



CITY OF MARSHFIELD

# MEETING NOTICE

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**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING  
TUESDAY, AUGUST 4, 2015  
Council Chambers, Lower Level, City Hall Plaza  
6:00 P.M.**

1. Call to Order – Alanna Feddick, Vice-Chair
2. Citizen Comments
3. Consent Agenda
  - a) Approval of Minutes of July 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
4. Consideration of items removed from the consent agenda, if any
5. Presentation – Health Savings Accounts (HSAs) as a possible option for use in the one of City's employee health insurance alternative plans. Introduction by Steve Barg, City Administrator; presentation by a representative from the City's insurance consultant (M3)  

Recommended Action: None, for information only
6. Request to authorize City Administrator to fill the position of Classification III in the Parks and Recreation Department and any other vacancy as a result of this recruitment process if vacancy occurs with the Parks and Recreation Department. Presented by Justin Casperson, Parks and Recreation Director.  

Recommended Action: Authorize filling the position of Classification III and any other vacancy that occurs during the recruitment process within the Parks and Recreation Department.
7. Suggested items for future agendas
8. Adjourn

Posted this day, July 31, 2015 at 11:30 a.m., by Lori Panzer, Deputy 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.*

FINANCE, BUDGET AND PERSONNEL COMMITTEE

July 21, 2015

*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 JULY 21, 2015**

Meeting called to order by Vice-Chairperson Feddick at 5:34 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, City Administrator Barg, Media, and City Personnel (Jason Angell, Amy VanWyhe, Keith Strey, Jeff Gaier and Deb Hall)

Alderperson Hendler resigned as Chair of the Finance, Budget and Personnel Committee. Vice-Chairperson Feddick will assume the Chair.

**FBP15-078** Motion by Spiros, second by Reinhart to accept the resignation of Alderperson Peter Hendler as Chair of the Finance, Budget and Personnel Committee.

**Motion carried**

Chairperson Feddick asked for nominations for Vice-Chairperson.

Alderperson Spiros nominated Alderperson Earll for Vice-Chair.

There being no further nominations the Chair declared the nominations closed.

**FBP15-079** Motion by Spiros, second by Reinhart to elect Alderperson Earll as Vice-Chairperson.

**Motion carried**

**Citizen Comments**

None

**FBP15-080** Motion by Spiros, second by Reinhart to approve the items on the consent agenda:

1. Minutes of the July 7, 2015 meeting.
2. Bills in the amount of \$810,143.65.
3. Report of Personnel Actions of July 21, 2015.
4. Treasurer's Report of June 2015.

**Motion carried**

No items were removed from the consent agenda.

City Administrator Barg presented information on the refilling of the vacant Police Officer position at the Marshfield Police Department.

**FBP15-081** Motion by Earll, second by Reinhart to recommend approval of Budget Resolution No. 16-2015 to the Common Council, transferring \$5,000 from the Safe Routes to School Program donations to the Planning & Economic Development Budget for event prizes and awards and to extend a "Thank You" to Kim and Ken Heiman of Nasonville Dairy and to Team Sporting Goods for their generous donation.

**Motion carried**

**FBP15-082** Motion by Earll, second by Reinhart to approve the contract for services with Vierbicher for work related to expanding the boundaries of TIF #9 and authorize staff to execute the contract.

**Motion carried**

**FBP15-083** Motion by Reinhart, second by Spiros to recommend approval of Budget Resolution No. 18-2015 to the Common Council, transferring \$11,900 from TID #9 Fund Balance Applied to TID #9 Urban Development Budget for the TID #9 amendment.

**Motion carried**

**FBP15-084** Motion by Reinhart, second by Earll to recommend approval of Budget Resolution No. 19-2015 to the Common Council, transferring \$8,334 within the General Fund Airport Budget from Repairs and Maintenance operating expense to Land capital outlay expense.

