



CITY OF MARSHFIELD
MEETING NOTICE

FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, MAY 17, 2016
Council Chambers, City Hall Plaza
5:30 p.m.

1. Call to Order – Deb Hall, City Clerk
2. Election of Chairperson
3. Election of Vice Chairperson
4. Citizen Comments
5. Consent Agenda
 - a) Approval of Minutes of April 19, 2016 meeting
 - b) Approve Bills and Payroll
 - c) Monthly Position Control Report
 - d) Report of Personnel Actions
 - e) Treasurer's Report

Recommended Action: Approve the Consent Agenda, as presented

6. Consideration of items removed from the consent agenda, if any
7. Reallocation of \$12,500 within 2016 budget for UW-Marshfield/Wood County. Presented by Brian Panzer, UW-Marshfield/Wood County Buildings and Grounds Superintendent

Recommended Action: None, for information only

8. Request to recommend approval to Common Council of Budget Resolution No. 11-2016, transferring \$1,000 from an Enbridge grant to the Emergency Medical Services Fund for the purchase of four ballistic helmets. Presented by Scott Owen, Deputy Chief

Recommended Action: Recommend approval of Budget Resolution No. 11-2016 to the Common Council

9. Request to recommend approval to Common Council of Budget Resolution No. 12-2016 transferring \$600,000 from the State Trust Fund Loan proceeds; \$475,000 to the TID #11 Veteran's Parkway/Highway 10 Interchange Fund and \$125,000 to the Wastewater Utility Collection System Asset Account, for construction of sewer/water extensions to serve the recently annexed Draxler property. Presented by Dan Knoeck, Director of Public Works

Recommended Action: Recommend approval of Budget Resolution No. 12-2016 to the Common Council

FINANCE, BUDGET AND PERSONNEL COMMITTEE

May 17, 2016

10. Request to approve the placement of the Assessor to report to the City Administrator as of June 1, 2016, and an update on future assessing department planning. Presented by Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator
Recommended Action: Approve the placement of the Assessor
11. Request authorization to solicit proposals for Purchase Card program. Presented by Keith Strey, Finance Director
Recommended Action: Authorize Finance Director to solicit proposals for Purchase Card program
12. Discuss creation of Administrative Services Department to oversee Finance, Technology, Assessing, and City Clerk Departments, and the Municipal Court operation. Presented by Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator
Recommended Action: Approve revised organizational chart; and authorize Human Resources Manager/Assistant to the City Administrator to submit the Administrative Services Director position to the City's compensation consultant for pay grade placement
13. Adjourn to closed session under Wisconsin Statutes 19.85 (1)(c) "Consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises control."
 - Placement of employee on compensation plan
14. Reconvene in open session
15. Action on matter discussed in closed session, if appropriate
16. Suggested items for future agendas
17. Adjourn

Posted this day, May 13, 2016 at 4:00 p.m. by Deb M. Hall, Clerk

NOTICE

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Deb M. Hall, City Clerk, at 630 South Central Avenue or by calling (715) 384-3636.

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF APRIL 19, 2016

Meeting called to order by Chairperson Feddick at 5:35 p.m., in the Common Council Chambers, City Hall Plaza.

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

ABSENT: Peter Hendler

ALSO PRESENT: Mayor Meyer, Alderperson Buttke, City Administrator Barg and City Personnel (Keith Strey, Amy VanWyhe, Jennifer Rachu, Dan Knoeck, Bob Haight, Rick Gramza and Deb M. Hall)

Citizen Comments

None

FBP16-034 Motion by Earll, second by Reinart to approve the items on the consent agenda:

1. Minutes of the April 5, 2016 meeting
2. Bills in the amount of \$5,886,421.34
3. March 2016 Treasurer's Report

Motion carried

No items were removed from the consent agenda.

A presentation was given by Fire Chief Haight regarding refilling the vacant Firefighter/Paramedic position at the Marshfield Fire & Rescue Department as approved at the April 7, 2016 Police and Fire Commission meeting.

FBP16-035 Motion by Earll, second by Spiros to recommend approval to the Common Council of Budget Resolution No. 06-2016, transferring \$675,000 from State Trust Fund Loan proceeds to the Infrastructure Construction Capital Projects Fund, Hume Avenue Street Opening (North of Becker Road).

Motion carried

FBP16-036 Motion by Reinart, second by Spiros 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.

- Pay grade adjustment

Roll call vote, all ayes. (Time: 5:39 p.m.)

Motion carried

Present in closed session: Alderpersons Feddick, Reinart, Earll, Spiros and Buttke, City Administrator Barg and City Personnel (Keith Strey, Jennifer Rachu and Deb Hall).

FBP16-037 Motion by Spiros, second by Earll to return to open session. Roll call vote, all ayes. (Time: 6:08 p.m.)

Motion carried

FBP16-038 Motion by Spiros, second by Reinart to approve the movement of the Development Services Director from Pay Grade S to Pay Grade T and that the incumbent in this position move from Step 4 of pay grade S (\$42.75 per hour) to Step 4 of pay grade T (\$44.47 per hour) of the 2015 Compensation Scale effective the next pay period after Council approval.

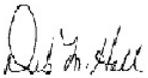
Motion carried

FUTURE AGENDA ITEMS

None

Motion by Spiros to adjourn at 6:09 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 **\$1,264,120.65** and General Expense Bills for **APRIL, 2016** amounting to **\$810,658.89** be allowed paid and charged to their proper accounts.

Chairman

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

5/4/2016

**PREPAID BILLS
PREPAID BILLS PAID BY CHECK**

Check #	Check Date	Vendor Name	Amount
87446	4/15/2016	MINNESOTA LIFE INSURANCE CO	\$5,432.74
87447	4/15/2016	SECURITY HEALTH PLAN	\$222,507.49
87448	4/22/2016	ADVANCED DISPOSAL SERVICES LLC	\$73,509.12
87449	4/22/2016	APWA-WISCONSIN CHAPTER	\$1,020.00
87450	4/22/2016	CHARTER COMMUNICATIONS	\$357.14
87451	4/22/2016	CRANE ENGINEERING SALES INC	\$1,626.87
87452	4/22/2016	FRONTIER	\$530.93
87453	4/22/2016	MAIN STREET MARSHFIELD INC	\$65,468.68
87454	4/22/2016	MARSHFIELD UTILITIES	\$26,091.91
87455	4/22/2016	TELRITE CORPORATION	\$424.22
87456	4/22/2016	WE ENERGIES	\$7,799.43
87457	4/22/2016	YELLOWSTONE PARTNERS LLC	\$110,000.00
87458	4/27/2016	DELTA DENTAL OF WISCONSIN	\$11,705.73
87459	4/27/2016	NVA FIDUCIARY TRUST FOR FSLI	\$1,436.66
		PREPAID BILLS PAID BY CHECK	\$527,910.92

ACH PAYMENTS

5/16/2016	WI DEPARTMENT OF REVENUE	\$900.00
	TOTAL ACH PAYMENTS	\$900.00

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000005710	5/4/2016	MARY ADLER	\$19.98
EFT000000005711	5/4/2016	STEVE BAKOS	\$269.12
EFT000000005712	5/4/2016	BALTUS OIL COMPANY INC	\$1,085.34
EFT000000005713	5/4/2016	STEVE BARG	\$65.36
EFT000000005714	5/4/2016	BATTERIES PLUS BULBS # 072	\$90.00
EFT000000005715	5/4/2016	BAUERNFEIND BUSINESS TECH	\$3,630.58
EFT000000005716	5/4/2016	JEFF BARTH	\$3,155.00
EFT000000005717	5/4/2016	KURT BORNBAACH	\$100.00
EFT000000005718	5/4/2016	CARQUEST AUTO PARTS	\$80.05
EFT000000005719	5/4/2016	KELLY CASSIDY	\$100.00
EFT000000005720	5/4/2016	CENTRAL STATE SUPPLY CORP	\$27.25
EFT000000005721	5/4/2016	CHARRON/JACOB	\$23.00
EFT000000005722	5/4/2016	CRESCENT ELECTRIC SUPPLY COMPANY	\$235.60
EFT000000005723	5/4/2016	DAKOTA ELECTRIC SERVICE INC	\$9,780.00
EFT000000005724	5/4/2016	DALCO ENTERPRISES, INC.	\$76.05
EFT000000005725	5/4/2016	DEMCO	\$959.48
EFT000000005726	5/4/2016	DOINE TRANSPORT INC	\$240.75
EFT000000005727	5/4/2016	EMPLOYEE BENEFITS CORPORATION	\$259.25
EFT000000005728	5/4/2016	TERRY ENDRIES	\$464.91
EFT000000005729	5/4/2016	BELINDA FECHHELM	\$165.24
EFT000000005730	5/4/2016	PETER FLETTY	\$341.61
EFT000000005731	5/4/2016	JASON FOEMMEL	\$220.47
EFT000000005732	5/4/2016	FREMONT INDUSTRIES, INC.	\$5,895.48
EFT000000005733	5/4/2016	GRAINGER	\$11.44
EFT000000005734	5/4/2016	BEN GRIESBACH	\$217.32
EFT000000005735	5/4/2016	DEB HALL	\$133.38
EFT000000005736	5/4/2016	HALRON LUBRICANTS INC	\$115.30

