



## CITY OF MARSHFIELD

# MEETING NOTICE

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### FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING

TUESDAY, JULY 16, 2024

COUNCIL CHAMBERS, CITY HALL

207 WEST 6<sup>th</sup> STREET

5:30 p.m.

1. Call to Order – Ed Wagner, Chairperson
2. Identify potential conflicts of interest
3. Citizens comments
4. Consent Agenda
  - Minutes of June 18, 2024 meeting
  - Bills and payroll
  - Monthly Position Control Report
  - Report of Personnel Actions
  - Treasurers Reports – April and May

Recommended Action: Approve the consent agenda, as presented

5. Consideration of items removed from the consent agenda, if any
6. Request to recommend Council approval to refill vacant position of Office Coordinator in Parks and Recreation Department. Presented by Justin Casperson, Parks & Recreation Director.

Recommended Action: Recommend Council approval

7. Request to recommend Council approval of Budget Resolution 09-2024, police building security upgrades and payment for fire engine #4. Presented by Jennifer Selenske, Finance Director.

Recommended Action: Recommend Council approval

8. Request to recommend Council authorization to renew agreement with BMO Harris Bank and Montreal Bank. Presented by Jennifer Selenske, Finance Director.

Recommended Action: Recommend Council approval

9. Request to recommend Council approval of Human Resources Business Partner job description and authorize filling position. Presented by Sarah Dresel, Human Resources Director.

Recommended Action: Recommend Council approval

FINANCE, BUDGET AND PERSONNEL COMMITTEE

July 16, 2024

10. Adjourn to closed session under Wisconsin Statutes Chapter 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 responsibility."
  - Request for promotion of employee
11. Reconvene in open session
12. Action on item discussed in closed session, if appropriate.
13. Suggested items for future agendas
14. Adjourn

Posted this day July 12, 2024 at 12:00 p.m. by Jessica Schiferl, 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 Jessica A. Schiferl, City Clerk, at 207 West 6<sup>th</sup> Street or by calling (715) 486-2025.*

*This meeting can be viewed "LIVE" on the City's website located in the multimedia section at the bottom of the homepage at [www.ci.marshfield.wi.us](http://www.ci.marshfield.wi.us), over-the-top platforms; Roku, Amazon Fire TV, Apple TV, YouTube and on Charter Spectrum Cable Channel 991. The meeting is also available anytime to view in our archives after the meeting takes place on the platforms mentioned above. If you have questions regarding the filming of this meeting please contact Communications Director Tom Loucks at 715-486-2070.*

**FINANCE, BUDGET AND PERSONNEL COMMITTEE**  
**MINUTES OF JUNE 18, 2024**

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

**PRESENT:** Alderpersons Natasha Tompkins, Brian Varsho, Ed Wagner, Rebecca Spiros, Andrew Reigel

**ABSENT:** None

**ALSO PRESENT:** Mayor TeStrake, Alderperson O'Reilly, City Attorney Wolfgram, City Personnel (Steve Barg, Jennifer Selenske, Sarah Dresel, Jessica Schiferl, Steve Bakos, Everett Mueller, Tom Turchi, Jill Porter)

Identify potential conflicts of interest: None

**Citizen Comments**

- None

**FBP24-055** Motion by Reigel, second by Tompkins to approve the items on the consent agenda:

1. Minutes of the June 4, 2024 meeting.
2. Bills in the amount of \$865,724.92.

**Motion carried**

**FBP24-056** Motion by Varsho, second by Reigel to recommend Council approval of Library payroll resolution, increasing the pay scale for Library staff by 1%, effective July 1, 2024.

**Motion carried**

Presentation regarding request to consider \$100,000 contribution to Columbus Catholic Schools fieldhouse project. The following spoke in support of the project:

- Mary Jo Wheeler-Schueller, 10641 County Road H, Chairperson of Economic Development Board; A \$100,000 investment in the fieldhouse is recommended by the EDB. According to the EDB by-laws, the EDB must follow their by-laws and city ordinances, not policy. 4.450 is a policy, not an ordinance. This project will bring significant business impact to the City.
- Joe Konieczny, 2401 W. 5<sup>th</sup> Street, Columbus Catholic High School Athletic Director and Varsity Boys basketball coach; Columbus has been very fortunate to see increasing enrollment. With increased enrollment comes the need for increased facilities. The proposed facilities will add an education center (additional classroom space) in addition to four courts and other amenities. The \$100,000 being requested will be spent on the athletic facility portion as the funds for the Education Center have already been fundraised by mostly local donors. He is planning for a minimum of 26 tournaments annually.
- Matt McLean, 609 N. Hume Ave, Visit Marshfield; Has run the annual economic impact of this project and the projection show \$836,000 in impact.
- Ken Heiman, 10487 Lincoln Ave; This project will be a major impact not only for Columbus but also surrounding small schools. Marshfield has the infrastructure, hotels and restaurants to support the tournaments this facility can host. The total cost of the project is \$10.5 million so the \$100,000 ask is less than 1% of the total project cost.
- David Eaton, 1506 S. Locust Ave, President of Columbus Catholic Schools; Some have wondered why he wasn't at previous EDB meetings. He's been at the Plan Commission meetings as the campus district was created to allow for this project. Not only will the fieldhouse allow for large, weekend tournaments, Coach K. will be able to expand his existing camps which draw participants from many surrounding schools, not just CCS students. While Columbus is a religious institution, funds are being sought to support non-

religious activities. The return on investment will be \$800,000 in perpetuity for the \$100,000 investment.

Committee members were given the opportunity to ask questions.

Aldersperson Spiros asked who is currently hosting tournaments. Columbus is currently able to host 10, small, one-day tournaments per year. The Columbus teams participate in tournaments in the surrounding area and throughout the state. Spiros asked what guarantee is there that Columbus will be able to attract 26 tournaments per year? Coach K responded this is on the number of opportunities he has had to decline each year in addition to knowledge that less and less schools are willing to host tournaments. There will also be future opportunity to host summer leagues and additional volleyball tournaments, leagues and camps. Spiros asked if there are restrictions on which hotels participants are asked to stay during their visit? No, hotel information is shared for all hotels and its participant choice. Are tournaments open to secular teams? Yes, all are welcome.

Aldersperson Tompkins asked for the specific cost of the fieldhouse. The total project is estimated at \$10.5 million with more than \$8 million, at least 80% of the total, being the fieldhouse. Tompkins asked if there are currently two basketball courts? Currently there is one court at Columbus. The gym at OLP was never intended as a gym and was the original OLP church. That court is used for some youth activities but there isn't room for seating and middle school and high school teams can't use it. The gym at St. John is also small and not used for middle and high school events. Tompkins asked if the current court will be torn out when the 4 new courts are complete. No, the existing court will remain. The 5<sup>th</sup> court is actually what attracts larger tournaments. Tompkins asked what percent of the time the fieldhouse will be used for school events versus non-school events. One of four courts will be used for OLP physical education classes half of each 175 school days. If enrollment continues to increase, one more court may be used for half days for middle school physical education. Significant use of the fieldhouse will be for tournaments and events. Will this be open to public use? That has been discussed. At this time, Columbus receives requests from public school and other users looking for gym time. Currently, most requests are denied because the gym is in use. The goal with the new facility is to have all students home by 6:00 p.m., not the current 9:30 p.m. so there may be more available time. Gyms have been used by 14 non-Columbus team for practice space. Events like Alpine Holiday, which is a community event, will be hosted in the new fieldhouse.

Aldersperson Spiros asked if the numbers provide (\$800,000) is what will come to the city. No, the number listed is per person spending. Roughly \$50,000 is yearly room tax. Of that, 30% goes to parks outlay.

Aldersperson Wagner stated that from all events, parks received \$155,000 in 2021; \$196,000 in 2022; and \$206,000 in 2023.

Aldersperson Spiros asked again what percent will come to the City. Wheeler-Schueller stated the number is better than policy 4.451 would project.

Aldersperson Varsho requested a comparison of proposed fieldhouse events versus current baseball and softball tournaments that are occurring.

Aldersperson Spiros thinks maybe the estimates are low but wants to know specifically the amount the parks would receive. She recognizes the broader impact on business that need to thrive. She also stated you can put a dollar amount on the importance of youth needing to thrive.

Aldersperson Reigel asked City Attorney Wolfgram, does policy 4.450 apply? Yes. Is Columbus a 501(c)(3). Yes, all Catholic entities are part of the United States Conference of Bishops. Reigel stated the policy applies so then constitutionality must be reviewed as there are implications because religion is involved. Wolfgram stated just because something has a religious affiliation, that doesn't immediately prohibit and may be considered discriminatory if there is denial solely for that reason. It's important to create the record why there is a secular purpose. Wheeler-Schueller interjected the record was created at EDB. Wolfgram stated we do not go back for the record. This meeting and this discussion are creating the record. Applying the policy is creating the record. Reigel is concerned the fieldhouse website mentions allowing OLP church and Diocese of LaCrosse events. Will that open the city to lawsuit. Wolfgram, people can sue for anything. The website is risky and you open the city up to vindictive litigation. However, the city must be careful to say they will never consider based solely on religious affiliation. Reigel asked if it's Wolfgram's opinion the City would prevail if sued for this. Wolfgram stated law is in a sea of change. This is on the cutting edge of constitutional law.

Aldersperson Tompkins read a portion of the policy that states a project must enhance quality of life and coordinate with or enhance services already provided by the City of Marshfield including law enforcement, fire protection, judicial or welfare, etc. Does this project coordinate with services of the City? Mr. Eaton answered that as he reads the policy, it's not exclusive to just the departments listed. This project would certainly fall in line with Parks and Recreation.

Aldersperson Wagner is concerned about the municipal need for the structure. At least one other entity is looking to develop, if you support one project, do you have to support the other? He also stated he believes the projections are wildly optimistic. He's heard a lot of "project" and "we think" comments. He would like to know specifically how much money has been raised and to what purpose.

