



CITY OF MARSHFIELD

MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, FEBRUARY 17, 2015
Council Chambers, Lower Level, 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 February 3, 2015 meeting
 - b) Approve Bills and Payroll
 - c) Report of Personnel Actions
 - d) Treasurer's Report

Recommended Action: Approve the Consent Agenda, as presented

4. Consideration of items removed from the consent agenda, if any.
5. Request to recommend approval of Budget Resolution No. 04-2015 transferring \$15,000 within the Cable Television fund to extend fiber from McMillan Street to the Marshfield Community Television Studio at 101 West McMillan Street to the Common Council. Presented by Steve Barg, City Administrator

Recommended Action: Recommend approval of Budget Resolution No. 04-2015 to the Common Council

6. Request to recommend approval of Resolution No. 2015-07 authorizing the carry-over of the 2014 appropriations into 2015 for various capital outlay projects and other operation/maintenance projects that were not expended/completed in 2014, to the Common Council. Presented by Keith Strey, Finance Director

Recommended Action: Recommend approval of Resolution No. 2015-07 to the Common Council

7. Discuss plans to replace retiring Parks & Recreation Director. Presented by Steve Barg, City Administrator

- a) Authorize Human Resources Manager to begin the process of refilling this position

Recommended action: Authorize Human Resources Manager to fill the position

- b) Appointment search team to review applications, select top candidates, conduct interviews, and make a recommendation to the Council

Recommended Action: Appoint the search team as presented

FINANCE, BUDGET AND PERSONNEL COMMITTEE

February 17, 2015

8. Discuss plans to replace Human Resources Manager, who is leaving City employment in March. Presented by Steve Barg, City Administrator

Recommended Action: None, for information only

9. Update – Implementation of staffing study recommendations. Presented by Steve Barg, City Administrator

Recommended Action: None, for information only

10. Suggested items for future agendas

11. Adjourn

Posted this day, February 13, 2015 at 11:30 a.m., by Deb Hall, City 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 FEBRUARY 3, 2015

Meeting called to order by Chairperson Feddick at 5:30 p.m., in the Common Council Chambers, City Hall Plaza.

PRESENT: Alderpersons Alanna Feddick, Gordon Earll, Rebecca Spiros, Peter Hendler and Char Smith

ABSENT: None

ALSO PRESENT: Alderperson Wagner, City Administrator Barg and City Personnel (Keith Strey, Lara Baehr, Joan Spencer, Brenda Hanson and Deb Hall)

Citizen Comments

None

FBP15-013 Motion by Smith, second by Spiros to approve the items on the consent agenda:

1. Minutes of the January 20, 2015 meeting
2. Payroll in the amount of \$833,048.87 and the Bills in the amount of \$779,373.94
3. Monthly Position Control Report of January 31, 2015

Motion carried

No items were removed from the consent agenda.

FBP15-014 Motion by Hendler, second by Spiros to approve writing off the 2014 Real Estate taxes for Center City Church in the amount of \$4,528.19 and direct the Clerk to file the paperwork for rescinded tax.

Motion carried

FBP15-015 Motion by Earll, second by Spiros to approve Revised Policy 3.145, Hiring, Promotions, Transfers and Temporary Assignments.

Motion carried

FBP15-016 Motion by Earll, second by Hendler to authorize staff to sign the requested engagement letter for services with bond counsel (Quarles & Brady), in an amount not to exceed \$2,500, and to continue working with Wood County and others in order to move this project (TID #5 Incentive Fund) forward.

Motion carried

Discussion was held on which committee should be assigned to handle lease agreements at City Hall.

Alderperson Smith indicated that she failed to find any reference in the Municipal Code who is responsible for Leases but feels that it should be part of the code. Leases represent revenue that offsets expenses and expenses and revenues are budgets. Therefore the Finance, Budget and Personnel Committee should handle leases.

FBP15-017 Motion by Smith, second by Hendler that the Finance, Budget and Personnel Committee will supervise all leases of City facilities between the City and other parties. Nay - Earll

Motion carried

City Administrator Barg updated the committee on the implementation of the staffing study recommendations.

- A Strategic Planning Session will be held on Tuesday, February 10, 2015 at 5:30 p.m. in Room 108. Council members were asked to send the Administrator information on what they feel are the top issues facing the City in the next 5 years.
- He is still working on putting together a committee that will look at some of the other recommendations made by the consultant. He is hoping to have a group pulled together in the next couple of weeks.

FUTURE AGENDA ITEMS

None

Motion by Smith to adjourn at 6:04 p.m.



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 January, 2015 amounting to \$614,987.28 be allowed paid and charged to their proper accounts.

Chairman

CITY OF MARSHFIELD
SCHEDULE OF BILLS FOR APPROVAL
2/18/2015

PREPAID BILLS

PREPAID BILLS PAID BY CHECK

CK#	CK DATE	VENDOR	AMOUNT
82641	2/6/2015	AMERICAN TRANSMISSION COMPANY LLC	\$20.00
82642	2/6/2015	JOHN & SARAH BENNETT	\$449.14
82643	2/6/2015	MICHAEL CARTER	\$33.09
82644	2/6/2015	CENTRAL CITY CREDIT UNION	\$462.63
82645	2/6/2015	CHARTER COMMUNICATIONS	\$279.56
82646	2/6/2015	NICK DE NARDIS	\$1,544.72
82647	2/6/2015	DEPT OF WORKFORCE DEVELOPMENT	\$170.64
82648	2/6/2015	FRONTIER	\$1,667.53
82649	2/6/2015	RONALD GOTZ	\$200.00
82650	2/6/2015	GOWEY ABSTRACT & TITLE ESCROW ACCOUNT	\$106.93
82651	2/6/2015	PHILIP HALVORSON AND	\$41.04
82652	2/6/2015	DANIEL HOLZ & STACY BRAUN	\$44.68
82653	2/6/2015	ID NETWORKS INC	\$275.00
82654	2/6/2015	PAUL & MARIE JOHANNES	\$74.59
82655	2/6/2015	E O JOHNSON COMPANY	\$163.00
82656	2/6/2015	LYLE & JULIE LANG	\$135.73
82657	2/6/2015	SHANNON LONGMORE	\$794.34
82658	2/6/2015	MARSHFIELD POLICE DEPT INVESTIGATIVE FUND	\$1,519.00
82659	2/6/2015	MARSHFIELD UTILITIES	\$61,843.67
82660	2/6/2015	ANN & PERRY MEVERDEN	\$31.10
82661	2/6/2015	ALLAN NIKOLAI	\$106.93
82662	2/6/2015	ODONNELL LOCKSMITHING SERVICE	\$4,725.00
82663	2/6/2015	JONATHAN & MELANIE ROOTELLIS	\$44.22
82664	2/6/2015	SCHIERL TIRE CENTER	\$177.50
82665	2/6/2015	THOMAS & CATHERINE SHILTS	\$150.18
82666	2/6/2015	TDS TELECOM	\$348.31
82667	2/6/2015	TELRITE CORPORATION	\$80.42
82668	2/6/2015	TOMAH WESTLAND INSURANCE	\$945.00
82669	2/6/2015	US CELLULAR	\$1,934.81
82670	2/6/2015	UW-MARSHFIELD/WOOD COUNTY	\$35.00
82671	2/6/2015	UWSP-WISCONSIN RIVER SYMPOSIUM	\$36.00
82672	2/6/2015	WE ENERGIES	\$137.90
82673	2/6/2015	WISCNET	\$1,404.13
82674	2/6/2015	WSTMA	\$135.00
82675	2/6/2015	WWOA	\$75.00
82676	2/9/2015	MINNESOTA LIFE INSURANCE CO	\$5,379.45
82677	2/9/2015	WEA INSURANCE TRUST	\$227,078.60
		TOTAL PREPAID BILLS PAID BY CHECK	\$312,649.84

PREPAID BILLS PAID BY EFT

EFT000000003586	2/9/2015	BAUERNFEIND BUSINESS TECH	\$178.69
EFT000000003587	2/9/2015	CHEM TECH INTERNATIONAL INC	\$648.16
EFT000000003588	2/9/2015	RICHARD GRAMZA	\$97.07
		TOTAL PREPAID BILLS PAID BY EFT	\$923.92

