



CITY OF MARSHFIELD

MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, OCTOBER 4, 2016
Common 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 September 6, 2016 meeting
 - b) Approve Bills and Payroll
 - c) Position Control Report
 - d) Treasury Report

Recommended Action: Approve the Consent Agenda, as presented
4. Consideration of items removed from the consent agenda, if any
5. Consider placing the assessing function under the Finance Department on the City's organizational chart. Presented by Jen Rachu, Human Resources Manager/Assistant to the City Administrator

Recommended Action: Move the assessing function under the Finance Department
6. Request to approve revised policy 3.510, Vacation Policy. Presented by Jen Rachu, Human Resources Manager/Assistant to the City Administrator

Recommended Action: Approve revised Policy 3.510
7. 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
8. Reconvene in open session
9. Action on matter discussed in closed session, if appropriate
10. Suggested items for future agendas
11. Adjourn

FINANCE, BUDGET AND PERSONNEL COMMITTEE
OCTOBER 4, 2016

Posted this day, September 30, 2016 at 12:30 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 SEPTEMBER 6, 2016

Meeting called to order by Vice-Chairperson Spiros at 5:30 p.m., in Room 108, City Hall Plaza.

PRESENT: Alderpersons Rebecca Spiros, Jason Zaleski, Tom Witzel, Peter Hendler and Alanna Feddick (arrived at 5:33 p.m.).

ABSENT: None

ALSO PRESENT: City Administrator Barg, and City Personnel (Jennifer Rachu, Amy VanWyhe and Deb M. Hall)

Citizen Comments

None

FBP16-076 Motion by Zaleski, second by Hendler to approve the items on the consent agenda:

1. Minutes of the August 23, 2016 meeting.
2. Payroll in the amount of \$870,300.95 and Bills in the amount of \$1,623,403.50.
3. Report of Personnel Actions of September 6, 2016.
4. Monthly Position Control Report as of August 31, 2016.

Motion carried

No items were removed from the consent agenda.

Aldersperson Feddick joined the meeting.

FBP16-077 Motion by Zaleski, second by Hendler to recommend approval of Budget Resolution No. 22-2016 to the Common Council, transferring \$1,000,000 from the Long-Term Debt proceeds to the UW Marshfield/Wood County STEM project.

Motion carried

FBP16-078 Motion by Feddick, second by Hendler to recommend approval of Budget Resolution No. 23-2016 to the Common Council, transferring \$50,000 in Long-Term Debt Proceeds and \$32,000 of Fund Balance to Development Incentives, TIF #7 for the Midwest Auto Movers Development Agreement.

Motion carried

FBP16-079 Motion by Hendler, second by Witzel to approve revised Policy #3.850, Compensation for Elected Officials.

Motion carried

FBP16-080 Motion by Zaleski, second by Spiros to authorize staff to solicit proposals for contracted assessment services.

Motion carried

Discussion was held on setting aside the Administrative Services Department approach and placing the assessing function under the Finance Department, at such time as we no longer have a City Assessor (expected in June 2017).

The Committee recognized that somebody needs to be in control of making sure that the contracted assessor (Assessing Company) that we take on does what they are supposed to but at this point they don't know if the Finance Department is the best place for this. Staff will gather more information and bring it back to the Committee for further discussion.

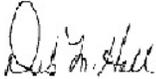
City Administrator Barg gave an update on the operation of the joint municipal court with the Village of Spencer; and the request from the Village of Stratford to join the municipal court.

FUTURE AGENDA ITEMS

None

Motion by Feddick, second by Hendler to adjourn at 6:03 p.m.

Motion carried

A handwritten signature in cursive script, appearing to read "Deb M. Hall".

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 **AUGUST, 2016** amounting to **\$858,492.89** be allowed paid and charged to their proper accounts.

Chairman

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

9/21/2016

**PREPAID BILLS
PREPAID BILLS PAID BY CHECK**

Check #	Check Date	Vendor Name	Amount
88847	9/9/2016	CHARTER COMMUNICATIONS	\$205.55
88848	9/9/2016	DEPARTMENT OF JUSTICE	\$50.00
88849	9/9/2016	DEPT OF WORKFORCE DEVELOPMENT	\$1,151.71
88850	9/9/2016	FRONTIER	\$1,018.56
88851	9/9/2016	E O JOHNSON COMPANY	\$174.00
88852	9/9/2016	MARSHFIELD UTILITIES	\$65,265.19
88853	9/9/2016	STAPLES ADVANTAGE	\$242.43
88854	9/9/2016	US CELLULAR	\$2,451.14
88855	9/9/2016	VERIZON WIRELESS	\$82.03
88856	9/9/2016	WISCONSIN MEDIA	\$469.06
88857	9/9/2016	WISCONSIN SURPLUS	\$179.75
88984	9/15/2016	SECURIAN FINANCIAL GROUP, INC.	\$5,737.58
88985	9/15/2016	SECURITY HEALTH PLAN	\$224,975.66
		TOTAL PREPAID BILLS PAID BY CHECK	\$302,002.66

**CURRENT BILLS
CURRENT BILLS PAID BY EFT**

EFT00000006379	9/21/2016	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$22.39
EFT00000006380	9/21/2016	AIR COMMUNICATIONS OF CENTRAL	\$22.00
EFT00000006381	9/21/2016	JONATHON ALTMAN	\$2,150.01
EFT00000006382	9/21/2016	ARAMARK UNIFORM SERVICES	\$112.90
EFT00000006383	9/21/2016	AUDIO EDITIONS	\$28.79
EFT00000006384	9/21/2016	BALTUS OIL COMPANY INC	\$15,823.15
EFT00000006385	9/21/2016	BRIAN BARNES	\$233.57
EFT00000006386	9/21/2016	BEAVER OF WISCONSIN INC	\$50.25
EFT00000006387	9/21/2016	JEFFREY BECKER	\$113.93
EFT00000006388	9/21/2016	BELCO VEHICLE SOLUTIONS LLC	\$6,423.62
EFT00000006389	9/21/2016	STEVE BINDER	\$200.00
EFT00000006390	9/21/2016	CARQUEST AUTO PARTS	\$411.04
EFT00000006391	9/21/2016	CAVU LLC	\$7,700.00
EFT00000006392	9/21/2016	CCH INCORPORATED	\$850.33
EFT00000006393	9/21/2016	CDW GOVERNMENT INC	\$138.76
EFT00000006394	9/21/2016	CENTRAL STATE SUPPLY CORP	\$1,866.62
EFT00000006395	9/21/2016	CTL COMPANY INC	\$1,319.43
EFT00000006396	9/21/2016	DALCO ENTERPRISES, INC.	\$305.43
EFT00000006397	9/21/2016	DOINE EXCAVATING INC	\$5,811.15
EFT00000006398	9/21/2016	EMPLOYEE BENEFITS CORPORATION	\$259.25
EFT00000006399	9/21/2016	KELLY ESKER	\$200.00
EFT00000006400	9/21/2016	TRAVIS ESSER	\$138.69
EFT00000006401	9/21/2016	FIRE & SAFETY EQUIPMENT IV INC	\$87.71
EFT00000006402	9/21/2016	PETER FLETTY	\$567.00
EFT00000006403	9/21/2016	GALE/CENGAGE LEARNING	\$38.92
EFT00000006404	9/21/2016	GRAINGER	\$233.42
EFT00000006405	9/21/2016	GRANICUS INC	\$1,200.00
EFT00000006406	9/21/2016	HALRON LUBRICANTS INC	\$332.20
EFT00000006407	9/21/2016	HEINZEN PRINTING INC	\$188.00
EFT00000006408	9/21/2016	HEINZEN PROMOTIONAL PRODUCTS	\$697.00
EFT00000006409	9/21/2016	AMY KROGMAN	\$800.00

