



CITY OF MARSHFIELD  
**MEETING NOTICE**

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**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING**  
**TUESDAY, JANUARY 3, 2017**  
**Common Council Chambers, City Hall Plaza**  
**6:00 p.m. (or immediately following Board of Public Works)**

1. Call to Order – Alanna Feddick, Chairperson

2. Citizen Comments

3. Consent Agenda

- a) Approval of Minutes of December 20, 2016 meeting
- b) Approve Bills and Payroll
- c) Report of Personnel Actions
- d) Monthly Position Control 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. 01-2017, transferring \$22,000 from General Fund Contingency Budget to General Fund Drug Court Program Budget for extension of Wood County Drug Court to provide services within the City of Marshfield. Presented by Steve Barg, City Administrator

Recommended Action: Recommend approval of Budget Resolution No. 01-2017

6. Request to approve merit pay plan proposal for Marshfield Police Department. Presented by Rick Gramza, Police Chief

Recommended Action: Discretion of the Committee

7. Request to approve submitting to the compensation consultant a position description for an Administrative Assistant (.5 FTE) in the City Clerk's Office, and also authorize staff to develop a cost analysis to replace the casual/temporary position with a permanent .5 FTE position. Presented by Deb Hall, City Clerk

Recommended Action: Approve submitting the position description for review, and authorize developing a cost analysis for Committee review

8. Request to approve amended joint municipal court agreement. Presented by Steve Barg, City Administrator

Recommended Action: Approve the amended joint municipal court agreement

FINANCE, BUDGET AND PERSONNEL COMMITTEE

January 3, 2017

9. Request to approve appointment of Pat Kilty as Acting Building Inspector, effective as of January 8, 2017, and to adjust his pay rate as provided under Personnel Policy 3.800. Presented by Jason Angell, Development Services Director

Recommended Action: Appoint Pat Kilty as Acting Building Inspector, and approve the recommended temporary pay rate adjustment

10. Suggested items for future agendas

11. Adjourn

Posted this day, December 30, 2016 at 11:30 a.m. by Lori A. Panzer, Deputy 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 DECEMBER 20, 2016**

Meeting called to order by Chairperson Feddick at 5:15 p.m., in the Common Council Chambers, City Hall Plaza.

**PRESENT:** Alderpersons Alanna Feddick, Jason Zaleski, Tom Witzel, Peter Hendler and Rebecca Spiros (arrived at 5:23 p.m.)

**ABSENT:** None

**ALSO PRESENT:** Mayor Meyer, Alderpersons Earll and Wagner, City Administrator Barg and City Personnel (Jennifer Rachu, Keith Strey, Dan Knoeck, Amy VanWyhe and Deb M. Hall)

**Citizen Comments**

None

**FBP16-114** Motion by Witzel, second by Zaleski to approve the items on the consent agenda:

1. Minutes of the December 6, 2016 meeting.
2. Bills in the amount of \$692,426.17.
3. Report of Personnel Actions of December 20, 2016.
4. November 2016 Treasury Report.

**Motion carried**

No items were removed from the consent agenda.

**FBP16-115** Motion by Zaleski, second by Witzel to recommend approval of Budget Resolution No. 30-2016 to the Common Council, transferring \$15,383 from the General Fund Contingency Budget to the Cemetery Perpetual Care Fund for the 2017 scheduled payment.

**Motion carried**

**FBP16-116** Motion by Witzel, second by Hendler to recommend approval of Budget Resolution No. 31-2016 to the Common Council, transferring \$15,000 from various General Fund budgets to the City Attorney budget.

**Motion carried**

**FBP16-117** Motion by Hendler, second by Zaleski to recommend approval of Budget Resolution No. 32-2016 to the Common Council, transferring \$10,000 from the Sidewalk Maintenance Budget to the Highway & Street Cleaning Budget and \$1,000 from the Sidewalk Maintenance Budget to the Industrial Park Operations Budget.

**Motion carried**

Aldersperson Spiros joined the meeting.

**FBP16-118** Motion by Hendler, second by Zaleski to approve the quote for Buildings & Contents and Contractor's Equipment insurance coverage with the Municipal Property Insurance Company (MPIC) for 2017.

**Motion carried**

**FBP16-119** Motion by Hendler, second by Zaleski to approve the 2017 combined casualty insurance with a \$6 million limit and workers compensation coverage with the League of Wisconsin Municipalities Mutual Insurance (LWMMI).

**Motion carried**

**FBP16-120** Motion by Witzel, second by Spiros to approve the airport owners and operators liability insurance for 2017 with AIG Aerospace.

**Motion carried**

**FBP16-121** Motion by Zaleski, second by Spiros to renew the boiler and machinery insurance coverage as an addition to the City's Municipal Property Insurance Company policy for 2017.

**Motion carried**

**FBP16-122** Motion by Spiros, second by Zaleski to set the time for the January 3<sup>rd</sup> Finance meeting for 6:00 p.m. or immediately following the Board of Public Works meeting.

**Motion carried**

**FUTURE AGENDA ITEMS**

None

Motion by Hendler, second by Witzel to adjourn at 5:41 p.m.

**Motion carried**



Deb M. Hall  
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to N/A and General Expense Bills for **DECEMBER, 2016** amounting to **\$523,226.26** be allowed paid and charged to their proper accounts.

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Chairman

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

**PREPAIDS**

**PREPAID BILLS PAID BY CHECK**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Amount</b>
89797	12/23/2016	GARY W & RUTH K ELDERBROOK	\$500.00
89798	12/23/2016	ADVANCED DISPOSAL SERVICES LLC	\$74,830.75
89799	12/23/2016	LELAND & VICKIE ALBRECHT	\$200.00
89800	12/23/2016	ALLIANT ENERGY WP&L	\$53.68
89801	12/23/2016	RAY F ALT JR	\$200.00
89802	12/23/2016	CHARTER COMMUNICATIONS	\$688.03
89803	12/23/2016	FRONTIER	\$780.45
89804	12/23/2016	JOHN R & LOIS B KASTERN REV TRUST	\$200.00
89805	12/23/2016	MARAWOOD RE, LLC	\$200.00
89806	12/23/2016	MARSHFIELD UTILITIES	\$28,889.49
89807	12/23/2016	NORTHSIDE E-Z WAY LAUNDROMAT, LLC	\$200.00
89808	12/23/2016	ST VINCENT DE PAUL	\$200.00
89809	12/23/2016	TELRITE CORPORATION	\$325.66
89810	12/23/2016	VISU-SEWER CLEAN & SEAL INC	\$140,344.94
89811	12/23/2016	WE ENERGIES	\$9,581.59
		<b>TOTAL PREPAID BILLS PAID BY CHECK</b>	<b>\$257,194.59</b>