**Motion carried**

**FBP15-085** Motion by Spiros, second by Reinhart 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.

- Possible renewal of City Hall leases (2 separate items)
- Possible purchase of land near Marshfield Fairgrounds Park

Roll call vote, all ayes. (Time: 5:46 p.m.)

**Motion carried**

Present in closed session: Alderpersons Feddick, Reinart, Spiros, Earll and Wagner, City Administrator Barg, Finance Director Strey, and City Clerk Hall.

**FBP15-086** Motion by Earll, second by Feddick to return to open session. Roll call vote, all ayes. (Time: 6:05 p.m.)

**Motion carried**

**FBP15-087** Motion by Spiros, second by Reinhart to approve a two year lease renewal with Tanya Genett for space on the first floor of City Hall Plaza and authorize execution of a lease extension.

**Motion carried**

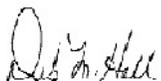
**FBP15-088** Motion by Spiros, second by Reinhart to approve a lease with the State of Wisconsin, Department of Administration for space on floor 1R of City Hall Plaza and authorize execution of the lease.

**Motion carried**

### **FUTURE AGENDA ITEMS**

None

Motion by Earll, second by Spiros to adjourn at 6:07 p.m.



Deb M. Hall  
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to **\$849,918.18** and General Expense Bills for JULY, 2015 amounting to **\$361,317.64** be allowed paid and charged to their proper accounts.

\_\_\_\_\_  
Chairman

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**CITY OF MARSHFIELD**  
**SCHEDULE OF BILLS FOR APPROVAL**  
8/5/2015

**PREPAID BILLS**

**PREPAID BILLS PAID BY CHECK**

CHECK #	Check Date	Vendor Name	Amount
84616	7/22/2015	3M	\$4,667.00
84617	7/22/2015	ADVANCED DISPOSAL SERVICES LLC	\$256.76
84618	7/22/2015	CHARTER COMMUNICATIONS	\$530.38
84619	7/22/2015	FRONTIER	\$572.09
84620	7/22/2015	GANNETT WISCONSIN MEDIA	\$96.01
84621	7/22/2015	E O JOHNSON COMPANY	\$193.00
84622	7/22/2015	MARSHFIELD UTILITIES	\$26,486.07
84623	7/22/2015	COURTNEY O'BRIEN-MANDERS	\$75.00
84624	7/22/2015	TELRITE CORPORATION	\$363.27
84625	7/22/2015	WE ENERGIES	\$1,650.71
84626	7/22/2015	WHEELERS GM OF MARSHFIELD INC	\$35,019.50
84627	7/22/2015	WI DEPARTMENT OF JUSTICE	\$2,030.00
84634	7/28/2015	BROOKS TRACTOR INC	\$74,036.00
84635	7/28/2015	DELTA DENTAL OF WISCONSIN	\$12,284.76
84636	7/28/2015	MARSHFIELD AREA COALITION FOR YOUTH	\$800.00
84637	7/28/2015	MINNESOTA LIFE INSURANCE CO	\$646.80
84638	7/28/2015	NVA FIDUCIARY TRUST FOR FSLI	\$1,416.94
84639	7/28/2015	UNITED STATES TREASURY	\$203.32
84640	7/28/2015	WE ENERGIES	\$48.41
<b>TOTAL PREPAID BILLS PAID BY CHECK</b>			<b>\$161,376.02</b>

