7/8/2015	MARSHFIELD UTILITIES	\$10,565.75
84356	7/8/2015	TIMOTHY MARTIN & DIANE PETERS	\$500.00
84357	7/8/2015	MARTIN PHOTO MEDIA LLC	\$29.95
84358	7/8/2015	MENARDS	\$1,512.29
84359	7/8/2015	MICHEL'S CORPORATION	\$197,721.72
84360	7/8/2015	MID WISCONSIN SUPPLY, LLC	\$2,073.72
84361	7/8/2015	MIDSTATE TECHNICAL COLLEGE	\$88.36
84362	7/8/2015	MIDSTATES EQUIPMENT INC	\$323.84
84363	7/8/2015	MINISTRY ST JOSEPH'S HOSPITAL	\$4,679.56
84364	7/8/2015	MPPA LE SUPPLY	\$654.52
84365	7/8/2015	NAPA AUTO PARTS	\$531.04
84366	7/8/2015	PAM NARVAEZ	\$100.00
84367	7/8/2015	NFPA	\$264.95
84368	7/8/2015	NORTHEAST WI TECHNICAL COLLEGE	\$190.00
84369	7/8/2015	NORTHERN LAKE SERVICE INC	\$227.90
84370	7/8/2015	SARAH NORTHUP	\$65.00
84371	7/8/2015	OFFICE DEPOT	\$232.15
84372	7/8/2015	OFFICE MAX INCORPORATED	\$97.45
84373	7/8/2015	OPPORTUNITY DEVELOPMENT CENTER	\$144.00
84374	7/8/2015	RAY M POEPEL	\$412.00
84375	7/8/2015	BECKY PILSNER	\$100.00
84376	7/8/2015	EUGENE PERLOCK	\$90.00
84377	7/8/2015	PRECISE MRM LLC	\$2,361.85
84378	7/8/2015	PRINCE CORPORATION	\$472.76
84379	7/8/2015	PROVISION PARTNERS	\$33.60
84380	7/8/2015	PAULA PUE	\$100.00
84381	7/8/2015	MICHAEL RANK	\$500.00
84382	7/8/2015	RIGHT 2 PLAY 4 ALL	\$30.00
84383	7/8/2015	DANIEL ROGERS	\$4,975.00
84384	7/8/2015	S & H ELECTRIC LLC	\$275.00
84385	7/8/2015	SCHALOWS NURSERY, INC.	\$493.25
84386	7/8/2015	MARLENE SCHREIBER	\$100.00
84387	7/8/2015	SCHREINERS PLUMBING & HEATING, LLC	\$237.90
84388	7/8/2015	SHOPKO STORES OPERATING CO., LLC	\$93.14
84389	7/8/2015	SIMPLEX GRINNELL LP	\$435.00
84390	7/8/2015	JULIE SMITH	\$5.34
84391	7/8/2015	LISA SMITH	\$30.00
84392	7/8/2015	SNAP ON INDUSTRIAL	\$242.49
84393	7/8/2015	SPEE-DEE DELIVERY SERVICE INC	\$53.96
84394	7/8/2015	BREANNA SPETH	\$88.90
84395	7/8/2015	STAAB CONSTRUCTION CORPORATION	\$10,712.50
84396	7/8/2015	STANDARD AND POORS CORPORATION	\$1,539.62
84397	7/8/2015	STATE OF WISCONSIN	\$30.00
84398	7/8/2015	STRAND ASSOCIATES INC	\$501.36
84399	7/8/2015	STRYKER SALES CORPORATION	\$599.43
84400	7/8/2015	UNIVERSAL INC/SUBWAY	\$136.00
84401	7/8/2015	TEAM SPORTING GOODS INC	\$241.10
84402	7/8/2015	TEAM SPORTING GOODS INC	\$100.00
84403	7/8/2015	TECHSOUP	\$960.00
84404	7/8/2015	THE POND PEOPLE	\$4,966.00
84405	7/8/2015	THIRD STREET OF MARSHFIELD LLC	\$500.00
84406	7/8/2015	TOWN & COUNTRY ENGINEERING INC	\$1,557.75
84407	7/8/2015	TRANSUNION RISK AND ALTERNATIVE	\$10.25