**CURRENT BILLS**

**CURRENT BILLS PAID BY EFT**

EFT000000006879	12/31/2016	CHARLES ADAMSKI	\$50.52
EFT000000006880	12/31/2016	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$16.91
EFT000000006881	12/31/2016	JASON ANGELL	\$154.44
EFT000000006882	12/31/2016	ARAMARK UNIFORM SERVICES	\$115.42
EFT000000006883	12/31/2016	BALTUS OIL COMPANY INC	\$16,932.99
EFT000000006884	12/31/2016	STEVE BARG	\$167.57
EFT000000006885	12/31/2016	ROBERT BEATHARD	\$159.96
EFT000000006886	12/31/2016	BELCO VEHICLE SOLUTIONS LLC	\$5,686.91
EFT000000006887	12/31/2016	STEVE BURNS	\$150.00
EFT000000006888	12/31/2016	CARQUEST AUTO PARTS	\$372.17
EFT000000006889	12/31/2016	CDW GOVERNMENT INC	\$153.44
EFT000000006890	12/31/2016	CENTRAL STATE SUPPLY CORP	\$152.90
EFT000000006891	12/31/2016	CHRISTOPHER CHRISTIANSEN	\$150.00
EFT000000006892	12/31/2016	CTL COMPANY INC	\$605.49
EFT000000006893	12/31/2016	DAKOTA ELECTRIC SERVICE INC	\$713.47
EFT000000006894	12/31/2016	DALCO ENTERPRISES, INC.	\$224.09
EFT000000006895	12/31/2016	ROY DOLENS	\$106.00
EFT000000006896	12/31/2016	EMERGENCY RESPONSE TRAINING ASSOCIATES	\$330.00
EFT000000006897	12/31/2016	EMPLOYEE BENEFITS CORPORATION	\$259.25
EFT000000006898	12/31/2016	FEDERAL SIGNAL CORP	\$13,424.02
EFT000000006899	12/31/2016	JASON FOEMMEL	\$7.80
EFT000000006900	12/31/2016	BRIAN GABEL	\$150.00
EFT000000006901	12/31/2016	GALE/CENGAGE LEARNING	\$1,426.76
EFT000000006902	12/31/2016	GALLS LLC	\$86.79
EFT000000006903	12/31/2016	HALRON LUBRICANTS INC	\$878.80
EFT000000006904	12/31/2016	INGRAM LIBRARY SERVICES INC	\$881.09
EFT000000006905	12/31/2016	KAFKA DUSTBUSTER PLUS LLC	\$2,840.00
EFT000000006906	12/31/2016	AMY KROGMAN	\$345.85
EFT000000006907	12/31/2016	TIM LANGFELDT	\$62.35
EFT000000006908	12/31/2016	BRYAN LINZMEIER	\$150.00
EFT000000006909	12/31/2016	MARSHFIELD BOOK & STATIONERY	\$1,599.27
EFT000000006910	12/31/2016	MCMMASTER-CARR	\$42.89
EFT000000006911	12/31/2016	MERKEL COMPANY INC	\$41,551.93

Check #	Check Date	Vendor Name	Amount
EFT000000006912	12/31/2016	CHRIS MEYER	\$251.06
EFT000000006913	12/31/2016	MIDWEST TAPE	\$1,211.52
EFT000000006914	12/31/2016	MISSISSIPPI WELDERS	\$193.62
EFT000000006915	12/31/2016	MONROE TRUCK EQUIPMENT	\$214.38
EFT000000006916	12/31/2016	MSA PROFESSIONAL SERVICES INC	\$8,626.20
EFT000000006917	12/31/2016	PAUL NEEDHAM	\$36.90
EFT000000006918	12/31/2016	HUGH NIKOLAI	\$150.00
EFT000000006919	12/31/2016	NORTH CENTRAL LABORATORIES	\$736.08
EFT000000006920	12/31/2016	JASON PARKS	\$75.00
EFT000000006921	12/31/2016	POMP'S TIRE SERVICE INC	\$501.92
EFT000000006922	12/31/2016	POWER PAC INC	\$301.36
EFT000000006923	12/31/2016	PREMIER PRINTING, INC	\$35.12
EFT000000006924	12/31/2016	NOAH RAAB	\$63.28
EFT000000006925	12/31/2016	JENNIFER RACHU	\$662.78
EFT000000006926	12/31/2016	REIGEL PLUMBING & HEATING INC	\$1,128.89
EFT000000006927	12/31/2016	ROCK OIL REFINING INC	\$54.00
EFT000000006928	12/31/2016	KIM ROPSON	\$817.52
EFT000000006929	12/31/2016	SHI INTERNATIONAL CORPORATION	\$2,650.20
EFT000000006930	12/31/2016	MELVIN SMITH	\$150.00
EFT000000006931	12/31/2016	SOLUTIONZ LLC	\$4,912.00
EFT000000006932	12/31/2016	TRI-MEDIA LLC	\$7,591.21
EFT000000006933	12/31/2016	V & H AUTOMOTIVE MARSHFIELD	\$619.06
EFT000000006934	12/31/2016	V & H INC	\$497.76
EFT000000006935	12/31/2016	VORPAHL FIRE & SAFETY	\$182.30
EFT000000006936	12/31/2016	WOOD CO HIGHWAY DEPARTMENT	\$1,785.00
EFT000000006937	12/31/2016	ZARNOTH BRUSH WORKS	\$118.09
EFT000000006938	12/31/2016	SCHOOL DISTRICT OF MARSHFIELD	\$2,212.24
<b>TOTAL CURRENT BILLS PAID BY EFT</b>			<b>\$125,726.57</b>

**TOTAL CURRENT BILLS PAID BY CHECK**

89812	12/31/2016	ABR EMPLOYMENTSERVICES	\$662.40
89813	12/31/2016	AGSOURCE COOPERATIVE SERVICES	\$132.22
89814	12/31/2016	L. W. ALLEN LLC	\$1,930.08
89815	12/31/2016	AMAZON	\$2,385.63
89816	12/31/2016	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$454.79
89817	12/31/2016	ASSOCIATED BANK	\$463.00
89818	12/31/2016	ASSOCIATED SERVICE CENTER	\$2,057.73
89819	12/31/2016	AUSTAD & SON INC.	\$1,581.00
89820	12/31/2016	BRUCE TIBBETT JR.	\$57.25
89821	12/31/2016	BAKER AND TAYLOR INC	\$1,296.47
89822	12/31/2016	BENJAMIN & KATHERINE BAUER	\$341.57
89823	12/31/2016	BAY STEEL & FABRICATION LLC	\$13.14
89824	12/31/2016	BOCAR LLC	\$2,898.93
89825	12/31/2016	THE BOSON COMPANY INC	\$2,196.00
89826	12/31/2016	BRAUN CONCRETE & EXCAVATING	\$200.12
89827	12/31/2016	BRUNETT, DEB WCM TREASURER	\$120.00
89828	12/31/2016	LOIS BUGAR	\$100.00
89829	12/31/2016	JESSICA CARTER	\$102.75
89830	12/31/2016	CASPER'S TRUCK EQUIPMENT	\$498.20
89831	12/31/2016	COMPLETE OFFICE OF WISCONSIN	\$751.65
89832	12/31/2016	CREATIVE FORMS & CONCEPTS INC	\$418.18
89833	12/31/2016	CUMMINS NPOWER LLC	\$1,018.00
89834	12/31/2016	DIRECT NETWORKS INC	\$13,500.00
89835	12/31/2016	DORNER COMPANY	\$430.00
89836	12/31/2016	DRAXLER'S SERVICE, INC	\$4,342.50
89837	12/31/2016	ECOLAB PEST ELIMINATION DIV	\$110.12
89838	12/31/2016	EVENTS ETC LLC	\$29.25
89839	12/31/2016	FASTENAL COMPANY	\$42.30