**PREPAID BILLS PAID BY EFT**

EFT000000004402	7/23/2015	BALTUS OIL COMPANY INC	\$18,917.34
<b>TOTAL PREPAID BILLS PAID BY EFT</b>			<b>\$18,917.34</b>

**ACH PAYMENTS**

7/31/2015	WI DEPT OF REVENUE - SALES TAX FOR JUNE 2015	\$1,275.46
<b>TOTAL ACH PAYMENTS</b>		<b>\$1,275.46</b>

**CURRENT BILLS**

**CURRENT BILLS PAID BY EFT**

EFT000000004407	8/5/2015	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$38.45
EFT000000004408	8/5/2015	AIR COMMUNICATIONS OF CENTRAL	\$237.00
EFT000000004409	8/5/2015	AMERICAN WELDING & GAS INC	\$255.13
EFT000000004410	8/5/2015	ARAMARK UNIFORM SERVICES	\$80.18
EFT000000004411	8/5/2015	B & B LAWN CARE LLC	\$200.00
EFT000000004412	8/5/2015	BAUERNFEIND BUSINESS TECH	\$2,214.23
EFT000000004413	8/5/2015	BEAVER OF WISCONSIN INC	\$411.75
EFT000000004414	8/5/2015	BOUND TREE MEDICAL, LLC	\$202.90
EFT000000004415	8/5/2015	CARQUEST AUTO PARTS	\$302.95
EFT000000004416	8/5/2015	CENTRAL STATE SUPPLY CORP	\$346.05
EFT000000004417	8/5/2015	DALCO ENTERPRISES, INC.	\$1,089.90
EFT000000004418	8/5/2015	DEMCO	\$8,844.02
EFT000000004419	8/5/2015	DIGITAL HIGHWAY INC	\$61.48
EFT000000004420	8/5/2015	EMPLOYEE BENEFITS CORPORATION	\$340.00
EFT000000004421	8/5/2015	FREMONT INDUSTRIES, INC.	\$5,764.39
EFT000000004422	8/5/2015	GRAINGER	\$206.00
EFT000000004423	8/5/2015	KEVIN HAMILL	\$152.22
EFT000000004424	8/5/2015	HATCH BUILDING SUPPLY	\$7,673.07
EFT000000004425	8/5/2015	HEINZEN PRINTING INC	\$347.00

CHECK #	Check Date	Vendor Name	Amount
EFT000000004426	8/5/2015	HEINZEN PROMOTIONAL PRODUCTS	\$694.00
EFT000000004427	8/5/2015	INGRAM LIBRARY SERVICES INC	\$190.98
EFT000000004428	8/5/2015	LASER TECHNOLOGY INC	\$373.00
EFT000000004429	8/5/2015	MARAWOOD REAL ESTATE 200 LLC	\$3,072.30
EFT000000004430	8/5/2015	MCMASTER-CARR	\$393.37
EFT000000004431	8/5/2015	MIDSTATE TRUCK SERVICE	\$71.98
EFT000000004432	8/5/2015	MIDWEST TAPE	\$1,004.51
EFT000000004433	8/5/2015	MISSISSIPPI WELDERS	\$321.99
EFT000000004434	8/5/2015	MONROE TRUCK EQUIPMENT	\$18.09
EFT000000004435	8/5/2015	POMP'S TIRE SERVICE INC	\$3,125.10
EFT000000004436	8/5/2015	POWER PAC INC	\$580.53
EFT000000004437	8/5/2015	REIGEL PLUMBING & HEATING INC	\$1,613.87
EFT000000004438	8/5/2015	RIPP DISTRIBUTING COMPANY INC	\$48.00
EFT000000004439	8/5/2015	SAFE FAST INC	\$448.72
EFT000000004440	8/5/2015	SHERWIN WILLIAMS COMPANY	\$309.27
EFT000000004441	8/5/2015	SVA CONSULTING LLC	\$1,184.00
EFT000000004442	8/5/2015	THERESA TRACY	\$188.34
EFT000000004443	8/5/2015	TRAFFIC AND PARKING CONTROL INC	\$469.29
EFT000000004444	8/5/2015	LOCATE HOLDINGS INC	\$1,879.97
EFT000000004445	8/5/2015	V & H AUTOMOTIVE MARSHFIELD	\$2,631.71
EFT000000004446	8/5/2015	V & H INC	\$533.85
EFT000000004447	8/5/2015	VIDCOM LLC	\$8,675.00
EFT000000004448	8/5/2015	WISCONSIN LIFTING SPECIALISTS INC	\$107.36
EFT000000004449	8/5/2015	VORPAHL FIRE & SAFETY	\$177.93
<b>TOTAL CURRENT BILLS PAID BY EFT</b>			<b>\$56,879.88</b>

