



CITY OF MARSHFIELD

# MEETING NOTICE

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**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING  
TUESDAY, JUNE 7, 2016  
Council Chambers, City Hall Plaza  
5:30 p.m.**

1. Call to Order – Alanna Feddick, Chairperson
2. Citizen Comments
3. Consent Agenda
  - a) Approval of Minutes of May 17, 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 recommend approval to Common Council of Budget Resolution No. 14-2016 transferring \$120,000 from Airport Outlay Fund to the Infrastructure Construction Fund to fund the engineering cost of the 29<sup>th</sup> Street (Washington to Hume) project. Presented by Dan Knoeck, Director of Public Works

Recommended Action: Recommend approval of Budget Resolution No. 14-2016 to the Common Council

6. Request to recommend approval to Common Council of Budget Resolution No. 15-2016, assistance under TID #9 for Forward Financial's new facility. Presented by Steve Barg, City Administrator

Recommended Action: Recommend approval of Budget Resolution No. 15-2016 to the Common Council

7. Request to approve proposal for the Employee Assistance Program (EAP). Presented by Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator

Recommended Action: Approve Employer Solutions proposal for EAP services

8. Request to approve aligning life insurance benefits for all non-represented staff, effective January 1, 2017. Presented by Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator

Recommended Action: Approve alignment of life insurance benefit as presented

FINANCE, BUDGET AND PERSONNEL COMMITTEE

June 7, 2016

9. Request for authorization to solicit proposals for assessing software. Presented by Steve Barg, City Administrator  
Recommended Action: Authorize staff to solicit proposals
10. Request to recommend Council appointment of management's collective bargaining team for negotiations with the police/fire unions. Presented by Steve Barg, City Administrator  
Recommended Action: Appoint management's collective bargaining team
11. Suggested items for future agendas
12. Adjourn

Posted this day, June 3, 2016 at 10:30 a.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 MAY 17, 2016**

Meeting called to order by City Clerk Hall at 5:30 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:** Alderpersons Wagner, Earll and Jockheck, City Administrator Barg, Brian Panzer, and City Personnel (Keith Strey, Amy VanWyhe, Jennifer Rachu, Dan Knoeck, Craig DeGrand, and Deb M. Hall)

The City Clerk asked for nominations for Chairperson.

Aldersperson Spiros nominated Aldersperson Feddick.

There being no further nominations the City Clerk declared the nominations closed.

**FBP16-039** Motion by Spiros, second by Reinart to elect Aldersperson Feddick as Chairperson.  
**Motion carried**

Chairperson Feddick asked for nominations for Vice-Chair.

Aldersperson Reinart nominated Aldersperson Spiros.

Aldersperson Spiros nominated Aldersperson Reinart.

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

Feddick voted for Spiros

Reinart voted for Spiros

Zaleski voted for Spiros

Spiros voted for Reinart

Aldersperson Spiros was elected Vice-Chairperson.

**Citizen Comments**

None

**FBP16-040** Motion by Reinart, second by Spiros to approve the items on the consent agenda:

1. Minutes of the April 19, 2016 meeting
2. Payroll in the amount of \$1,264,120.65 and Bills in the amount of \$810,658.89 and \$886,409.07.
3. Monthly Position Control Report as of April 30, 2016.
4. Report of Personnel Actions of May 17, 2016.
5. April 2016 Treasurer's Report

**Motion carried**

UW-Marshfield/Wood County Buildings and Grounds Superintendent Brian Panzer explained that they are reallocating \$12,500 from the funds approved by the City for the HVAC Project (#UW-K-7335) to a new project for the rigging, cabling and piping that supports the lights, curtains and other hanging items above the stage in the theater.

**FBP16-041** Motion by Spiros, second by Reinart to recommend approval to the 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.

**Motion carried**

**FBP16-042** Motion by Reinart, second by Zaleski to recommend approval to the 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.

**Motion carried**

**FBP16-043** Motion by Reinart, second by Zaleski to approve the placement of the Assessor to report to the City Administrator as of June 1, 2016 and review the outsourcing options for some or all assessing services including a formal RFP for Assessing Services for the City of Marshfield.

**Motion carried**

**FBP16-044** Motion by Spiros, second by Zaleski to authorize the Finance Director to solicit proposals for Purchase Card program.

**Motion carried**

**FBP16-045** Motion by Zaleski, second by Reinart to postpone action on the creation of Administrative Services Department to oversee Finance, Technology, Assessing, and City Clerk Departments.

**Motion carried**

The committee asked for more information:

- Who would be considered for this job? (Offer a couple of scenarios of "If this happens then this would be how it is accomplished.
- Give some examples of things that have happened and how it was solved but could have been solved if there was an Administrative Services Director.
- Can they fit it in with their current job responsibilities?
- How much will they have to pass downstream?
- How much is this going to cost? Staff will have this position reviewed by the City's compensation consultant.
- How is the issue of a Director reporting to a Director going to be accomplished?

**FBP16-046** Motion by Zaleski, second by Reinart 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 control.

- Placement of employee on compensation plan.

Roll call vote, all ayes. (Time: 6:10 p.m.)

**Motion carried**

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

**FBP16-047** Motion by Spiros, second by Reinart to return to open session. Roll call vote, all ayes.  
(Time: 6:24 p.m.)

**Motion carried**

**FBP16-048** Motion by Zaleski, second by Reinart to approve placement of the candidate for the Streets Division Classification IV position in Step 6 of Pay Grade F in the 2015 scale and the 2016 increase would be effective 7/1/2016

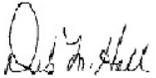
**Motion carried**

**FUTURE AGENDA ITEMS**

None

Motion by Spiros, second by Reinart to adjourn at 6:25 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 \$N/A and General Expense Bills for MAY, 2016 amounting to \$3,595,146.68 be allowed paid and charged to their proper accounts.