Check #	Check Date	Vendor Name	Amount
89840	12/31/2016	PAT FELLEZ CONSTRUCTION	\$912.50
89841	12/31/2016	FESTIVAL FOODS	\$24.80
89842	12/31/2016	FIRE APPARATUS & EQUIP INC	\$46.98
89843	12/31/2016	FLYING TRIANGLE LLC ETAL	\$1,335.27
89844	12/31/2016	FRONTIER	\$331.00
89845	12/31/2016	GEMPLER'S INC	\$151.95
89846	12/31/2016	GREEN MANUFACTURING INC	\$279.10
89847	12/31/2016	HACH COMPANY	\$836.34
89848	12/31/2016	HILLER'S HARDWARE INC	\$2,858.32
89849	12/31/2016	JERRY'S TRANSMISSION SERVICE INC	\$227.36
89850	12/31/2016	JFTCO, INC	\$149.78
89851	12/31/2016	E O JOHNSON COMPANY	\$338.56
89852	12/31/2016	E O JOHNSON COMPANY	\$34.70
89853	12/31/2016	PETER A KASTENHOLZ	\$200.00
89854	12/31/2016	KH CAPITOL LLC ETAL	\$1,777.97
89855	12/31/2016	WILLIAM & MEGAN KRAUSE	\$19.17
89856	12/31/2016	ROBERT & ERIN LESAGE	\$210.29
89857	12/31/2016	LIBERTY TIRE RECYCLING LLC	\$427.50
89858	12/31/2016	LIVE OAK MEDIA	\$29.95
89859	12/31/2016	LOCAL 1021 REC FUND	\$45.00
89860	12/31/2016	LONDERVILLE STEEL ENTERPRISES	\$95.92
89861	12/31/2016	LOU'S GLOVES INC	\$336.00
89862	12/31/2016	MACQUEEN EQUIPMENT INC	\$1,051.36
89863	12/31/2016	MAIN STREET MARSHFIELD INC	\$6,500.00
89864	12/31/2016	MARATHON COUNTY REGISTER-DEEDS	\$30.00
89865	12/31/2016	MARSHFIELD AREA PET SHELTER, INC	\$903.00
89866	12/31/2016	MARSHFIELD CLINIC	\$2,954.49
89867	12/31/2016	MARSHFIELD POLICE DEPT INVESTIGATIVE FUND	\$1,550.00
89868	12/31/2016	MARSHFIELD POLICE DEPT PETTY CASH	\$135.45
89869	12/31/2016	MARSHFIELD POSTMASTER	\$65.38
89870	12/31/2016	MARSHFIELD UTILITIES	\$8,628.31
89871	12/31/2016	CITY OF MARSHFIELD	\$2,674.86
89872	12/31/2016	MENARDS	\$513.31
89873	12/31/2016	MICHELLE MEYER	\$19.80
89874	12/31/2016	MILESTONE MATERIALS	\$15,068.74
89875	12/31/2016	MINISTRY ST JOSEPH'S HOSPITAL	\$1,493.39
89876	12/31/2016	MPPA LE SUPPLY	\$563.00
89877	12/31/2016	NAPA AUTO PARTS	\$256.92
89878	12/31/2016	NIEMUTH IMPLEMENT CO INC	\$75.00
89879	12/31/2016	NORTHERN LAKE SERVICE INC	\$76.50
89880	12/31/2016	OFFICE DEPOT	\$227.94
89881	12/31/2016	OFFICE MAX INCORPORATED	\$44.41
89882	12/31/2016	OMNI GLASS & PAINT INC	\$2,335.00
89883	12/31/2016	PER MAR SECURITY SERVICES	\$480.00
89884	12/31/2016	JEAN ZYGARLICHE	\$15.00
89885	12/31/2016	PILSNER SPRAY COATINGS	\$445.00
89886	12/31/2016	ALLEN PILSNER	\$100.00
89887	12/31/2016	EUGENE PERLOCK	\$363.55
89888	12/31/2016	PROVISION PARTNERS	\$221.56
89889	12/31/2016	DANIEL ROGERS	\$3,775.00
89890	12/31/2016	DOUGLAS RUHNKE	\$17.89
89891	12/31/2016	SCAFFIDI TRUCK CENTER	\$188.50
89892	12/31/2016	SCHALOWS NURSERY, INC.	\$86.15
89893	12/31/2016	SCHREINERS PLUMBING & HEATING, LLC	\$137.95
89894	12/31/2016	DEAN A SCHWEBKE	\$936.44
89895	12/31/2016	SECURITY OVERHEAD DOOR INC	\$335.00
89896	12/31/2016	SHORT ELLIOTT HENDRICKSON INC	\$10,820.00
89897	12/31/2016	ST VINCENT DE PAUL	\$100.00

<b>Check #</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Amount</b>
89898	12/31/2016	STORAGE SYSTEMS MIDWEST INC	\$14,109.01
89899	12/31/2016	STRAND ASSOCIATES INC	\$1,394.36
89900	12/31/2016	SUDA PLUMBING INC	\$229.00
89901	12/31/2016	TASER INTERNATIONAL	\$38.09
89902	12/31/2016	TEMPLE DISPLAY LTD	\$1,339.41
89903	12/31/2016	JOHN TERTIN	\$100.00
89904	12/31/2016	TUNDRA LODGE RESORT & WATERPARK	\$356.00
89905	12/31/2016	UNIFIRST CORPORATION	\$202.94
89906	12/31/2016	THE UNIFORM SHOPPE	\$245.29
89907	12/31/2016	UNIQUE MANAGEMENT SERVICES INC	\$62.65
89908	12/31/2016	UNITED MAILING SERVICE INC	\$616.49
89909	12/31/2016	ELLEN UNSETH	\$196.00
89910	12/31/2016	UTILITY SALES AND SERVICE	\$840.32
89911	12/31/2016	VITAL COMMUNICATION	\$1,800.00
89912	12/31/2016	WALMART COMMUNITY/GEGRB	\$820.67
89913	12/31/2016	WE ENERGIES	\$216.06
89914	12/31/2016	WEED WARRIOR L.L.C.	\$280.00
89915	12/31/2016	WEILER ENTERPRISES	\$9.00
89916	12/31/2016	WEINBRENNER SHOE COMPANY	\$271.00
89917	12/31/2016	ERLAN R. WENZEL	\$40.00
89918	12/31/2016	WEPAK-N-SHIP	\$30.40
89919	12/31/2016	WISCONSIN MEDIA	\$279.35
89920	12/31/2016	WORLD BOOK INC SCHOOL & LIBRARY DIVISION	\$999.00
89921	12/31/2016	DUFFY'S AIRCRAFT SALES	\$3,839.42
		<b>TOTAL CURRENT BILLS PAID BY CHECK</b>	<b>\$140,305.10</b>
		<b>TOTAL PREPAID BILLS</b>	<b>\$257,194.59</b>
		<b>TOTAL CURRENT BILLS</b>	<b>\$266,031.67</b>
		<b>GRAND TOTAL</b>	<b><u>\$523,226.26</u></b>

REPORT OF PERSONNEL ACTIONS  
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING  
OF JANUARY 3, 2017

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

None

**RETIREMENT:**

Richard Pokorny	Building Inspector/Project Manager Development Services	January 6, 2017
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JoAnn Oppman	Accounting Clerk Finance Department	April 3, 2017
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**Resignation**

