



CITY OF MARSHFIELD

MEETING NOTICE

AMENDED

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, MARCH 15, 2016
Council Chambers, City Hall Plaza
5:30 P.M.**

1. Call to Order – Alanna Feddick, Chair
2. Citizen Comments
3. Consent Agenda
 - a) Approval of Minutes of February 16, 2016 meeting
 - b) Approve Bills and Payroll
 - c) Monthly Position Control Report
 - d) Report of Personnel Actions
 - e) Treasurer's Report

Recommended Action: Approve the Consent Agenda, as presented
4. Consideration of items removed from the consent agenda, if any
5. Request to approve revised Policy 3.525, Family and Medical Leave. Presented by Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator
Recommended Action: Approve revised Policy 3.525
6. Request to recommend approval to Common Council of Payroll Resolution No. 2016-20, adding the position of Forestry Technician to the Seasonal/Casual payroll resolution. Presented by Justin Casperson, Director of Parks and Recreation
Recommended Action: Recommend approval to the Common Council of Payroll Resolution No. 2016-20
7. Request to authorize Human Resources Manager/Assistant to the City Administrator to fill the position of Payroll Technician within the Finance Division. Presented by Keith Strey, Finance Director
Recommended Action: Authorize Human Resources Manager/Assistant to the City Administrator to fill the position of Payroll Technician

FINANCE, BUDGET AND PERSONNEL COMMITTEE

March 15, 2016

8. Request to recommend approval to Common Council of Budget Resolution No. 03-2016, transferring \$9,800 within the Cable Television Fund from Fund Balance to Capital Outlay to purchase camera equipment and accessories. Presented by Keith Strey, Finance Director

Recommended Action: Recommend approval to the Common Council Budget Resolution No. 03-2016

9. Closed Session pursuant to Wisconsin Statutes, chapter 19.85 (1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."
- Position title and pay grade adjustments (2 positions)
10. Reconvene into open session
11. Action on matters discussed in closed session, if appropriate
12. Suggested items for future agendas
13. Adjourn

Posted this day, March 14, 2016 at 12:30 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 FEBRUARY 16, 2016

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

PRESENT: Alderpersons Rich Reinart, Gordon Earll, Alanna Feddick, Rebecca Spiros and Peter Hendler.

ABSENT: None

ALSO PRESENT: City Administrator Barg and City Personnel (Keith Strey, Amy VanWyhe, Justin Casperson, Jennifer Rachu and Amy Krogman)

Citizen Comments

None

FBP16-008 Motion by Spiros, second by Reinhart to approve the items on the consent agenda:

1. Minutes of the January 19, 2016 meeting.
2. Payroll in the amount of \$859,222.50 and Bills in the amount of \$826,763.10 and \$1,545,122.48.
3. Monthly Position Control Report as of January 31, 2016.
4. January 2016 Treasury Report.

Motion carried

No items were removed from the consent agenda.

FBP16-009 Motion by Earll, second by Spiros to recommend approval of Payroll Resolution No. 2016-01 to the Common Council adopting a salary schedule for non-represented employees effective July 1, 2016. Nay - Hendler

Motion carried

FBP16-010 Motion by Reinhart, second by Earll to recommend approval of Payroll Resolution No. 2016-05 to the Common Council adjusting pay for temporary, seasonal, and part-time positions effective January 1, 2016.

Motion carried

FBP16-011 Motion by Hendler, second by Reinhart to approve revised Policy 3.800, Compensation, with the insertion of the wording "with the compensation consultant's recommendation".

Alderperson Earll expressed a concern with the creation of the Development Services Department and how it is affecting the Building Services Division. This will be addressed at a future meeting.

Vote on motion FBP16-011

Motion carried

FBP16-012 Motion by Hendler, second by Earll to recommend approval of Resolution No. 2016-13 to the Common Council authorizing the carry-over of the 2015 appropriations into 2016 for various capital outlay projects and other operation/maintenance projects that were not expended/completed in 2015.

Motion carried

FBP16-013 Motion by Earll, second by Reinhart to approve the interest rate for the 2016 special assessments at 3.45% (Non-TIF) and 4.33% (TIF).

Motion carried

FBP16-014 Motion by Hendler, second by Spiros to authorize staff to begin the request for proposal process for the employee assistance program.

Motion carried

FBP16-015 Motion by Hendler, second by Spiros to forward the review of a possible pay increase for alderpersons to the Common Council for consideration. Nay - Feddick

Motion carried

FUTURE AGENDA ITEMS

None

Motion by Hendler, second by Earll to adjourn at 6:06 p.m.

Motion carried

Amy Krogman
Administrative Assistant III

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to **\$812,528.36** and General Expense Bills for **FEBRUARY, 2016** amounting to **\$8,122,816.66** be allowed paid and charged to their proper accounts.

Chairman

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

3/2/2016

PREPAID BILLS

PREPAID BILLS PAID BY CHECK

Check #	Check Date	Vendor Name	Amount
86762	2/19/2016	MIDSTATE TECHNICAL COLLEGE	\$366,471.37
86763	2/19/2016	ADVANCED DISPOSAL SERVICES LLC	\$73,750.89
86764	2/19/2016	BAY BUILDING SUPPLIES INC	\$645.10
86765	2/19/2016	THE BOSON COMPANY INC	\$63,756.75
86766	2/19/2016	CHARTER COMMUNICATIONS	\$480.53
86767	2/19/2016	CONVENTION & VISITORS BUREAU	\$47,517.79
86768	2/19/2016	CODY ELMHORST	\$250.00
86769	2/19/2016	FRONTIER	\$581.18
86770	2/19/2016	VICTORIA HUTH	\$250.00
86771	2/19/2016	MARSHFIELD UTILITIES	\$23,554.27
86772	2/19/2016	MIDSTATE TECHNICAL COLLEGE	\$43,116.82
86773	2/19/2016	NEXGEN BUILDING SUPPLY	\$15,626.94
86774	2/19/2016	PIERCE ENGINEERS INC	\$415.00
86775	2/19/2016	RUNNING INC	\$28,257.25
86776	2/19/2016	TITAN PUBLIC SAFETY SOLUTIONS	\$3,460.00
86777	2/19/2016	TRANE US INC	\$7,068.00
86778	2/19/2016	WALMART COMMUNITY/GECRB	\$1,351.27
86779	2/19/2016	WE ENERGIES	\$15,092.58
86780	2/24/2016	DELTA DENTAL OF WISCONSIN	\$11,851.06
86781	2/24/2016	NVA FIDUCIARY TRUST FOR FSLI	\$1,475.52
TOTAL PREPAID BILLS PAID BY CHECK			\$704,972.32

PREPAID BILLS PAID BY EFT

EFT000000005414	2/19/2016	SCHOOL DISTRICT OF MARSHFIELD	\$4,196,404.84
EFT000000005415	2/19/2016	WOOD CO TREASURER	\$2,190,175.79
EFT000000005416	2/22/2016	BRANDON FISCHER	\$100.00
EFT000000005417	2/22/2016	GERDAU AMERISTEEL US INC	\$9,453.97
EFT000000005418	2/22/2016	MARATHON COUNTY TREASURER	\$252,427.61
EFT000000005419	2/22/2016	SCHOOL DISTRICT OF MARSHFIELD	\$493,723.80
TOTAL PREPAID BILLS PAID BY EFT			\$7,142,286.01

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000005420	3/2/2016	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$15.99
EFT000000005421	3/2/2016	ARAMARK UNIFORM SERVICES	\$77.06
EFT000000005422	3/2/2016	AUDIO EDITIONS	\$173.87
EFT000000005423	3/2/2016	BALTUS OIL COMPANY INC	\$12,992.11
EFT000000005424	3/2/2016	MIKE BALTUS	\$100.00
EFT000000005425	3/2/2016	BAUERNFEIND BUSINESS TECH	\$2,337.87
EFT000000005426	3/2/2016	LORI BELONGIA	\$366.50
EFT000000005427	3/2/2016	BOUND TREE MEDICAL, LLC	\$1,869.84
EFT000000005428	3/2/2016	BRUCE MUNICIPAL EQUIPMENT	\$594.37
EFT000000005429	3/2/2016	DAVID BUEHLER	\$493.31
EFT000000005430	3/2/2016	CARQUEST AUTO PARTS	\$651.03
EFT000000005431	3/2/2016	CDW GOVERNMENT INC	\$309.33
EFT000000005432	3/2/2016	CENTRAL STATE SUPPLY CORP	\$466.97
EFT000000005433	3/2/2016	DALCO ENTERPRISES, INC.	\$38.14
EFT000000005434	3/2/2016	DEMCO	\$369.60
EFT000000005435	3/2/2016	DOINE TRANSPORT INC	\$107.00
EFT000000005436	3/2/2016	ROY DOLENS	\$213.33

Check #	Check Date	Vendor Name	Amount
EFT000000005437	3/2/2016	EBSCO INDUSTRIES, INC.	\$44.00
EFT000000005438	3/2/2016	BELINDA FECHHELM	\$42.66
EFT000000005439	3/2/2016	PETER FLETTY	\$14.06
EFT000000005440	3/2/2016	FREMONT INDUSTRIES, INC.	\$5,911.99
EFT000000005441	3/2/2016	GALE/CENGAGE LEARNING	\$147.62
EFT000000005442	3/2/2016	RICHARD GRAMZA	\$250.00
EFT000000005443	3/2/2016	GRANICUS INC	\$600.00
EFT000000005444	3/2/2016	HALRON LUBRICANTS INC	\$365.44
EFT000000005445	3/2/2016	HEAT & POWER PRODUCTS, INC.	\$952.00
EFT000000005446	3/2/2016	HEINZEN PRINTING INC	\$344.00
EFT000000005447	3/2/2016	INGRAM LIBRARY SERVICES INC	\$97.88
EFT000000005448	3/2/2016	JOSH JOHNSON	\$44.50
EFT000000005449	3/2/2016	KAFKA DUSTBUSTER PLUS LLC	\$7,838.52
EFT000000005450	3/2/2016	JAMIE KIZER	\$82.95
EFT000000005451	3/2/2016	MARAWOOD REAL ESTATE 200 LLC	\$3,072.30
EFT000000005452	3/2/2016	MERKEL COMPANY INC	\$4,203.54
EFT000000005453	3/2/2016	MIDSTATE TRUCK SERVICE	\$3,262.41
EFT000000005454	3/2/2016	MIDWEST TAPE	\$301.86
EFT000000005455	3/2/2016	MISSISSIPPI WELDERS	\$901.38
EFT000000005456	3/2/2016	MONROE TRUCK EQUIPMENT	\$2,044.73
EFT000000005457	3/2/2016	MSA PROFESSIONAL SERVICES INC	\$2,430.00
EFT000000005458	3/2/2016	EVERETT MUELLER	\$17.56
EFT000000005459	3/2/2016	NORTH CENTRAL LABORATORIES	\$1,011.27
EFT000000005460	3/2/2016	MITCH NOSBISCH	\$100.00
EFT000000005461	3/2/2016	POMP'S TIRE SERVICE INC	\$132.00
EFT000000005462	3/2/2016	POWER PAC INC	\$363.48
EFT000000005463	3/2/2016	PREMIER PRINTING, INC	\$171.09
EFT000000005464	3/2/2016	PUBLIC FINANCIAL MGMT INC	\$56,000.00
EFT000000005465	3/2/2016	REIGEL PLUMBING & HEATING INC	\$66.75
EFT000000005466	3/2/2016	SAFE FAST INC	\$130.05
EFT000000005467	3/2/2016	JASON SCHAD	\$23.71
EFT000000005468	3/2/2016	SCHOOL DISTRICT OF MARSHFIELD	\$2,294.68
EFT000000005469	3/2/2016	SHAWN SCHROEDER	\$495.00
EFT000000005470	3/2/2016	SHI INTERNATIONAL CORPORATION	\$4,847.65
EFT000000005471	3/2/2016	SOLUTIONZ LLC	\$18,130.00
EFT000000005472	3/2/2016	MATTHEW SUTTON	\$2,944.44
EFT000000005473	3/2/2016	THERESA TRACY	\$188.34
EFT000000005474	3/2/2016	TRAFFIC AND PARKING CONTROL INC	\$119.06
EFT000000005475	3/2/2016	LOCATE HOLDINGS INC	\$362.56
EFT000000005476	3/2/2016	V & H AUTOMOTIVE MARSHFIELD	\$45.72
EFT000000005477	3/2/2016	V & H INC	\$261.83
EFT000000005478	3/2/2016	AMY VAN WYHE	\$47.52
EFT000000005479	3/2/2016	VIDCOM LLC	\$11,425.98
EFT000000005480	3/2/2016	WILLAIM WEISTER	\$5,200.00
TOTAL CURRENT BILLS PAID BY EFT			\$158,506.85
CURRENT BILLS PAID BY CHECK			
86782	3/2/2016	ABR EMPLOYMENTSERVICES	\$662.40
86783	3/2/2016	AGSOURCE LABORATORIES	\$55.00
86784	3/2/2016	AMAZON	\$1,346.72
86785	3/2/2016	ASSOCIATED SERVICE CENTER	\$307.87
86786	3/2/2016	TOWNSHIP OF AUBURNDALE	\$239.00
86787	3/2/2016	BAKER AND TAYLOR INC	\$1,423.71
86788	3/2/2016	BAY STEEL & FABRICATION LLC	\$62.12
86789	3/2/2016	BB COMMUNITY LEASING SERVICES INC	\$550.32