\_\_\_\_\_  
Chairman

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**CITY OF MARSHFIELD  
SCHEDULE OF BILLS FOR APPROVAL  
6/8/2016**

**PREPAID BILLS  
PREPAID BILLS PAID BY CHECK**

Check #	Check Date	Vendor Name	Amount
87710	5/16/2016	MINNESOTA LIFE INSURANCE CO	\$5,488.94
87711	5/16/2016	SECURITY HEALTH PLAN	\$220,222.35
87712	5/20/2016	ADVANCED DISPOSAL SERVICES LLC	\$74,471.23
87713	5/20/2016	ALLIANT ENERGY WP&L	\$48.78
87714	5/20/2016	THE BOSON COMPANY INC	\$53,528.24
87715	5/20/2016	CHARTER COMMUNICATIONS	\$40.71
87716	5/20/2016	FRONTIER	\$888.60
87717	5/20/2016	LEAGUE OF WI MUNICIPALITIES	\$105.00
87718	5/20/2016	MARSHFIELD UTILITIES	\$22,818.18
87719	5/20/2016	SECURITY HEALTH PLAN	\$922.90
87720	5/20/2016	TELRITE CORPORATION	\$447.79
87721	5/20/2016	UNITED MAILING SERVICE INC	\$1,048.00
87722	5/20/2016	WE ENERGIES	\$4,095.74
87723	5/20/2016	WISCONSIN MEDIA	\$891.28
87724	5/20/2016	WOLFGRAM, GAMOKE & HUTCHINSON TRUST	\$18,000.00
87730	5/27/2016	BADGER STATE WASTE, LLC	\$39,711.22
87731	5/27/2016	CHARTER COMMUNICATIONS	\$318.02
87732	5/27/2016	FRONTIER	\$1,092.92
87733	5/27/2016	MARSHFIELD AREA PET SHELTER, INC	\$266.00
87735	5/27/2016	WE ENERGIES	\$279.99
87736	5/27/2016	DELTA DENTAL OF WISCONSIN	\$11,753.41
87737	5/27/2016	NVA FIDUCIARY TRUST FOR FSLI	\$1,418.68
		<b>TOTAL PREPAID BILLS PAID BY CHECK</b>	<b>\$457,857.98</b>

**ACH PAYMENTS**

5/18/2016	WISCONSIN DEPARTMENT OF REVENUE-SALES TAX	\$532.11
	<b>TOTAL ACH PAYMENTS</b>	<b>\$532.11</b>

**DIRECT WIRE TRANSFERS**

5/1/2016	WI DEPARTMENT OF ADMINISTRATION	\$1,571,767.59
5/2/2016	DEPOSITORY TRUST COMPANY	\$290,834.38
5/2/2016	BANK OF NEW YORK MELLON	\$66,962.50
	<b>TOTAL DIRECT WIRE TRANSFERS</b>	<b>\$1,929,564.47</b>

**PREPAID BILLS PAID BY EFT**

EFT000000005856	5/31/2016	BALTUS OIL COMPANY INC	\$15,487.25
		<b>TOTAL PREPAID BILLS PAID BY EFT</b>	<b>\$15,487.25</b>

**CURRENT BILLS**

**CURRENT BILLS PAID BY EFT**

EFT000000005857	6/8/2016	MARY ADLER	\$19.98
EFT000000005858	6/8/2016	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$11.58
EFT000000005859	6/8/2016	AIR COMMUNICATIONS OF CENTRAL	\$686.00
EFT000000005860	6/8/2016	ALLEN PRECISION EQUIPMENT INC	\$94.76
EFT000000005861	6/8/2016	APPLIED SPECIALTIES INC	\$8,210.40
EFT000000005862	6/8/2016	ARAMARK UNIFORM SERVICES	\$126.75
EFT000000005863	6/8/2016	ARCHIVESOCIAL, INC.	\$1,393.00

Check #	Check Date	Vendor Name	Amount
EFT000000005864	6/8/2016	ATHENS VETERINARY SERVICE INC	\$1,203.80
EFT000000005865	6/8/2016	B & B LAWN CARE LLC	\$4,469.00
EFT000000005866	6/8/2016	BALTUS OIL COMPANY INC	\$91.96
EFT000000005867	6/8/2016	MIKE BALTUS	\$222.00
EFT000000005868	6/8/2016	BRIAN BARNES	\$180.81
EFT000000005869	6/8/2016	BAUERNFEIND BUSINESS TECH	\$2,343.29
EFT000000005870	6/8/2016	BEAVER OF WISCONSIN INC	\$281.25
EFT000000005871	6/8/2016	JEFF BARTH	\$3,786.00
EFT000000005872	6/8/2016	BLAKE BORCHARDT	\$15.26
EFT000000005873	6/8/2016	BOUND TREE MEDICAL, LLC	\$549.98
EFT000000005874	6/8/2016	STEVE BURNS	\$642.73
EFT000000005875	6/8/2016	CARQUEST AUTO PARTS	\$563.70
EFT000000005876	6/8/2016	CDW GOVERNMENT INC	\$1,102.41
EFT000000005877	6/8/2016	CENTRAL STATE SUPPLY CORP	\$1,416.60
EFT000000005878	6/8/2016	CORY CHRISTIAN	\$480.56
EFT000000005879	6/8/2016	DALCO ENTERPRISES, INC.	\$507.25
EFT000000005880	6/8/2016	DOINE TRANSPORT INC	\$204.00
EFT000000005881	6/8/2016	EMPLOYEE BENEFITS CORPORATION	\$259.25
EFT000000005882	6/8/2016	FERGUSON ENTERPRISES INC #331	\$693.82
EFT000000005883	6/8/2016	FREMONT INDUSTRIES, INC.	\$5,835.83
EFT000000005884	6/8/2016	GALE/CENGAGE LEARNING	\$108.70
EFT000000005885	6/8/2016	SARI GOODNESS	\$10.00
EFT000000005886	6/8/2016	RICHARD GRAMZA	\$104.25
EFT000000005887	6/8/2016	CHRISTOPHER HASZ	\$158.78
EFT000000005888	6/8/2016	INGRAM LIBRARY SERVICES INC	\$397.57
EFT000000005889	6/8/2016	INNOVATIVE MACHINE SPEC INC	\$56.00
EFT000000005890	6/8/2016	DENNIS KEFFER	\$29.93
EFT000000005891	6/8/2016	DAN KNOECK	\$43.20
EFT000000005892	6/8/2016	KYLE KOZIK	\$150.00
EFT000000005893	6/8/2016	DARREN LARSON	\$473.01
EFT000000005894	6/8/2016	MARATHON COUNTY TREASURER	\$38.00
EFT000000005895	6/8/2016	MARAWOOD REAL ESTATE 200 LLC	\$3,072.30
EFT000000005896	6/8/2016	JOSH MAURITZ	\$100.00
EFT000000005897	6/8/2016	MERKEL COMPANY INC	\$122,474.00
EFT000000005898	6/8/2016	MIDWEST TAPE	\$381.75
EFT000000005899	6/8/2016	MISSISSIPPI WELDERS	\$165.60
EFT000000005900	6/8/2016	MONROE TRUCK EQUIPMENT	\$129.18
EFT000000005901	6/8/2016	NELSON JAMESON INC	\$146.60
EFT000000005902	6/8/2016	NETWORKS 2000 INC	\$1,324.68
EFT000000005903	6/8/2016	OTIS EVLEVATOR COMPANY	\$28,564.60
EFT000000005904	6/8/2016	RICHARD POKORNY	\$532.70
EFT000000005905	6/8/2016	POMP'S TIRE SERVICE INC	\$3,055.78
EFT000000005906	6/8/2016	POWER PAC INC	\$1,674.91
EFT000000005907	6/8/2016	JENNIFER RACHU	\$842.92
EFT000000005908	6/8/2016	REIGEL PLUMBING & HEATING INC	\$69.12
EFT000000005909	6/8/2016	RIPP DISTRIBUTING COMPANY INC	\$87.00
EFT000000005910	6/8/2016	ROCK OIL REFINING INC	\$40.00
EFT000000005911	6/8/2016	RON'S REFRIGERATION INC	\$209,000.00
EFT000000005912	6/8/2016	SAFE FAST INC	\$33.47
EFT000000005913	6/8/2016	SCHILLING SUPPLY COMPANY	\$330.56
EFT000000005914	6/8/2016	PHIL SCHMIDT	\$40.00
EFT000000005915	6/8/2016	SCHOOL DISTRICT OF MARSHFIELD	\$2,282.49
EFT000000005916	6/8/2016	SHERWIN WILLIAMS COMPANY	\$4,884.98
EFT000000005917	6/8/2016	SHI INTERNATIONAL CORPORATION	\$5,523.34
EFT000000005918	6/8/2016	SOLUTIONZ LLC	\$1,545.00