ACH PAYMENTS

2/27/2015	WI DEPT OF REVENUE - SALES TAX	\$734.38
	TOTAL ACH PAYMENTS	\$734.38

CURRENT BILLS

CURRENT BILLS PAID BY EFT

CK#	CK DATE	VENDOR	AMOUNT
EFT000000003589	2/18/2015	5 ALARM FIRE & SAFETY EQUIPMNT	\$99.41
EFT000000003590	2/18/2015	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$66.84
EFT000000003591	2/18/2015	AIR COMMUNICATIONS OF CENTRAL	\$261.60
EFT000000003592	2/18/2015	GENE ALLAR	\$26,063.00
EFT000000003593	2/18/2015	AMERICAN WELDING & GAS INC	\$59.05
EFT000000003594	2/18/2015	ARAMARK UNIFORM SERVICES	\$34.99
EFT000000003595	2/18/2015	ARAMARK UNIFORM SERVICES	\$74.30
EFT000000003596	2/18/2015	ATHENS VETERINARY SERVICE INC	\$521.30
EFT000000003597	2/18/2015	B & H PHOTO-VIDEO	\$22.95
EFT000000003598	2/18/2015	LARA BAEHR	\$545.00
EFT000000003599	2/18/2015	BATTERIES PLUS BULBS # 072	\$359.40
EFT000000003600	2/18/2015	BAUERNFEIND BUSINESS TECH	\$2,374.38
EFT000000003601	2/18/2015	JOEL BINDER	\$40.00
EFT000000003602	2/18/2015	BOUND TREE MEDICAL, LLC	\$1,108.88
EFT000000003603	2/18/2015	BRUCE MUNICIPAL EQUIPMENT	\$481.09
EFT000000003604	2/18/2015	STEVE BURNS	\$12.12
EFT000000003605	2/18/2015	CARQUEST AUTO PARTS	\$813.17
EFT000000003606	2/18/2015	CDW GOVERNMENT INC	\$1,000.04
EFT000000003607	2/18/2015	CENTRAL STATE SUPPLY CORP	\$216.00
EFT000000003608	2/18/2015	CHILI IMPLEMENT CO INC	\$424.00
EFT000000003609	2/18/2015	DALCO ENTERPRISES, INC.	\$295.93
EFT000000003610	2/18/2015	AMANDA DUER	\$8.05
EFT000000003611	2/18/2015	TRAVIS ESSER	\$83.38
EFT000000003612	2/18/2015	PETER FLETTY	\$26.06
EFT000000003613	2/18/2015	FREMONT INDUSTRIES, INC.	\$5,661.60
EFT000000003614	2/18/2015	GALE/CENGAGE LEARNING	\$164.86
EFT000000003615	2/18/2015	JODY GEURINK	\$65.70
EFT000000003616	2/18/2015	GRANICUS INC	\$600.00
EFT000000003617	2/18/2015	WILL GUENSBURG	\$84.36
EFT000000003618	2/18/2015	HALRON LUBRICANTS INC	\$258.98
EFT000000003619	2/18/2015	KEVIN HAMILL	\$554.18
EFT000000003620	2/18/2015	HEINZEN PRINTING INC	\$48.00
EFT000000003621	2/18/2015	HOUSE OF HEATING INC	\$619.92
EFT000000003622	2/18/2015	INGRAM LIBRARY SERVICES INC	\$164.00
EFT000000003623	2/18/2015	ICS HEALY-RUFF	\$1,250.00
EFT000000003624	2/18/2015	KAFKA DUSTBUSTER PLUS LLC	\$1,510.00
EFT000000003625	2/18/2015	DENNIS KEFFER	\$346.86
EFT000000003626	2/18/2015	KELBE BROTHERS EQUIPMENT INC	\$1,370.81
EFT000000003627	2/18/2015	ROBERT LARSEN	\$304.42
EFT000000003628	2/18/2015	LAWSON PRODUCTS INC	\$175.05
EFT000000003629	2/18/2015	PEGGY LINDNER	\$29.31
EFT000000003630	2/18/2015	MCMASTER-CARR	\$560.21
EFT000000003631	2/18/2015	MERKEL COMPANY INC	\$269.76
EFT000000003632	2/18/2015	MIDSTATE TRUCK SERVICE	\$401.49
EFT000000003633	2/18/2015	MIDWEST TAPE	\$39.99
EFT000000003634	2/18/2015	SHAWN MILLER	\$114.86
EFT000000003635	2/18/2015	MISSISSIPPI WELDERS	\$521.37
EFT000000003636	2/18/2015	MSA PROFESSIONAL SERVICES INC	\$2,665.30
EFT000000003637	2/18/2015	NORTH CENTRAL LABORATORIES	\$706.58
EFT000000003638	2/18/2015	SCOTT OWEN	\$50.88
EFT000000003639	2/18/2015	POMP'S TIRE SERVICE INC	\$2,258.99
EFT000000003640	2/18/2015	POWER PAC INC	\$657.69
EFT000000003641	2/18/2015	PRO ONE JANITORIAL, INC.	\$479.00
EFT000000003642	2/18/2015	REIGEL PLUMBING & HEATING INC	\$118.79
EFT000000003643	2/18/2015	RIPP DISTRIBUTING COMPANY INC	\$79.00
EFT000000003644	2/18/2015	SAFE FAST INC	\$83.88
EFT000000003645	2/18/2015	KURT SCHEIDER	\$1,710.00
EFT000000003646	2/18/2015	SCHILLING SUPPLY COMPANY	\$483.48
EFT000000003647	2/18/2015	SHERWIN WILLIAMS COMPANY	\$75.38

CK#	CK DATE	VENDOR	AMOUNT
EFT000000003648	2/18/2015	SHI INTERNATIONAL CORPORATION	\$4,700.00
EFT000000003649	2/18/2015	STAINLESS AND REPAIR INC	\$93.42
EFT000000003650	2/18/2015	BENJAMIN STEINBACH	\$189.29
EFT000000003651	2/18/2015	STRATFORD SIGN COMPANY LLC	\$231.50
EFT000000003652	2/18/2015	TRAFFIC AND PARKING CONTROL INC	\$3,436.01
EFT000000003653	2/18/2015	MICHAEL TRUDEAU	\$40.00
EFT000000003654	2/18/2015	LOCATE HOLDINGS INC	\$465.36
EFT000000003655	2/18/2015	V & H AUTOMOTIVE MARSHFIELD	\$305.37
EFT000000003656	2/18/2015	V & H INC	\$790.22
EFT000000003657	2/18/2015	VIDCOM LLC	\$2,746.07
EFT000000003658	2/18/2015	VON BRIESEN AND ROPER, S.C.	\$137.50
EFT000000003659	2/18/2015	SAM WARP JR.	\$39.75
TOTAL CURRENT BILLS PAID BY EFT			\$72,650.13

CURRENT BILLS PAID BY CHECK

82678	2/18/2015	ABR EMPLOYMENTSERVICES	\$662.40
82679	2/18/2015	ALLIANT ENERGY WP&L	\$83.36
82680	2/18/2015	DONNA ALLINGTON	\$100.00
82681	2/18/2015	AMERA CHEM INC	\$7.00
82682	2/18/2015	AMERICAN ASPHALT OF WI	\$4,407.19
82683	2/18/2015	AMERICAN PLANNING ASSOCIATION	\$315.00
82684	2/18/2015	AMERICAN PUBLIC WORKS ASSOC	\$660.00
82685	2/18/2015	AMERICAN SOCIETY CIVIL ENGRS	\$250.00
82686	2/18/2015	ARISTA TEK INC	\$500.00
82687	2/18/2015	ARROW INTERNATIONAL INC	\$550.00
82688	2/18/2015	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$226.09
82689	2/18/2015	ASSOCIATED SERVICE CENTER	\$679.45
82690	2/18/2015	BAKER AND TAYLOR INC	\$1,441.27
82691	2/18/2015	BARKERS ISLAND INN	\$420.00
82692	2/18/2015	BERNAN ASSOCIATES	\$300.00
82693	2/18/2015	BROOKS TRACTOR INC	\$938.20
82694	2/18/2015	BRUCE MUNICIPAL EQUIPMENT	\$225.00
82695	2/18/2015	CALIBRE PRESS	\$139.00
82696	2/18/2015	CASPER'S TRUCK EQUIPMENT	\$894.73
82697	2/18/2015	CASTLEROCK VETERINARY HOSPITAL	\$97.96
82698	2/18/2015	CENTRAL WI COOPERATIVE	\$873.20
82699	2/18/2015	CHARTER COMMUNICATIONS	\$198.92
82700	2/18/2015	JINNY COLBURN	\$29.00
82701	2/18/2015	COMFORT SUITES APPLETON AIRPORT	\$70.00
82702	2/18/2015	COMPLETE CONTROL INC	\$1,006.12
82703	2/18/2015	CTL COMPANY INC	\$419.89
82704	2/18/2015	DAKOTA SUPPLY GROUP	\$1,354.08
82705	2/18/2015	JAMES DAVIS	\$39.00
82706	2/18/2015	DUECO INC	\$179.60
82707	2/18/2015	EMERGENCY MEDICAL PRODUCTS INC	\$109.30
82708	2/18/2015	FASTENAL COMPANY	\$6,073.64
82709	2/18/2015	FESTIVAL FOODS	\$7.80
82710	2/18/2015	FIRE ENGINEERING	\$29.00
82711	2/18/2015	FRONTIER	\$320.13
82712	2/18/2015	GANNETT WISCONSIN MEDIA	\$2,731.23
82713	2/18/2015	JENA GARDNER	\$100.00
82714	2/18/2015	GREMMER & ASSOCIATES, INC.	\$2,345.80
82715	2/18/2015	H & S PROTECTION SYSTEMS INC	\$134.51
82716	2/18/2015	HACH COMPANY	\$975.27
82717	2/18/2015	HD SUPPLY WATERWORKS LTD	\$4,152.59
82718	2/18/2015	HILLER'S HARDWARE INC	\$279.76
82719	2/18/2015	AMBER HUBER	\$75.00
82720	2/18/2015	INSIDE OUT PLUS LLC	\$315.84
82721	2/18/2015	INSULATION PLUS	\$229.89

