



CITY OF MARSHFIELD

MEETING NOTICE

AMENDED

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, FEBRUARY 7, 2017
Common Council Chambers, City Hall Plaza
5:30 p.m.**

1. Call to Order – Alanna Feddick, Chairperson
2. Citizen Comments
3. Consent Agenda
 - a) Approval of Minutes of January 17, 2017 meeting
 - b) Approve Bills and Payroll
 - c) Monthly Position Control Report

Recommended Action: Approve the Consent Agenda, as presented
4. Consideration of items removed from the consent agenda, if any
5. Presentation – Refilling of 2 vacant Firefighter/Paramedic positions at Marshfield Fire & Rescue Department as approved at the January 12, 2017 Police and Fire Commission meeting. Presented by Bob Haight, Fire Chief

Recommended Action: None, for information only
6. Presentation – reallocation of staff at the Everett Roehl Marshfield Public Library. Presented by Lori Belongia, Library Director

Recommended Action: None, for information only
7. Request to approve pay classification of Grade L for the Commercial Building Inspector position, with the ability to modify the open position to the combined role, based on qualifications. Presented by Jen Rachu, Human Resources Manager/Assistant to the City Administrator

Recommended Action: Approve pay classification of Grade L for the Commercial Building Inspector position, with the ability to modify the open position to the combined role, based on the qualifications of the applicant selected for the position

FINANCE, BUDGET AND PERSONNEL COMMITTEE

February 7, 2017

8. Request to approve job title and pay classification for a .5 FTE position in the City Clerk's Office as Administrative Assistant I and pay grade C and authorize the Human Resources Manager/Assistant to the City Administrator to begin the process to fill this position. Presented by Jen Rachu, Human Resources Manager/Assistant to the City Administrator

Recommended Action: Approve job title/pay classification, and authorize the filling of this position

9. Consideration of staff recommendation to outsource ambulance billing service and pursue bids for this service through Request for Proposal process. Presented by Keith Strey, Finance Director

Recommended Action: Direct Finance Director to prepare Request for Proposal for ambulance billing service and present it to Finance, Budget & Personnel Committee at a future meeting for approval

10. Request to recommend approval of Resolution No. 2017-01 authorizing carryover of the 2016 appropriation into budget year 2017 for various capital outlay projects and other operation/maintenance projects that were not expended/completed in 2016. Presented by Keith Strey, Finance Director

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

11. Request to consider legal services for the City of Marshfield for the 2-year period from May 1, 2017 through April 30, 2019. Presented by Steve Barg, City Administrator

Recommended Action: Discretion of the Committee

12. Explanation of City's current compensation program. Presented by Jen Rachu, Human Resources Manager/Assistant to the City Administrator

Recommended Action: None, for information only

13. Discussion on improvement communication with the citizens of Marshfield. Presented by Steve Barg, City Administrator

Recommended Action: None, for discussion only

14. Adjourn to closed session under Wisconsin Statutes Chapter 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session"

- City Hall Leases

AND

Wisconsin Statutes 19.85 (1)(c) "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises control"

- Discuss collective bargaining strategy with the Marshfield Professional Police Association, WPPA

15. Reconvene in Open Session

16. Action on matters discussed in closed session, if appropriate

FINANCE, BUDGET AND PERSONNEL COMMITTEE

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17. Suggested items for future agendas
18. Adjourn

Posted this day, February 3, 2017 at 12:30 p.m. by Deb M. 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 JANUARY 17, 2017

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

PRESENT: Alderpersons Alanna Feddick, Rebecca Spiros, Tom Witzel, and Peter Hendler

ABSENT: Alderperson Jason Zaleski

ALSO PRESENT: Alderperson Earll, City Administrator Barg, media and City Personnel (Jennifer Rachu, Keith Strey, Jason Angell, Tom Turchi, Dan Knoeck, Amy VanWyhe and Deb M. Hall)

Citizen Comments

None

FBP17-006 Motion by Witzel, second by Hendler to approve the items on the consent agenda:

1. Minutes of the January 3, 2017 meeting.
2. Payroll in the amount of \$960,516.24 and Bills in the amount of \$1,026,154.47
3. Report of Personnel Actions of January 17, 2017.
4. December 2016 Treasury Report

Motion carried

No items were removed from the consent agenda.

FBP17-007 Motion by Hendler, second by Witzel to authorize the Human Resources Manager/Assistant to the City Administrator to submit the Commercial Building Inspector job description to Carlson-Dettmann for consideration of possible compensation adjustment, and to allow the process to fill the position, and any internal subsequent vacancies that may be created, to begin immediately.

Motion carried

FBP17-008 Motion by Witzel, second by Spiros to authorize the Human Resources Manager/Assistant to the City Administrator to begin the process to fill the vacant Civil Engineer I position within the Engineering Division.

Motion carried

FBP17-009 Motion by Hendler, second by Witzel to approve the Memorandum of Understanding (MOU) with Wood County for drug court services to be provided in Marshfield.

FBP17-010 Motion by Feddick, second by Spiros to amend the agreement to change the wording from the City agrees to pay the full cost of the services provided to the full cost attributable to the City of Marshfield

Motion carried

Vote on motion **FBP17-009 as amended.**

Motion carried

The item pertaining discussing opportunities/ideas to improve communication with citizens and increase civic engagement was removed from the agenda.

FBP17-011 Motion by Spiros, second by Witzel to go into closed session under Wisconsin Statutes, Chapter 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- City Hall Leases

Roll call vote, all ayes. (Time: 5:51 p.m.)

Motion carried

Present in closed session: Alderpersons Feddick, Spiros, Witzel, Hendler and Earll, City Administrator Barg and staff (Jen Rachu, Dan Knoeck, Keith Strey and Deb Hall).

FBP17-012 Motion by Hendler, second by Spiros to return to open session. Roll call vote, all ayes. (Time: 6:00 p.m.)

Motion carried

FBP17-013 Motion by Hendler, second by Spiros to approve the amendment to the Lease Agreement with Mary Luepke, Greater Insurance Services Corp., and authorize execution of the same.

Motion carried

FUTURE AGENDA ITEMS

- Improving Communications
- Explanation on the Pay Classification/Scale

There being no further business the Chairperson adjourned the meeting at 6:02 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 **\$890,170.28** and General Expense Bills for **DECEMBER, 2016** amounting to **\$9,310,906.08** be allowed paid and charged to their proper accounts.

Chairman

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

PREPAIDS

PREPAID BILLS PAID BY CHECK

Check #	Check Date	Vendor Name	Amount
90078	1/13/2017	MIDSTATE TECHNICAL COLLEGE	\$462,087.40
90079	1/13/2017	WI PARK AND RECREATION ASSN	\$320.00
90080	1/13/2017	WOLFGRAM GAMOKE AND HUTCHINSON	\$14,866.85
90081	1/13/2017	WI LAW ENFORCEMENT EXEC DEVEL	\$675.00
90086	1/20/2017	ADVANCED DISPOSAL SERVICES LLC	\$74,312.81
90087	1/20/2017	ALLIANT ENERGY WP&L	\$74.55
90088	1/20/2017	CHARTER COMMUNICATIONS	\$374.06
90089	1/20/2017	EHLERS	\$225.00
90090	1/20/2017	FRONTIER	\$986.43
90091	1/20/2017	GANNETT WISCONSIN MEDIA	\$96.01
90092	1/20/2017	ASIF HUSSAIN	\$5,871.44
90093	1/20/2017	MUNICIPAL PROPERTY INSURANCE COMPANY	\$103,187.00
90094	1/20/2017	TELRITE CORPORATION	\$328.80
90095	1/20/2017	WE ENERGIES	\$12,849.58
90096	1/20/2017	WISCONSIN MEDIA	\$520.91
90097	1/23/2017	DELTA DENTAL OF WISCONSIN	\$12,237.08
90098	1/23/2017	NVA FIDUCIARY TRUST FOR FSLI	\$1,445.36
90099	1/27/2017	ADVANCED DISPOSAL SERVICES LLC	\$813.00
90100	1/27/2017	CHARTER COMMUNICATIONS	\$205.55
90101	1/27/2017	FAMILY VIDEO MOVIE CLUB INC	\$200.00
90102	1/27/2017	FRONTIER	\$483.05
90103	1/27/2017	PEARCE COMPANIES LLC	\$200.00
90104	1/27/2017	TBF CENTER LLC	\$200.00
90105	1/27/2017	TELRITE CORPORATION	\$110.87
90106	1/27/2017	VERIZON WIRELESS	\$125.73
90107	1/27/2017	WALMART COMMUNITY/GECRB	\$709.30
90108	1/27/2017	WE ENERGIES	\$9,592.43
TOTAL PREPAID BILLS PAID BY CHECK			\$703,098.21