Wheeler-Schueller stated this was discussed in EDB and there was a 5-2 vote in support of the funding. The City is looking to spend significantly more money for bathrooms that won't bring hotel staying. This project is bringing hotel stays and businesses may decide to relocate their business after coming to events.

Konieczny stated they have raised almost \$10 million of the \$10.5 million, mostly local donors. They are hoping to keep all contractors local as well.

Tompkins asked if the City donated to the fieldhouse at Senior High, or projects at St. Vincent de Paul; the funding has been cut to the Civic Band and Upham Mansion. Is there already a precedent?

Barg stated the City was asked for involvement with the project at Senior High. Funding projects for St. Vincent de Paul wasn't possible because it was part of TIF 4 and that would have been the funding source. A non-taxed entity can't receive funds from a TIF.

**FBP24-057** Motion by Varsho, second by Spiros to move this item forward to the Council meeting on Tuesday, June 25<sup>th</sup> for discussion of the full Council.

**Motion carried**

**FBP24-058** Motion by Spiros, second by Varsho to recommend Council approval of one-year extension of the existing agreement with Forward Appraisal for property assessment services from July 1, 2024 through June 30, 2025.

**Motion carried**

**FBP24-059** Motion by Spiros, second by Varsho to recommend Council approval of revised Policy No. 3.145, Recruitment.

**Motion carried**

**FBP24-060** Motion by Spiros, second by Reigel to recommend Council approval to notify Marshfield Clinic Health System, Inc. of intent to renegotiate agreements regarding interfacility transfers contract and advanced life support contract.

**Motion carried**

**FUTURE AGENDA ITEMS**

- Alderperson Tompkins would like a review of the EMS contracts with surrounding municipalities.

Motion by Reigel, second by Tompkins to adjourn at 6:46 p.m.

Respectfully submitted,

Jessica Schiferl  
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD,  
WISCONSIN, that the General Payrolls amounting to **\$1,081,685.03** for  
**June 2024** and General Expense Bills for **June 2024** amounting to **\$866,987.58**  
be allowed paid and charged to their proper accounts.

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Chairman

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**CITY OF MARSHFIELD**  
**SCHEDULE OF BILLS TO BE PAID FOR APPROVAL**

Type	CHECK DATE	Sum of AMOUNT
Current Bills Paid by Check	07/03/2024	\$ 338,403.83
Current Bills Paid by EFT	07/03/2024	\$ 485,283.42
Prepaid Bills Paid by check	06/21/2024	\$ 6,452.60
Prepaid Bills Paid by check	06/24/2024	\$ 25.00
Prepaid Bills Paid by check	06/25/2024	\$ 21,104.50
Prepaid Bills Paid by EFT	06/21/2024	\$ 300.00
ACH	06/25/2024	\$ 15,418.23
<b>Grand Total</b>		<b>\$ 866,987.58</b>

CHECK NUMBER	CHECK DATE	VENDOR NAME	Sum of AMOUNT
62524	06/25/2024	DELTA DENTAL OF WISCONSIN	\$ 15,418.23
203822	06/21/2024	ASYLUM SCRAP SERVICES INC	\$ 20.00
203823	06/21/2024	JAMIE JACOBSEN	\$ 1,000.00
203824	06/21/2024	ONEIDA COUNTY WISCONSIN	\$ 6.25
203825	06/21/2024	SECURIAN FINANCIAL GROUP INC	\$ 5,366.35
203826	06/21/2024	WI ASSOCIATION OF ASSESSING OFFICERS	\$ 60.00
203827	06/24/2024	WI DEPARTMENT OF ADMINISTRATION	\$ 25.00
203828	06/25/2024	DENYON HOMES INC	\$ 21,104.50
203831	07/03/2024	EATHEN M ADEN	\$ 1,660.00
203832	07/03/2024	BAY STEEL & FABRICATION LLC	\$ 307.65
203833	07/03/2024	BERTELSMANN PUBLISHING GROUP INC	\$ 459.92
203834	07/03/2024	BMI	\$ 435.00
203835	07/03/2024	CENTER POINT LARGE PRINT	\$ 55.24
203836	07/03/2024	CENTRAL WI STATE FAIR	\$ 42,011.00
203837	07/03/2024	CHRISTOPHER HAISE	\$ 1,000.00
203838	07/03/2024	DE LAGE LANDEN PUBLIC FINANCE	\$ 395.19
203839	07/03/2024	DOINE EXCAVATING INC.	\$ 381.00
203840	07/03/2024	DON'S AUTOMOTIVE CENTER LLC	\$ 235.00
203841	07/03/2024	ECOLAB	\$ 139.20
203842	07/03/2024	EHLERS AND ASSOCIATES	\$ 125.00
203843	07/03/2024	EMERGENCY VEHICLE SERVICES LLC	\$ 75,000.00
203844	07/03/2024	FARRELL EQUIPMENT & SUPPLY CO INC	\$ 891.03
203845	07/03/2024	FIRE SAFETY USA, INC.	\$ 370.00
203846	07/03/2024	HILLER'S HARDWARE INC	\$ 302.63
203847	07/03/2024	HOLIDAY WHOLESAL, INC.	\$ 3,657.65
203848	07/03/2024	ISTATE TRUCK INC	\$ 771.58



CHECK NUMBER	CHECK DATE	VENDOR NAME	Sum of AMOUNT
203849	07/03/2024	JAKE BERNARDE	\$ 169.02
203850	07/03/2024	JAMES DAVIS LG/LLC	\$ 90.93
203851	07/03/2024	JEFF KISSNER	\$ 4,440.00
203852	07/03/2024	JAKE KONIECZNY	\$ 765.00
203853	07/03/2024	MARSHFIELD CLINIC HEALTH SYSTEM	\$ 2,203.91
203854	07/03/2024	MATTHEW CHURKEY	\$ 1,628.10
203855	07/03/2024	MPPA LAW ENFORCEMENT SUPPLY	\$ 53.44
203856	07/03/2024	ODP BUSINESS SOLUTIONS LLC	\$ 141.61
203857	07/03/2024	BRADLEY FUHRMAN	\$ 1,000.00
203858	07/03/2024	BRANDON STECZYNSKI	\$ 135.00
203859	07/03/2024	CODY DAYTON	\$ 1,000.00
203860	07/03/2024	KAITLYN ASPLUND	\$ 33.00
203861	07/03/2024	NICOLE ANDERSON	\$ 200.00
203862	07/03/2024	SCOTT WILSON	\$ 72.00
203863	07/03/2024	PK ELECTRONICS	\$ 465.00
203864	07/03/2024	PREMIUM WATERS	\$ 32.25
203865	07/03/2024	CHRISTOPHER AND AMY SOBCHAK	\$ 300.00
203866	07/03/2024	PROVISION PARTNERS COOPERATIVE	\$ 88.80
203867	07/03/2024	SECURITY OVERHEAD DOOR INC	\$ 175.00
203868	07/03/2024	MINNESOTA LIFE INSURANCE COMPANY	\$ 199.92
203869	07/03/2024	SEILER INSTRUMENT & MFG CO. INC.	\$ 7,005.56
203870	07/03/2024	SHORT-ELLIOTT-HENDRICKSON INC	\$ 6,435.50
203871	07/03/2024	STATE OF WISCONSIN COURT FINES & SURCHARGES	\$ 7,279.85
203872	07/03/2024	TRANSCRIPTIONGEAR INC	\$ 115.00
203873	07/03/2024	TRAVIS LINDEKUGEL	\$ 247.00
203874	07/03/2024	UNIVERSITY COMMISSION	\$ 112,277.22
203875	07/03/2024	VESTIS GROUP INC	\$ 137.39
203876	07/03/2024	VICTORY APPAREL	\$ 308.00
203877	07/03/2024	WALT'S PETROLEUM SERVICE, INC	\$ 39,651.00
203878	07/03/2024	WEILER ENTERPRISES LLC	\$ 43.52
203879	07/03/2024	WEPAK-N-SHIP	\$ 187.89
203880	07/03/2024	WI DEPARTMENT OF TRANSPORTATION	\$ 21,484.01
203881	07/03/2024	WI SUPREME COURT	\$ 40.00
203882	07/03/2024	WOOD COUNTY TREASURER	\$ 1,801.82
20003112	06/21/2024	BRIAN HAINES	\$ 300.00
20003113	07/03/2024	ADVANCE AUTO PARTS	\$ 610.84
20003114	07/03/2024	ADVANCE PHYSICAL THERAPY AND SPORTS MEDICINE	\$ 360.00
20003115	07/03/2024	ALERT-ALL CORP.	\$ 1,460.00
20003116	07/03/2024	AMAZON CAPITAL SERVICES	\$ 179.73
20003117	07/03/2024	ASSOCIATED SERVICE CENTER	\$ 1,358.62
20003118	07/03/2024	BADGER STATE WASTE, LLC	\$ 154,768.00
20003119	07/03/2024	BAKER AND TAYLOR INC	\$ 4,074.11
20003120	07/03/2024	BALTUS OIL COMPANY INC	\$ 25,410.25
20003121	07/03/2024	BROOKS TRACTOR INC	\$ 4,854.54
20003122	07/03/2024	CDW GOVERNMENT INC	\$ 644.68
20003123	07/03/2024	CENTRAL STATE SUPPLY CORP	\$ 5,131.95
20003124	07/03/2024	CENTRAL WI AUTO PARTS	\$ 238.99
20003125	07/03/2024	COMPLETE OFFICE OF WISCONSIN	\$ 542.61