Check #	Check Date	Vendor Name	Amount
EFT000000005737	5/4/2016	HATCH BUILDING SUPPLY	\$255.99
EFT000000005738	5/4/2016	INGRAM LIBRARY SERVICES INC	\$34.50
EFT000000005739	5/4/2016	DEREK IVERSON	\$59.61
EFT000000005740	5/4/2016	DENNIS KEFFER	\$103.43
EFT000000005741	5/4/2016	PATRICK KILTY	\$20.00
EFT000000005742	5/4/2016	AMY KROGMAN	\$286.05
EFT000000005743	5/4/2016	DANIEL LEONARD	\$191.48
EFT000000005744	5/4/2016	JOHN LUKANICH	\$30.51
EFT000000005745	5/4/2016	MARAWOOD REAL ESTATE 200 LLC	\$3,072.30
EFT000000005746	5/4/2016	MCMMASTER-CARR	\$488.49
EFT000000005747	5/4/2016	NATHANIEL MCNAMARA	\$31.27
EFT000000005748	5/4/2016	MERKEL COMPANY INC	\$1,273.58
EFT000000005749	5/4/2016	MIDWEST TAPE	\$1,828.02
EFT000000005750	5/4/2016	MSA PROFESSIONAL SERVICES INC	\$6,937.50
EFT000000005751	5/4/2016	LANCE OLDHAM	\$22.03
EFT000000005752	5/4/2016	THOMAS OTT	\$40.80
EFT000000005753	5/4/2016	JASON PARKS	\$49.39
EFT000000005754	5/4/2016	RICHARD POKORNY	\$50.76
EFT000000005755	5/4/2016	POWER PAC INC	\$585.90
EFT000000005756	5/4/2016	QUILL CORPORATION	\$48.58
EFT000000005757	5/4/2016	RIPP DISTRIBUTING COMPANY INC	\$48.75
EFT000000005758	5/4/2016	JENI SADAUSKAS	\$240.79
EFT000000005759	5/4/2016	SCHOOL DISTRICT OF MARSHFIELD	\$9,052.09
EFT000000005760	5/4/2016	SHERWIN WILLIAMS COMPANY	\$8,683.39
EFT000000005761	5/4/2016	SHI INTERNATIONAL CORPORATION	\$7,043.23
EFT000000005762	5/4/2016	SOLUTIONZ LLC	\$11,017.86
EFT000000005763	5/4/2016	STRATFORD SIGN COMPANY LLC	\$170.00
EFT000000005764	5/4/2016	SVA CONSULTING LLC	\$445.50
EFT000000005765	5/4/2016	THERESA TRACY	\$188.34
EFT000000005766	5/4/2016	TRAFFIC AND PARKING CONTROL INC	\$2,572.80
EFT000000005767	5/4/2016	UPSTART	\$81.81
EFT000000005768	5/4/2016	LOCATE HOLDINGS INC	\$835.76
EFT000000005769	5/4/2016	V & H INC	\$124.31
EFT000000005770	5/4/2016	VALLEY AQUATIC SOLUTIONS LLC	\$444.74
EFT000000005771	5/4/2016	JOSEPH VANDEN ELZEN	\$567.00
EFT000000005772	5/4/2016	VIDCOM LLC	\$9,118.91
EFT000000005773	5/4/2016	VON BRIESEN AND ROPER, S.C.	\$2,691.00
EFT000000005774	5/4/2016	JAMES BENSON	\$100.00
EFT000000005775	5/4/2016	JEFF WEINFURTNER	\$15.81
EFT000000005776	5/4/2016	WISCONSIN LIFTING SPECIALISTS INC	\$339.25
EFT000000005777	5/4/2016	WOOD COUNTY MAINTENANCE DEPARTMENT	\$10.00
EFT000000005778	5/4/2016	AIR COMMUNICATIONS OF CENTRAL	\$221.10
EFT000000005779	5/4/2016	ARAMARK UNIFORM SERVICES	\$83.22
EFT000000005780	5/4/2016	CDW GOVERNMENT INC	\$23.90
EFT000000005781	5/4/2016	CHEM TECH INTERNATIONAL INC	\$50.00
EFT000000005782	5/4/2016	INNOVATIVE MACHINE SPEC INC	\$6,035.00
EFT000000005785	5/4/2016	BALTUS OIL COMPANY INC	\$14,998.18
CURRENT BILLS PAID BY EFT			\$118,374.89

CURRENT BILLS PAID BY CHECK

87460	5/4/2016	GARY W & RUTH K ELDERBROOK	\$2,640.00
87461	5/4/2016	AGSOURCE LABORATORIES	\$180.50
87462	5/4/2016	AMAZON	\$992.40
87463	5/4/2016	AMAZON	\$243.58
87464	5/4/2016	AMERICAN PLANNING ASSOCIATION	\$525.00

Check #	Check Date	Vendor Name	Amount
87465	5/4/2016	ARAMARK UNIFORM SERVICES	\$30.99
87466	5/4/2016	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$251.35
87467	5/4/2016	ASSOCIATED SERVICE CENTER	\$115.83
87468	5/4/2016	TOWNSHIP OF AUBURNDALE	\$781.16
87469	5/4/2016	BRUCE TIBBETT JR.	\$92.50
87470	5/4/2016	BAKER AND TAYLOR INC	\$4,149.74
87471	5/4/2016	BAY STEEL & FABRICATION LLC	\$9.02
87472	5/4/2016	BB COMMUNITY LEASING SERVICES INC	\$550.32
87473	5/4/2016	MARY BRAY	\$100.00
87474	5/4/2016	BROOKS TRACTOR INC	\$8,750.00
87475	5/4/2016	BURT TROPHY & AWARDS INC	\$27.85
87476	5/4/2016	CARLSON DETTMANN CONSULTING, LLC	\$1,250.00
87477	5/4/2016	CASTLEROCK VETERINARY HOSPITAL	\$199.53
87478	5/4/2016	CHARTER COMMUNICATIONS	\$106.44
87479	5/4/2016	CHEMSEARCH	\$803.52
87480	5/4/2016	COMPLETE CONTROL INC	\$8,390.00
87481	5/4/2016	COMPLETE OFFICE OF WISCONSIN	\$119.37
87482	5/4/2016	CREATIVE PAINT & DECORATING	\$35.48
87483	5/4/2016	WEED WARRIOR LLC	\$300.00
87484	5/4/2016	DRAXLER'S SERVICE, INC	\$1,281.47
87485	5/4/2016	DUFFY'S AIRCRAFT SALES	\$5,665.41
87486	5/4/2016	EMMONS BUSINESS INTERIORS	\$445.99
87487	5/4/2016	ENVIROTECH EQUIPMENT CO INC	\$220.26
87488	5/4/2016	EVENTS ETC LLC	\$29.25
87489	5/4/2016	FARRELL EQUIP & SUPPLY CO INC	\$525.00
87490	5/4/2016	FASTENAL COMPANY	\$389.36
87491	5/4/2016	FESTIVAL FOODS	\$266.03
87492	5/4/2016	FRONTIER	\$600.47
87493	5/4/2016	GAPPA SECURITY SOLUTIONS LLC	\$1,061.50
87494	5/4/2016	GENERAL FARM SUPPLY INC	\$7,980.00
87495	5/4/2016	GLOBAL INDUSTRIAL PROD 11G	\$716.47
87496	5/4/2016	BARBARA GROSBIER	\$100.00
87497	5/4/2016	HANES GEO COMPONANTS	\$308.00
87498	5/4/2016	HILLER'S HARDWARE INC	\$1,126.09
87499	5/4/2016	INSULATION PLUS	\$145.56
87500	5/4/2016	INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS	\$120.00
87501	5/4/2016	JEFFERSON FIRE AND SAFETY INC	\$264.25
87502	5/4/2016	E O JOHNSON COMPANY	\$193.00
87503	5/4/2016	JOURNAL SENTINEL INC	\$507.00
87504	5/4/2016	K & C CLEANING LLC	\$350.00
87505	5/4/2016	KEIL ENTERPRISES	\$390.00
87506	5/4/2016	SHAWN KONIECZNY	\$25.00
87507	5/4/2016	LANGE ENTERPRISES	\$1,903.22
87508	5/4/2016	LONDERVILLE STEEL ENTERPRISES	\$243.30
87509	5/4/2016	MACQUEEN EQUIPMENT INC	\$75.23
87510	5/4/2016	MAID TO ORDER	\$250.00
87511	5/4/2016	MAIN STREET MARSHFIELD INC	\$210.00
87512	5/4/2016	MARSHFIELD AREA CHAMBER	\$46.00
87513	5/4/2016	MARSHFIELD AREA PET SHELTER, INC	\$168.00
87514	5/4/2016	MARSHFIELD CITY GARAGE	\$34.33
87515	5/4/2016	MARSHFIELD CLINIC	\$4,845.00
87516	5/4/2016	MARSHFIELD FIRE DEPARTMENT	\$20.00
87517	5/4/2016	MARSHFIELD LABORATORIES	\$36.80
87518	5/4/2016	MARSHFIELD MALL	\$5,829.26
87519	5/4/2016	MARSHFIELD UTILITIES	\$88.13
87520	5/4/2016	MARSHFIELD YOUTH WRESTLING CLUB	\$100.00
87521	5/4/2016	MENARDS	\$1,349.33
87522	5/4/2016	TERESA MEYERS	\$100.00
87523	5/4/2016	MID WISCONSIN SUPPLY, LLC	\$1,406.16
87524	5/4/2016	MIDSTATE TECHNICAL COLLEGE	\$18,330.00
87525	5/4/2016	MIDWEST CONSTRUCTION MATERIALS	\$27,495.60
87526	5/4/2016	MILLER BRADFORD AND RISBERG	\$2,523.24