PREPAID BILLS PAID BY EFT

EFT000000007008	1/17/2017	MARATHON COUNTY TREASURER	\$156,944.05
EFT000000007009	1/17/2017	SCHOOL DISTRICT OF MARSHFIELD	\$4,899,805.08
EFT000000007010	1/17/2017	WOOD CO TREASURER	\$2,654,097.45
EFT000000007016	1/23/2017	V & H AUTOMOTIVE MARSHFIELD	\$45,594.00
TOTAL PREPAID BILLS PAID BY EFT			\$7,756,440.58

ACH PAYMENTS

1/31/2017	WI DEPT OF REVENUE	\$1,394.05
TOTAL ACH PAYMENTS		\$1,394.05

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000007017	2/8/2017	5 ALARM FIRE & SAFETY EQUIPMNT	\$27,946.03
EFT000000007018	2/8/2017	AIR COMMUNICATIONS OF CENTRAL	\$8,708.00
EFT000000007019	2/8/2017	JONATHON ALTMAN	\$1,469.95
EFT000000007020	2/8/2017	AMERICAN WELDING & GAS INC	\$319.14
EFT000000007021	2/8/2017	ARAMARK UNIFORM SERVICES	\$173.13
EFT000000007022	2/8/2017	ARCHIVESOCIAL, INC.	\$2,388.00
EFT000000007023	2/8/2017	ARROW INTERNATIONAL INC	\$560.39
EFT000000007024	2/8/2017	ATHENS VETERINARY SERVICE INC	\$680.42
EFT000000007025	2/8/2017	BALTUS OIL COMPANY INC	\$18,381.73
EFT000000007026	2/8/2017	BAUERNFEIND BUSINESS TECH	\$2,370.56
EFT000000007027	2/8/2017	JEFF BARTH	\$4,423.04
EFT000000007028	2/8/2017	BELCO VEHICLE SOLUTIONS LLC	\$2,060.17
EFT000000007029	2/8/2017	BENDLIN FIRE EQUIPMENT CO INC	\$113.30

Check #	Check Date	Vendor Name	Amount
EFT000000007030	2/8/2017	BOUND TREE MEDICAL, LLC	\$247.24
EFT000000007031	2/8/2017	BRUCE MUNICIPAL EQUIPMENT	\$2,051.84
EFT000000007032	2/8/2017	CARQUEST AUTO PARTS	\$222.57
EFT000000007033	2/8/2017	KELLY CASSIDY	\$194.13
EFT000000007034	2/8/2017	CDW GOVERNMENT INC	\$778.51
EFT000000007035	2/8/2017	CENTRAL STATE SUPPLY CORP	\$854.17
EFT000000007036	2/8/2017	CHILI IMPLEMENT CO INC	\$7,837.59
EFT000000007037	2/8/2017	CTL COMPANY INC	\$751.04
EFT000000007038	2/8/2017	DALCO ENTERPRISES, INC.	\$416.05
EFT000000007039	2/8/2017	DIGITAL HIGHWAY INC	\$1,485.15
EFT000000007040	2/8/2017	JAMES WM DORN	\$208.95
EFT000000007041	2/8/2017	ENERGENECS INC	\$864.41
EFT000000007042	2/8/2017	ENVISIONWARE INC	\$1,725.00
EFT000000007043	2/8/2017	TRAVIS ESSER	\$67.14
EFT000000007044	2/8/2017	BELINDA FECHHELM	\$203.08
EFT000000007045	2/8/2017	PETER FLETTY	\$567.00
EFT000000007046	2/8/2017	GALE/CENGAGE LEARNING	\$25.59
EFT000000007047	2/8/2017	RICHARD GRAMZA	\$42.03
EFT000000007048	2/8/2017	HEINZEN PRINTING INC	\$805.54
EFT000000007049	2/8/2017	HEINZEN PROMOTIONAL PRODUCTS	\$1,028.28
EFT000000007050	2/8/2017	HOUSE OF HEATING INC	\$1,229.96
EFT000000007051	2/8/2017	INGRAM LIBRARY SERVICES INC	\$489.98
EFT000000007052	2/8/2017	JOSH JOHNSON	\$99.45
EFT000000007053	2/8/2017	KAFKA DUSTBUSTER PLUS LLC	\$2,840.00
EFT000000007054	2/8/2017	KELBE BROTHERS EQUIPMENT INC	\$2,560.00
EFT000000007055	2/8/2017	AMY KROGMAN	\$331.00
EFT000000007056	2/8/2017	MCMASTER-CARR	\$815.10
EFT000000007057	2/8/2017	MERKEL COMPANY INC	\$1,776.21
EFT000000007058	2/8/2017	MIDSTATE TRUCK SERVICE	\$97.66
EFT000000007059	2/8/2017	MISSISSIPPI WELDERS	\$91.95
EFT000000007060	2/8/2017	MONROE TRUCK EQUIPMENT	\$115.96
EFT000000007061	2/8/2017	MSA PROFESSIONAL SERVICES INC	\$9,451.77
EFT000000007062	2/8/2017	PAUL NEEDHAM	\$59.07
EFT000000007063	2/8/2017	NELSON JAMESON INC	\$1,236.27
EFT000000007064	2/8/2017	HUGH NIKOLAI	\$40.00
EFT000000007065	2/8/2017	NORTH CENTRAL LABORATORIES	\$551.78
EFT000000007066	2/8/2017	THOMAS OTT	\$270.23
EFT000000007067	2/8/2017	POMP'S TIRE SERVICE INC	\$1,074.87
EFT000000007068	2/8/2017	POWER PAC INC	\$128.57
EFT000000007069	2/8/2017	REIGEL PLUMBING & HEATING INC	\$405.49
EFT000000007070	2/8/2017	RIPP DISTRIBUTING COMPANY INC	\$62.25
EFT000000007071	2/8/2017	RON'S REFRIGERATION INC	\$1,077.50
EFT000000007072	2/8/2017	SAFE FAST INC	\$1,155.46
EFT000000007073	2/8/2017	PHIL SCHMIDT	\$79.10
EFT000000007074	2/8/2017	SCHOOL DISTRICT OF MARSHFIELD	\$2,140.97
EFT000000007075	2/8/2017	SHAWN SCHROEDER	\$31.32
EFT000000007076	2/8/2017	SIRCHIE FINGER PRINT LABORATORIES	\$97.86
EFT000000007077	2/8/2017	SOLUTIONZ LLC	\$31,460.00
EFT000000007078	2/8/2017	STAINLESS AND REPAIR INC	\$15.74
EFT000000007079	2/8/2017	STRATFORD SIGN COMPANY LLC	\$3,958.75
EFT000000007080	2/8/2017	KEITH STREY	\$758.80
EFT000000007081	2/8/2017	SVA CONSULTING LLC	\$23,055.15
EFT000000007082	2/8/2017	TRAFFIC AND PARKING CONTROL INC	\$9,459.09
EFT000000007083	2/8/2017	TRI-MEDIA LLC	\$12,282.24
EFT000000007084	2/8/2017	LOCATE HOLDINGS INC	\$923.38
EFT000000007085	2/8/2017	V & H AUTOMOTIVE MARSHFIELD	\$1,950.49
EFT000000007086	2/8/2017	ERIK WESTMAN	\$250.55
EFT000000007087	2/8/2017	WI KENWORTH LLC	\$75.34
EFT000000007088	2/8/2017	MICHAEL WINCH	\$75.95
EFT000000007089	2/8/2017	WISNET	\$1,500.00

