



CITY OF MARSHFIELD

MEETING NOTICE

AMENDED

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, APRIL 5, 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 March 15, 2016 meeting
 - b) Approve Bills and Payroll
 - c) Monthly Position Control Report
 - d) Report of Personnel Actions

Recommended Action: Approve the Consent Agenda, as presented

4. Consideration of items removed from the consent agenda, if any
5. Request to authorize Human Resources Manager/Assistant to the City Administrator to fill the position of Wastewater Operator position within the Wastewater Utility. Presented by Sam Warp, Wastewater Utility Superintendent

Recommended Action: Authorize Human Resources Manager/Assistant to the City Administrator to fill the position of Wastewater Operator

6. Request to authorize the Human Resources Manager/Assistant to the City Administrator to fill the position of Classification IV Laborer in the Street Division and any internal subsequent vacancies caused by that hiring. Presented by Mike Winch, Street Division Superintendent.

Recommended Action: Authorize the Human Resources Manager/Assistant to the City Administrator to fill the position of Classification IV Laborer and any internal subsequent vacancies caused by that hiring.

FINANCE, BUDGET AND PERSONNEL COMMITTEE

April 5, 2016

7. Request to recommend approval to Common Council of Budget Resolution No. 04-2016 transferring a total of \$585,000 consisting of \$529,800 from a State Trust Loan and \$55,100 of unused 2014 State Trust Loan proceeds from TID #9 to the TID #10 mall expansion project. Presented by Jason Angell, Director of Development Services

Recommended Action: Recommend approval to the Common Council of Budget Resolution No. 04-2016

8. Request to recommend approval to Common Council of Budget Resolution No. 05-2016, transferring \$11,000 from State Trust Loan proceeds to the TID #11 Urban Development budget for the creation of TID #11. Presented by Steve Barg, City Administrator

Recommended Action: Recommend approval to the Common Council of Budget Resolution No. 05-2016

9. Request to recommend approval to the Common Council of Budget Resolution No. 07-2016 transferring \$155,000 within the TID #4 Downtown Redevelopment Fund from Fund Balance Applied (unexpended Maple Avenue Project funds) to the Omaha Parking Lot project. Presented by Dan Knoeck, Director of Public Works

Recommended Action: Recommend approval to the Common Council of Budget Resolution No. 07-2016

10. Request to recommend approval to the Common Council of Budget Resolution No. 08-2016 transferring a total of \$90,000 within the Economic Development Fund consisting of \$85,000 of Fund Balance Applied and \$5,000 Donations to offset a \$50,000 reduction in Dividend transfer revenue budget and increase the Façade Improvement budget by \$40,000. Presented by Jason Angell, Director of Development Services

Recommended Action: Recommend approval to the Common Council Budget Resolution No. 08-2016

11. Request to approve revised Policy 3.800, amending employee merit program. Presented by Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator

Recommended Action: Approve revised Policy 3.800

12. Review possible options for future of cable TV operation. Presented by Steve Barg, City Administrator and Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator

Recommended Action: None, for information only

13. Suggested items for future agendas

14. Adjourn

Posted this day, April 4, 2016 at 10:00 a.m., by Amy Krogman, Administrative Assistant III

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF MARCH 15, 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: Mayor Meyer, City Administrator Barg and City Personnel (Keith Strey, Amy VanWyhe, Justin Casperson, Jason Angell, Jennifer Rachu, Dan Knoeck and Deb Hall)

Citizen Comments

None

FBP16-016 Motion by Hendler, second by Reinart to approve the items on the consent agenda:

1. Minutes of the February 16, 2016 meeting.
2. Payroll in the amount of \$812,528.36 and Bills in the amount of \$8,122,816.66 and \$1,105,150.17
3. Monthly Position Control Report as of February 29, 2016.
4. Report of Personnel Actions as of March 15, 2016.
5. February 2016 Treasury Report.

Motion carried

No items were removed from the consent agenda.

FBP16-017 Motion by Hendler, second by Earll to approve revised Personnel Policy No. 3.525, Family and Medical Leave.

Motion carried

FBP16-018 Motion by Earll, second by Reinart to recommend approval of Payroll Resolution No. 2016-20 to the Common Council, adding the position of Forestry Technician to the Seasonal/Casual payroll resolution.

Motion carried

FBP16-019 Motion by Earll, second by Spiros to authorize the Human Resources Manager/Asst. to the City Administrator to fill the position of Payroll Technician. Hendler voted Nay.

Motion carried

FBP16-020 Motion by Earll, second by Reinart to recommend approval of Budget Resolution No. 03-2016 to the Common Council, transferring \$9,800 within the Cable Television Fund from Fund Balance to Capital Outlay to purchase camera equipment and accessories.

Motion carried

FBP16-021 Motion by Spiros, second by Earll to go into 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)

Roll call vote, all ayes. (Time: 5:45 p.m.)

Motion carried

Present in closed session: Alderpersons Feddick, Reinart, Earll, Spiros and Hendler, Mayor Meyer, City Administrator Barg and City Staff (Keith Strey, Jennifer Rachu, Dan Knoeck, Jason Angell and Deb Hall).

FBP16-022 Motion by Spiros, second by Hendler to return to open session. Roll call vote, all ayes.
(Time: 6:02 p.m.)

Motion carried

FBP16-023 Motion by Hendler, second by Reinart to approve the placement of the Facilities Maintenance Coordinator (incumbent) from Step 4 of pay grade G (\$22.17 per hour) to Step 1 of pay grade I (\$23.68 per hour) of the 2015 Compensation Scale. The employee would move then to the 2016 scale (\$24.27) following 6 months in the position.

Motion carried

FBP16-024 Motion by Hendler, second by Reinart to approve redlining the Building Inspector/Project Manager's (incumbent) rate of pay at \$35.03. The incumbent pay range would decrease from pay grade N to pay grade M on the 2015 Compensation Scale. The employee's rate of pay would continue to be redlined upon completion of 6 months in the role. The employee would be eligible for an increase when the rate of \$35.03 exceeds the rate of pay in Step 5 of the pay scale.

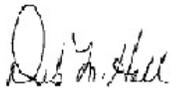
Motion carried

FUTURE AGENDA ITEMS

Merit Policy

Motion by Spiros, second by Hendler to adjourn at 6:05 p.m.

Motion carried



Deb M. Hall
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to **\$816,192.28** and General Expense Bills for **MARCH, 2016** amounting to **\$1,060,683.41** be allowed paid and charged to their proper accounts.

Chairman

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

4/6/2016

PREPAID BILLS

PREPAID BILLS PAID BY CHECK

Check #	Check Date	Vendor Name	Amount
87018	3/18/2016	510 WEST STREET LLC	\$71.85
87019	3/18/2016	ADVANCED DISPOSAL SERVICES LLC	\$1,414.85
87020	3/18/2016	AUTO TOY & TRADER	\$2,840.00
87021	3/18/2016	AARON BLOCH	\$56.06
87022	3/18/2016	THE BOSON COMPANY INC	\$68,356.43
87023	3/18/2016	BROTHERS BUSINESS INTERIORS	\$68,834.00
87024	3/18/2016	COUNTY MATERIALS CORPORATION	\$786.10
87025	3/18/2016	CHARLES & DIANE FOX	\$10.87
87026	3/18/2016	FRONTIER	\$317.29
87027	3/18/2016	PAUL & SHAWNA KNAUF	\$15.80
87028	3/18/2016	KRUKOWSKI STONE COMPANY INC	\$12,395.96
87029	3/18/2016	MAID TO ORDER	\$200.00
87030	3/18/2016	MARLING DOORS & HARDWARE	\$5,234.54
87031	3/18/2016	MARSHFIELD UTILITIES	\$25,151.45
87032	3/18/2016	NEXGEN BUILDING SUPPLY	\$1,908.32
87033	3/18/2016	NUMMELIN TESTING SERVICES INC	\$14,922.89
87034	3/18/2016	PIERCE ENGINEERS INC	\$315.00
87035	3/18/2016	CAROLE ROWE	\$31.00
87036	3/18/2016	RUNNING INC	\$28,610.11
87037	3/18/2016	SENSORYEFFECTS	\$341,001.05
87038	3/18/2016	STORAGE SYSTEMS MIDWEST INC	\$29,929.04
87039	3/18/2016	WE ENERGIES	\$10,911.57
87040	3/18/2016	WI DEPARTMENT OF JUSTICE	\$98.00
87041	3/18/2016	WISCONSIN CENTRAL LTD	\$1,897.97
87042	3/18/2016	ZIMMERMAN ARCHITECTURAL STUDIOS	\$6,010.00
87043	3/22/2016	DELTA DENTAL OF WISCONSIN	\$11,705.73
87044	3/22/2016	NVA FIDUCIARY TRUST FOR FSLI	\$1,450.00
87045	3/24/2016	AMAZON	\$1,590.46
87046	3/24/2016	CHARTER COMMUNICATIONS	\$250.70
87047	3/24/2016	FRONTIER	\$700.16
87048	3/24/2016	SHAWN KONIECZNY	\$25.00
87049	3/24/2016	TELRITE CORPORATION	\$453.63
87050	3/24/2016	WE ENERGIES	\$1,235.71
TOTAL PREPAID BILLS PAID BY CHECK			\$638,731.54

PREPAID BILLS PAID BY EFT

EFT000000005554	3/21/2016	EMPLOYEE BENEFITS CORPORATION	\$765.00
EFT000000005555	3/21/2016	OTIS ELEVATOR COMPANY	\$33,430.50
EFT000000005556	3/21/2016	LOCATE HOLDINGS INC	\$607.50
EFT000000005557	3/21/2016	WOOD CO TREASURER	\$5,489.15
TOTAL PREPAID BILLS PAID BY EFT			\$40,292.15

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000005559	4/6/2016	AMERICAN WELDING & GAS INC	\$93.65
EFT000000005560	4/6/2016	ARAMARK UNIFORM SERVICES	\$115.59