Check #	Check Date	Vendor Name	Amount
86790	3/2/2016	I BRANDL INC	\$6.75
86791	3/2/2016	R LEE SCHAUMAN, JAMES OLIVE	\$550.00
86792	3/2/2016	CHARTER COMMUNICATIONS	\$106.44
86793	3/2/2016	COMPLETE OFFICE OF WISCONSIN	\$205.02
86794	3/2/2016	CREATIVE PAINT & DECORATING	\$333.24
86795	3/2/2016	CTL COMPANY INC	\$30.35
86796	3/2/2016	CINDY DISCHINGER	\$100.00
86797	3/2/2016	DUFFY'S AIRCRAFT SALES	\$3,839.42
86798	3/2/2016	FASTENAL COMPANY	\$379.52
86799	3/2/2016	FESTIVAL FOODS	\$124.48
86800	3/2/2016	FIRE APPARATUS & EQUIP INC	\$76.24
86801	3/2/2016	FIRE ENGINEERING	\$29.00
86802	3/2/2016	FRONTIER	\$324.46
86803	3/2/2016	LESLIE FURGASON	\$765.36
86804	3/2/2016	GREEN MANUFACTURING INC	\$235.14
86805	3/2/2016	HACH COMPANY	\$1,621.27
86806	3/2/2016	HEFKO FLORAL COMPANY	\$54.95
86807	3/2/2016	HILLER'S HARDWARE INC	\$286.77
86808	3/2/2016	JEFFERSON FIRE AND SAFETY INC	\$310.00
86809	3/2/2016	E O JOHNSON COMPANY	\$33.00
86810	3/2/2016	KOHS MACHINE SHOP	\$427.00
86811	3/2/2016	TIA KROHN	\$100.00
86812	3/2/2016	LONDERVILLE STEEL ENTERPRISES	\$132.00
86813	3/2/2016	MADISON PUBLIC LIBRARY CENTRAL	\$32.50
86814	3/2/2016	MARSHFIELD CLINIC	\$1,490.23
86815	3/2/2016	MARSHFIELD UTILITIES	\$2,723.83
86816	3/2/2016	MEDFORD COOPERATIVE INC	\$4,190.75
86817	3/2/2016	MENARDS	\$372.78
86818	3/2/2016	MIDSTATE TECHNICAL COLLEGE	\$1,258.06
86819	3/2/2016	MIDSTATES EQUIPMENT INC	\$19.30
86820	3/2/2016	VILLAGE OF MILLADORE	\$386.00
86821	3/2/2016	MINISTRY ST JOSEPH'S HOSPITAL	\$1,699.57
86822	3/2/2016	MINNESOTA LIFE INSURANCE CO	\$646.80
86823	3/2/2016	MITTEN'S HOME APPLIANCES	\$50.00
86824	3/2/2016	MPPA LE SUPPLY	\$177.80
86825	3/2/2016	NABCO ENTRANCES INC	\$204.00
86826	3/2/2016	NAPA AUTO PARTS	\$498.78
86827	3/2/2016	NASONVILLE MAIL ORDER LLC	\$105.00
86828	3/2/2016	NORTHERN LAKE SERVICE INC	\$483.65
86829	3/2/2016	OFFICE MAX INCORPORATED	\$32.39
86830	3/2/2016	PHYSIO CONTROL CORPORATION	\$3,966.47
86831	3/2/2016	POLICE EXECUTIVE RESEARCH FORUM	\$9,000.00
86832	3/2/2016	PRECISE MRM LLC	\$788.28
86833	3/2/2016	FRED PRYOR SEMINARS	\$179.95
86834	3/2/2016	WAYNE RADUE	\$100.00
86835	3/2/2016	ROBERT JAMES	\$2,000.00
86836	3/2/2016	SCAFFIDI TRUCK CENTER	\$93.00
86837	3/2/2016	SEILER INSTRUMENT & MFG CO INC	\$12,730.25
86838	3/2/2016	SHORT ELLIOTT HENDRICKSON INC	\$2,800.00
86839	3/2/2016	SMEAL FIRE APPARATUS	\$37.05
86840	3/2/2016	SPEE-DEE DELIVERY SERVICE INC	\$69.99
86841	3/2/2016	SUPERIOR GAS SERVICE INC	\$20.00
86842	3/2/2016	TELRITE CORPORATION	\$395.26
86843	3/2/2016	MARICELA TREJO	\$100.00
86844	3/2/2016	TRIBUNE RECORD GLEANER	\$36.00
86845	3/2/2016	TRIPLE R BUSINESS SERVICES, LLC	\$4,581.45
86846	3/2/2016	UNIFIRST CORPORATION	\$270.92
86847	3/2/2016	THE UNIFORM SHOPPE	\$127.50
86848	3/2/2016	UNIQUE MANAGEMENT SERVICES INC	\$134.25
86849	3/2/2016	UNITED HEALTHCARE	\$367.06

Check #	Check Date	Vendor Name	Amount
86850	3/2/2016	UNITED MAILING SERVICE INC	\$1,525.18
86851	3/2/2016	UNITED RENTALS (NORTH AMERICA) INC	\$4,896.00
86852	3/2/2016	USA BLUE BOOK	\$157.57
86853	3/2/2016	UW-EXTENSION	\$1,195.00
86854	3/2/2016	UW-GREEN BAY-OUTREACH GOVT CL204	\$85.00
86855	3/2/2016	UW-STEVENS POINT	\$240.00
86856	3/2/2016	VITAL COMMUNICATION	\$34.99
86857	3/2/2016	WAAO	\$80.00
86858	3/2/2016	WALMART COMMUNITY/GECRB	\$28.88
86859	3/2/2016	WAUSHARA CO CLERK OF CIRCUIT COURT	\$6.25
86860	3/2/2016	WEILER ENTERPRISES	\$7.50
86861	3/2/2016	ERLAN R. WENZEL	\$266.00
86862	3/2/2016	WEPAK-N-SHIP	\$11.93
86863	3/2/2016	WI DEPARTMENT OF TRANSPORTATN	\$24,350.08
86864	3/2/2016	WI LIBRARY SERVICES	\$14,062.63
86865	3/2/2016	WI PARAMEDIC SEMINAR INC	\$780.00
86866	3/2/2016	WI PARK AND RECREATION ASSN	\$170.00
86867	3/2/2016	WI SOCIETY OF LAND SURVEYORS	\$20.00
86868	3/2/2016	WISCONSIN MEDIA	\$1,223.05
86869	3/2/2016	HOLLY WOLFGRAM	\$100.00
86870	3/2/2016	WOOD CO FIRE INVESTIGATION	\$100.00
86871	3/2/2016	WWOA	\$150.00
86872	3/2/2016	ZIMMERMAN ARCHITECTURAL STUDIOS	\$675.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$117,051.48
		TOTAL PREPAID BILLS	\$7,847,258.33
		TOTAL CURRENT BILLS	\$275,558.33
		GRAND TOTAL	<u>\$8,122,816.66</u>

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to N/A and General Expense Bills for **MARCH, 2016** amounting to **\$1,105,150.17** be allowed paid and charged to their proper accounts.

Chairman

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

3/16/2016

PREPAID BILLS

PREPAID BILLS PAID BY CHECK

Check #	Check Date	Vendor Name	Amount
86877	3/4/2016	ADVANCED DISPOSAL SERVICES LLC	\$731.00
86878	3/4/2016	CHARTER COMMUNICATIONS	\$229.83
86879	3/4/2016	FEDERAL EXPRESS	\$46.36
86880	3/4/2016	FRONTIER	\$686.60
86881	3/4/2016	MARSHFIELD UTILITIES	\$55,276.69
86882	3/4/2016	REGISTRATION FEE TRUST	\$149.00
86883	3/4/2016	TDS TELECOM	\$343.62
86884	3/4/2016	TELRITE CORPORATION	\$36.29
86885	3/4/2016	US CELLULAR	\$2,177.86
86886	3/4/2016	VERIZON WIRELESS	\$608.07
86887	3/4/2016	WE ENERGIES	\$1,989.35
86888	3/4/2016	WI PARAMEDIC SEMINAR INC	\$195.00
86889	3/4/2016	WI PARK AND RECREATION ASSN	\$155.00
86890	3/8/2016	MINNESOTA LIFE INSURANCE CO	\$5,526.00
86891	3/8/2016	SECURITY HEALTH PLAN	\$227,871.70
		TOTAL PREPAID BILLS PAID BY CHECK	\$296,022.37

PREPAID BILLS PAID BY EFT

EFT000000005484	3/7/2016	MATTHEW SUTTON	\$441.65
		TOTAL PREPAID BILLS PAID BY EFT	\$441.65

ACH PAYMENTS

	3/9/2016	DEPT OF WORKFORCE DEVELOPMENT	\$7.50
	3/30/2016	WI DEPT OF REVENUE	\$359.03
		TOTAL ACH PAYMENTS	\$366.53

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000005485	3/16/2016	AIR COMMUNICATIONS OF CENTRAL	\$317.00
EFT000000005486	3/16/2016	AMERICAN WELDING & GAS INC	\$65.99
EFT000000005487	3/16/2016	JASON ANGELL	\$174.96
EFT000000005488	3/16/2016	ARAMARK UNIFORM SERVICES	\$87.06
EFT000000005489	3/16/2016	ATHENS VETERINARY SERVICE INC	\$639.50
EFT000000005490	3/16/2016	BAUERNFEIND BUSINESS TECH	\$702.52
EFT000000005491	3/16/2016	BEAVER OF WISCONSIN INC	\$1,069.50
EFT000000005492	3/16/2016	JEFF BARTH	\$1,893.00
EFT000000005493	3/16/2016	BLAKE BORCHARDT	\$10.00
EFT000000005494	3/16/2016	BOUND TREE MEDICAL, LLC	\$752.31
EFT000000005495	3/16/2016	CARQUEST AUTO PARTS	\$140.80
EFT000000005496	3/16/2016	CDW GOVERNMENT INC	\$316.05
EFT000000005497	3/16/2016	CURRENT TECHNOLOGIES INC	\$405.06
EFT000000005498	3/16/2016	DALCO ENTERPRISES, INC.	\$180.37
EFT000000005499	3/16/2016	AMANDA DUER	\$6.75
EFT000000005500	3/16/2016	ED ERICKSON	\$118.87