Check #	Check Date	Vendor Name	Amount
84408	7/8/2015	TRIERWEILER CONSTRUCTION	\$39,344.53
84409	7/8/2015	TRIPLE R BUSINESS SERVICES, LLC	\$4,581.45
84410	7/8/2015	TRAVIS LINDEKUGEL	\$625.00
84411	7/8/2015	U W SOIL TESTING LAB	\$32.00
84412	7/8/2015	UNIFIRST CORPORATION	\$381.85
84413	7/8/2015	UNIQUE MANAGEMENT SERVICES INC	\$80.55
84414	7/8/2015	UNITED HEALTHCARE	\$153.61
84415	7/8/2015	UNITED MAILING SERVICE INC	\$384.01
84416	7/8/2015	UNITED RENTALS (NORTH AMERICA) INC	\$657.09
84417	7/8/2015	UNITED STATES PLASTIC CORP	\$202.43
84418	7/8/2015	UNIVERSITY COMMISSION	\$25,205.00
84419	7/8/2015	UW-MARSHFIELD/WOOD COUNTY	\$23,501.00
84420	7/8/2015	VERIZON WIRELESS	\$83.40
84421	7/8/2015	WAAO	\$100.00
84422	7/8/2015	SHIRLEY WALSH	\$100.00
84423	7/8/2015	WEILER ENTERPRISES	\$88.93
84424	7/8/2015	WEILER TRANSPORTATION LLC	\$482.59
84425	7/8/2015	BREANN WEINFURTNER	\$15.00
84426	7/8/2015	WEPAK-N-SHIP	\$94.91
84427	7/8/2015	WHEELERS GM OF MARSHFIELD INC	\$70.00
84428	7/8/2015	WI AGRICULTURIST	\$26.95
84429	7/8/2015	WCPPA	\$150.00
84430	7/8/2015	WI DEPARTMENT OF JUSTICE	\$42.00
84431	7/8/2015	WMCA	\$195.00
84432	7/8/2015	WI MUNICIPAL COURT CLERKS ASSC	\$240.00
84433	7/8/2015	WI NARCOTICS OFFICERS ASSN	\$185.00
84434	7/8/2015	MIKAYLA WILSON	\$44.00
84435	7/8/2015	WOOD COUNTY REGISTER OF DEEDS	\$360.00
84436	7/8/2015	WORKTECH INC	\$5,961.67
84437	7/8/2015	ZOLL DATA SYSTEMS, INC	\$15,279.37
84438	7/8/2015	MICHAEL A ZSCHERNITZ	\$500.00
		<b>TOTAL CURRENT BILLS PAID BY CHECK</b>	<b>\$530,528.32</b>
		<b>TOTAL PREPAID BILLS</b>	<b>\$757,885.49</b>
		<b>TOTAL ACH PAYMENTS</b>	<b>\$750.04</b>
		<b>TOTAL DIRECT WIRE TRANSFERS</b>	<b>\$2,370,353.47</b>
		<b>TOTAL CURRENT BILLS</b>	<b>\$872,461.03</b>
		<b>GRAND TOTAL</b>	<b>\$4,001,450.03</b>

REPORT OF PERSONNEL ACTIONS  
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING  
OF JULY 7, 2015

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

Zachary Miller	Firefighter/Paramedic Marshfield Fire & Rescue Department	July 20, 2015
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RETIREMENT:

None

Resignation

None

COMPLETION OF  
PROBATIONARY  
PERIOD

None

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

Department	Division	Position	FTE	Last Name	First Name
Administrator		City Administrator	1.00	BARG	STEVEN
Administrator		HR Manager/Assist. to the CA	1.00	VACANT	
Administrator		Administrative Assistant III	0.50	KROGMAN	AMY
<b>Administrator Total</b>			<b>2.50</b>		
Assessor		City Assessor	1.00	SPENCER	JOAN
Assessor		Property Appraiser	1.00	FECHHELM	BELINDA
Assessor		Administrative Assistant II	1.00	PUGH	KEITH
<b>Assessor Total</b>			<b>3.00</b>		
Cemetery		Cemetery Caretaker Assistant	1.00	BRAUNSKY	WILLIAM
Cemetery		Cemetery Coordinator/Caretaker	1.00	BALTUS	MICHAEL
<b>Cemetery Total</b>			<b>2.00</b>		
Clerk		City Clerk	1.00	HALL	DEBORAH
Clerk		Deputy Clerk	1.00	PANZER	LORI
<b>Clerk Total</b>			<b>2.00</b>		
Finance		Accounting Clerk	0.50	OPPMAN	JOANN
Finance		Accounting Clerk	1.00	LINDGREN	KATHLEEN
Finance		Accountant	1.00	VACANT	
Finance		Payroll Technician	1.00	MICHALIK	JANETTE
Finance		Accounting Technician	0.80	RINDFLEISCH	MARILYN
Finance		Payroll Technician	1.00	SCHOOLEY	ROBERT
Finance		Accounting Manager	1.00	VAN WYHE	AMY
Finance		Finance Director	1.00	STREY	KEITH
<b>Finance Total</b>			<b>7.30</b>		
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 VACANT	
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
<b>Fire Total</b>		<b>37.00</b>	
Technology	Technology Analyst	1.00 WESTMAN	ERIK
Technology	Technology Analyst	1.00 SUTTON	MATTHEW
Technology	Technology Director	1.00 NG	ENG
Technology	Technology Technician	1.00 VACANT	
<b>Information Technology Total</b>		<b>4.00</b>	
Library	Adult Services Supervisor Lib	1.00 ADLER	MARY LOU
Library	Asst Dir./Tech. Svcs 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 Specialst III	1.00 SCHULTZ	ROBERT
Library	Library Specialst III	1.00 STEELE	PATRICIA
Library	Library Systems Analyst	1.00 MADER	ROBERT
<b>Library Total</b>		<b>16.350</b>	
Mayor	Administrative Assistant III	0.50 KROGMAN	AMY
Mayor	Mayor	0.50 MEYER	CHRISTOPHER
<b>Mayor Total</b>		<b>1.00</b>	
Municipal Court	Municipal Court Clerk	0.75 CARLSON	SUSAN
<b>Municipal Court Total</b>		<b>0.75</b>	
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 CASPERSON	JUSTIN
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
<b>Parks &amp; Recreation Total</b>		<b>9.00</b>	
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	BORNBACK	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	VACANT	
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
<b>Police Total</b>			<b>48.00</b>		
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	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
<b>Public Works Total</b>			<b>54.50</b>		
<b>Grand Total</b>			<b>191.400</b>		



# City of Marshfield Memorandum

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DATE: July 2, 2015  
TO: Finance, Budget & Personnel Committee  
FROM: Steve Barg, City Administrator *SB*  
RE: Update – process for increasing City's room tax rate

## **Background**

On May 26<sup>th</sup>, the Council approved an increase in the city's room tax rate to 8% effective on January 1, 2016. As staff noted at that time, these funds are to be used for tourism and promotion, and while Marshfield's current room tax rate is 6%, Wausau, Stevens Point, and Wisconsin Rapids are all presently at 8%.

## **State action**

In order to adopt this change, an ordinance amendment is required. Staff has been holding off on bringing an ordinance forward, because there has been a movement in Madison to change Wisconsin Statutes regarding room taxes as part of the State budget. Their intent, based primarily on lobbying by the lodging industry, is to further restrict the amount of room tax revenues that may be retained and used by municipalities. At present, the State budget is still under debate by the legislature, but it seems quite likely that this provision will make it through in the final version sent to Governor Walker. (I have attached a copy of this language for your review.)

## **Recommendation**

Ultimately, I plan to present an ordinance for the Council's review and approval, maybe within the next 30 days. But for now, I want to give you an update and more information on how this change would affect the City of Marshfield and our room tax situation, which I will do on Tuesday night. No Committee action will be requested at that time.

TOURISM -- ROOM TAX

Local Government Lodging ("Room") Tax

Motion:

Move the following:

1. Delete the current law provision that allows a municipality to directly spend the portion of room tax revenues required to be used for tourism promotion and development for those purposes, first applying to taxes collected and expenditures made on January 1, 2016.
2. Require, rather than allow, as a under current law, a municipality to forward the portion of room tax revenues required to be spent on tourism promotion and development to a local tourism commission, which could receive these funds under current law, or a tourism entity, first applying to taxes collected on January 1, 2016.
3. Specify that any municipality subject to the maximum 8% room tax rate that currently retains over 30% of local room tax revenues for purposes other than tourism promotion and tourism development would be limited to the greater of 30% of current year revenues or the following dollar amounts:
  - a. in 2016, the same dollar amount of annual room tax revenues the municipality retained for such purposes in 2013;
  - b. in 2017, the same dollar amount of annual room tax revenues the municipality retained for such purposes in 2012;
  - c. in 2018, the same dollar amount of annual room tax revenues the municipality retained for such purposes in 2011;
  - d. in 2019, the same dollar amount of annual room tax revenues the municipality retained for such purposes in 2010;
  - e. in 2020, and thereafter, the same dollar amount of annual room tax revenues the municipality retained for such purposes in 2009.
4. Beginning in 2016, annually on or before May 1, require all municipalities with a local room tax to certify and report to the Department of Revenue (DOR), on a form created and provided by the Department, the following:

a. the amount of room tax revenue collected, and the room tax rate imposed, by the municipality in the previous year;

b. a detailed accounting of the amounts of such revenue that were forwarded in the previous year for tourism promotion and tourism development, that specifies the tourism commission or tourism entity that received the revenue and includes a detailed accounting for expenditures of at least \$1,000 made by a tourism commission or a tourism entity;

c. a list of each member of the tourism commission and each member of the governing body of a tourism entity to which the municipality forwarded room tax revenue in the previous year, and the name of the business entity the member owns, operates, or is employed by, if any.

5. Specify the following related to annual reports from municipalities with a local room tax:

a. that DOR collect the reports and make them available to the public;

b. that DOR would have the authority to impose a penalty of not more than \$3,000 on a municipality that does not submit a report and that the penalty must be paid to DOR; and

c. that a municipality may not use room tax revenue to pay a penalty for failing to submit a report.

6. Require any municipality that collected a room tax on May 13, 1994, to include with the report to be filed on or before May 1, 2016, a copy of its room tax ordinance that was in effect on May 13, 1994, and a copy of the municipality's financial statement that was completed nearest in time to May 13, 1994, and that shows the percentage of room tax revenue that the municipality retained for its own purposes other than purposes related to tourism promotion and development.

7. Modify the current law definition of a "tourism entity" to include the following:

a. the entity must be a nonprofit organization that came into existence before January 1, 2015, rather than January 1, 1992, as under current law, except that if no such organization exists on January 1, 2015, a municipality may contract with such an organization if one is created in the municipality; and

b. the entity must spend at least 51% of its revenues on tourism promotion and tourism development and must provide destination marketing staff and services for the tourism industry in a municipality.

8. Require the following relating to a tourism entity:

a. that the governing body include at least one owner or operator of a lodging facility that collects the room tax and is located in the municipality for which the tax is collected; and

b. to report annually to each municipality from which it receives room tax revenue the purposes for which the revenues were spent, first applying to expenditures made on January 1, 2016.

9. Modify various statutory references that refer to tourism promotion and development to refer instead to tourism promotion and tourism development.

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Note:

Since 1967, towns, villages, and cities have been authorized to impose a tax on establishments providing rooms or short-term lodging to the public. In general, the tax applies to hotels, motels, and rooming houses for lodging furnished for less than one month. Hospitals, nursing homes, and accommodations provided by religious, charitable, or educational organizations are excluded from the tax. The tax applies only to gross receipts from furnishing sleeping accommodations; therefore, food and other items or services furnished by hotels or motels are not subject to the tax. The room tax is in addition to state and county sales taxes that apply to room charges.

Prior to June, 1994, municipalities were not restricted as to the tax rate or use of room tax collections. However, 1993 Wisconsin Act 467 imposed a maximum tax rate of 8% (other than those municipalities financing a convention center) and required that at least 70% of any new room taxes (from newly established taxes or an increase in an existing rate) be used for tourism promotion and development, with the remaining 30% of room tax revenues being allowed to be spent for any municipal purpose. The municipality can either spend the 70% of the room tax revenues directly on tourism promotion and development or forward the funds to its tourism commission to do so.

The motion would delete a municipality's authority to spend room tax revenues that are required to be spent on tourism promotion and development directly for those purposes. Rather, the motion would require that those revenues be provided to either a municipal tourism commission (which is allowed under current law), or a tourism entity (which would be added by the motion) to be expended for tourism promotion and development. The motion would also further limit the amount of annual room tax revenue certain municipalities could retain for any municipal purpose in each year after 2015, to the greater of 30% of the current year revenues or the amount derived using an annual sliding scale for each subsequent year based on annual room tax collections in 2013, and in each of the four preceding years. Beginning in 2020, that amount would remain constant and equal to the dollar amount retained by the municipality in 2009. This provision would apply to municipalities that are currently retaining more than 30% of room tax revenues, except those municipalities that are not subject to the general 8% cap on room tax rates.