CHECK NUMBER	CHECK DATE	VENDOR NAME	Sum of AMOUNT
20003126	07/03/2024	CUMMINS SALES AND SERVICE	\$ 393.80
20003127	07/03/2024	DALCO ENTERPRISES, INC	\$ 273.42
20003128	07/03/2024	DETECTACHEM, INC	\$ 663.00
20003129	07/03/2024	DUFFY'S AIRCRAFT SALES	\$ 5,475.00
20003130	07/03/2024	EMPLOYEE BENEFITS CORPORATION	\$ 50.00
20003131	07/03/2024	GRAINGER	\$ 178.47
20003132	07/03/2024	HEALTH IN MOTION INC.	\$ 680.00
20003133	07/03/2024	HEINZEN PRINTING INC	\$ 681.00
20003134	07/03/2024	HEINZEN PROMOTIONAL PRODUCTS	\$ 28.00
20003135	07/03/2024	HORST DISTRIBUTING, INC	\$ 2,462.72
20003136	07/03/2024	INNOVATIVE MACHINE SPECIALISTS INC	\$ 18,184.00
20003137	07/03/2024	K & C CLEANING LLC	\$ 1,554.00
20003138	07/03/2024	LEXIPOL LLC	\$ 3,840.97
20003139	07/03/2024	MACQUEEN EQUIPMENT INC	\$ 11.38
20003140	07/03/2024	MARATHON COUNTY TREASURER	\$ 612.11
20003141	07/03/2024	MARSHFIELD AREA PET SHELTER, INC	\$ 698.00
20003142	07/03/2024	MENARDS	\$ 702.89
20003143	07/03/2024	MID-STATES EQUIPMENT, INC.	\$ 88.10
20003144	07/03/2024	MIDWEST TAPE	\$ 8,652.17
20003145	07/03/2024	MISSISSIPPI WELDERS SUPPLY CO INC	\$ 452.91
20003146	07/03/2024	MULCAHY SHAW WATER, INC	\$ 312.68
20003147	07/03/2024	NASSCO, INC	\$ 86.52
20003148	07/03/2024	NELSON & ASSOCIATES LLC	\$ 2,383.74
20003149	07/03/2024	PER MAR SECURITY SERVICES	\$ 288.00
20003150	07/03/2024	POMP'S TIRE SERVICE, INC	\$ 860.68
20003151	07/03/2024	POWER PAC INC	\$ 79.43
20003152	07/03/2024	PRECISE MRM LLC	\$ 1,982.00
20003153	07/03/2024	PREMIER PRINTING, INC	\$ 1,085.00
20003154	07/03/2024	S&R TRUCK LLC	\$ 3,673.43
20003155	07/03/2024	SITEONE LANDSCAPE SUPPLY, LLC	\$ 141.89
20003156	07/03/2024	STAAB CONSTRUCTION CORP	\$ 137,750.00
20003157	07/03/2024	STERNWEIS & SONS INC	\$ 7,750.25
20003158	07/03/2024	STRATFORD SIGN COMPANY LLC	\$ 1,140.00
20003159	07/03/2024	STRAND ASSOCIATES, INC	\$ 56,725.00
20003160	07/03/2024	STRYKER SALES CORPORATION	\$ 5,129.09
20003161	07/03/2024	TAPCO	\$ 18,369.36
20003162	07/03/2024	UNIFIRST CORPORATION	\$ 181.26
20003163	07/03/2024	THE UNIFORM SHOPPE	\$ 106.95
20003164	07/03/2024	UNIQUE	\$ 81.55
20003165	07/03/2024	UNITED MAILING SERVICES, INC.	\$ 303.53
20003166	07/03/2024	V & H AUTOMOTIVE MARSHFIELD	\$ 1,536.80
(blank)	(blank)	(blank)	
<b>Grand Total</b>			<b>\$ 866,987.58</b>

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD,  
WISCONSIN, that the General Payrolls amounting to \$ for June 2024  
and General Expense Bills for July 2024 amounting to \$1,998,362.59 be  
allowed paid and charged to their proper accounts.

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Chairman

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**CITY OF MARSHFIELD**  
**SCHEDULE OF BILLS TO BE PAID FOR APPROVAL**

Type	CHECK DATE	Sum of AMOUNT
Current Bills Paid by Check	07/17/2024	\$ 262,954.55
Prepaid Bills Paid by Check	07/03/2024	\$ 26,349.05
Prepaid Bills Paid by EFT	06/28/2024	\$ 300.00
Prepaid Bills Paid by EFT	07/03/2024	\$ 6,944.79
Prepaid Bills Paid by EFT	07/10/2024	\$ 112,074.71
ACH	07/01/2024	\$ 6,222.54
ACH	07/05/2024	\$ 2,039.83
ACH	07/08/2024	\$ 9.90
ACH	07/11/2024	\$ 1,931.97
ACH	07/16/2024	\$ 80,653.99
Current Bills Paid by EFT	07/12/2024	\$ 932,100.00
Current Bills Paid by EFT	07/17/2024	\$ 566,781.26
<b>Grand Total</b>		<b>\$ 1,998,362.59</b>

CHECK NUMBER	CHECK DATE	VENDOR NAME	Sum of AMOUNT
203884	07/03/2024	AMERICAN LIBRARY ASSOCIATION	\$ 795.00
203885	07/03/2024	HILLER'S HARDWARE INC	\$ 3,402.02
203886	07/03/2024	TDS TELECOM	\$ 53.36
203887	07/03/2024	WOLFGRAM, GAMOKE AND HUTCHINSON, S.C.	\$ 22,098.67
203888	07/17/2024	5 CORNERS LAUNDRY & DRY CLEANING	\$ 118.86
203889	07/17/2024	B & D LIQUID WASTE HAULING	\$ 310.00
203890	07/17/2024	CEDAR CORPORATION	\$ 4,917.50
203891	07/17/2024	CENTER POINT LARGE PRINT	\$ 49.50
203892	07/17/2024	COLDSPRINGS	\$ 30,360.00
203893	07/17/2024	CONVENTION & VISITORS BUREAU	\$ 97,926.42
203894	07/17/2024	CONWAY SHIELD	\$ 228.50
203895	07/17/2024	DE LAGE LANDEN PUBLIC FINANCE	\$ 559.79
203896	07/17/2024	DEREK RAMNARACE	\$ 300.00
203897	07/17/2024	EAGLE ENGRAVING, INC	\$ 188.85
203898	07/17/2024	EVENTS ETC LLC	\$ 399.00
203899	07/17/2024	MICHAEL GLAB	\$ 204.00
203900	07/17/2024	FARRELL EQUIPMENT & SUPPLY CO INC	\$ 391.60
203901	07/17/2024	FORWARD APPRAISAL, LLC	\$ 18,550.00
203902	07/17/2024	GANNETT WISCONSIN MEDIA	\$ 4,431.78
203903	07/17/2024	HILLER'S HARDWARE INC	\$ 667.17
203904	07/17/2024	HOLIDAY WHOLESale, INC.	\$ 6,888.59
203905	07/17/2024	ISTATE TRUCK INC	\$ 454.09
203906	07/17/2024	JAKE BERNARDE	\$ 1,635.09
203907	07/17/2024	JAMES W GOOD JR	\$ 60.00
203908	07/17/2024	E O JOHNSON COMPANY	\$ 2,219.86

CHECK NUMBER	CHECK DATE	VENDOR NAME	Sum of AMOUNT
203909	07/17/2024	JOSH SHAMROWICZ	\$ 690.00
203910	07/17/2024	KEEGAN MARTIN	\$ 800.00
203911	07/17/2024	JEFF KISSNER	\$ 3,234.00
203912	07/17/2024	MARSHFIELD UTILITIES	\$ 55,182.09
203913	07/17/2024	MARSHFIELD CLINIC HEALTH SYSTEM	\$ 2,398.01
203914	07/17/2024	MCHS HOSPITALS INC	\$ 4,464.30
203915	07/17/2024	RON MEYERS & SON LLC	\$ 100.00
203916	07/17/2024	MICHAEL R BOLENDER	\$ 3,457.00
203917	07/17/2024	DARIN GRELL	\$ 1,000.00
203918	07/17/2024	IRENE ORSO	\$ 48.00
203919	07/17/2024	JAN WEBER	\$ 60.00
203920	07/17/2024	JOSH ANDERSON	\$ 60.00
203921	07/17/2024	THE PITTSVILLE RECORD	\$ 12.00
203922	07/17/2024	OPEN MEETING TECHNOLOGIES LLC	\$ 3,500.00
203923	07/17/2024	PROVISION PARTNERS COOPERATIVE	\$ 1,313.03
203924	07/17/2024	PSYCHOLOGIE CLINIQUE, S.C.	\$ 610.00
203925	07/17/2024	SCHALOWS NURSERY, INC.	\$ 382.00
203926	07/17/2024	SCHIERL TIRE & SERVICE CENTER	\$ 391.00
203927	07/17/2024	SECURITY OVERHEAD DOOR INC	\$ 5,500.00
203928	07/17/2024	SPEE-DEE DELIVERY SERVICE INC.	\$ 155.13
203929	07/17/2024	STAFFORD ROSENBAUM LLP	\$ 165.00
203930	07/17/2024	TEAM SPORTING GOODS INC	\$ 88.00
203931	07/17/2024	TRIANGLE GRAVEL, INC.	\$ 1,200.00
203932	07/17/2024	TRAVIS LINDEKUGEL	\$ 860.50
203933	07/17/2024	VESTIS GROUP INC	\$ 425.76
203934	07/17/2024	VICTORY APPAREL	\$ 15.00
203935	07/17/2024	WEILER ENTERPRISES LLC	\$ 4,773.88
203936	07/17/2024	WEILER ENTERPRISES LLC	\$ 22.55
203937	07/17/2024	WELLS FARGO FINANCIAL LEASING	\$ 166.00
203938	07/17/2024	WEPAK-N-SHIP	\$ 18.28
203939	07/17/2024	WI DEPARTMENT OF JUSTICE	\$ 287.00
203940	07/17/2024	WOOD COUNTY HIGHWAY DEPARTMENT	\$ 665.42
203941	07/17/2024	WOOD COUNTY FIRE INVESTIGATION TASK FORCE	\$ 50.00
16671624	07/16/2024	MARSHFIELD UTILITIES	\$ 24,909.83
17271624	07/16/2024	MARSHFIELD UTILITIES	\$ 2,395.66
18171624	07/16/2024	MARSHFIELD UTILITIES	\$ 139.38
20003168	07/03/2024	DUFFY'S AIRCRAFT SALES	\$ 4,792.00
20003169	07/03/2024	SCHOOL DISTRICT OF MARSHFIELD	\$ 2,152.79
20003170	07/10/2024	BMO HARRIS/DINERS CLUB	\$ 112,074.71
20003171	07/17/2024	ADVANCE AUTO PARTS	\$ 431.58
20003172	07/17/2024	S.J. ELECTRO SYSTEMS, LLC	\$ 2,769.35
20003173	07/17/2024	AMAZON CAPITAL SERVICES	\$ 194.20
20003174	07/17/2024	AMERICAN ASPHALT OF WISCONSIN	\$ 60,846.21
20003175	07/17/2024	APS FIREHOUSE ALERTING	\$ 1,135.00
20003176	07/17/2024	ARING EQUIPMENT COMPANY, INC	\$ 127.03
20003177	07/17/2024	ARROW TERMINAL LLC	\$ 99.57