Check #	Check Date	Vendor Name	Amount
EFT000000006410	9/21/2016	ANTHONY LUCHINI	\$2,329.75
EFT000000006411	9/21/2016	MCMASTER-CARR	\$61.99
EFT000000006412	9/21/2016	MERKEL COMPANY INC	\$112.00
EFT000000006413	9/21/2016	MIDSTATE TRUCK SERVICE	\$7.60
EFT000000006414	9/21/2016	MIDWEST TAPE	\$40.97
EFT000000006415	9/21/2016	MISSISSIPPI WELDERS	\$233.08
EFT000000006416	9/21/2016	MONROE TRUCK EQUIPMENT	\$57,104.00
EFT000000006417	9/21/2016	MSA PROFESSIONAL SERVICES INC	\$32,856.73
EFT000000006418	9/21/2016	NELSON JAMESON INC	\$30.51
EFT000000006419	9/21/2016	NORTHERN SAFETY CO INC	\$137.32
EFT000000006420	9/21/2016	MITCH NOSBISCH	\$45.00
EFT000000006421	9/21/2016	SCOTT OWEN	\$990.00
EFT000000006422	9/21/2016	POMP'S TIRE SERVICE INC	\$4,024.43
EFT000000006423	9/21/2016	POWER PAC INC	\$123.85
EFT000000006424	9/21/2016	RAMAKER & ASSOCIATES INC	\$600.00
EFT000000006425	9/21/2016	REIGEL PLUMBING & HEATING INC	\$968.56
EFT000000006426	9/21/2016	RIPP DISTRIBUTING COMPANY INC	\$104.25
EFT000000006427	9/21/2016	ROCK OIL REFINING INC	\$44.00
EFT000000006428	9/21/2016	SAFE FAST INC	\$194.40
EFT000000006429	9/21/2016	SAMUEL SON & CO INC	\$1,923.40
EFT000000006430	9/21/2016	SCHILLING SUPPLY COMPANY	\$437.74
EFT000000006431	9/21/2016	PHIL SCHMIDT	\$28.62
EFT000000006432	9/21/2016	SHERWIN WILLIAMS COMPANY	\$109.66
EFT000000006433	9/21/2016	SIRCHIE FINGER PRINT LABORATORIES	\$415.60
EFT000000006434	9/21/2016	SOLUTIONZ LLC	\$1,545.00
EFT000000006435	9/21/2016	LESTER SONNEMAN	\$150.00
EFT000000006436	9/21/2016	CHRIS STARGARDT	\$13.35
EFT000000006437	9/21/2016	STRATFORD SIGN COMPANY LLC	\$120.01
EFT000000006438	9/21/2016	TRI-MEDIA LLC	\$3,490.00
EFT000000006439	9/21/2016	V & H AUTOMOTIVE MARSHFIELD	\$21.79
EFT000000006440	9/21/2016	V & H INC	\$67.42
EFT000000006441	9/21/2016	ZARNOTH BRUSH WORKS	\$1,944.00
EFT000000006442	9/21/2016	BAUERNFEIND BUSINESS TECH	\$160.43
EFT000000006443	9/21/2016	RIO TECH INTERNATIONAL, LTD	\$866.25
TOTAL CURRENT BILLS PAID BY EFT			\$159,627.27

CURRENT BILLS PAID BY CHECK

88863	9/21/2016	426 SOUTH CENTRAL, LLC	\$6,683.00
88864	9/21/2016	ABR EMPLOYMENTSERVICES	\$662.40
88865	9/21/2016	AMERICAN ASPHALT OF WI	\$2,096.92
88866	9/21/2016	AMERICAN LIBRARY ASSOCIATION	\$137.00
88867	9/21/2016	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$103.16
88868	9/21/2016	ASSOCIATED SERVICE CENTER	\$2,092.75
88869	9/21/2016	B & D LOCK SHOP	\$307.75
88870	9/21/2016	BRUCE TIBBETT JR.	\$112.25
88871	9/21/2016	BAKER AND TAYLOR INC	\$2,662.08
88872	9/21/2016	BAY STEEL & FABRICATION LLC	\$48.75
88873	9/21/2016	BEAR-IATRICKS INC	\$320.00
88874	9/21/2016	BESTIMATE LLC	\$315.00
88875	9/21/2016	BIBLIOTHECA ITG LLC	\$17,350.00
88876	9/21/2016	I BRANDL INC	\$552.25
88877	9/21/2016	BRAUN CONCRETE & EXCAVATING	\$7,862.48
88878	9/21/2016	GARY BRAUN	\$100.00
88879	9/21/2016	BROOKS TRACTOR INC	\$1,590.86
88880	9/21/2016	BURT TROPHY & AWARDS INC	\$56.45
88881	9/21/2016	DEBRA CAROLFI	\$761.80