Check #	Check Date	Vendor Name	Amount
EFT000000005919	6/8/2016	THERESA TRACY	\$188.34
EFT000000005920	6/8/2016	TOM TURCHI	\$23.20
EFT000000005921	6/8/2016	LOCATE HOLDINGS INC	\$3,277.26
EFT000000005922	6/8/2016	V & H INC	\$3,206.99
EFT000000005923	6/8/2016	VIDCOM LLC	\$11,641.64
EFT000000005924	6/8/2016	VORPAHL FIRE & SAFETY	\$113.00
EFT000000005925	6/8/2016	SAM WARP JR.	\$580.00
EFT000000005926	6/8/2016	NORTH CENTRAL LABORATORIES	\$350.93
EFT000000005927	6/8/2016	STAINLESS AND REPAIR INC	\$120.10
EFT000000005928	6/8/2016	STRATFORD SIGN COMPANY LLC	\$286.38
EFT000000005929	6/8/2016	SUPERIOR CHEMICAL CORP	\$131.08
EFT000000005930	6/8/2016	V & H AUTOMOTIVE MARSHFIELD	\$1,631.93
EFT000000005931	6/8/2016	HEINZEN PRINTING INC	\$28.00
EFT000000005932	6/8/2016	TRAVIS SHERDEN	\$202.36
EFT000000005933	6/1/2016	HEINZEN PRINTING INC	\$0.00
EFT000000005934	6/1/2016	VON BRIESEN AND ROPER, S.C.	\$0.00
EFT000000005935	6/1/2016	HEINZEN PRINTING INC	\$1,824.00
EFT000000005936	6/1/2016	VON BRIESEN AND ROPER, S.C.	\$91.00
		<b>TOTAL CURRENT BILLS PAID BY EFT</b>	<b>\$446,958.60</b>

**CURRENT BILLS PAID BY CHECK**

87738	6/8/2016	GARY W & RUTH K ELDERBROOK	\$2,640.00
87739	6/8/2016	ABLE DISTRIBUTING	\$4,531.09
87740	6/8/2016	AGRI VIEW	\$35.00
87741	6/8/2016	AIRSPACE MONITORING SYSTEMS, INC	\$1,160.00
87742	6/8/2016	ALTMANN CONSTRUCTION CO INC	\$30,000.00
87743	6/8/2016	AMAZON	\$1,657.90
87744	6/8/2016	AMERICAN AUTO SALES & SERVICE	\$76.93
87745	6/8/2016	AMERIGAS-RUDOLPH	\$208.06
87746	6/8/2016	ARBOR DAY FOUNDATION	\$20.00
87747	6/8/2016	ASSOCIATED SERVICE CENTER	\$717.59
87748	6/8/2016	BRUCE TIBBETT JR.	\$53.75
87749	6/8/2016	BAKER AND TAYLOR INC	\$4,245.71
87750	6/8/2016	KEN BARGENDER	\$14.35
87751	6/8/2016	BAY BUILDING SUPPLIES INC	\$1,228.25
87752	6/8/2016	BAY STEEL & FABRICATION LLC	\$176.06
87753	6/8/2016	BB COMMUNITY LEASING SERVICES INC	\$550.32
87754	6/8/2016	BIBLIOTHECA ITG LLC	\$885.00
87755	6/8/2016	THE BOSON COMPANY INC	\$27,719.10
87756	6/8/2016	I BRANDL INC	\$723.00
87757	6/8/2016	BRAUN CONCRETE & EXCAVATING	\$7,259.61
87758	6/8/2016	BROOKS TRACTOR INC	\$618.75
87759	6/8/2016	BURT TROPHY & AWARDS INC	\$173.56
87760	6/8/2016	BW SUPPLY	\$2,164.40
87761	6/8/2016	CAP SERVICES INC	\$1,200.00
87762	6/8/2016	CARRICO AQUATIC RESOURCES INC	\$1,685.25
87763	6/8/2016	CASTLEROCK VETERINARY HOSPITAL	\$47.04
87764	6/8/2016	LORI CHEEK	\$88.00
87765	6/8/2016	CHICAGO TRIBUNE	\$401.96
87766	6/8/2016	CHIPPEWA VALLEY TECHNICAL COLLEGE	\$1,092.81
87767	6/8/2016	STEVE FUEHRER	\$200.00
87768	6/8/2016	COMFORT SUITES	\$80.95
87769	6/8/2016	COMPLETE OFFICE OF WISCONSIN	\$1,667.00
87770	6/8/2016	CONSTRUCTION SUPPLY INC	\$5,242.00
87771	6/8/2016	JOSHUA AND LAURA COPET	\$500.00