Check #	Check Date	Vendor Name	Amount
			\$4,082.50
EFT000000005501	3/16/2016	FREMONT INDUSTRIES, INC.	\$18.41
EFT000000005502	3/16/2016	LUCAS FRYDENLUND	\$317.33
EFT000000005503	3/16/2016	GALE/CENGAGE LEARNING	\$23.57
EFT000000005504	3/16/2016	GALLS LLC	\$5,189.80
EFT000000005505	3/16/2016	GERDAU AMERISTEEL US INC	\$530.91
EFT000000005506	3/16/2016	GRAINGER	\$776.83
EFT000000005507	3/16/2016	RICHARD GRAMZA	\$600.00
EFT000000005508	3/16/2016	GRANICUS INC	\$70.20
EFT000000005509	3/16/2016	DEB HALL	\$43.00
EFT000000005510	3/16/2016	HEINZEN PRINTING INC	\$10.35
EFT000000005511	3/16/2016	INGRAM LIBRARY SERVICES INC	\$336.29
EFT000000005512	3/16/2016	DENNIS KEFFER	\$111.30
EFT000000005513	3/16/2016	AMY KROGMAN	\$201.87
EFT000000005514	3/16/2016	DANIEL LEONARD	\$42.95
EFT000000005515	3/16/2016	MARSHFIELD BOOK & STATIONERY	\$469.51
EFT000000005516	3/16/2016	MCMASTER-CARR	\$723.47
EFT000000005517	3/16/2016	MERKEL COMPANY INC	\$19,000.00
EFT000000005518	3/16/2016	MERKEL COMPANY INC	\$972.52
EFT000000005519	3/16/2016	MIDWEST TAPE	\$22.87
EFT000000005520	3/16/2016	JOSH MILLER	\$290.08
EFT000000005521	3/16/2016	MISSISSIPPI WELDERS	\$19.44
EFT000000005522	3/16/2016	JEFF MOLTER	\$14,500.00
EFT000000005523	3/16/2016	MOODY'S INVESTORS SERVICE, INC.	\$11,311.80
EFT000000005524	3/16/2016	MSA PROFESSIONAL SERVICES INC	\$75.00
EFT000000005525	3/16/2016	ALLAN NIENAST	\$2,598.68
EFT000000005526	3/16/2016	ENG KWEE NG	\$1,410.77
EFT000000005527	3/16/2016	OTIS ELEVATOR COMPANY	\$85.86
EFT000000005528	3/16/2016	LORI PANZER	\$48.51
EFT000000005529	3/16/2016	DOMINIC POESCHEL	\$393.84
EFT000000005530	3/16/2016	POMP'S TIRE SERVICE INC	\$392.63
EFT000000005531	3/16/2016	POWER PAC INC	\$223.19
EFT000000005532	3/16/2016	PREMIER PRINTING, INC	\$19,000.00
EFT000000005533	3/16/2016	QUARLES & BRADY LLP	\$1,041.18
EFT000000005534	3/16/2016	REIGEL PLUMBING & HEATING INC	\$48.75
EFT000000005535	3/16/2016	RIPP DISTRIBUTING COMPANY INC	\$180.00
EFT000000005536	3/16/2016	ROCK OIL REFINING INC	\$17.32
EFT000000005537	3/16/2016	SHERWIN WILLIAMS COMPANY	\$4,449.30
EFT000000005538	3/16/2016	SHI INTERNATIONAL CORPORATION	\$16,455.25
EFT000000005539	3/16/2016	SOLUTIONZ LLC	\$4,147.72
EFT000000005540	3/16/2016	STAINLESS AND REPAIR INC	\$16,439.58
EFT000000005541	3/16/2016	TRAFFIC AND PARKING CONTROL INC	\$3.99
EFT000000005542	3/16/2016	NATHAN ULNESS	\$341.52
EFT000000005543	3/16/2016	V & H AUTOMOTIVE MARSHFIELD	\$280.70
EFT000000005544	3/16/2016	V & H INC	\$25.00
EFT000000005545	3/16/2016	VALLEY AQUATIC SOLUTIONS LLC	\$2,816.85
EFT000000005546	3/16/2016	VIDCOM LLC	\$509.51
EFT000000005547	3/16/2016	WISCONSIN LIFTING SPECIALISTS INC	\$5,755.55
EFT000000005548	3/16/2016	WOOD CO HIGHWAY DEPARTMENT	\$1,114.60
EFT000000005549	3/16/2016	ZARNOTH BRUSH WORKS	\$144,400.04
		TOTAL CURRENT BILLS PAID BY EFT	

Check #	Check Date	Vendor Name	Amount
CURRENT BILLS PAID BY CHECK			
86892	3/16/2016	ABR EMPLOYMENTSERVICES	\$662.40
86893	3/16/2016	ACCESS INC	\$4,470.00
86894	3/16/2016	ADVANCED DISPOSAL SERVICES LLC	\$72,726.95
86895	3/16/2016	AIR FLOW INC	\$3,725.00
86896	3/16/2016	ALL LIFT SYSTEMS INC	\$550.00
86897	3/16/2016	ALLIANT ENERGY WP&L	\$72.01
86898	3/16/2016	AMERCAN AIRWORKS	\$258.75
86899	3/16/2016	AMERICAN WATER WORKS ASSN	\$200.00
86900	3/16/2016	AMERIGAS-RUDOLPH	\$1,098.05
86901	3/16/2016	ASSOCIATED SERVICE CENTER	\$599.36
86902	3/16/2016	TOWNSHIP OF AUBURNDALE	\$675.84
86903	3/16/2016	BRUCE TIBBETT JR.	\$67.50
86904	3/16/2016	BAKER AND TAYLOR INC	\$3,221.05
86905	3/16/2016	DENISE BOYER	\$100.00
86906	3/16/2016	MARY BRITTEN	\$100.00
86907	3/16/2016	BURT TROPHY & AWARDS INC	\$43.25
86908	3/16/2016	CALABRESE ACCOUNTING & MNGT LLC	\$56,111.71
86909	3/16/2016	CERTIFIED REFRIGERATION & MECHANICAL, INC	\$581.50
86910	3/16/2016	CHARTER COMMUNICATIONS	\$195.99
86911	3/16/2016	CNA SURETY	\$100.00
86912	3/16/2016	COMPASS MINERALS AMERICA	\$39,537.28
86913	3/16/2016	COMPLETE OFFICE OF WISCONSIN	\$649.89
86914	3/16/2016	CTL COMPANY INC	\$923.09
86915	3/16/2016	DEPT OF WORKFORCE DEVELOPMENT	\$43.34
86916	3/16/2016	DIRECT NETWORKS INC	\$18.44
86917	3/16/2016	DRAXLER'S SERVICE, INC	\$125.00
86918	3/16/2016	DUFFY'S AIRCRAFT SALES	\$6,407.22
86919	3/16/2016	EMMONS BUSINESS INTERIORS	\$322.16
86920	3/16/2016	JFTCO INC	\$18,014.28
86921	3/16/2016	FASTENAL COMPANY	\$1,284.76
86922	3/16/2016	FESTIVAL FOODS	\$110.90
86923	3/16/2016	FINDAWAY WORLD LLC	\$319.96
86924	3/16/2016	FIRESTONE DIVERSIFIED PRODUCTS LLC	\$12,725.92
86925	3/16/2016	FOX VALLEY TECHNICAL COLLEGE	\$225.00
86926	3/16/2016	FREMONT/TOWNSHIP OF	\$199.41
86927	3/16/2016	FRONTIER	\$992.30
86928	3/16/2016	GANNETT WISCONSIN MEDIA	\$648.85
86929	3/16/2016	SAMANTHA GARRELS	\$155.00
86930	3/16/2016	GREMMER & ASSOCIATES, INC.	\$1,407.48
86931	3/16/2016	HILLER'S HARDWARE INC	\$496.91
86932	3/16/2016	HRDIRECT	\$830.69
86933	3/16/2016	HUNTZ SERVICE CENTER	\$40.72
86934	3/16/2016	INTEGRATED IMAGING INC	\$870.00
86935	3/16/2016	INTERNATL ASSN OF ARSON INVEST	\$200.00
86936	3/16/2016	JEFFERSON FIRE AND SAFETY INC	\$950.00
86937	3/16/2016	E O JOHNSON COMPANY	\$373.00
86938	3/16/2016	KNOWLEDGELAKE	\$6,755.10
86939	3/16/2016	KOHEL DRYWALL LLC	\$90,531.58
86940	3/16/2016	KOHS MACHINE SHOP	\$88.00
86941	3/16/2016	LEE RECREATION LLC	\$541.20
86942	3/16/2016	RANDY LUETH - LANDSCAPE ARCHITECT LLC	\$3,090.00
86943	3/16/2016	MACQUEEN EQUIPMENT INC	\$3,130.07
86944	3/16/2016	MARSHFIELD AREA CHAMBER	\$424.00
86945	3/16/2016	MARSHFIELD AREA PET SHELTER, INC	\$140.00
86946	3/16/2016	MARSHFIELD CITY GARAGE	\$23.81
86947	3/16/2016	MARSHFIELD CLINIC	\$352.10
86948	3/16/2016	MARSHFIELD MALL	\$2,435.60

Check #	Check Date	Vendor Name	Amount
86949	3/16/2016	MARSHFIELD POLICE DEPT INVESTIGATIVE FUND	\$571.00
86950	3/16/2016	MENARDS	\$743.63
86951	3/16/2016	MILLER BRADFORD AND RISBERG	\$1,837.99
86952	3/16/2016	MPPA LE SUPPLY	\$12.32
86953	3/16/2016	MTAW	\$30.00
86954	3/16/2016	NAPA AUTO PARTS	\$255.31
86955	3/16/2016	NATIONAL RECREATION & PARK ASN	\$165.00
86956	3/16/2016	NEXGEN BUILDING SUPPLY	\$15,172.56
86957	3/16/2016	NORTHERN LAKE SERVICE INC	\$76.50
86958	3/16/2016	NORTHRIDGE CHURCH	\$100.00
86959	3/16/2016	OFFICE MAX INCORPORATED	\$25.98
86960	3/16/2016	PERSONAL DEVELOPMENT CENTER INC	\$8,129.10
86961	3/16/2016	TOMAS ARMANDO PINEDA	\$170.00
86962	3/16/2016	EUGENE PERLOCK	\$1,038.30
86963	3/16/2016	PRECISE MRM LLC	\$64.18
86964	3/16/2016	PRO-FOAMERS INC	\$16,314.11
86965	3/16/2016	PROVISION PARTNERS	\$1,347.96
86966	3/16/2016	QUALITY ROOFING INC	\$114,848.59
86967	3/16/2016	JEFFREY NIKOLAI	\$148.76
86968	3/16/2016	RED VALVE COMPANY INC	\$718.25
86969	3/16/2016	JOHN E.REID AND ASSOCIATES INC.	\$550.00
86970	3/16/2016	TOWNSHIP OF RICHFIELD	\$470.06
86971	3/16/2016	RIVEREDGE GOLF COURSE & BANQUET FACILITY	\$304.00
86972	3/16/2016	ROCK MILLS ENTERPRISES	\$536.75
86973	3/16/2016	ROCKRIDGE CAST STONE	\$10,000.00
86974	3/16/2016	SAFE KIDS WORLDWIDE	\$50.00
86975	3/16/2016	THE SAMUELS GROUP	\$1,947.09
86976	3/16/2016	SCAFFIDI TRUCK CENTER	\$7.50
86977	3/16/2016	SCHENCK SC	\$1,318.25
86978	3/16/2016	SCHIERL TIRE CENTER	\$1,023.32
86979	3/16/2016	ALBERT SCHIFERL	\$700.00
86980	3/16/2016	SCHREINERS PLUMBING & HEATING, LLC	\$50.00
86981	3/16/2016	SCHWAAB INC	\$26.25
86982	3/16/2016	SCOTTY'S PIZZA	\$145.10
86983	3/16/2016	ALLISON SEITZ	\$100.00
86984	3/16/2016	SKYLINE STEEL INC	\$42,227.00
86985	3/16/2016	SPEE-DEE DELIVERY SERVICE INC	\$63.61
86986	3/16/2016	STORAGE SYSTEMS MIDWEST INC	\$1,027.38
86987	3/16/2016	STROHMAN ENTERPRISE INC	\$331.99
86988	3/16/2016	STUDIO 211 HAIR SALON	\$8.06
86989	3/16/2016	SWIDERSKI EQUIPMENT	\$66.55
86990	3/16/2016	TEAM SPORTING GOODS INC	\$449.85
86991	3/16/2016	TELRITE CORPORATION	\$31.73
86992	3/16/2016	TIME CLOCK PLUS	\$883.30
86993	3/16/2016	TOWN & COUNTRY ENGINEERING INC	\$5,238.06
86994	3/16/2016	TRANE US INC	\$66,217.00
86995	3/16/2016	TRIERWEILER CONSTRUCTION	\$589.50
86996	3/16/2016	UNIFIRST CORPORATION	\$402.07
86997	3/16/2016	THE UNIFORM SHOPPE	\$467.70
86998	3/16/2016	UNITED MAILING SERVICE INC	\$2,077.56
86999	3/16/2016	UNIVERSITY COMMISSION	\$125.00
87000	3/16/2016	US CELLULAR	\$335.50
87001	3/16/2016	VAN BERGEN & MARKSON INC	\$8,550.05
87002	3/16/2016	WATER ENVIRONMENT FEDERATION	\$158.00
87003	3/16/2016	WDATCP	\$200.00
87004	3/16/2016	WEILER ENTERPRISES	\$15.59
87005	3/16/2016	ERLAN R. WENZEL	\$110.00
87006	3/16/2016	WEPAK-N-SHIP	\$66.00
87007	3/16/2016	WACCI - WEST	\$180.00
87008	3/16/2016	WI STATE FIRE INSPECTORS ASSN	\$900.00