Check #	Check Date	Vendor Name	Amount
88882	9/21/2016	CENTL WI CRIMINAL INVESTIGATORS ASSN	\$30.00
88883	9/21/2016	CENTRAL MECHANICAL SYSTEMS INC	\$74.78
88884	9/21/2016	CENTRAL WI LAWN CARE & SEAL COATING LLC	\$1,945.00
88885	9/21/2016	CENTRAL WI STATE FAIR ASSN OF MFLD LTD	\$648.00
88886	9/21/2016	COMPLETE CONTROL INC	\$116.00
88887	9/21/2016	COMPLETE OFFICE OF WISCONSIN	\$424.98
88888	9/21/2016	JOSEPH SIKORA	\$375.00
88889	9/21/2016	COUNTY MATERIALS CORPORATION	\$3,975.83
88890	9/21/2016	CRESCENT LANDSCPE SUPPLY, INC	\$2,187.50
88891	9/21/2016	DAVE'S SERVICE CENTER INC	\$90.00
88892	9/21/2016	DISPLAYS2GO	\$219.61
88893	9/21/2016	FASTENAL COMPANY	\$844.50
88894	9/21/2016	FESTIVAL FOODS	\$180.30
88895	9/21/2016	FIRE APPARATUS & EQUIP INC	\$104.79
88896	9/21/2016	FIRESTONE DIVERSIFIED PRODUCTS LLC	\$11,120.04
88897	9/21/2016	ANITA FREEDLUND	\$100.00
88898	9/21/2016	FRONTIER	\$502.34
88899	9/21/2016	GEGARE TILE INC	\$451.25
88900	9/21/2016	GEMPLER'S INC	\$208.15
88901	9/21/2016	GENERAL FARM SUPPLY INC	\$134.25
88902	9/21/2016	KYLEE GIBSON	\$100.00
88903	9/21/2016	GROSS MOTORS OF MARSHFIELD INC	\$688.12
88904	9/21/2016	HILLER'S HARDWARE INC	\$261.43
88905	9/21/2016	JEFFERSON FIRE AND SAFETY INC	\$4,137.20
88906	9/21/2016	JFTCO, INC	\$823.61
88907	9/21/2016	E O JOHNSON COMPANY	\$199.00
88908	9/21/2016	K & C CLEANING LLC	\$350.00
88909	9/21/2016	JOHN KASTERN	\$130.47
88910	9/21/2016	DEBBIE KAYHART	\$100.00
88911	9/21/2016	JEFF KISSNER	\$1,360.00
88912	9/21/2016	KNOWLEDGELAKE	\$463.00
88913	9/21/2016	JANETTE LANGRECK	\$100.00
88914	9/21/2016	LWMMI	\$102.26
88915	9/21/2016	MAID TO ORDER	\$400.00
88916	9/21/2016	MANAGED HEALTH SERVICES	\$568.73
88917	9/21/2016	MARSHFIELD AREA CHAMBER	\$2,012.50
88918	9/21/2016	MARSHFIELD CLINIC	\$213.30
88919	9/21/2016	MARSHFIELD GLASS LLC	\$90.73
88920	9/21/2016	MARSHFIELD UTILITIES	\$510.53
88921	9/21/2016	CITY OF MARSHFIELD	\$275.50
88922	9/21/2016	CITY OF MARSHFIELD	\$121.00
88923	9/21/2016	HEIDI MCBRIDE	\$100.00
88924	9/21/2016	MENARDS	\$1,077.05
88925	9/21/2016	MID WISCONSIN SUPPLY, LLC	\$180.55
88926	9/21/2016	MID-AMERICAN RESEARCH CHEMICAL	\$191.65
88927	9/21/2016	MIDSTATES EQUIPMENT INC	\$69.38
88928	9/21/2016	MILLER BRADFORD AND RISBERG	\$1,951.60
88929	9/21/2016	MMG EMPLOYER SOLUTIONS	\$1,212.00
88930	9/21/2016	MOUNT VIEW III LLC	\$500.00
88931	9/21/2016	MPPA LE SUPPLY	\$1,212.68
88932	9/21/2016	MSC INDUSTRIAL SUPPLY CO.	\$306.66
88933	9/21/2016	NAPA AUTO PARTS	\$1,376.55
88934	9/21/2016	NATIONAL GOVERNMENT SERVICES INC	\$402.83
88935	9/21/2016	NELSON MANUFACTURING COMPANY	\$40.65
88936	9/21/2016	DON NIKOLAI CONSTRUCTION	\$128.00
88937	9/21/2016	NIKOLAY COMPANIES	\$1,715.00
88938	9/21/2016	NORTHERN LAKE SERVICE INC	\$359.50

Check #	Check Date	Vendor Name	Amount
88939	9/21/2016	NORTHWAY COMMUNICATIONS	\$198.00
88940	9/21/2016	NORTHWEST PETROLEUM SERVICE, INC	\$423.95
88941	9/21/2016	OFFICE DEPOT	\$44.90
88942	9/21/2016	OPPORTUNITY DEVELOPMENT CENTER	\$455.00
88943	9/21/2016	JEAN ZYGARLICHE	\$70.00
88944	9/21/2016	PRECISE MRM LLC	\$41.32
88945	9/21/2016	PREVEA HEALTH	\$205.50
88946	9/21/2016	PRINCE CORPORATION	\$126.51
88947	9/21/2016	PROVISION PARTNERS	\$3,903.62
88948	9/21/2016	QC PAINTING	\$14,364.00
88949	9/21/2016	RICHLAND CENTER BUS SERVICE INC	\$1,138.00
88950	9/21/2016	DANIEL ROGERS	\$5,400.00
88951	9/21/2016	RUNNING INC	\$35,257.26
88952	9/21/2016	SCAFFIDI TRUCK CENTER	\$49.29
88953	9/21/2016	SCHREINERS PLUMBING & HEATING, LLC	\$348.00
88954	9/21/2016	SCOTT CONSTRUCTION INC	\$94,094.67
88955	9/21/2016	SCOTTY'S PIZZA	\$118.02
88956	9/21/2016	SECURITY HEALTH PLAN	\$247.50
88957	9/21/2016	SERVE IMPLEMENT MUNICIPAL SALES CO LLC	\$705.22
88958	9/21/2016	SHIRLEY'S HOUSE OF HOPE	\$250.00
88959	9/21/2016	SPEE-DEE DELIVERY SERVICE INC	\$69.02
88960	9/21/2016	SPRING GREEN LAWN	\$4,800.00
88961	9/21/2016	STAPLES ADVANTAGE	\$168.55
88962	9/21/2016	BARBARA STERNWEIS	\$100.00
88963	9/21/2016	STORAGE SYSTEMS MIDWEST INC	\$19,059.29
88964	9/21/2016	TEL SOLUTIONS, LLC	\$345.00
88965	9/21/2016	TRANSUNION RISK AND ALTERNATIVE	\$49.75
88966	9/21/2016	TRIERWEILER CONSTRUCTION	\$23,847.22
88967	9/21/2016	UNIFIRST CORPORATION	\$364.99
88968	9/21/2016	UNITED RENTALS (NORTH AMERICA) INC	\$16,916.55
88969	9/21/2016	UW-MARSHFIELD/WOOD COUNTY	\$37,493.92
88970	9/21/2016	VITAL COMMUNICATION	\$29.95
88971	9/21/2016	VREELAND ENTERPRISES INC	\$1,929.00
88972	9/21/2016	WEILER ENTERPRISES	\$25.30
88973	9/21/2016	WELLS FARGO BANK	\$165.11
88974	9/21/2016	ERLAN R. WENZEL	\$365.00
88975	9/21/2016	WEPAK-N-SHIP	\$20.96
88976	9/21/2016	WI DEPARTMENT OF JUSTICE	\$126.00
88977	9/21/2016	WI PARK AND RECREATION ASSN	\$22,451.44
88978	9/21/2016	WOLFGRAM GAMOKE AND HUTCHINSON	\$7,939.71
88979	9/21/2016	WOOD COUNTY REGISTER OF DEEDS	\$257.00
88980	9/21/2016	WWOA	\$560.00
88981	9/21/2016	YERGES VAN LINERS	\$10,493.74
88982	9/21/2016	ZION UNITED METHODIST CHURCH	\$25.00
88983	9/21/2016	DONNA ZYGARLICHE	\$441.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$396,862.96
		TOTAL PREPAID BILLS	\$302,002.66
		TOTAL CURRENT BILLS	\$556,490.23
		GRAND TOTAL	<u>\$858,492.89</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 **SEPTEMBER, 2016** amounting to **\$1,363,028.33** be allowed paid and charged to their proper accounts.