**CURRENT BILLS PAID BY CHECK**

84641	8/5/2015	ABC - CLIO	\$4.67
84642	8/5/2015	ABR EMPLOYMENTSERVICES	\$331.20
84643	8/5/2015	ALL TRAFFIC	\$400.00
84644	8/5/2015	AMERICAN RED CROSS	\$54.00
84645	8/5/2015	AMERIGAS-RUDOLPH	\$258.17
84646	8/5/2015	ARBOR DAY FOUNDATION	\$20.00
84647	8/5/2015	ASSOCIATED SERVICE CENTER	\$97.80
84648	8/5/2015	BARB AUBERG	\$100.00
84649	8/5/2015	BRUCE TIBBETT JR.	\$60.25
84650	8/5/2015	BAKER AND TAYLOR INC	\$3,982.08
84651	8/5/2015	THE BANK OF NEW YORK MELLON	\$850.00
84652	8/5/2015	NANCY BAUER	\$75.00
84653	8/5/2015	BB COMMUNITY LEASING SERVICES INC	\$825.48
84654	8/5/2015	SHANNA BISIG	\$75.00
84655	8/5/2015	I BRANDL INC	\$459.75
84656	8/5/2015	BROOKS TRACTOR INC	\$219.24
84657	8/5/2015	CALIBRE PRESS	\$447.00
84658	8/5/2015	COFFEE CONCEPTS	\$66.90
84659	8/5/2015	COMPLETE CONTROL INC	\$297.00
84660	8/5/2015	COMPLETE OFFICE OF WISCONSIN	\$7.38
84661	8/5/2015	CREATIVE PAINT & DECORATING	\$740.58
84662	8/5/2015	CTL COMPANY INC	\$818.18
84663	8/5/2015	DRAXLER'S SERVICE, INC	\$68.00
84664	8/5/2015	DUFFY'S AIRCRAFT SALES	\$3,745.83
84665	8/5/2015	E-S PRESS INC	\$108.75
84666	8/5/2015	EMMONS BUSINESS INTERIORS	\$1,505.68
84667	8/5/2015	ESS BROTHERS AND SONS INC	\$1,669.00
84668	8/5/2015	JFTCO INC	\$670.43
84669	8/5/2015	FALCON ALTERNATOR & STARTER	\$33.75
84670	8/5/2015	FASTENAL COMPANY	\$77.20
84671	8/5/2015	FESTIVAL FOODS	\$101.08