Check #	Check Date	Vendor Name	Amount
EFT000000005561	4/6/2016	ARROW INTERNATIONAL INC	\$1,111.29
EFT000000005562	4/6/2016	ATHENS VETERINARY SERVICE INC	\$151.20
EFT000000005563	4/6/2016	MARK BABCOCK	\$75.60
EFT000000005564	4/6/2016	BALTUS OIL COMPANY INC	\$14,846.87
EFT000000005565	4/6/2016	MIKE BALTUS	\$128.91
EFT000000005566	4/6/2016	BATTERIES PLUS BULBS # 072	\$45.00
EFT000000005567	4/6/2016	BAUERNFEIND BUSINESS TECH	\$2,371.00
EFT000000005568	4/6/2016	LORI BELONGIA	\$100.56
EFT000000005569	4/6/2016	BENDLIN FIRE EQUIPMENT CO INC	\$260.00
EFT000000005570	4/6/2016	CALEB BORNBAACH	\$13.55
EFT000000005571	4/6/2016	BOUND TREE MEDICAL, LLC	\$1,054.81
EFT000000005572	4/6/2016	BRUCE MUNICIPAL EQUIPMENT	\$334.42
EFT000000005573	4/6/2016	CARQUEST AUTO PARTS	\$861.83
EFT000000005574	4/6/2016	JUSTIN CASPERSON	\$125.04
EFT000000005575	4/6/2016	KELLY CASSIDY	\$92.99
EFT000000005576	4/6/2016	CDW GOVERNMENT INC	\$392.27
EFT000000005577	4/6/2016	CENTRAL STATE SUPPLY CORP	\$34.00
EFT000000005578	4/6/2016	DALCO ENTERPRISES, INC.	\$530.63
EFT000000005579	4/6/2016	CRAIG DEGRAND	\$291.18
EFT000000005580	4/6/2016	DOINE TRANSPORT INC	\$535.00
EFT000000005581	4/6/2016	ROY DOLENS	\$276.92
EFT000000005582	4/6/2016	JEFFREY DOLGNER	\$29.01
EFT000000005583	4/6/2016	JAMES WM DORN	\$362.20
EFT000000005584	4/6/2016	ED ERICKSON	\$12.36
EFT000000005585	4/6/2016	KELLY ESKER	\$18.77
EFT000000005586	4/6/2016	FLAMBEAU INC	\$24.65
EFT000000005587	4/6/2016	FREMONT INDUSTRIES, INC.	\$5,720.58
EFT000000005588	4/6/2016	GALE/CENGAGE LEARNING	\$44.38
EFT000000005589	4/6/2016	JOEL GOHAM	\$45.00
EFT000000005590	4/6/2016	RICHARD GRAMZA	\$432.09
EFT000000005591	4/6/2016	TANNER GRUBER	\$13.75
EFT000000005592	4/6/2016	ROBERT HAIGHT	\$1,126.48
EFT000000005593	4/6/2016	KEVIN HAMILL	\$259.16
EFT000000005594	4/6/2016	INGRAM LIBRARY SERVICES INC	\$560.14
EFT000000005595	4/6/2016	DEREK IVERSON	\$29.62
EFT000000005596	4/6/2016	KELBE BROTHERS EQUIPMENT INC	\$2,515.27
EFT000000005597	4/6/2016	LAMP RECYCLERS INC	\$175.73
EFT000000005598	4/6/2016	TIM LANGFELDT	\$34.79
EFT000000005599	4/6/2016	ROBERT LARSEN	\$162.38
EFT000000005600	4/6/2016	LAWSON PRODUCTS INC	\$81.96
EFT000000005601	4/6/2016	DANIEL LEONARD	\$35.40
EFT000000005602	4/6/2016	JON LUCARELI	\$93.01
EFT000000005603	4/6/2016	MARATHON COUNTY TREASURER	\$28.00
EFT000000005604	4/6/2016	MARAWOOD REAL ESTATE 200 LLC	\$3,072.30
EFT000000005605	4/6/2016	BRIAN MCCLUNG	\$150.00
EFT000000005606	4/6/2016	MCMASTER-CARR	\$223.01
EFT000000005607	4/6/2016	MERKEL COMPANY INC	\$1,013.86
EFT000000005608	4/6/2016	CHRIS MEYER	\$180.00
EFT000000005609	4/6/2016	MIDSTATE TRUCK SERVICE	\$149.08
EFT000000005610	4/6/2016	MIDWEST TAPE	\$470.85
EFT000000005611	4/6/2016	MISSISSIPPI WELDERS	\$414.47
EFT000000005612	4/6/2016	MONROE TRUCK EQUIPMENT	\$373.71
EFT000000005613	4/6/2016	MSA PROFESSIONAL SERVICES INC	\$4,553.00
EFT000000005614	4/6/2016	NELSON JAMESON INC	\$177.11
EFT000000005615	4/6/2016	NIEHAUS/PATRICK	\$21.09
EFT000000005616	4/6/2016	THOMAS OTT	\$487.52
EFT000000005617	4/6/2016	SCOTT OWEN	\$54.10

Check #	Check Date	Vendor Name	Amount
EFT000000005618	4/6/2016	RICHARD POKORNY	\$267.68
EFT000000005619	4/6/2016	POMP'S TIRE SERVICE INC	\$165.94
EFT000000005620	4/6/2016	POWER PAC INC	\$899.99
EFT000000005621	4/6/2016	REIGEL PLUMBING & HEATING INC	\$211.48
EFT000000005622	4/6/2016	RIPP DISTRIBUTING COMPANY INC	\$62.25
EFT000000005623	4/6/2016	SAFE FAST INC	\$129.00
EFT000000005624	4/6/2016	DANIEL A SALACINSKI	\$60.93
EFT000000005625	4/6/2016	PHIL SCHMIDT	\$79.10
EFT000000005626	4/6/2016	SCHOOL DISTRICT OF MARSHFIELD	\$2,279.51
EFT000000005627	4/6/2016	SOLUTIONZ LLC	\$1,545.00
EFT000000005628	4/6/2016	JOAN SPENCER	\$471.93
EFT000000005629	4/6/2016	BENJAMIN STEINBACH	\$372.79
EFT000000005630	4/6/2016	STRATFORD SIGN COMPANY LLC	\$2,323.95
EFT000000005631	4/6/2016	MATTHEW SUTTON	\$346.09
EFT000000005632	4/6/2016	SVA CONSULTING LLC	\$205.00
EFT000000005633	4/6/2016	THERESA TRACY	\$188.34
EFT000000005634	4/6/2016	V & H INC	\$778.60
EFT000000005635	4/6/2016	JOSEPH VANDEN ELZEN	\$602.00
EFT000000005636	4/6/2016	VIDCOM LLC	\$8,791.40
EFT000000005637	4/6/2016	VON BRIESEN AND ROPER, S.C.	\$3,150.00
EFT000000005638	4/6/2016	JAMES BENSON	\$125.00
EFT000000005639	4/6/2016	SAM WARP JR.	\$102.49
EFT000000005640	4/6/2016	WISCONSIN LIFTING SPECIALISTS INC	\$751.13
EFT000000005641	4/6/2016	WOOD COUNTY MAINTENANCE DEPARTMENT	\$10.00
EFT000000005642	4/6/2016	ZARNOTH BRUSH WORKS	\$19.55
EFT000000005643	4/6/2016	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$35.99
TOTAL CURRENT BILLS PAID BY EFT			\$70,962.28

CURRENT BILLS PAID BY CHECK

87051	4/6/2016	GARY W & RUTH K ELDERBROOK	\$2,640.00
87052	4/6/2016	ABR EMPLOYMENTSERVICES	\$662.40
87053	4/6/2016	ACCESS INC	\$14,270.00
87054	4/6/2016	ADVANCED DISPOSAL SERVICES LLC	\$350.04
87055	4/6/2016	AGSOURCE LABORATORIES	\$220.00
87056	4/6/2016	AIR FLOW INC	\$4,485.00
87057	4/6/2016	AMERICAN ASPHALT OF WI	\$2,074.87
87058	4/6/2016	AMERICAN AUTO SALES & SERVICE	\$34.95
87059	4/6/2016	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$391.82
87060	4/6/2016	ASSOCIATED SERVICE CENTER	\$890.43
87061	4/6/2016	VILLAGE OF AUBURNDALE	\$242.00
87062	4/6/2016	AYRES ASSOCIATES INC	\$32,678.00
87063	4/6/2016	BAKER AND TAYLOR INC	\$3,912.41
87064	4/6/2016	BAY STEEL & FABRICATION LLC	\$350.19
87065	4/6/2016	BB COMMUNITY LEASING SERVICES INC	\$550.32
87066	4/6/2016	BRUCE SCHWIESO	\$600.00
87067	4/6/2016	BARB BECKER	\$100.00
87068	4/6/2016	BESTIMATE LLC	\$1,601.25
87069	4/6/2016	NORMA BINGER	\$100.00
87070	4/6/2016	I BRANDL INC	\$93.80
87071	4/6/2016	JANET BRUHN	\$100.00
87072	4/6/2016	EMILY CALLAGHAN	\$29.00
87073	4/6/2016	BRAD SMITH	\$1,050.00
87074	4/6/2016	CAP SERVICES INC	\$1,200.00
87075	4/6/2016	CENTRAL STATES WATER ENVIRONMENT	\$455.00
87076	4/6/2016	COLD SPRING GRANITE COMPANY	\$232.00