Chairman

CITY OF MARSHFIELD
SCHEDULE OF BILLS FOR APPROVAL
10/5/2016

PREPAID BILLS

PREPAID BILLS PAID BY CHECK

Check #	Check Date	Vendor Name	Amount
88986	9/23/2016	ADVANCED DISPOSAL SERVICES LLC	\$75,151.93
88987	9/23/2016	AP TECHNOLOGY LLC	\$795.00
88988	9/23/2016	CHARTER COMMUNICATIONS	\$258.07
88989	9/23/2016	EARTH INC	\$58,565.00
88990	9/23/2016	EVAN-MOOR EDUCATIONAL PUBLISHERS	\$445.90
88991	9/23/2016	FRONTIER	\$611.44
88992	9/23/2016	MARSHFIELD UTILITIES	\$39,569.29
88993	9/23/2016	MERRILL GRAVEL & CONST CO INC	\$144,748.60
88994	9/23/2016	TELRITE CORPORATION	\$428.14
88995	9/23/2016	VISU-SEWER CLEAN & SEAL INC	\$39,036.65
88996	9/23/2016	WE ENERGIES	\$1,511.07
88998	9/26/2016	DELTA DENTAL OF WISCONSIN	\$12,091.75
TOTAL PREPAID BILLS PAID BY CHECK			\$373,212.84

ACH PAYMENTS

9/20/2016	DEPT OF WORKFORCE DEVELOPMENT	\$82.50
9/30/2016	WI DEPT OF REVENUE - SALES TAX	\$1,418.35
9/30/2016	WI DEPT OF REVENUE	\$1,000.00
TOTAL ACH PAYMENTS		\$2,500.85

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT00000006445	10/5/2016	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$48.92
EFT00000006446	10/5/2016	JONATHON ALTMAN	\$11.40
EFT00000006447	10/5/2016	AMERICAN WELDING & GAS INC	\$48.64
EFT00000006448	10/5/2016	JASON ANGELL	\$172.80
EFT00000006449	10/5/2016	ARAMARK UNIFORM SERVICES	\$115.42
EFT00000006450	10/5/2016	ATHENS VETERINARY SERVICE INC	\$490.25
EFT00000006451	10/5/2016	B & B LAWN CARE LLC	\$26,782.50
EFT00000006452	10/5/2016	BALTUS OIL COMPANY INC	\$23.22
EFT00000006453	10/5/2016	BATTERIES PLUS BULBS # 072	\$27.96
EFT00000006454	10/5/2016	BAUERNFEIND BUSINESS TECH	\$30.43
EFT00000006455	10/5/2016	BELCO VEHICLE SOLUTIONS LLC	\$233.25
EFT00000006456	10/5/2016	STEVE BINDER	\$100.00
EFT00000006457	10/5/2016	BOUND TREE MEDICAL, LLC	\$403.39
EFT00000006458	10/5/2016	STEVE BURNS	\$118.80
EFT00000006459	10/5/2016	CARQUEST AUTO PARTS	\$213.91
EFT00000006460	10/5/2016	CAVU LLC	\$1,750.00
EFT00000006461	10/5/2016	CDW GOVERNMENT INC	\$69.00
EFT00000006462	10/5/2016	CENTRAL STATE SUPPLY CORP	\$33.74
EFT00000006463	10/5/2016	CTL COMPANY INC	\$128.03
EFT00000006464	10/5/2016	DALCO ENTERPRISES, INC.	\$643.24
EFT00000006465	10/5/2016	DOINE TRANSPORT INC	\$204.00
EFT00000006466	10/5/2016	BELINDA FECHHELM	\$132.22
EFT00000006467	10/5/2016	GALE/CENGAGE LEARNING	\$108.70

