



CITY OF MARSHFIELD
MEETING NOTICE

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

1. Call to Order – Deb Hall, City Clerk
2. Election of Chairperson
3. Election of Vice Chairperson
4. Citizen Comments

5. Consent Agenda
 - a) Approval of Minutes of April 19, 2016 meeting
 - b) Approve Bills and Payroll
 - c) Monthly Position Control Report
 - d) Report of Personnel Actions
 - e) Treasurer's Report

Recommended Action: Approve the Consent Agenda, as presented

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

Recommended Action: None, for information only

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

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

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

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

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

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

NOTICE

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

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