None

**Promotion**

None

**COMPLETION OF  
PROBATIONARY  
PERIOD**

None

MONTHLY POSITION CONTROL REPORT  
 PERMANENT FULL-TIME/PART-TIME  
 POSITIONS AS OF DECEMBER 31, 2016

Department	Division	Position	FTE	Last Name	First Name
Administrator		City Administrator	1.00	BARG	STEVEN
Administrator		HR Manager/Assist. to the CA	1.00	RACHU	JENNIFER
Administrator		Administrative Assistant III	0.50	KROGMAN	AMY
<b>Administrator Total</b>			<b>2.50</b>		
Assessor		City Assessor	1.00	SPENCER	JOAN
Assessor		Property Appraiser	1.00	FECHHELM	BELINDA
Assessor		Administrative Assistant II	1.00	PUGH	KEITH
<b>Assessor Total</b>			<b>3.00</b>		
Cemetery		Cemetery Caretaker Assistant	1.00	BRAUNSKY	WILLIAM
Cemetery		Cemetery Coordinator/Caretaker	1.00	BALTUS	MICHAEL
<b>Cemetery Total</b>			<b>2.00</b>		
Clerk		City Clerk	1.00	HALL	DEBORAH
Clerk		Deputy Clerk	1.00	PANZER	LORI
<b>Clerk Total</b>			<b>2.00</b>		
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		Bldg Inspector/Project Manager	1.00	POKORNY	RICHARD
Development Services		Electrical Inspector	1.00	KILTY	PATRICK
Development Services		Plumbing Insp/Asst Bldg Insp	1.00	OTT	THOMAS
Development Services		Administrative Assistant II	1.00	UTHMEIER	CHERYL
<b>Development Services Total</b>			<b>7.00</b>		
Finance		Accounting Clerk	0.50	OPPMAN	JOANN
Finance		Accounting Clerk	1.00	STREBE	KATHLEEN
Finance		Accountant	1.00	NICHOLS	CHRISTOPHER
Finance		Payroll Technician	1.00	DENNIS	BRITTANY
Finance		Accounting Technician	0.80	RINDFLEISCH	MARILYN
Finance		Payroll Technician	1.00	SCHOOLEY	ROBERT
Finance		Accounting Manager	1.00	VAN WYHE	AMY
Finance		Finance Director	1.00	STREY	KEITH
<b>Finance Total</b>			<b>7.30</b>		
Fire		Deputy Fire Chief	1.00	DEGRAND	CRAIG
Fire		Deputy Fire Chief	1.00	DOLENS	ROY
Fire		Deputy Fire Chief	1.00	ERICKSON	EDWIN
Fire		Deputy Fire Chief	1.00	OWEN	SCOTT
Fire		Deputy Fire Chief	1.00	CLEMENTS	JODY
Fire		Fire Chief	1.00	HAIGHT	ROBERT
Fire		Firefighter	1.00	BARTH	JEFFREY
Fire		Firefighter	1.00	BAUER	RODNEY
Fire		Firefighter	1.00	BREUER	BRAD
Fire		Firefighter	1.00	CHRISTOPHER	LANCE
Fire		Firefighter	1.00	ESKER	KELLY
Fire		Firefighter	1.00	LUCARELI	JON
Fire		Firefighter	1.00	MEYER	JAMES
Fire		Firefighter	1.00	MUELLER	EVERETT
Fire		Firefighter	1.00	VANDEN ELZEN	JOSEPH
Fire		Firefighter Paramedic	1.00	ALTMAN	JONATHAN
Fire		Firefighter Paramedic	1.00	ANNEN	STEPHEN
Fire		Firefighter Paramedic	1.00	BAKOS	STEVEN
Fire		Firefighter Paramedic	1.00	BARNES	BRIAN
Fire		Firefighter Paramedic	1.00	FLETTY	PETER
Fire		Firefighter Paramedic	1.00	FOTH	JASON
Fire		Firefighter Paramedic	1.00	FRYDENLUND	LUCAS
Fire		Firefighter Paramedic	1.00	GILBERTSON	BJORN
Fire		Firefighter Paramedic	1.00	GRIESBACH	BENJAMIN
Fire		Firefighter Paramedic	1.00	JONAS	ERIK

Department	Division	Position	FTE	Last Name	First Name
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
Fire		Firefighter Paramedic	1.00	WEILAND	TROY
Fire		Firefighter Paramedic	1.00	WINISTORFER	PETER
Fire		Firefighter Paramedic	1.00	TACKES	PAUL
Fire		Administrative Assistant III	1.00	BERGER	SUZANNE
<b>Fire Total</b>			<b>37.00</b>		
Library		Adult Services Supervisor Lib	1.00	ADLER	MARY LOU
Library		Asst Dir./Tech. Srvs 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
<b>Library Total</b>			<b>16.350</b>		
Mayor		Administrative Assistant III	0.50	KROGMAN	AMY
Mayor		Mayor	0.50	MEYER	CHRISTOPHER
<b>Mayor Total</b>			<b>1.00</b>		
Municipal Court		Municipal Court Clerk	0.75	CARLSON	SUSAN
<b>Municipal Court Total</b>			<b>0.75</b>		
Parks & Recreation		Classification II	1.00	DOLGNER	JEFFREY
Parks & Recreation		Classification II	1.00	ROGERS	DANIEL
Parks & Recreation		Classification II	1.00	WEINFURTNER	JEFFREY
Parks & Recreation		Classification III	1.00	ADAMSKI	CHARLES
Parks & Recreation		Parks & Recreation Director	1.00	CASPERSON	JUSTIN
Parks & Recreation		Parks & Recreation Maint Supv	1.00	STEINBACH	BENJAMIN
Parks & Recreation		Parks & Recreation Supv II	1.00	CASSIDY	KELLY
Parks & Recreation		Administrative Assistant II	1.00	BEAUCHAMP	AMY
Parks & Recreation		Zoo Keeper	1.00	BURNS	STEVEN
<b>Parks &amp; Recreation Total</b>			<b>9.00</b>		
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	VACANT	
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
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

Department	Division	Position	FTE	Last Name	First Name
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	BORNBACK	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	VACANT	
Police		Traffic Safety/Crime Prevention	1.00	SALACINSKI	DANIEL
<b>Police Total</b>			<b>48.00</b>		
Public Works	Administration	Public Works Director	1.00	KNOECK	DANIEL
Public Works	Administration	Administrative Assistant II	1.00	ANDERSON	MARY
Public Works	Facilities Management	Facilities Maint. Coordinator	1.00	MOLTER	JEFFREY
Public Works	Engineering	Assistant City Engineer	1.00	CASSIDY	TIMOTHY
Public Works	Engineering	City Engineer	1.00	TURCHI	THOMAS
Public Works	Engineering	Civil Engineer II	1.00	MAURITZ	JOSH
Development Services		GIS Coordinator	1.00	BUEHLER	DAVID
Public Works	Engineering	Engineering Technician	1.00	OLDHAM	LANCE
Public Works	Engineering	Engineering Technician	1.00	MILLER	SHAWN
Public Works	Engineering	Civil 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	BORNBACK	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
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	RAAB	NOAH

Department	Division	Position	FTE	Last Name	First Name
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	SCHMIDT	PHILIP
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	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
<b>Public Works Total</b>			<b>51.50</b>		
Technology		Technology Analyst	1.00	WESTMAN	ERIK
Technology		Technology Analyst	1.00	SUTTON	MATTHEW
Technology		Technology Director	1.00	NG	ENG
Technology		Technology Technician	1.00	SCHROEDER	SHAWN
<b>Technology Total</b>			<b>4.00</b>		
<b>Grand Total</b>			<b><u>191.400</u></b>		



# City of Marshfield Memorandum

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DATE: December 30, 2016  
TO: Finance, Budget & Personnel Committee  
FROM: Steve Barg, City Administrator  
RE: Budget Resolution No. 01-2017 (Drug court)

## **Background**

On more than one occasion, including its last meeting on December 20<sup>th</sup>, the Council has expressed its desire to provide funding in support of extending Wood County Drug Court to provide services here in Marshfield, at an annual cost of \$22,000. Ultimately, the City will probably need to enter into a written agreement or memorandum of understanding to confirm this arrangement, but for now, staff has drafted the attached budget resolution to transfer \$22,000 from the 2017 contingency budget for this use, so we can move forward.

## **Recommendation**

Staff recommends approval of the attached Budget Resolution No. 01-2017 as presented.

Concurrence:

Handwritten signature of Keith R. Strey.

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Keith R. Strey, Finance Director

BUDGET RESOLUTION NO. 01-2017

A resolution changing the 2017 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 \$22,000 is hereby transferred from the General Fund, Contingency Budget, a/c # 1015156008.080000 to the General Fund, Drug Court Program Budget, a/c#1015292005.050000.
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. 01-2017 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency	\$	22,000
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TRANSFERRED TO:

General Fund Drug Court Program Budget, a/c# 1015292005.050000:

1. 52100 – Contracted Services	\$	22,000
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# City of Marshfield Memorandum

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Date: January 3, 2017  
To: Finance, Budget & Personnel Committee  
From: Jen Rachu, HR Manager/Assistant to the City Administrator  
RE: Merit Program for Represented Employees

## **BACKGROUND**

In April 2016, the Finance Budget and Personnel Committee discussed the potential include the represented police officers and firefighters in the annual Merit Program.