CHECK #	Check Date	Vendor Name	Amount
84672	8/5/2015	FURNITURE & APPLIANCE MART	\$2,899.00
84673	8/5/2015	GANNETT WISCONSIN MEDIA	\$889.76
84674	8/5/2015	GARD SPECIALISTS CO INC	\$5.33
84675	8/5/2015	JOANNE GOSH	\$100.00
84676	8/5/2015	MARCY GOTZ	\$100.00
84677	8/5/2015	GREEN ENERGY HOODS, LLC	\$345.00
84678	8/5/2015	GROSS MOTORS OF MARSHFIELD INC	\$119.73
84679	8/5/2015	HACH COMPANY	\$88.04
84680	8/5/2015	HF GROUP LLC	\$267.38
84681	8/5/2015	HILLER'S HARDWARE INC	\$594.97
84682	8/5/2015	LEANE HODD	\$100.00
84683	8/5/2015	INTOXIMETERS INC	\$205.00
84684	8/5/2015	JRT PORTABLE TOILETS LLC	\$220.00
84685	8/5/2015	ALLEN LANGJAHR	\$75.00
84686	8/5/2015	ASHLEY LEONARD	\$100.00
84687	8/5/2015	KRISTIN LOWE	\$100.00
84688	8/5/2015	MARSHFIELD AREA PET SHELTER, INC	\$236.50
84689	8/5/2015	MARSHFIELD CITY GARAGE	\$31.60
84690	8/5/2015	MARSHFIELD CLINIC	\$3,769.43
84691	8/5/2015	MARSHFIELD FOOTBALL	\$2,932.50
84692	8/5/2015	MARSHFIELD TENNIS ASSOCIATION	\$3,004.75
84693	8/5/2015	PAUL MARTIN	\$100.00
84694	8/5/2015	MENARDS	\$955.23
84695	8/5/2015	MERIT ELECTRIC SERVICE	\$315.00
84696	8/5/2015	MID WISCONSIN SUPPLY, LLC	\$1,401.15
84697	8/5/2015	MIDSTATE TECHNICAL COLLEGE	\$340.00
84698	8/5/2015	MILLER BRADFORD AND RISBERG	\$733.94
84699	8/5/2015	MILWAUKEE RUBBER PRODUCTS	\$452.08
84700	8/5/2015	MINISTRY ST JOSEPH'S HOSPITAL	\$2,320.72
84701	8/5/2015	MITTEN'S HOME APPLIANCES	\$569.95
84702	8/5/2015	NAPA AUTO PARTS	\$447.56
84703	8/5/2015	NATIONAL ASSN OF EMERGENCY MED TECHS	\$40.00
84704	8/5/2015	NATIONAL ELEVATOR INSPECTION	\$89.00
84705	8/5/2015	O'REILLY AUTO PARTS	\$23.57
84706	8/5/2015	OFFICE DEPOT	\$193.95
84707	8/5/2015	OFFICE MAX INCORPORATED	\$32.14
84708	8/5/2015	OPPORTUNITY DEVELOPMENT CENTER	\$100.00
84709	8/5/2015	RAY M POEPPPEL	\$754.00
84710	8/5/2015	POINT & PAY	\$50.00
84711	8/5/2015	PUBLIC SAFETY CENTER	\$149.70
84712	8/5/2015	SCAFFIDI TRUCK CENTER	\$13.09
84713	8/5/2015	SCHALOWS NURSERY, INC.	\$148.50
84714	8/5/2015	SHOWCASES	\$6,129.54
84715	8/5/2015	ST VINCENT DE PAUL	\$70.00
84716	8/5/2015	STAINLESS AND REPAIR INC	\$177.91
84717	8/5/2015	SWIDERSKI EQUIPMENT	\$707.54
84718	8/5/2015	TOTAL COMMERCIAL FITNESS, LLC	\$967.50
84719	8/5/2015	TRIERWEILER CONSTRUCTION	\$25,510.26
84720	8/5/2015	TRIPLE R BUSINESS SERVICES, LLC	\$4,581.45
84721	8/5/2015	TRAVIS LINDEKUGEL	\$50.00
84722	8/5/2015	UNIFIRST CORPORATION	\$145.32
84723	8/5/2015	UNIQUE MANAGEMENT SERVICES INC	\$53.70
84724	8/5/2015	UNITED MAILING SERVICE INC	\$349.48
84725	8/5/2015	UNITED RENTALS (NORTH AMERICA) INC	\$19.95
84726	8/5/2015	UNIVERSITY COMMISSION	\$4,717.47
84727	8/5/2015	VITAL COMMUNICATION	\$60.89
84728	8/5/2015	WALMART COMMUNITY/GEGRB	\$311.99
84729	8/5/2015	WEILER ENTERPRISES	\$31.50