CHECK NUMBER	CHECK DATE	VENDOR NAME	Sum of AMOUNT
20003178	07/17/2024	ASCENDANCE TRUCKS CENTRAL LLC	\$ 432.97
20003179	07/17/2024	ASSOCIATED SERVICE CENTER	\$ 700.42
20003180	07/17/2024	BAKER AND TAYLOR INC	\$ 853.55
20003181	07/17/2024	JEFF BARTH	\$ 25,045.26
20003182	07/17/2024	BROOKS TRACTOR INC	\$ 193.57
20003183	07/17/2024	CARRICO AQUATIC RESOURCES, INC	\$ 1,765.91
20003184	07/17/2024	CDW GOVERNMENT INC	\$ 390.00
20003185	07/17/2024	CENGAGE LEARNING INC / GALE	\$ 161.18
20003186	07/17/2024	CENTRAL STATE SUPPLY CORP	\$ 5,644.77
20003187	07/17/2024	CENTRAL WI AUTO PARTS	\$ 482.37
20003188	07/17/2024	CHILI IMPLEMENT CO, INC.	\$ 133.13
20003189	07/17/2024	COMPLETE CONTROL INC	\$ 305.32
20003190	07/17/2024	COMPLETE OFFICE OF WISCONSIN	\$ 388.58
20003191	07/17/2024	DALCO ENTERPRISES, INC	\$ 2,685.81
20003192	07/17/2024	DEMCO	\$ 972.12
20003193	07/17/2024	DIRECT NETWORKS INC	\$ 13,219.28
20003194	07/17/2024	DOINE TRANSPORT INC	\$ 381.00
20003195	07/17/2024	DONNA ZYGARLICHE	\$ 390.00
20003196	07/17/2024	EARTH, INC	\$ 255,153.00
20003197	07/17/2024	ENVISIONWARE, INC	\$ 4,229.37
20003198	07/17/2024	ESS BROTHERS AND SONS, INC.	\$ 1,538.00
20003199	07/17/2024	GALLS LLC	\$ 42.56
20003200	07/17/2024	GRAINGER	\$ 692.01
20003201	07/17/2024	HALRON LUBRICANTS INC	\$ 575.21
20003202	07/17/2024	HEINZEN PRINTING INC	\$ 478.25
20003203	07/17/2024	JFTCO, INC	\$ 349.59
20003204	07/17/2024	K & C CLEANING LLC	\$ 3,264.00
20003205	07/17/2024	KURITA AMERICA INC	\$ 28,322.00
20003206	07/17/2024	LONDERVILLE STEEL ENTERPRISES INC	\$ 121.18
20003207	07/17/2024	MCMASTER CARR SUPPLY COMPANY	\$ 120.21
20003208	07/17/2024	MENARDS	\$ 2,439.80
20003209	07/17/2024	MERKEL COMPANY INC	\$ 1,330.00
20003210	07/17/2024	MGT OF AMERICA CONSULTING LLC	\$ 12,208.00
20003211	07/17/2024	MIDWEST TAPE	\$ 351.50
20003212	07/17/2024	MISSISSIPPI WELDERS SUPPLY CO INC	\$ 548.69
20003213	07/17/2024	MULCAHY SHAW WATER, INC	\$ 583.65
20003214	07/17/2024	NATIONAL ELEVATOR INSPECTION SERVICES, INC.	\$ 82.00
20003215	07/17/2024	NELSON-JAMESON, INC	\$ 149.20
20003216	07/17/2024	OTIS ELEVATOR COMPANY	\$ 3,821.24
20003217	07/17/2024	PACKER FASTENER	\$ 598.29
20003218	07/17/2024	POMP'S TIRE SERVICE, INC	\$ 1,666.98
20003219	07/17/2024	POWER PAC INC	\$ 309.87
20003220	07/17/2024	REIGEL PLUMBING & HEATING INC	\$ 234.86
20003221	07/17/2024	RUNNING INC	\$ 56,248.67
20003222	07/17/2024	S&R TRUCK LLC	\$ 1,369.11
20003223	07/17/2024	SCHOOL DISTRICT OF MARSHFIELD	\$ 3,010.11

CHECK NUMBER	CHECK DATE	VENDOR NAME	Sum of AMOUNT
20003224	07/17/2024	SHERWIN WILLIAMS COMPANY	\$ 495.35
20003225	07/17/2024	SOLUTIONZ LLC	\$ 1,675.00
20003226	07/17/2024	STAAB CONSTRUCTION CORP	\$ 54,150.00
20003227	07/17/2024	STAPLES	\$ 35.52
20003228	07/17/2024	STERNWEIS & SONS INC	\$ 6,589.16
20003229	07/17/2024	STRYKER SALES CORPORATION	\$ 316.00
20003230	07/17/2024	UNIFIRST CORPORATION	\$ 275.73
20003231	07/17/2024	UNITED MAILING SERVICES, INC.	\$ 1,261.81
20003232	07/17/2024	USA BLUEBOOK	\$ 1,995.86
20003233	07/17/2024	VORPAHL FIRE & SAFETY	\$ 401.30
20003234	07/12/2024	FIRE APPARATUS AND EQUIPMENT, INC	\$ 932,100.00
20171624	07/16/2024	MARSHFIELD UTILITIES	\$ 1,001.27
27671624	07/16/2024	MARSHFIELD UTILITIES	\$ 45.22
28571624	07/16/2024	MARSHFIELD UTILITIES	\$ 237.81
37971624	07/16/2024	MARSHFIELD UTILITIES	\$ 26.88
38271624	07/16/2024	MARSHFIELD UTILITIES	\$ 177.01
40271624	07/16/2024	MARSHFIELD UTILITIES	\$ 1,101.25
48170524	07/05/2024	WE ENERGIES	\$ 9.90
48371624	07/16/2024	MARSHFIELD UTILITIES	\$ 1,589.81
49371624	07/16/2024	MARSHFIELD UTILITIES	\$ 719.30
50071624	07/16/2024	MARSHFIELD UTILITIES	\$ 46.47
51371624	07/16/2024	MARSHFIELD UTILITIES	\$ 606.72
52271624	07/16/2024	MARSHFIELD UTILITIES	\$ 4,126.61
54071624	07/16/2024	MARSHFIELD UTILITIES	\$ 2,993.87
55071624	07/16/2024	MARSHFIELD UTILITIES	\$ 9,579.72
61471624	07/16/2024	MARSHFIELD UTILITIES	\$ 3,093.86
62170524	07/05/2024	WE ENERGIES	\$ 13.36
73671624	07/16/2024	MARSHFIELD UTILITIES	\$ 42.36
74771624	07/16/2024	MARSHFIELD UTILITIES	\$ 140.21
77071624	07/16/2024	MARSHFIELD UTILITIES	\$ 1,707.38
84871624	07/16/2024	MARSHFIELD UTILITIES	\$ 1,341.12
86671624	07/16/2024	MARSHFIELD UTILITIES	\$ 3,588.23
89171624	07/16/2024	MARSHFIELD UTILITIES	\$ 37.59
98171624	07/16/2024	MARSHFIELD UTILITIES	\$ 3,200.70
98571624	07/16/2024	MARSHFIELD UTILITIES	\$ 18.12
116170524	07/05/2024	WE ENERGIES	\$ 552.02
141170524	07/05/2024	WE ENERGIES	\$ 10.89
184170524	07/05/2024	WE ENERGIES	\$ 115.79
211070524	07/05/2024	WE ENERGIES	\$ 10.51
211170524	07/05/2024	WE ENERGIES	\$ 10.51
256270524	07/05/2024	WE ENERGIES	\$ 38.70
270771124	07/11/2024	WE ENERGIES	\$ 1,931.97
298170524	07/05/2024	WE ENERGIES	\$ 25.50
341170524	07/05/2024	WE ENERGIES	\$ 265.30
415170524	07/05/2024	WE ENERGIES	\$ 9.90
415370524	07/05/2024	WE ENERGIES	\$ 10.51

CHECK NUMBER	CHECK DATE	VENDOR NAME	Sum of AMOUNT
452071624	07/16/2024	MARSHFIELD UTILITIES	\$ 17,787.61
531170524	07/05/2024	WE ENERGIES	\$ 84.20
614170524	07/05/2024	WE ENERGIES	\$ 9.90
668170524	07/05/2024	WE ENERGIES	\$ 234.91
717170524	07/05/2024	WE ENERGIES	\$ 10.51
721170524	07/05/2024	WE ENERGIES	\$ 40.73
721270524	07/05/2024	WE ENERGIES	\$ 10.46
721370824	07/08/2024	WE ENERGIES	\$ 9.90
721570524	07/05/2024	WE ENERGIES	\$ 293.28
721870524	07/05/2024	WE ENERGIES	\$ 252.06
721970524	07/05/2024	WE ENERGIES	\$ 10.51
874170524	07/05/2024	WE ENERGIES	\$ 20.38
20003167	06/28/2024	ART NARVAEZ	\$ 300.00
7124	07/01/2024	FIRST UNUM LIFE INSURANCE COMPANY	\$ 4,359.98
203883	07/01/2024	NVA FIDUCIARY TRUST FOR FSLI	\$ 1,862.56
<b>Grand Total</b>			<b>\$ 1,998,362.59</b>