Check #	Check Date	Vendor Name	Amount
EFT000000006468	10/5/2016	SARI GOODNESS	\$7.85
EFT000000006469	10/5/2016	CHELSEA GUDEN	\$22.54
EFT000000006470	10/5/2016	HEINZEN PRINTING INC	\$1,314.00
EFT000000006471	10/5/2016	HEINZEN PROMOTIONAL PRODUCTS	\$79.50
EFT000000006472	10/5/2016	ELIZABETH HOLBROOK	\$22.54
EFT000000006473	10/5/2016	INGRAM LIBRARY SERVICES INC	\$75.20
EFT000000006474	10/5/2016	GREG KIEFFER	\$40.00
EFT000000006475	10/5/2016	MICHAEL KRUSE	\$22.54
EFT000000006476	10/5/2016	JOHN LUKANICH	\$21.36
EFT000000006477	10/5/2016	MARAWOOD REAL ESTATE 200 LLC	\$3,072.30
EFT000000006478	10/5/2016	MCMASTER-CARR	\$560.91
EFT000000006479	10/5/2016	MERKEL COMPANY INC	\$52,203.62
EFT000000006480	10/5/2016	CHRIS MEYER	\$180.00
EFT000000006481	10/5/2016	MIDSTATE TRUCK SERVICE	\$29.56
EFT000000006482	10/5/2016	MIDWEST TAPE	\$52.98
EFT000000006483	10/5/2016	MISSISSIPPI WELDERS	\$188.74
EFT000000006484	10/5/2016	NELSON JAMESON INC	\$242.80
EFT000000006485	10/5/2016	CHRISTOPHER NICHOLS	\$183.58
EFT000000006486	10/5/2016	NORTH CENTRAL LABORATORIES	\$675.10
EFT000000006487	10/5/2016	LANCE OLDHAM	\$5.25
EFT000000006488	10/5/2016	JASON PARKS	\$576.24
EFT000000006489	10/5/2016	PEMBER COMPANIES INC	\$105,839.50
EFT000000006490	10/5/2016	POMP'S TIRE SERVICE INC	\$95.21
EFT000000006491	10/5/2016	POWER PAC INC	\$249.08
EFT000000006492	10/5/2016	PROQUEST LLC	\$749.70
EFT000000006493	10/5/2016	PUNKE/JASON	\$66.45
EFT000000006494	10/5/2016	REIGEL PLUMBING & HEATING INC	\$3,875.77
EFT000000006495	10/5/2016	ROCK OIL REFINING INC	\$50.00
EFT000000006496	10/5/2016	SAMUEL SON & CO INCE	\$290.00
EFT000000006497	10/5/2016	SANDOK/GRACIA	\$22.54
EFT000000006498	10/5/2016	SANCHEZ COATING & ENVIRONMENTAL	\$15,723.00
EFT000000006499	10/5/2016	SCHILLING SUPPLY COMPANY	\$124.00
EFT000000006500	10/5/2016	SCHOOL DISTRICT OF MARSHFIELD	\$2,145.71
EFT000000006501	10/5/2016	SAM SCHROEDER	\$207.68
EFT000000006502	10/5/2016	SHERWIN WILLIAMS COMPANY	\$335.50
EFT000000006503	10/5/2016	SHI INTERNATIONAL CORPORATION	\$19,682.43
EFT000000006504	10/5/2016	JOAN SPENCER	\$139.30
EFT000000006505	10/5/2016	STAINLESS AND REPAIR INC	\$1,000.00
EFT000000006506	10/5/2016	BENJAMIN STEINBACH	\$100.00
EFT000000006507	10/5/2016	STRATFORD SIGN COMPANY LLC	\$281.45
EFT000000006508	10/5/2016	KEITH STREY	\$422.18
EFT000000006509	10/5/2016	SVA CONSULTING LLC	\$7,846.19
EFT000000006510	10/5/2016	TRAFFIC AND PARKING CONTROL INC	\$1,120.50
EFT000000006511	10/5/2016	TRI-MEDIA LLC	\$11,401.00
EFT000000006512	10/5/2016	LOCATE HOLDINGS INC	\$5,612.24
EFT000000006513	10/5/2016	V & H AUTOMOTIVE MARSHFIELD	\$21.79
EFT000000006514	10/5/2016	V & H INC	\$381.55
EFT000000006515	10/5/2016	JOSEPH VANDEN ELZEN	\$567.00
EFT000000006516	10/5/2016	VON BRIESEN AND ROPER, S.C.	\$1,284.50
EFT000000006517	10/5/2016	NEIL VOROS	\$22.54
EFT000000006518	10/5/2016	VORPAHL FIRE & SAFETY	\$854.78
EFT000000006519	10/5/2016	JAMES BENSON	\$100.00
EFT000000006520	10/5/2016	WOOD CO PLANNING ZONING OFFICE	\$43,875.90

Check #	Check Date	Vendor Name	Amount
TOTAL CURRENT BILLS PAID BY EFT			\$315,953.92

CURRENT BILLS PAID BY CHECK

88999	10/5/2016	GARY W & RUTH K ELDERBROOK	\$250.00
89000	10/5/2016	ABR EMPLOYMENTSERVICES	\$552.00
89001	10/5/2016	AGSOURCE COOPERATIVE SERVICES	\$446.00
89002	10/5/2016	AMAZON	\$375.44
89003	10/5/2016	AMERICAN ASPHALT OF WI	\$203,433.51
89004	10/5/2016	AMERICAN AUTO SALES & SERVICE	\$34.95
89005	10/5/2016	APPLELAND LAW ENFORCMENT	\$410.52
89006	10/5/2016	ARROW PRECISION ASPHALT	\$1,410.00
89007	10/5/2016	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$58.93
89008	10/5/2016	ASSOCIATED SERVICE CENTER	\$2,058.57
89009	10/5/2016	BADGER STATE WASTE, LLC	\$43,366.40
89010	10/5/2016	BAKER AND TAYLOR INC	\$1,907.25
89011	10/5/2016	BALTUS PROPERTIES LLP	\$40,000.00
89012	10/5/2016	BAY STEEL & FABRICATION LLC	\$142.73
89013	10/5/2016	BB COMMUNITY LEASING SERVICES INC	\$550.32
89014	10/5/2016	BEAR GRAPHICS INC	\$6.53
89015	10/5/2016	BEAR-IATRICKS INC	\$270.00
89016	10/5/2016	THE BOSON COMPANY INC	\$95,994.47
89017	10/5/2016	I BRANDL INC	\$124.00
89018	10/5/2016	BRICKLINE INC	\$19,583.70
89019	10/5/2016	BROOKS TRACTOR INC	\$71.81
89020	10/5/2016	BURT TROPHY & AWARDS INC	\$171.70
89021	10/5/2016	CENTRAL WI LANDSCAPING LLC	\$9,091.50
89022	10/5/2016	CHARTER COMMUNICATIONS	\$106.44
89023	10/5/2016	STEVE FUEHRER	\$400.00
89024	10/5/2016	Commercial Interiors	\$578.00
89025	10/5/2016	COMPLETE OFFICE OF WISCONSIN	\$135.60
89026	10/5/2016	COMPUTYPE INC	\$641.91
89027	10/5/2016	CONSTRUCTION SUPPLY INC	\$472.55
89028	10/5/2016	GEORGE VAN STEDUM	\$230.00
89029	10/5/2016	CUMMINS NPOWER LLC	\$832.68
89030	10/5/2016	W S DARLEY & CO	\$112.04
89031	10/5/2016	DUFFY'S AIRCRAFT SALES	\$3,839.42
89032	10/5/2016	EARTH INC	\$16,291.00
89033	10/5/2016	ECOLAB	\$110.12
89034	10/5/2016	EMSAR INC.	\$485.00
89035	10/5/2016	ENVIROTECH EQUIPMENT CO INC	\$5,795.00
89036	10/5/2016	FASTENAL COMPANY	\$236.35
89037	10/5/2016	FESTIVAL FOODS	\$188.37
89038	10/5/2016	FIREHOUSE MAGAZINE	\$29.95
89039	10/5/2016	FRONTIER	\$331.54
89040	10/5/2016	GENERAL FARM SUPPLY INC	\$134.25
89041	10/5/2016	L F GEORGE INC	\$416.49
89042	10/5/2016	GLOBAL EQUIPMENT COMPANY INC	\$27.49
89043	10/5/2016	GUEST SERVICES	\$167.32
89044	10/5/2016	HACH COMPANY	\$2,177.19
89045	10/5/2016	HERO-INDUSTRIES.COM	\$4,075.00
89046	10/5/2016	HILLER'S HARDWARE INC	\$322.48
89047	10/5/2016	HOLIDAY INN MARSHFIELD	\$97.63