<b>CHECK #</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Amount</b>
84730	8/5/2015	WEILER TRANSPORTATION LLC	\$266.25
84731	8/5/2015	WEIS AMUSEMENTS	\$1,100.00
84732	8/5/2015	WEPAK-N-SHIP	\$9.88
84733	8/5/2015	LORI WEYHMILLER	\$100.00
84734	8/5/2015	WISCONSIN CHIEFS OF POLICE ASSOCIATION INC	\$405.00
84735	8/5/2015	WI DEPT OF JUSTICE	\$1,190.00
84736	8/5/2015	WI PARK AND RECREATION ASSN	\$268.00
84737	8/5/2015	WSFCA	\$62.34
84738	7/29/2015	WOLFGRAM, GAMOKE & HUTCHINSON TRUST	\$32,000.00
		<b>TOTAL CURRENT BILLS PAID BY CHECK</b>	<b>\$122,868.94</b>
		<b>TOTAL PREPAID BILLS</b>	<b>\$180,293.36</b>
		<b>TOTAL ACH PAYMENTS</b>	<b>\$1,275.46</b>
		<b>TOTAL CURRENT BILLS</b>	<b>\$179,748.82</b>
		<b>GRAND TOTAL</b>	<b><u>\$361,317.64</u></b>

REPORT OF PERSONNEL ACTIONS  
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING  
OF AUGUST 4, 2015

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

Anthony Luchini	Firefighter/Paramedic Marshfield Fire & Rescue Department	August 16th
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Christopher Nichols	Accountant	August 3 <sup>rd</sup>
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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 JULY 31, 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	MILLER	ZACHARY
Fire	Firefighter Paramedic	1.00	VACANT	
Fire	Firefighter Paramedic	1.00	WEILAND	TROY
Fire	Firefighter Paramedic	1.00	VACANT	
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. 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 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		Drug Officer	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	LEU	JULIE
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
<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 30, 2015  
TO: Finance, Budget & Personnel Committee  
FROM: Steve Barg, City Administrator  
RE: Presentation – Health Savings Accounts (HSA's)

The City of Marshfield will soon bid out employee health insurance for 2016. As part of discussions with our insurance consultant, we are considering offering a Health Savings Account (HSA) as one of the plan alternatives. If this occurs, it would be included as just one of the choices, and the City would not try to push employees toward this option.

On Tuesday night, a representative of M3 (City's insurance consultant) will present more information about Health Savings Accounts, and address Committee members' questions. Hopefully this will be helpful as we start preparing to solicit and review health insurance proposals over the next couple of months.



# City of Marshfield

## Memorandum

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**Meeting Date:** August 4, 2015  
**To:** Finance, Budget & Personnel Committee  
**From:** Justin Casperson, Parks and Recreation Director  
**Re:** Replacement of Parks and Recreation Technician Employee

**Background:**

Recently, Paul Schlagenhaft retired from his position as Parks and Recreation Classification III Technician with City of Marshfield after 40 years of employment, effective August 3, 2015. Paul was instrumental in the City's parks maintenance program and a vital asset in its operations. Paul's work and presence in the City will be missed. I want to thank Paul on behalf of the City for his time and dedication to the City of Marshfield.

Staffing levels within the Parks Division has decreased from six (6) Park technicians in 1995 to its current staffing level of four (4). This one position makes up 25% of the workforce dedicated to maintaining all parks, shelters, facilities, fair grounds, athletic fields, trails and the pool. The Department has been able to maintain the increased workloads; however any additional loss in workforce will drastically cause a decrease in service.

In order to avoid any major obstructions in operations, the Department is seeking to fill the Classification III vacancy as soon as possible. Staff would like to advertise the position both internally and externally. Should the 'Classification III' position be filled internally, I anticipate the need to fill a vacated 'Classification II' position immediately.

**Recommendation:**

To authorize the Parks and Recreation Department to fill the Classification III position and any internal subsequent vacancies caused by that hiring.