Check #	Check Date	Vendor Name	Amount
87772	6/8/2016	CORROSION CONTROL CONSULTANTS & LABS	\$54.00
87773	6/8/2016	COUNTY MATERIALS CORPORATION	\$2,991.10
87774	6/8/2016	JAMES CROW	\$50.00
87775	6/8/2016	CTL COMPANY INC	\$532.93
87776	6/8/2016	CUMMINGS ALLISON CORP.	\$416.00
87777	6/8/2016	NICOLE CUSICK	\$100.00
87778	6/8/2016	CUSTOM CAGE INC	\$740.00
87779	6/8/2016	DAVIS AND STANTON	\$70.00
87780	6/8/2016	JAMES DAVIS	\$359.25
87781	6/8/2016	DON'S AUTOMOTIVE CENTER, LLC	\$130.00
87782	6/8/2016	DUFFY'S AIRCRAFT SALES	\$6,051.92
87783	6/8/2016	SHYANN ESWEIN	\$100.00
87784	6/8/2016	FALCON ALTERNATOR & STARTER	\$53.83
87785	6/8/2016	FARRELL EQUIP & SUPPLY CO INC	\$210.89
87786	6/8/2016	FASTENAL COMPANY	\$618.96
87787	6/8/2016	FESTIVAL FOODS	\$171.24
87788	6/8/2016	FIRE APPARATUS & EQUIP INC	\$468.09
87789	6/8/2016	FRED KOLKMANN TENNIS & SPORT SURFACES, LLC	\$3,000.00
87790	6/8/2016	SHANE FRICK	\$500.00
87791	6/8/2016	GEGARE TILE INC	\$6,586.00
87792	6/8/2016	GENE MICHAEL PRODUCTIONS INC	\$300.00
87793	6/8/2016	GENERAL FARM SUPPLY INC	\$402.75
87794	6/8/2016	GRANITE STOCK REMOVAL INC	\$1,407.00
87795	6/8/2016	HANES GEO COMPONENTS	\$4,361.37
87796	6/8/2016	HEWLETT PACKARD COMPANY	\$23,970.00
87797	6/8/2016	HILLER'S HARDWARE INC	\$996.23
87798	6/8/2016	KATHY HULL	\$100.00
87799	6/8/2016	IAMRESPONDING.COM	\$50.00
87800	6/8/2016	J & L STEEL INC	\$28,827.75
87801	6/8/2016	KOHEL DRYWALL LLC	\$23,937.72
87802	6/8/2016	KRUKOWSKI STONE COMPANY INC	\$4,486.04
87803	6/8/2016	KULP'S OF STRATFORD	\$3,182.00
87804	6/8/2016	LIGHT HOUSE COOP	\$20.00
87805	6/8/2016	LINCOLN CONTRACTORS SUPPLY	\$565.13
87806	6/8/2016	LOU'S GLOVES INC	\$252.00
87807	6/8/2016	MAID TO ORDER	\$200.00
87808	6/8/2016	MARAWOOD CONSTRUCTION SERVICES, INC.	\$2,236.00
87809	6/8/2016	MARLING DOORS & HARDWARE	\$22,757.88
87810	6/8/2016	MARSHFIELD AREA CHAMBER	\$15,569.33
87811	6/8/2016	MARSHFIELD AREA PET SHELTER, INC	\$518.00
87812	6/8/2016	MARSHFIELD CITY GARAGE	\$37.60
87813	6/8/2016	MARSHFIELD CLINIC	\$509.48
87814	6/8/2016	MARSHFIELD CLINIC	\$7,441.60
87815	6/8/2016	MARSHFIELD CLINIC RESEARCH FOUNDATION	\$100.00
87816	6/8/2016	MARSHFIELD GLASS LLC	\$697.00
87817	6/8/2016	MARSHFIELD LABORATORIES	\$36.80
87818	6/8/2016	MARSHFIELD MALL	\$2,914.63
87819	6/8/2016	MARSHFIELD POLICE DEPT INVESTIGATIVE FUND	\$930.00
87820	6/8/2016	HOLLY MARTIN	\$100.00
87821	6/8/2016	JEFF MCMULLEN	\$350.00
87822	6/8/2016	MEDFORD COOPERATIVE INC	\$1,654.43
87823	6/8/2016	MENARDS	\$2,007.34
87824	6/8/2016	MID WISCONSIN SUPPLY, LLC	\$1,951.75
87825	6/8/2016	MID-AMERICAN RESEARCH CHEMICAL	\$138.96
87826	6/8/2016	MID-STATE EQUIPMENT	\$851.83