CK#	CK DATE	VENDOR	AMOUNT
82722	2/18/2015	INTEGRITY FIRE PROTECTION INC	\$322.00
82723	2/18/2015	E O JOHNSON COMPANY	\$324.91
82724	2/18/2015	E O JOHNSON COMPANY	\$160.58
82725	2/18/2015	KOHS MACHINE SHOP	\$42.75
82726	2/18/2015	KUBISIAK INC	\$3,450.00
82727	2/18/2015	PATTI LAPOINTE	\$538.01
82728	2/18/2015	LOCAL 1021 REC FUND	\$12.00
82729	2/18/2015	KAY MACKIE	\$100.00
82730	2/18/2015	MAID TO ORDER	\$250.00
82731	2/18/2015	MARSHFIELD AREA CHAMBER	\$70.00
82732	2/18/2015	MARSHFIELD BUYERS GUIDE	\$60.00
82733	2/18/2015	MARSHFIELD HUMAN SERVICES ACADEMY	\$20.00
82734	2/18/2015	MARSHFIELD POLICE DEPT PETTY CASH	\$43.40
82735	2/18/2015	MED ONE EQUIPMENT SERVICES	\$13,650.00
82736	2/18/2015	MEDFORD COOPERATIVE INC	\$2,284.60
82737	2/18/2015	MENARDS	\$606.52
82738	2/18/2015	MID WISCONSIN SUPPLY, LLC	\$378.00
82739	2/18/2015	MIDSTATES ORGANIZED CRIME	\$200.00
82740	2/18/2015	MITTEN'S HOME APPLIANCES	\$50.00
82741	2/18/2015	MONROE TRUCK EQUIPMENT	\$117.74
82742	2/18/2015	JESSICA MORRELL	\$100.00
82743	2/18/2015	NAPA AUTO PARTS	\$2,956.68
82744	2/18/2015	JENNIFER NEMEC	\$100.00
82745	2/18/2015	NORTHCENTRAL TECHNICAL COLLEGE	\$225.00
82746	2/18/2015	NORTHERN LAKE SERVICE INC	\$92.50
82747	2/18/2015	O'BRIEN STEEL SERVICE CO	\$296.50
82748	2/18/2015	OFFICE DEPOT	\$284.15
82749	2/18/2015	OFFICE MAX INCORPORATED	\$17.99
82750	2/18/2015	OFFICE SUPPLIES 2 U INC	\$65.18
82751	2/18/2015	PALM SUNDAY CONCERT	\$750.00
82752	2/18/2015	PERSONAL DEVELOPMENT CENTER INC	\$12,368.00
82753	2/18/2015	PHYSIO CONTROL CORPORATION	\$40,900.31
82754	2/18/2015	EUGENE PERLOCK	\$611.75
82755	2/18/2015	PRECISE MRM LLC	\$20.55
82756	2/18/2015	PRINCE CORPORATION	\$1,027.20
82757	2/18/2015	PRO CUT LAWN SERVICE LLC	\$440.00
82758	2/18/2015	PUBLIC ENGINES INC	\$5,118.20
82759	2/18/2015	KAREN PUGH	\$100.00
82760	2/18/2015	QWIK PACK & SHIP	\$56.00
82761	2/18/2015	RASMUSSEN COLLEGE- WAUSAU	\$83.13
82762	2/18/2015	ROBERT MILONCZYK	\$235.00
82763	2/18/2015	REGISTRATION FEE TRUST	\$74.50
82764	2/18/2015	RODENTPRO	\$1,791.50
82765	2/18/2015	RUNNING INC	\$26,567.60
82766	2/18/2015	SCAFFIDI TRUCK CENTER	\$62.80
82767	2/18/2015	JASON & CARLA SCHILL	\$106.93
82768	2/18/2015	SECURITY HEALTH PLAN	\$75.00
82769	2/18/2015	SECURITY OVERHEAD DOOR INC	\$160.00
82770	2/18/2015	SEILER INSTRUMENT & MFG CO INC	\$314.03
82771	2/18/2015	SOUND SOLUTIONS INC	\$1,095.56
82772	2/18/2015	SPEE-DEE DELIVERY SERVICE INC	\$53.08
82773	2/18/2015	SPORT AND SPINE	\$174.00
82774	2/18/2015	ST JOSEPH'S HOSPITAL-CHIPPEWA FALLS	\$274.00
82775	2/18/2015	STAAB CONSTRUCTION CORPORATION	\$36,100.00
82776	2/18/2015	SHELBY STANGL	\$50.00
82777	2/18/2015	STAPLES ADVANTAGE	\$107.05
82778	2/18/2015	STEIGERWALDT LAND SERVICES, INC	\$1,500.00
82779	2/18/2015	SWIDERSKI EQUIPMENT	\$499.34
82780	2/18/2015	TASER INTERNATIONAL	\$350.00

CK#	CK DATE	VENDOR	AMOUNT
82781	2/18/2015	TRANSACT TECHNOLOGIES INC	\$122.10
82782	2/18/2015	TRANSOFT SOLUTIONS INC	\$770.00
82783	2/18/2015	TRIBUNE RECORD GLEANER	\$36.00
82784	2/18/2015	UNIFIRST CORPORATION	\$345.35
82785	2/18/2015	UNITED RENTALS (NORTH AMERICA) INC	\$90.00
82786	2/18/2015	UNIVERSITY COMMISSION	\$1,071.95
82787	2/18/2015	USEMCO INC	\$102.00
82788	2/18/2015	UW-EXTENSION	\$360.00
82789	2/18/2015	VERIZON WIRELESS	\$443.14
82790	2/18/2015	WALGREENS	\$168.88
82791	2/18/2015	ERLAN R. WENZEL	\$30.00
82792	2/18/2015	WEPAK-N-SHIP	\$124.55
82793	2/18/2015	WI CEMETERY ASSOCIATION	\$50.00
82794	2/18/2015	WISCONSIN CHIEFS OF POLICE ASSOCIATION INC	\$165.00
82795	2/18/2015	WI DEPT OF JUSTICE	\$1,190.00
82796	2/18/2015	WI EMERGENCY MANAGEMENT	\$485.00
82797	2/18/2015	WI LIBRARY SERVICES	\$13,616.13
82798	2/18/2015	WI PARK AND RECREATION ASSN	\$85.00
82799	2/18/2015	WI SUPREME COURT	\$700.00
82800	2/18/2015	WISCONSIN FIRE CHIEF'S EDUCATION ASSOCIATION	\$200.00
82801	2/18/2015	WOLFGAM GAMOKE AND HUTCHINSON	\$14,918.65
82802	2/18/2015	WOOD CO FIRE INVESTIGATION	\$35.00
82803	2/18/2015	WOOD COUNTY REGISTER OF DEEDS	\$90.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$228,029.01
		TOTAL PREPAID BILLS	\$313,573.76
		TOTAL ACH PAYMENTS	\$734.38
		TOTAL CURRENT BILLS	\$300,679.14
		GRAND TOTAL	<u>\$614,987.28</u>

REPORT OF PERSONNEL ACTIONS
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
OF FEBRUARY 17, 2014

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

None

RETIREMENT:

Ed Englehart	Director of Parks & Recreation Parks & Recreation	March 13, 2015
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Ted Bratton	Wastewater Operator – Level 4 Wastewater Utility	April 13, 2015
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Resignation

Sam Tennessen	Firefighter Fire & Rescue Department	February 23, 2015
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Lara Baehr	Human Resources Manager Administration	March 6, 2015
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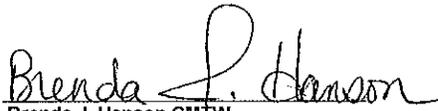
**COMPLETION OF
PROBATIONARY
PERIOD**