Check #	Check Date	Vendor Name	Amount
87077	4/6/2016	COMPASS MINERALS AMERICA	\$92,918.65
87078	4/6/2016	COMPLETE CONTROL INC	\$14,314.16
87079	4/6/2016	COMPLETE OFFICE OF WISCONSIN	\$1,019.09
87080	4/6/2016	CTL COMPANY INC	\$555.34
87081	4/6/2016	CUMMINS NPOWER LLC	\$323.83
87082	4/6/2016	DIRECT NETWORKS INC	\$1,846.05
87083	4/6/2016	DON'S AUTOMOTIVE CENTER, LLC	\$180.00
87084	4/6/2016	PETER DOYLE	\$4,560.00
87085	4/6/2016	BRUCE DUCHATSCHEK	\$100.00
87086	4/6/2016	DUFFY'S AIRCRAFT SALES	\$4,314.42
87087	4/6/2016	EAST-CENTRAL WI PLUMBING INSPECTORS	\$25.00
87088	4/6/2016	ENVIROTECH EQUIPMENT CO INC	\$1,189.58
87089	4/6/2016	ESRI	\$3,000.00
87090	4/6/2016	ROSE ESSER	\$100.00
87091	4/6/2016	ETI CORP	\$3,295.00
87092	4/6/2016	VOID CHECK	\$0.00
87093	4/6/2016	FASTENAL COMPANY	\$592.48
87094	4/6/2016	FASTSIGNS	\$321.24
87095	4/6/2016	FESTIVAL FOODS	\$56.30
87096	4/6/2016	FRANK/GEORGE	\$150.00
87097	4/6/2016	KAYTRINA FRIEDLI	\$100.00
87098	4/6/2016	FRONTIER	\$463.54
87099	4/6/2016	GREEN LAKE CONFERENCE CENTER	\$823.00
87100	4/6/2016	GREEN MANUFACTURING INC	\$566.77
87101	4/6/2016	TAMMY HANSEN	\$100.00
87102	4/6/2016	ROSE HARDESTY	\$510.00
87103	4/6/2016	HEFKO FLORAL COMPANY	\$54.95
87104	4/6/2016	HILLER'S HARDWARE INC	\$717.97
87105	4/6/2016	INTEGRATED IMAGING INC	\$1,020.00
87106	4/6/2016	INTERNATL ASSN OF ARSON INVEST	\$100.00
87107	4/6/2016	JEFFERSON FIRE AND SAFETY INC	\$7,169.32
87108	4/6/2016	JERRY'S TRANSMISSION SERVICE INC	\$1,001.67
87109	4/6/2016	E O JOHNSON COMPANY	\$143.00
87110	4/6/2016	K & C CLEANING LLC	\$425.00
87111	4/6/2016	KALAHARI RESORT	\$164.00
87112	4/6/2016	MARY KIRSCH	\$86.30
87113	4/6/2016	KOHS MACHINE SHOP	\$743.25
87114	4/6/2016	JESSICA LEWER	\$100.00
87115	4/6/2016	THE TOWNSHIP OF LINCOLN	\$315.80
87116	4/6/2016	LIVE OAK MEDIA	\$28.76
87117	4/6/2016	LONDERVILLE STEEL ENTERPRISES	\$153.25
87118	4/6/2016	LWMMI	\$90.00
87119	4/6/2016	MAGNET FORENSICS	\$700.00
87120	4/6/2016	MARSHFIELD AREA CHAMBER	\$46.00
87121	4/6/2016	MARSHFIELD BUYERS GUIDE	\$240.90
87122	4/6/2016	MARSHFIELD CLINIC	\$2,954.00
87123	4/6/2016	MARSHFIELD UTILITIES	\$11,511.76
87124	4/6/2016	MARSHFIELD WILBERT VAULT WORKS	\$41.00
87125	4/6/2016	MASANZ, STEPHANIE	\$100.00
87126	4/6/2016	MEDFORD COOPERATIVE INC	\$1,648.42
87127	4/6/2016	MEDIA DISTRIBUTORS	\$206.12
87128	4/6/2016	MENARDS	\$3,100.98
87129	4/6/2016	MERIT ELECTRIC SERVICE	\$1,572.59
87130	4/6/2016	RICHARD MERKEL	\$150.00
87131	4/6/2016	MID WISCONSIN SUPPLY, LLC	\$86.10
87132	4/6/2016	MID-AMERICAN RESEARCH CHEMICAL	\$68.16
87133	4/6/2016	MIDSTATES EQUIPMENT INC	\$174.99

Check #	Check Date	Vendor Name	Amount
87134	4/6/2016	PHILLIP MILLER	\$100.00
87135	4/6/2016	MINISTRY ST JOSEPH'S HOSPITAL	\$1,182.40
87136	4/6/2016	MINNESOTA LIFE INSURANCE CO	\$646.80
87137	4/6/2016	RACHAEL MISEK	\$6,440.00
87138	4/6/2016	MPPA LE SUPPLY	\$104.91
87139	4/6/2016	MSC INDUSTRIAL SUPPLY CO.	\$31.23
87140	4/6/2016	MV SERVICES INC	\$19,000.00
87141	4/6/2016	NAPA AUTO PARTS	\$145.94
87142	4/6/2016	NEUTRON INDUSTRIES	\$149.10
87143	4/6/2016	THE NEW YORK TIMES	\$908.39
87144	4/6/2016	NORTH STAR ENVIRONMENTAL TESTING LLC	\$1,070.00
87145	4/6/2016	NORTHERN LAKE SERVICE INC	\$403.20
87146	4/6/2016	O'BRIEN STEEL SERVICE CO	\$1,806.34
87147	4/6/2016	JAMES O'BRIEN	\$100.00
87148	4/6/2016	OFFICE DEPOT	\$721.81
87149	4/6/2016	OK SANITARY SERVICE INC	\$600.00
87150	4/6/2016	PATTY OSOWSKI	\$100.00
87151	4/6/2016	JEAN ZYGARLICHE	\$16.00
87152	4/6/2016	ERICA POLSTER	\$100.00
87153	4/6/2016	PROFESSIONAL AMBULANCE ASSN OF WI	\$15.00
87154	4/6/2016	PROVISION PARTNERS	\$299.25
87155	4/6/2016	RADISSON PAPER VALLEY HOTEL	\$164.00
87156	4/6/2016	RADUE, ANITA	\$175.00
87157	4/6/2016	LIZA REIGEL	\$100.00
87158	4/6/2016	REINHART BOERNER VAN DEUREN S.C.	\$2,500.00
87159	4/6/2016	RENT A FLASH OF WISCONSIN INC	\$180.00
87160	4/6/2016	RESEARCH TECHNOLOGY INTERNATIONAL	\$420.00
87161	4/6/2016	TOWNSHIP OF RICHFIELD	\$145.79
87162	4/6/2016	ROCKFORD MAP PUBLISHERS	\$506.95
87163	4/6/2016	LUCAS RUCHTI	\$100.00
87164	4/6/2016	SCAFFIDI TRUCK CENTER	\$4.38
87165	4/6/2016	LISA SCHINDLER	\$100.00
87166	4/6/2016	SCHREINERS PLUMBING & HEATING, LLC	\$147.58
87167	4/6/2016	SCOTTY'S PIZZA	\$138.00
87168	4/6/2016	SECURITY OVERHEAD DOOR INC	\$166.00
87169	4/6/2016	CARMEN SMITH	\$100.00
87170	4/6/2016	SPAULDING MFG., INC.	\$975.74
87171	4/6/2016	ST JOSEPH'S HOSPITAL-CHIPPEWA FALLS	\$779.00
87172	4/6/2016	TAMMY STICHERT	\$100.00
87173	4/6/2016	STREICHER'S POLICE EQUIPMENT	\$99.99
87174	4/6/2016	STRYKER SALES CORPORATION	\$1,404.81
87175	4/6/2016	TOTAL ELECTRIC SERVICE INC	\$264.30
87176	4/6/2016	TRIPLE R BUSINESS SERVICES, LLC	\$4,581.45
87177	4/6/2016	UNIFIRST CORPORATION	\$447.98
87178	4/6/2016	THE UNIFORM SHOPPE	\$303.85
87179	4/6/2016	UNIQUE MANAGEMENT SERVICES INC	\$71.60
87180	4/6/2016	UNITED MAILING SERVICE INC	\$416.10
87181	4/6/2016	UNITED RENTALS (NORTH AMERICA) INC	\$653.85
87182	4/6/2016	UNIVERSITY COMMISSION	\$125.00
87183	4/6/2016	UTILITY SALES AND SERVICE	\$58.07
87184	4/6/2016	VARITECH INDUSTRIES INC.	\$618.14
87185	4/6/2016	VERIZON WIRELESS	\$125.68
87186	4/6/2016	VITAL COMMUNICATION	\$1,889.91
87187	4/6/2016	BETTY VOLKMAN	\$50.00
87188	4/6/2016	WALMART COMMUNITY/GECRB	\$1,192.64
87189	4/6/2016	WATCHGUARD VIDEO	\$10,130.00
87190	4/6/2016	WCM	\$380.00

Check #	Check Date	Vendor Name	Amount
87191	4/6/2016	WEILER ENTERPRISES	\$49.00
87192	4/6/2016	WEILER TRANSPORTATION LLC	\$326.31
87193	4/6/2016	WELLS FARGO FINANCIAL LEASING	\$240.11
87194	4/6/2016	WEPAK-N-SHIP	\$80.92
87195	4/6/2016	WI ASSN OF HIST PRES COMM	\$90.00
87196	4/6/2016	WI DEPARTMENT OF TRANSPORTATN	\$6,448.40
87197	4/6/2016	WI MUNICIPAL JUDGES ASSOC	\$100.00
87198	4/6/2016	WI STATE FIRE INSPECTORS ASSN	\$40.00
87199	4/6/2016	WI STATE LABORATORY OF HYGIENE	\$50.00
87200	4/6/2016	WISCONSIN MEDIA	\$436.30
87201	4/6/2016	ZOLL DATA SYSTEMS, INC	\$3,628.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$310,697.44