Check #	Check Date	Vendor Name	Amount
87527	5/4/2016	MINISTRY ST JOSEPH'S HOSPITAL	\$2,339.92
87528	5/4/2016	MINNESOTA LIFE INSURANCE CO	\$646.80
87529	5/4/2016	MPPA LE SUPPLY	\$26.78
87530	5/4/2016	NAPA AUTO PARTS	\$1,889.98
87531	5/4/2016	NORTH SHORE COMPRESSOR INC	\$140.34
87532	5/4/2016	NORTHERN LAKE SERVICE INC	\$76.50
87533	5/4/2016	OFFICE DEPOT	\$178.70
87534	5/4/2016	OFFICE MAX INCORPORATED	\$4.54
87535	5/4/2016	PAK-RITE LTD	\$301.17
87536	5/4/2016	EUGENE PERLOCK	\$53.48
87537	5/4/2016	PROVISION PARTNERS	\$610.88
87538	5/4/2016	SUSAN RAMEY	\$100.00
87539	5/4/2016	RICHLAND CENTER BUS SERVICE INC	\$150.00
87540	5/4/2016	SCHIERL TIRE CENTER	\$19.88
87541	5/4/2016	KAREN SCHREINER	\$100.00
87542	5/4/2016	DOUG SEUBERT	\$100.00
87543	5/4/2016	SHOWCASES	\$326.16
87544	5/4/2016	JODI SLEZNIKOW	\$100.00
87545	5/4/2016	STRAND ASSOCIATES INC	\$262.21
87546	5/4/2016	STREICHER'S POLICE EQUIPMENT	\$839.00
87547	5/4/2016	JODI HEITING	\$150.00
87548	5/4/2016	JACKIE SWANSON	\$100.00
87549	5/4/2016	THE POND PEOPLE	\$6,226.00
87550	5/4/2016	THIMBLEBERRY BOOKS	\$17.95
87551	5/4/2016	TRICIA THUMANN	\$100.00
87552	5/4/2016	TRIPLE R BUSINESS SERVICES, LLC	\$4,694.61
87553	5/4/2016	U W SOIL TESTING LAB	\$64.00
87554	5/4/2016	UNIFIRST CORPORATION	\$195.82
87555	5/4/2016	THE UNIFORM SHOPPE	\$287.70
87556	5/4/2016	UNIQUE MANAGEMENT SERVICES INC	\$8.95
87557	5/4/2016	UNITED MAILING SERVICE INC	\$906.49
87558	5/4/2016	UNIVERSITY COMMISSION	\$20,728.00
87559	5/4/2016	USA BLUE BOOK	\$253.90
87560	5/4/2016	WALMART COMMUNITY/GECRB	\$1,075.07
87561	5/4/2016	STEVE WARREN	\$25.00
87562	5/4/2016	WDATCP	\$50.00
87563	5/4/2016	WE ENERGIES	\$181.39
87564	5/4/2016	WEILER ENTERPRISES	\$8.08
87565	5/4/2016	WEILER TRANSPORTATION LLC	\$135.46
87566	5/4/2016	WELLS FARGO BANK	\$165.11
87567	5/4/2016	ERLAN R. WENZEL	\$160.00
87568	5/4/2016	WEPAK-N-SHIP	\$12.97
87569	5/4/2016	WI AGRICULTURIST	\$26.95
87570	5/4/2016	WI CHAPTER IAEI	\$225.00
87571	5/4/2016	WI IAAI	\$900.00
87572	5/4/2016	BRITTNEY WOLF	\$100.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$163,473.08
		TOTAL PREPAID BILLS	\$527,910.92
		TOTAL ACH PAYMENTS	\$900.00
		TOTAL CURRENT BILLS	\$281,847.97
		GRAND TOTAL	<u>\$810,658.89</u>

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to \$N/A and General Expense Bills for APRIL, 2016 amounting to \$886,409.07 be allowed paid and charged to their proper accounts.

Chairman

**CITY OF MARSHFIELD
SCHEDULE OF BILLS FOR APPROVAL
5/18/2016**

**PREPAID BILLS
PREPAID BILLS PAID BY CHECK**

Check #	Check Date	Vendor Name	Amount
87577	5/4/2016	MARSHFIELD FAIRGROUNDS COMM	\$3,869.00
87578	5/6/2016	CHARTER COMMUNICATIONS	\$42.38
87579	5/6/2016	DEPT OF WORKFORCE DEVELOPMENT	\$193.03
87580	5/6/2016	FRONTIER	\$1,175.36
87581	5/6/2016	MARSHFIELD UTILITIES	\$59,514.99
87582	5/6/2016	TDS TELECOM	\$102.78
87583	5/6/2016	TELRITE CORPORATION	\$65.45
87584	5/6/2016	US CELLULAR	\$2,416.79
87585	5/6/2016	VERIZON WIRELESS	\$125.70
87586	5/6/2016	VERIZON WIRELESS	\$893.03
87587	5/6/2016	VISU-SEWER CLEAN & SEAL INC	\$312,587.58
87588	5/6/2016	WE ENERGIES	\$38.61
87589	5/6/2016	WI CEMETERY & CREMATION ASSOCIATION	\$155.00
TOTAL PREPAID BILLS PAID BY CHECK			\$381,179.70

PREPAID BILLS PAID BY EFT

EFT000000005786	5/4/2016	JOSEPH VANDEN ELZEN	\$567.00
EFT000000005787	5/6/2016	SARI GOODNESS	\$1,405.84
EFT000000005788	5/6/2016	BENJAMIN STEINBACH	\$1,667.59
TOTAL PREPAID BILLS PAID BY EFT			\$3,640.43

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000005789	5/18/2016	ALLEN PRECISION EQUIPMENT INC	\$806.36
EFT000000005790	5/18/2016	AMERICAN PAVEMENT SOLUTIONS	\$86,141.25
EFT000000005791	5/18/2016	AMERICAN WELDING & GAS INC	\$47.74
EFT000000005792	5/18/2016	JASON ANGELL	\$369.18
EFT000000005793	5/18/2016	ARAMARK UNIFORM SERVICES	\$83.22
EFT000000005794	5/18/2016	B & B LAWN CARE LLC	\$3,999.60
EFT000000005795	5/18/2016	BRIAN BARNES	\$925.41
EFT000000005796	5/18/2016	BELCO VEHICLE SOLUTIONS LLC	\$20.00
EFT000000005797	5/18/2016	SUZANNE BERGER	\$115.56
EFT000000005798	5/18/2016	BOUND TREE MEDICAL, LLC	\$151.86
EFT000000005799	5/18/2016	BRAD BREUER	\$662.98
EFT000000005800	5/18/2016	CARQUEST AUTO PARTS	\$446.44
EFT000000005801	5/18/2016	CDW GOVERNMENT INC	\$303.91
EFT000000005802	5/18/2016	CENTRAL STATE SUPPLY CORP	\$599.55
EFT000000005803	5/18/2016	CHILI IMPLEMENT CO INC	\$314.04
EFT000000005805	5/18/2016	CURRENT TECHNOLOGIES INC	\$161.08
EFT000000005806	5/18/2016	DAKOTA ELECTRIC SERVICE INC	\$800.14
EFT000000005807	5/18/2016	JAMES WM DORN	\$186.45
EFT000000005808	5/18/2016	AMANDA DUER	\$8.64
EFT000000005809	5/18/2016	ENERGENECS INC	\$879.64
EFT000000005810	5/18/2016	TRAVIS ESSER	\$20.00
EFT000000005811	5/18/2016	PETER FLETTY	\$33.76
EFT000000005812	5/18/2016	GALE/CENGAGE LEARNING	\$147.62
EFT000000005813	5/18/2016	SARI GOODNESS	\$10.00
EFT000000005814	5/18/2016	WILL GUENSBURG	\$41.13
EFT000000005815	5/18/2016	HEINZEN PRINTING INC	\$239.00