Check #	Check Date	Vendor Name	Amount
87827	6/8/2016	MIDSTATES EQUIPMENT INC	\$319.98
87828	6/8/2016	MILLER BRADFORD AND RISBERG	\$132.09
87829	6/8/2016	DAWN MILLER	\$100.00
87830	6/8/2016	MINISTRY ST JOSEPH'S HOSPITAL	\$1,743.21
87831	6/8/2016	MINITEX CPP	\$1,736.00
87832	6/8/2016	MINNESOTA LIFE INSURANCE CO	\$646.80
87833	6/8/2016	MPPA LE SUPPLY	\$161.49
87834	6/8/2016	MULCAHY/SHAW WATER INC	\$9,300.00
87835	6/8/2016	MV SERVICES INC	\$57,000.00
87836	6/8/2016	NAPA AUTO PARTS	\$400.77
87837	6/8/2016	NATIONAL ELEVATOR INSPECTION	\$83.00
87838	6/8/2016	NEENAH FOUNDRY COMPANY	\$26,796.81
87839	6/8/2016	NEXGEN BUILDING SUPPLY	\$26,063.78
87840	6/8/2016	MARY NIGGEMAN	\$100.00
87841	6/8/2016	NORTHEAST WI TECHNICAL COLLEGE	\$995.00
87842	6/8/2016	NORTHERN LAKE SERVICE INC	\$92.50
87843	6/8/2016	ODONNELL LOCKSMITHING SERVICE	\$8.75
87844	6/8/2016	OFFICE DEPOT	\$351.35
87845	6/8/2016	OK SANITARY SERVICE INC	\$340.00
87846	6/8/2016	OMNI GLASS & PAINT INC	\$77,900.00
87847	6/8/2016	CHERYL OREILLY	\$100.00
87848	6/8/2016	ORIENTAL TRADING CO INC	\$36.99
87849	6/8/2016	OVER THE TOP ROOFING & SIDING, INC	\$260.00
87850	6/8/2016	JEAN ZYGARLICHE	\$20.00
87851	6/8/2016	PIERCE ENGINEERS INC	\$600.00
87852	6/8/2016	EUGENE PERLOCK	\$241.05
87853	6/8/2016	PRINCE CORPORATION	\$152.88
87854	6/8/2016	PRO-TECH SECURITY SALES	\$1,025.00
87855	6/8/2016	PROVISION PARTNERS	\$636.08
87856	6/8/2016	QC PAINTING	\$17,100.00
87857	6/8/2016	RED HORSE INC	\$18,411.00
87858	6/8/2016	REINDERS INC	\$1,507.20
87859	6/8/2016	ROCKRIDGE CAST STONE	\$7,087.00
87860	6/8/2016	SCAFFIDI TRUCK CENTER	\$2.09
87861	6/8/2016	SCHALOWS NURSERY, INC.	\$2,495.00
87862	6/8/2016	LISA SCHNITZLER	\$100.00
87863	6/8/2016	SHANNON SCHNITZLER	\$230.00
87864	6/8/2016	SCHREINERS PLUMBING & HEATING, LLC	\$887.60
87865	6/8/2016	SECURITY OVERHEAD DOOR INC	\$214.00
87866	6/8/2016	SKYLINE STEEL INC	\$5,651.00
87867	6/8/2016	SPEE-DEE DELIVERY SERVICE INC	\$75.99
87868	6/8/2016	BREANNA SPETH	\$163.08
87869	6/8/2016	ST VINCENT DE PAUL	\$110.00
87870	6/8/2016	STERNWEIS & SONS INC	\$1,547.66
87871	6/8/2016	STREICHER'S POLICE EQUIPMENT	\$485.95
87872	6/8/2016	STRYKER SALES CORPORATION	\$17,750.00
87873	6/8/2016	TAPCO	\$85.52
87874	6/8/2016	TELRITE CORPORATION	\$30.87
87875	6/8/2016	AMBER THOM	\$75.00
87876	6/8/2016	KELLY TOMLINSON	\$100.00
87877	6/8/2016	TOWN & COUNTRY ENGINEERING INC	\$82.50
87878	6/8/2016	TRANE US INC	\$25,065.00
87879	6/8/2016	TRANSAFE	\$6,115.00
87880	6/8/2016	TRANSUNION RISK AND ALTERNATIVE	\$25.00
87881	6/8/2016	TRI AIR TESTING INC	\$460.00

Check #	Check Date	Vendor Name	Amount
87882	6/8/2016	TRIANGLE GRAVEL INC	\$50.00
87883	6/8/2016	TRIERWEILER CONSTRUCTION	\$26,807.67
87884	6/8/2016	TRIPLE R BUSINESS SERVICES, LLC	\$4,694.61
87885	6/8/2016	ULINE	\$65.27
87886	6/8/2016	UNIFIRST CORPORATION	\$403.18
87887	6/8/2016	THE UNIFORM SHOPPE	\$9.00
87888	6/8/2016	UNIQUE MANAGEMENT SERVICES INC	\$62.65
87889	6/8/2016	UNITED MAILING SERVICE INC	\$395.07
87890	6/8/2016	UTILITY SALES AND SERVICE	\$46.30
87891	6/8/2016	UW-MARSHFIELD/WOOD COUNTY	\$436.31
87892	6/8/2016	VAN BERGEN & MARKSON INC	\$6,324.28
87893	6/8/2016	VE SYSTEMS	\$6,790.00
87894	6/8/2016	VERIZON WIRELESS	\$126.35
87895	6/8/2016	VIKING ELECTRIC SUPPLY INC	\$52,885.09
87896	6/8/2016	VITAL COMMUNICATION	\$39.98
87897	6/8/2016	WAAO	\$80.00
87898	6/8/2016	WILLIAM WAGNER	\$100.00
87899	6/8/2016	WALMART COMMUNITY/GECRB	\$7.94
87900	6/8/2016	WAUSAU HYDRAULICS & MACHINE, INC	\$773.35
87901	6/8/2016	WEILER ENTERPRISES	\$91.56
87902	6/8/2016	WEILER TRANSPORTATION LLC	\$393.02
87903	6/8/2016	WEINBRENNER SHOE COMPANY	\$813.00
87904	6/8/2016	WELLS FARGO BANK	\$165.11
87905	6/8/2016	WEPAK-N-SHIP	\$586.26
87906	6/8/2016	BRENDA WERNER	\$100.00
87907	6/8/2016	WI DEPARTMENT OF AGRICULTURE	\$8,000.00
87908	6/8/2016	WI DNR	\$100.00
87909	6/8/2016	WI DNR	\$33,353.10
87910	6/8/2016	WI LAW ENFORCEMENT CANINE HANDLERS ASSOC	\$150.00
87911	6/8/2016	WI MUNICIPAL COURT CLERKS ASSC	\$250.00
87912	6/8/2016	STATE OF WI- COURT FINES/SURCHARGES	\$50.00
87913	6/8/2016	WISCONSIN MEDIA	\$299.80
87914	6/8/2016	WISCONSIN STATE GENEALOGICAL SOCIETY	\$20.00
87915	6/8/2016	JEFF ZABLER	\$350.00
87916	6/8/2016	ZIMMERMAN ARCHITECTURAL STUDIOS	\$10,599.11
		<b>TOTAL CURRENT BILLS PAID BY CHECK</b>	<b>\$744,746.27</b>
		<b>TOTAL PREPAID BILLS</b>	<b>\$473,345.23</b>
		<b>TOTAL ACH PAYMENTS</b>	<b>\$532.11</b>
		<b>TOTAL DIRECT WIRE TRANSFERS</b>	<b>\$1,929,564.47</b>
		<b>TOTAL CURRENT BILLS</b>	<b>\$1,191,704.87</b>
		<b>GRAND TOTAL</b>	<b>\$3,595,146.68</b>