Municipalities currently submit annual room tax revenues as part of their municipal financial report form submitted to annually to DOR. The motion would require any municipality with a room tax to submit additional information to DOR specific to the collection and expenditures of annual room tax revenues.

**Posted By .**  
**Wheeler Reports, Inc.**



# City of Marshfield Memorandum

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DATE: July 2, 2015  
TO: Finance, Budget & Personnel Committee  
FROM: Steve Barg, City Administrator *SB*  
RE: Proposed plan/timeline for employee merit awards

## **Background**

Last year, the Committee and Council approved several changes to the City's employee merit plan, which are included in revised Policy 3.800 (copy attached). As with last year, the City's approved 2015 budget includes \$10,000 for merit awards.

## **Proposed process/timeline**

As noted in 4(c) of the policy, a review team is to be comprised of the following: Mayor, City Administrator, Council President (or designee), FBP chairperson (or designee), and Human Resources Manager. Since the HR Manager is now vacant, it would be a 4-person team for this year. I've received 19 merit requests, with 16 of these totaling \$12,000, and the other 3 not suggesting a specific amount (\$250, \$500, or \$1000). Here's what I would propose for a plan and timeline:

- July 10<sup>th</sup>: FBP and Council representatives identified (FBP Committee Chairperson and Council President, unless one or both of them wish to designate someone else.)
- July 13<sup>th</sup>: Requests sent to review team members
- Week of July 20<sup>th</sup>: Team meets to review and make recommendations
- August 4<sup>th</sup>: Recommendations brought to FBP (closed session) for review/approval

## **Recommendation**

Staff recommends that the Committee approve the proposed plan and timeline for making this year's employee merit awards.

the City Administrator and approved by the Common Council through the Finance, Budget, and Personnel Committee. Employees would step annually from control point to step seven and bi-annually for step eight and nine.

4. Merit Performance Recognition: Pay adjustments for merit are on the basis of an employee exceeding the performance standard, as documented in a written performance appraisal. The purpose of the merit plan is to provide an incentive that is related to performance. It is an extension of both the pay plan and appraisal system. Non-represented employees are eligible for "one-time" merit payments of \$250, \$500 or \$1,000 (non-base building) regardless of the step that they are at.

a) Who is covered? All non-represented employees on the non-represented compensation plan are eligible for merit consideration. Seasonal employees are not eligible.

b) What is covered? Performance during the current review period only is covered. The performance must be while in the employ of City of Marshfield and the individual must be an employee at the time of recommendation to qualify for the program. Accomplishments recognized may include any work done by an employee that is directed, authorized or sanctioned by the employee's supervisor or department. Employees cannot be rewarded twice for the same merit consideration. Merit will be considered based upon:

- An employee provides exceptional service to internal/external customers that make them more effective and/or efficient. Example: Stream lined process.
- Through the employee's initiative, developed a new work method or way of doing business/operations which had a major impact on his or her department.
- Extraordinary effort during times of critical department need (e.g. meeting critical deadline that could otherwise have an adverse impact on critical operations or major project (this is not for employees that are compensated for additional duties).
- Significant cost savings or cost avoidance realized beyond normally expected or established standards.
- Something that furthers public/private cooperation or partnerships with MACCI, Marshfield School District, Marshfield Utilities, Marshfield Public Library, Community Development Authority, Marshfield Main Street, University of Wisconsin – Marshfield, etc.

• Contribution on major or special projects that clearly and significantly impact the accomplishment of important and critical business operational goals, deliverables and/or time line or other merit worthy considerations that are over and above regular work duties.