Check #	Check Date	Vendor Name	Amount
EFT000000005816	5/18/2016	INGRAM LIBRARY SERVICES INC	\$1,051.86
EFT000000005817	5/18/2016	MCMaster-CARR	\$167.41
EFT000000005818	5/18/2016	MIDSTATE TRUCK SERVICE	\$3,686.55
EFT000000005819	5/18/2016	MIDWEST TAPE	\$635.60
EFT000000005820	5/18/2016	EVERETT MUELLER	\$181.84
EFT000000005821	5/18/2016	NATIONAL PRODUCTS INC	\$142.75
EFT000000005822	5/18/2016	LANCE OLDHAM	\$18.97
EFT000000005823	5/18/2016	POMP'S TIRE SERVICE INC	\$20.75
EFT000000005824	5/18/2016	RDA TOOLKIT	\$185.00
EFT000000005825	5/18/2016	REIGEL PLUMBING & HEATING INC	\$187.67
EFT000000005826	5/18/2016	DAN ROGERS	\$100.12
EFT000000005827	5/18/2016	SAFE FAST INC	\$588.36
EFT000000005828	5/18/2016	SHERWIN WILLIAMS COMPANY	\$1,540.00
EFT000000005829	5/18/2016	SHI INTERNATIONAL CORPORATION	\$9,400.16
EFT000000005830	5/18/2016	SKILLSOFT CORPORATION	\$668.29
EFT000000005831	5/18/2016	SOLUTIONZ LLC	\$9,830.00
EFT000000005832	5/18/2016	JOAN SPENCER	\$265.24
EFT000000005833	5/18/2016	STAINLESS AND REPAIR INC	\$151.90
EFT000000005834	5/18/2016	KEITH STREY	\$543.68
EFT000000005835	5/18/2016	TRAFFIC AND PARKING CONTROL INC	\$119.36
EFT000000005836	5/18/2016	MICHAEL TRUDEAU	\$150.00
EFT000000005837	5/18/2016	V & H AUTOMOTIVE MARSHFIELD	\$1,038.17
EFT000000005838	5/18/2016	V & H INC	\$2,017.16
EFT000000005839	5/18/2016	JOSEPH VANDEN ELZEN	\$567.00
EFT000000005840	5/18/2016	VIDCOM LLC	\$2,872.71
EFT000000005841	5/18/2016	VORPAHL FIRE & SAFETY	\$12,197.29
EFT000000005842	5/18/2016	WOOD COUNTY HUMAN SERVICES	\$100.00
EFT000000005843	5/18/2016	BRUCE MUNICIPAL EQUIPMENT	\$4,718.66
EFT000000005844	5/18/2016	DALCO ENTERPRISES, INC.	\$924.38
EFT000000005845	5/18/2016	MERKEL COMPANY INC	\$467.57
EFT000000005846	5/18/2016	MSA PROFESSIONAL SERVICES INC	\$5,950.62
EFT000000005847	5/18/2016	POWER PAC INC	\$1,157.22
EFT000000005848	5/18/2016	COMFORT SYSTEMS HEATING & AIR CONDITIONING	\$1,000.00
TOTAL CURRENT BILLS PAID BY EFT			\$160,160.85

CURRENT BILLS PAID BY CHECK

87590	5/18/2016	ALTMANN CONSTRUCTION CO INC	\$19,000.00
87591	5/18/2016	DEAN ALTMANN TRUCKING & EXCAVATING, INC.	\$118.75
87592	5/18/2016	AMAZON	\$147.06
87593	5/18/2016	AMERICAN ASPHALT OF WI	\$1,169.98
87594	5/18/2016	AMERICAN ENGINEERING TESTING	\$3,047.75
87595	5/18/2016	ASSOCIATED SERVICE CENTER	\$130.40
87596	5/18/2016	B & D LOCK SHOP	\$16.00
87597	5/18/2016	BAKER AND TAYLOR CO-CONT ACCT	\$11.21
87598	5/18/2016	BAKER AND TAYLOR INC	\$2,678.23
87599	5/18/2016	SOWJANYA BAPANI	\$100.00
87600	5/18/2016	BAY STEEL & FABRICATION LLC	\$116.83
87601	5/18/2016	BESTIMATE LLC	\$822.50
87602	5/18/2016	BMI	\$336.00
87603	5/18/2016	LISA BOERO	\$44.97
87604	5/18/2016	I BRANDL INC	\$223.00
87605	5/18/2016	BROOKS TRACTOR INC	\$412.53
87606	5/18/2016	BULL'S EYE SPORT SHOP LLC	\$2,685.00
87607	5/18/2016	BURT TROPHY & AWARDS INC	\$68.00
87608	5/18/2016	NANCY BYMERS	\$100.00

Check #	Check Date	Vendor Name	Amount
87609	5/18/2016	CHARTER COMMUNICATIONS	\$195.99
87610	5/18/2016	CITY DIRECTORIES	\$520.00
87611	5/18/2016	COLUMBUS CATHOLIC HIGH SCHOOL	\$130.00
87612	5/18/2016	COMPLETE OFFICE OF WISCONSIN	\$758.35
87613	5/18/2016	CONTINGENCY PLANNING SOLUTIONS INC	\$1,756.07
87614	5/18/2016	CONVENTION & VISITORS BUREAU	\$41,949.00
87615	5/18/2016	PAMELA CORCORAN	\$325.00
87616	5/18/2016	GEORGE VAN STEDUM	\$230.00
87617	5/18/2016	CTL COMPANY INC	\$241.86
87618	5/18/2016	DIANA CUTTS	\$47.15
87619	5/18/2016	DIRECT NETWORKS INC	\$4,343.00
87620	5/18/2016	EARTH INC	\$83,230.00
87621	5/18/2016	ENVIROTECH EQUIPMENT CO INC	\$1,152.74
87622	5/18/2016	ESRI	\$25,500.00
87623	5/18/2016	ESS BROTHERS AND SONS INC	\$599.00
87624	5/18/2016	EVANCED SOLUTIONS LLC	\$1,072.00
87625	5/18/2016	EVERGREEN NURSERY CO.	\$267.80
87626	5/18/2016	FARRELL EQUIP & SUPPLY CO INC	\$110.99
87627	5/18/2016	FASTENAL COMPANY	\$450.91
87628	5/18/2016	FEDERAL EXPRESS	\$41.90
87629	5/18/2016	FESTIVAL FOODS	\$164.41
87630	5/18/2016	FIRE APPARATUS & EQUIP INC	\$6,303.27
87631	5/18/2016	MERT FISCHER	\$75.00
87632	5/18/2016	SHIRLEY FORBISH	\$100.00
87633	5/18/2016	GAPPA SECURITY SOLUTIONS LLC	\$28.75
87634	5/18/2016	THOMAS GORMAN	\$100.00
87635	5/18/2016	GOVT FINANCE OFFICERS ASSN	\$695.00
87636	5/18/2016	H & S PROTECTION SYSTEMS INC	\$138.55
87637	5/18/2016	LORI HAINZ	\$75.00
87638	5/18/2016	REBECCA HEI	\$100.00
87639	5/18/2016	HILLER'S HARDWARE INC	\$490.53
87640	5/18/2016	E O JOHNSON COMPANY	\$578.43
87641	5/18/2016	K & C CLEANING LLC	\$350.00
87642	5/18/2016	PETER A KASTENHOLZ	\$237.80
87643	5/18/2016	RANDY LUETH - LANDSCAPE ARCHITECT LLC	\$4,310.00
87644	5/18/2016	MACQUEEN EQUIPMENT INC	\$46.25
87645	5/18/2016	MARSHFIELD AREA CHAMBER	\$250.00
87646	5/18/2016	MARSHFIELD BUYERS GUIDE	\$80.00
87647	5/18/2016	MARSHFIELD CARE CENTER	\$250.00
87648	5/18/2016	MARSHFIELD PARKS & REC DEPT	\$28.83
87649	5/18/2016	MARSHFIELD PLUMBING & HEATING LLC	\$119.99
87650	5/18/2016	MARSHFIELD POLICE DEPT INVESTIGATIVE FUND	\$1,380.00
87651	5/18/2016	MARSHFIELD STEEL HOLDING COMPANY, INC.	\$148.07
87652	5/18/2016	JO MARTIN	\$100.00
87653	5/18/2016	KAREN MASANZ	\$100.00
87654	5/18/2016	TOWN OF MCMILLAN	\$623.68
87655	5/18/2016	MENARDS	\$555.01
87656	5/18/2016	MIDSTATE TECHNICAL COLLEGE	\$10.00
87657	5/18/2016	MIDSTATES EQUIPMENT INC	\$45.23
87658	5/18/2016	MIDWEST CONSTRUCTION MATERIALS	\$848.00
87659	5/18/2016	MILLER BRADFORD AND RISBERG	\$1,254.06
87660	5/18/2016	MPPA LE SUPPLY	\$17.30
87661	5/18/2016	NAPA AUTO PARTS	\$603.08
87662	5/18/2016	ROCHELLE NEINAST	\$125.00
87663	5/18/2016	DON NIKOLAI CONSTRUCTION	\$34,912.50
87664	5/18/2016	NORTH WOOD COUNTY HISTORICAL SOCIETY, INC	\$7,500.00
87665	5/18/2016	NORTHEAST WI TECHNICAL COLLEGE	\$170.00