MONTHLY POSITION CONTROL REPORT  
 PERMANENT FULL-TIME/PART-TIME  
 POSITIONS AS OF MAY 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
<b>Administrator Total</b>			<b>2.50</b>		
Assessor		City Assessor	1.00	SPENCER	JOAN
Assessor		Property Appraiser	1.00	FECHHELM	BELINDA
Assessor		Administrative Assistant II	1.00	PUGH	KEITH
<b>Assessor Total</b>			<b>3.00</b>		
Cemetery		Cemetery Caretaker Assistant	1.00	BRAUNSKY	WILLIAM
Cemetery		Cemetery Coordinator/Caretaker	1.00	BALTUS	MICHAEL
<b>Cemetery Total</b>			<b>2.00</b>		
Clerk		City Clerk	1.00	HALL	DEBORAH
Clerk		Deputy Clerk	1.00	PANZER	LORI
<b>Clerk Total</b>			<b>2.00</b>		
Finance		Accounting Clerk	0.50	OPPMAN	JOANN
Finance		Accounting Clerk	1.00	STREBE	KATHLEEN
Finance		Accountant	1.00	NICHOLS	CHRISTOPHER
Finance		Payroll Technician	1.00	DENNIS	BRITTANY
Finance		Accounting Technician	0.80	RINDFLEISCH	MARILYN
Finance		Payroll Technician	1.00	SCHOOLEY	ROBERT
Finance		Accounting Manager	1.00	VAN WYHE	AMY
Finance		Finance Director	1.00	STREY	KEITH
<b>Finance Total</b>			<b>7.30</b>		
Fire		Deputy Fire Chief	1.00	DEGRAND	CRAIG
Fire		Deputy Fire Chief	1.00	DOLENS	ROY
Fire		Deputy Fire Chief	1.00	ERICKSON	EDWIN
Fire		Deputy Fire Chief	1.00	OWEN	SCOTT
Fire		Deputy Fire Chief	1.00	CLEMENTS	JODY
Fire		Fire Chief	1.00	HAIGHT	ROBERT
Fire		Firefighter	1.00	BARTH	JEFFREY
Fire		Firefighter	1.00	BAUER	RODNEY
Fire		Firefighter	1.00	BREUER	BRAD
Fire		Firefighter	1.00	CHRISTOPHER	LANCE
Fire		Firefighter	1.00	ESKER	KELLY
Fire		Firefighter	1.00	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	VACANT	
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
<b>Fire Total</b>			<b>37.00</b>		
Technology		Technology Analyst	1.00	WESTMAN	ERIK
Technology		Technology Analyst	1.00	SUTTON	MATTHEW
Technology		Technology Director	1.00	NG	ENG
Technology		Technology Technician	1.00	SCHROEDER	SHAWN
<b>Information Technology Total</b>			<b>4.00</b>		
Library		Adult Services Supervisor Lib	1.00	ADLER	MARY LOU
Library		Asst Dir./Tech. Svcs Supervisor	1.00	BAKER	KATHLEEN
Library		Childrens' Services Supervisor	1.00	ROPSON	KIM
Library		Library Assistant II	0.625	AUSTIN	JANE
Library		Library Assistant II	0.5	CERA	JILL
Library		Library Assistant II	1.00	SMITH	PENNY
Library		Library Custodian	1.00	FRUEHBRODT	WILLIAM
Library		Library Director	1.00	BELONGIA	LORI
Library		Library Specialist I	0.50	BAKER	DAVID
Library		Library Specialist I	1.00	SMITH	DEBORAH
Library		Library Specialist I	1.00	DERFUS	MARY
Library		Library Specialist I	1.00	HILL	SANDRA
Library		Library Specialist II	0.725	SLADE	CHELSEA
Library		Library Specialist III	0.50	KRUSE	NATALIE
Library		Library Specialist III	0.5	APFEL	STEVE
Library		Library Specialist III	1.00	DUER	AMANDA
Library		Library Specialst III	1.00	SCHULTZ	ROBERT
Library		Library Specialst III	1.00	STEELE	PATRICIA
Library		Library Systems Analyst	1.00	MADER	ROBERT
<b>Library Total</b>			<b>16.350</b>		
Mayor		Administrative Assistant III	0.50	KROGMAN	AMY
Mayor		Mayor	0.50	MEYER	CHRISTOPHER
<b>Mayor Total</b>			<b>1.00</b>		
Municipal Court		Municipal Court Clerk	0.75	CARLSON	SUSAN
<b>Municipal Court Total</b>			<b>0.75</b>		
Parks & Recreation		Classification II	1.00	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
<b>Parks &amp; Recreation Total</b>			<b>9.00</b>		
Development Services		Director of Planning/Econ Dev	1.00	ANGELL	JASON
Development Services		Planner/Zoning Administrator	1.00	MILLER	JOSHUA
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
<b>Planning Total</b>			<b>6.00</b>		
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
Police		Police Chief	1.00	GRAMZA	RICHARD

Department	Division	Position	FTE	Last Name	First Name
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
<b>Police Total</b>			<b>48.00</b>		
Public Works	Administration	Public Works Director	1.00	KNOECK	DANIEL
Public Works	Administration	Administrative Assistant II	1.00	ANDERSON	MARY
Public Works	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
Development Services		GIS Coordinator	1.00	BUEHLER	DAVID
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	VACANT	
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	RASMUSSEN	TIMOTHY
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	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
<b>Public Works Total</b>			<b>52.50</b>		
<b>Grand Total</b>			<b>191.400</b>		

REPORT OF PERSONNEL ACTIONS  
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING  
OF JUNE 7, 2016