Check #	Check Date	Vendor Name	Amount
89048	10/5/2016	JAMES IMMERFALL	\$1,500.00
89049	10/5/2016	E O JOHNSON COMPANY	\$135.70
89050	10/5/2016	GEORGI SARTAIN	\$60.00
89051	10/5/2016	JEFF KISSNER	\$960.00
89052	10/5/2016	KOHEL DRYWALL LLC	\$3,016.25
89053	10/5/2016	KOHS MACHINE SHOP	\$132.00
89054	10/5/2016	LANGE ENTERPRISES	\$490.48
89055	10/5/2016	LEE RECREATION LLC	\$4,557.00
89056	10/5/2016	LINCOLN CONTRACTORS SUPPLY	\$830.00
89057	10/5/2016	LOCAL 1021 REC FUND	\$95.00
89058	10/5/2016	LODI VETERINARY CARE	\$154.00
89059	10/5/2016	LONDERVILLE STEEL ENTERPRISES	\$83.18
89060	10/5/2016	MARSHFIELD AREA PET SHELTER, INC	\$1,379.00
89061	10/5/2016	MARSHFIELD CITY GARAGE	\$47.06
89062	10/5/2016	MARSHFIELD CLINIC	\$1,733.41
89063	10/5/2016	MARSHFIELD GLASS LLC	\$460.00
89064	10/5/2016	MARSHFIELD MALL	\$2,914.63
89065	10/5/2016	MARSHFIELD PARKS & REC DEPT	\$18.60
89066	10/5/2016	MARSHFIELD POLICE DEPT PETTY CASH	\$156.00
89067	10/5/2016	MARSHFIELD VET SERVICE	\$310.35
89068	10/5/2016	MENARDS	\$633.15
89069	10/5/2016	RON MEYERS AND SON LLC	\$144.00
89070	10/5/2016	MID WISCONSIN SUPPLY, LLC	\$122.15
89071	10/5/2016	MILLER BRADFORD AND RISBERG	\$3,786.13
89072	10/5/2016	MINISTRY ST JOSEPH'S HOSPITAL	\$2,323.82
89073	10/5/2016	MINNESOTA LIFE INSURANCE CO	\$646.80
89074	10/5/2016	MITTEN'S HOME APPLIANCES	\$1,000.00
89075	10/5/2016	MPPA LE SUPPLY	\$40.95
89076	10/5/2016	NAPA AUTO PARTS	\$303.32
89077	10/5/2016	NATIONAL ENQUIRER	\$89.70
89078	10/5/2016	NATIONAL FIRE CODES	\$1,450.00
89079	10/5/2016	NIKOLAY COMPANIES	\$2,132.50
89080	10/5/2016	NORTH SHORE COMPRESSOR INC	\$142.34
89081	10/5/2016	NORTHWAY COMMUNICATIONS	\$105.50
89082	10/5/2016	ODONNELL LOCKSMITHING SERVICE	\$30.00
89083	10/5/2016	OFFICE MAX INCORPORATED	\$92.36
89084	10/5/2016	OLDE IRON SHOPPE, LLC	\$1,500.00
89085	10/5/2016	OMNI GLASS & PAINT INC	\$11,610.90
89086	10/5/2016	RANDY PETERSON	\$375.00
89087	10/5/2016	PK SAFETY SUPPLY	\$1,862.00
89088	10/5/2016	PORTER LEE CORPORATION	\$919.00
89089	10/5/2016	PROVISION PARTNERS	\$610.31
89090	10/5/2016	RICHLAND CENTER BUS SERVICE INC	\$150.00
89091	10/5/2016	RIESTERER & SCHNELL INC.	\$367.93
89092	10/5/2016	ROCKMOUNT RESEARCH & ALLOYS	\$3,245.98
89093	10/5/2016	ADRIAN SAZAMA	\$100.00
89094	10/5/2016	SCAFFIDI TRUCK CENTER	\$70.00
89095	10/5/2016	SCHALOWS NURSERY, INC.	\$1,430.00
89096	10/5/2016	SCHINDLER ELEVATOR CORPORATION	\$441.96
89097	10/5/2016	ROBERT AUGUSTINE SCHULTZ	\$215.00
89098	10/5/2016	SEARS COMMERCIAL ONE	\$229.99
89099	10/5/2016	SHORT ELLIOTT HENDRICKSON INC	\$1,500.00
89100	10/5/2016	SKILLPATH/NST SEMINARS	\$249.00

Check #	Check Date	Vendor Name	Amount
89101	10/5/2016	SLEC INC	\$728.30
89102	10/5/2016	SMITH BROS MEATS	\$561.50
89103	10/5/2016	SNAP ON INDUSTRIAL	\$131.37
89104	10/5/2016	ST VINCENT DE PAUL	\$75.00
89105	10/5/2016	STAPLES ADVANTAGE	\$4.47
89106	10/5/2016	STEVEN BINDER	\$191.20
89107	10/5/2016	SUDA PLUMBING INC	\$130,107.25
89108	10/5/2016	TAPCO	\$6,659.39
89109	10/5/2016	TEAM SPORTING GOODS INC	\$59.95
89110	10/5/2016	TIGER BOOSTER CLUB	\$100.00
89111	10/5/2016	TOTAL ELECTRIC SERVICE INC	\$2,890.51
89112	10/5/2016	TRIANGLE GRAVEL INC	\$50.00
89113	10/5/2016	TRIERWEILER CONSTRUCTION	\$5,878.41
89114	10/5/2016	TRIMPAC	\$1,506.44
89115	10/5/2016	TRIPLE R BUSINESS SERVICES, LLC	\$4,694.61
89116	10/5/2016	TRAVIS LINDEKUGEL	\$485.00
89117	10/5/2016	UNIFIRST CORPORATION	\$183.37
89118	10/5/2016	UNIQUE MANAGEMENT SERVICES INC	\$53.70
89119	10/5/2016	UNITED MAILING SERVICE INC	\$215.30
89120	10/5/2016	UNIVERSAL INC/SUBWAY	\$111.60
89121	10/5/2016	UNIVERSITY COMMISSION	\$127.50
89122	10/5/2016	VITAL COMMUNICATION	\$106.04
89123	10/5/2016	WATER GEAR INC	\$356.08
89124	10/5/2016	WCM	\$75.00
89125	10/5/2016	WEED WARRIOR L.L.C.	\$105.00
89126	10/5/2016	WEILER ENTERPRISES	\$44.12
89127	10/5/2016	WEPAK-N-SHIP	\$63.01
89128	10/5/2016	WI PARK AND RECREATION ASSN	\$300.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$671,360.72
		TOTAL PREPAID BILLS	\$373,212.84
		TOTAL ACH PAYMENTS	\$2,500.85
		TOTAL CURRENT BILLS	\$987,314.64
		GRAND TOTAL	<u>\$1,363,028.33</u>

MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF SEPTEMBER 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	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
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	HINES	TYLER
Fire		Firefighter Paramedic	1.00	LUCHINI	ANTHONY
Fire		Firefighter Paramedic	1.00	MCNAMARA	NATHANIEL
Fire		Firefighter Paramedic	1.00	MILLER	ZACHARY
Fire		Firefighter Paramedic	1.00	PATTON	DAVID
Fire		Firefighter Paramedic	1.00	SADAUSKAS	JENI
Fire		Firefighter Paramedic	1.00	SCHAD	JASON

Department	Division	Position	FTE	Last Name	First Name
Fire		Firefighter Paramedic	1.00	WEILAND	TROY
Fire		Firefighter Paramedic	1.00	WINISTORFER	PETER
Fire		Firefighter Paramedic	1.00	TACKES	PAUL
Fire		Administrative Assistant III	1.00	BERGER	SUZANNE
Fire Total			37.00		
Technology		Technology Analyst	1.00	WESTMAN	ERIK
Technology		Technology Analyst	1.00	SUTTON	MATTHEW
Technology		Technology Director	1.00	NG	ENG
Technology		Technology Technician	1.00	SCHROEDER	SHAWN
Information Technology Total			4.00		
Library		Adult Services Supervisor Lib	1.00	ADLER	MARY LOU
Library		Asst Dir./Tech. Svcs Supervisor	1.00	BAKER	KATHLEEN
Library		Children's' 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 Specialist III	1.00	SCHULTZ	ROBERT
Library		Library Specialist 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		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			6.00		
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
Police		Police Chief	1.00	GRAMZA	RICHARD

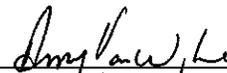
Department	Division	Position	FTE	Last Name	First Name
Police		Police Detective	1.00	FOEMMEL	JASON
Police		Police Detective	1.00	HAMILL	KEVIN
Police		Police Detective	1.00	NEINAST	ALLAN
Police		Police Detective	1.00	PARKS	JASON
Police		Police Lieutenant	1.00	LARSON	DARREN
Police		Police Lieutenant	1.00	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	LANDON
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
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 Engineer 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	OLSON	SHAWN
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	GUENSBURG	WILL
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	VACANT	
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	SCHUG	JOHN
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			52.50		
Grand Total			191.400		

TREASURY REPORT

August 2016

	August	July
GENERAL CITY		
PREVIOUS BANK BALANCES (CASH):		
Bonds -----	6,510.00	
Citizens State Bank -----	1,042,510.84	
TOTAL PREVIOUS CASH BALANCE:	\$1,049,020.84	\$1,122,923.89
RECEIPTS:		
Citizens State Bank -----	9,647,598.21	
Citizens State Bank Interest -----	1,802.40	
L-T Investment Interest Rec -----		
Tax collection -----		
TOTAL CASH RECEIPTS:	\$9,649,400.61	\$3,925,543.53
DISBURSEMENTS:		
Citizens State Bank -----	8,774,901.97	
TOTAL CASH DISBURSEMENTS:	\$8,774,901.97	\$399,446.58
GENERAL CITY BOOK BALANCE (CASH): (Previous Balance + Receipt - Disbrsmnts.)	\$1,923,519.48	\$4,649,020.84
GENERAL CITY INVESTMENTS:		
Securities Investments (Long Term) -----	2,000,000.00	
Securities Investments (Short Term) -----	995,705.78	
SIST Int rate/earning 0.00% -----	0.00	
Local Government Investment Pool (LGIP) -----	11,208,505.39	
LGIP Int rate/earning 0.43% -----	3,529.31	
	\$14,207,740.48	\$13,961,483.83
TOTAL GENERAL CITY CASH & INVESTMENTS -----	\$16,131,259.96	\$18,610,504.67
MARSHFIELD UTILITIES		
Citizens Bank Previous Bal. -----	2,684,718.50	
Citizens Bank Utility Receipt -----	4,889,497.04	
Citizens Bank Utility Disburs -----	4,708,378.58	
MU BOOK BALANCE:	\$2,865,836.96	\$2,684,718.50
MU INVESTMENTS: -----	\$21,219,953.13	\$21,032,901.37
TOTAL MU CASH & INVESTMENTS: -----	\$24,085,790.09	\$23,717,619.87
TOTAL BOOK BALANCE (CASH): (Marshfield Utilities Balance + General Balance)	\$4,789,356.44	\$7,333,739.34
RECAPITULATION BANK REPORT		
Bonds -----	6,510.00	
Citizens Bank Mfid Utilities -----	2,889,893.46	
Citizens Bank General City -----	2,008,788.25	
TOTAL BANK BALANCE:	4,905,191.71	
(OUTSTANDING CHECKS) -----	115,835.27	
TOTAL BANK BALANCE (CASH):	\$4,789,356.44	\$3,733,739.34
CASH ON HAND :	\$100.00	\$100.00
TOTAL INVESTMENTS:	\$35,427,693.61	\$34,994,385.20
TOTAL CASH & INVESTMENTS:	\$40,217,050.05	\$42,328,124.54

Submitted by: 
 Amy VanWyhe
 Accounting Manager



City of Marshfield Memorandum

Date: October 4, 2016
To: Finance, Budget and Personnel Committee
From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: Reporting Structure for Assessing Services

BACKGROUND

On May 17, 2016, the Finance, Budget and Personnel Committee approved staff review of outsourcing options for some or all assessing services, including a formal RFP for Assessing Services for the City of Marshfield. On September 6, 2016, the Finance Budget and Personnel committee approved the RFP for contracted Assessing Services.

The reporting structure for Assessing Services is yet to be determined. Initially, staff recommended the contracted Assessing Service would report to the Director of Administrative Services as part of a broader leadership restructure based on the 2013 Staffing Study conducted by Springsted. The implementation of the Administrative Services Department and Director position was ultimately placed on hold.