**Attachments:**

Parks & Recreation Classification II & III Job Descriptions  
Organization Chart  
Department Staffing History

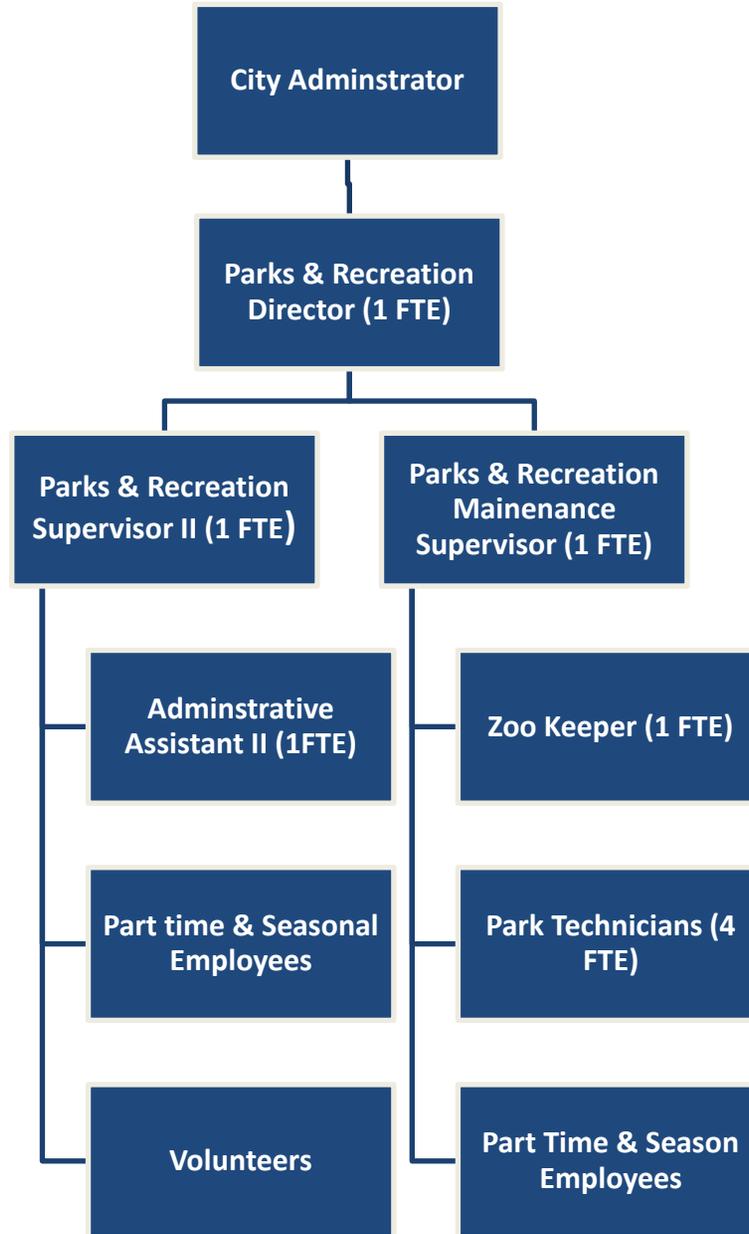
### Parks and Recreation Department Staffing History

- 1941 – Recreation Committee created
- 1967 – Recreation Director position created
- 1977 – Parks & Forestry Committee created
- 1984 – Recreation and the Parks & Forestry Committees combined into one committee
- 1987 – Recreation Supervisor position created to handle recreation programming
- 1990 – Parks, zoo, pool and seven (7) full time maintenance positions were transferred from Street Division to Parks & Recreation Department
- 1990 – A 2<sup>nd</sup> Recreation Supervisor position created
- 1994 – A Recreation Supervisor position eliminated
- 1995 – Fairgrounds property and management assumed by Parks & Recreation Department
- 1999 – A Parks Supervisor position created
- 2008 – A Secretary position eliminated
- 2010 – One Park Technician position eliminated