MONTHLY POSITION CONTROL REPORT  
PERMANENT FULL-TIME/PART-TIME  
POSITIONS AS OF JUNE 30, 2024

Department	Position	FTE	Last Name	First Name	Budgeted for 2024
Administration	Mayor	0.50	TESTRAKE	LOIS	YES
Administration	City Administrator	1.00	BARG	STEVEN	YES
Administration	Human Resources Director	1.00	DRESEL	SARAH	YES
Administration	Human Resources Generalist	1.00	LYLE	PEGGY	YES
Administration	Deputy Assessor	1.00	PUGH	KEITH	YES
<b>Administrator Total</b>		<b>4.50</b>			
Clerk	City Clerk	1.00	SCHIFERL	JESSICA	YES
Clerk	Deputy Clerk	1.00	DRAEGER	ASHLEY	YES
Clerk	Administrative Associate II	0.50	VACANT		YES
Clerk	Administrative Associate II	0.50	RAAB	VICKY	YES
<b>Clerk Total</b>		<b>3.00</b>			
Communication	Communication Director	1.00	LOUCKS	THOMAS	YES
Communication	Communication Specialist	1.00	BALLERSTEIN	DAVID	YES
<b>Communication Total</b>		<b>2.00</b>			
Development Services	Community Development Director	1.00	VACANT		YES
Development Services	Senior Planner	1.00	VACANT		YES
Development Services	Supervisor/Inspector III	1.00	KILTY	PATRICK	YES
Development Services	Inspector II	1.00	DILLINGER	BRIAN	YES
Development Services	Inspector II	1.00	KRIER	ADAM	YES
Development Services	Administrative/Permit Specialist	0.50	DELO	NATALIE	YES
Development Services	Zoning Admin/Ordinance Enf Off	0.50	LARSEN	ROBERT	YES
Development Services	Zoning Admin/Ordinance Enf Off	0.50	WOLF	KAYLA	YES
<b>Development Services Total</b>		<b>6.50</b>			
Finance	Finance Director	1.00	SELENSKE	JENNIFER	YES
Finance	Accounting Manager	1.00	MUNGER	JORDAN	YES
Finance	Accountant	1.00	NEISES	PAM	YES
Finance	Accountant	1.00	GREGOR	TANYA	YES
Finance	Administrative Associate II	0.50	RAAB	VICKY	YES
Finance	Payroll/AP Technician	1.00	RATSCH	ALAYNA	YES
Finance	Payroll/AP Technician	1.00	ERTL	AMANDA	YES
<b>Finance Total</b>		<b>6.50</b>			
Fire	Administrative Associate IV	1.00	PANZER	LORI	YES
Fire	Fire Chief	1.00	VACANT		YES
Fire	Interim Fire Chief	1.00	CLEMENTS	JODY	YES
Fire	Deputy Fire Chief	1.00	BAKOS	STEVE	YES
Fire	Deputy Fire Chief	1.00	MUELLER	EVERETT	YES
Fire	Deputy Fire Chief	1.00	JONAS	ERIK	YES
Fire	Deputy Fire Chief	1.00	WEILAND	TROY	YES
Fire	Deputy Fire Chief	1.00	ALTMAN	JONATHAN	YES
Fire	Firefighter CC Paramedic	1.00	GEBERT	SAMUEL	YES
Fire	Firefighter CC Paramedic	1.00	WOLF	MATT	YES
Fire	Firefighter CC Paramedic	1.00	GLAB	BENJAMIN	YES
Fire	Firefighter CC Paramedic	1.00	VACANT		NO
Fire	Firefighter Paramedic*	1.00	HALLORAN	ANTHONY	YES
Fire	Firefighter CC Paramedic	1.00	TACKES	PAUL	YES
Fire	Firefighter CC Paramedic	1.00	STRAUGHAN	ALEXIS	YES
Fire	Firefighter CC Paramedic	1.00	SAEGER	NATHAN	YES
Fire	Firefighter CC Paramedic	1.00	SADAUSKAS	JENI	YES
Fire	Firefighter CC Paramedic	1.00	PATTERSON	HANNAH	YES
Fire	Firefighter CC Paramedic	1.00	MILLER	ZACHARY	YES
Fire	Firefighter CC Paramedic	1.00	KARNOWSKI	MATTHEW	YES
Fire	Firefighter CC Paramedic	1.00	HINES	TYLER	YES
Fire	Firefighter CC Paramedic	1.00	HANSEN	JUSTIN	YES
Fire	Firefighter CC Paramedic	1.00	GILBERTSON	BJORN	YES
Fire	Firefighter CC Paramedic	1.00	COOK	DILLON	YES

Department	Position	FTE	Last Name	First Name	Budgeted for 2024
Fire	Firefighter CC Paramedic - Relief Lt	1.00	MCNAMARA	NATHANIEL	YES
Fire	Firefighter CC Paramedic - Relief Lt	1.00	FEITER	ANTHONY	YES
Fire	Firefighter CC Paramedic- Lieutenant	1.00	SCHAD	JASON	YES
Fire	Firefighter CC Paramedic-Lieutenant	1.00	BARNES	BRIAN	YES
Fire	Firefighter CC Paramedic-Relief Lt	1.00	GRIESBACH	BENJAMIN	YES
Fire	Firefighter CC Paramedic-Relief Lt	1.00	FRYDENLUND	LUCAS	YES
Fire	Firefighter EMT	1.00	WEBER	ZACHARY	YES
Fire	Firefighter EMT	1.00	MEYER	JAMES	YES
Fire	Firefighter EMT	1.00	MADSEN	JENNA	YES
Fire	Firefighter EMT	1.00	GESSERT	LOGAN	YES
Fire	Firefighter EMT - Lieutenant	1.00	VANDEN ELZEN	JOSEPH	YES
Fire	Firefighter EMT -Relief Lieutentant	1.00	CHRISTOPHER	LANCE	YES
Fire	Firefighter Paramedic	1.00	KENOWSKI	JACOB	YES
Fire	Firefighter Paramedic	1.00	VACANT		NO
Fire	Firefighter Paramedic	1.00	BRACE	AUSTIN	YES
Fire	Firefighter Paramedic	1.00	BOHMAN	JAKOB	YES
<b>Fire Total</b>		<b>40.00</b>			
Library	Library Director	1.00	PORTER	JILL	YES
Library	Asst Dir./Tech. Svcs Supervisor	1.00	BAKER	KATHLEEN	YES
Library	Administrative Assistant	1.00	RUCKER	CAREY	YES
Library	Adult Services Supervisor	1.00	HALBERSMA	ANDREA	YES
Library	Circulation Assistant	0.40	LINZMEIER	TRINITY	YES
Library	Circulation Assistant	0.50	KOBER	ROBIN	YES
Library	Circulation Assistant	0.40	WARGO	DAWN	YES
Library	Circulation Assistant	0.50	CERA	JILL	YES
Library	Circulation Assistant	0.50	SCHMIDT	MELISSA	YES
Library	Circulation Assistant	1.00	SMITH	PENNY	YES
Library	Circulation Supervisor	1.00	SCHULTZ	ROBERT	YES
Library	Facilities Coordinator	1.00	LANDWEHR	NICHOLAS	YES
Library	Interlibrary Loan Specialist	0.80	KRUSE	NATALIE	YES
Library	Library Specialist	0.50	HERFEL	KENNARD	YES
Library	Library Specialist	0.80	LINZMEIER	ANNA	YES
Library	Library Specialist	1.00	APFEL	STEVE	YES
Library	Library Specialist	0.40	WHITCHER	SYDNEY	YES
Library	Library Systems Analyst	1.00	MADER	ROBERT	YES
Library	Technical Services Specialist	1.00	HILL	SANDRA	YES
Library	Technical Services Specialist	1.00	DERFUS	MARY	YES
Library	Technical Services Specialist	1.00	SMITH	DEBORAH	YES
Library	Youth Services Specialist	0.40	EARL	CHRISTINA	YES
Library	Youth Services Specialist	0.40	BUMP	FELICITY	YES
Library	Youth Services Supervisor	1.00	BARTKOWIAK	SARA	YES
<b>Library Total</b>		<b>18.60</b>			
Municipal Court	Municipal Court Clerk	0.88	KLOOS	MELISSA	YES
<b>Municipal Court Total</b>		<b>0.88</b>			
Parks & Recreation	Parks & Recreation Director	1.00	CASPERSON	JUSTIN	YES
Parks & Recreation	Parks Superintendent	1.00	STEINBACH	BENJAMIN	YES
Parks & Recreation	Administrative Associate III	1.00	BESLER	ABIGAIL	YES
Parks & Recreation	Assistant Parks Superintendent	1.00	ROGERS	DANIEL	YES
Parks & Recreation	City Forester	1.00	RYSKIEWICZ	MARK	YES
Parks & Recreation	Custodian	0.50	VACANT		YES
Parks & Recreation	Pool Technician	1.00	RASMUSSEN	KYLE	YES
Parks & Recreation	Parks Technician	1.00	SEE	CODY	YES
Parks & Recreation	Parks Technician	1.00	KRUGER	BRIAN	YES
Parks & Recreation	Parks Worker	1.00	HERKERT	TOM	YES
Parks & Recreation	Parks Technician	1.00	RESS	MICHAEL	YES
Parks & Recreation	Recreation Manager	1.00	BRUCE	AMANDA	YES
Parks & Recreation	Technical Services Coordinator	1.00	BEAUCHAMP	AMY	YES
Parks & Recreation	Zoo Manager	1.00	STORANDT	SARAH	YES
Parks & Recreation	Event & Program Coordinator	1.00	ANDERSON	NICOLE	YES
Parks & Recreation	Senior Coordinator	0.50	VACANT		YES
Parks & Recreation	Parks and Recreation Office Assistant	0.50	ZIMMERMANN	WENDY	YES
<b>Parks &amp; Recreation Total</b>		<b>15.50</b>			