TOTAL PREPAID BILLS	\$679,023.69
TOTAL CURRENT BILLS	\$381,659.72
GRAND TOTAL	<u>\$1,060,683.41</u>

REPORT OF PERSONNEL ACTIONS
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
OF APRIL 5, 2016

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

HIRED

None

RETIREMENT:

Jan Michalik	Payroll Technician Finance Department	June 13, 2016
--------------	--	---------------

Terry Christianson	Wastewater Operator Wastewater Utility	April 17, 2016
--------------------	---	----------------

Resignation

Eric Lang	Firefighter Fire & Rescue Department	April 14, 2016
-----------	---	----------------

Reclassification

Jeff Molter	Facilities Maintenance Coordinator Facilities Management	March 23, 2016
-------------	---	----------------

Dick Pokorny	Building Inspector/Project Manager Development Services	March 23, 2016
--------------	--	----------------

**COMPLETION OF
PROBATIONARY
PERIOD**

None

MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF MARCH 31, 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	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	ANNEN	STEPHEN
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	LUCHINI	ANTHONY
Fire		Firefighter Paramedic	1.00	MCNAMARA	NATHANIEL
Fire		Firefighter Paramedic	1.00	MILLER	ZACHARY
Fire		Firefighter Paramedic	1.00	PATTON	DAVID
Fire		Firefighter Paramedic	1.00	SADAUSKAS	JENI
Fire		Firefighter Paramedic	1.00	SCHAD	JASON

Department	Division	Position	FTE	Last Name	First Name
Fire		Firefighter Paramedic	1.00	WEILAND	TROY
Fire		Firefighter Paramedic	1.00	WINISTORFER	PETER
Fire		Firefighter/Paramedic	1.00	TACKES	PAUL
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 Inspector/Project Manger	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	Facilities Maint. Coordinator	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	LUKANICH	JOHN
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		

City of Marshfield
Wastewater Utility
2601 E. 34th Street
Marshfield, WI 54449-5363



Sam Warp Jr.
Wastewater Superintendent
(715) 486-2007
sam.warp@ci.marshfield.wi.us

MARSHFIELD

Wastewater Utility

To: Finance, Budget, and Personnel Committee
From: Sam Warp Jr., Wastewater Utility Superintendent
Date: April 5, 2016
Re: Request to fill vacant Wastewater Treatment Operator position

BACKGROUND

On April 15, 2016, Wastewater Operator Terry Christensen will retire from the City of Marshfield. Terry has spent the last 36 plus years of service to the wastewater utility and the surrounding community. We thank him for all the late night call ins and responses to heavy rain and high water events throughout his career.

The wastewater plant employs eight staff members to perform the daily operations needed at the plant and throughout the collection system. The duties are divided up with the Lab Technician performing the daily DNR and EPA required lab analyses. Another operator remains on-site to perform the Biosolids thickening operations and assists with plant maintenance. Two (2) operators are assigned full time to perform the collection system jetting, root cutting and vacuuming operations. Two (2) operators are assigned full time to perform the storm sewer televising and sanitary main and lateral televising operations. The remaining two (2) operators are assigned the responsibility of lift station maintenance, collection system flow monitoring, in addition to their responsibilities of plant operations and maintenance.

Staffing efficiencies are optimized as all operators are cross-trained so if one is unavailable, others fill in. This utilization, however, may cause one of the other programs to be discontinued during those occasions. For these reasons it is critical to fill this vacancy to continue to provide for basic wastewater treatment and collection system maintenance services.

ANALYSIS

Not replacing this staff position would result in the discontinuance of one or more of the following programs. A missing staff operator from any one of these teams results in one of those programs not to be completed on that day. It takes at least one person to complete the lab work and one to operate the wastewater plant. Then two staff for jetting and two for televising. When two members must leave the plant to check the lift stations, the GBT operator will watch the plant temporarily. If we are missing a person, then we have to either stop jetting or televising to keep enough people involved for the essential plant operations. That's why we have not met our footage goals in the collection system the past years. It's critical that we maintain our collection system to the current level of service through our cleaning and televising programs to attain the DNR's, and our objectives for the reduction of clearwater entry into the sanitary sewer system. Currently, our goal is for the sewer cleaning staff to clean 300,000 ft. of mainline per year or about 1/3 of the entire system. Cost savings utilizing our staff versus contracting for this service is about \$102,000 per year. The cleaning program removes debris from the lines that could reduce capacity of the lines and cause a "sewer system overflow" or basement backup.

Our televising staff currently televises about 50,000 ft. of mainlines per year. This program identifies defects in the line that allow clearwater entry so they can be prioritized and corrected. This function also provides critical data needed for collection system engineering design work. Cost savings utilizing our staff versus contracting is about \$34,000 per year. They perform additional duties as requested for other departments such as catch basin monitoring and storm sewer televising ahead of street projects to determine if replacement is necessary.

Our flow-monitoring program identifies high volume clearwater entry within a specified basin area with the use of flow monitors installed within the line itself. When high volume sources are detected, the televising staff is then sent in to pinpoint the exact location of the source. Cost savings versus contracting is about \$30,000 per year.

The biosolids thickening operations are critical to our in-plant treatment processes. The volume of the biosolids is reduced by a 5:1 ratio using this technology, thus, reducing the hauling volumes and costs by 80%. One staff operator is needed to start, monitor, and provide cleanup and maintenance for the process equipment.

Wastewater treatment plant operations are heavily regulated through our wastewater discharge permit and other pertinent DNR codes. DNR Code NR 205.07 states that, "The permittee shall at all times properly operate and maintain all facilities and systems...to achieve compliance with the conditions of the permit. Proper operation and maintenance includes...adequate operator staffing and training as required in Ch. NR 114 and adequate laboratory process and controls." "Adequate operation and maintenance staffing" as determined by the EPA guidance for a plant of our amount of flow and complexity is calculated to be four (4) operators. As noted in the background, we staff our plant with one regular in-plant operator and the Lab Technician. Two (2) other staff normally assigned collection system duties perform additional plant operations and maintenance when needed. We've demonstrated to the EPA and the DNR through operating technologies and efficiencies, and our effluent quality that this provides adequate "minimum" staffing for plant operations and maintenance.

The Collection System section of our DNR required Compliance Maintenance Annual Report requires documented operation and maintenance performance standards. If the elements of these standards are not met, non-compliance points are assessed to the community which may generate mandated compliance actions by the DNR. The staffing organization and objectives met as described above meets these DNR compliance requirements. The ultimate goal of this collection system maintenance program is to prevent sanitary sewer system overflows and basement backups. The EPA and DNR code provision, which took effect on 1/1/2013 is called the Capacity Management Operation and Maintenance (CMOM) program. This code will require: 1) "All parts of the collection system to be properly managed, operated, and maintained at all times."; 2) "All parts of the collection system shall provide adequate capacity to convey base and peak flows."; 3) "All feasible steps shall be taken to stop, and mitigate the impact of sanitary sewer overflows in the collection system.". Televising and monitoring are critical to comply with that provision. Further, the code lists detailed maintenance activities that must be followed including cleaning, monitoring assessments, deficiency identification, training, equipment provision and replacement, and design standards to assure adequate capacity. This program would become a part of our Discharge Permit requirements.

We believe we can comply with these code requirements, but only if we continue to be staffed at our present level of staffing. If we would not already be providing these scopes of services, we would need to seek Council approval to increase staffing levels in order to comply or contract for these services at higher costs and inadequate results.

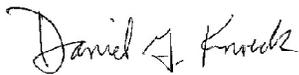
RECOMMENDATION

I recommend that the Finance Budget and Personnel Committee approve filling the vacant position of Wastewater Treatment Plant Operator.

Respectfully submitted,

Sam Warp Jr.
Wastewater Utility Superintendent

CONCURRENCE:



Daniel G. Knoeck
Director of Public Works

CONCURRENCE:



Steve Barg
City Administrator

**Wastewater Operator Benefit Summary:
2016 Estimated Budget**

Base Salary and/or Wages	\$ 43,700.80
Health Insurance	16,485.24
Dental Insurance	1,482.36
Life Insurance	9.60
Retirement Employer (6.6%)	2,884.25
Social Security (7.65%)	3,343.11
Workers Compensation (3.33%)	1,455.24
Total Wages & Fringe	\$ 69,360.60



To: Alanna Feddick, Chairperson, Finance, Budget and Personnel Committee
Members, Finance, Budget and Personnel Committee
From: Mike Winch, Street Superintendent
R.E.: Request to fill "Classification IV" Street Division position
Date: April 1, 2016

Background

With the resignation of a Street Division employee on April 1st, 2016 we are seeking to fill the vacancy. The employee who resigned was a Classification IV employee, which a Classification IV employee pay rate is minimum \$19.16 to mid-point \$20.72

Analysis

Employees with the Street Division are required to perform all duties as assigned to them, regardless of their classification. Typically employees with more experience are assigned to operate the more sophisticated and complicated equipment in our fleet, but when we interview and hire new employees we look for and require a higher level of past employment experiences so even new employees can be placed into whatever position or piece of equipment we need them in on any given day or situation. All employees are involved in and are an integral part of all of our construction and maintenance projects and programs as it relates to streets and sewers, snow and ice control and removal, forestry operations, and all other duties as assigned.

Staffing levels within the Street Division had remained constant from 1991 to 2003 at 31 union employees. From May of 2003 to October 2007 this number was reduced to 27 as per Common Council directive which equates to a 13% reduction. To date, the City's maintenance responsibility for streets and alleys has increased from 117 miles in 1991 to 159 miles in 2014 which is a 26% increase. This increase in street mileage has occurred due to the addition of Veteran's Parkway, the related frontage streets, subdivision development, industrial park expansion and the acquisition of additional lane miles from the Township of Cameron and Wood County Highway Department. As noted above staffing levels have been reduced by 13% and maintenance responsibilities have increased by 26%.