Check #	Check Date	Vendor Name	Amount
87009	3/16/2016	WISCONSIN CHAPTER - IPMA - HR	\$40.00
87010	3/16/2016	WOLFGRAM GAMOKE AND HUTCHINSON	\$12,377.40
87011	3/16/2016	WOOD COUNTY REGISTER OF DEEDS	\$60.00
87012	3/16/2016	WPS HEALTH INSURANCE	\$690.40
87013	3/16/2016	WSTMA	\$90.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$663,919.58
		TOTAL PREPAID BILLS	\$296,464.02
		TOTAL ACH PAYMENTS	\$366.53
		TOTAL CURRENT BILLS	\$808,319.62
		GRAND TOTAL	<u>\$1,105,150.17</u>

MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF FEBRUARY 29, 2016

Department	Division	Position	FTE	Last Name	First Name
Administrator		City Administrator	1.00	BARG	STEVEN
Administrator		HR Manager/Assist. to the CA	1.00	RACHU	JENNIFER
Administrator		Administrative Assistant III	0.50	KROGMAN	AMY
Administrator Total			2.50		
Assessor		City Assessor	1.00	SPENCER	JOAN
Assessor		Property Appraiser	1.00	FECHHELM	BELINDA
Assessor		Administrative Assistant II	1.00	PUGH	KEITH
Assessor Total			3.00		
Cemetery		Cemetery Caretaker Assistant	1.00	BRAUNSKY	WILLIAM
Cemetery		Cemetery Coordinator/Caretaker	1.00	BALTUS	MICHAEL
Cemetery Total			2.00		
Clerk		City Clerk	1.00	HALL	DEBORAH
Clerk		Deputy Clerk	1.00	PANZER	LORI
Clerk Total			2.00		
Finance		Accounting Clerk	0.50	OPPMAN	JOANN
Finance		Accounting Clerk	1.00	STREBE	KATHLEEN
Finance		Accountant	1.00	NICHOLS	CHRISTOPHER
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
Finance Total			7.30		
Fire		Deputy Fire Chief	1.00	DEGRAND	CRAIG
Fire		Deputy Fire Chief	1.00	DOLENS	ROY
Fire		Deputy Fire Chief	1.00	ERICKSON	EDWIN
Fire		Deputy Fire Chief	1.00	OWEN	SCOTT
Fire		Deputy Fire Chief	1.00	CLEMENTS	JODY
Fire		Fire Chief	1.00	HAIGHT	ROBERT
Fire		Firefighter	1.00	BARTH	JEFFREY
Fire		Firefighter	1.00	BAUER	RODNEY
Fire		Firefighter	1.00	BREUER	BRAD
Fire		Firefighter	1.00	CHRISTOPHER	LANCE
Fire		Firefighter	1.00	ESKER	KELLY
Fire		Firefighter	1.00	TACKES	PAUL
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	LUCHINI	ANTHONY

Department	Division	Position	FTE	Last Name	First Name
Fire		Firefighter Paramedic	1.00	WEILAND	TROY
Fire		Firefighter Paramedic	1.00	ANNEN	STEPHEN
Fire		Firefighter Paramedic	1.00	WINISTORFER	PETER
Fire		Administrative Assistant III	1.00	BERGER	SUZANNE
Fire Total			37.00		
Technology		Technology Analyst	1.00	WESTMAN	ERIK
Technology		Technology Analyst	1.00	SUTTON	MATTHEW
Technology		Technology Director	1.00	NG	ENG
Technology		Technology Technician	1.00	SCHROEDER	SHAWN
Information Technology Total			4.00		
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
Library Total			16.350		
Mayor		Administrative Assistant III	0.50	KROGMAN	AMY
Mayor		Mayor	0.50	MEYER	CHRISTOPHER
Mayor Total			1.00		
Municipal Court		Municipal Court Clerk	0.75	CARLSON	SUSAN
Municipal Court Total			0.75		
Parks & Recreation		Classification II	1.00	DOLGNER	JEFFREY
Parks & Recreation		Classification II	1.00	ROGERS	DANIEL
Parks & Recreation		Classification II	1.00	WEINFURTNER	JEFFREY
Parks & Recreation		Classification III	1.00	ADAMSKI	CHARLES
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
Parks & Recreation Total			9.00		
Development Services		Director of Planning/Econ Dev	1.00	ANGELL	JASON
Development Services		Planner/Zoning Administrator	1.00	MILLER	JOSHUA
Development Services		GIS Coordinator	1.00	BUEHLER	DAVID
Development Services		Zoning Administrator	1.00	SCHROEDER	SAMUEL
Development Services		Building Services Supervisor	1.00	POKORNY	RICHARD
Development Services		Electrical Inspector	1.00	KILTY	PATRICK
Development Services		Administrative Assistant II	1.00	UTHMEIER	CHERYL
Planning Total			7.00		
Police		Administrative Assistant III	1.00	LINDNER	PEGGY
Police		Custodian	1.00	TIBBETT	BRUCE
Police		Drug Officer	1.00	IVERSON	DEREK
Police		Drug Officer	1.00	SCHLEI	SCOTT
Police		Ordinance Enforcement Officer	1.00	LARSEN	ROBERT
Police		Ordinance Enforcement Officer	1.00	LEONARD	DANIEL
Police		PD Staff Services Supervisor	1.00	KROKSTROM	LORRIE

Department	Division	Position	FTE	Last Name	First Name
Police		Police Chief	1.00	GRAMZA	RICHARD
Police		Police Detective	1.00	FOEMMEL	JASON
Police		Police Detective	1.00	HAMILL	KEVIN
Police		Police Detective	1.00	NEINAST	ALLAN
Police		Police Detective	1.00	PARKS	JASON
Police		Police Lieutenant	1.00	LARSON	DARREN
Police		Police Lieutenant	1.00	ZEPS	PATRICK
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	BORCHARDT	BLAKE
Police		Police Officer	1.00	BORNBACH	CALEB
Police		Police Officer	1.00	CHRISTIAN	CORY
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	GROSS	ROCHLEY
Police		Police Officer	1.00	GRUBER	TANNER
Police		Police Officer	1.00	HASZ	CHRISTOPHER
Police		Police Officer	1.00	KIZER	JAMIE
Police		Police Officer	1.00	KRAMER	LONDON
Police		Police Officer	1.00	LARSEN	JOSHUA
Police		Police Officer	1.00	LEU	JULIE
Police		Police Officer	1.00	MATTHEISEN	DAVID
Police		Police Officer	1.00	MEEK	STEVEN
Police		Police Officer	1.00	MITCHELL	ALEXANDER
Police		Police Officer	1.00	PUNKE	JASON
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	BERRES	MATTHEW
Police		Police School Liaison Officer	1.00	GIACOMINO	CHRISTINE
Police		Police Sergeant	1.00	ESSER	TRAVIS
Police		Police Sergeant	1.00	GEURINK	JODY
Police		Police Sergeant	1.00	KEFFER	DENNIS
Police		Police Sergeant	1.00	POESCHEL	DOMINIC
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	Facilities Management	Maintenance Technician II	1.00	MOLTER	JEFFREY
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

Department	Division	Position	FTE	Last Name	First Name
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	CHRISTIANSEN	CHRISTOPHER
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	1.00	VACANT	
Public Works	Wastewater	Wastewater Operator	1.00	KUHLKA	LOUIS
Public Works	Wastewater	Wastewater Operator - Level 4	1.00	OTT	ANDREW
Public Works	Wastewater	Wastewater Operator	1.00	CHARRON	JACOB
Public Works	Wastewater	Wastewater Operator	1.00	GOHAM	JOEL
Public Works	Wastewater	Wastewater Operator	1.00	FISCHER	BRANDON
Public Works	Wastewater	Wastewater Operator	1.00	NOSBISCH	MITCHELL
Public Works	Wastewater	Wastewater Superintendent	1.00	WARP	SAMUEL
Public Works Total			51.50		
Grand Total			191.400		

REPORT OF PERSONNEL ACTIONS
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
OF MARCH 15, 2016

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

John Lukanich	Wastewater Operator Wastewater Utility	March 7, 2016
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RETIREMENT:

None

Resignation

None

Promotion

None

**COMPLETION OF
PROBATIONARY
PERIOD**

None

TREASURY REPORT
February 2016

	January	December
GENERAL CITY		
PREVIOUS BANK BALANCES (CASH):		
Bonds -----	6,510.00	
Citizens State Bank -----	3,722,334.61	
TOTAL PREVIOUS CASH BALANCE:	\$3,728,844.61	\$241,187.58
RECEIPTS:		
Citizens State Bank -----	16,150,478.61	
Citizens State Bank Interest -----	2,686.39	
L-T Investment Interest Recv -----		
Tax collection -----	4,175,846.91	
TOTAL CASH RECEIPTS:	\$20,329,011.91	\$11,425,575.97
DISBURSEMENTS:		
Citizens State Bank -----	18,269,493.04	
TOTAL CASH DISBURSEMENTS:	\$18,269,493.04	\$8,826,598.78
GENERAL CITY BOOK BALANCE (CASH):	(Previous Balance + Receipt - Disbrsmnts.)	
	\$5,788,363.48	\$2,840,164.77
GENERAL CITY INVESTMENTS:		
Securities Investments (Long Term) -----	3,000,000.00	
Securities Investments (Short Term) -----	0.00	
SIST Int rate/earnings: 0.00% -----	0.00	
Local Government Investment Pool (LGIP) -----	10,693,129.41	
LGIP Int rate/earnings: 0.39% -----	5,300.84	
	\$13,698,430.25	\$15,669,871.24
TOTAL GENERAL CITY CASH & INVESTMENTS:	\$19,486,793.73	\$18,510,036.01
MARSHFIELD UTILITIES		
Citizens Bank Previous Bal. -----	2,512,561.69	
Citizens Bank Utility Receipts -----	4,563,975.76	
Citizens Bank Utility Disburs. -----	4,473,941.02	
MU BOOK BALANCE:	\$2,602,596.43	\$2,471,118.04
MU INVESTMENTS:	\$21,370,365.54	\$20,331,392.57
TOTAL MU CASH & INVESTMENTS:	\$23,972,961.97	\$22,802,510.61
TOTAL BOOK BALANCE (CASH):	(Marshfield Utilities Balance + General Balance)	
	\$8,390,959.91	\$5,311,282.81
RECAPITULATION BANK REPORT		
Bonds -----	6,510.00	
Citizens Bank Mfld Utilities -----	2,668,755.51	
Citizens Bank General City -----	6,600,667.47	
TOTAL BANK BALANCE:	9,275,932.98	
(OUTSTANDING CHECKS)	884,973.07	
TOTAL BANK BALANCE (CASH):	\$8,390,959.91	\$5,311,282.81
CASH ON HAND :	\$100.00	\$100.00
TOTAL INVESTMENTS:	\$35,068,795.79	\$36,001,263.81
TOTAL CASH & INVESTMENTS:	\$43,459,755.70	\$41,312,546.62

Submitted by: Amy Van Wyke
Amy VanWyke
Accounting Manager



City of
Marshfield
Memorandum

DATE: March 15, 2016
TO: Finance, Budget and Personnel Committee
FROM: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: Personnel Policy No. 3.525, Family and Medical Leave

BACKGROUND

Personnel Policy No. 3.525, Family and Medical Leave was last revised in July 2009. In review of the policy, and updated sample policies and language from a legal resource, the policy overall was compliant with current law Federal Family Medical Leave and Wisconsin Family Medical Leave, however several areas could be expanded upon and reordered to add clarity to those employees referencing the policy.

ANALYSIS

Based upon the current policy, additional language was added or adjusted. In summary:

- The purpose of the policy was expanded
- Sections of the policy were reordered
- Clarity was added surrounding requesting leave as FML under federal FML and state FML through the policy
- Information regarding substitution of pay during approved leaves was revised
- Clarity was added regarding an employee's return to work following a leave
- Periodic status updates were added under the Request for Leave section
- Intermittent Leave requirements were updated
- Definitions of family members were updated and relocated to the end of the policy

A copy of the proposed revisions and tracked changes to Personnel Policy No. 3.525, Family and Medical Leave is attached. The revisions incorporate the changes in policy language and format.

RECOMMENDATION

I recommend that the Finance, Budget and Personnel Committee approve revised Personnel Policy No. 3.525, Family and Medical Leave.

Attachments

Concurrence:

Steve Barg, City Administrator



CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES

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

CHAPTER: Employee Benefits

SUBJECT: Family and Medical Leave

POLICY NUMBER: 3.525

PAGES: 8

APPROVAL DATE: April 11, 1995

REVISED DATE: July 28, 2009

DEPARTMENT OF PRIMARY RESPONSIBILITY: City Administrator's Office

SPECIAL NOTES: This policy/procedure manual do 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.