Department	Position	FTE	Last Name	First Name	Budgeted for 2024
Police	Police Chief	1.00	GEURINK	JODY	YES
Police	Assistant Police Chief	1.00	ESSER	TRAVIS	YES
Police	Administrative Associate IV	1.00	GAETZ	CINDY	YES
Police	Administrative Services Supervisor	1.00	KROKSTROM	LORRIE	YES
Police	Custodian	1.00	TIBBETT	BRUCE	YES
Police	Police Detective	1.00	LEU-MARTINEK	JULIE	YES
Police	Police Detective	1.00	BERRES	MATTHEW	YES
Police	Police Detective	1.00	VACANT		YES
Police	Police Detective	1.00	NEINAST	ALLAN	YES
Police	Police Detective	1.00	FOEMMEL	JASON	YES
Police	Police Lieutenant	1.00	PARKS	JASON	YES
Police	Police Lieutenant	1.00	BORNBACH	CALEB	YES
Police	Police Lieutenant	1.00	HAMILL	KEVIN	YES
Police	Police Lieutenant	1.00	PUNKE	JASON	YES
Police	Police Lieutenant	1.00	SHERDEN	TRAVIS	YES
Police	Police Officer	1.00	GRUBER	NICOLE	YES
Police	Police Officer	1.00	ABEL	LIBBY	YES
Police	Police Officer	1.00	JONES	HARLEY	YES
Police	Police Officer	1.00	BERG	CHRISTOPHER	YES
Police	Police Officer	1.00	BORCHARDT	BLAKE	YES
Police	Police Officer	1.00	CAROLFI	KELLY	YES
Police	Police Officer	1.00	CHRISTIAN	CORY	YES
Police	Police Officer	1.00	ECKES	ALLIE	YES
Police	Police Officer	1.00	ENDRIES	TERRY	YES
Police	Police Officer	1.00	FOX	SAMUEL	YES
Police	Police Officer	1.00	FOX	ELI	YES
Police	Police Officer	1.00	HASZ	CHRISTOPHER	YES
Police	Police Officer	1.00	HINTZE	HUNTER	YES
Police	Police Officer	1.00	KIZER	JAMIE	YES
Police	Police Officer	1.00	KLUG	MATTHEW	YES
Police	Police Officer	1.00	KRAMER	LANDON	YES
Police	Police Officer	1.00	LARSEN	JOSHUA	YES
Police	Police Officer	1.00	MAXSON	JACOB	YES
Police	Police Officer	1.00	MITCHELL	ALEXANDER	YES
Police	Police Officer	1.00	RINGQUIST	ANDREW	YES
Police	Police Officer	1.00	SCHEPPLER	MACK	YES
Police	Police Officer	1.00	SPOONER	BRIAN	YES
Police	Police Officer	1.00	TLACHAC	JESSE	YES
Police	Police Officer	1.00	WARGOWSKY	AARON	YES
Police	Police Officer	1.00	TOLLEFSON	ERIC	YES
Police	Police Records Specialist	1.00	SCHULZE	ALEXIS	YES
Police	Police Records Specialist	1.00	TESMER	MICHELLE	YES
Police	Police Records Specialist	1.00	DOWNS	MARIE	YES
Police	School Resource Officer	1.00	KLEIN	ANTHONY	YES
Police	School Resource Officer	1.00	ERICKSON	BRODY	YES
Police	Traffic Safety/Crime Prevention	1.00	IVERSON	DEREK	YES
Police	Zoning Admin/Ordinance Enf Off	0.50	LARSEN	ROBERT	YES
Police	Zoning Admin/Ordinance Enf Off	0.50	WOLF	KAYLA	YES
<b>Police Total</b>		<b>47.00</b>			

Department	Position	FTE	Last Name	First Name	Budgeted for 2024
Public Works	Public Works Director	1.00	TURCHI	THOMAS	YES
Public Works	Administrative/Permit Specialist	0.50	DELO	NATALIE	YES
Public Works	Facilities Maint. Coordinator	1.00	MOLTER	JEFFREY	YES
Public Works	City Engineer	1.00	MAURITZ	JOSH	YES
Public Works	Assistant City Engineer	1.00	CASSIDY	TIMOTHY	YES
Public Works	Civil Engineer I	1.00	VACANT		YES
Public Works	Civil Engineer II	1.00	PERTON	JAMES	YES
Public Works	GIS Coordinator	1.00	SONNEMANN	ALEXIS	YES
Public Works	Engineering Technician II	1.00	OLDHAM	LANCE	YES
Public Works	Engineering Technician II	1.00	MILLER	SHAWN	YES
Public Works	Street Superintendent	1.00	RASMUSSEN	TIMOTHY	YES
Public Works	Administrative Associate III	1.00	KEECH	KIM	YES
Public Works	Asst Street Superintendent	1.00	GRIEPENTROG	CLIFTON	YES
Public Works	Asst Street Superintendent	1.00	SHANKS	CODY	YES
Public Works	Equipment Operator I	1.00	CEPRESS	KEVIN	YES
Public Works	Equipment Operator I	1.00	CHURKEY	MATTHEW	YES
Public Works	Equipment Operator I	1.00	KREMER	LEONARD	YES
Public Works	Equipment Operator I	1.00	VACANT		YES
Public Works	Equipment Operator I	1.00	VACANT		YES
Public Works	Equipment Operator II	1.00	BELL	BRANDON	YES
Public Works	Equipment Operator II	1.00	CHRISTIANSEN	CHRISTOPHER	YES
Public Works	Equipment Operator II	1.00	KIBBEL	MITCHELL	YES
Public Works	Equipment Operator II	1.00	KRAMAS	TRAVIS	YES
Public Works	Equipment Operator II	1.00	OLSON	SHAWN	YES
Public Works	Equipment Operator II	1.00	OTT	BENJAMIN	YES
Public Works	Equipment Operator II	1.00	RAAB	NOAH	YES
Public Works	Equipment Operator II	1.00	SCHROEDER	WILLIAM	YES
Public Works	Equipment Operator II	1.00	TRITZ	CRAIG	YES
Public Works	Equipment Technician/Operator	1.00	SONNEMANN	LESTER	YES
Public Works	Fleet Supervisor	1.00	AGA	JASON	YES
Public Works	Inventory Assistant/Operator	1.00	SCHILL	TREVOR	YES
Public Works	Mechanic II	1.00	WILHELM	JUSTIN	YES
Public Works	Mechanic II	1.00	WANTA	DUANE	YES
Public Works	Public Works Lead Worker - Concrete	1.00	ZIMMERMANN	SKYLER	YES
Public Works	Public Works Lead Worker - Grade	1.00	NIEHAUS	PATRICK	YES
Public Works	Sign Technician/Operator	1.00	BROCK	COREY	YES
Public Works	Specialized Equipment Operator	1.00	KOZIK	KYLE	YES
Public Works	Specialized Equipment Operator	1.00	LINZMEIER	BRYAN	YES
Public Works	Street Maintenance Worker	1.00	BINDER	JOSEPH	YES
Public Works	Street Maintenance Worker	1.00	KILTY	CARSON	YES
Public Works	Wastewater Superintendent	1.00	KIVELA	MARK	YES
Public Works	Asst Wastewater Superintendent	1.00	GOHAM	JOEL	YES
Public Works	Administrative Associate III	1.00	SABO	BONNIE	YES
Public Works	Wastewater Operator	1.00	GESSERT	ROSS	YES
Public Works	Wastewater Operator	1.00	SCHMIDT	PHILLIP	YES
Public Works	Wastewater Operator	1.00	KELNHOFER	PAUL	YES
Public Works	Wastewater Operator - Level 4	1.00	LUKANICH	JOHN	YES
Public Works	Wastewater Operator - Level 4	1.00	KUHLKA	LOUIS	YES
Public Works	Wastewater Operator - Level 4	1.00	OTT	ANDREW	YES
Public Works	Wastewater Operator - Level 4	1.00	FISCHER	BRANDON	YES
Public Works	Wastewater Operator - Level 4	1.00	NOSBISCH	MITCHELL	YES
<b>Public Works Total</b>		<b>50.50</b>			
Technology	IT Analyst	1.00	WESTMAN	ERIK	YES
Technology	IT Analyst	1.00	SUTTON	MATTHEW	YES
Technology	IT Director	1.00	NG	ENG	YES
Technology	Associate IT Analyst	1.00	SCHROEDER	SHAWN	YES
<b>Technology Total</b>		<b>4.00</b>			
<b>Grand Total</b>		<b>198.98</b>			

**REPORT OF PERSONNEL ACTIONS  
FINANCE, BUDGET, AND PERSONNEL COMMITTEE MEETING  
AS OF JUNE 30, 2024**

**New Hires / Promotions / Transfers**

<b>Name</b>	<b>Position / Department</b>	<b>Effective Date</b>
Benjamin Glab	Firefighter / CC Paramedic	06/10/2024

**Retirements / Resignations / Terminations**

<b>Name</b>	<b>Position / Department</b>	<b>Effective Date</b>
Beth Cantrell	Administrative Associate II	05/31/2024