Check #	Check Date	Vendor Name	Amount
EFT000000007090	2/8/2017	ZARNOTH BRUSH WORKS	\$364.50
EFT000000007091	2/8/2017	MARAWOOD REAL ESTATE 200 LLC	\$3,072.30
		TOTAL CURRENT BILLS PAID BY EFT	\$207,481.23

CURRENT BILLS PAID BY CHECK

90113	2/8/2017	7 STAR MOTEL	\$244.55
90114	2/8/2017	A-1 FLOORING LLC	\$695.00
90115	2/8/2017	ABR EMPLOYMENTSERVICES	\$1,233.84
90116	2/8/2017	AIR FILTRATION SPECIALISTS LLC	\$321.80
90117	2/8/2017	L. W. ALLEN LLC	\$4,359.60
90118	2/8/2017	AMAZON	\$1,225.92
90119	2/8/2017	AMERICAN AUTO SALES & SERVICE	\$80.95
90120	2/8/2017	AMERIGAS-RUDOLPH	\$1,112.71
90121	2/8/2017	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$267.46
90122	2/8/2017	ART'S BODY SHOP	\$425.00
90123	2/8/2017	ASSOCIATED SERVICE CENTER	\$1,810.57
90124	2/8/2017	AYRES ASSOCIATES INC	\$3,375.00
90125	2/8/2017	BRUCE TIBBETT JR.	\$95.00
90126	2/8/2017	BAKER AND TAYLOR INC	\$2,701.60
90127	2/8/2017	BAY STEEL & FABRICATION LLC	\$35.19
90128	2/8/2017	BB COMMUNITY LEASING SERVICES INC	\$550.32
90129	2/8/2017	BESTIMATE LLC	\$875.00
90130	2/8/2017	BILLER PRESS & MFG INC	\$890.96
90131	2/8/2017	BLUE STONE PRODUCTS INC	\$1,060.00
90132	2/8/2017	THE BOSON COMPANY INC	\$2,667.00
90133	2/8/2017	BROOKS TRACTOR INC	\$303.43
90134	2/8/2017	BURT TROPHY & AWARDS INC	\$42.75
90135	2/8/2017	CASPER'S TRUCK EQUIPMENT	\$403.47
90136	2/8/2017	COLD SPRING GRANITE COMPANY	\$830.00
90137	2/8/2017	COMPLETE OFFICE OF WISCONSIN	\$394.80
90138	2/8/2017	DETECTION INSTRUMENTS CORPORATION	\$105.49
90139	2/8/2017	DISPLAYS2GO	\$165.31
90140	2/8/2017	DKA PROPERTIES LLC	\$400.00
90141	2/8/2017	DON'S AUTOMOTIVE CENTER, LLC	\$440.00
90142	2/8/2017	DUFFY'S AIRCRAFT SALES	\$9,737.04
90143	2/8/2017	EAU CLAIRE COUNTY CLERK OF COURTS	\$3.75
90144	2/8/2017	FASTENAL COMPANY	\$379.22
90145	2/8/2017	FESTIVAL FOODS	\$108.48
90146	2/8/2017	FIRST SUPPLY LLC	\$594.42
90147	2/8/2017	FORWARD FINANCIAL BANK	\$300,000.00
90148	2/8/2017	FRONTIER	\$7,029.80
90149	2/8/2017	GANNETT WISCONSIN MEDIA	\$195.67
90150	2/8/2017	GOODFELLAS, INC	\$16,250.00
90151	2/8/2017	GRANT ELEMENTARY SCHOOL	\$1,250.00
90152	2/8/2017	GROSS MOTORS OF MARSHFIELD INC	\$41.95
90153	2/8/2017	GUARDIAN TECHNOLOGY DBA STRATADEFENSE	\$988.00
90154	2/8/2017	HACH COMPANY	\$1,122.19
90155	2/8/2017	HAPPYMAC DIGITAL ELETRONICS	\$309.90
90156	2/8/2017	TERESA HEITING	\$100.00
90157	2/8/2017	JAMES HERKERT	\$100.00
90158	2/8/2017	HEWITT AREA FIRE COMMISSION	\$35.00
90159	2/8/2017	HILLER'S HARDWARE INC	\$2,262.74
90160	2/8/2017	INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTO	\$23.00
90161	2/8/2017	JFTCO, INC	\$625.88
90162	2/8/2017	E O JOHNSON COMPANY	\$212.00
90163	2/8/2017	E O JOHNSON COMPANY	\$162.51
90164	2/8/2017	JONES & BARTLETT LEARNING LLC	\$327.00
90165	2/8/2017	KALAHARI RESORT	\$218.00
90166	2/8/2017	RUTH KOPP	\$400.00
90167	2/8/2017	HEATHER KRUEGER	\$87.00

Check #	Check Date	Vendor Name	Amount
90168	2/8/2017	LAW ENFORCEMENT TARGETS INC	\$290.66
90169	2/8/2017	LEGACY COMMUNICATIONS LLC	\$420.00
90170	2/8/2017	LEXIPOL LLC	\$7,300.00
90171	2/8/2017	LINCOLN ELEMENTARY SCHOOL	\$1,250.00
90172	2/8/2017	NATIONWIDE TRUST COMPANY, FSB	\$36,201.60
90173	2/8/2017	M & M WOOD FLOORS	\$2,600.00
90174	2/8/2017	MACQUEEN EQUIPMENT INC	\$12,532.44
90175	2/8/2017	MADISON ELEMENTARY SCHOOL	\$1,250.00
90176	2/8/2017	MAID TO ORDER	\$200.00
90177	2/8/2017	MARSHFIELD AREA CHAMBER	\$105.00
90178	2/8/2017	MARSHFIELD BUYERS GUIDE	\$69.00
90179	2/8/2017	MARSHFIELD CLINIC	\$1,477.49
90180	2/8/2017	MARSHFIELD MALL	\$3,000.00
90181	2/8/2017	MARSHFIELD PLUMBING & HEATING LLC	\$70.00
90182	2/8/2017	MARSHFIELD POLICE DEPT INVESTIGATIVE FUND	\$1,280.00
90183	2/8/2017	MARSHFIELD POLICE DEPT PETTY CASH	\$173.87
90184	2/8/2017	MARSHFIELD ROTARY CLUB	\$45.00
90185	2/8/2017	MARSHFIELD SENIOR HIGH SCHOOL	\$25.00
90186	2/8/2017	MARSHFIELD STEEL HOLDING COMPANY, INC.	\$2.02
90187	2/8/2017	MARSHFIELD UTILITIES	\$31,814.65
90188	2/8/2017	MENARDS	\$720.80
90189	2/8/2017	MARILYN MEYER	\$75.00
90190	2/8/2017	MIDSTATES EQUIPMENT INC	\$167.10
90191	2/8/2017	MILLER BRADFORD AND RISBERG	\$2,531.04
90192	2/8/2017	MILWAUKEE RUBBER PRODUCTS	\$242.18
90193	2/8/2017	MINISTRY ST JOSEPH'S HOSPITAL	\$2,114.42
90194	2/8/2017	MINNESOTA LIFE INSURANCE CO	\$646.80
90195	2/8/2017	MOORE MEDICAL CORP	\$109.00
90196	2/8/2017	MPPA LE SUPPLY	\$111.64
90197	2/8/2017	MTS SAFETY PRODUCTS INC	\$139.69
90198	2/8/2017	NEUTRON INDUSTRIES	\$119.00
90199	2/8/2017	DON NIKOLAI CONSTRUCTION	\$26,460.00
90200	2/8/2017	NCCPA	\$25.00
90201	2/8/2017	NCCAP	\$5,000.00
90202	2/8/2017	NORTHERN LAKE SERVICE INC	\$76.50
90203	2/8/2017	NORTHWAY COMMUNICATIONS	\$6,018.75
90204	2/8/2017	O'REILLY AUTO PARTS	\$7.38
90205	2/8/2017	OCLC INC	\$13,361.00
90206	2/8/2017	OFFICE DEPOT	\$50.98
90207	2/8/2017	P3POWER LLC	\$800.00
90208	2/8/2017	JEAN ZYGARLICHE	\$6.00
90209	2/8/2017	PHYSIO CONTROL CORPORATION	\$1,920.60
90210	2/8/2017	EUGENE PERLOCK	\$701.40
90211	2/8/2017	PROVISION PARTNERS	\$1,383.07
90212	2/8/2017	FRED PRYOR SEMINARS	\$299.00
90213	2/8/2017	DARLENE A REGELE	\$200.00
90214	2/8/2017	KEVIN J RICH	\$135.00
90215	2/8/2017	ROCKMOUNT RESEARCH & ALLOYS	\$2,009.65
90216	2/8/2017	RODENTPRO	\$1,247.50
90217	2/8/2017	ROTARY CLUB OF MARSHFIELD SUNRISE	\$136.00
90218	2/8/2017	RURAL MUTUAL INSURANCE	\$520.14
90219	2/8/2017	SAFE STEP LLC	\$4,009.65
90220	2/8/2017	SCAFFIDI TRUCK CENTER	\$182.92
90221	2/8/2017	SCHENCK SC	\$6,430.00
90222	2/8/2017	WILLIAM SCHONFELDT	\$200.00
90223	2/8/2017	SECURITY HEALTH PLAN	\$272.00
90224	2/8/2017	SECURITY OVERHEAD DOOR INC	\$1,180.00
90225	2/8/2017	SHORT ELLIOTT HENDRICKSON INC	\$17,312.00
90226	2/8/2017	SNAP ON INDUSTRIAL	\$19.12
90227	2/8/2017	SPEE-DEE DELIVERY SERVICE INC	\$52.38