The Merit Program is a component of the City's Compensation Policy (3.800). Pay adjustments for merit are provided on the basis of an employee exceeding performance standards, as documented in the annual performance appraisal. The purpose of the merit plan is to provide an incentive that is related to performance. It is an extension of both the pay plan and appraisal system. Employees are eligible for a "one-time" merit payment of up to \$1,000 (non-base building) regardless of their current step in the compensation scale.

Ultimately, the Finance Budget and Personnel Committee rejected the integration of the represented police and fire employees into the current merit program. While there was support for the merit program for represented employees, the Committee determined that the Police and Fire merit awards should be determined by the Police and Fire Commission and budgeted with the funds allocated to the departments.

On December 8, 2016, the Police and Fire Commission members were presented with the option to implement the merit program for the represented staff. The Commission was in support of the implementation of the program; however felt that the funds for merit should be provided by the City as is the case with the non-represented employees rather than from the Police and Fire Department budgets. A motion was made to approve the program with the funds coming from the City Administrators Budget.

**FP16-063** Motion by Frankland, second by Mueller to move forward with the merit pay policy with the funds coming out of the city administrator's budget. Roll call: Frankland yes, Gershman yes, Mueller yes, Meyers yes, and Keogh yes. **Motion carried. Not yet approved by N. Mueller per P. Lindner.**

## ANALYSIS

The design of the current Merit Program has worked well in recognizing performance of staff. The current program could be replicated for the represented employees with a few minor adjustments including:

- Represented and non-represented personnel through police and fire departments are covered with expenditures coming from their perspective budgets.
- In cases where a police or fire employee is recommended, the review panel could include a similar structure as the current model including the Mayor, City Administrator, HR Manager, and one or more representatives from the Police and Fire Commission. The PFC members would replace the current FBP members.

The Merit Program exert from the current policy is listed below for your convenience:

4. Merit Performance Recognition: Pay adjustments for merit are provided on the basis of an employee exceeding performance standards, as documented in the annual performance appraisal. The purpose of the merit plan is to provide an incentive that is related to performance. It is an extension of both the pay plan and appraisal system. Employees are eligible for a “one-time” merit payment of up to \$1,000 (non-base building) regardless of their current step in the compensation scale.

a) Who is covered? All non-represented full and part time employees on the non-represented pay plan are eligible for merit consideration. Seasonal/Casual employees are not eligible.

b) What is covered? Performance during the current review period only is covered. The performance must be while in the employ of City of Marshfield and the individual must be an employee at the time of recommendation to qualify for the program. Accomplishments recognized may include any work done by an employee that is directed, authorized or sanctioned by the employee’s supervisor or department. Employees cannot be rewarded twice for the same merit consideration. Merit will be considered based upon:

- An employee who provides exceptional service to internal/external customers that make them more effective and/or efficient. Example: Streamlined process.
- Through the employee’s initiative, developed a new work method or way of doing business/operations which had a major impact on his or her department.
- Extraordinary effort during times of critical department need (e.g. meeting critical deadline that could otherwise have an adverse impact on critical operations or major project (this is not for employees that are compensated for additional duties).
- Significant cost savings or cost avoidance realized beyond normally expected or established standards.
- Something that furthers public/private cooperation or partnerships with MACCI, Marshfield School District, Marshfield Utilities, Marshfield Public Library, Community Development Authority, Marshfield Main Street, University of Wisconsin – Marshfield, etc.

- Contribution on major or special projects that clearly and significantly impact the accomplishment of important and critical business operational goals, deliverables and/or time line or other merit worthy considerations that are over and above regular work duties.

c) How does the selection process work? The employee's overall performance review must be satisfactory. The employee's supervisor, coworker, or a Council member may complete the Recommendation for Merit Performance Recognition Form. The employee's supervisor and department head will sign the form showing that it was received by them and detail any concerns or comments below their signature area. The signed form should be sent to the Human Resources Manager. The Mayor, City Administrator, Common Council President or their designee, Chair of the Finance Budget and Personnel Committee or their designee, and Human Resources Manager will review all merit recommendations and make a decision to approve or not approve the merit request. The Human Resources Manager will notify the appropriate Department/Division Head of the decision made by the Review Committee. Merit requests for the positions of City Administrator and Human Resources Manager will be reviewed for approval or non-approval separately by the Mayor, Common Council President or their designee, and Chair of the Finance Budget and Personnel Committee or their designee. If the merit request is denied, an employee may appeal to the Finance, Budget and Personnel Committee for final decision.

d) What will finalists receive? Employees who are approved for merit will receive a commendation letter from the Mayor of Marshfield with a copy to their personnel file and one-time (non-base building) merit compensation of up to \$1,000.

e) Funding: If more employees qualify than there is funding for the Human Resources Manager will ask the Finance, Budget and Personnel Committee for consideration of contingency funds, departmental budget funds, and/or additional vacation hours in lieu of dollars. If contingency funds, departmental budget funds, or additional vacation hours are not approved then the City Administrator and Human Resources Manager will prioritize merit recipients with the top recipients' only receiving merit.

The City of Marshfield reserves the right to modify any portion or all of the program on an annual basis as determined by the needs of the City and cost of the program.

### **RECOMMENDATION**

Staff is requesting final direction from the Finance Budget and Personnel Committee regarding the source funds in order to implement the merit program for represented staff within the Police and Fire Departments.

Concurrence:



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Steve Barg, City Administrator



# City of Marshfield Memorandum

---

Date: January 3, 2017  
To: Finance, Budget & Personnel Committee  
From: Jen Rachu, HR Manager/Assistant to the City Administrator  
RE: Administrative Assistant-Clerk's Office

## **BACKGROUND**

The Clerk's Office is currently staffed with a 1.0 FTE City Clerk, 1.0 FTE Deputy Clerk, and a casual/temporary Clerical Assistant. According to the City Clerk, there has been an ongoing need for additional administrative assistance in the Clerk's Office to support the daily operations of the department.

## **ANALYSIS**

A job description has been created for an Administrative Assistant position for the Clerk's Office. This job description is attached for your review. The next step is to have this position evaluated through Carlson Dettman to designate the appropriate pay grade.

Once a pay grade is determined, staff would develop a cost analysis and would complete the Position Justification Form to bring back to the Finance, Budget & Personnel Committee for further review with the intent to replace the current casual/temporary clerical assistant with a part time position.

## **RECOMMENDATION**

Staff is requesting approval to submit the position description to Carlson Dettman for review and to develop the cost analysis with the intent to replace the current casual/temporary position within the Clerk's Office to a part-time position (0.5 FTE) in 2017.

Concurrence:

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Steve Barg, City Administrator



# City of Marshfield Memorandum

TO: Finance, Budget and Personnel Committee

FR: Deb M. Hall

DT: January 3, 2017

RE: Permanent Part-Time Employee

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I am requesting consideration of making the Clerk’s Temporary Part-Time position a Permanent Part-Time position.

The City Clerk’s department has been a two-person office for as long as I can tell. By purchasing new software for licensing and special assessments and by streamlining our processes we have been able to get by with two people but that is all we are doing. We are just getting by. Many projects are put on the back burner because we have to focus on the immediate tasks before us at the time. There never seems to be a down time for this office anymore.

In 2007, I was able to establish set hours for our Temporary Part-Time Clerk. This has helped tremendously because we were able to assign specific job duties to her and she covered the front counter which freed up some of Lori’s time so that she could focus on her responsibilities. But it still doesn’t solve the problem because there are many days/weeks that she is not able to work. There are days when only one person is working in the office and then we have to close the office during the lunch hour which doesn’t make our customers happy and when you are the one working alone you don’t get too much work done because of customers coming to the counter and the many, many phone calls that we receive during the day.