# TREASURY REPORT

April 2024

	April	March
<b>GENERAL CITY</b>		
<b>PREVIOUS BANK BALANCES (CASH):</b>		
Bonds	6,510.00	
Forward Bank	2,316,927.09	
<b>TOTAL PREVIOUS CASH BALANCE:</b>	<b>2,323,437.09</b>	<b>\$2,627,668.24</b>
<b>RECEIPTS:</b>		
Forward Bank	7,155,415.85	
FF Interest	10,675.21	
L-T Investment Interest Rec		
<b>TOTAL CASH RECEIPTS:</b>	<b>7,166,091.06</b>	<b>\$5,119,995.93</b>
<b>DISBURSEMENTS:</b>		
Forward Bank	5,720,890.98	
<b>TOTAL CASH DISBURSEMENTS:</b>	<b>5,720,890.98</b>	<b>\$5,424,227.08</b>
<b>GENERAL CITY BOOK BALANCE (CASH):</b>	(Previous Balance + Receipt - Disbrsmnts.)	<b>3,768,637.17</b>
		<b>\$2,323,437.09</b>
<b>GENERAL CITY INVESTMENTS:</b>		
Securities Investments (Long Term)	0.00	
\$0 @ 0.000%		
Securities Investments (Short Term)	0.00	
Pershing Investment Acct (BONDS):	594,563.72	
Local Government Investment Pool (LGIP)	33,993,121.50	
LGIP Int rate/earning 5.38%	149,767.42	
	<b>\$34,737,452.64</b>	<b>\$34,153,956.02</b>
<b>TOTAL GENERAL CITY CASH &amp; INVESTMENTS</b>	<b>\$38,506,089.81</b>	<b>\$36,477,393.11</b>
<b>MARSHFIELD UTILITIES</b>		
FF Previous Bal.	2,862,816.64	
FF Utility Receipts	6,345,398.72	
FF Utility Disburs.	6,138,837.06	
<b>MU BOOK BALANCE:</b>	<b>\$3,069,378.30</b>	<b>\$2,862,816.64</b>
<b>MU INVESTMENTS:</b>	<b>\$6,445,385.16</b>	<b>\$6,417,112.55</b>
<b>TOTAL MU CASH &amp; INVESTMENTS:</b>	<b>\$9,514,763.46</b>	<b>\$9,279,929.19</b>
<b>TOTAL BOOK BALANCE (CASH):</b>	(Marshfield Utilities Balance + General Balance)	<b>\$6,838,015.47</b>
		<b>\$5,186,253.73</b>
<b>RECAPITULATION BANK REPORT</b>		
Bonds	6,510.00	
FF Mfld Utilities	3,103,432.36	
FF General City	4,282,594.03	
<b>TOTAL BANK BALANCE:</b>	<b>7,392,536.39</b>	
<b>(OUTSTANDING CHECKS)</b>	<b>554,520.92</b>	
<b>TOTAL BANK BALANCE (CASH):</b>	<b>\$6,838,015.47</b>	<b>\$5,186,253.73</b>
<b>CASH ON HAND :</b>	<b>\$100.00</b>	<b>\$100.00</b>
<b>TOTAL INVESTMENTS:</b>	<b>\$41,182,837.80</b>	<b>\$40,571,068.57</b>
<b>TOTAL CASH &amp; INVESTMENTS:</b>	<b>\$48,020,853.27</b>	<b>\$45,757,322.30</b>

Submitted by:   
**Jennifer Selenske**  
 Finance Director

**TREASURY REPORT**  
**May 2024**

	May	April
<b>GENERAL CITY</b>		
<b>PREVIOUS BANK BALANCES (CASH):</b>		
Bonds	6,510.00	
Forward Bank	3,762,127.17	
<b>TOTAL PREVIOUS CASH BALANCE:</b>	<b>3,768,637.17</b>	<b>\$2,323,437.09</b>
<b>RECEIPTS:</b>		
Forward Bank	3,081,912.07	
FF Interest	8,430.94	
L-T Investment Interest Rec		
<b>TOTAL CASH RECEIPTS:</b>	<b>3,090,343.01</b>	<b>\$7,166,091.06</b>
<b>DISBURSEMENTS:</b>		
Forward Bank	5,331,096.22	
<b>TOTAL CASH DISBURSEMENTS:</b>	<b>5,331,096.22</b>	<b>\$5,720,890.98</b>
<b>GENERAL CITY BOOK BALANCE (CASH):</b>	(Previous Balance + Receipt - Disbrsmnts.)	<b>1,527,883.96</b>
<b>GENERAL CITY INVESTMENTS:</b>		
Securities Investments (Long Term)	0.00	
\$0 @ 0.000%		
Securities Investments (Short Term)	0.00	
Pershing Investment Acct (BONDS):	596,916.89	
Local Government Investment Pool (LGIP)	34,414,111.24	
LGIP Int rate/earning 5.38%	156,535.91	
	<b>\$35,167,564.04</b>	<b>\$34,737,452.64</b>
<b>TOTAL GENERAL CITY CASH &amp; INVESTMENTS</b>	<b>\$36,695,448.00</b>	<b>\$38,506,089.81</b>
<b>MARSHFIELD UTILITIES</b>		
FF Previous Bal.	3,069,378.30	
FF Utility Receipts	5,005,707.68	
FF Utility Disburs.	5,598,308.59	
<b>MU BOOK BALANCE:</b>	<b>\$2,476,777.39</b>	<b>\$3,069,378.30</b>
<b>MU INVESTMENTS:</b>	<b>\$6,474,739.93</b>	<b>\$6,445,385.16</b>
<b>TOTAL MU CASH &amp; INVESTMENTS:</b>	<b>\$8,951,517.32</b>	<b>\$9,514,763.46</b>
<b>TOTAL BOOK BALANCE (CASH):</b>	(Marshfield Utilities Balance + General Balance)	<b>\$4,004,661.35</b>
<b>RECAPITULATION BANK REPORT</b>		
Bonds	6,510.00	
FF Mfid Utilities	2,837,586.91	
FF General City	2,061,369.73	
<b>TOTAL BANK BALANCE:</b>	<b>4,905,466.64</b>	
<b>(OUTSTANDING CHECKS)</b>	<b>900,805.29</b>	
<b>TOTAL BANK BALANCE (CASH):</b>	<b>\$4,004,661.35</b>	<b>\$6,838,015.47</b>
<b>CASH ON HAND :</b>	<b>\$100.00</b>	<b>\$100.00</b>
<b>TOTAL INVESTMENTS:</b>	<b>\$41,642,303.97</b>	<b>\$41,182,837.80</b>
<b>TOTAL CASH &amp; INVESTMENTS:</b>	<b>\$45,646,965.32</b>	<b>\$48,020,853.27</b>

Submitted by:   
**Jennifer Selenske**  
**Finance Director**



## PARKS & RECREATION

# City of Marshfield Memorandum

**TO:** Finance, Budget and Personnel Committee  
**FROM:** Justin Casperson, Parks and Recreation Director  
**RE:** Refill Vacant Office Coordinator Position  
**DATE:** July 16, 2022

### **Summary:**

Abbey Besler is resigning from her position as a fulltime Office Coordinator with Parks & Recreation after five years of service with the City. Abbey's last day of work is Wednesday, July 24, 2024. On behalf of the Parks and Recreation Department and City, I want to thank Abbey for her commitment and dedication to the community and the residents of Marshfield.

Abbey is the only Office Coordinator in the Department and works out the 2nd Street Community Center office. The position responsibilities include the following, but not limited to: provides front line interaction with the public; collects and reconciles daily and monthly deposits, reports and spreadsheets; receives and conveys information to and from the public and city personnel; processes incoming and outgoing mail, rentals, reservations, program information; orders and maintains office supplies; maintains and updates paper and electronic filing systems; invoices past-due accounts; coordinates and compiles maintenance staff daily sheets; processes program and facility registrations; opens and closes the office; maintains accurate records of all department receipts and revenues; compiles and organizes facility calendars; maintains and supervises ball field reservations and schedules; inventories and sells discount tickets to area attractions; updates and maintains department website; processes seasonal and part-time tax and employment forms and documents, etc.

One of the main functions of any Department is front office personnel and communication. This position is the main control point for customer service and communicating between staff and the public. The Parks and Recreation Department would be unable to function properly without this position.

### **Recommendation:**

Staff recommends the approval the filling of the Office Coordinator position with the Parks & Recreation Department.

### **Attachment(s):**

Office Coordinator Job Description.



## JOB DESCRIPTION

<b>Job Title:</b>	Office Coordinator	<b>Department:</b>	Parks and Recreation
<b>Job Code:</b>	174	<b>Pay Grade:</b>	123
<b>Supervisor:</b>	Recreation Superintendent	<b>Exempt Status:</b>	Non-Exempt

### JOB SUMMARY

The Office Coordinator for the Parks and Recreation Department performs a variety of administrative duties and tasks relating to the effective operation of the department and the delivery of its services to the public.

### ESSENTIAL JOB FUNCTIONS

1. Provides front line interaction with the public in a friendly and professional manner through personal contact at office counter, answers telephone(s), telephone information line, and Internet emails. Receives and conveys information to and from the public and city personnel to department staff in an accurate and effective manner through the use of email, voicemail, written messages, telephone, and radio communications. Performs a variety of clerical and administrative duties including: processes incoming and outgoing mail; orders and maintains office supplies; maintains/updates filing systems; updates phone trees and information line as needed; helps coordinate winter storage; distributes department agenda packets; invoices past-due accounts; coordinates phone service & portable toilets for ballfields; compiles maintenance staff daily sheets; maintains keyless entry codes; processes program registrations, and facility registrations; collects, deposits, and maintains accurate records of all department receipts and revenues; sells discount tickets to area attractions; keeps accurate record of league standings; updates and maintains department website.
2. Also maintains accurate records of facility use, program registration, payroll, revenues, and inventories and utilizes data to prepare reports and recommendations. Develops and maintains effective public relations and communications with City staff and other general public. Supervises operations of the department in the absence of the Director or Supervisor of Parks & Recreation.
3. Maintains confidential records of full-time & seasonal employees' hours worked and compensation, overtime, vacation, sick leave, and clothing allowance balance for benefit-eligible department staff. Oversees completion of seasonal hire, payroll change information and related employment paperwork. Processes daily deposit and maintains accurate records of revenues and refunds monthly. Maintains accurate report of sales tax for the City's Finance Department on monthly basis.
4. Composes and proofs department correspondence, brochures, flyers, manuals, news releases, forms, newsletters, minutes, agendas, work schedules, purchase orders, spreadsheets, and any others as requested.
5. Schedules and promotes the operation of park shelters; baseball diamonds; softball diamonds; tennis/racquetball center; Oak Avenue Community Center, fairgrounds and other facilities as

assigned.