- c) How does the selection process work? Employee's overall performance review has to be a satisfactory review. An employee, coworker or their supervisor may complete the Recommendation for Merit Performance Recognition Form. The employee's supervisor and department head will sign the form showing that it was received by them and detail any concerns or comments below their signature area. The signed form should be sent to the Human Resources Manager. The Mayor, City Administrator, Common Council President or their designee, Chair of the Finance Budget and Personnel Committee or their designee, and Human Resources Manager will review all merit recommendations and make a decision to approve or not approve the merit request. The Human Resources Manager will notify the appropriate Department/Division Head of the decision made by the Review Committee. Merit requests for the positions of City Administrator and Human Resources Manager will be reviewed for approval or non-approval separately by the Mayor, Common Council President or their designee, and Chair of the Finance Budget and Personnel Committee or their designee. If the merit request is denied, an employee may appeal to the Finance, Budget and Personnel Committee for final decision.
- d) What will finalists receive? Employees who are approved for merit will receive a commendation letter from the Mayor of Marshfield with a copy to their personnel file and one-time (non-base building) merit compensation of \$250, \$500 or \$1,000.
- e) Funding: If more employees qualify than there is funding for the Human Resources Manager will ask the Finance, Budget and Personnel Committee for consideration of contingency funds, departmental budget funds, and/or additional vacation hours in lieu of dollars. If contingency funds, departmental budget funds, or additional vacation hours are not approved then the City Administrator and Human Resources Manager will prioritize merit recipients with the top recipients' only receiving merit.

The City of Marshfield reserves the right to modify any portion or all of the program on an annual basis as determined by the needs of the City and cost of the program.

5. ~~Employees Above the Maximum:~~ Employees above the maximum of the salary range are available for merit compensation if earned. Additionally, employees above the maximum will receive half of any annual adjustments made to the range. Example: If the range is adjusted by two percent a year, employees above



# City of Marshfield Memorandum

---

DATE: July 2, 2015  
TO: Finance, Budget & Personnel Committee  
FROM: Steve Barg, City Administrator *SB*  
RE: Request to pay for relocation expenses – Justin Casperson

## **Background**

As shown in Policy 3.170 (copy attached), the City may cover moving expenses incurred by newly-hired department/division heads for relocating to Marshfield, if approved by the Finance, Budget & Personnel Committee. The City's new Parks & Recreation Director, Justin Casperson, will soon move from West Bend, and he has provided 3 quotes for this service as follows:

- Graebel Moving and Warehouse: \$5,851.03
- Boulevard Moving & Storage: \$6,146.07
- Coakley Brothers: \$6,586.95

When I moved here from Ripon in 2011, the City covered my moving costs, which at that time was \$6,069. As a result, I believe this is a reasonable estimate for this work.

## **Recommendation**

I request that the Committee authorize me to provide reimbursement to Justin Casperson to a maximum of \$5,851.03, subject to submission of appropriate receipts/documentation.



CITY OF MARSHFIELD, WISCONSIN  
POLICIES AND PROCEDURES

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

CHAPTER: Affirmative Action and Equal Employment Opportunity

SUBJECT: Moving Expense Reimbursement

POLICY NUMBER: 3.170

PAGES: 1

APPROVAL DATE: August 25, 1998

REVISION DATE: January 1, 2012

DEPARTMENT 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.**

**POLICY:**

Moving expense incurred by newly hired Department/Division Heads (as defined in the Administrative Policy and Procedure Manual under Personnel Policy No. 3.135, will be reimbursed as determined by the Finance, Budget and Personnel Committee on a case-by-case basis. Incurred expenses will be limited to the movement of household goods. The City reserves the right to select the moving company.

**PROCEDURES:**

Request for moving expense reimbursement will be submitted by the City Administrator's Office to the Finance, Budget and Personnel Committee for consideration. If approved, the City Administrator's Office will notify the Finance Department to have the necessary funds made available. All requests for reimbursement will be accompanied by receipts. Determination as to reimbursability to moving expenses incurred by the newly hired employees will be made by the City Administrator's Office.



# City of Marshfield Memorandum

---

DATE: July 2, 2015  
TO: Finance, Budget & Personnel Committee  
FROM: Steve Barg, City Administrator *SB*  
RE: Proposal to refill the vacant Human Resources Manager position

## **Background**

In April, the Committee and Council both expressed support for modifying the current “Human Resources Manager” position to “Human Resources Coordinator/Assistant to the City Administrator”, subject to the future approval of a job description and pay grade assignment for this position.

## **Consultant review**

Upon reviewing a proposed job description for this position, Katie McCloskey of Carlson Dettmann (our compensation consultant) reached the following conclusions:

- The position should actually be “Human Resources Manager/Assistant to the City Administrator”, not “Coordinator”. This is because, despite the slight reduction in human resources duties, the position will still continue to exercise a certain level of independent authority.
- The position should be dropped one notch on the City’s compensation plan scale to pay classification “Q”.