**ELECTIONS**

Every other year we have two to four elections. The years that we have four elections are very hectic. With the enactment of the HAVA Act, it has created many new election processes which take more time to complete. On the years that we have four elections, this position only works on election related items; Registering people to vote, Absentee Ballots, Preparing Election Supplies for Election Day; Sending out correspondence to the electors; Filing of Registration Forms; Changing Addresses and keeping track of the electors that need to be made Inactive, etc. After an Election, all new registrations have to be entered within 30 days. This is not always possible especially during a Presidential

Election when we have over 1500 new registrations. These are just the people that register on Election Day and it does not include the hundreds of people that come in before the election to register. She also has to enter everyone that voted at the election.

On the years that we only have two elections, this position works on completing the filing of all the registration forms from that year's election and the past elections. When all the election duties are completed, she focuses on the clerk duties.

### **CLERK**

This position is responsible for taking care of the front counter, answering the phone, typing, updating the Ordinance, Resolution and Budget Resolution files after they have been approved by the Common Council, Agenda Packets, Licenses, Completing Property Information Requests forms and invoicing to the various businesses at month-end, Filing, and other misc. jobs that come up during the year. She also covers the office when the City Clerk and Deputy Clerk are attending mandated training courses or at the WMCA Conference.

### **Advantages of having a permanent part-time position:**

1. We would always have coverage for this office. There are times when we currently have to close the office during lunch hours because there is only one person working the office.
2. Responsible for the front counter during their scheduled work hours which would free up the Deputy Clerk's time to get her work completed.
3. This position would be assigned certain job responsibilities such as filing, special assessments, completing Property Information Request Forms, licensing, elections, etc.
4. Better continuity with workflow.
5. We could be proactive instead of always reactive.
6. A permanent employee would have better awareness/understanding of office operations.
7. It would save on the many hours of comp time that is accrued by the Deputy Clerk during the year. The Deputy Clerk's position is hourly and every time she has to stay late to complete her work it costs the city either over time or comp time. Between vacations (5 weeks), personal holidays and sick time it is difficult to use the additional comp time that has accrued and to find coverage for when she is absent.

We are unique in our situation because we are the only two person office at City Hall that has no backup. The only other two person office is the Mayor's office. Between the Mayor's Office and the Administrator's Office they work together with the work load and for coverage of the office. Every other department at City Hall has more than two permanent positions.

The workload continues to increase and two people can not handle everything. In order for us to do our job effectively and efficiently we need to hire a permanent part-time clerk to help with all the job responsibilities that this office has to carry out.

We are finding it more difficult to fill the temporary position when it is vacant. We receive very few applicants because those that are looking to work also need the benefits and are looking for a set schedule.

**RECOMMENDATION**

Approve the hiring of a Permanent Part-Time Clerk's position for the City Clerk's office.

Concurrence:

A handwritten signature in cursive script that reads "Steve Barg".

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Steve Barg, City Administrator



**JOB TITLE:** Administrative Assistant  
**DEPARTMENT:** Clerk's Office  
**SUPERVISOR:** City Clerk  
**COMPENSATION GRADE:**

**JOB SUMMARY**

Under supervision, the Administrative Assistant performs basic clerical and administrative duties for the City Clerk's Department. This position reports to the City Clerk.

**JOB DESCRIPTION**

<b>Task No.</b>	<b>Description</b>	<b>Frequency</b>
1.	Customer Service - Provides information and assistance to visitors and others having business with the City; assists customers with applications, government forms and other documents; answers phones; responds to requests for information within the span of authority	20%
2.	Performs clerical and administrative duties, including data entry, record keeping, preparing and processing various documents and maintaining files; agendas and packets	5%
3.	Prepares documents, collects data, and enters information into computer tracking systems; scans, prepares and proofreads documents for distribution	5%
4.	Election Administration – Maintains voter/election records, processes voter and absentee applications, cancels voters.	30%
5.	Property Information Requests – Processes requests and payments, records any outstanding special assessments, routes form to other appropriate departments and sends completed forms to appropriate Title Companies, Realtors, etc.	10%
6.	Processes Licenses – Assists customers with applications; enters application into the computer and also processes payment.	15%
7.	Special Assessments – Helps process the loans and payoffs.	5%
8.	Tax Bills – Helps with preparation of the delinquent charges and specials assessments that need to be placed on the tax bills each year.	2%
9.	EDMS – Scans in the City Clerk documents into the document imaging system.	2%
10.	Journal – Creates the Council Journal which is a permanent record of all proceedings at each Council meeting.	2%

11.	Filing – Files minutes, records, contracts, etc.	2%
12.	Performs other related tasks as needed.	2%

**QUALIFICATIONS**

**Education Required:**

High School diploma or GED equivalent,

**Experience Required:**

One (1) year of clerical and computer experience

**Knowledge/Skills Required:**

Knowledge of the principles of record keeping and records management

Skill in data entry

Skill in operating a personal computer utilizing a variety of business software

Skill in effective oral and written communication

Must be able to work independently





# City of Marshfield Memorandum

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DATE: December 29, 2016  
TO: Finance, Budget & Personnel Committee  
FROM: Steve Barg, City Administrator  
RE: Amended joint municipal court agreement with the Village of Spencer

## **Background**

On November 29<sup>th</sup> and December 15<sup>th</sup>, the Joint Municipal Court Advisory Committee met to review the joint court's 1<sup>st</sup> year of operation. Discussion occurred on the schedule for the City's payments to the Town for any excess revenues they generate. The current agreement calls for these payments to be made every month, but to better accommodate the City, Town representatives were accepting of changing the timing to a quarterly basis. I've attached 2 copies of the proposed amended agreement for your review: one with the change red-lined; the other with the old language removed and new language highlighted. The Advisory Committee recommended approval, but the Spencer Village Board and the Marshfield City Council must approve the amended agreement for it to be effective.

## **Recommendation**

Staff recommends approval of the proposed amended agreement.

**Joint Municipal Court Advisory Committee meeting  
December 15, 2016**

Present: City of Marshfield: Councilmembers Earll, Wagner; Administrator Barg  
Village of Spencer: Village Trustee Day  
Absent: City of Marshfield: Councilmember Feddick; Police Chief Gramza  
Village of Spencer: Village Trustee Toufar  
Others: Municipal Court Clark Carlson, Village Clerk/Treasurer Hensch, Village  
Police Chief Bauer

Chairman Wagner called the meeting to order at 5:02 p.m. in Room 108 of Marshfield City Hall Plaza.

**Approve minutes – November 29<sup>th</sup>**

Earll moved and Day seconded a motion to approve the November 29<sup>th</sup> meeting minutes as presented. Motion carried.

**Review revised financial report**

Barg and Carlson presented a financial report that was revised since the Committee's last meeting, and they apologized for the error on the original report. The Village of Spencer is now given full credit for the \$33 per ticket revenue retained by the City under the joint agreement. Under the new calculation, City staff currently anticipates there will be excess revenue of roughly \$5,400 due to the Village for 2016. Earll moved and Day seconded a motion to accept the revised financial report. Motion carried.

**Approve amended agreement (frequency of payments)**

After a brief discussion, Day moved and Earll seconded a motion to recommend that the joint municipal court agreement be amended to modify the City's payments to the Village of Spencer for excess revenue due to the Village, so that these payments would be made within 30 days of the end of each calendar quarter. Motion carried. This recommendation now goes to the City Council and Village Board for review and approval. Barg said that, in accordance with this approach, he'll ask the City's Finance staff to calculate and send the Village's payment by the end of January 2017.