Check #	Check Date	Vendor Name	Amount
87666	5/18/2016	NORTHERN LAKE SERVICE INC	\$887.60
87667	5/18/2016	ODONNELL LOCKSMITHING SERVICE	\$86.00
87668	5/18/2016	OFFICE DEPOT	\$340.24
87669	5/18/2016	PAUL KNAUF	\$1,104.00
87670	5/18/2016	PRECISE MRM LLC	\$76.71
87671	5/18/2016	JOHN E.REID AND ASSOCIATES INC.	\$97.00
87672	5/18/2016	RESEARCH TECHNOLOGY INTERNATIONAL	\$172.10
87673	5/18/2016	RODENTPRO	\$2,221.00
87674	5/18/2016	ROTARY CLUB OF MARSHFIELD SUNRISE	\$136.00
87675	5/18/2016	RUNNING INC	\$29,838.68
87676	5/18/2016	SCAFFIDI TRUCK CENTER	\$185.38
87677	5/18/2016	SCHALOWS NURSERY, INC.	\$287.00
87678	5/18/2016	SCHENCK SC	\$9,500.00
87679	5/18/2016	ALBERT SCHIFERL	\$1,590.20
87680	5/18/2016	KRISTIE SKLUZACEK	\$100.00
87681	5/18/2016	BEVERLY SNIDER	\$87.85
87682	5/18/2016	STEVEN BINDER	\$97.75
87683	5/18/2016	RONALD STELTENPOHL	\$183.75
87684	5/18/2016	JODI HEITING	\$276.00
87685	5/18/2016	TOWN & COUNTRY ENGINEERING INC	\$192.50
87686	5/18/2016	TRIMPAC	\$15,028.00
87687	5/18/2016	TRITECH SOFTWARE SYSTEMS INC	\$798.00
87688	5/18/2016	UNIFIRST CORPORATION	\$317.64
87689	5/18/2016	THE UNIFORM SHOPPE	\$414.95
87690	5/18/2016	UW-GREEN BAY-OUTREACH GOVT CL204	\$469.00
87691	5/18/2016	VITAL COMMUNICATION	\$576.00
87692	5/18/2016	VP NETWORKS INC	\$1,098.00
87693	5/18/2016	WATCP	\$200.00
87694	5/18/2016	WAUSAU HYDRAULICS & MACHINE, INC	\$1,026.76
87695	5/18/2016	WEILER ENTERPRISES	\$12.00
87696	5/18/2016	WEILER TRANSPORTATION LLC	\$552.53
87697	5/18/2016	ERLAN R. WENZEL	\$230.00
87698	5/18/2016	WEPAK-N-SHIP	\$28.14
87699	5/18/2016	WI DEPARTMENT OF AGRICULTURE	\$50.00
87700	5/18/2016	WI DEPARTMENT OF JUSTICE	\$427.00
87701	5/18/2016	WI DEPT OF JUSTICE	\$1,179.50
87702	5/18/2016	WI DEPT OF TRANSPORTATION	\$500.00
87703	5/18/2016	WOLFGRAM GAMOKE AND HUTCHINSON	\$13,892.10
87704	5/18/2016	William Wons	\$15.00
87705	5/18/2016	Wood County Register of Deeds	\$90.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$341,428.09
		TOTAL PREPAID BILLS	\$384,820.13
		TOTAL CURRENT BILLS	\$501,588.94
		GRAND TOTAL	\$886,409.07

MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF APRIL 30, 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	VACANT	
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. Srvs Supervisor	1.00	BAKER	KATHLEEN
Library		Childrens' Services Supervisor	1.00	ROPSON	KIM
Library		Library Assistant II	0.625	AUSTIN	JANE
Library		Library Assistant II	0.5	CERA	JILL
Library		Library Assistant II	1.00	SMITH	PENNY
Library		Library Custodian	1.00	FRUEHBRODT	WILLIAM
Library		Library Director	1.00	BELONGIA	LORI
Library		Library Specialist I	0.50	BAKER	DAVID
Library		Library Specialist I	1.00	SMITH	DEBORAH
Library		Library Specialist I	1.00	DERFUS	MARY
Library		Library Specialist I	1.00	HILL	SANDRA
Library		Library Specialist II	0.725	SLADE	CHELSEA
Library		Library Specialist III	0.50	KRUSE	NATALIE
Library		Library Specialist III	0.5	APFEL	STEVE
Library		Library Specialist III	1.00	DUER	AMANDA
Library		Library Specialst III	1.00	SCHULTZ	ROBERT
Library		Library Specialst III	1.00	STEELE	PATRICIA
Library		Library Systems Analyst	1.00	MADER	ROBERT
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	VACANT	
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		

REPORT OF PERSONNEL ACTIONS
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
OF MAY 17, 2016

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

HIRED

Brittany Dennis	Payroll Technician Finance Department	May 11, 2016
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RETIREMENT:

None

Resignation

Eric Wendell	Classification IV Street Division	April 15, 2016
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Reclassification

Jason Angell	Director of Development Services Development Services	May 16, 2016
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**COMPLETION OF
PROBATIONARY
PERIOD**

None

TREASURY REPORT

April 2016

	April	March
GENERAL CITY		
PREVIOUS BANK BALANCES (CASH):		
Bonds -----	6,510.00	
Citizens State Bank -----	1,417,073.52	
	TOTAL PREVIOUS CASH BALANCE:	\$1,423,583.52
RECEIPTS:		\$5,788,363.48
Citizens State Bank -----	7,730,986.22	
Citizens State Bank Interest -----	1,235.89	
L-T Investment Interest Rec -----		
Tax collection -----		
	TOTAL CASH RECEIPTS:	\$7,732,222.11
DISBURSEMENTS:		\$16,371,153.05
Citizens State Bank -----	8,638,288.97	
	TOTAL CASH DISBURSEMENTS:	\$8,638,288.97
GENERAL CITY BOOK BALANCE (CASH):	(Previous Balance + Receipt - Disbrsmnts.)	\$517,516.66
		\$1,423,583.52
GENERAL CITY INVESTMENTS:		
Securities Investments (Long Term) -----	2,000,000.00	
Securities Investments (Short Term) -----	2,991,649.44	
SIST Int rate/earning 0.00% -----	0.00	
Local Government Investment Pool (LGIP) -----	15,768,636.20	
LGIP Int rate/earning 0.42% -----	6,065.61	
		\$20,766,351.25
		\$19,590,472.73
TOTAL GENERAL CITY CASH & INVESTMENTS	\$21,283,867.91	\$21,014,056.25
MARSHFIELD UTILITIES		
Citizens Bank Previous Bal. -----	2,770,642.38	
Citizens Bank Utility Receipt -----	4,516,999.14	
Citizens Bank Utility Disburs -----	4,933,609.45	
MU BOOK BALANCE:		\$2,354,032.07
		\$2,770,642.38
MU INVESTMENTS:		\$20,931,349.03
		\$21,370,365.54
TOTAL MU CASH & INVESTMENTS:	\$22,344,098.68	\$22,344,098.68
TOTAL BOOK BALANCE (CASH):	(Marshfield Utilities Balance + General Balance)	\$2,871,548.73
		\$4,194,225.90
RECAPITULATION BANK REPORT		
Bonds -----	6,510.00	
Citizens Bank Mfid Utilities -----	2,513,191.26	
Citizens Bank General City -----	933,618.82	
	TOTAL BANK BALANCE:	3,453,320.08
	(OUTSTANDING CHECKS)	581,771.35
TOTAL BANK BALANCE (CASH):	\$2,871,548.73	\$4,194,225.90
CASH ON HAND :	\$100.00	\$100.00
TOTAL INVESTMENTS:	\$41,697,700.28	\$40,960,838.27
TOTAL CASH & INVESTMENTS:	\$44,569,249.01	\$45,155,064.17

Submitted by: Amy VanWyke
Amy VanWyke
Accounting Manager

To: Members of the Finance, Budget and Personnel Committee

**From: Brian Panzer, Buildings and Grounds Superintendent
University of Wisconsin Marshfield/Wood County**

R.E.: Reallocation of 2016 Capital Improvement Program Project Funding

Date: April 22, 2016

Included in the approved 2016 Capital Improvement Program for the University of Wisconsin Marshfield/Wood County is a HVAC project (#UW-K-7335) to do an evaluation of or replacement of, if required of the chilled water coils in the Helen Conner Laird building. These units provide the cooling required for not only the classrooms and the common areas but also the theater which was the biggest concern. After doing some extensive cleaning of the entire system, the installation of additional in-line valves, which will allow us to control and regulate the water flows, the replacement of antiquated controls to new electronic controls, the installation of additional dampers which gives more precise cooling where and when it is most needed and the complete rebalancing of the system we feel no replacement of the coils is necessary at this time. Based on these facts we are requesting that a portion of the \$30,000 that was approved by the City of Marshfield and a portion of the \$30,000 that was approved by Wood County for a total of \$60,000 for the original project be reallocated to a new priority safety related project within the theater.