None

TREASURY REPORT

January 2015

	January	December
GENERAL CITY		
PREVIOUS BANK BALANCES (CASH):		
Bonds -----	6,510.00	
Citizens State Bank -----	6,032,790.83	
TOTAL PREVIOUS CASH BALANCE:	\$6,039,300.83	\$621,744.40
RECEIPTS:		
Citizens State Bank -----	5,164,029.04	
Citizens State Bank Interest -----	1,618.16	
L-T Investment Interest Rec -----	0.00	
Tax collection -----	12,298,839.16	
TOTAL CASH RECEIPTS:	\$17,464,286.36	\$11,984,779.54
DISBURSEMENTS:		
Citizens State Bank -----	22,461,817.46	
TOTAL CASH DISBURSEMENTS:	\$22,461,817.46	\$6,567,223.11
GENERAL CITY BOOK BALANCE (CASH):	(Previous Balance + Receipt - Disbrsmnts.)	
	\$1,041,769.73	\$6,039,300.83
GENERAL CITY INVESTMENTS:		
Securities Investments (Long Term) -----	3,000,000.00	
Securities Investments (Short Term) -----	0.00	
SIST Int rate/earning 0.00% -----	0.00	
Local Government Investment Pool (LGIP) -----	21,930,154.29	
LGIP Int rate/earning 0.10% -----	1,356.00	
	\$24,931,510.29	\$14,713,243.86
TOTAL GENERAL CITY CASH & INVESTMENTS	\$25,973,280.02	\$20,752,544.69
MARSHFIELD UTILITIES		
Citizens Bank Previous Bal. -----	908,556.83	
Citizens Bank Utility Receipt -----	4,337,169.83	
Citizens Bank Utility Disburs -----	4,173,480.18	
MU BOOK BALANCE:	\$1,072,246.48	\$908,556.83
MU INVESTMENTS:	\$16,846,060.02	\$16,842,964.67
TOTAL MU CASH & INVESTMENTS:	\$17,918,306.50	\$17,751,521.50
TOTAL BOOK BALANCE (CASH):	(Marshfield Utilities Balance + General Balance)	
	\$2,114,016.21	\$6,947,857.66
RECAPITULATION BANK REPORT		
Bonds -----	6,510.00	
Citizens Bank Mfld Utilities -----	1,247,504.25	
Citizens Bank General City -----	1,123,871.11	
TOTAL BANK BALANCE:	2,377,885.36	
(OUTSTANDING CHECKS)	263,869.15	
TOTAL BANK BALANCE (CASH):	\$2,114,016.21	\$6,947,857.66
CASH ON HAND :	\$100.00	\$100.00
TOTAL INVESTMENTS:	\$41,777,570.31	\$31,556,208.53
TOTAL CASH & INVESTMENTS:	\$43,891,586.52	\$38,504,066.19


 Submitted by: **Brenda J. Hanson CMJW**
 Assistant Finance Director

City of Marshfield
 Long - Term Security Investments
 As of January 31, 2015

<u>Issuer</u>	<u>Term</u>	<u>Acquired</u>	<u>Face Value</u>	<u>Interest Rate(s)</u>	<u>Step (Y / N)</u>	<u>Next Call</u>	<u>Call Periodicity</u>	<u>Maturity Date</u>
FANNIE MAE	5.5 Year	8/22/2012	\$ 1,000,000	1.125%	N	2/22/2015	Continuous	2/22/2018
FANNIE MAE	7 Year	11/21/2012	\$ 1,000,000	1.0% to 6.0%	Y	2/21/2015	Continuous	11/21/2019
FHLB	5 Year	6/12/2013	\$ 1,000,000	0.8% to 2.5%	Y	2/12/2015	Continuous	6/12/2018

Total \$ 3,000,000



City of Marshfield Memorandum

DATE: February 13, 2015
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Budget Resolution #04-2015: Extension of fiber to cable TV studio

Background

Now that fiber is available on McMillan Street, there is an opportunity to extend it to the Marshfield Community Television (MCTV) location at 101 West McMillan Street. The attached report from Technology Director Eng Ng highlights the many benefits this could offer to MCTV and its staff. As noted in Eng's report, the initial cost of this extension is expected to be a little under \$15,000, and an annual savings of about \$2,000 is anticipated from reducing services required from Charter. On January 26th, the Cable TV Committee voted to recommend approval of funding this project as follows:

- \$7,000 from its 2015 budget for contractual services (52900)
- \$5,000 from its 2015 budget for repairs/maintenance (52500)
- \$3,000 from fund balance applied (surplus of at least \$10,000 surplus is estimated from the 2014 Cable TV budget)

Recommendation

Staff recommends that the FBP Committee recommend that the Council approve Budget Resolution transferring \$15,000 to cover this expense as noted on the attached resolution.

BUDGET RESOLUTION NO. 04-2015

A resolution changing the 2015 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 \$15,000 is hereby transferred within the Cable Television Fund, from Cable Access operations budget (\$12,000), a/c# 2355112001.010000 and Fund Balance Applied (\$3,000), a/c# 2354900008.080000 to the Cable Access capital outlay budget, a/c# 2355112001.010000.

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. 04-2015 BY OBJECT NUMBER

TRANSFERRED FROM:

Cable Television Fund Other Financing Sources, a/c# 2354900008.080000:

1. 49300 – Fund Balance Applied \$ 3,000

Cable Television Fund Cable Access operations, a/c# 23515112001.010000:

1. 52900 – Other Contractual Services 7,000
2. 52500 – Repairs & Maintenance 5,000

TRANSFERRED TO:

Cable Television Fund Cable Access capital budget, a/c# 23515112001.010000:

1. 58890 – Other Capital Improvements 15,000

* * * *

Fiber Extension to MCTV Proposal

Project Scope: To extend Fiber from East Side Fiber loop to the MCTV building, so that MCTV could be part of the City Network. Once connected, MCTV would be able to share and utilize many technology services that the City Data Center could offer.

Details of the Fiber Extension:

Page 1 of the attached (Adobe) Maps is showing the area of the fiber extension in circle, which is in north side of the City on McMillan Street.

Page 2 of the attached Maps is showing the proposed fiber route. Marshfield Utilities is planning to string the fiber from pole number 12228 to pole number 8187. From pole 8187, it would go underground in a vacant 1.25" duct running parallel to the existing power duct feeding the MCTV building. The fiber pulled in would be 12 strands. A splice case would be placed on pole 12228.

Projected Cost

Estimated Total Fiber Installation Fees	\$11,451.49
Cisco Network Switch	\$ 1,675.00
2 Cisco Fiber Modules	<u>\$ 1,204.00</u>
Total Estimated Initial Cost	\$14,330.49

* The Fiber Cable also carries an estimated annual lease cost of \$281.65 (increases 3% annually) to cover for its maintenance.

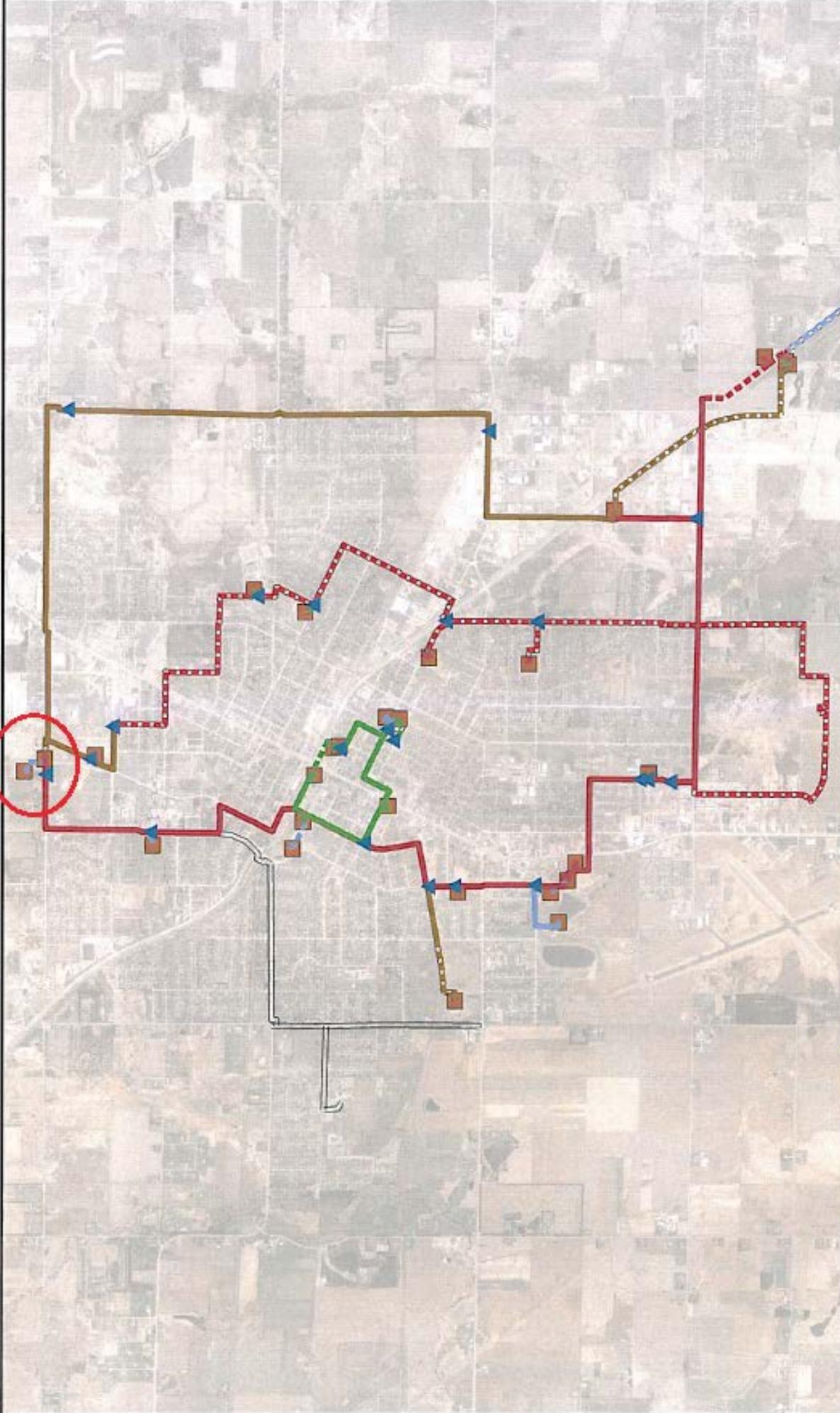
Benefits for MCTV

- 1) **WISNet Internet Connection.** MCTV could utilize the City's internet connection and drop its current Charter Internet connection. The City has WISNet Internet connection that could deliver up to 1,000 Mbps (for both download and upload speed) vs. the current MCTV's Charter Internet speed of up to 80 Mbps download and 5 Mbps upload. Currently, time taken to upload videos is one of the major issues experienced by MCTV.
- 2) **Cisco VoIP Phone System.** MCTV could join the City's Cisco VoIP (Voice over IP) Phone System and drop its current phone system. The City has enough capacity to handle the additional VoIP phones that would be utilized by MCTV. If MCTV is willing to use the old surplus (spare) phones that the City has, it would be practically no cost for MCTV to join. If necessary, new Cisco VoIP phone could be purchased at around \$380 each.