Purpose

It is the policy of the City of Marshfield to comply with state and federal laws by providing time off for serious health conditions for eligible employees and certain immediate family members; and to care for newborn children as well as children placed through adoption or foster care. The City provides time off for eligible employees for any qualifying event while the covered military family member is on active duty or call to active duty status, or to care for a service member with a serious injury or illness.

Employees may be eligible for sick leave or workers' compensation ("WC") benefits during family and medical leave ("FML") periods. Sick leave benefits run concurrently with FML and will not extend FML time beyond the maximum allowed in a calendar year. Similarly, WC benefits will run concurrently only with Federal Family and Medical Leave ("FFML") leaves. Wisconsin Family and Medical Leave ("WFML") leaves do not run concurrently with WC benefits.

Child rearing, family illness, and employee medical leave are available to employees as specified below or as may be provided under other existing policies or agreements. The intent of this policy is to comply with both the Wisconsin and Federal Family and Medical Leave Acts. This policy is not intended to provide any additional leave benefits not available under the Wisconsin or Federal Family or Medical Leave Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, or should the policy inadvertently provide more extensive rights than available under those laws, then the statutes or regulations shall control. The Wisconsin and Federal FMLA laws differ in a number of areas. The City will comply with the more generous provision as required by law.

Policy

I. General Requirements

Forma

A. Eligibility

1. DETERMINATION OF FML ELIGIBILITY/BENEFITS

- A. To be eligible for FML leave, employees must have been employed by the Organization for at least 12 months and, in addition, in the 12 months immediately preceding the commencement of leave, must have worked at least:
 - 1. 1,000 hours to qualify under WFML
 - 2. 1,250 hours to qualify under FFML
- B. Employees who work less than 40 hours per week but are otherwise eligible for FML are entitled to FML on a pro rata proportional basis.
- C. If an employee works in a casual or unscheduled capacity and is otherwise eligible for FML, the average weekly hours worked during the 12 months prior to the start of the FML will be used to calculate the employee's normal scheduled hours for this purpose.
- D. Eligible employees are entitled to the benefits of the more generous provisions of the WFML or the FFML. If a leave qualifies under both the state and federal FML laws, the leave counts against the employee's entitlement under both laws.

2. AMOUNT OF LEAVE AVAILABLE

- A. Generally, an eligible employee may take up to 12 weeks of FFML leave in a calendar year for reasons defined below or a combination of reasons as identified in this Policy:
 - A. For the employee's own Serious Health Condition; which makes the employee unable to perform one or more of the essential functions of the employee's position.
 - B. For the placement of a Child with the employee for adoption or foster care;
 - C. To care for a Parent, Spouse or dependent Child under age 18 with a Serious Health Condition, or a Child over age 18 who has a Serious Health Condition and is incapable of self-care due to a disability;
 - D. For the birth and care of a newborn Child of the employee;
 - E. For qualifying exigency leave arising out of the fact that a spouse, or a son, daughter, or parent of the employee is on covered active duty or call to covered active duty status or has been notified of an impending call or order to covered active duty
- F. Eligible employees may be granted up to 26 weeks of leave during a 12-month period (reduced during that 12-month period by each week used for any of the above circumstances (A-E) of FFML for Service member Family Leave.
 - i. This leave is available to an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member to care for the service member who suffers a serious injury or illness while on active duty.
 - ii. This leave is also available to care for veterans provided they were members of the regular Armed Forces, National Guard, or Reserves at some point during the five years preceding the need for care. The leave described in this paragraph shall only be available during a single 12-month period.
- G. The FFML identified above will run concurrently when applicable with a total of 10 weeks of WFML. Specifically designated as follows:
 - Two weeks for an employee's own serious health condition
 - Six weeks for the birth or adoption of a child
 - Two weeks to care for an employee's parent, parent-in-law, spouse, domestic partner, parent of a domestic partner, or child who has a serious health condition.
- G. It is possible an employee may only qualify for WFML on the basis of hours paid, which covers shorter periods of FML leave. These situations will be discussed on a case-by-case basis with affected employees.

H.

Unpaid leave is available for one or any combination of the following circumstances:

<u>TYPE</u>	<u>ELIGIBILITY</u>	<u>MAXIMUM DURATION FOR STATE LEAVE</u>	<u>MAXIMUM DURATION FOR FEDERAL LEAVE</u>
Personal serious health condition; inpatient hospitalization, chronic condition or continuing care by a physician	Unable to work because of serious health condition	Up to two (2) weeks per calendar year	Up to twelve (12) weeks per rolling 12-month period
Birth, adoption, foster care	Birth of a child, placement of child for adoption or as pre-condition to adoption, or foster care placement	Up to six (6) weeks per calendar year provided the leave begins within 16 weeks of the birth of the child	Up to twelve (12) weeks per rolling 12-month period to be concluded within twelve months of birth or placement of the child
Family serious health condition, inpatient hospitalization, chronic or continuing care by a physician	Necessary to care for spouse, child or parent with serious health condition	Up to two (2) weeks per calendar year Also covers care for qualifying domestic partners	Up to twelve (12) weeks per rolling 12-month period
Leave to care for a seriously ill or injured military service member who is a spouse, son or daughter, parent, or next of kin.	Spouse, son, daughter, parent, or next of kin service member has been injured on active duty, and service member is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness.	None	Up to twenty-six (26) weeks per rolling 12-month period, per service member, per injury.
"Qualifying exigency" leave due to employee's spouse, son, daughter or parent being on or called up for active duty in the Armed Forces.	Short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and	None	Up to twelve (12) weeks per rolling 12-month period

	<p>recuperation, post-deployment activities, and additional activities where the employer and employee agree to the leave.</p>		
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a. ~~Both Spouses Employed by the Organization: Spouses employed by the Organization are jointly entitled to a combined total of 12 weeks of family leave for the birth or placement of a Child with the employee, or to care for a Parent who has a Serious Health Condition. Spouses working for the same employer also may be limited to a combined total of 26 work weeks of leave during a "single 12-month period" if leave is taken to care for a covered service member with a serious injury or illness. Married Employees: A husband and wife who both work for the City and who are both eligible for Federal FMLA leave are limited to a combined total of 12 weeks of leave in a calendar year for the following reasons:~~

- ~~1) The birth of the employee's son or daughter or to care for the child after birth;~~
- ~~2) The placement of a son or daughter with the employee for adoption or foster care, or to care for a child after placement; and~~
- ~~3) To care for the employee's parent with a serious health condition.~~

~~Leave taken for qualifying reasons other than those listed above will not count toward the combined limitation. However, both a husband and wife working for the City are also limited individually to 12 weeks of FMLA leave for all qualifying reason.~~

~~A husband and wife may use up to a combined total of twenty-six (26) weeks to care for a seriously ill or injured military service member.~~

3. Combination Leave:

If the an employee's leave qualifies as a City provided leave plus Federal and/or Wisconsin FMLA leave as well, the leaves will run concurrently. For example, City disability or sick leave used for the birth of a child also qualifies as employee medical leave under Wisconsin and Federal FMLA laws and, as such, is also deducted from an employee's available leave entitlement under both Wisconsin and Federal laws.

C. ~~Definitions moved to end of policy.~~

II. Method of Calculating Leave Entitlement: To determine the amount of ~~F~~FMLA leave to which an employee is entitled, the City uses a rolling 12-month period, measured backward from the date an employee uses any FMLA leave. Each time an employee takes FMLA leave the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Pursuant to Wisconsin law, entitlement to ~~W~~State FMLA leave will be calculated based on the calendar year.

Federal and ~~State~~Wisconsin Family Medical Leave run concurrently, not consecutively.

III. Substitution of Pay: An employee may elect to substitute accrued paid sick or other accrued leave for any ~~Wisconsin~~-FMLA leave, but will not be required to substitute such paid leave. After the Wisconsin leave has expired, and during any remaining ~~Federal~~-FMLA leave, the employee may choose or the City may require that any accrued paid vacation, sick, personal holiday, or

compensatory time leave be substituted for part or all of the remaining FMLA leave, provided the leave otherwise qualifies under the City's applicable paid leave policy. If paid leave is elected, the employee shall notify the City of what type of paid accrued leave the employee intends to substitute as provided under the law.

IV. Requesting and Scheduling Leave:

A. ———When an employee plans to take leave under this policy, the employee is to give his or her immediate leader at least 30 days' notice. The employee is to provide the City with a written application for family or medical leave prior to the requested commencement of the leave on the "FMLA Request Form," available on the City's webpage, from an employee's supervisor or from Human Resources. An application for leave must be completed for all leave requests taken under this Policy

1. If advance notification is not possible regarding planned leaves, an employee must inform his or her leader as soon as the employee learns of it and no later than the day after the employee learns of the need for leave. The City may delay the taking of a requested leave until at least 30 days after the date the employee provides notice when the employee fails to provide proper advance notice, unless the employee was unable to comply because of the need for emergency health care or other reasonable excuse.

2. If advance notification is not possible because of an emergency, an employee must inform his or her leader of the need for leave as soon as practicable. In cases of emergency, verbal notice of the need for leave should be given as soon as possible, in accordance with the City's call in policy for absences.

I. While on leave, employees are expected to provide periodic updates to their supervisor and Human Resources regarding their status, and their ability and intent to return to work.

J. As with all leaves of absence other than military leave, no employee may pursue or engage in employment, including self-employment, when on FML unless approved in advance by the City.

K. After the City approves the reason for an absence as FML, an employee must specifically reference either the qualifying reason for the leave or the need for FML leave when calling off work for the same reason in the future. When notifying Human Resources of the employee's FML absence, he or she **must** state the medical reason, date, and scheduled hours he or she is absent. Calling in sick, without providing additional information, is not sufficient notice of the need for federal FMLA leave.

L. The employee is to advise the supervisor if his or her return date changes.

Except in situations where the employee is unable to provide a written request because of the need for emergency health care, the employee is to provide the City with a written application for family or medical leave prior to the requested commencement of the leave on the "FMLA Request Form," available on the City's webpage, from an employee's supervisor or from the Human Resources Manager.

B. ———In cases where the need for the leave is foreseeable, the request is to be made at least 30 days prior to the anticipated leave. If the employee gives less than 30 days notice of the need for leave, the City may require the employee to explain why it was not practicable to give the 30 days notice. In cases where the need for the leave does not become known more than 30 days in advance, the request shall also indicate the date that the employee is expected to return to work.

~~The City may delay the taking of a requested leave until at least 30 days after the date the employee provides notice when the employee fails to provide proper advance notice, unless the employee was unable to comply because of the need for emergency health care or other reasonable excuse.~~

~~In cases of emergency, verbal notice of the need for leave should be given as soon as possible, but in all cases in accordance with the City's call in policy for absences. Calling in sick, without providing additional information, is not sufficient notice of the need for federal FMLA leave.~~

~~C. The City requests that the employee notify it if and what type of paid accrued leave the employee intends to substitute as provided under the law.~~

~~D. The employee is to advise the supervisor if his or her return date changes. The employee who does not return from FMLA leave at the designated time will be considered to have voluntarily terminated unless the employee was unable, due to a health care emergency, to notify the employer.~~

V. Intermittent or Partial Leave

~~A. A. Under certain circumstances, an employee may be eligible to take FMLA leave intermittently (e.g., for part of a day, or taking a day periodically when needed over the year), or on a reduced schedule basis, when medically necessary.~~

~~An employee must fulfill three (3) general requirements to be eligible for partial leave:~~

- ~~1. Taking the leave on the specific partial work schedule must be "medically necessary" (this is not required when the leave related to the birth or adoption of a child, or for foster care).~~
- ~~2. The leave must be scheduled not to unduly disrupt and employer's operations and to allow an employer to schedule necessary replacements.~~
- ~~3. The employee must give advance notice to the employer of the need for partial leave.~~

~~an employee may take leave to care for a parent, spouse, domestic partner (under Wisconsin FMLA only) or dependent child with a serious health condition or their own illness or for certain military-related leaves as an intermittent or as a partial absence from employment in increments of no less than one (1) hour. If the employee is taking leave for his/her own serious health condition, the serious health condition of a family member, for a qualifying exigency, or the serious injury or illness of a covered service member, the employee should try to reach an agreement with the employer, subject to the approval of the treating health care provider, before taking intermittent leave or working a reduced schedule.~~

~~FFML taking after the birth, adoption, or placement of a healthy child may be taken intermittently or on a reduced schedule, only if the City agrees. An employee must request the leave and obtain written approval for such leave before the federal portion of FMLA leave begins. If the employee establishes that intermittent leave is medically necessary, the employee may take leave. The City requires certification of the medical necessity.~~

~~If an employee takes leave in less than full day increments, the employee will received reduced compensation that is consistent with the hours the employee actually worked. See substitution of pay for options.~~

~~B. If the leave is for planned medical treatment, the employee is expected to schedule the intermittent or partial absence so it does not unduly disrupt the City's operations. To comply with this requirement, an employee must provide the City, in writing, with the employee's proposed schedule of partial absences with reasonable promptness after the employee learns of the probable necessity of such leave.~~

~~C. During Wisconsin FMLA leave, an employee may take child-rearing leave as an intermittent or as a partial absence from employment in increments of no less than one (1) hour. An employee who does so~~

shall schedule the intermittent or partial absence so it does not unduly disrupt the City's operations. To comply with this requirement, an employee is to provide the City, in writing, with the employee's proposed schedule of intermittent or partial absences no less than 30 days before the schedule of absences is to commence. The schedule must be of a sufficient definiteness that the City is able to schedule replacement employees, if necessary, to cover the absences. Partial or intermittent leave must commence within sixteen (16) weeks following the birth, adoption, or foster placement of a child. Federal FMLA leave for the birth or adoption of a child must be taken in a single block.