Check #	Check Date	Vendor Name	Amount
90228	2/8/2017	STAPLES ADVANTAGE	\$185.49
90229	2/8/2017	STATION AUTOMATION INC	\$1,485.00
90230	2/8/2017	STORAGE SYSTEMS MIDWEST INC	\$15,820.12
90231	2/8/2017	SUDA PLUMBING INC	\$2,431.25
90232	2/8/2017	SUPERIOR GAS SERVICE INC	\$24.00
90233	2/8/2017	TAPCO	\$1,956.97
90234	2/8/2017	THE POND PEOPLE	\$1,590.00
90235	2/8/2017	TIMBERS SELISSEN	\$4,240.00
90236	2/8/2017	TOTAL ELECTRIC SERVICE INC	\$4,215.00
90237	2/8/2017	TRANSUNION RISK AND ALTERNATIVE	\$28.50
90238	2/8/2017	TRIPLE R BUSINESS SERVICES, LLC	\$4,694.61
90239	2/8/2017	TRAVIS LINDEKUGEL	\$40.00
90240	2/8/2017	UNIFIRST CORPORATION	\$494.57
90241	2/8/2017	THE UNIFORM SHOPPE	\$159.05
90242	2/8/2017	UNIQUE MANAGEMENT SERVICES INC	\$107.40
90243	2/8/2017	UNITED MAILING SERVICE INC	\$6,140.30
90244	2/8/2017	US CELLULAR	\$1,265.38
90245	2/8/2017	US IDENTIFICATION MANUAL	\$82.50
90246	2/8/2017	VITAL COMMUNICATION	\$131.90
90247	2/8/2017	WAHMR	\$1,350.00
90248	2/8/2017	WASHINGTON ELEMENTARY SCHOOL	\$1,250.00
90249	2/8/2017	WATCHGUARD VIDEO	\$3,075.00
90250	2/8/2017	WCM	\$205.00
90251	2/8/2017	WCMA	\$225.00
90252	2/8/2017	WCMA	\$50.00
90253	2/8/2017	WE ENERGIES	\$660.00
90254	2/8/2017	WE ENERGIES	\$40.12
90255	2/8/2017	WEILER ENTERPRISES	\$483.50
90256	2/8/2017	WEINBRENNER SHOE COMPANY	\$271.00
90257	2/8/2017	WEPAK-N-SHIP	\$87.57
90258	2/8/2017	WI CEMETERY & CREMATION ASSOCIATION	\$50.00
90259	2/8/2017	WI DEPARTMENT JUSTICE - TIME	\$1,179.50
90260	2/8/2017	WI DEPT OF REVENUE	\$4,605.68
90261	2/8/2017	WI EMERGENCY MANAGEMENT	\$485.00
90262	2/8/2017	WI EMERGENCY MANAGEMENT	\$400.00
90263	2/8/2017	WI LIBRARY ASSOCIATION	\$190.00
90264	2/8/2017	WI LIBRARY SERVICES	\$14,034.49
90265	2/8/2017	WI MUNICIPAL COURT CLERKS ASSC	\$40.00
90266	2/8/2017	WI PARK AND RECREATION ASSN	\$125.00
90267	2/8/2017	WI SUPREME COURT	\$700.00
90268	2/8/2017	WISCONSIN MEDIA	\$1,117.40
		TOTAL CURRENT BILLS PAID BY CHECK	\$642,492.01
		TOTAL PREPAID BILLS	\$8,459,538.79
		TOTAL ACH PAYMENTS	\$1,394.05
		TOTAL CURRENT BILLS	\$849,973.24
		GRAND TOTAL	<u>\$9,310,906.08</u>

MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF January 31, 2017

Department	Division	Position	FTE	Last Name	First Name
Administrator		City Administrator	1.00	BARG	STEVEN
Administrator		HR Manager/Assist. to the CA	1.00	RACHU	JENNIFER
Administrator		Administrative Assistant III	0.50	KROGMAN	AMY
Administrator Total			2.50		
Assessor		City Assessor	1.00	SPENCER	JOAN
Assessor		Property Appraiser	1.00	FECHHELM	BELINDA
Assessor		Administrative Assistant II	1.00	PUGH	KEITH
Assessor Total			3.00		
Cemetery		Cemetery Caretaker Assistant	1.00	BRAUNSKY	WILLIAM
Cemetery		Cemetery Coordinator/Caretaker	1.00	BALTUS	MICHAEL
Cemetery Total			2.00		
Clerk		City Clerk	1.00	HALL	DEBORAH
Clerk		Deputy Clerk	1.00	PANZER	LORI
Clerk Total			2.00		
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
Development Services Total			7.00		
Finance		Accounting Clerk	0.50	OPPMAN	JOANN
Finance		Accounting Clerk	1.00	STREBE	KATHLEEN
Finance		Accountant	1.00	NICHOLS	CHRISTOPHER
Finance		Payroll Technician	1.00	DENNIS	BRITTANY
Finance		Accounting Technician	0.80	RINDFLEISCH	MARILYN
Finance		Payroll Technician	1.00	SCHOOLEY	ROBERT
Finance		Accounting Manager	1.00	VAN WYHE	AMY
Finance		Finance Director	1.00	STREY	KEITH
Finance Total			7.30		
Fire		Deputy Fire Chief	1.00	DEGRAND	CRAIG
Fire		Deputy Fire Chief	1.00	DOLENS	ROY
Fire		Deputy Fire Chief	1.00	VACANT	
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
Fire Total			37.00		
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	VACANT	
Library		Library Assistant II	0.5	CERA	JILL
Library		Library Assistant II	1.00	SMITH	PENNY
Library		Library Custodian	1.00	FRUEHBRODT	WILLIAM
Library		Library Director	1.00	BELONGIA	LORI
Library		Library Specialist I	0.50	BAKER	DAVID
Library		Library Specialist I	1.00	SMITH	DEBORAH
Library		Library Specialist I	1.00	DERFUS	MARY
Library		Library Specialist I	1.00	HILL	SANDRA
Library		Library Specialist II	0.725	SLADE	CHELSEA
Library		Library Specialist III	0.50	KRUSE	NATALIE
Library		Library Specialist III	0.5	APFEL	STEVE
Library		Library Specialist III	1.00	DUER	AMANDA
Library		Library Specialist III	1.00	SCHULTZ	ROBERT
Library		Library Specialist III	1.00	STEELE	PATRICIA
Library		Library Systems Analyst	1.00	MADER	ROBERT
Library Total			16.350		
Mayor		Administrative Assistant III	0.50	KROGMAN	AMY
Mayor		Mayor	0.50	MEYER	CHRISTOPHER
Mayor Total			1.00		
Municipal Court		Municipal Court Clerk	0.75	CARLSON	SUSAN
Municipal Court Total			0.75		
Parks & Recreation		Classification II	1.00	DOLGNER	JEFFREY
Parks & Recreation		Classification II	1.00	ROGERS	DANIEL
Parks & Recreation		Classification II	1.00	WEINFURTNER	JEFFREY
Parks & Recreation		Classification III	1.00	ADAMSKI	CHARLES
Parks & Recreation		Parks & Recreation Director	1.00	CASPERSON	JUSTIN
Parks & Recreation		Parks & Recreation Maint Supv	1.00	STEINBACH	BENJAMIN
Parks & Recreation		Parks & Recreation Supv II	1.00	CASSIDY	KELLY
Parks & Recreation		Administrative Assistant II	1.00	BEAUCHAMP	AMY
Parks & Recreation		Zoo Keeper	1.00	BURNS	STEVEN
Parks & Recreation Total			9.00		
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	BORNBACH	CALEB
Police		Police Officer	1.00	CHRISTIAN	CORY
Police		Police Officer	1.00	ENDRIES	TERRY
Police		Police Officer	1.00	FOX	SAMUEL
Police		Police Officer	1.00	GOODNESS	SARI
Police		Police Officer	1.00	GROSS	ROCHLEY
Police		Police Officer	1.00	GRUBER	TANNER
Police		Police Officer	1.00	HASZ	CHRISTOPHER
Police		Police Officer	1.00	KIZER	JAMIE
Police		Police Officer	1.00	KRAMER	LANDON
Police		Police Officer	1.00	LARSEN	JOSHUA
Police		Police Officer	1.00	LEU	JULIE
Police		Police Officer	1.00	MATTHEISEN	DAVID
Police		Police Officer	1.00	MEEK	STEVEN
Police		Police Officer	1.00	MITCHELL	ALEXANDER
Police		Police Officer	1.00	PUNKE	JASON
Police		Police Officer	1.00	SHERDEN	TRAVIS
Police		Police Officer	1.00	TOPNESS	MICHAEL
Police		Police Officer	1.00	WARGOWSKY	AARON
Police		Police Records Specialist	1.00	GAETZ	CINDY
Police		Police Records Specialist	1.00	KARL	DEBRA
Police		Police Records Specialist	1.00	STARGARDT	CHRIS
Police		Police School Liaison Officer	1.00	BERRES	MATTHEW
Police		Police School Liaison Officer	1.00	GIACOMINO	CHRISTINE
Police		Police Sergeant	1.00	ESSER	TRAVIS
Police		Police Sergeant	1.00	GEURINK	JODY
Police		Police Sergeant	1.00	KEFFER	DENNIS
Police		Police Sergeant	1.00	VACANT	
Police		Traffic Safety/Crime Prevention	1.00	SALACINSKI	DANIEL
Police Total			48.00		
Public Works	Administration	Public Works Director	1.00	KNOECK	DANIEL
Public Works	Administration	Administrative Assistant II	1.00	ANDERSON	MARY
Public Works	Facilities Management	Facilities Maint. Coordinator	1.00	MOLTER	JEFFREY
Public Works	Engineering	Assistant City Engineer	1.00	CASSIDY	TIMOTHY
Public Works	Engineering	City Engineer	1.00	TURCHI	THOMAS
Public Works	Engineering	Civil Engineer II	1.00	MAURITZ	JOSH
Development Services		GIS Coordinator	1.00	BUEHLER	DAVID
Public Works	Engineering	Engineering Technician	1.00	OLDHAM	LANCE
Public Works	Engineering	Engineering Technician	1.00	MILLER	SHAWN
Public Works	Engineering	Civil Engineer I	1.00	ULNESS	NATHAN
Public Works	Street Services	Administrative Assistant II	1.00	WARP	JEAN
Public Works	Street Services	Asst Street Superintendent	1.00	BORNBACH	KURT
Public Works	Street Services	Asst Street Superintendent	1.00	HAWLEY	KRISTOFER
Public Works	Street Services	Classification II	1.00	BINDER	JOEL
Public Works	Street Services	Classification II	1.00	OLSON	SHAWN
Public Works	Street Services	Classification II	1.00	KIEFFER	GREGORY
Public Works	Street Services	Classification II	1.00	SMITH	MELVIN
Public Works	Street Services	Classification II	1.00	GABEL	BRIAN
Public Works	Street Services	Classification II	1.00	JOHNSON	JOSH
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
Public Works Total			51.50		
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
Technology Total			4.00		
Grand Total			<u>191.400</u>		

To: Marshfield Finance, Budget & Personnel Committee
From: Lori Belongia, Director
RE: Reallocation of staff funding to new positions
January 25, 2017

This memo and presentation are to inform you of a recent Library Board decision with regard to staffing. At the January 17, 2017 Marshfield Public Library Board of Trustees meeting, the board voted to approve the Staff Funding Reallocation as recommended and detailed below. It should be noted that this reallocation results in no change to the Library's staffing costs. The goal was to meet our changing need without impacting the budget. This was accomplished.

BACKGROUND

In the 2nd Street Library we had two public service stations, the Adult Information Desk and our Circulation Desk. With the move into the new two-story facility, we added a separate Childrens' Information Desk, and Pick-Up Window service in the Circulation Dept. without adding staff to cover these areas. We have been borrowing staff and stretching them to cover the service areas since the new building opened. Even with these efforts, there are times when a desk is not covered and a sign is put up directing patrons to the other desk. Circulation is spending time answering computer questions because they are in-line with the bank of stations on the 1st floor. Library Specialist III (LSIII) is the classification for staff at our information desks. Their job descriptions require a Bachelor's Degree and other specialized qualifications.

In anticipation of the changes, when Emily Vincent LAII .4 FTE (16 hours/wk) resigned in August/Sept. 2016 we converted that position to a .3 FTE (12 hours/wk LSIII) to create an appropriate position while keeping the staff cost the same.

Jane Austin, Childrens' LAII (.625 FTE) is retiring effective Jan. 13, 2017.

Amanda Duer, LSIII Administrative Assistant reduced from a 1.0 FTE to .75 FTE effective January 1, 2017 and terminated her family health insurance coverage.

ANALYSIS

The staff changes listed above present a window of opportunity for us to reallocate staff into appropriately classified positions for the work they are expected to perform and provide the hours needed for coverage. Delivering efficient, accurate, economical service to the citizens of Marshfield is the first concern. The library makes a habit of reorganizing as staffing needs change. These circumstances allow us to redistribute our staffing dollars to effectively provide services in our new facility. Below are spreadsheets showing first the value of Austin & Duer's position changes including the insurance termination.

The next set of spreadsheets illustrate how I propose that we reallocate those funds to get what we need without increasing the 2017 personnel budget.

2017 POSITION ESTIMATE

Jane Austin Retirement Library Assistant II (.625 FTE)	.625 FTE Library Assistant II	Hourly Wage
2017 Estimated Base Wage : (1305 hrs).	\$ 16,769.25	\$ 12.85
FICA - 7.65%:	1,282.85	0.98
Retirement (Employer) - 6.8%:	1,140.31	0.87
Workers Compensation - 0.27%:	45.28	0.35
Health Insurance (family):		
Dental Insurance (family):		
Life Insurance:	20.76	0.83
Post Employment Health Plan - 2.0%:	335.39	0.26
2017 Estimated Wage & Benefit:	\$ 19,593.83	\$ 16.14

Amanda Duer Administrative Assistant (.25 FTE) Reduction	Same Rate as Library Specialist III	Hourly Wage
2017 Estimated Base Wage (522 hrs):	\$ 8,200.62	\$ 15.71
FICA - 7.65%:	627.35	1.20
Retirement (Employer) - 6.8%:	557.64	1.07
Workers Compensation - 0.27%:	22.14	0.42
Health Insurance (family):		
Dental Insurance (family):		
Life Insurance:	15.95	1.60
Post Employment Health Plan - 2.0%:	164.01	0.31
2017 Estimated Wage & Benefit:	\$ 9,587.71	\$ 20.31

Amanda Duer - Insurance Refusal	Library Specialist III
Dollar Value of Duer's Life Insurance Reduction	17,310.00
Total Amount Available to be reassigned.	46,491.54

Funds available due to LAll retirement and Administrative Assistant FTE reduction and insurance savings.