### 25 Year History Staffing Levels

	1990	1995	2000	2005	2010	2015
Director	1	1	1	1	1	1
Recreation Supervisor	2	1	1	1	1	1
Parks Supervisor	0	0	1	1	1	1
Secretary	1.75	2	2	2	1	1
Zoo Keeper	1	1	1	1	1	1
Park Technician	6	6	5	5	4	4
<b>Total</b>	<b>11.75</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>9</b>	<b>9</b>

CITY OF MARSHFIELD  
PARKS & RECREATION DEPARTMENT  
ORGANIZATION CHART





**JOB TITLE:** Parks & Recreation Classification III  
**DEPARTMENT:** Parks and Recreation  
**SUPERVISOR:** Parks and Recreation Maintenance Supervisor  
**COMPENSATION GRADE:** E

**JOB SUMMARY**

A Parks Technician III in the Parks and Recreation Department performs a variety of tasks in cleaning and maintaining the buildings, grounds, and facilities in the City of Marshfield's parks and leisure services system, including the Wildwood Park Zoo, Marshfield Fairground's Park, Marshfield Senior Center, and Oak Avenue Community Center. Additionally, an Equipment Operator II - Park/Pool Laborer is responsible for more specialized tasks of operating the City's aquatics facilities.

**JOB DESCRIPTION**

Task No.	Description	Frequency
1.	Lead Pool Operator: Performs all related tasks necessary for the safe and continued operation of the City's aquatics and leisure facilities; studies rules and regulations pertaining to the operation of facilities to assist in the filing of required reports to regulatory agencies; maintains records of operations and maintenance as required.	20%
2.	Monitors, inspects, and assesses the condition of aquatics and leisure facilities; makes recommendations to supervisor on changes, improvements, or other actions necessary to the continued safety and enjoyment of facilities by patrons.	10%
3.	Performs plumbing repairs; start up and winterization on all seasonal facilities including restrooms, concession stands, pools, and irrigation systems.	10%
4.	Removes snow from walks, steps, roadways, and parking areas.	10%

5.	Performs a variety of building maintenance and repair functions related to the maintenance operations of the various Parks and Recreation buildings including the Wildwood Station, Marshfield Fairgrounds, Senior Community Center, and the Oak Avenue Community Center.	8%
6.	Prepares and maintains leisure facilities - including ball fields, ice rinks, tennis courts, hard surface courts, aquatics facilities, the senior/community center, and other facilities as assigned	8%
7.	Assists the Zookeeper in caring, feeding, and handling animals at Wildwood Park Zoo as assigned	5%
8.	Communicates with the general public and other City employees professionally and courteously. Instructs and/or trains seasonal workers and volunteers. Completes forms and reports.	5%
9.	Maintains park facilities, including shelters, picnic tables and benches, signage, refuse containers, and fences. Cleans all park buildings, grounds, and facilities (including restrooms and animal cages) and deposits refuse according to established procedures. Performs a variety of grounds maintenance functions, including mowing, trimming, watering, raking, pruning, fertilizing, and renovating.	13%
10.	Operates and cares for all equipment used in the performance of the above duties and responsibilities, including heavy equipment (occasional use), trucks, tractors, mowers, trimmers, loader, skid steer, tool cat, and various hand-operated manual and power tools	4%
11.	Assists the public by answering questions and directing them to park/recreational areas in a polite and courteous manner.	4%
12.	Installs playground equipment; observes, inspects, maintains, and repairs existing and new equipment to ensure safety of users.	2%
13.	Perform other related tasks.	

## QUALIFICATIONS

Valid Wisconsin commercial driver's license with tanker endorsement required. Must obtain a Certified Pool or Aquatic Facility Operator certification within 1 year. Must have experience with basic plumbing repairs, grounds keeping, forestry operations, turf management, operation and maintenance of equipment, animal care, pool, construction and building maintenance necessary to perform the above tasks. Knowledge of the appropriate methods to maintain, inspect, repair, and install park and playground equipment desirable. Must have safe work practices. Ability to understand and carry out oral and written instructions and to establish and maintain effective working relationships with those contacted in the course of work.

2014