After some safety concerns were brought forward by the Theater Director an inspection by a qualified firm was conducted and it was determined that the rigging, cabling and piping that supports the lights, curtains and other hanging items above the stage in the theater were either damaged and/or defective. Due to this fact this new project became a priority and without any funding designated for this project the decision was made to request the reallocation. The project will commence and be completed in as timely fashion as possible. The cost of this project, based on an estimate will be \$25,000.

With this we are requesting to reallocate \$12,500 from the funds approved by the City and \$12,500 approved by the County to this new project. To date we have expended \$8,485 from the original project amount so that leaves a current balance of \$49,941. We are anticipating some additional work to be completed on the original project yet this year, but the remaining funding after the reallocation will cover those costs.

If you have any questions please feel free to contact me.

Thank you for your consideration of this request.

Note:

This request was approved by the University Commission on 4/21/16.



514 East Fourth Street
Marshfield, WI 54449
PHONE (715) 486-2094
FAX (715) 384-8868
Email: mfrd@ci.marshfield.wi.us



Robert P. Haight III
Fire Chief

FIRE & RESCUE DEPARTMENT

MEMORANDUM

TO: Finance, Budget and Personnel Committee Members

FROM: Robert P. Haight III, Fire Chief

A handwritten signature in black ink that reads "Robert Haight III".

DATE: April 29, 2016

SUBJECT: Budget Resolution 11-2016

Background

The Marshfield Fire & Rescue Department embarked on implementing our Rescue Task Force program in conjunction with Marshfield Police over 16 months ago. This program is intended to allow paramedics and their assigned Police team members to quickly enter an active shooter situation to provide medical attention and possibly remove any victims encountered. The training and acquisition of equipment needed was begun. It was determined that we would require a mix of budgeted monies as well as donations to be able to acquire sufficient equipment to fully equip all four ambulances.

Analysis

There are only four ballistic helmets left to acquire and we just received a \$1,000 grant check from Enbridge to enable the purchase of these helmets. This grant was specifically for these helmets and must be used for this purpose

Summary/Recommendation

Rescue Task force is in place and active. This purchase will meet the objectives of the grant we received and will enable us to finish equipping all four ambulances. This resolution was approved by the Police and Fire Commission at their May 5, 2016 meeting. I recommend approval of Budget Resolution 11-2016 as presented.

Concurrence:

A handwritten signature in black ink that reads "Steve Barg".

Steve Barg, City Administrator

A handwritten signature in black ink that reads "Keith R. Strey".

Keith Strey, Finance Director

BUDGET RESOLUTION NO. 11-2016

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 \$1,080 is hereby transferred from an Enbridge grant ac# 6054800022.220000 to the Emergency Medical Services Fund ac# 6055231022.220000.

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. 11-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

1. EMS Fund, a/c #6054800022.220000:
 - a. 48500 – Contributions/Donations \$1,000

TRANSFERRED TO:

1. EMS Fund, a/c# 6055231022.220000:
 - a. 53400 – Operating Supplies \$1,000

* * * *



City of
Marshfield
Memorandum

May 12, 2016

TO: Finance, Budget and Personnel Committee

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Budget Resolution 12-2016 – TIF 11, Veterans Parkway Sewer and Water Extension

BACKGROUND

Bids were awarded on May 10, 2016 for construction of the sewer and water extension to serve the recently annexed Draxler property. This project will be funded through the recently created Tax Incremental Financing District No. 11. A budget resolution is necessary to establish the construction budget for the project.

ANALYSIS

The attached budget resolution provides the detail for the project. The total construction cost is projected at \$533,651. Adding engineering and contingency, staff is recommending that the budget be set at \$600,000, broken down as follows:

Sanitary Sewer (352225)	\$125,000
Water Main (312224)	\$475,000

These improvements are consistent with the TIF 11 Project Plan adopted by the Common Council on April 12, 2016.

RECOMMENDATION

Approval of Budget Resolution 12-2016 and refer to the Common Council for consideration.

Concurrence: Steve Barg
Steve Barg, City Administrator

Keith R. Strey
Keith Strey, Finance Director

BUDGET RESOLUTION NO. 12-2016

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 \$475,000 is hereby transferred from State Trust Fund Loan proceeds, a/c #4364900008.080000 to the TID #11 Veterans Parkway/Highway 10 Interchange Fund, a/c #4365749031.312224.
2. That the sum of \$125,000 is hereby transferred from State Trust Fund Loan proceeds, a/c #601.29175 to the Wastewater Utility Collection System Asset Account, a/c #601.18410.
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. 12-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

- 1. TID #11 Veterans Parkway/Highway 10 Interchange Fund,
a/c #4364900008.080000:
 - a. 49140 – Proceeds of State Trust Fund Loan \$475,000

- 1. 601 Wastewater Utility Fund Liabilities **(MEMO ONLY)**:
 - a. 29175 – 2016 State Trust Fund Loan \$125,000

TRANSFERRED TO:

- 1. TID #11 Veterans Parkway/Highway 10 Interchange Fund,
a/c #4365749031.312224:
 - a. 52100 – Contracted Services \$475,000

- 2. 601 Wastewater Utility Fund Assets **(MEMO ONLY)**:
 - a. 18410 – Collection System Improvements ** \$125,000

Note:

** Sewer Main project expenditures will be recorded in an expenditure account number and transferred to the asset account as appropriate

* * * *



City of Marshfield Memorandum

Date: May 17, 2016
To: Finance, Budget and Personnel Committee
From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: City of Marshfield Assessing Department Review

BACKGROUND

The current City Assessor's term as an elected official is scheduled to end on May 31, 2016. As noted in the Staffing Study by Springsted, the City of Marshfield is one of the only cities of its size with an elected official serving as City Assessor.

In line with the recommendations of the study, effective June 1, 2016, the current Assessor's employment status will change from elected to appointed. The current job title will remain the same and the Assessor will report directly to the City Administrator unless an Administrative Services Department is implemented. The current rate of pay for the Assessor will remain unchanged, including current benefit elections. Vacation will be provided based on the incumbent's years of service to the City.

ANALYSIS

The Staffing Study also recommended the City consider a more in-depth review of the cost and benefits of outsourcing some or all of the assessing services. Several area communities, including Stevens Point, Wausau, and Wisconsin Rapids are currently outsourcing some or all of the assessing services.

The City of Marshfield's Assessing Department consists of an elected Assessor (1.0 FTE), Property Appraiser (1.0 FTE) and Account Clerk (1.0 FTE) and contracts with an independent appraisal company to handle our commercial valuations and appeals. The current Assessor has indicated her intent to retire in 12 months. Based on the Springsted recommendation and the upcoming retirement, the timing is appropriate to complete this review and look to determine the value of outsourcing this function yet maintaining a level of local presence.

RECOMMENDATION

We are requesting approval to review the outsourcing options for some or all assessing services including a formal RFP for Assessing Services for the City of Marshfield. Once a model is determined, we are asking for approval to overlap contracted and/or in-house services in early 2017 to ensure a successful transition to the new model.

Concurrence: _____

Steve Barg, City Administrator



City of
Marshfield
Memorandum

May 13, 2016

TO: Finance, Budget & Personnel Committee

FROM: Keith Strey, Finance Director

SUBJECT: Authorization to solicit Purchase Card Program proposals and related tasks

BACKGROUND

As part of on-going efforts to increase operational efficiency and effectiveness as well as reduce costs, staff has identified a potential option for consideration to potentially achieve both. That option is to implement an electronic payment program, similar to credit cards, called a purchasing card program (also known as procurement card or P-Card program). The purpose of this program is to provide an efficient, cost-effective method of purchasing and paying for small-dollar as well as high-volume purchases. This type of program is used as an alternative to the traditional purchasing process and can result in a significant reduction in the volume of purchase orders, invoices, and checks processed. Purchasing cards can be used whenever a purchase order, check request, or petty cash would have been processed and with any vendor that accepts credit cards.

ANALYSIS

There are numerous benefits to a purchasing card program. Benefits to the cardholder can include:

1. Convenience of purchasing without a purchase order,
2. Expedited delivery of goods,
3. Better pricing on goods,
4. Expanded list of merchants from whom purchases can be made, and
5. Reduced paperwork.

Benefits to the City can include:

1. Simplified purchasing and payment process,
2. Lower overall transaction processing costs per purchase,
3. Increased management information on purchasing histories,
4. Reduced paperwork,
5. Decentralized procurement function (**recommended in the last staffing study**),
6. The ability to set and control purchasing dollar limits,
7. The ability to control purchases to specific merchant categories and vendors, and
8. Receipt of rebates from the bank based upon dollar volume of total purchases.

Disadvantages of purchasing cards include:

1. The potential for duplicate payments to vendors, unless payments are recorded by individual vendor within the accounting system,
2. The perception in the public about issuing credit cards to employees may be negative, and
3. The potential for abuse despite the controls available with purchasing cards.