Return on Investment: Breanna Speth has estimated that the cost savings from dropping the Charter Internet and Phone Services for MCTV would have paid for the total project cost in 6 to 7 years.

- 3) **Firewall Protection.** By joining the City's Network and utilizing the City's WISNet connection, MCTV internet connection would be protected by the City's Cisco Firewall.
- 4) **Anti-virus Protection.** The same anti-virus program that the City has been using to protect City's computers could be extended to include MCTV computers.

- 5) **File Serving, Backup and Recovery Services.** MCTV could utilize the existing City's file server, and the backup and recovery services that the City already have in place. The City's file server has the storage capacity and speed that would help alleviate file sharing issue that MCTV is currently experiencing between its computers in City Hall basement and the MCTV building.
- 6) **Technical Support.** Within reasons, the City's Technology Department could provide technical support for MCTV. The City utilizes remote control software (Team Viewer) that would allow us to provide technical help without physically being at the MCTV location. We would still visit the MCTV location, if necessary.
- 7) **Other Technology Services.** There are other technology services that the City's Data Center could share and enable for MCTV as the needs arise, such as email, VDI (Virtual Desktop Infrastructure), EDMS (Enterprise Document Management System), Video Conferencing etc. Any future technology services that the City acquires would potentially be sharable with MCTV as well.



MU Fiber System

Drawn by: Nicolas Whipple
 Title: Electrical Engineer
 Date: December 18, 2014
 Page: 1 of 1

Legend

Fiber Cable OH Fiber Cable UG Fiber Conduit		PROPOSED EQUIPMENT	
Strand Count			
OH 144		UG 144	
OH 96		UG 96	
OH 48		UG 48	
OH 12		UG 12	
		No	
		Yes	
		Splice	
		Termination Cabinet	




MARSHFIELD Utilities
 2000 S. Central Ave.
 Marshfield, WI 54449
 Ph. (715) 387-1195 Fax (715) 389-2016



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE & COMMON COUNCIL
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: RESOLUTION 2015-07 12/31/2014 COMMITTED FUND BALANCES
DATE: 2/12/2015

BACKGROUND

As a result of Governmental Accounting Standards Board (GASB) 54 requirements, the City of Marshfield recently updated Fund Balance Policy 4.310 and Policy 4.370 Continuing Appropriations & Budget Resolutions. Policy 4.310, in part, establishes a framework for reporting classification of fund balances. Policy 4.370 states, in part, that “appropriations may be made by the Council, to be paid out of income of the current year, in furtherance of improvement or other objects or works which will not be completed within such year, and any such appropriation shall continue in force until the purpose for which it was made has been accomplished or abandoned.”

ANALYSIS

To comply with requirements of GASB 54, the previous one step procedure related to Policy 4.370 Continuing Appropriations was split into two. Step one requires the Common Council to take specific action to identify and approve items they “Commit” to funding beyond the current fiscal year. GASB 54 requires approval action to occur before fiscal year end to classify these specific items as committed. This was accomplished for fiscal year 2014 with approval of Resolution 2014-76 in December 2014.

Following fiscal year end, the second step requires the Common Council to take separate action to approve amounts for items the Council wishes to commit funding for when determined for financial reporting purposes. These actions are only required for General Fund items as other fund classifications and continuing appropriations are addressed in Policies 4.310 & 4.370.

Several department/division heads have requested that various 2014 appropriations for specific general fund capital outlay, operations and projects be carried over to 2015 so they can be completed. When appropriate, the respective committees/boards have previously approved these items. The attached resolution summarizes the 2014 appropriation items and amounts requested to be carried over into 2015 and classified as Committed Fund Balance. Other than updates for final amounts requested, the Parks project to install Automated Door Locks was completed in 2014 and is not included in Resolution 2015-07 in comparison to Resolution 2014-76.

RECOMMENDATION

I recommend approval of Resolution 2015-07 approving Committed Fund Balance classifications for 2014 continuing appropriations, as presented.

Concurrence- Steve Barg, City Administrator

RESOLUTION NO. 2015-07

A resolution of the Common Council approving Committed Fund Balance classifications for continuing certain appropriations related to fiscal year 2014 to be carried over into 2015.

BE IT RESOLVED by the COMMON COUNCIL of the City of Marshfield, as follows:

1. The appropriations and accounts set forth in Exhibit "A" attached hereto are hereby classified as committed and carried forward into 2015; and
2. The Finance Director is hereby authorized to make the necessary entries in the ledgers of the City of Marshfield to reflect the foregoing.

This resolution is recommended by the Finance, Budget and Personnel Committee.

ADOPTED _____

Mayor

APPROVED _____

Clerk

EXHIBIT "A"

ESTIMATED
12/31/14
AMOUNTS

General Fund #101

Building Services/Inspection: Nuisance Property Abatement	\$ 2,250
Engineering Sidewalk Repair	10,000
Information Systems Enterprise Business System Software Upgrade Electronic Document Management System	95,855 57,235
Library Net Operations & Maintenance per WI Statutes Ch. 43.58(1)	70,234
Parks and Recreation Special Recreation Programs Tennis/Racquetball Center Adult Athletics	4,130 11,156 2,257
Planning & Economic Development Downtown Master Plan – general fund 50% share	3,750
	<hr/>
	<u>\$ 256,867</u>



City of Marshfield Memorandum

DATE: February 13, 2015
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Refilling vacant Parks & Recreation Director position

Background

Recently, Ed Englehart retired from his position as Parks & Recreation Director with the City, effective March 13th. For your review, I've attached the current job description for this position, our organizational chart, and a brief summary of the services offered by our Parks & Recreation Department. I'm aware that there might be interest in using this as an opportunity to look at restructuring; but based on the fact that no changes were suggested in the recent staffing study completed by Springsted, I don't believe this is warranted.

Recommendation

I would recommend that the FBP Committee authorize the Human Resources Manager to immediately begin the process of refilling the vacancy of Parks & Recreation Director.



JOB TITLE: Parks and Recreation Director
DEPARTMENT: Parks and Recreation
SUPERVISOR: City Administrator
COMPENSATION GRADE: S

JOB SUMMARY

The Director of Parks & Recreation administers, directs, plans and supervises the activities of the Parks & Recreation Department. Responsible for parks and zoo development and maintenance; fairgrounds and Oak Avenue Community Center operations and maintenance; and recreation programming. Directs the development and implementation of policies and procedures. Develops an annual department budget and five-year Capital Improvement Program. Supervises the activities of the Parks and Recreation Supervisors. Works closely with Parks, Recreation and Forestry Committee preparing and distributing meeting agendas and minutes.

JOB DESCRIPTION

Task	Description	Frequency
1.	Assesses community recreation program needs and works with staff, community, and civic groups, and the Parks, Recreation, and Forestry Committee to plan, develop, organize, and implement recreation programs. Develops goals and objectives which meet the needs of city residents in relation to the department mission statement and remains current with trends in the Parks and Recreation field.	15%
2.	Administers appropriations assuring that revenues are properly accounted for and that expenditures are coded properly and that goods and services were received/ performed as invoiced.	10%
3.	Directs the preparation of the annual operating budget and Capital Improvement Program (C.I.P.), administers appropriations, and implements new programs by assigning personnel and resources.	10%
4.	Hires, supervises, trains and evaluates the work of the Parks and Recreation Supervisors to ensure compliance with established goals, objectives and policies of the city.	5%
5.	Works with supervisory staff directs the operation and maintenance of all park, recreation, fairgrounds, and zoo facilities including Oak Avenue Community Center while establishing process and	20%

	procedures required meeting the service needs of the city. Identifies and implements changes and/or modifications in department operations, methods, procedures that result in improved service delivery and/ or cost efficiencies.	
6.	Plans for the long-term needs of the Parks & Recreation System including park land acquisition and open space requirements. Pursues development of parkland in accordance with long range plans.	5%
7.	Coordinates and secures funding sources for the department including grants, donation programs, fees, and charges, sponsorship and other funding sources that assists the department in performance of responsibilities and services.	10%
8.	Prepares agendas and minutes of Parks, Recreation, and Forestry Committee and represents the department at city meetings. Works with department staff to develop marketing and public relations programs to promote parks and recreation opportunities within the community. Develops and makes presentation to community groups regarding department activities and services. Serves as staff representative for the Fair Commission attending their meetings, presenting reports, and providing information and recommendations.	15%
9.	Responds to citizens and elected/ appointed officials questions, concerns, and input regarding services provided by the Parks and Recreation Department.	10%
10.	Performs other related tasks.	