D. Where intermittent leave or reduced work schedules are requested, that is foreseeable, the City may temporarily transfer the employee to another job to better accommodate the employee's schedule of treatment or care while on a foreseeable FFML, an available equivalent position if the employee is qualified and the position better accommodates recurring leave.

VI. MEDICAL CERTIFICATION ~~edical Certification~~

CERTIFICATION SUPPORTING REQUEST FOR LEAVE

- A. Employees are required to provide a certification(s) for each leave except for a foster child or for adoption when requested by the City. The City will provide the employee with the required certification form(s). Employees with covered chronic health conditions will need to recertify, if needed, every 6 months. For leave to care for a covered service member and leave related to placement of a child with the employee for adoption or foster care, the employee may be required to provide additional documentation acceptable to the City that confirms the reason for leave (i.e., domestic partner relationship, documenting the family relationship with the service member or court date of placement of the child).
- B. When the leave is foreseeable and at least 30 days' notice has been provided, the employee should provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the employer within the timeframe requested by the employer (which must allow at least 15 calendar days after the employer's request), unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts. Failure to provide the medical certification may result in a denial of leave or a denial of continuation of leave.
- C. If an employee takes time off for a medical reason that progresses into a serious health condition, the employer may designate all or some portion of related time taken as FML to the extent that the earlier time off meets the necessary qualifications.
- D. The City may require second or third medical opinions of a serious health condition at the City's expense and periodic recertifications of a serious health condition at the employee's expense.
- E. The City retains the right to ask and employee to obtain periodic recertification of the need for leave. This request will generally not be make unless there is a need to do so and will be in period of not less than 30 days. However, the recertification will be requested earlier than 30 days if:
 - The employee requests and extension of leave;
 - Circumstances described by the previous certification have changed significantly (e.g., the nature or duration of the illness, complications, etc.);
 - The City receives information that cause it to question the employee's stated reason for a particular absence; or
 - The employee is unable to return to work after his/her originally requested leave period expired due to the continuation, recurrence or onset of either his/her own, or a family member's serious health condition.

A. ~~If an employee requests a family illness leave or employee medical leave under this policy, the employee must obtain a Medical Certification Form from the Human Resources Manager. This form must be completed by the employee plus the health care provider treating the family member or employee. This certification should be returned to the City within at most 15 days. In the case of unforeseen leave, the certification should be furnished as soon as practical. When an employee fails to provide certification within 15 days of the City's request, the City may delay the start of FMLA leave, or, in the case of unforeseeable leave, if the employee fails to provide certification, the City may delay the continuation of the employee's leave.~~

B. ~~If an employee never produces the required certification, the leave is not the leave as FMLA leave resulting in loss of job. This means that if an employee fails to produce certification, no FMLA job protection applies to that employee.~~

C. ~~The City may request a second health care provider opinion at the City's expense.~~

VII. Insurance and Benefits

A. While an employee is on a FMLA leave:

1. The employee's health insurance benefits in effect at the time FMLA leave begins will continue unless the employee elects to terminate the coverage. Unless an employee opts to discontinue health insurance coverage during FMLA leave, the employee continues to be responsible for the employee's portion of the cost.

2. If paid leave is substituted for unpaid leave, the City will continue to make payroll deductions to collect the employee's share of the premium. If not receiving a paycheck, the employee is responsible for making arrangements with the Finance Department for payment.

1.3. Other health benefits, such as dental care, group health plan, will also be maintained during the FMLA leave. The City will maintain group health and dental insurance coverage under the conditions that applied before the leave began. If, prior to the leave, the employees were required to participate in the premium payments, an employee on leave is required to continue with his/her share of the premiums. The City's obligation to maintain health and dental benefits will stop if and when an employee informs the City of an intent not to return to work at the end of the leave period, if the employee fails to return to work when leave entitlement is exhausted used up, or if the employee fails to make any required payments while on leave.

2.4. Employees have a 30 day period for payment of the employee's share of any premium to maintain group health coverage during FMLA leave. If the employee fails to pay, coverage will be dropped. The City must mail a written notice at least 15 days in advance of the date coverage is to cease, advising that coverage will be dropped on a specified date.

3.5. The City generally has the right to collect from an employee the health and dental insurance premiums the City paid during a period of unpaid leave if the employee does not return to work after the leave entitlement has been exhausted or expired. An employee must return to work for at least 30 calendar days in order to be considered to have "returned" to work. The employee's liability to repay health insurance premiums does not apply if failure to return to work is due to a serious health condition or specific circumstances beyond the control of the employee, as defined in the Federal FMLA.

4.6. The employee will continue to earn accrued benefits during the period that City paid leave is substituted.

VIII. Return from Leave

- A) If the FMLA leave was due to a serious health condition of the employee, a Fitness for Duty Certificate must be provided to Human Resources before the employee returns to work. If a complete and sufficient Fitness for Duty Certification form is not received, the employee's reinstatement may be delayed.
- ~~A) An employee returning from employee medical leave may be required to obtain medical certification from the health care provider that she/he is able to resume work.~~
- B) An employee returning from leave ~~as provided~~ under this policy will usually can- be able to return to his or her old the same position or a position with equivalent status, pay, benefits, and other employment terms upon conclusion of the FMLA if vacant at the time the employee returns to work. If the position is no longer vacant, the employee shall be offered an equivalent position with virtually identical pay, benefits, and working conditions, and the same or substantially similar duties and responsibilities unless leave. Unless the employee would have been terminated during the statutory leave for a legitimate business reason.
- C) Upon reasonable notice to the City (at least 2 days prior to the desired return to work date), an employee may return to work prior to the scheduled end of his or her leave. ~~An employee shall be returned to his or her old position or an equivalent position within a reasonable time after the request to return to work early is made. The City requests that the employee contact Human Resources during business hours to confirm the return to work date during the course of the leave. The employee will be returned to their former position, if it is available. If the original position is not available because of the employee's early return, the employee may be placed into a temporary position until the end of the originally requested leave period.~~
- D) Unable to Return to Work: If following the expiration of an employee's FMLA leave entitlement, the employee remains unable to perform an essential function of the position, the employee has no right under the FMLA to restoration to the original position or another position and the person's FMLA rights end with the expiration of the FMLA leave period. The employee should contact the City to discuss the availability of any further leave to be determined on a case-by-case basis based on the employee's medical condition and any rights under the other laws or policies.
- D)E) Failure to Return to Work: If an employee fails to return from an FMLA leave, and the employee was able to do so, the City may attempt to recover the amount of premiums it paid for the employee's group health insurance coverage including any employee portion premium paid by the City for the payments missed by the employee while on leave.

VIII. Other Employee Rights

- A) Executive, Administrative & Professional Employees: All employees are covered under this policy regardless of exempt/non-exempt status.
- B) Interference with Rights: An employer may not discriminate in employment against a person exercising rights under the statute.
- C) Posting Requirements: The employer must post notice of pertinent information of the Act, as approved by the state or federal government.
- D) Reduction in Work Force: If an event occurs that would have terminated the employee's employment had he or she been at work, the City may terminate the leave, including benefits, as of the time at which similarly situated employees not on leave are terminated.
- E) Worker's Compensation: Absences due to work-related injuries are subject to the FMLA if the FMLA requirements are met, even if state workers' compensation laws also apply. In other words, FMLA and worker's compensation leave will run concurrently.

- F) Retirement Plans: If a retirement plan requires an employee to be employed on a specific date to be credited with service for participation, vesting, or contributions, an employee on unpaid FMLA leave must be deemed to be employed on that date. Any period of unpaid FMLA leave cannot be counted toward a break in service and does not have to be counted as service for purposes of eligibility, vesting, or benefit accrual. Any early retirement window under a retirement plan must be available to any participants on FMLA leave who meet the window's other requirements.
- G) Holiday Pay: For purposes of determining the amount of leave used by an employee, the fact that a holiday may occur within the week taken as FMLA leave has no effect; the week is counted as a week of FMLA leave. If an employee is using intermittent FMLA leave, the holiday will count as FMLA leave only if the employee was otherwise scheduled to work on the holiday.

IX. Procedures and Forms

- A) When an employee requests leave under the Wisconsin or Federal Laws, the employee will be provided with the following (1) employee written request form; (2) an eligibility and notification of rights form setting forth the employee's obligations and the City's expectations while the employee is on leave; and, if applicable, (3) a physician's certification form and definition of serious health condition.
- B) Upon gaining sufficient information to determine if the leave in question qualifies as FMLA leave, the City will furnish the Employee with a Designation Notice specifying the amount of leave designated as FMLA leave.
- C) Employees who have any questions in regard to this policy or their rights under the Wisconsin and Federal Family and Medical Leave Law should contact the Human Resources Manager.

X Definitions:

1. "Child"

- a. The employee's son or daughter under the age of 18 meaning biological, adopted, or foster child, a step child, legal ward, or the child of a person standing in "loco parentis" which is a child for whom you have day-to-day responsibilities to provide care and financial support. If older than age 18, the child must be incapable of self-care at the time leave is to commence because of a "physical or mental disability." A "physical or mental disability" is a physical or mental impairment that substantially limits one or more of an individual's major life activities.
- b. For purposes of the Wisconsin FMLA, however, a child over 18 must be incapable of self-care because of a serious health condition (defined below).

3. "Spouse" is a husband or wife as defined or recognized in the state where the individual was married ("place in celebration") and specifically includes individuals in same-sex and common law marriages. This includes a husband or wife in a marriage that was validly entered into outside of the United States if it could have been entered into in at least one state.

3. "Domestic Partner," under the Wisconsin FMLA, means either: (1) a same-sex partner registered with the Register of Deeds in your county of residence or (2) a same-sex or opposite-sex partner who is not registered but the following criteria are met: (a) both partners are at least 18 years old and able to consent to a domestic partnership, (b) neither individual in the domestic

partnership is married to or in a domestic partnership with another individual, (c) the partners share a residence, (d) the partners are not related by blood in any way that would prohibit marriage under Wisconsin law, (e) the partners consider themselves members of each other's immediate family, and (f) the partners agree to be responsible for each other's basic living requirements.

4. "Parent"

- a. A parent includes your biological parents or another individual who provided day-to-day care and financial support during your own childhood.
- b. Your parent-in-law or parent of your domestic partner is not considered a parent for purposes of the federal FMLA but is considered a parent for purposes of the Wisconsin FMLA.

5. "Serious health condition"

- a. For the purposes of Wisconsin FMLA leave, a "serious health condition" is a disabling physical or mental illness, injury, impairment or condition involving either:
 - 1. Inpatient care in a hospital, nursing home, or hospice; or
 - 2. Outpatient care that requires continuing treatment or supervision by a health care provider.
- b. For the purposes of the Federal FMLA leave, a "serious health condition" is considered to be an illness, injury, impairment, or physical or mental condition involving either:
 - 1. "Inpatient care" which is an overnight stay in a hospital, hospice, or residential medical facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care; or
 - 2. "Continuing treatment by a health care provider" which includes any of the following:

- (a) Incapacity and Treatment: A period of incapacity – inability to work, attend school, or perform other regular daily activities due to a serious health condition – of more than three full consecutive calendar days, that also involves:

Treatment two or more times within 30 days of the first day of incapacity, by a health care provider or by another health care provider under orders of, or on referral by, a health care provider; or

Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

NOTE: "Treatment" must be an in-person visit to a health care provider for examination, evaluation or specific treatment. Whether additional treatment or a regimen of continuing treatment is necessary within the 30-day period shall be determined by the health care provider.