**Discuss date/time for next meeting**

It was agreed to hold the next meeting at the call of Chairman Wagner. This could be in connection with a request from the Village of Stratford to join the joint municipal court, or for any other issue that might arise. It's expected that the Committee will meet at least once per year to make sure that the joint municipal court is operating well.

With no more business before the Committee, Day moved and Earll seconded a motion to adjourn. With no objections, Wagner declared the meeting adjourned at 5:10 p.m.

Respectfully submitted,  
Steve Barg, City Administrator

# AMENDED

## AGREEMENT TO OPERATE A JOINT MUNICIPAL COURT FOR THE CITY OF MARSHFIELD AND VILLAGE OF SPENCER

This AMENDED Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between the City of Marshfield (Marshfield) and the Village of Spencer (Spencer), both municipal corporations which are organized and existing under the laws of the State of Wisconsin, hereinafter called the "Member Municipalities".

**WHEREAS**, Section 755.01(1) of Wisconsin Statutes provides that a municipality may establish a municipal court to be maintained at the expense of the municipality; and,

**WHEREAS**, Section 755.01(4) of Wisconsin Statutes provides that two or more cities, town or villages may enter into an agreement under Section 66.0301 of Wisconsin Statutes for the joint exercise of the power granted under Section 755.01(1), after enactment of identical ordinance by each affected city, town or village; and

**WHEREAS**, member municipalities have expressed a willingness to enter into an agreement for the joint operation of a municipal court pursuant to Section 66.0301 of Wisconsin Statutes.

**NOW, THEREFORE**, In consideration of the benefits expected to be realized by each municipality from joint operation of the municipal court, the member municipalities contract and agree as follows:

- 1) **TERM.** This agreement shall be in effect for the period beginning on the date when it has been duly executed by both member municipalities, and shall remain in effect until either party takes action to abolish the Court.
- 2) **GENERAL.** The Court shall be organized and shall operate pursuant to, and in full accordance, with Chapter 755 and Section 66.0301 of Wisconsin Statutes., ordinances adopted by the member municipalities, and the terms of this agreement. Should any conflicts arise, applicable portions of Wisconsin Statutes shall prevail.
- 3) **ORGANIZATION.** Except for matters required by Wisconsin Statutes to be determined by governing bodies of the respective member municipalities, general operations of the court shall be under the City of Marshfield, and the jurisdictional authority of the court shall be exercised by the Municipal Court Judge.
- 4) **CLERK AND JUDGE.** The Court Clerk and Judge shall both be employees of the City of Marshfield, with wages and any fringe benefits established by the Marshfield City Council. The clerk shall be appointed by the Judge, pursuant to Section 755.10 of Wisconsin Statutes.
- 5) **FORFEITURES, FEES, PENALTY ASSESSMENTS AND COST.** The Court Clerk shall pay over all forfeitures, fees, penalty assessments, and costs paid to the Court under a judgment to the City of Marshfield Finance Director by the close of business on the Tuesday of the week following receipt. At time of payment, the Judge shall provide supporting documents for receipts, including citation numbers, the offense for which forfeiture was imposed, and the total of all forfeitures, fees, penalty assessments, and costs, if any. The City shall create a separate special revenue fund to account for funds collected on citations issued by the Village of Spencer. The Finance Director shall credit this special revenue fund as monies are received from the Court. By the 10<sup>th</sup> day of each month, the Finance Director shall disburse all costs, assessments, and surcharges due by law to Wood and/or Marathon County, or the State of Wisconsin~~7.-~~ Within 30 days of the end of each calendar quarter, the Finance Director shall disburse to the Village of Spencer the appropriate net revenue received from Village of Spencer citations, once the City's costs and other applicable fees have been deducted, and all forfeitures collected on Village of Spencer citations during the previous month.

- 6) BUDGET. The Judge's office shall submit an annual budget to the City's Finance Director by no later than July 31<sup>st</sup> of each year for the following year. Prior to submission, Village of Spencer representatives shall be given a reasonable opportunity to review and comment on the proposed budget. Once approved by the Marshfield City Council, the budget shall be officially established for Court operations for the following year.
- 7) ADVISORY COMMITTEE. An Advisory Committee shall be created to review issues or concerns relating to the Court, but the Committee shall have no formal power or authority. The Committee shall be comprised of five (5) members appointed by the City of Marshfield, and two (2) members appointed by the Village of Spencer. The Committee will meet only when deemed necessary and appropriate to address any issues or concerns.
- 8) EFFECTIVE DATE. This agreement shall not take effect until it has been approved by governing bodies of both municipalities, and both members have adopted substantially identical ordinances relating to establishment and operation of the Court. Once a joint municipal court is established, the Village of Spencer shall not create a separate municipal court under Wisconsin Statutes. Upon adoption, each municipality shall send a certified copy of its ordinance to the appropriate filing officer noted in Section 11.02(3)(e) of Wisconsin Statutes.
- 9) ELECTION OF JUDGE. As this agreement is being signed during the term of the current Judge, this Judge shall continue to serve in this capacity until the end of his term of office. At that time, an election shall be held as outlined in Section 755.01(4) of Wisconsin Statutes, with electors from each municipality eligible to vote. The judge must be a practicing attorney, currently licensed by the State of Wisconsin.
- 10) FINANCIAL PARTICIPATION. During the term of this agreement, the financial arrangement shall be as follows:
  - a) The City of Marshfield shall retain \$40 from all Village of Spencer citations; keeping \$35, and sending \$5 to the State of Wisconsin. The City reserves the right to adjust this annually as needed, depending on the actual cost of court services and revenues received, and to recoup the Village of Spencer's share of necessary improvements (computer software, etc.) Adjustments can also be made as a result of any statutory changes impacting costs or fees.
  - b) The City of Marshfield reserves the right to assess an added charge each year for shortfalls that exist between funds retained from Village of Spencer citations and the amount required to cover any extra costs related to the Village of Spencer, including, but not limited to, staffing, technology needs, etc.
  - c) The Village of Spencer shall make its own arrangements for legal services, and shall bear the full cost associated with prosecuting all citations issues by the Village of Spencer's Police Department.
- 11) TERMINATION. Either member may elect to withdraw from the joint municipal court at any time, and for any reason, if written notice is given to the other member at least 90 days in advance. Neither member may seek to abolish the Court while this agreement is in effect. If the Village of Spencer elects to withdraw, the Village will be required to reimburse the City of Marshfield for any existing net shortfall at the time of termination.

In Witness Whereof, the parties have executed this agreement under seal to take effect on the above written date.

**CITY OF MARSHFIELD**

Approved: \_\_\_\_\_  
Date

By: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Clerk

\_\_\_\_\_  
Finance Director

**VILLAGE OF SPENCER**

Approved: \_\_\_\_\_  
Date

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Clerk

\_\_\_\_\_  
Treasurer

# AMENDED

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In Witness Whereof, the parties have executed this agreement under seal to take effect on the above written date.

**CITY OF MARSHFIELD**

Approved: \_\_\_\_\_  
Date

By: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Clerk

\_\_\_\_\_  
Finance Director

VILLAGE OF SPENCER

Approved: \_\_\_\_\_  
Date

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Clerk

\_\_\_\_\_  
Treasurer



# City of Marshfield Memorandum

---

DATE: December 29, 2016  
TO: Finance, Budget & Personnel Committee  
FROM: Steve Barg, City Administrator  
RE: Appointment of Pat Kilty as Acting Building Inspector

## **Background**

Dick Pokorny resigned his position as the City's Building Inspector, effective January 7<sup>th</sup>. As noted in the attached memo from Jason Angell, we have not yet started the process of filling this vacancy, and the City has an immediate need to have someone in this position. Fortunately the current Electrical Inspector, Pat Kilty, completed his commercial building certifications this year, and he possesses the same level of certifications as Dick Pokorny. Therefore, it seems appropriate to appoint Pat Kilty to serve as Acting Building Inspector for this time period.