Following the decision to place the Administrative Services Department on hold, staff recommended that the reporting structure for the contracted Assessing Service be placed under the Finance Director. The Finance Budget and Personnel Committee questioned the appropriateness of the proposed reporting structure and requested additional information for further review and consideration. Specifically, the committee requested information on two items: (1) the reporting structure for contracted Assessing Services in similar cities (Wisconsin Rapids and Stevens Point) and (2) the current salary of the Finance Director.

ANALYSIS

In response to the questions brought forward by the Committee:

- (1) Staff contacted both cities regarding the reporting structure of their contracted Assessing Services. In Wisconsin Rapids, the contracted assessor reports to the Mayor. City employees in Assessing report to the contracted assessor but any employment decisions related to the non-contracted City employee(s) would be managed by the Mayor. In Stevens Point, the contracted assessor reports to the Director of Community Development.
- (2) The Finance Director current annual salary is \$94,806.40. This position is currently at Step 4 of Pay Grade T. Pay Grades U and V are both vacant.

Based on the information above, staff's recommendation for the Assessing Services reporting structure remains unchanged. Reporting structures in known cities with similar services shows inconsistency in the reporting structure and appears to be determined on a case-by-case basis.

Staff's recommendation of the reporting structure under the Finance Director is based on three factors:

1. The position of Finance Director heavily involved in managing sizable contracts
2. Crossover between Assessing Services is greatest between the Finance Department and Assessing versus other City departments (based on tax assessment and tax collection)
3. The Finance Director currently oversees the Finance Department, but has only one direct report (the Accounting Manager) resulting in the ability to directly manage additional services.

Based on our current leadership, staff feel the best placement of oversight of the contacted assessing services is under Finance. If approved, the job description for the Finance Director will be updated and submitted to Carlson Dettman for review following our standard process. Any pay adjustment recommendations by Carlson Dettman would be brought to the Finance Budget and Personnel Committee for review and approval.

RECOMMENDATION

We are requesting approval of the reporting structure for contracted Assessing Services to be placed under the Finance Director.

Concurrence: 

Steve Barg, City Administrator



City of
Marshfield
Memorandum

DATE: October 4, 2016
TO: Finance, Budget and Personnel Committee
FROM: Jen Rachu, HR Manager/Asst. to the City Administrator
RE: Revised Personnel Policy No. 3.510, Vacation

BACKGROUND

Personnel Policy No. 3.510, Vacation was last revised on May 20, 2014.

ANALYSIS

The City has received a request to review the minimum vacation length for employees.

The current policy states:

Minimum Vacation Length

Employees minimum vacation period shall be one-half day. Street Division (hourly) and Wastewater Utility (hourly) minimum vacation period shall be one full day (excludes management and clerical employees in these divisions).

In follow up with the Street Division and Wastewater Superintendents, both leaders indicate that they support a change from “one full day” to one-half day minimum vacation increments. The policy would remain as one-half day increments for the remainder of non-represented staff.

The redlined version of the policy is attached for your convenience.

RECOMMENDATION

I am recommending that the Finance, Budget, and Personnel Committee approve the revised Personnel Policy No. 3.510, Vacation.

Concurrence:

Steve Barg, City Administrator



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

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

CHAPTER: Employee Benefits

SUBJECT: Vacation Policy

POLICY NUMBER: 3.510

PAGES: 3

APPROVAL DATE: December 19, 1980

REVISION DATE: May 20, 2014

DEPARTMENTS OF PRIMARY RESPONSIBILITY: City Administrator's Office,
Finance Department

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

POLICY:

General: All vacations shall be based on the employee's anniversary date of hire, and shall be accrued according to the following schedule.

Non-Management Employees
6 months – 1 week vacation
1 year of service - 1 week vacation
2 years of service - 2 weeks vacation
7 years of service - 3 weeks vacation
13 years of service - 4 weeks vacation
20 years of service - 5 weeks vacation

Management Employees
6 months – 1 week
1 year of service - 3 weeks of vacation
10 years of service - 4 weeks of vacation

17 years of service - 5 weeks of vacation

Computation of Vacation Pay.

A weeks vacation pay shall be computed on the basis of a 40 hour week at the employees' normal rate of pay. Any changes in earning levels or length of service will require employees to earn pro-rated vacation benefits based upon actual months worked.

Requests for Vacation

All employees who are eligible for vacation shall submit their choices of dates to their immediate supervisor. The supervisor shall use their discretion and department/division specific procedure in approving vacations. The choice and length of the vacation may be changed by mutual agreement between the employee and the immediate supervisor.

Termination of Employment.

Non-probationary employees who give at least two weeks prior notice to quitting and employees whose service is being terminated due to discharge, death, or retirement shall receive all earned vacation based upon actual months of service. If an employees service is terminated before the (15th) of the month, he shall not receive credit for such month; however, if the termination occurs on or after the (15th) of the month, credit for a full month shall be credited toward the pro-rated vacation allowance.

A probationary employee who is terminated or resigns during the probationary period is not eligible for pro-rated vacation/holiday payout. In instances where an employee has used more than the pro-rated amount of personal holidays, the City will deduct this amount from the employee's last payroll check.

Minimum Vacation Length.

Employees minimum vacation period shall be one-half day. ~~Street Division (hourly) and Wastewater Utility (hourly) minimum vacation period shall be one full day (excludes management and clerical employees in these divisions).~~

Length of Time to Use Vacation.

Vacation earned at six months of employment must be used within eighteen months of earning it (before the second anniversary date). If a new employee has not used their vacation earned at six months by their twelve month anniversary date, they will need to notify through their supervisor, the Administrative Assistant III in City Administration. Additionally, each day of vacation earned at six months and being taken beyond twelve months will need to be reported to the Administrative Assistant III in City Administration for a manual override. The employee should note that until the vacation earned at six months is used, their paystub showing vacation availability will be inaccurate. Vacation

[C:\Users\amy\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\AAT7A3QR\3.510 Vacation \(10.04.16\).doc](C:\Users\amy\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\AAT7A3QR\3.510 Vacation (10.04.16).doc)<F:\Home\Ad\Policies\Chapter 3 Personnel\Revised Policies\3.510 Vacation Redlined 2014.doc>

credits earned at twelve months and beyond must be used each year and shall not accumulate. In unusual circumstances the employee may make a written request through the immediate supervisor to the City Administrator for a limited extension.

Unused Vacation.

Unused vacation time shall be considered as time worked, and shall not be compensated. In rare occurrences, the city administrator has the sole discretion to approve vacation carry overs.

Records.

All employees will be required to maintain records of all absences on time cards or through department/division specific procedures. Employees are responsible to track their vacation balance which will be listed on their pay stub. If an employee has a question about the accuracy of the balance they should contact their supervisor.