- (b) Pregnancy: Any period of incapacity due to pregnancy, or for prenatal care.

- (c) Chronic Conditions Requiring Treatment: Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:

Requires periodic visits (at least twice a year) for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;

Continues over an extended period of time (including recurring episodes of a single underlying condition);

May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.)

(d) Permanent/Long-Term Conditions Requiring Supervision: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, severe strokes, or the terminal stages of a disease.

(e) Multiple Treatments (Non-Chronic Conditions): Any period of absence to receive multiple treatments (including any period of recovery) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation), severe arthritis (physical therapy), kidney disease (dialysis).

c. "Health care provider" includes a physician, dentist, clinical psychologist, podiatrist, chiropractor, a nurse practitioner, physician assistant, a nurse mid-wife, a clinical social worker, and certain other health care professionals.

6. "To care for" a child, spouse, domestic partner (under WFMLA only) or parent (parent in law (under WFML only) with a serious health condition is defined as caring for a family member's physical and psychological needs, which may encompass basic medical, hygienic, nutritional needs, or safety.

7. "Week" of Leave

a. When leave is taken as a continuous block, one "week" of leave means seven consecutive calendar days of leave.

b. For the purposes of Wisconsin FMLA, when leave is taken intermittently or partially, one "week" of leave is five calendar days of leave which would otherwise be workdays for the requesting employee.

c. For the purposes of Federal FMLA, when leave is taken intermittently or partially, the actual amount of leave taken is translated to a fraction of the average number of hours worked per week for the previous 12 months. For example, if an employee works a variable schedule, but 35 hours per week on average, and takes five hours of leave, the employee has taken 1/7 of one workweek of Federal FMLA leave.

d. For City of Marshfield protective services, the following summary has been established based upon scheduled hours:

For Police Officers working 12 hour shifts: 12 weeks = 42 days (504 hours)

For Firefighters/Shift Deputy Chiefs: 12 weeks = 15 shifts (in first 6 weeks) and 13 shifts (in second 6 weeks).



City of Marshfield Memorandum

DATE: March 15, 2016
TO: Finance, Budget and Personnel Committee
FROM: Justin Casperson, Parks and Recreation Director
RE: Resolution No. 2016-20, 2016 Seasonal Pay Rate Plan

Summary:

As Emerald Ash Borer (EAB) continues to move closer Marshfield, the City is compelled to address the impact the invasive insect will cause. The City of Marshfield's EAB response plan includes preemptive ash tree removals, select ash tree treatments and new tree plantings. To help execute the plan, the Street Department applied for two grants, however the funding did not come through. The Street Department and Parks and Recreation Department have been working together to develop an alternative plan.

In order to efficiently reduce EAB's impact on the community, the Street Department and Parks and Recreation Department propose the hiring of a seasonal forestry technician. The City does not employ personnel solely dedicated to the management our urban forestry. A seasonal forestry technician will be a valuable resource that will provide the time and expertise required to ensure urban sustained health of the urban and public safety. The technician will perform treatments, evaluations, routine pruning, inspections, plantings and update the our forestry inventory on GIS.

This is not a request for additional funding. All staff expenditures will remain within the 2016 budget requests. Worked performed with the Parks and Recreation Department will be accounted separately from work performed with the Street Department. The is a request for the addition of a position to the Marshfield Seasonal/Casual resolution.

Recommendation:

To approve payroll Resolution 2016-20 for the addition of the aforementioned forestry technician seasonal position.

Attachment(s):

Marshfield Seasonal/Casual

Concurrence:

Steve Barg,
City Administrator

Jennifer Rachu,
Human Resources Manager
Assistant to the City Administrator

CITY OF MARSHFIELD

POSITION DESCRIPTION

JOB TITLE: Seasonal Forestry Technician

DEPARTMENT: Parks & Recreation Department

TITLE OF IMMEDIATE SUPERVISOR: Parks and Recreation Maintenance Supervisor

JOB SUMMARY: Duties include but not limited to the maintenance, care, education and improvement of the City's urban forest.

ESSENTIAL FUNCTIONS:

1. Performs regular forestry duties and tasks associated with a typical of park and recreation and/or public works department.
2. Tree planting; including new tree inspection, location selection, hole preparation, tree installation, staking, mulching, and watering
3. Treatment of street and park ash trees using soil- and trunk- injected insecticides for treatment of the Emerald Ash Borer.
4. Operates vehicles and equipment to assist in the removal and pruning of public trees. Tasks included: falling, cutting, loading, chipping, hauling, stump grinding, and site restoration.
5. Update the City's Forestry Plan on GIS that includes: tree identification, evaluation, maintenance needs.
6. Performs invasive tree & plant management and eradication. Tasks included but are not limited to: invasive plant identification, control measures and eradication.
7. Performs preventive maintenance and inspections to equipment and vehicles.
8. Answers customer's inquiries, complaints, and concerns as they relate to urban forestry and invasive species.
9. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested.
10. Establish and maintain a positive working relationship with peers, supervisor, seasonal employees and the general public.
11. Assisting the public as needed in a positive and professional manner.
12. Other related duties as required.

QUALIFICATIONS:

1. Pursuit or possession of a college degree in Forestry, Natural Resources, Outdoor Recreation Management, or other related degree required.
2. Experience operating various types of equipment including but not limited to: chainsaws, trucks, tractors, chippers, stump grinders, misc. yard equipment, etc...
3. A valid State of Wisconsin driver license.
4. A Wisconsin Commercial Pesticide Applicators License

PAY RANGE: \$10.00 - \$13.00

RESOLUTION NO. 2016-20
PAYROLL RESOLUTION

WHEREAS, the City of Marshfield offers a wide variety of recreational programs and services in the community on a year-long basis (including a Seasonal Forestry Technician); and

WHEREAS, it is necessary to attract qualified employees to ensure that these programs and services can be offered; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Marshfield that the attached revised pay plan be adopted effective January 1, 2016 as specifically designated.

ADOPTED: _____
Chris L. Meyer, Mayor

APPROVED: _____
Lori A. Panzer, Deputy City Clerk

**Marshfield Seasonal/Casual
Payroll Resolution No. 2016-20 Detail
Rates Effective 1/1/16**

	STEP A	STEP B	STEP C	STEP D	STEP E
LEVEL I	\$7.40	\$7.65	\$7.90	\$8.15	*
Ice Rink Supervisor					
Pool Attendant/Cashier					
Scorekeeper					
Special Event Assistant					
LEVEL II	\$7.75	\$8.00	\$8.25	\$8.50	*
Facility Supervisor					
Program Instructor					
LEVEL III	\$8.25	\$8.50	\$8.75	\$9.00	*
Lifeguard					
LEVEL IV	\$8.75	\$9.25	\$9.75	\$10.25	*
Program Director					
LEVEL V	\$10.00	\$10.50	\$11.00	\$11.50	*
Pool Manager					
Early Bird Lap Swim Guard					
Program Coordinator					
LEVEL VI	\$11.00	\$12.00	\$13.00	\$13.50	***
Recreation Program Supervisor					
ADULT OFFICIALS					
Adult Basketball Scorekeeper 1 hour gm.	\$7.25	\$7.75	\$8.25	\$8.75	
Adult Basketball Supervisor 1 hour gm.	\$8.00	\$8.50	\$9.00	\$9.50	*
Adult Volleyball (1/ma) 45 min match	\$10.00	\$10.50	\$11.50	\$12.50	*
YOUTH OFFICIALS					
Baseball (1/gm)	\$8.00	\$8.50	\$9.00	\$9.50	***
Soccer Referee					
Non-Certified	\$8.00	\$8.50	\$9.00	\$9.50	
Certified	\$10.00	\$10.50	\$11.00	\$11.50	
PARKS AND RECREATION OFFICE OPERATIONS					
Parks and Recreation Casual Temp I	\$8.25	\$8.50	\$8.75	\$9.00	\$10.00
ZOO OPERATIONS	0-480 hrs.	481-960 hrs.	961-1441 hrs.	1442 + hrs.	
Zoo Intern	\$8.00	\$8.50	\$8.75	\$9.25	**
Zoo Attendant	\$7.75	\$8.00	\$8.25	\$8.50	**
Zookeeper Assistant	\$8.75	\$9.25	\$9.75	\$10.25	**
Zoo Education Coordinator	\$12.50-\$15.00				
PARK/STREET OPERATIONS	0-480 hrs.	481-960 hrs.	961-1441 hrs.	1442 + hrs.	
Seasonal Parks Maintenance	\$8.50	\$9.00	\$9.50	\$10.00	**
Seasonal Street Maintenance					
Facility Maintenance					
Seasonal CDL Street Maintenance	\$12.50-\$15.00				
Seasonal Forestry Technician	\$10.00-\$13.00				
CEMETERY OPERATIONS					
Cemetery Laborer	\$7.43 - \$10.00				*

**Marshfield Seasonal/Casual
Payroll Resolution No. 2016-20 Detail
Rates Effective 1/1/16**

INTERNS	1st Summer	2nd Summer	3rd Summer		
Engineering Intern Level I (H.S.Student)	\$9.18	\$10.20	\$11.22		
Engineering/WW Intern Level II (Engineering Student - College)	\$11.22	\$12.24	\$13.26		
Engineering Intern Level III (Civil Engineering Student)	\$13.26	\$14.28	\$15.30		
Technology Interns	\$9.00 - \$16.00				
Scanner	\$8.00 - \$11.00				
POLICE DEPARTMENT	1st Step	1040 hrs	2080 hrs		
Park Patrol	\$8.72	\$9.81	\$10.06		
Transport Coordinator	\$15.00				
Transport Officers	\$12.00-\$15.00				
Parking Enforcement I	\$8.00-\$9.25				
	1-4 years	5 + years			
Crossing Guards	\$10.82	\$11.22			
OFFICE OPERATIONS	(1st Step)	1040 hrs	2080 hrs		
Casual Temporary Clerical I	\$9.36	\$10.40	\$10.92		
Casual Temporary Clerical II	\$10.72	\$11.79	\$12.86		
ELECTION WORKERS					
Election Inspector	\$8.50				
Voter Registration Deputy	\$9.00				
Chief Election Inspector	\$18.19				
*Level I, II, III, Adult Official's and Cemetery laborer rates rates increase by \$.25 each year for no more than a \$1.00 increase.					
**Park/Street Operations rates increase by \$.30 each year for no more than a \$1.50 increase.					
***Level V, VI, and Youth Official's rates increase by \$.50 each year for no more than a \$2.00 increase.					
Home/ad/resolutions/2016 Seasonal and Casual Resolution					



CITY OF MARSHFIELD

MEMORANDUM

To: Finance, Budget and Personnel Committee
From: Keith R. Strey, Finance Director
Date: 3/14/2016
Re: Request to fill Payroll Technician position

BACKGROUND

On Friday, March 11, 2016, Payroll Technician Jan Michalik submitted notice of her intent to retire after 40 years of dedicated service to the City of Marshfield, with her last day of work planned for April 29, 2016. Jan started employment with the City on December 1, 1975 in the City Clerk's Office and February 13, 1979 in the Comptroller's (Finance) Department. She currently fills 1.0 of the 2.0 total FTE Payroll Technician positions in the Finance Department, primarily performing payroll and accounts payable function related tasks for the City of Marshfield. I want to thank Jan for her years of service to the City of Marshfield as a valuable member of the department and wish her the best in retirement.

ANALYSIS

Need for this position is demonstrated, in part, by the continued growth in overall workloads, routinely changing regulatory requirements and increasing complexity of payroll and benefit administration. The Finance Department has a significant amount of its primary tasks completed under very strict deadlines and requirements that are not optional to comply with. The department is expected to maintain a high level of performance and regulatory compliance through-out the year that is verified during the annual independent fiscal year-end audit, annual workers compensation audit and previous WI Sales Tax/IRS audits to name the major areas. This position plays a key role in support of these efforts to ensure the appropriate results for the City of Marshfield.

The Finance Department is seeking approval to fill this soon to be vacant position. Staffing studies completed in 2003 and 2014 support the continued need for this Finance Department position along with current and projected future workload related to this position. The Payroll Technician position is primarily responsible for a number of payroll and accounts payable duties under general direction of the Accounting Manager and Finance Director. Performance of duties listed in the attached job description ensure an appropriate level of internal and external customer service, accurate/timely regulatory reporting and compliance with a number of related regulatory/policy requirements. This position operates in a fast paced, deadline driven environment to ensure timely and accurate payment of vendors, elected officials and employees. This is an important administrative support position for the Finance Department and City of Marshfield as an entity.