QUALIFICATIONS

Bachelor's Degree in Parks & Recreation, Administration or related area with an accredited program in Parks & Recreation. Master's Degree preferred. 5-7 years of experience in an upper level management capacity within a municipal leisure services agency required. Certification as a Certified Leisure Professional through the National Recreation and Park Association desirable. Thorough knowledge of the objectives and ideals of public parks and recreation including an understanding of the diverse activities which constitute a community parks and recreation system. Ability to demonstrate enthusiasm, motivation and creativity in planning, directing and supervising. Knowledge of standards pertinent to the profession. Ability to prepare, analyze and administer budgets, projects and operations of a comprehensive leisure services system.

Parks and Recreation

The Parks and Recreation Department’s mission is to provide quality recreation opportunities for the citizens of Marshfield that are both accessible and affordable, and to plan, promote, acquire, develop, and maintain parks and recreation facilities that enhance the City of Marshfield and meet the recreational needs of the community.

Summary of Services Provided	
Parks and Recreation	
	Manages and maintains the Wildwood Zoo, Oak Avenue Community Center, Wildwood Station Building, Marshfield Skate Park, Hefko Swimming Pool, Tennis/Racquetball Center, community athletic fields, 280 acres of park land in 19 parks, over twelve miles of pedestrian/bicycle trails and high quality community athletic facilities including six soccer fields, three softball fields, four baseball fields, and eight tennis courts.
	Provides management and maintenance services for the City owned facilities at the Marshfield Fairgrounds Park and works cooperatively with the Central Wisconsin State Fair Association and Marshfield Fair Commission to improve the facilities and increase utilization of the Marshfield Fairgrounds Park.
	Provides activities for all ages in aquatics, athletics, trips, instructional programs, and special events. Provides support services and program assistance to a variety of non-city recreation organizations whose programs serve the citizens of Marshfield.
	Provides management and maintenance services for the Marshfield Senior Center and works cooperatively with the Marshfield Senior Citizens Council, Marshfield Committee on Aging, Senior Citizens Employment and Training, and the Aging and Disability Resource Center of Central Wisconsin to provide activities and services for older adults including social recreation activities, educational programs, and special events.

Services included in this functional heading are ones that rely extensively on temporary and seasonal employees and contractual services which is likely the reason for the variance between staffing levels and per capita spending.

Parks and Recreation. The 2012 Comprehensive Annual Financial Report for the City of Marshfield reports a total of 12.0 FTEs assigned to Parks and Recreation in 2003. In 2013, department staffing includes 9.0 FTEs as follows:

Position Title	FTEs
Classification II	3.0
Classification III	1.0
Park & Recreation Director	1.0
Parks & Recreation Maintenance Supervisor	1.0
Parks & Recreation Supervisor II	1.0
Administrative Assistant II	1.0
Zookeeper	1.0
Total	9.0

Based on staffing of 9.0 FTEs, Marshfield employs .47 FTEs per 1,000 population for its parks and recreation programs and services. Average staffing in the comparable cities is .47 FTEs per 1,000 population with Stevens Point having the highest staffing level at .56 FTEs per 1,000 and Superior the lowest staffing at .41 FTEs per 1,000. Wausau contracts with Marathon County for parks and recreation services. Because it does not have any staff allocated to this function, Wausau was not included in this calculation.

Parks and recreation departments rely heavily on temporary and seasonal employees and frequently contract with individuals providing certain recreation services. More importantly, the programs and services provided frequently vary. Together these factors make it difficult to compare staffing. Unlike other municipal functions, parks and recreation departments often use volunteers. While volunteers augment regular and temporary staff in many ways, they also require training and supervision similar to temporary employees. The greater the reliance on volunteers, the more the City will need to devote the time of a regular staff person to coordinate and oversee volunteers.

No staffing changes are recommended in Parks and Recreation. Later in this report we recommend making the Cemetery part of Parks Maintenance.

Cemetery. Since 2003, the Cemetery has had a staff of 2.0 FTEs as follows:

Cemetery Caretaker Assistant	1.0
Cemetery Coordinator/Caretaker	1.0
Total	2.0

Among the comparable cities, Marshfield is the only one to operate a cemetery. Technically, the Cemetery reports to the City Administrator. Based on customer service requirements and the specialized level of grounds maintenance expected at a cemetery, we suggest that this operation be assigned as a division under Parks and Recreation.

No staffing adjustments are recommended; however we do not believe the Cemetery should be a stand-alone department and recommend making it be part of the Parks and Recreation Department.

Library. The 2012 Comprehensive Annual Financial Report for the City of Marshfield reports a total of 19.30 FTEs assigned to the Library in 2003. Although staffing fluctuations of 0.10 to 0.20 FTEs have occurred over the ten-year period as a result of part-time employment, staffing has been stable with the Library reporting 19.31 FTEs in 2012. We note that the August 31, 2013 Position Control Report lists a total of 16.725 FTEs, which does not include part-time employees who do not receive benefits. The staffing breakdown is as follows:

Position Title	FTEs
Adult Services Supervisor	1.0
Librarian	
Assistant Director/Technical Services Supervisor	1.0
Children's Services Supervisor	1.0
Library Assistant II	2.5
Library Custodian	1.0
Library Director	1.0
Library Specialist I	3.5
Library Specialist II	0.725
Library Specialist III	4.0
Library Analyst	1.0
Total	16.725

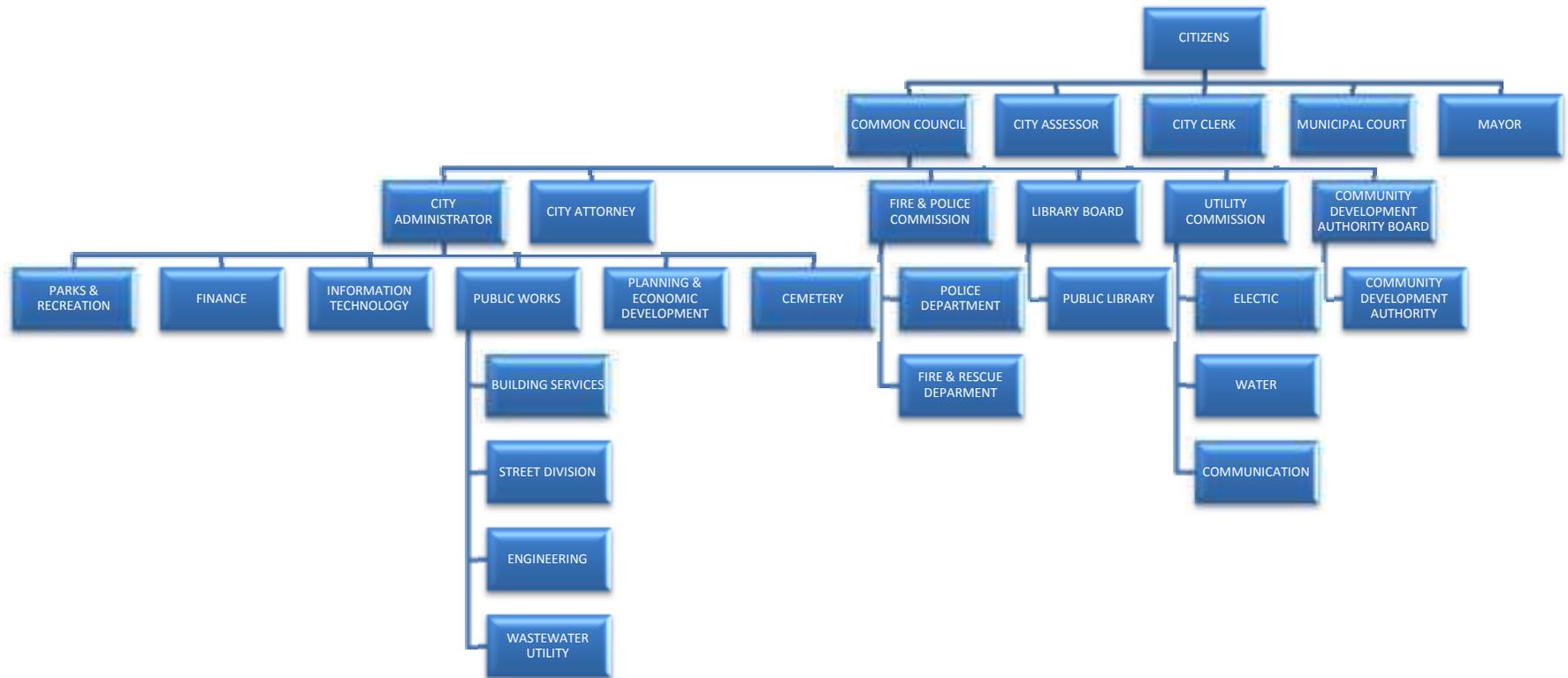
Wisconsin Rapids and Superior, the only comparable cities that operate a library, report 19.25 and 19.60 FTEs respectively. From the data supplied by these cities, we are unable to distinguish benefits-eligible staff from those not receiving benefits.