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

None

**RETIREMENT:**

None

**Resignation**

None

**PROMOTION**

Timothy Rasmussen	Classification IV Street Division	May 25, 2016
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**COMPLETION OF  
PROBATIONARY  
PERIOD**

None



City of  
Marshfield  
Memorandum

May 16, 2016

TO: Finance, Budget and Personnel Committee  
FROM: Dan Knoeck, Director of Public Works  
SUBJECT: Budget Resolution BR14-2016, Airport Projects and E. 29<sup>th</sup> Street Engineering

**BACKGROUND**

The 2016 Budget includes \$120,000 for replacement of runway approach lighting at the airport under project AI-N-3812. The project is loosely tied to the runway extension project, which would require relocation of some or all of the approach lighting. The recently adopted 2017-2021 Capital Improvement Program shows the runway extension in 2020, while previous CIP plans had the runway extension in a non-year. With the runway extension project now in the CIP, it makes sense to delay the approach lighting project to coincide with the bigger runway project. The \$120,000 in the 2016 budget has already been borrowed so it is necessary to reallocate those funds to a different capital project.

**ANALYSIS**

Project EN-B-2074, East 29<sup>th</sup> Street (Washington to Hume) Reconstruction is included in the adopted 2017-2021 CIP for construction in 2019 with engineering starting in 2017. The City has received funding through the Wisconsin Department of Transportation, STP Urban Program for this project, which is the same funding source that was received 2 years earlier for the East 29<sup>th</sup> Street project from Hume to Veterans Parkway. We have asked WisDOT that the projects be combined for construction in 2018, which WisDOT has approved. In order to meet the project schedule, engineering needed to start in 2016 and in March of this year, the Board of Public Works approved an agreement with MSA Professional Services to start that process. Staff is proposing that the \$120,000 from the approach lighting project be transferred to the 29<sup>th</sup> Street (Washington to Hume) project to fund the engineering. This will reduce the amount needed in 2017 for the project. The attached budget resolution provides the detail of the transfer.

**RECOMMENDATION**

Approved Budget Resolution BR14-2016 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. 14-2016

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 \$120,000 is hereby transferred from the Airport Outlay Fund (#415), from Project AI-N-3812 Replace MALRSs, a/c # 4155735133.333812 to the Infrastructure Construction Fund (#401), Project EN-B-2074 East 29th (Washington to Hume) Reconstruction, a/c #4015733131.312074.
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. 14-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

Airport Outlay Fund, Other Financing Sources, a/c#4154900008.080000:  
1. 49120 – Proceeds of Long-Term Debt \$ 121,548

Airport Outlay Fund, Project AI-N-3812, Replace MALRSs, a/c #4155735133.333812:  
1. 58820 – Land Improvements \$ 120,000

Airport Outlay Fund, Debt Issue Expense, a/c #4155829108.080000:  
1. 52100 – Professional Services \$ 1,548

TRANSFERRED TO:

Infrastructure Construction Fund, Other Financing Sources, a/c#4014900008.080000:  
1. 49120 – Proceeds of Long-Term Debt \$ 121,548

Infrastructure Construction Fund, E. 29<sup>th</sup> Street (Washington to Hume) Reconstruction Project, a/c# 4015733131.312074:  
1. 52100 – Professional Services \$ 120,000

Infrastructure Construction Fund, Debt Issue Expense, a/c #4015829108.080000:  
1. 52100 – Professional Services \$ 1,548

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# City of Marshfield Memorandum

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DATE: June 3, 2016  
TO: Finance, Budget & Personnel Committee  
FROM: Steve Barg, City Administrator  
RE: Budget Resolution No. 2016-15: TID #9 project – Forward Financial

## **Background**

On May 24<sup>th</sup>, the Council approved a development agreement with Forward Financial for construction of a new 55,000 square foot facility near Burger King. Under the agreement, the City, based upon Forward's commitment of \$11 million minimum assessed value, has agreed to provide \$2 million in financial incentives, with the payments spread across the project timeline as certain milestones are reached. In order to have the funding available to meet the City's obligations, staff drafted the attached budget resolution transferring the necessary funds from long-term borrowing to TIF District #9.

## **Recommendation**

Staff recommends that the Committee recommend Common Council approval of Budget Resolution No. 2016-15 as presented.

BUDGET RESOLUTION NO. 15-2016

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 \$2,000,000,000 is hereby transferred from Long-Term Debt proceeds, a/c #4344900008.080000 to the TID #9 Central Ave & Ives Street Fund Urban Development, a/c #4345662008.080000.
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 – Deputy City Clerk

PUBLISHED \_\_\_\_\_

DETAIL OF BUDGET RESOLUTION NO. 15-2016 BY OBJECT NUMBER

**TRANSFERRED FROM:**

- 1. TID #9 Central Ave & Ives Street Fund, a/c#4344900008.080000:
  - a. 49120 – Proceeds of Long-Term Debt \$ 2,000,000

**TRANSFERRED TO:**

- 1. TID #9 Central Ave & Ives Street Fund, a/c #4345662008.080000:
  - a. 57260 – Financial Incentives \$ 2,000,000

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# City of Marshfield Memorandum

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Date: June 7, 2016  
To: Finance, Budget, and Personnel Committee  
From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator  
RE: Employee Assistance Program

## **BACKGROUND**

The Common Council had approved the implementation of an Employee Assistance Program for the City of Marshfield during the 2016 Budget process. The cost of the program was budgeted at \$10,000 per year with a targeted implementation date of July 1, 2016.

## **ANALYSIS**

A Request for Proposal (RFP) was conducted this spring to select an Employee Assistance Program for the City of Marshfield. Department & Division Heads attended presentations from three vendors, including REALiving, Employer Solutions and Lincoln. Based on the initial presentations, staff determined the top two contenders. References from various municipalities and school districts were completed for both companies. Following the completion of the reference checks, staff reconvened as a group to review the proposals, references and costs.

Based upon our review, staff is recommending Employer Solutions as the EAP vendor for the City of Marshfield. Highlights of this program include:

- 24/7 access by phone
- Local offices for in-person sessions
- Team of certified Masters-prepared counseling on staff
- Up to 8 counseling sessions per individual
- Monthly newsletters to employees
- Training Sessions (minimum of 2 per year)

The annual cost of the program is \$5850.00 per year and will provide coverage for both full-time and seasonal/casual employees.