Snow and Ice Control

During 1999-2000 winter season, phase one snow and ice removal took approximately five (5) hours to complete. During 2001-2002 it took six (6) hours and the 2002-2003 season took seven (7) hours. With the loss of four (4) Street Division positions from 2003-2007 and the addition of 26% more miles of streets the 2013-2014 phase one snow and ice removal operations, when fully staffed now take ten(10) to eleven (11) hours to complete depending on the severity of the storm. This does not include any snow or ice removal for city owned sidewalks which have now become phase II operation due to staffing limitations. This shows a substantial reduction in the level of service provided for snow and ice operations due to the past staff reductions and the increasing street infrastructure.

An additional impact on the decrease in service levels as it relates to snow and ice removal is the effect it has on emergency services, specifically fire and rescue and police. When responding to calls any increased plowing and deicing times adversely hamper these two departments from reaching their destinations in a timely manner. Citizens, as well as businesses, are also impacted for the same reason. Also as the time required to complete snow and ice removal operations increases so does the likelihood of additional traffic related accidents.

Street Construction and Maintenance

The primary tasks under this category include the preparation of concrete streets for asphalt overlays, asphalt street reconstructions (mill-in-place) and all general street maintenance activities. Specifically, this position performs concrete removal, concrete placement, street reconstruction and maintenance. This Classification IV position is a necessary component to accomplish the reconstruction of streets within the city.

Storm Sewer and Sanitary Sewer Construction and Maintenance

The primary tasks under this category include storm sewer and sanitary sewer main repairs and replacement, storm water inlet replacement, manhole repairs and replacement, storm water management issues that need to be addressed prior to the application of new asphalt surface and all functions related to the repair and replacement of the storm water system infrastructure and storm sewer cleaning. Also, as part of the City's WI DNR storm water permit, this position is involved in removing debris from storm water inlets.

Forestry Operations

The City's urban forest is an asset to the community and the maintenance of the existing forest, including the Emerald Ash Bore(EAB) plan and program improvements (tree planting) falls upon the Street Division. The annual maintenance that is required is a critical operation due to not only the liability to the city if not completed but also the longevity of the trees planted each year. Time allocated to Street Division staff to complete urban forestry maintenance varies from year to year due to weather conditions. During years when we are required to do more snow and ice removal operation, which reduces our opportunities to fulfill all forestry operations, we must complete at a minimum hazard tree removals, which typically takes all available staff.

Other Duties as Assigned but are not limited to:

- ❖ Landscaping activities
- ❖ Asphalt Patching
- ❖ Building and Grounds Maintenance
- ❖ Special Event Set-up and Removal
- ❖ Traffic accident debris removal
- ❖ Emergency response

As noted above, the level of service for Phase I snow removal has been eroded due to the increase in the City's street infrastructure and past reductions to Street Division staff. In past citizen surveys, snow removal received relatively high marks. If this position were to go unfilled, the service levels would

continue to decrease, not only in the snow and ice removal operations but also street and sewer construction and maintenance activities and all other related Street Division functions. The refilling of this position is absolutely essential based on past staff reductions and the effect that these reductions have has on service levels to this point. Finally, from a broader perspective, as staffing levels are reduced, our ability to respond is also reduced. Whether it is a minor event like a tree branch in the street or clean up after a vehicle accident or a significant event like a wind storm or localized flooding, the available resources are spread thinner with every position not refilled. This becomes more than just a service level reduction issue it becomes a public safety issue as well.

In Conclusion:

While Street Division maintenance responsibilities have expanded, due to increased street miles, which include snow and ice removal, and general street maintenance, the construction and reconstruction aspect of our asphalt overlay and mill-in-place street program has increased due to Common Council directive, we have not requested additional staffing. We have been able to continue existing service levels as well as complete the additional workloads by using innovative methods and upgrading our fleet of equipment, but we are at a point where we have reached the apex of our operations with the staff that we have. That is why it is absolutely critical that we at least maintain current staffing levels, thus the request to fill the vacant position.

Recommendation

I recommend that the Finance, Budget and Personnel Committee authorize the Human Resource Manager/Assistant to the City Administrator to fill the Classification IV position and any internal subsequent vacancies caused by that hiring.

If you have any questions in advance of the meeting, please feel free to contact me.

Thank you.

Concurrence:



Steve Barg, City Administrator



Daniel G Knoeck, Director of Public Works

Attachment

Street Classification Four Benefit Summary:

2016 Estimated Budget

Base Salary and/or Wages	\$ 40,851.20
Health Insurance	16,485.24
Dental Insurance	1,482.36
Life Insurance	4.32
Retirement Employer (6.6%)	2,696.18
Social Security (7.65%)	3,125.12
Workers Compensation (3.33%)	1,360.34
Total Wages & Fringe	\$ 66,004.76



City of Marshfield Memorandum

TO: Finance, Budget and Personnel Committee
FROM: Jason Angell, Director of Development Services
DATE: April 5, 2016

RE: Budget Resolution 04-2016

At their March 1, 2016 regular meeting, the Common Council approved entering into a development agreement with Malls 4 U, LLC for 25,000 square foot addition to the Marshfield Mall to accommodate a new anchor tenant space. As part of the development agreement the City agreed to contribute \$585,000 toward the project. \$500,000 is for development related incentives. The remaining \$85,000 is to reimburse the developer for the work they are doing on behalf of the City to relocate a segment of storm sewer that is currently located on the site. Keep in mind that according to the development agreement the City agreed to pay for the actual cost related to the storm sewer work, up to a maximum of \$85,000 – therefore the actual cost could be less to the City.

In order for the City to fulfill their obligations within the development agreement, the attached budget resolution is necessary. Funding for this project is broken down as follows:

- \$529,800 in general borrowing through TID #10.
- \$55,200 transferred from unused 2014 State Trust loan proceeds from TID #9 to TID #10. (These proceeds were the result of a borrowing for Phase II development that was planned next to Dunkin Donuts that never occurred).

In order for the City to fulfill their obligations within the development agreement, the attached budget resolution is necessary.

Recommendation

I recommend approval of Budget Resolution 04-2016 as presented.

Concurrence:

Steve Barg, City Administrator

Keith R. Strey, Finance Director

BUDGET RESOLUTION NO. 04-2016

A resolution changing the 2016 budget of the City of Marshfield, Wisconsin.

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the sum of \$55,200 is hereby transferred from the TID #9 Central Ave & Ives Street Fund, Fund Balance Applied, a/c #4344900008.080000 to the TID #10 Marshfield Mall Area Fund, Urban Development, a/c #4355662008.080000.
2. That the sum of \$529,800 is hereby transferred from State Trust Fund Loan proceeds, a/c #4344900008.080000 to the TID #10 Marshfield Mall Area Fund, Urban Development, a/c #4355662008.080000.
3. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
Mayor

APPROVED _____
Attest – City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 04-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

1. TID #10 Marshfield Mall Area Fund, a/c #4344900008.080000:
 - a. 49140 – Proceeds of State Trust Fund Loan \$ 529,800

2. TID #9 Central Ave & Ives Street Fund, a/c #4344900008.080000:
 - a. 49300 – Fund Balance Applied (1) \$ 55,200

3. TID #10 Marshfield Mall Area Fund, a/c #4354900008.080434:
 - a. 49240 – Transfer from Capital Projects Fund \$ 55,200

TRANSFERRED TO:

1. TID #9 Central Ave & Ives Street Fund, a/c #4345900008.080435:
 - a. 59240 – Transfer to Capital Projects Fund (1) \$ 55,200

2. TID #10 Marshfield Mall Area Fund, a/c #4355662008.080000:
 - a. 57260 – Financial Incentives \$ 585,000

Note:

- (1) Funding is from unexpended 2014 State Trust Fund loan proceeds in TID #9

* * * *



City of Marshfield Memorandum

DATE: March 31, 2016
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Budget Resolution No. 05-2016 (Expenses associated with TID #11)

Background

On October 13, 2015, the Council approved annexation of approximately 69 acres located east of Veteran's Parkway and north of Heritage Drive. On January 12, 2016, the Council authorized City staff to enter into a contract with MSA Professional Services for creation of TIF District #11, providing for future development of this area. At this time, efforts are ongoing to create TID #11, and this process should be completed within the next 45 days.

Request

Initial expenses related to this new TIF district are \$11,000 for administrative expenses for creation (MSA contract, DOR filing fee, audit, etc.).

Approval of the attached budget resolution is needed in order for the City to fulfill its obligations for these initial expenses to create TID #11.

Recommendation

Staff recommends approval of the attached Budget Resolution No. 05-2016 as presented.

Concurrence:

A handwritten signature in black ink, reading "Keith R. Strey". The signature is written in a cursive style and is positioned above a horizontal line.

Keith R. Strey, Finance Director

BUDGET RESOLUTION NO. 05-2016

A resolution changing the 2016 budget of the City of Marshfield, Wisconsin.

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the sum of \$11,000 is hereby transferred from State Trust Fund Loan proceeds in TID #11 Veterans Parkway/Highway 10 Interchange, a/c # 4364900008.080000 to the Urban Development budget, a/c # 4365662008.080000.

2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
_____ Mayor

APPROVED _____
_____ Attest - City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 05-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

TID #11 Veterans Parkway/Hwy 10 Interchange Fund, a/c# 4364900008.080000:

1. 49140 – Proceeds of State Trust Fund Loan \$11,000

TRANSFERRED TO:

TID #11 Veterans Parkway/Hwy 10 Interchange Fund, a/c# 4365662008.080000:

1. 52100 – Professional Services \$11,000

* * * *



**City of
Marshfield**
Memorandum

March 25, 2016

TO: Finance Budget and Personnel Committee

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Budget Res. 07-2016, 4th & Maple Parking Lot (Omaha Lot) Reconstruction

BACKGROUND

The 2016 budget includes funding to reconstruct the Omaha parking Lot near the corner of 4th Street and Maple Avenue. On February 25, 2016, the Board of Public Works approved the purchase of property at 302 S Maple for the expansion of this parking lot. As the purchase of the property and construction of the expanded parking lot was not considered in the original project budget, it is necessary for a budget resolution to complete funding for the project.