## **Interim pay rate**

Point #7 of attached Policy 3.800 sets forth the compensation for temporary assignments. Under this policy, an employee temporarily reclassified is to be paid at the minimum step of the higher pay grade, or 5% more than their current pay rate, whichever is greater. As shown on the attached compensation plan, Pat is now paid at step 4 of grade K (\$29.76), and step 1 of Dick's grade (M) is \$30.77. In contrast, 5% above Pat's current pay would be \$31.25. While we usually don't place employees in between steps, this is a temporary assignment, so it would seem that \$31.25 per hour is appropriate.

## **Recommendation**

I recommend that the Finance, Budget & Personnel Committee approve the appointment of Pat Kilty as Acting Building Inspector, subject to final approval by the City Council. This would be effective from January 9<sup>th</sup> until a new Building Inspector is appointed. His pay rate would be adjusted during this time period to \$31.25 per hour, in accordance with attached Policy 3.800.



# City of Marshfield Memorandum

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TO: Finance, Budget and Personnel Committee  
FROM: Jason Angell, Director of Development Services  
DATE: January 3, 2017

RE: Building Inspector – Interim Appointment

## **Background**

After 21 years of working for the City of Marshfield, Dick Pokorny will be retiring on January 7, 2017. Dick will take with him a wealth of knowledge and expertise that has truly helped to shape this community for the past two decades.

## **Analysis**

The position that will be vacated by Dick is currently labeled as – Building Inspector/Project Manager. This position shares in a variety of responsibilities with the majority of the time being dedicated to commercial plan review and inspections, facilities management and problem properties (nuisances).

As part of the reorganization plan that the Council adopted in 2015, this position was to be shared between the Development Services Department (75% for building inspection services) and Public Works Department (25% for facilities). Like any other time that a position becomes vacant, staff will take the time to evaluate the position and any changes to the responsibilities that may be necessary.

With Dick having just recently submitted his retirement notice, staff has not had the necessary time to evaluate how best to fill the position. Once things have been fully evaluated, and a plan developed, staff will come back to Finance, Budget and Personnel to ask for their approval to proceed with filling the position.

In the meantime, staff has identified a critical area that we feel needs to be addressed immediately. With a number of commercial projects currently under construction – Marshfield Clinic, Security Health Plan, Marshfield Dental Clinic, Forward Financial, UW-STEM, and others there is a need to fill the role of the commercial building inspector in order to allow these projects to continue moving forward. Fortunately for the City our Electrical Inspector, Pat Kilty completed his commercial building certifications in 2016. He now carries the same level of certifications that Dick possesses.

Appointing Pat as the Interim Building Inspector will assure that the commercial projects currently under construction can continue to proceed under the timeframes they are working under and that any new commercial plans that come in will be reviewed in a

timely manner. If appointed to Interim Building Inspector, Pat would still be required to fulfill his duties as Electrical Inspector.

Should the Committee agree with staff's recommendation to appoint an Interim Building Inspector, staff would also be requesting a temporary pay adjustment for the duration of the appointment. The Human Resources Manager/Assistant to the City Administrator is currently out of the office; therefore staff will bring forward a recommended pay adjustment for discussion at the meeting.

**Staff Recommendation**

Approve the appointment of Pat Kilty as Interim Building Inspector effective January 8, 2017 and that his wage is adjusted accordingly.

Concurrence:



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Steve Barg, City Administrator

the maximum would be eligible for a one percent one-time payment (non-base building) assuming a successful performance appraisal.

6. Internal Promotions: An employee promoted to a position in the non-represented pay plan will be brought to the minimum of that range on the date of promotion. At the discretion of management:

- a) The employee may be placed at a salary within the pay grade established for their specific position classification per Paragraph 1;
- b) or upon documentation of satisfactory performance in the new position, the employee may progress to midpoint of the new range;
- c) or be placed at midpoint of the new range upon successful completion of the probationary period. This discretion is based on an assessment of the skills and experience required for the position and those possessed by the employee prior to promotion.

7. Temporary Assignment (Acting Duties): Upon the vacancy of an executive, administrative, or professional position or an extended leave of absence of such employee, the Human Resources Manager will confer with appropriate departmental personnel to determine who, if anyone will assume the additional duties and responsibilities. In the event an employee assumes additional work duties and responsibilities resulting from the vacancy or extended leave of absence for one full day or greater, he/she shall be temporarily reclassified to the supervisor's salary grade. Accordingly, he/she will assume the title of "acting (position title)" during this period of time. Temporary reclassifications are effective only upon recommendation of the City Administrator and approval of the Common Council.

An employee temporarily reclassified to a higher salary grade based on the circumstances described above will be compensated at the rate of pay corresponding to the minimum of the respective higher pay grade; or five percent above their current salary whichever is greater.

At the time the temporary assumption of additional work duties and responsibilities ceases, the employee will revert to the salary grade and step held at the time of the temporary reclassification occurred.

8. Out of Class Compensation: Employees in the Street Division and Parks and Recreation Department (Park employees) who work out of class will receive compensation according to the pay grade they are performing work when performing a higher level or more skilled level of work. The work performed in each classification is summarized on the non-represented compensation plan (detail). When working out of class an employee would be placed at the same step but in the appropriate pay grade for the time worked.

9. Classification Process of New Positions and Current Positions: The City will retain a compensation firm to classify newly approved positions and positions

**CITY OF MARSHFIELD COMPENSATION SCALE EFFECTIVE JULY 1, 2016**

Job Title	Department	Grade	One-year apart							Two years apart	Maximum		
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8		Step 9	
Deputy Fire Chief Fire (M-F)	Fire		92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%		
Deputy Fire Chief Fire (Shift)	Fire		\$70,770.00	\$72,694.00	\$74,595.00	\$76,518.00	\$78,442.00	\$80,344.00	\$82,267.00	\$84,169.00	\$86,091.00		
Assistant City Engineer	Engineering	N	\$32.41	\$33.28	\$34.16	\$35.03	\$35.91	\$36.79	\$37.66	\$38.54	\$39.42		
Asst Street Superintendent	Street Division	M	\$30.77	\$31.61	\$32.44	\$33.27	\$34.09	\$34.92	\$35.76	\$36.60	\$37.43		
Asst Wastewater Superintendent	Wastewater Utility												
City Planner	Planning												
Civil Engineer II	Engineering												
Building Inspector Project Manager	Development Services												
Parks & Recreation Maint Supv	Parks & Recreation												
Parks & Recreation Supv II	Parks & Recreation												
PD Staff Services Supervisor	Police												
Technology Analyst	Technology												
Police Sergeant (Shift)	Police		\$64,016.00	\$65,744.00	\$67,471.00	\$69,198.00	\$70,924.00	\$72,649.00	\$74,376.00	\$76,125.00	\$77,852.00		
City Clerk	Clerk	L	\$29.15	\$29.93	\$30.72	\$31.51	\$32.31	\$33.09	\$33.88	\$34.67	\$35.45		
Deputy Assessor	Assessor	K	\$27.53	\$28.27	\$29.02	\$29.76	\$30.50	\$31.25	\$31.98	\$32.73	\$33.48		
Electrical Inspector / Asst Bldg Insp	Development Services												
Plumbing Insp / Asst Bldg Insp	Development Services												
GIS Coordinator	Planning												
<i>vacant grade</i>		J	\$25.89	\$26.59	\$27.29	\$27.99	\$28.69	\$29.39	\$30.09	\$30.78	\$31.49		
Cemetery Coordinator / Caretaker	Cemetery	I	\$24.27	\$24.93	\$25.58	\$26.24	\$26.90	\$27.55	\$28.21	\$28.86	\$29.52		
Facilities Maintenance Coordinator	Facilities Management												