Approved Staff Reallocation

Total Amount Available to be reassigned.

46,491.54

Staff needed in Childrens

Children's Library Specialist III add .3 FTE to existing .3 LSIII (additional 12 hrs/wk) to create a .6 FTE (24 hrs/wk) position	Library Specialist III	Hourly Wage
2017 Estimated Base Wage (1044 hrs):	\$ 9,759.31	\$ 15.58
FICA - 7.65%:	746.59	1.19
Retirement (Employer) - 6.8%:	663.63	1.06
Workers Compensation - 0.27%:	26.35	0.42
Life Insurance:	15.95	1.60
Post Employment Health Plan - 2.0%:	195.19	0.31
2017 Estimated Wage & Benefit:	\$ 11,407.02	\$ 20.16

Children's Library Specialist III .4 FTE (16 hrs/wk)	Library Specialist III	Hourly Wage
2017 Estimated Base Wage (835.2 hrs):	\$ 13,012.42	\$ 15.58
FICA - 7.65%:	995.45	1.19
Retirement (Employer) - 6.8%:	884.84	1.06
Workers Compensation - 0.27%:	35.13	0.42
Life Insurance:	15.95	1.60
2017 Estimated Wage & Benefit:	\$ 14,943.79	\$ 19.85

Children's Library Specialist III .3 FTE (12hrs/wk)	Library Specialist III	Hourly Wage
2017 Estimated Base Wage (626 hrs):	\$ 9,759.31	\$ 15.58
FICA - 7.65%:	746.59	1.19
Retirement (Employer) - 6.8%:	663.63	1.06
Workers Compensation - 0.27%:	26.35	0.42
Life Insurance:	15.95	1.60
2017 Estimated Wage & Benefit:	\$ 11,211.83	\$ 19.85

New limited Children's LAII .15 FTE (6 hrs/wk)	Library	Hourly
	Assistant II	Wage
2017 Estimated Base Wage : (313.2 hrs).	\$ 3,545.42	\$ 12.85
FICA - 7.65%:	271.22	0.98
Retirement (Employer) - 6.8%:	241.09	0.87
Workers Compensation - 0.27%:	9.57	0.35
Life Insurance:	20.76	0.83
2017 Estimated Wage & Benefit:	\$ 4,088.07	\$ 15.88

Total cost of position adjustments for Children's Dept.

\$ 41,650.72

Difference remaining for other departments

\$ 4,840.83

Difference remaining for other departments \$ 4,840.83

Additional Staff Needed in Circulation Dept.

New limited Circulation LAII .15 (6 hrs/wk)	Library	Hourly
	Assistant II	Wage
2017 Estimated Base Wage : (313.2 hrs).	\$ 3,545.42	\$ 12.85
FICA - 7.65%:	271.22	0.98
Retirement (Employer) - 6.8%:	241.09	0.87
Workers Compensation - 0.27%:	9.57	0.35
Health Insurance (family):		
2017 Estimated Wage & Benefit:	\$ 4,067.31	\$ 15.05

Remainder as a pool to be used to cover vacations, sick leave and personal holiday

\$ 773.52

Wisconsin Statute 43.58(1) reserves exclusive control of the library budget to the Library Board and Wisconsin Statute 43.58(4) further establishes administration of the library to the Library Board. This section reads as follows:

43.58(4)

(4) Notwithstanding [ss. 59.17 \(2\) \(br\)](#) and [59.18 \(2\) \(b\)](#), the library board shall supervise the administration of the public library and shall appoint a librarian, who shall appoint such other assistants and employees as the library board deems necessary, and prescribe their duties and compensation.



City of Marshfield Memorandum

Date: February 7, 2017
 To: Finance, Budget and Personnel Committee
 From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
 RE: Placement of Commercial Building Inspector in Pay Grade L

BACKGROUND

In December 2016, the Finance, Budget, and Personnel Committee approved the review of the newly developed Commercial Building Inspector job description in the Development Services Department for pay grade placement. This position will replace the former Building Inspector/Project Manager position.

ANALYSIS

Carlson Dettman has reviewed the revised job description and has recommended placement in Pay Grade L. This position is non-exempt.

Because most Commercial Building Inspectors also have a background in either Electrical Inspection or Plumbing Inspection, the Director of Development Services had requested Carlson Dettman also review the position's pay grade placement if the Commercial Building Inspector was combined with the Electrical or Plumbing Inspector position.

Carlson Dettman recommended the combined Commercial/Electrical or Commercial/Plumbing Inspector placement in a Pay Grade M and indicated that the position would meet the qualifications to be exempt.

2016 Effective 7/1/2016	One year apart							Two years apart	
	Control Point							Maximum	
	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
K	27.53	28.27	29.02	29.76	30.50	31.25	31.98	32.73	33.48
L	29.15	29.93	30.72	31.51	32.31	33.09	33.88	34.67	35.45
M	30.77	31.61	32.44	33.27	34.09	34.92	35.76	36.60	37.43

Pay Grade K: Electrical Inspector/Assistant Building Inspector or Plumbing Inspector/Assistant Building Inspector
Pay Grade L: Commercial Building Inspector
Pay Grade M: Combined Commercial/Electrical or Commercial/Plumbing Inspector

Based on the qualifications of the applicant, the Development Services Director is requesting the flexibility to hire into either the Commercial/Building Inspector position or the combined Commercial Building/Electrical Inspector or Commercial Building/Plumbing Inspector position.

This position is intended to be a regular full-time position (1.0 FTE) as defined in the City's Types of Appointments policy (Policy No. 3.130). As such, this position will be eligible for a full benefits package including: health/vision, dental, life, disability, etc. and would be eligible for vacation, sick leave, emergency leave, and paid holidays.

This Commercial Building Inspector (Pay Grade L) has been costed through our Finance Department at a value of approximately \$93,301.72 per year including salary and benefits.

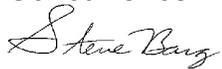
The combined Commercial Building/Electrical or Plumbing Inspector/ (Pay Grade M) has been costed at a value of \$97,451.73 per year including salary and benefits.

In anticipation of replacement of this position, following the resignation of the former Building Inspector/Project Manager, the Development Services Department has budgeted salary dollars based on pay grade M which was the previous incumbent's pay grade. As a result, we anticipate that the City can fully absorb the cost of the position within the current 2017 budget.

RECOMMENDATION

Staff is recommending approval of assigning the Commercial Building Inspector to Pay Grade L, with the ability to modify the open position to the combined role based on the qualifications of the applicant selected for the position.

Concurrence:



Steve Barg



City of Marshfield Memorandum

Date: February 7, 2017
 To: Finance, Budget and Personnel Committee
 From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
 RE: Placement of Administrative Assistant-Clerk's Office to Pay Grade C

BACKGROUND

In December 2016, the Finance, Budget, and Personnel Committee approved the review of the newly developed Administrative Assistant job description for the Clerk's Office for pay grade placement. This part-time position will replace the current casual position in the Clerk's Office.

ANALYSIS

Carlson Dettman has compared the job description of the newly created Administrative Assistant position to all other Administrative Assistant positions within the City. Upon review, Carlson Dettman has recommended this position be placed as an Administrative Assistant I and recommends placement in Pay Grade C.

2016 Effective 7/1/2016	One year apart							Two years apart		
	Control Point									Maximum
	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%	
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
C	15.89	16.33	16.75	17.18	17.61	18.04	18.48	18.90	19.32	
D	17.09	17.55	18.01	18.48	18.93	19.39	19.86	20.32	20.79	
E	18.27	18.77	19.26	19.75	20.24	20.75	21.24	21.73	22.22	

Administrative Assistant II: Pay Grade D
Administrative Assistant III: Pay Grade E

This position is intended to be a regular part-time position (0.5 FTE) as defined in the City's Types of Appointments policy (Policy No. 3.130). As such, this position will be eligible for pro-rated vacation, sick leave, emergency leave, and paid holidays.

This position has been costed through our Finance Department at a value of approximately \$18,000 per year including salary and benefits. This position will become WRS eligible

after 1200 hours however this WRS employer contribution is not included in the salary above.