ANALYSIS

The estimated cost of property acquisition, demolition and construction of the parking lot expansion is \$155,000. The funding source for this additional cost is unexpended funds on the Maple Avenue reconstruction project from 2015. The attached Budget Resolution provides the detail for that transfer.

RECOMMENDATION

Approval of Budget Resolution 07-2016 and refer to the Common Council for Consideration.

Concurrence: 

Steve Barg, City Administrator



Keith Strey, Finance Director

BUDGET RESOLUTION NO. 07-2016

A resolution changing the 2016 budget of the City of Marshfield, Wisconsin.

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the sum of \$155,000 is hereby transferred within the TID #4 Downtown Redevelopment Fund; from fund balance applied, a/c # 4284900008.080000 to the 4th Street and Maple Avenue Parking Lot (Omaha Lot) Project, a/c #4285662031.312071.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
Mayor

APPROVED _____
Attest – City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 07-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

TID #4 Downtown Redevelopment Fund, a/c# 4284900008.080000:
1. 49300 – Fund Balance Applied \$155,000

TRANSFERRED TO:

4th Street and Maple Avenue Parking Lot Project, a/c# 4285662031.312071:
1. 52100 – Professional Services \$ 5,000
2. 52400 – Contractual Services, Repair and Maintenance Services \$ 90,000
3. 58810 – Land \$ 60,000

* * * *

Note: Funding is from unexpended funds from the 2015 Maple Avenue Reconstruction Project, Project No. 312129.



City of Marshfield Memorandum

TO: Economic Development Board
FROM: Jason Angell, Director of Development Services
DATE: April 7, 2016

RE: Budget resolution 08-2016

The attached budget resolution was prepared by staff and is based upon the discussions that took place at last month's EDB meeting. There are two components with the resolution that addressed funding needs identified by the Board.

1. As was reported in March, the annual dividend payment from Marshfield Utilities came in approximately \$50,000 less than what was estimated at the time the EDB was preparing the 2016 Budget. Although this represents approximately 20% of the approved budget, the gap is reduced when we build in the \$30,500 from Wood County that was not anticipated as part of the budget. Therefore, the attached budget resolution transfers \$20,000 from the "205 Reserve Account" to the EDB's General Operating Budget.

***Note – Wood County funding of \$30,500 was just recently received and has already been deposited into the EDB account.*

2. Based upon the number of applications received to date, and the continued interest we are seeing in the Downtown Façade Improvement Program, the EDB has requested additional funding to help support the program. The second part of the budget resolution transfers \$35,000 from the "205 Reserve Account" to the Façade Improvement budget. Main Street is also being asked to contribute additional funding of \$5,000 to continue the program – their Board is expected to take action on April 6th. If both entities approve the additional funding at the levels outlined, this would bring the total available funding in 2016 to \$115,000 (\$100,000 – EDB and \$15,000 – Main Street).

In establishing the original funding for the Façade Program this year, the Board agreed to contribute \$65,000 subject to Main Street contributing \$10,000, which is also reflected as an 87% - EDB and 13% - Main Street funding breakdown. The request for an additional \$35,000 – EDB and \$5,000 – Main Street continues the same 87%, 13% match.

Staff Recommendation

Staff recommends approval of the attached budget resolution 08-2016 subject to EDB recommendation prior to Common Council presentation.

Concurrence:

Steve Barg, City Administrator

Keith R. Strey, Finance Director

BUDGET RESOLUTION NO. 08-2016

A resolution changing the 2016 budget of the City of Marshfield, Wisconsin.

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the sum of \$90,000 is hereby transferred within the Economic Development Fund
FROM:
 - a. \$85,000 - Fund Balance Applied, a/c# 2054900008.080000
 - b. \$5,000 - Donations, a/c# 2054800008.080000TO:
 - a. \$50,000 - Dividend Transfer budget, a/c#2054900008.080000
 - b. \$40,000 - Façade Improvement budget, a/c# 2055673008.089001.

2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
Mayor

APPROVED _____
Attest – Deputy City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 08-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

Economic Development Fund Miscellaneous Revenue, a/c# 2054800008.080000:

1. 48500 – Donations \$ 5,000

Economic Development Fnd Other Financing Sources, a/c# 2054900008.080000:

1. 49300 – Fund Balance Applied \$ 85,000

TRANSFERRED TO:

Economic Development Fnd Other Financing Sources, a/c# 2054900008.080000:

1. 49260 – Dividend Transfer from MU \$ 50,000

Economic Development Fund Façade Improvement a/c# 2055673008.089001:

2. 57990 – Contributions \$ 40,000

* * * *



City of
Marshfield
Memorandum

DATE: April 5, 2016
TO: Finance, Budget and Personnel Committee
FROM: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: Personnel Policy No. 3.800, Compensation Administration

BACKGROUND

Personnel Policy No. 3.800, Compensation Administration was last revised in February 2016 to include updated language on wage increases, promotions and demotions. In preparation for the 2016 performance reviews cycle, the Merit Program embedded within this policy was reviewed.

ANALYSIS

The current policy language was sent to department heads for feedback. The Merit Review sub-committee then met on March 15, 2015 to review the current language (including S. Barg, G. Cummings, G. Earll, and J. Rachu) and is recommending the following adjustments:

- Enable all full-time and part time employees to be included in consideration for merit pay. This includes formerly excluded represented police and fire department employees.
- Allow nominations for merit to be submitted by an employee's supervisor, coworker, or a Council Member. Remove the ability for an employee to nominate themselves for a merit award.
- Change the amount of the proposed awards from \$250, \$500, \$1000 to "up to \$1000" allow for additional flexibility in awards.

A copy of the proposed revisions and tracked changes to Personnel Policy No. 3.800, Compensation Administration is attached along with the revised nomination form. The revisions incorporate the changes in policy language and format.

RECOMMENDATION

I recommend that the Finance, Budget and Personnel Council approve revised Personnel Policy No. 3.800, Compensation Administration and revised nomination form.

Attachments

Concurrence:

Steve Barg, City Administrator



**CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES**

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

CHAPTER: Compensation

SUBJECT: Compensation Plan Administration

POLICY NUMBER: 3.800

PAGES: 7

EFFECTIVE DATE: February 8, 1994

REVISION DATE: February 23, 2016

PERMANENT DELETION DATE:

APPROVED BY:

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

BACKGROUND:

The City of Marshfield conducted a comprehensive compensation study which included both internal and external analysis of positions and resulted in a formal classification system and salary structure for all non-represented positions (excluding Library personnel) in March 2012 and incorporated on May 28, 2013. A point factor evaluation system was used to determine where a position is classified on the non-represented pay schedule.

The study was completed in the following steps: project orientation, job analysis and evaluation, market analysis, base pay plan design, and interaction with City leadership. Employee communication and participation were accomplished in the project through employee preparation of detailed job description questionnaires (JDQ), department head review of the questionnaires and follow up questions posed to department heads as needed.

Project orientation was accomplished by (1) conducting strategic meetings with City administration leaders to refine the purpose and goals of the study, (2) group meetings with all affected employees to explain the study and how to fill out the Job Description Questionnaire (JDQ), and (3) gathering documentation on the City's current classification and compensation plan and practices.

The Job Evaluation System defines five key job-related factors that were objectively measured by the Compensation Consultant. The five key factors are: Formal Preparation and Experience, Decision Making (Impact), Thinking Challenges and Problem Solving, Interactions and Communication, and Work Environment. Each factor includes definitions of various levels that can be applied to job content to determine an appropriate "score" on that factor. The evaluation factors and the defined levels for each factor correspond to sections of the JDQ, so the evaluation is verifiable in the sense that one could actually observe work being performed that corresponds to the written description. The validity of the rating system is achieved through use of the proper job evaluation factors as well as the consistent application of the system.

The integrity of the salary structure is maintained by adjusting the ranges according to economic trends. The need for range adjustments will be assessed annually by the Human Resources Manager and City Administrator. The City will conduct a salary survey on benchmark positions through an independent consultant approximately every five years. When adjustments are necessary, recommendations will be made through the Finance, Budget and Personnel Committee to the Common Council. If there are budget constraints the City will prioritize budgeting as 1) steps to the control point, 2) merit compensation, 3) annual wage adjustments, and 4) steps above the control point.

Administration of the Pay Plan:

POLICY:

The City of Marshfield considers its staff to be key assets. The salary and benefits program provided to the non-represented employees of the City is intended to attract, retain, and motivate highly qualified, enthusiastic, productive, and committed employees. The program is designed to assist the City in providing high quality services to the public. This objective is attained by providing compensation based on internal equity and external competitiveness within the City's fiscal capabilities and awarding employees based on performance on the job.

The objectives of the City of Marshfield's compensation program are to:

- Attract and retain highly qualified, enthusiastic, productive, and committed employees;
- Maintain and motivate and reward employees to help the City achieve its short- and long-term goals;
- Communicate expectations regarding different rates of pay;

- Maintain appropriate controls for payroll costs;
- Recognize the internal worth of jobs and pay accordingly;
- Meet competitive pay levels within chosen market and within our available resources; and
- Ensure consistent administration and application of pay policies.
- Ensure that pay plan administration decisions are not based upon or influenced by an employee's sex, race, color, age, religion, or any other legally protected personal characteristic.

PROCEDURES:

1. New Employees will be placed at a salary within the pay grade established for their specific position classification. Most entry-level employees will be placed at the minimum value of the range.

A salary above the minimum but below the control point may be granted in consideration of skills and experience. Newly appointed employees may be placed above the midpoint value of their respective range only upon the approval of the Finance, Budget, and Personnel Committee.