Purchasing cards may be issued in a designated individuals name and/or governments name clearly indicated on the card as the buyer of goods and services. The purchasing card and any transactions made with the card may become a liability of the government entity. For this reason, it is important that governments be aware of the risks related to the use of purchasing cards and establish controls to address those risks. Staff would work with the selected vendor (with committee approval) as well as other peer governments and audit firm to obtain sample policies, procedures and practices related to this program to help craft proposed documents for future committee consideration prior to implementation.

Implementation of a purchasing card program would be consistent with the most recent staff study recommendation for operational improvements in the procurement process and a recommended best practice of the Government Finance Officers Association.

RECOMMENDATION

Staff recommends approval of the request for authorization to solicit proposals for a Purchase Card Program and related tasks for future committee consideration and approval.

Concurrence: 
Steve Barg, City Administrator



City of Marshfield Memorandum

Date: May 17, 2016
To: Finance, Budget and Personnel Committee
From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: Administrative Services Division

BACKGROUND

In 2015, the Finance Budget and Personnel Committee discussed the potential implementation of the Administrative Services Division as originally recommended in the 2014 Staffing Study by Springsted. At that time, it was discussed that the number of direct reports to the City Administrator be reduced to allow additional capacity for the City Administrator to expand his focus to include items external to the City while overseeing internal operations.

The original recommendation for the Administrative Services Division included Finance, Technology, Assessing, Human Resources and the City Clerk's Office. It was determined that the City would not add an additional FTE to the organization for the Administrative Services leadership position, but would look to draw internal candidates to take on the Administrative Services leadership position in addition to the current role and responsibilities. It was also noted that while some duties may be delegated, the position should not result in additional subordinate FTEs.

Concerns were voiced by the Finance Budget and Personnel Committee in June 2015 regarding the overall benefit of the change. Concerns included:

- Lack of synergy between the departments housed in the Administrative Services Division
- Band width of current department heads to take on the additional responsibilities without additional FTE.
- Direct reporting relationships (i.e., a director reporting to a director)

Ultimately, the Committee asked for further review of the organizational structure and recommendations. As a result, changes regarding the Administrative Services Division were put on hold.

ANALYSIS

Over the past several months, a review of the Administrative Service Department and leadership structure was conducted.

The following departments will be included in the Administrative Services Division:

- The Finance Department
 - Finance Director (1.0 FTE)
 - Accounting Manager (1.0 FTE)
 - Accountant (1.0 FTE)
 - Payroll Technicians (2.0 FTE)
 - General Ledger Technician (0.8 FTE)
 - Accounting Clerk I (1.5 FTE)
 - 2 Casual Temporary Clerical I (0.0 FTE)

- The Technology Department
 - Technology Director (1.0 FTE)
 - Technology Analyst (2.0 FTE)
 - Technology Technician (1.0 FTE)
 - Intern (0.0 FTE)
 - 3 Casual Scanners (0.0 FTE)

- The Assessing Department
 - Elected Assessor (1.0 FTE)
 - Property Appraiser (1.0 FTE)
 - Account Clerk (1.0 FTE)

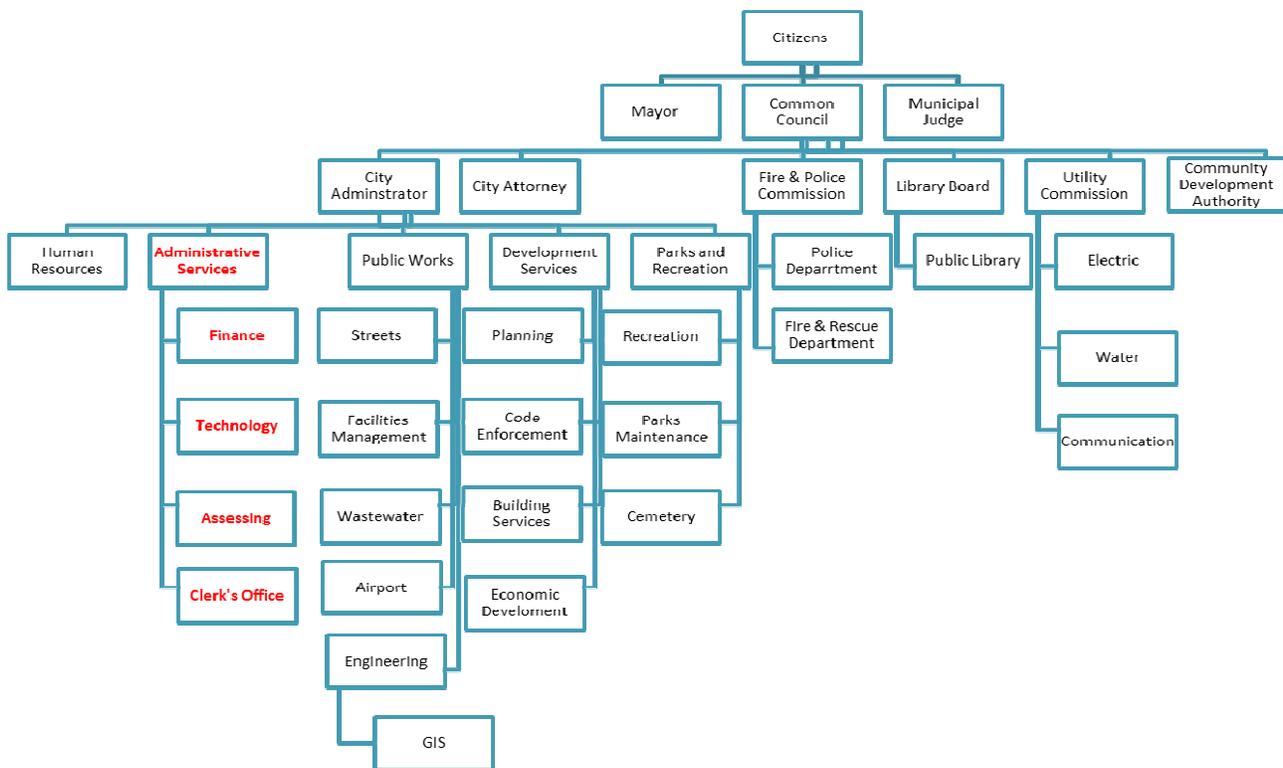
- Placement of the Clerk's Office within the Administrative Services Division was questioned based upon the statutory functions of the position. The Clerk's Office currently includes the following positions:
 - City Clerk (1.0 FTE)
 - Deputy City Clerk (1.0 FTE)
 - 1 Casual Temporary Clerical Assistant I (0.0 FTE)
 - 67 Poll Workers (0.0 FTE)

In review of this department, it was determined that although the statutory requirements exist, the reporting relationship to the Administrative Services Director would not hinder the department's ability to operate but may provide an additional opportunity for potential cross-training of staff within the division during peak periods.

- Since the initial discussion, a decision was made to revise the then vacant Human Resources Manager position to include a secondary function as the Assistant to the City Administrator. This change resulted in removing the position from the Administrative Services Division and maintaining the reporting relationship to the City Administrator.

In summary, the Administrative Services Director will report to the City Administrator and will be responsible for oversight of the Finance, Technology, Assessing, and the Clerk's Office totaling 15.8 FTE (approximately 90 individuals including poll workers). The position would serve as part of the City's executive leadership team and would be responsible for planning, coordinating and directing services within the division to operate in an effective and efficient manner. The implementation of the leadership position would not increase the total FTE's within the City.

This change would support the Springsted staffing study and would reduce the number of direct reports to the City Administrator from 8 direct reports to 5 allowing for increased capacity. A job description for the Administrative Services Director (attached) has been drafted but has not yet been submitted for review by Carlson Dettman.



RECOMMENDATION

We are recommending review and approval of the revised organizational structure and approval to submit the Administrative Services Director position to Carlson Dettman for pay grade placement.

Attachments

Concurrence: *Steve Barg*
 Steve Barg, City Administrator



JOB TITLE: Director, Administrative Services
DEPARTMENT: Administration
SUPERVISOR: City Administrator
COMPENSATION GRADE:

JOB SUMMARY

The Director of Administrative Services is part of the executive leadership team for the City of Marshfield. This position is responsible for oversight of the Finance, Technology, Assessing, and the City Clerk’s Office. This position plans, coordinates and directs services within the division to operate in an effective and efficient manner. The work is performed under the direction of the City Administrator in accordance with established policies and objectives, requiring the frequent exercise of independent judgment.