Supporting documentation for this position are attached including the relevant pages of the last staffing study, job description and position costing spreadsheet. If you desire additional information, please contact me before the meeting so I can prepare or gather any additional data you request.

RECOMMENDATION

I recommend authorizing the Human Resources Manager/Assistant to the City Administrator to fill the Payroll Technician position in the Finance Department.

Steve Barg

Concurrence – Steve Barg, City Administrator

Finance. The 2012 Comprehensive Annual Financial Report for the City of Marshfield reports a total of 6.60 FTEs assigned to Finance in 2003. In 2013, Finance has 5.30 FTEs. The August 31, 2013 Position Control Report lists the number of FTEs by job title as follows:

Position Title	FTEs
Finance Director	1.0
Assistant Finance Director	1.0
Accounting Technician	.8
Payroll Technician	2.0
Accounting Clerk	1.5
Total	6.3

There is a 1.0 FTE difference between the number of FTEs reported in the 2012 annual financial report and the Position Control Report used in this study. This variation reflects a desire to track FTEs in the audit with the source of funding. In this case, the Finance position responsible for ambulance billing is counted in the Fire Department even though the position is part of the Finance Department.

Based on a staffing level of 6.3 FTEs, the City of Marshfield has .33 FTEs per 1,000 population. Average staffing for Finance in the comparable cities is .25 FTEs per 1,000 population with Marshfield having the highest staffing level and Stevens Point the lowest staffing at .15 FTEs per 1,000.

Marshfield's financial staffing level is consistent with the staffing levels found in the comparable cities. The Finance Director has requested the addition of an accountant/analyst, pointing out excess hours required of both of the department's management level positions to meet expectations as well as the City's increased reliance on consultants to conduct rate reviews and perform financial analyses that could be done in-house with more analytical staff. This change would increase Finance staffing to 7.3 FTEs. Staffing increases would be partially offset by less reliance on overtime and part-time, non-benefits eligible employees; which account for roughly 1.0 FTE.

The increasing workload experienced in financial reporting, debt management and internal cost analyses is well documented. We agree that the Finance Department does not have sufficient capacity to meet the City's overall needs for financial analysis.

We are concerned that the City's effort to complete decentralization of payroll and accounts payable information, an enhancement of the EBS payroll and accounts payable module, has languished. Completing implementation of this EBS enhancement is an important organizational step for the City because it will increase efficiency in generating data that will help City departments continuously improve their operations. We recommend that temporary staff resources be used to expedite the decentralization of EBS payroll and accounts payable data entry, which will allow the City to reduce redundant entries of financial records. Streamlining financial and administrative processes must be an ongoing priority to support process improvements in the Finance Department and to provide the analytical assistance needed to support process improvements throughout the organization. After the decentralization of payroll and accounts payable has been completed, the Finance Department should reevaluate the skills and competencies that must be present among its staff. We believe that the

required skill sets create a greater demand for financial, technical and analytical skills that are important to the Common Council's priority of balancing the cost of government with service and infrastructure requirements.

The addition of a Financial Analyst / Accountant position is recommended to meet current demands and expand the analytical capacity of the Finance Department. We also recommend the hiring of temporary staff to expedite implementation of decentralized payroll and accounts payable data entry. After implementation has been completed, Finance staffing should be reviewed to identify the necessary competencies and skill sets needed to provide financial services and expanded financial and management reporting for internal departments and the Common Council.

Information Technology (IT). The 2012 Comprehensive Annual Financial Report for the City of Marshfield reports a total of 3.0 FTEs assigned to IT in 2003. In 2013, the IT Department continues to be staffed by 3.0 FTEs as outlined in the August 31, 2013 Position Control Report:

Position Title	FTEs
Technology Director	1.0
Technology Analyst	2.0
Total	3.0

Department staffing has been constant while the number of servers, PCs, mobile devices and other electronic equipment has multiplied. In order to meet the increased demand for technology support, the IT Department has relied upon two, and occasionally, three non-benefit eligible student interns who each work from 1,000 to 1,100 hours annually or an amount equivalent to 1 to 1.5 FTEs. The department budgets \$20,000 each year for consulting services and retains consultants to perform major system upgrades.

Based on a staffing level of 3.0 FTEs, the City of Marshfield has .16 FTEs per 1,000 population. Average staffing for the three cities reporting IT staff is .06 FTEs per 1,000 population with Marshfield having the highest staffing level and Wisconsin Rapids the lowest staffing at .05 FTEs per 1,000. Two of the cities, Wausau and Stevens Point, receive IT services from their respective counties.

IT staffing is generally keeping pace with the ongoing support needs to operate existing technology systems. However, IT staff are responding to an increased number of help desk requests with sometimes as many as 40-50 outstanding requests occurring during peak periods. Backlogs can affect the productivity and efficiency of users making this an important benchmark to monitor. As the number and type of devices and software applications supported by IT grow, it may be necessary to add more regular or temporary employees to provide technology support. A more important consideration for IT staffing is defining its role in supporting organizational process improvements and developing and/or coordinating on-line municipal services to better serve citizens.

No changes in full-time IT staffing are recommended at this time; however the addition of a support technician should be evaluated in the near future to address backlogs, particularly if that number grows. While the City would incur the costs of benefits for this position, increased efficiency could offset the added cost. Overall, future IT staffing is dependent on the number and

CITY OF MARSHFIELD
 Position Cost Estimate

2016 Estimated Annual Base Wage:
 (July 1, 2016 Minimum)
 FICA - 7.65%:

Retirement (Employer) - 6.6%:

Workers Compensation - .23%:

Health Insurance (Family):

Dental Insurance (Family):

Life Insurance:

Post Employment Health Plan:

2016 Estimated Annual Wage & Benefit:

Payroll Technician	
\$	43,868.88
	3,355.97
	2,895.35
	100.90
	16,485.24
	1,482.36
	180.00
	1,096.72
\$	69,465.42



JOB TITLE: Payroll Technician
DEPARTMENT: Finance
SUPERVISOR: Finance Director
COMPENSATION GRADE: G

JOB SUMMARY

The Payroll Technician (Financial/Payroll) performs work under the general supervision of the Accounting Manager and Finance Director. This position is responsible for recording and processing financial, budgetary, and related data in a timely manner while using appropriate software and other technology. Specifically, general accounting, budgetary accounting, payroll, and accounts payable.

JOB DESCRIPTION

Task No.	Description	Frequency
1.	Maintains and processes City invoices on a timely basis; Groups vendors; Enters information; Verifies information; Reconciles vendor statements; Follows-up on outstanding invoices; Produces checks/direct deposits; Generates subsequent reports such as check registers, validation reports, disbursement journal, vendor history, and Common Council report. Prepares, e-files and mails 1099's.	35%
2.	Process payroll bi-weekly and monthly. Collects, reviews, approves, and enters data into payroll system. Establish controls such as gross pay, pre-tax deductions, withholding taxes, post tax deductions and benefits. Updates and maintains employee payroll records for changes such as status and insurance. Processes, reconciles, and creates reports subsequent to the payroll process such as: check register, payroll register, and labor and benefit distribution, and direct deposit. Reconciles and prepares quarterly reports for Federal Withholding taxes, FUTA/SUTA report, and tracks employees for child support. Complies with New Hire reporting requirements.	35%
3.	Reconciles and prepares the calculations for the Wisconsin Retirement System report monthly. Runs multiple reports, pulls together the information for the month, verifies for accuracy, electronically submits the report & ACH payment o EFT.	5%

4.	Reconciles and processes year end reports. Prepares and enters any necessary journal entries according to GAAP. Analyzes and reconciles balance sheet accounts and revenue accounts for accuracy as well as preparation of detailed worksheets for auditors. Prepares journal entries.	5%
5.	Processes the benefit enrollments and termination, processes payment of health, vision, dental, disability, life insurance, and retirement premiums monthly, as well as implementing the changes in life insurance coverage & rates on an annual basis; calculating and processing imputed income for life insurance annually.	10%
6.	Gathers pertinent data from receipts and department reports to accurately report and pay state sales tax.	5%
7.	Reviews budget requests submitted for accuracy and compliance with budget instructions. Works with department heads until budget requests comply with criteria set forth by the Common Council.	3%
8.	Completes credit applications, tax exempt forms and W-9's on request. Compiles data to complete Motor Fuel Tax Report. Calculates the school district's portion of the mobile home tax collected the prior month.	2%

QUALIFICATIONS

Education:

Associate Degree in Accounting required.

Experience: 1-3 years of experience in payroll processing and associated report preparation required. Must successfully pass a proficiency exam.

Skills:

Knowledge of payroll laws and labor laws/regulations required. Experience with the Wisconsin Retirement System (WRS) and government payroll preferred. Proficiency in computer skills, especially Microsoft Excel and Word, required.

Certifications/Licenses required: None.



City of
Marshfield
Memorandum

TO: Finance, Budget & Personnel Committee (3/15/16)
Common Council (3/22/16)

FROM: Marshfield Cable TV Committee

SUBJECT: Budget Resolution 03-2016, MCTV Replacement Equipment Purchase

BACKGROUND

During the January 25, 2016 Cable TV Committee meeting, a proposal to purchase replacement camera equipment was presented and discussed. The Cable committee passed motion CTV16-004, recommending the purchase of new camera equipment and their accessories as proposed. The recommended capital purchases are one Canon XA30 and two Panasonic AG-AC130A cameras and accessories at a total cost of \$9,800.

ANALYSIS

Vidcom staff contacted Finance Director Strey to assist with preparing the necessary budget resolution for approval. Attached to this memo is the MCTV Equipment Plan document presented to the Cable TV Committee along with Budget Resolution 03-2016. The funding for this purchase is from available Fund Balance in the 235 Cable TV Fund.

RECOMMENDATION

I recommend approval of Budget Resolution 02-2016 and referral to the Common Council for consideration.

Concurrence: 
Steve Barg, City Administrator


Keith Strey, Finance Director

MCTV Equipment Plan

Currently, we have:

- (3) - JVC Studio Cameras at MCTV (101 W McMillan)
- (2) - JVC Studio Cameras at MGTV (Council Chambers)

(3) - Panasonic AC160

(1) - Panasonic AC130

In 2016, two JVC studio cameras will be transferred from MCTV studio to MGTV Council Chambers. (The two cameras in the Council Chambers can be sold.)

(3) Panasonic AC-160 cameras will be installed in the MCTV studio.

That will leave (1) Panasonic AC-130 camera for checkout. Ideally, we would like to have (4) cameras available for checkout at any given time.

We recommend ordering (1) Canon XA30 and (2) Panasonic AC-130.

This transition will require the purchase of the follow equipment:

Item	Cost	Additional Notes
(1) Canon XA30	\$2,000	B&H # CAXA30 MFR # 1004C002
(2) Panasonic AG-AC-130	\$5,800	Each unit it \$2,899 with \$400 rebate until March 31, 2016. B&H # PAAGAC130A MFR # AG-AC130APJ
(2) Tripods for checkout	\$1200	Sachtler Ace M Tripods at \$600 each B&H #SASACEMMS MFR#1001
(1) Studio Tripod w/Dolly	\$700	Sachtler Ace M Tripods at \$600 + Magnus - DWF-2 Universal Tripod Dolly at \$100 B&H# MADWF2 MFR# DWF-2
(3) 50-Ft SDI Cables	\$100	Pearstone 50' SDI Video Cable - BNC to BNC B&H # PESBBSDI50 MFR # SDI-1050

Total Cost: \$9,800

This plan means that there will be:

- (2) JVC Studio Cameras at MGTV Council Chambers
- (3) Panasonic AC-160 Studio Cameras at MCTV
- (3) Panasonic AC-130 Checkout Cameras
- (1) Canon XA30 Checkout Camera

As an FYI, the following cameras can be sold:

- (2) MGTV Council Chambers JVC Cameras
- (1) SONY HVR-A1U
- (1) SONY DCR-VX2100
- (1) CANON at Council Chambers

DETAIL OF BUDGET RESOLUTION NO. 03-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

Cable Television Fund Other Financing Sources, a/c# 2354900008.080000:

1. 49300 – Fund Balance Applied \$ 9,800

TRANSFERRED TO:

Cable Television Fund Cable Access capital budget, a/c# 23515112001.010000:

1. 58200 – Equipment 9,800

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