2. Progression to Control Point: The classification and pay study defined the control point value of each range. The control point of the respective pay range represents the estimated market value of the job, i.e. the estimated economic value that other employers with whom the city competes for employees place on the same or similar job. Pay adjustments for non-represented employees below the control point are based on:

- a) Salary ranges adjusted to maintain economic parity. When ranges are adjusted an employee's position in the range will be maintained.
- b) Employees whose wage is below the control point of the range will move through the steps below the control point of the range annually. Employees will be hired into the current year's compensation scale time of hire or promotion. Employees may be eligible for the annual increase following six (6) months of employment if the annual wage scale has been increased and the employee is meeting performance expectations.

For example: If an employee is hired on April 1st and the compensation scale is adjusted on July 1st, the employee would receive the compensation scale increase for their current step following 6 months of employment, October 1st.

- c) Movement from one step to the next is contingent upon the employee receiving a satisfactory performance appraisal in the preceding performance review period.
- d) Progression to control point is not subject to annual approval by the Common Council.

3. Progression to Maximum: The classification and pay study defined the maximum as 112.5% of the range. Pay adjustments for non-represented employees at or above control point are based on:
 - a) Salary ranges adjusted to maintain economic parity. When ranges are adjusted an employee's position in the range will be maintained;
 - b) **and** on the basis of satisfactory performance, as documented in a written performance appraisal, based upon cost parameters developed annually by the City Administrator and approved by the Common Council through the Finance, Budget, and Personnel Committee. Employees would step annually from control point to step seven and bi-annually for step eight and nine.

4. Merit Performance Recognition: Pay adjustments for merit are provided on the basis of an employee exceeding ~~the~~ performance standards, as documented in ~~a the annual written~~ performance appraisal. The purpose of the merit plan is to provide an incentive that is related to performance. It is an extension of both the pay plan and appraisal system. ~~Non-represented eE~~ employees are eligible ~~for for a~~ "one-time" merit payments of ~~\$250, \$500 or up to~~ \$1,000 (non-base building) regardless of their current step ~~in the compensation scale that they are at~~.
 - a) Who is covered? All ~~non-represented full and part time~~ employees ~~on the non-represented compensation plan~~ are eligible for merit consideration. Seasonal/Casual employees are not eligible.
 - b) What is covered? Performance during the current review period only is covered. The performance must be while in the employ of City of Marshfield and the individual must be an employee at the time of recommendation to qualify for the program. Accomplishments recognized may include any work done by an employee that is directed, authorized or sanctioned by the employee's supervisor or department. Employees cannot be rewarded twice for the same merit consideration. Merit will be considered based upon:
 - An employee who provides exceptional service to internal/external customers that make them more effective and/or efficient. Example: Stream lined process.
 - Through the employee's initiative, developed a new work method or way of doing business/operations which had a major impact on his or her department.
 - Extraordinary effort during times of critical department need (e.g. meeting critical deadline that could otherwise have an adverse impact on critical operations or major project (this is not for employees that are compensated for additional duties).

- Significant cost savings or cost avoidance realized beyond normally expected or established standards.
- Something that furthers public/private cooperation or partnerships with MACCI, Marshfield School District, Marshfield Utilities, Marshfield Public Library, Community Development Authority, Marshfield Main Street, University of Wisconsin – Marshfield, etc.
- Contribution on major or special projects that clearly and significantly impact the accomplishment of important and critical business operational goals, deliverables and/or time line or other merit worthy considerations that are over and above regular work duties.

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

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

5. Employees Above the Maximum: Employees above the maximum of the salary range are available for merit compensation if earned. Additionally, employees above the maximum will receive half of any annual adjustments made to the range. Example: If the range is adjusted by two percent a year, employees above the maximum would be eligible for a one percent one-time payment (non-base building) assuming a successful performance appraisal.
6. Internal Promotions: An employee promoted to a position in the non-represented pay plan will be brought to the minimum of that range on the date of promotion. At the recommendation of Administration and final approval by the Common Council
 - a) The employee may be placed at a salary within the pay grade established for their specific position classification per Paragraph 1;
 - b) or upon documentation of satisfactory performance in the new position, the employee may progress to midpoint of the new range;
 - c) or be placed at midpoint of the new range upon successful completion of the probationary period. This discretion is based on an assessment of the skills and experience required for the position and those possessed by the employee prior to promotion.
7. Internal Demotions: An employee who is affected by a decrease in paygrade due to re-evaluation of the position (with consultation of the third party compensation consultant) or demotes to a position in a lower pay grade, at the recommendation of Administration and final approval by the Common Council
 - a. The employee's current rate of pay will be redlined until the employee's wage scale exceeds the employee's current rate of pay; or
 - b. The employee's rate of pay will decrease to the appropriate step in the wage scale of the new position.
8. Temporary Assignment (Acting Duties): Upon the vacancy of an executive, administrative, or professional position or an extended leave of absence of such employee, the Human Resources Manager will confer with appropriate departmental personnel to determine who, if anyone will assume the additional duties and responsibilities. In the event an employee assumes additional work duties and responsibilities resulting from the vacancy or extended leave of absence for one full day or greater, he/she shall be temporarily reclassified to the supervisor's salary grade. Accordingly, he/she will assume the title of "acting (position title)" during this period of time. Temporary reclassifications are effective only upon recommendation of the City Administrator and approval of the Common Council.

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

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

8. Out of Class Compensation: Employees in the Street Division and Parks and Recreation Department (Park employees) who work out of class will receive compensation according to the pay grade they are performing work when performing a higher level or more skilled level of work. The work performed in each classification is summarized on the non-represented compensation plan (detail). When working out of class an employee would be placed at the same step but in the appropriate pay grade for the time worked.
9. Classification Process of New Positions and Current Positions: The City will retain a compensation firm to classify newly approved positions and positions where a significant change is made in the duties and responsibilities of a position to the extent that the level of decision-making in the position is appreciably changed. A department/division head may request that the classification of the position be reviewed. A Job Description Questionnaire should be completed by the employee with department/division head review and concurrence prior to forwarding the questionnaire to the Human Resources Manager. The Human Resources Manager will review the questionnaire and coordinate the classification process with a compensation consultant if appropriate. The Human Resources Manager will bring recommendations from the compensation consultant to the City Administrator and Finance, Budget and Personnel Committee for their review and approval.
10. Appeal Process of Merit and Classification: If merit or a classification request is denied, an employee may appeal to the Finance, Budget and Personnel Committee for final decision.



City of Marshfield Memorandum

DATE: April 5, 2016
TO: Finance, Budget and Personnel Committee
FROM: Steve Barg, City Administrator
Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: MCTV Planning

BACKGROUND

The City of Marshfield currently contacts services for MCTV with Vidcom. The current contract will expire in March 2017. As we begin budget preparation for 2017, a decision will need to be made regarding how the City's cable television will be provided.

ANALYSIS

The Cable Committee has indicated that they do not plan to attempt to extend the contract with Vidcom after the expiration of the contract in March 2017 due to organizational changes with Vidcom following the passing of Mr. Kummer.

Two options have surfaced regarding the continuation of these services:

- Option 1 would entail folding these services under City services, and hiring staff as City employees.
- Option 2, submitting a request for proposals (RFP) for MCTV Services

Option 1:

In order to understand the impact of moving these positions to City employment, the following job descriptions were developed and provided to Carlson Dettman for a market review and compensation recommendation.

Job Title	Pay Grade	2016 Minimum Rate	2016 Control Point	Annual Salary Cost at Control Point	Estimated Benefits/Fringe Cost*	Estimated Total Cost
Coordinator/Production Manager	I	\$ 25.89	\$ 27.99	\$ 58,219.20	\$ 28,212.54	\$ 86,431.74
Assistant Coordinator/Technology Manager	D	\$ 17.09	\$ 18.48	\$ 38,438.40	\$ 24,735.07	\$ 63,173.47
Administrative Assistant I	C	\$ 15.89	\$ 17.18	\$ 35,734.40	NA	\$ 35,734.40

*Benefit /Fringe costs include annual base salary at the control point, family health, family dental, life insurance, retirement, Social Security and Worker's Compensation costs.

Assuming a 1.0 FTE for the Coordinator and Assistant Coordinator positions and a 0.5 FTE for the Administrative Assistant, the total estimated cost annual including benefits is approximately \$185,300.

The department also includes casual Camera Operators at an hourly wage of \$10.00 per hour working 2-10 hours per week. This cost is not included in the \$185,300 estimate above.

Option 2:

If an RFP process for MCTV services is requested, the services in the current contract will be reviewed. The current contract with Vidcom (2014) notes a base cost of \$71,460 per year payable in 12 monthly installments for core services only. The contract increases annually based on the annual CPI adjustment and will increase as of 4/1/2016 to \$71,531. Supplemental services (i.e., special City meetings, community events, public forums, meetings, or candidate debates, etc.) are charged separately increasing the total overall annual cost. The current contract has been included with this memo for your review.

While in past years, we have not had a large response to the RFP, we do understand there are potential organizations interested in providing these services to the City.

RECOMMENDATION

No action is needed at this time. This summary is provided for informational purposes only and will be addressed at a future meeting for action.

Attachments

CABLE ACCESS COORDINATOR AGREEMENT

Agreement effective the 1st day of April, 2014, by and between the City of Marshfield, a Wisconsin municipal corporation (hereafter “the City”) and Vidcom L.L.C., Marshfield, Wisconsin, a Wisconsin limited liability company (hereinafter “coordinator”), acting solely as an independent contractor.

I. TERM OF CONTRACT

This agreement is effective the 1st day of April, 2014 and will terminate March 31, 2017.