## **Recommendation**

I recommend that the Committee approve the attached job description (subject to possible changes to the “required qualifications” section), and pay classification, and authorize the City Administrator to start the hiring process for the position, following Council approval on July 14<sup>th</sup>.

**CARLSON**  
**DETTMANN**  
CONSULTING

**Date:** July 2, 2015

**To:** Steve Barg, City Administrator

**From:** Katie McCloskey, Senior Human Resource Consultant

**Re:** Classification Response

The City of Marshfield asked Carlson Dettmann Consulting (CDC) to review the recently vacated position of Human Resource Manager utilizing the revised job documentation submitted by the City. The position will no longer have primary responsibility for the labor negotiations and will now be assigned to manage and assist the Administrator with specific high level projects and other duties, along with continuing to Manage the other aspects of the City's Human Resources Department.

CDC analyzed the position and applied its job evaluation point factor system to determine placement of the newly restructured position. It is our recommendation the position be placed in a **Grade Q** on the non-represented pay structure.

The City also asked for our recommendation in regard to job title for the position. It is our recommendation the position be titled Human Resources Manager/ Assistant to the City Administrator.



**JOB TITLE:** Human Resources Manager/ Assistant to the City Administrator  
**DEPARTMENT:** City Administration  
**SUPERVISOR:** City Administrator  
**COMPENSATION GRADE:** Q

**JOB SUMMARY**

The position coordinates the City's human resource management activities in the areas of employee compensation, recruitment, personnel policies, and regulatory compliance under the direction of the City Administrator. In addition, this position performs and also assists with special projects and activities, under the direction of the City Administrator.

**JOB DESCRIPTION**

<b>Task No.</b>	<b>Description</b>	<b>Frequency</b>
1.	Performs special projects/assists the City Administrator with other projects and activities as directed by the City Administrator.	30%
2.	Interprets/administers City's personnel policies and procedures, and contract provisions of labor contracts; researches and makes recommendations for changes in personnel policies, employee benefits, etc. in accordance with federal/state laws or regulations, or changing personnel practices followed by other employers.	15%
3.	Conducts/oversees recruiting activities, including preparation of advertisements/employment bulletins; screening applications; selecting and/or designs and administering employment or promotion tests and selection procedures; preparing/conducting interviews; conducting reference/ background checks; performing any follow-up as needed. Coordinates "onboarding" of new staff.	10%
4.	Works with City Administrator and the City's management team in collective bargaining negotiations. Addresses issues arising with labor contracts. Reviews, investigates and negotiates represented and non-represented grievance issues. Prepares and testifies for the City on grievance, interest arbitration, and EEOC complaints.	10%
5.	Administers benefit-related insurance policies/plans. Prepares specifications for Request for Proposal (RFPs) for benefit-related insurance coverages. Reviews and prepares recommendations for the coverage, scope and adequacy of City's benefit-related insurance policies and plans.	10%

**CITY OF MARSHFIELD COMPENSATION SCALE EFFECTIVE JULY 1, 2015**

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



# City of Marshfield Memorandum

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DATE: July 2, 2015  
TO: Finance, Budget & Personnel Committee  
FROM: Steve Barg, City Administrator *SB*  
RE: Budget Resolution No. 17-2015

## **Background**

On May 26<sup>th</sup>, the Council approved Budget Resolution No. 11-2015 transferring \$60,000 from the general fund contingency account to purchase/install a new HVAC system at the airport terminal now leased by Marshfield Area Pet Shelter, Inc. (MAPS). Working with appropriate Public Works/Building Services staff, a timeline was provided to MAPS for completion of this work, but due in part to some requirements we must follow as a public entity, it's expected that the improvement may not be in place until well into fall. MAPS would like to expedite this process, if possible, which may be possible to some degree, if they take the lead, rather than the City. For this reason, it has been suggested that the City look at simply making a donation to MAPS, not specifically tied to this project, and allow them to proceed accordingly.

## **Recommendation**

Staff recommends approval of Budget Resolution No. 17-2015 transferring \$60,000 from the airport terminal building account (where the contingency funds were first moved) into the ordinance enforcement account (specifically designated for the MAPS project). If the Committee recommends Council approval of this budget resolution, staff will prepare a memorandum of understanding between the City and MAPS, and we would also draft the necessary amendment to the approved lease requiring the HVAC responsibilities.