In anticipation of the approval of this position, the Clerk's Office budgeted salary dollars through contingency at a Classification D. As a result, we anticipate that the City can fully absorb the cost of the position within the current 2017 budget.

RECOMMENDATION

I recommend approval of assigning the part-time Administrative Assistant-Clerk's Office to pay grade C. I also recommend approving staff to post and fill the part-time (0.5 FTE) Administrative Assistant I position in the Clerk's Office.



CITY OF MARSHFIELD

MEMORANDUM

To: Finance, Budget and Personnel Committee
From: Keith R. Strey, Finance Director
Date: 2/2/2017
Re: Consideration of staff recommendation to outsource ambulance billing service

BACKGROUND

On Friday, December 16, 2016, ambulance billing Clerk Jo Ann Oppman submitted written notice of her intent to retire after 30 years of dedicated service to the City of Marshfield, with her last day of work planned for March 7, 2017. Jo Ann started employment with the City on September 5, 1986 in the Assessor's Office before transferring to the Comptroller's (Finance) Department in 1987. She currently fills 0.5 FTE of the 1.5 total FTE ambulance billing positions in the finance department, primarily performing ambulance billing and other treasury function duties as necessary. Jo Ann was very considerate in providing the City with significant advanced notice of her retirement which is very much appreciated. I want to thank Jo Ann for her years of service to the City of Marshfield as a valuable member of the department and wish her the best in retirement.

ANALYSIS

Ambulance billing tasks require close coordination between the Finance Department and Marshfield Fire & Rescue to provide the best results, especially with the ever increasing amount of change and technical requirements to be met to receive Medicare payment. The Emergency Medical Service (EMS) budgeted gross service billing revenue for 2017 is \$1,500,000 for an estimated 2,800 service calls with approximately 2/3 of patients served on Medicare.

As done historically when a position opens up, staff evaluates current operations along with expected future needs to determine the best recommendation to make to this committee regarding the open position and services provided. Over the past several years, Fire Chief Haight and I have discussed the need for a thorough review of ambulance billing options the next time turnover occurs. So, in this case, a team was established to review the ambulance billing function, current staffing and potential options for consideration as we look to the future including operational impacts of the new City Hall layout for customer service positions. This team consisted of Accounting Manager Van Wyhe, Fire Chief Haight, Deputy Fire Chief Owen, Human Resources Manager/Assistant to the City Administrator Rachu and myself.

The evaluation team met several times, starting in November 2016, to perform the following tasks:

1. Discuss the current position structure and processes along with expected future needs.
2. Identify potential options for detailed review and consideration
3. Surveyed 15 other WI communities with EMS regarding ambulance billing to gather data on potential options (Summary of survey results attached which shows that 12 of 15 have outsourced this service)
4. Participated in an ambulance billing software demonstration (ZOLL) of internal hosted & cloud based solutions to better align with recently updated Fire Department software
5. Met with the external service provider most communities identified as working with in the survey (Lifequest Services) to learn more about outsourcing
6. Identified/evaluated pros and cons for three options regarding the soon to be open position including impact to the remaining 1.0 FTE employee position and overall impact to both the Fire & Finance Departments
7. Prepared a staff recommendation for committee consideration

The three options identified for detailed evaluation were: 1) Refill the 0.5 FTE position with no changes, 2) Refill the 0.5 FTE position, but transfer the ambulance billing function to the fire department and 3) Outsource these tasks to an external entity via the Request For Proposals (RFP) process for professional services. Each of these options have pros/cons that the team identified and evaluated before finalizing a recommendation for consideration. Attached to this memo is the list of pros/cons for each option.

In the end, after all of the evaluation and review steps were completed, the team unanimously agreed that it is in the best interests of the City of Marshfield to not refill the soon to be vacant ambulance billing position. Instead, staff recommends this committee direct staff to prepare a RFP for committee approval as soon as the next regular scheduled meeting if ready. If approved, this approach will require the finance department to bring in additional part-time, temporary help as needed after March 7th to help keep up with treasury function operations until ambulance billing service is transferred to an external entity. Preliminary estimated timeline for that to occur is October 1st with an additional up to 60 day run out period following transfer.

This estimated timeline will also allow time for the remaining significant issue to be addressed of how to adjust the remaining 1.0 FTE employee's position, including job description and assigned task updates once the outsourcing transfer has been completed. The remaining 1.0 FTE position is budgeted to work 0.5 FTE in the finance department treasury function and 0.5 FTE in ambulance billing. Finance department treasury function is expected to have daily customer service coverage equivalent to 1.0 FTE. So, that and other questions will need to be addressed well before the end of 2017. That will be a separate process led by the City Administrator and Human Resources Manager/Assistant to the City Administrator.

Staff will also present this recommended change to the Fire & Police Commission at their February 9th meeting.

RECOMMENDATION

Direct the Finance Director to prepare a Request For Proposal for ambulance billing service and present it to the Finance, Budget & Personnel Committee at a future meeting for approval.



Concurrence – Steve Barg, City Administrator

Department	In-house or External	External Company	Satisfaction	Collection rates	Annual fee?	Comments
Antigo	In-house		Very Satisfied			
Chippewa Falls	External	LifeQuest	Very Satisfied			
Chippewa Fire District	External	LifeQuest	Very Satisfied		No	LifeQuest staff is awesome to work with. Very helpful
Clintonville Ambulance Service	In-house	Avocation Software	Very Satisfied		\$125	Initial signup was \$500, pay \$125 yearly fee for support and upgrades, .30 per successful electronic submission. Avocation Software is out of McHenry, IL, we can answer any questions you might have We previously used Trittech Fusion, by switching to this company we have been saving approximately \$6000/yr. We have used them for 3 years, extremely satisfied.
Eau Claire FD	External	LifeQuest	Very Satisfied	7.8% - 25%	No	Have copy of RFP Phase 1: 7.8% Phase 2: 18% Phase 3: 25% They do great work and minimize any CMS worries.
Fond du Lac	External	EMS Medical Billing Associates	Satisfied	5%	Unknown	have a copy of the contract
Kaukauna	External	LifeQuest	Satisfied	5.75% - 15%		This is different by the phases that the bills travel through. Phase 1 -3 ranges from 5.75%-15% We didn't have an RFP. Rather researched the companies that do billing (Life Quest and EMS Medical Billing Associates, LLC) I didn't have a great experience with the sales rep at EMS Medical Billing but the cost is comparable to life quest. We signed a three year deal with LQ. Not knowing entirely how the process would work, in hindsight I should have only contracted phases 1-2. Phase 3 is the collection efforts phase and the most expensive phase. LQ sends the delinquent accounts to TRIP and also do some collection efforts. Since going with LQ we've had more time to follow up on our own delinquent accounts and in this process we found the SDC through the DOR. This has been an effective collection method for our delinquent accounts more so than the TRIP program. I would rather submit the delinquent accounts that LQ is trying to collect to SDC rather than let them hang out in the TRIP program as the collection rate is better in the SDC (in my opinion.). If I was to give two recommendations, they would be first to only contract phase 1 and 2 making sure that phase 2 runs through at least one year from the ambulance run

Department	In-house or External	External Company	Satisfaction	Collection rates	Annual fee?	Comments
Menomonee	External	Andres	Very Satisfied	6%	No	have a copy of the RFP
Mosinee	External	LifeQuest	Very Satisfied	8.5% - 19%	No	They use a tiered system for billing; initial rate is 8.5% of bill, second and third attempts are 19% per call
Pittsville	External	LifeQuest	Very Satisfied		No	Fees are based on what phase bill is in - the earlier the bill gets paid the better for us - the longer it takes them to collect the higher percentage is "charged". Better description could be given by LQ. Use outside billing - They have recovered more money for us over these many years than we could have ever collected if we were doing it - They also stay very current on Medicare and other agency law.
Rhineland	External	LifeQuest	Very Satisfied		No	no annual fees and charges are based on level of collection
Rothschild	External	Accumed	Satisfied	6.25%	No	Also use a tiered response for collecting. If contract signed for 5-years collection fee is 5.95% per call; if 3-year contract rate is 6.25% per call
SAFER	External	Accumed	Neutral	5.95%	Unknown	we also use a outside company in Marshfield for our collections Accumed does ok, the only complaint I have is they are at times slow to respond to questions, and do not provide reports that are as detailed as Lifequest.
Wausau	External	LifeQuest	Very Satisfied			have a copy of their RFP
Wisconsin Rapids	In-house		Very Satisfied			Billing is in house but after 90 days we turn over to Lifequest Use just for uncollectable billing and they take a percentage of what we get. After 90 days cost is 29% of bill; after 180 days cost is 45% of bill Will get you the job description for our in-house billing administrative assistant!