The Marshfield Library staff includes a custodian. The high public traffic of this facility may well warrant having an on-site custodian; however that could still be accomplished if the custodian reported to a building maintenance or a facilities management supervisor.

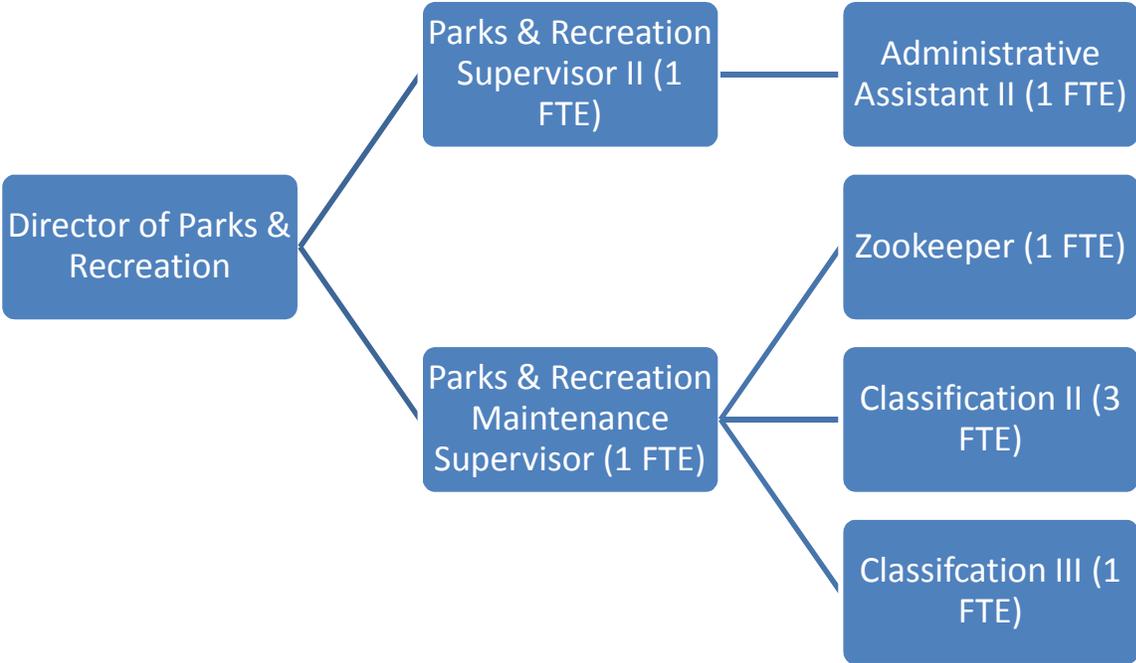
At this time we are not recommending changes in staffing. Later in this report, we propose some options for restructuring a facilities maintenance function that could change reporting responsibilities for the custodian.

Planning and Development Staffing

CITY OF MARSHFIELD



PARKS & RECREATION





City of Marshfield Memorandum

DATE: February 13, 2015
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Search team for refilling vacant Parks & Recreation Director position

Background

Recently the City's Parks & Recreation Director, Ed Englehart, submitted his resignation, effective March 13th, as he decided to retire. Assuming that the Committee authorizes the Human Resources Manager to begin the process of refilling this vacancy in the previous agenda item, I would suggest the following persons for consideration for the search team, using the recently-adopted policy (copy attached) on recruitment and hiring:

- Chris Meyer, Mayor
- Chairperson (or designee) from FBP or BPW, or both
- Steve Barg, City Administrator
- Keith Strey, Finance Director
- John White, Parks & Recreation Committee member
- Adam Fischer, Manager, Central Wisconsin State Fair
- Marty Kosobucki, Parks, Recreation & Forestry Director, City of DePere

Recommendation

I recommend appointment of the above-referenced list of individuals to serve as a search team for refilling the Parks & Recreation Director vacancy.

NEW RECRUITMENT AND HIRING GUIDELINES (as modified by the FBP Committee on 1/6/15)

For City Administrator

- External/internal recruitment, going well beyond the State of Wisconsin
- Professional consultant used to solicit and narrow the field of candidates
- Search team: Mayor, the Finance, Budget & Personnel chairperson (or his/her designee), the Board of Public Works chairperson (or his/her designee), HR manager, and others **(a)**
- Search team: interviews finalists (Council members invited to attend)
- Recommendation by search team, subject to approval by full Council

For department and division heads

- External/internal recruitment, across the State of Wisconsin, more in some cases
- Search team: Mayor, the Finance, Budget & Personnel chairperson (or his/her designee) and/or the Board of Public Works chairperson (or his/her designee), city administrator, HR manager, others **(a)**
- Search team: reviews applications/interviews finalists (Mayor & Council invited)
- Recommendation by search team, subject to approval by full Council

For assistant directors and supervisors

- External/internal recruitment, across the State of Wisconsin, more in some cases
- Search team: city administrator, HR manager, department head, and others **(a)**
- Search team: reviews applications, interviews finalists, makes final hiring decision

For all other general staffing vacancies

- External/internal recruitment (per city administrator, HR Manager, dept./div. head)
- Search team: reviews applications, interviews finalists, makes final hiring decision

ADDITIONAL NOTES:

- (a)** "Others" might include city staff, outside agency representatives, and community leaders
- (b)** While external recruiting will occur, we'll seek to develop employees for future promotion
- (c)** To the extent that filling vacant positions requires FBP approval, this practice will continue
- (d)** Excludes hiring in police, fire, or library governed by the F&P Commission & Library Board



City of Marshfield Memorandum

DATE: February 13, 2015
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Refilling vacant Human Resources Manager position

On February 12th, Human Resources Manager Lara Baehr tendered her resignation as the City's Human Resources Manager, effective March 6th, as she has now accepted a similar position with the Marshfield School District. In preparation for Tuesday's meeting, I've attached the current job description and our organizational chart for your review. As I just received Lara's letter of resignation, I'm not yet prepared to request authorization to start the process of refilling this vacancy, but I'm bringing this to you now as an informational item, and to see if there are preliminary questions or concerns before I bring this forward this item for formal consideration at the Committee's March 3rd meeting.



JOB TITLE: Human Resources Manager
DEPARTMENT: City Administration
SUPERVISOR: City Administrator
COMPENSATION GRADE: R

JOB SUMMARY

The position plans, directs, and coordinates the human resource management activities of the City to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance under the direction of the City Administrator.

JOB DESCRIPTION

Task No.	Description	Frequency
1.	Advises and counsels Department/Division Heads on employment policies, discipline and other employment matters. Acts as investigator/mediator to prevent liable actions and resolve concerns. Represents and testifies on behalf of the City for all employment related grievances and complaints or legal actions.	25%
2.	Formulates strategy for and represents the City in negotiations as spokesperson with bargaining units. Review, investigate and negotiate represented and non-represented grievances. Prepares and testifies for the City on grievance, interest arbitration, and EEOC complaints.	10%
3.	Conducts/oversees recruiting activities including preparation of advertisements and employment bulletins; screens applications; selects and/or designs and administers employment or promotion tests and selection procedures; prepares/conducts interviews; conducts reference and background checks; performs additional follow-up as needed. Coordinates onboarding of new staff.	15%
4.	Interprets and administers the City's personnel policies and procedures as well as the contract provisions of various labor agreements; recommends changes in personnel policies to the City Administrator and Common Council in accordance with federal or state laws or regulations as well as emerging personnel practices.	10%
5.	Administers benefit related insurance policies and plans.	10%

	Prepares specifications for Request for Proposal for benefit related insurance coverage. Reviews and prepares recommendations concerning coverage, scope and adequacy of City's benefit related insurance policies and plans.	
6.	Develops, administers and maintains City's performance appraisal and classification/compensation plans. Coaches' supervisory staff.	10%
7.	Oversees and represents the City in workers compensation and unemployment. Develops and administers the City's employee assistance program. Serves as City's compliance officer for the American's with Disabilities Act, HIPPA Officer (Health Insurance Portability Protection Act) (EAP benefit), Equal Employment Opportunity/Affirmative Action Officer and Discrimination/Harassment Officer.	5%
8.	Oversees human resources work of Administrative Assistant III. Maintains personnel files. Processes open records requests and personnel file review requests.	5%
9.	Prepares and makes recommendations on human resources related budget. Develops human resources strategic direction with input from stakeholders.	5%
10.	Wellness Coordination	5%
11.	Performs other related tasks.	

REQUIRED QUALIFICATIONS

Bachelor's Degree in Human Resources, Business Administration, or related field. Five to seven years' experience in a human resources/personnel environment with both represented and non-represented employees required or any combination of education and experience that provides equivalent knowledge, skills and abilities. Ability to effectively communicate through oral presentation or in written form required. Master's Degree in Business Administration/ Human Resources Management preferred. Experience in negotiating and administering labor agreements preferred.