## **RECOMMENDATION**

We are requesting the Finance Budget and Personnel Committee to approve the selection of Employer Solutions as the City of Marshfield's EAP provider and implementation of the program as of July 1, 2016.



# City of Marshfield Memorandum

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DATE: June 7, 2016  
TO: Finance, Budget and Personnel Committee  
FROM: Jen Rachu, Human Resources Manager/Asst to the City Administrator  
RE: Alignment of Life Insurance Benefit for Non-Represented Groups

## **BACKGROUND**

The 2011 Wisconsin Act 10, also known as the Wisconsin Budget Repair Bill, was legislation proposed by Republican Governor Scott Walker and passed by the Wisconsin Legislature to address a projected \$3.6 billion budget deficit. The legislation primarily impacted the following areas: collective bargaining, compensation, retirement, health insurance, and sick leave of public sector employees. The bill was passed into law and became effective as of June 29, 2011.

Prior to Act 10, the City of Marshfield had several collective bargaining agreements in place. At that time, each bargaining group negotiated wages, benefits and contract language. Post Act 10, several of the collective bargaining groups were dissolved leaving only the Police and Fire agreements in place. Post Act 10, the City would like to begin to align and standardize benefit offerings for benefit-eligible, non-represented employees.

## **ANALYSIS**

In review of the variation in non-represented employees the following groups received employer (City) paid life insurance at one times their annual salary rounded up to the nearest thousand at no cost to the employee: Clerical/Technical, Library, Management/Mayor, Police Support, and Wastewater Management.

Wastewater employees currently receive the first \$10,000 life insurance paid by the City of Marshfield, while the Streets and Parks positions receive the first \$5000 of employer paid life insurance.

Life Insurance available to Police and Fire are based upon negotiated rates in the collective bargaining agreements. The Fire & Rescue Department receives \$5000 of City-paid coverage, while the Police Department receives \$10,000 of City-paid coverage. These rates would not be impacted by this proposed alignment.

To align life insurance for benefit-eligible non-represented employee to a standard program at 1x the base salary, rounded to the nearest \$1000, the City would need to increase the life insurance coverage for Wastewater staff and Streets/Parks. This change would impact approximately 40 employees at a cost of approximately \$400 per year.

The table below depicts the current cost of Life Insurance based on each group of employees as of July 2016.

**7/1/2016 Life Insurance Summary**

<b>Employee Group</b>	<b>Current Program</b>	<b>Current Cost</b>	<b>Total Cost</b>	<b>Cost Difference</b>
Clerical/Technical Unit (17)	100% Employer Paid	\$ 213.27	\$ 213.27	\$ -
Library (21)	100% Employer Paid	\$ 261.80	\$ 261.80	\$ -
Management (38)	100% Employer Paid	\$ 683.12	\$ 683.12	\$ -
Mayor (1)	100% Employer Paid	\$ 2.02	\$ 2.02	\$ -
Policy Support (2)	100% Employer Paid	\$ 32.94	\$ 32.94	\$ -
Wastewater Mgt (2)	100% Employer Paid	\$ 52.79	\$ 52.79	\$ -
Wastewater-Staff (7)	City Pays First \$10,000	\$ 4.68	\$ 22.55	\$ 17.87
Streets/Parks (31)	City Pays First \$5000	\$ 42.06	\$ 408.96	\$ 366.90
		<b>\$ 1,292.68</b>	<b>\$ 1,677.45</b>	<b>\$ 384.77</b>

**RECOMMENDATION:**

I am requesting the Finance, Budget, and Personnel Committee to approve the alignment of the Life Insurance benefit for benefit-eligible non-represented City Employees (including any current grandfathered, part-time employees) as of July 1, 2016 at a cost of approximately \$200.00 for the remainder of 2016.

Concurrence: \_\_\_\_\_  \_\_\_\_\_  
 Steve Barg



# City of Marshfield Memorandum

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**DATE:** June 1, 2016  
**TO:** Finance, Budget & Personnel Committee  
**FROM:** Steve Barg, City Administrator  
**RE:** Request to solicit quotes to purchase new assessing software

## **Background**

The City currently uses an assessing software system called GVS, which has done a good job for us over the years. However, there are increasing concerns and challenges, due in large part to the following reasons:

- Support for the GVS application ended in 2008
- Maintenance for the hardware server on which this program runs ended in 2012
- Support for the server operating system (Windows Server 2003) ended in 2015

Staff has made many efforts to address these concerns in the past, but this doesn't change the fact that we find ourselves in a difficult position right now, and if we don't act in the coming months, we risk serious problems with uploading and using our assessment data. A staff team is researching assessing software that would best meet our needs, taking into account that we are also considering contracting with an outside vendor for a significant portion of our assessing services.

## **Recommendation**

I request that the Committee authorize staff to solicit quotes for assessing software, and bring back a recommendation for the Committee's review and consideration next month.



# City of Marshfield Memorandum

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DATE: June 3, 2016  
TO: Finance, Budget & Personnel Committee  
FROM: Steve Barg, City Administrator  
RE: Appointment of management team for collective bargaining negotiations

## **Background**

The current labor contracts with our police and fire unions expire on December 31, 2016, and efforts to negotiate new agreements should begin later this summer. In advance of the collective bargaining process, I want to get the City's management team in place and start preparing to meet with union representatives. Under the model used in the past, our team would be comprised of 1-2 elected officials (Mayor and/or Council), City Administrator, Human Resources Manager/Assistant to the City Administrator, and Police/Fire Chiefs.

At the May 24<sup>th</sup> Council meeting, I asked that the Mayor/Council members let me know if they had interest in serving on the negotiating team, and I followed that with an e-mail. So far, the only reply that I have received was from Councilmember Wagner, who served on this team 3 years ago, and who wishes to continue in this capacity.

## **Recommendation**

Staff recommends that the Committee recommend Council appointment of a management bargaining team comprised of the following members:

- Ed Wagner, Council member
- Steve Barg, City Administrator
- Jennifer Rachu, Human Resource Manager/Assistant to the City Administrator
- Rick Gramza, Police Chief
- Bob Haight, Fire Chief