Ambulance Billing Function Options

1. Outsource to an external entity via RFP

Pros

1. Potential 7 days/week processing
2. Multiple certified coders processing
3. Broader expertise
4. Multiple employees available
5. Specialized legal staff support
6. Near real-time billing
7. Call entry once vs. twice

Cons

1. Current cost comparison about \$8k more
2. Dependent on receiving good RFP bids
3. Lose local "in-house" control to a degree
4. Finance Dept. Treasury function impact

2. Retained as is in Finance Department

Pros

1. Local control
2. Local processing staff
3. Local staff for customer access
4. Strongest Internal Control

Cons

1. Risk of turnover with limited staffing 1.5 FTE
2. Limited applicant pool as a specialty
3. Limited cost effective training options
4. Expected increase in call volume
5. Challenge of keeping up with Medicare/ACA
6. Software upgrade needed (\$20k or greater)
7. Limited access to claims dispute legal help
8. \$5k or more additional training budget

3. Retained in-house, transferred to Fire Department

Pros

1. Local control
2. Local processing staff
3. Local staff for customer access
4. One department vs. two for billing
5. Eliminates separate office in City Hall
6. All records retained in one location

Cons

1. Risk of turnover with limited staffing 1.5 FTE
2. Limited applicant pool as a specialty
3. Limited cost effective training options
4. Expected increase in call volume
5. Challenge of keeping up with Medicare/ACA
6. Software upgrade needed (\$20k or greater)
7. Limited access to claims dispute legal help
8. \$5k or more additional training budget
9. Weaker internal control (not significant)
10. Fire Dept. Management turnover



City of Marshfield Memorandum

DATE: February 1, 2017
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Agreement for legal services

Background

The City's 2-year contract with Wolfgram, Gamoke and Hutchinson ends on April 30th. Attorney Wolfgram has proposed the attached new 2-year agreement, which includes no change in fees for the first year, and a \$10 increase (to \$170 per hour) in the second year.

Analysis

The City hasn't solicited bids for legal services in 6 years, so the Committee may wish to do a Request for Proposals (RFP). The following 2 options are offered for your review:

- Reappoint Wolfgram, Gamoke and Hutchinson, S.C. as the City's legal counsel for 2 more years, and authorize the appropriate staff to execute the attached agreement.
- Direct staff to prepare a Request for Proposals for the City's legal services contract for the 2-year period from May 1, 2017 through April 30, 2019.

Recommendation

Staff recommends that the Committee give direction on Tuesday night. If the Committee (and the full Council) wish to reappoint Wolfgram, Gamoke and Hutchinson, staff won't object, as we are pleased with the services provided by Attorney Wolfgram and his staff.

AGREEMENT FOR LEGAL SERVICES

It is hereby agreed by and between the City of Marshfield, a Municipal Corporation, (hereinafter "City") and Wolfgram, Gamoke & Hutchinson, S.C., (hereinafter "Attorneys") that City shall engage Attorneys to perform the duties of City Attorney pursuant to Wisconsin Statute 62.09(12), subject to the terms and conditions of this Agreement.

Now therefore, in consideration of the mutual obligations and covenants herein, the parties agree as follows:

SECTION ONE DUTIES AND RESPONSIBILITIES

City hereby engages Wolfgram, Gamoke & Hutchinson, S.C. to perform the duties of City Attorney for the City of Marshfield, Wisconsin including the following duties and services, unless otherwise specifically directed by order of the City Council and/or the City Administrator.

1. To perform the duties of City Attorney as provided in Section 2.40 of the municipal code.
2. To attend all regular Common Council meetings and to attend, upon request of the Mayor and/or City Administrator, any committee meetings which may require legal counsel.

City designates the City Administrator as the primary contact from which requests for legal counsel and research shall be conveyed to the City Attorney.

Attorney Harold C. Wolfgram is hereby designated City Attorney and Attorney William C. Gamoke is hereby designated to act as Assistant City Attorney during the term of this Agreement. Wolfgram, Gamoke & Hutchinson, S.C. reserves the right to re-designate the appointment of specific duties under this agreement.

SECTION TWO TERM

Except as otherwise provided, the term of this Agreement shall be two (2) years commencing May 1, 2017 and terminating April 30, 2019. Upon mutual agreement of the parties, this Agreement may be extended.

City may terminate this Agreement with not less than 60 days advance written notice at any time, termination to be effective as of the end of a calendar month. Attorneys may terminate this Agreement at any time on not less than 60 days advance written notice, termination to be effective as of the end of a calendar month.

SECTION THREE COMPENSATION

In consideration of services rendered by Attorneys, City shall compensate Attorneys at a rate of \$160.00 per hour May 1, 2017, through December 31, 2017. City shall compensate Attorneys at a rate of \$170.00 per hour January 1, 2018 through April 30, 2019. Attorneys shall submit to the City Administrator a detailed itemized statement by the 5th business day following the end of each month of the Agreement reflecting the total time worked and the nature of the work performed in the previous billing period. City shall pay any amounts due within 10 days of the receipt of the itemized statement.

City shall reimburse Attorneys for all disbursements made in connection with the services provided to City including such items as long distance telephone calls, postage, title reports, filing fees, and necessary copies at 15 cents per page. City shall not pay Attorneys for attendance at seminars or conventions, for office equipment, or for secretarial services or charges, except on prior approval of City for the payment of Attorneys' costs for overtime secretarial services, and except compensation as provided herein do not include secretarial services for upkeep of the City Code.

City shall not compensate Attorneys for time spent commuting between Attorneys' office and the city offices. However, City shall compensate Attorneys for travel time to and from meetings held out of the City and shall compensate Attorney for mileage expense at the rate per mile allowed for Federal tax deductions for business travel.

SECTION FOUR CONFLICT OF INTEREST

Attorneys shall promptly notify the Common Council, through the City Administrator, of any real or perceived conflicts of interest as they arise. Attorneys shall have the right to withdraw from a matter as a result of any real or potential conflict of interest and request City to appoint special counsel.

SECTION FIVE CITY RECORDS AND FILES

Upon the expiration of this Agreement without renewal, Attorneys shall promptly deliver all of the files related to the services it performed for City to the City or its designee, and the City shall be responsible to maintain such records for not less than 10 years. Attorneys may retain copies of all files, however all copies shall be produced at Attorneys' expense.

SECTION SIX RELATIONSHIP OF PARTIES

City shall not provide secretarial services or employment benefits of any kind to Attorneys.

Nothing in this Agreement shall be construed as to constitute an employment agreement, and it is agreed Attorneys are an independent contractor in regard to the services provided.

Effective the 1st day of May, 2017.

City of Marshfield, Wisconsin.

Wolfgram, Gamoke & Hutchinson, S.C.

By: _____
Chris Meyer, Mayor

Harold C. Wolfgram

Attest: _____
Deb M. Hall, City Clerk

Attest: _____
Keith Strey, Finance Director



City of Marshfield Memorandum

DATE: February 1, 2017
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Improved 2-way communication with our citizens

Background

This item is on the FBP Committee agenda at the request of Councilmember Zaleski, but the topic has been discussed at several meetings and in private discussions for some time. The concern is that the City isn't doing enough to communicate effectively with citizens, and as a result, the public is not as informed/educated as it could be, nor are our residents as engaged in their city government as we'd like to see. I agree with this assessment, but the challenge is to identify where we are falling short, and to develop/implement a plan of attack to address this issue.

Recommendation

Staff recommends that the Committee provide input and ideas at Tuesday's meeting, after which we'll return with a proposed approach for review at a future FBP meeting.