JOB DESCRIPTION

Task No.	Description	Frequency
1.	Develops and implements goals, objectives, policies, procedures, work standards and internal controls in alignment with the City’s strategic plan. Leads, plans, and directs the activities of the Finance, Technology and Assessing, and the Clerk’s Office. Evaluates City policies and practices in assigned areas of responsibility and makes sound recommendations for improvement.	20%
2.	Oversees the preparation, analysis, negotiation, and review of contracts related to the purchase, sale, maintenance, or repair of materials, supplies, products, or services for assigned areas. Collaborates with division leaders on additional projects as needed, ensuring contracts, insurance requirements, regulations, and standards are followed properly.	5%
3.	Maintains contacts with departmental units, associated community groups, and organizations in areas of assigned responsibility. Interprets bulletins, directives, and other procedural material within area of responsibility and develops procedures to implement them.	10%
4.	Understands, interprets, explains and applies City, State, and Federal law, policies, regulations and court decisions applicable to assigned areas of responsibility, as applicable.	10%

	Exercises sound independent judgment within general policy guidelines.	
5.	Oversees the formulation of policies and procedures within assigned departments: organizes and prioritizes a variety of projects and multiple tasks in an effective and timely manner; organizes own work, sets priorities, works cooperatively and effectively and meets critical time deadlines.	10%
6.	Establishes, maintains and fosters positive and effective work relationships with all staff, the public, the Common Council, and others encountered in the course of work. Plans, organizes, leads, coordinates, trains, motivates, and evaluates the work of management, supervisory, professional, and technical personnel within assigned division. Exercises tact and diplomacy in dealing with sensitive, complex, and confidential employee issues and situations. Maintains confidential and sensitive information.	10%
7.	Prepares clear, concise and comprehensive correspondence, reports, studies and other written materials. Presents proposals and recommendations clearly and logically in public meetings.	5%
8.	Develops and implements appropriate operational and financial procedures and controls. Coordinates the department's records management program including storage, inventory, and purging.	5%
9.	Directs and coordinates various Finance functions such as accounting, payroll, purchasing, contract management and inventory control including claims processing to maximize federal and state reimbursement. Demonstrates proficiency in the use and application of computer software as it relates to accounting and financial reporting. Assists in the preparation of the City's Administrative budget.	20%
10.	Attends meetings of the City Council and various other committees/boards as appropriate.	5%

QUALIFICATIONS

EDUCATION: Bachelor's degree in Business Administration or related field required. Master's degree in Public Administration or MBA preferred.

EXPERIENCE: Minimum of 5-10 years of progressive leadership experience required.

CERTIFICATIONS/LICENSES: None.

SKILLS: Strong communication and leadership skills are required. The successful candidate must also be decisive, flexible, detail-oriented and analytical. It is also important to be able to conduct several activities at the same time as well as resolve problems and manage deadlines.

Knowledge of current principles and practices of business administration, accounting and budgeting are required.

Knowledge pertaining to activities, policies, laws and regulations affecting Finance, Technology, Assessing, and the City Clerk's Office is required. The ability to understand and carry out complex written and verbal instructions; ability to plan, evaluate and direct the work of others; ability to train and supervise employees in methods and procedures; ability to establish and maintain cooperative relations with the public and other agencies; ability to prepare and interpret financial reports,; and good judgment is required.

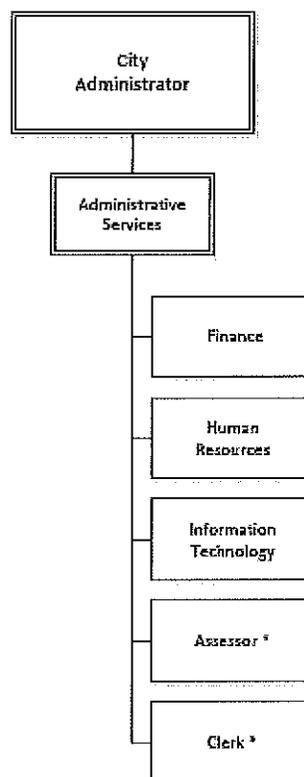


Features of these structures include:

- Coordination of services that support the operations of other departments, such as finance, purchasing, human resources, information systems, records management and risk management.
- Incorporating the City Clerk and City Assessor functions in organizations could occur if those positions were to become appointed rather than elected positions. The City Clerk would generally be a separate division within Administrative Services while the assessing function could be located within the Finance Division or it could be a distinct division within Administrative Services.
- Allows for equalization of workloads among related functions.
- Allows the City Administrator to spend more time on public information, public relations and other external functions. It should be noted that this organizational structure assumes that the City Administrator will share responsibility for internal management and coordination among departments with an Administrative Services Department.
- Give the City a focal point for leading process improvements.

An optional structure for an Administrative Services Department is shown below.

City of Marshfield, Wisconsin **Administrative Services Department**

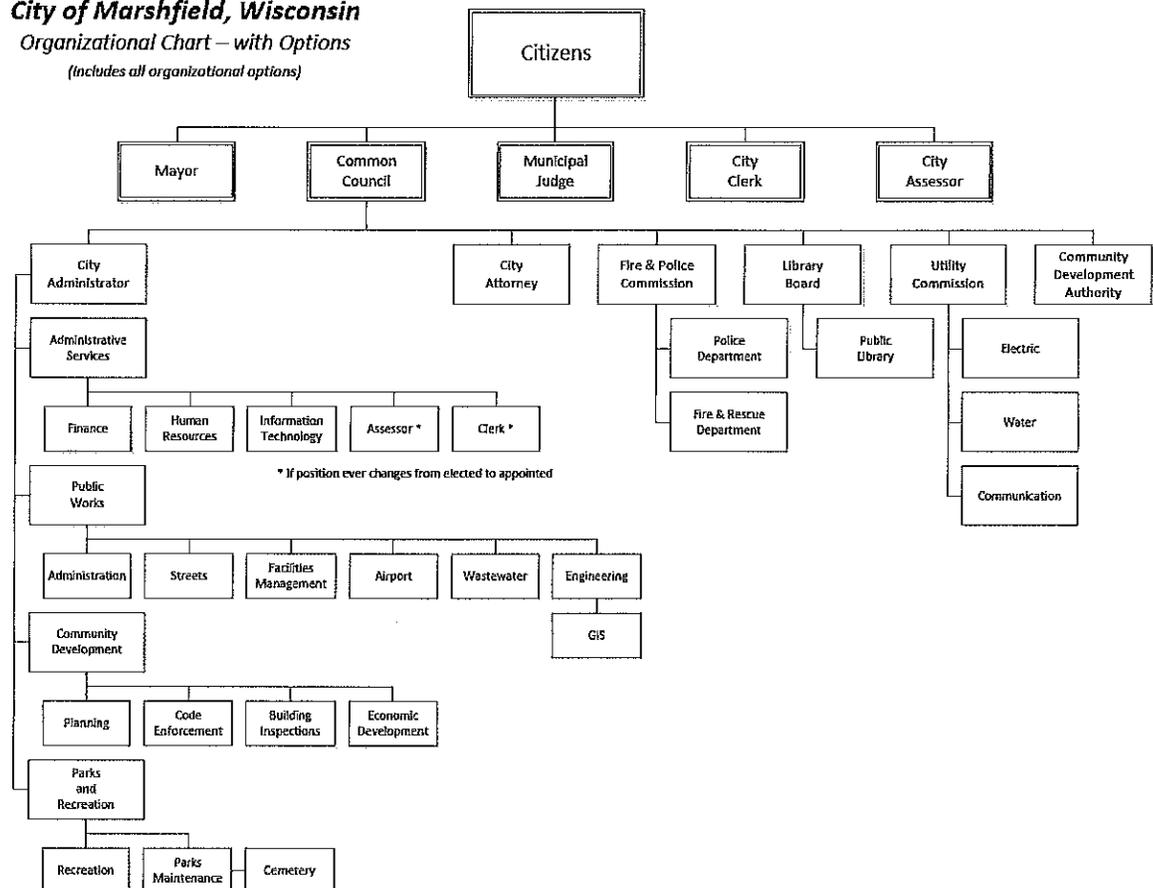


* If position ever changes from elected to appointed

Implementation of Organizational Options

Organizational changes often occur over time, instead of all at once. However, if the City adopted all of the options presented in this report, an illustration of the new organizational chart is shown below.

City of Marshfield, Wisconsin
Organizational Chart – with Options
(includes all organizational options)



The optional organizational chart shows a more equitable distribution of functions among four department heads. The reduced span of control expands the time the City Administrator will have available for other functions such as building partnerships with other organizations and public entities, providing support to the Common Council and engaging in public relations. In this illustration, the four department heads serve as the core management team, however that does not preclude other interdepartmental teams from being formed as well as drawing team members from department head and division manager levels.

While this study presents organizational options for the City's consideration, we expect that implementing any option will be preceded by additional staff discussion and review. Of these options, making Cemetery part of the Parks and Recreation Department is the most straightforward to implement.

Conversely, the creation of a Community Development Department is the most complex option but its implementation will provide alignment with the priorities for economic growth and community

development expressed by the Common Council. The complexity of this option is reflected in the reassignment of the inspections function, the integration of inspection processes and the establishment of a facilities management function to be located in Public Works.

Unlike the other organizational options we have presented, the benefits to be realized from an Administrative Services Department are dependent on the role created for the Administrative Services Director and the person ultimately appointed to this position. The central reason for creating an Administrative Services Department is to improve integration and coordination of administrative functions. However we also believe that increased integration positions the City to place a greater focus on improving business processes. Therefore we see the position of Administrative Services Director as more than a reassignment of existing personnel; we see the position as an opportunity to expand organizational capabilities in the areas of operational analysis, continuous improvement and performance management