City Administrator. The 2012 Comprehensive Annual Financial Report for the City of Marshfield reports a total of 3.0 FTEs assigned to the City Administrator's Office in 2003. Since 2011, the office has had 2.50 FTEs. The August 31, 2013 Position Control Report lists the number of FTEs by job title as follows:

Position Title	FTEs
City Administrator	1.0
Human Resources Manager	1.0
Administrative Assistant III	.5
Total	2.5

The Administrative Assistant position is also assigned as a .50 FTE to support the Mayor. As previously noted in this report, none of the comparable cities have a City Administrator position.

The City's Human Resources Manager is assigned to the City Administrator's Office and supports Marshfield's workforce of 192.36 FTEs. The Administrative Assistant III listed above is split so 30 percent of the employee's time is devoted to human resources work with the remaining 20 percent supporting the City Administrator. Primary responsibilities for human resources include labor relations and implementation of Act 10, staffing, employee issues and benefit administration. This position is primarily focused on administering and coordinating employment-related transactions and does not have time available to undertake strategic organizational development initiatives. We reviewed Marshfield's ratio of human resources staff to the number of regular employees to those of the comparable cities in relation to the number of HR staff as shown below.

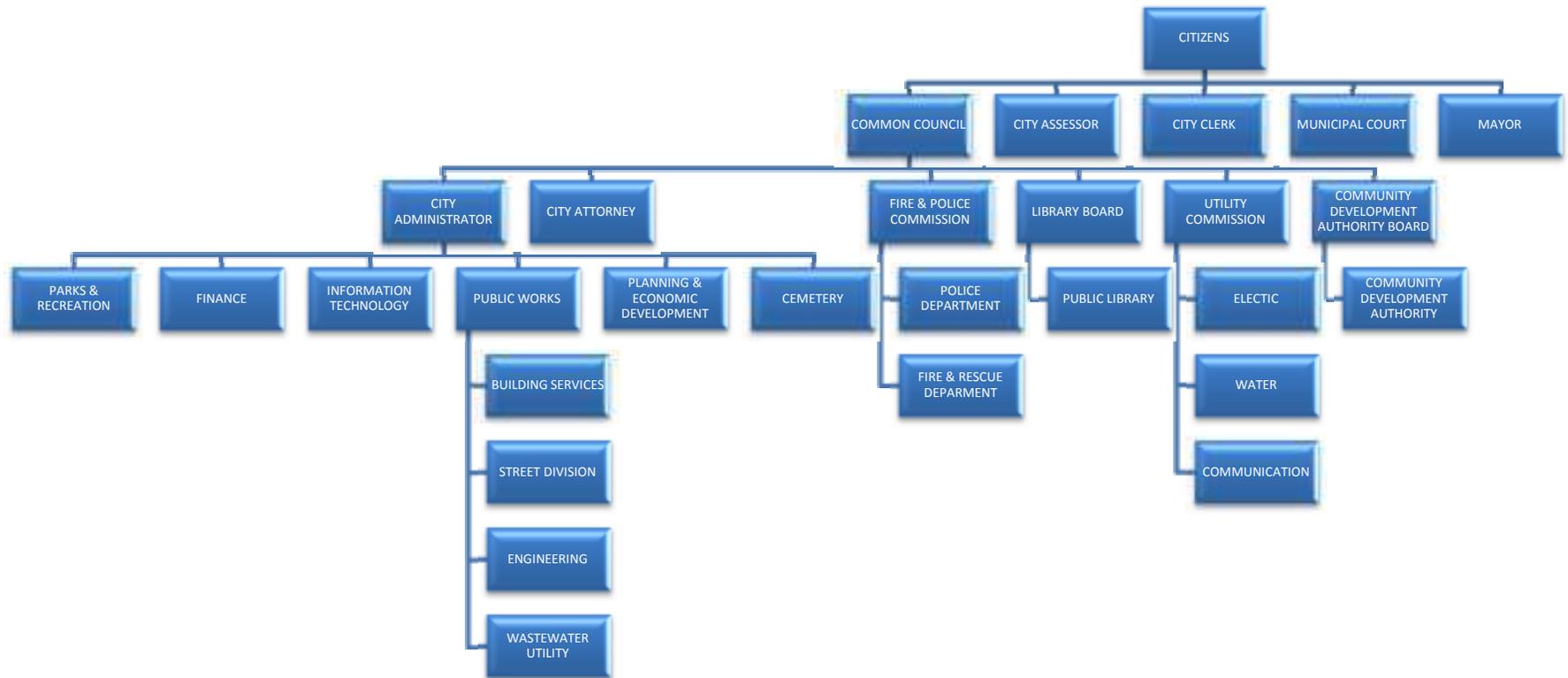
City	Marshfield	Wausau	Wisconsin Rapids	Stevens Point	Superior
FTEs	192.36	299.20	187.86	168	231.56
HR Staff	1.3	2.0	3.1	1.0	2.0
FTEs/HR staff	148.97	149.6	63.58	168	138.91

The highest ratio of city FTEs to human resources staff is found in Wausau and Marshfield; the lowest is Wisconsin Rapids.

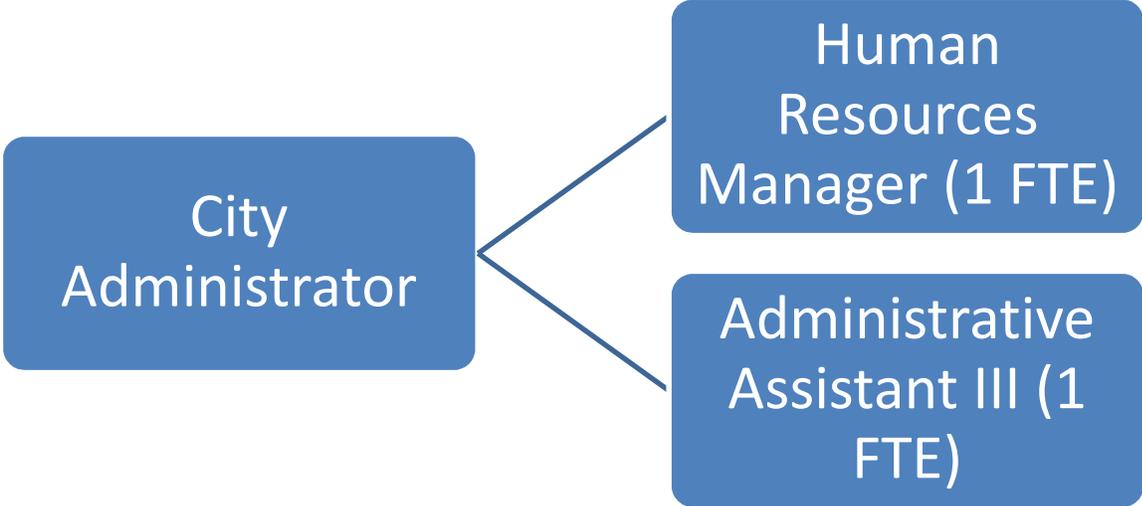
Consistency in the administration of human resources policies is best achieved through the centralization of this function. Aspects of Marshfield's human resources function that are currently performed by departments include the hiring of temporary and seasonal employees and administration of safety programs.

No change in Human Resources staffing is recommended at this time.

CITY OF MARSHFIELD



CITY ADMINISTRATOR'S OFFICE



Presentation of staffing report and recommendations (March 11, 2014)

1. Introduction

- On January 28th, Springsted presented its staffing study to the CC
- Recommendations in 3 categories: staffing, restructuring, process

2. Staffing

- Add 2 positions (Zoning Administrator, Accountant/Financial Analyst)
- Add temporary staff to help complete payroll and A/P decentralization
- Consider 3rd position (Support Technician), dependent upon workload
- Consider Administrative Services Coordinator, if department is created
- **Recommended actions**
 - **Add Zoning Administrator & Accountant/Financial Analyst**
 - **Study the need for Support Technician (for 2015 or beyond)**

3. Restructuring

- Planning & Economic Development
 - Change name to Community Development Department
 - Move GIS Coordinator to Public Works & Engineering
- Public Works & Engineering
 - Move Inspection Services to Planning & Economic Development
- Administration
 - Reassign oversight of Airport to Public Works Department
 - Reassign oversight of Cemetery to Parks/Recreation Department
- General (multiple departments)
 - Create Administrative Services Department to oversee multiple departments serving internal customers (Finance, HR, IT, etc.)
- **Recommended actions**
 - **Create team to study and report to the Council by June 24th**

4. Process

- Establish ongoing strategic planning process (Council/staff)
- Coordinate code enforcement in Community Development
- Review and address the spatial workflow and relationships
- Create centralized facility management within Public Works
- Foster professional development and succession planning
- Adopt and implement performance measurement system
- Explore opportunities to partner with other organizations
- Make greater use of technology to provide City services
- Periodically assess opportunities for outsourcing services
- Review and improve the City's special assessment process
- **Recommended actions**
 - **Soon after spring election, begin strategic planning process**
 - **Designate Zoning Administrator to coordinate CE activities**
 - **Begin work to relocate the Finance Department to one floor**
 - **Create team to study and report to Council by end of 2014**