II. OPTIONS TO RENEW

With mutual agreement of both parties, acting upon the recommendation of the Cable Television Committee (hereafter “the committee”), this agreement may be renewed on not less than sixty (60) days advance written notice, for up to two (2) additional two (2) year terms, on the same terms and conditions, except that compensation as provided in paragraph III.A.1. below shall be increased by a percentage amount equal to the increase in the Consumer Price Index for all Urban Consumers (CPI-U), Midwest Urban, Size D – Nonmetropolitan (less than 50,000) as currently published by the United States Department of Labor, Bureau of Labor Statistics for the preceding calendar year, and in no case shall such increase exceed 4% in any given year.

III. COMPENSATION

A. Core Services

1. Compensation for core services provided hereunder shall equal the amount of \$71,460 per year, payable in twelve equal monthly

payments of the amount of \$5,955.00 each upon the submission of an invoice by the coordinator.

B. Supplemental Services

1. Compensation for supplemental services, any special City meetings or community events or public forums, meetings, or candidate debates with general public interest authorized by the committee or the committee chair at least 24 hours in advance of the meeting or event will be billed at a rate of \$50 per hour for a two camera shoot with a one hour minimum charge, and \$20 per hour for graphics design.
2. These rates may be reviewed and adjusted as of each anniversary date of this agreement to reflect current market conditions.
3. The hourly rates for additional staff shall be \$14.00 per hour for secretary-receptionist and \$20.00 per hour for a technical assistant.

C. Coordinator shall not be prohibited from providing additional services beyond the scope of this agreement to the City or to any third party, and with prior approval by the Committee may charge for said services with compensation to be agreed upon in advance.

IV. SCOPE OF SERVICES

A. Core Services

1. Coordinator shall act as liaison between the cable franchisee serving the City of Marshfield and the City regarding all local access and educational programming cablecast by the franchisee.

2. Coordinator shall advertise schedules and events as directed by the committee or committee Chairperson from time to time.
3. Coordinator shall coordinate the use and maintenance of City-owned video equipment and the rental of other equipment as needed for cablecasts; store and secure the same only on City property, subject to policies approved by the committee and the Common Council; maintain a complete and accurate continuous inventory of equipment assigned to the coordinator's care including the labeling of City-owned equipment and property. The committee shall be notified at its next regularly scheduled meeting of any discrepancy in the inventory which may require a complete and accurate updating of the inventory.
4. The coordinator shall advise the committee regarding additional programming and educational initiatives required to make full use of cable access potential.
5. The coordinator shall assist the committee and the committee chairman in the preparation and management of the annual budget for all PEG services.
6. The coordinator shall maintain all cable access records and maintain a video library of locally produced programming as directed by the committee.
7. The coordinator shall manage the electronic community message service and the public, educational and governmental access

- channels. Coordinator shall serve as a resource for the educational access channel and schedule all public, educational and governmental channel access programming.
8. The coordinator shall attend all regular and special meetings of the committee and report all activities to the committee; the coordinator shall attend Common Council meetings upon direction of the committee or the Chairperson thereof.
 9. The coordinator shall coordinate preparation and placement of newspaper advertisements and other media announcements of the public access cable television schedule and deliver the same to the news media;
 10. The coordinator shall operate and maintain an electronic community message service and related software.
 11. The coordinator or an employee of coordinator shall be available at the office to provide reasonable access to the public for a minimum of 40 regularly scheduled and posted hours a week. Response to public requests, comments, suggestions, questions and other electronic and written communication shall be made by the coordinator in a timely manner.
 12. Broadcast live and electronically record all regular and special meetings of the Common Council of the City of Marshfield (regular meetings held twice monthly on the 2nd and 4th Tuesdays at 7:00 p.m.); regular and special meetings of the Board of Public

Works (regular meetings held twice monthly on the 1st and 3rd Mondays at 5:30 p.m.); regular and special meetings of the Finance, Budget and Personnel Committee (held each 1st and 3rd Tuesday at 5:30 p.m.); regular and special meetings of the City Plan Commission (held on the 3rd Tuesday of each month at 7:00 p.m.); regular and special meetings of the Parks, Recreation and Forestry Committee (held on the 2nd Thursday of each month at 6:00 p.m.); regular and special meetings of the Board of Education of the School District of Marshfield (regular meetings held monthly); and selected meetings of the Marshfield Utilities Commission, and the Fire & Police Commission.

13. Cable cast coverage of regularly scheduled public meetings in the Common Council Chambers should be produced with a minimum two camera simultaneous coverage, with full sound facilities, to include, taping, graphics and editing for rebroadcast, and preparation of openings and closings, a message board of agenda items and cable scheduling.
14. Coordinator shall supervise public and governmental access community programming in compliance with PEG guidelines promulgated by the City, to include review of programming tapes submitted for broadcast, for conformity with PEG guidelines.

- B. Additional services that are desired by the City of Marshfield or the committee to be performed by the coordinator (within committee budgetary constraints) include the following:
1. Coordinating the production of live cablecasts or videotaping community meetings, presentations, concerts, or other public events that would be of interest to the viewing public, or at the direction of the committee or the Chairman thereof.
 2. Subject to not less than three (3) days advance notice, broadcast live and electronically record Public Forums or candidates' debates of City, County, and School Board races presented or sponsored by local organizations such as Marshfield Area Chamber of Commerce and Industry, the Parent Teacher Organizations, or the University of Wisconsin – Marshfield/Wood County.
- C. Programming Enhancement
1. The coordinator shall work with the committee, City Clerk, and City Administrator on practical ways to improve the quality of programming on the public access channels, make recommendations as appropriate and then follow through to implement approved concepts and ideas.
 2. The coordinator shall schedule training sessions at such times, including evenings and weekends, to train and certify community producers and technicians.

3. The coordinator shall provide training to City departments and organizations other than City departments for the posting of City information on the electronic community message service.
4. Unless other arrangements have been agreed upon, the coordinator shall maintain an Internship Program coordinated with Marshfield Private Schools, Marshfield Public Schools, Mid-State Technical College, and/or University of Wisconsin – Marshfield/Wood County in order to provide educational opportunities for TV production, technical editing, camera work and other skills associated with operation of a television broadcast facility.
5. The coordinator shall develop public access through production of no less than five (5) original community produced programs per month, including internship produced programs and programs / broadcasts made pursuant to subparagraph C.2. above, in addition to Public Meetings produced pursuant to this contract and those submitted by the public, with a monthly minimum run time of 10 hours. Programs must air within 42 days of production filming and rebroadcasts do not apply to the 10 hour minimum run time.

V. PROPRIETARY RIGHTS

All proprietary rights and interests to any and all programming produced by coordinator pursuant to this contract shall be the exclusive property of the City, which shall have sole and exclusive control over any reproduction or after market sales of such programming, with all related revenues deposited with the City.

VI. LIABILITY FOR EQUIPMENT

Coordinator shall not be liable for loss or damage to equipment owned by the City, except any loss caused by the negligence of the coordinator or its employees and agents. Specifically, coordinator shall not be liable for loss or damage to equipment being used by community programmers, if such equipment has been properly signed out to such community producers on forms provided by the City, which forms shall include a release of liability in favor of the City. Coordinator is expressly prohibited from using, or permitting others to use, city-owned equipment for purposes other than to fulfill coordinator's duties and obligations arising under this Agreement without the prior written consent of the committee.

VII. RELATIONSHIP OF PARTIES

Coordinator is an independent contractor, and no employer-employee relationship is created by this contract. City is interested only in the results to be achieved, and the conduct and control of the work will lie solely with coordinator. Further, coordinator is not an agent or employee of City for any purpose, and the employees of coordinator are not entitled to any of the benefits that City provides for City employees. It is understood that City does not agree to use coordinator exclusively for all production of cable access programming. It is further understood that coordinator is free to contract for similar services to be performed for third parties while under contract with the City; however, under no circumstances shall the contractor derive any personal profit from the use of City equipment or other resources.

VIII. INSURANCE

- A. Coordinator shall be solely responsible for and liable to its employees and agents providing services hereunder and shall comply with all applicable federal, state, and local laws and regulations regarding payroll deductions and withholdings for social security, medicare and income taxes, and employer payments for unemployment insurance. Coordinator shall maintain workers' compensation and unemployment insurance as required by law.
- B. Coordinator shall maintain such insurance as will fully protect both the coordinator and the City from any and all claims under any workers' compensation act or employer's liability laws, and from any and all other claims of whatsoever kind or nature for the damage to property or for personal injury, including death, made by anyone whomsoever, that may arise from operations carried on under this contract, either by the coordinator, any subcontractor, or by anyone directly or indirectly engaged or employed by either of them. The coordinator shall provide the City with a certificate of insurance evidencing the required coverage before the coordinator begins work hereunder, and the coordinator shall thereafter provide an updated certificate of insurance on an annual basis.
- C. Coordinator shall provide to the City of Marshfield and maintain a Certificate of Insurance for Workers' Compensation, Comprehensive General Liability (including contractual liability), Automobile Liability and Errors and Omissions insurance naming the City of Marshfield as an

XII. WRITTEN NOTICE

- A. All communications to coordinator regarding this agreement shall be sent to coordinator at the Community Plaza II Building, 101 W. McMillan Street, Suite #1, Marshfield, WI 54449, by U.S. Mail, postage prepaid or delivered personally.
- B. All communications to the City shall be sent U.S. Mail, postage prepaid or delivered to the City Clerk at 630 S. Central Avenue, Marshfield, WI 54449.
- C. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail and shall be deemed sufficiently given if sent to the addressee at its usual business address or such other address as may hereafter be specified by notice in writing.

XIII. GOVERNING LAW

This agreement shall be governed by the laws of the State of Wisconsin.

XIV. TERMINATION

In addition, the City shall have the right to terminate this agreement upon giving 90-day written notice if cable franchise fee revenues are deemed to be insufficient by the City to continue the cable TV P.E.G. program.

VIDCOM, LLC

CITY OF MARSHFIELD

Dan Kummer, Member

BY: _____
Chris Meyer, Mayor

ATTEST: _____
Deb M. Hall, City Clerk

Keith R. Strey, Finance Director