6. Prepares utilities section of the department's annual budget, including compiling expenditure and revenue data and collecting reports from internal and external sources. Assists supervisory staff with their portions of the annual budget, including data entry.
7. Reviews and meets ongoing competency requirements of the role to maintain the skills, knowledge and abilities to perform, within scope, role specific functions.
8. Regular attendance is required in order to carry out the essential functions of the position.

#### **ADDITIONAL DUTIES**

1. Other duties as assigned.

#### **JOB QUALIFICATIONS**

##### **EDUCATION**

High School diploma or equivalent required. Associate Degree preferred.

*For positions requiring education beyond a high school diploma or equivalent, educational qualifications must be from an institution whose accreditation is recognized by the Council for Higher Education and Accreditation.*

##### **EXPERIENCE**

**Minimum Required:** Two to three years' experience preferred performing responsible work including filing, keyboarding, administrative assistant duties, and collection of fees.

##### **CERTIFICATIONS/LICENSES**

*The following licensure(s), certification(s), registration(s), etc., are required for this position. Licenses with restrictions are subject to review to determine if restrictions are substantially related to the position.*

**Minimum Required:** None

##### **KNOWLEDGE/SKILLS/ABILITIES**

Strong public relations, marketing and communications skills preferred. Knowledge of various software including Microsoft Word, Excel, PowerPoint, and Access. Ability to effectively use office equipment such as calculator, computer, telephone, fax machine, two-way radio, scanner, and copy machine. Strong interpersonal and customer service skills. Ability to perform in an active work environment and handle multiple tasks in an organized and effective manner.

#### **EXCLUSION FROM FEDERAL PROGRAMS**

Certain employees (Fire Department, Administration, and Finance employees) may not at any time have been or be excluded from participation in any federally funded program, including Medicare and Medicaid. This is a condition of employment. Employee must immediately notify his/her manager if he/she is threatened with exclusion or becomes excluded from any federally funded program.

#### **ORGANIZATIONAL CORE VALUES**

- Professionalism
- Integrity
- Customer Service

- Respect

- Teamwork

- Accountability

<b>PHYSICAL DEMANDS</b>					
<b>Expected Physical Demands of the Role</b>	<b>Expected Frequency Individual Will Perform the Physical Demands in the Role</b>				
	<b>Continuously (67 – 100%) <i>Greater than 5 hours of 8 hour work day</i></b>	<b>Frequently (34 – 66%) <i>2 ½ to 5 hours of 8 hour work day</i></b>	<b>Occasionally (11 – 33%) <i>50 minutes to 2 ½ hours of 8 hour work day</i></b>	<b>Seldom (0 – 10%) <i>Less than 50 minutes of 8 hour work day</i></b>	<b>Not Present</b>
Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grasp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift and carry 10 pounds or less for a short distance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift and carry less than 35 pounds for a short distance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lift greater than 35 pounds utilizing mechanical systems or with additional personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pivot waist and neck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push and pull 50 pounds or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Push and pull greater than 50 pounds utilizing mechanical systems or with additional personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach less than 5 feet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach higher than 5 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sit with back support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit without back support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stand Unsupported	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wrist flexion/extension	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>All employees are required to utilize proper body mechanics, lifting and moving techniques and/or request assistance from additional staff before attempting to lift any weight outside of their physical capabilities and/or provider ordered restrictions. Actual weight(s) of individuals or items to be lifted vary substantially and must be carefully assessed by staff before attempting a lift to minimize the risk of employee injury.</i>					
<b>Hearing and Vision</b>			<b>Requirement</b>	<b>Not a Requirement</b>	
Normal vision with/without correction			<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Color vision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Normal hearing with/without correction	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>ENVIRONMENTAL FACTORS</b>					
<b>Expected Environmental Factors of the Role</b>	<b>Expected Frequency Individual Will Be Exposed to Environmental Factors Demands in the Role</b>				
	<b>Continuously (67 – 100%) <i>Greater than 5 hours of 8 hour work day</i></b>	<b>Frequently (34 – 66%) <i>2 ½ to 5 hours of 8 hour work day</i></b>	<b>Occasionally (11 – 33%) <i>50 minutes to 2 ½ hours of 8 hour work day</i></b>	<b>Seldom (0 – 10%) <i>Less than 50 minutes of 8 hour work day</i></b>	<b>Not Present</b>
Works indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Uses a computer monitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works alone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with others	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works at unprotected heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Works with explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to biological agents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exposure to excessive noises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to extreme hot or cold temperature and/or changes in humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to radiation or electrical energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to slippery or uneven walking surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exposure to solvents, grease or oils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to toxic or caustic chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Around moving machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operates moving machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other special conditions:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*All employees are required to appropriately dress is based on the area the position resides in and must follow the Dress Code policy and other applicable departmental policies.*

<b>SPECIAL FACTORS</b>
------------------------

Expected Travel and Shift Factors of the Role	Expected Frequency Individual Will Be Requested of Travel and Shift Factors in the Role			
	Frequently Required	Occasionally Required	Seldom Required	Unlikely
Day travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overnight travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
On-call shifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holiday shifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>All employees' hours are scheduled according to the needs of the department. Occasional changes to scheduled hours may be necessary when required by workload or departmental deadlines. May require additional hours based on workload, staffing or emergency situations.</i>				

The statements above are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and additional job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**DATE MODIFIED: 7/2/24**



# MEMORANDUM

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DATE: July 2, 2024  
TO: Finance, Budget, & Personnel Committee  
FROM: Jennifer Selenske, Finance Director  
RE: Budget Resolution 09-2024 Police Department Security Upgrades and Payment of Fire Engine 4

## **Background**

The current Marshfield Police Station was built in the early 1980's. In that time, the common trend was to have the building accessible to the public as much as possible. Our building originally had our employee area adjacent to the front lobby separated by decorative iron bars. Then later, around 1990, that area was updated with glass which was more inviting and has a professional appearance.

The theory behind the design of Police Department lobby areas has evolved significantly since then. Police Departments now look to make the areas that separate employees from the public much more secure, mostly due to an increase of violence and threats of violence against police departments that have occurred. Lobbies now use electronic controlled entry points and bullet resistant partitions.

## **Analysis**

An examination our lobby's security identified some positives and negatives. Our building has electronic controlled locks on the doors leading from public areas to employee areas, the doors leading from the lobby to employee areas are heavy commercial grade solid doors, and the walls are constructed from brick. All of these features add to security of our building.

The most prevalent negative is that there are three windows separating the employee area from the public area that are not bullet or shatter resistant. Two of the largest windows are decorative glass that is less sturdy than even commercial grade windows. These separations provide little to no protection for our employees.

In researching products that could provide a level of protection to our employees, I found that most are extremely expensive. Most offer a specially made glass that has to be installed by a contractor. Safe Haven Defense however, offered a glaze that can be applied to normal glass that adds bullet and shatter resistance. This will allow our employees more time to move to a safe area.

One of the three windows can remain and just have the glazing applied directly to it. The other two decorative style windows will have to be replaced prior to the glazing being applied. There will also be a bullet resistant speak through added to them as well as service trays installed to pass paper/items through.

Since all of the windows are essentially regular windows with a special glazing, there is a possibility of reusing them in the event that we are able to move to a new building in the future.

Common Council approved this item for inclusion in the 2024 borrowing at its May 28, 2024 and approved the amount in Resolution 2024-21 sale of general obligation promissory notes.

Payment for fire engine 4 was also approved at the above referenced meetings. Budget Resolution 09-2024 authorizes spending of debt proceeds.

### **Recommendation**

I recommend the Finance, Budget, and Personnel Committee recommend Common Council approval of Budget Resolution 09-2024 to increase the budget of the Public Safety Capital Outlay Fund for safety improvements and payment of fire engine 4.

**BUDGET RESOLUTION NO. 09-2024**

A resolution changing to 2024 budget of the City of Marshfield, Wisconsin.

**Budget Amendment**

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the 2024 adopted budget for the Public Safety Capital Outlay Fund Law Enforcement Outlay other capital equipment-law enforcement account be increased up to \$14,000 for the purpose of updating security at the police department.
  
2. That the 2024 adopted budget for the Public Safety Capital Outlay Fund Fire Protection Outlay other capital equipment fire protection account be increased \$932,100 for the purpose of paying for fire engine 4.
  
3. That the 2024 adopted budget for the Public Safety Capital Outlay Fund proceeds of long-term debt account be increased \$946,100.
  
4. 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 publishes notice of this change in the official newspaper.

ADOPTED \_\_\_\_\_  
\_\_\_\_\_  
Mayor

APPROVED \_\_\_\_\_  
\_\_\_\_\_  
Attest – City Clerk

PUBLISHED \_\_\_\_\_

Accounting Note: Budgetary Only  
410-57210-20-58600- \$14,000 project PDGLASS  
410 -57220-21-58610 - \$932,100 project 215841  
410 -49000-08-49120 - \$946,100





# MEMORANDUM

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DATE: July 16, 2024  
TO: Finance, Budget, & Personnel Committee  
FROM: Jennifer Selenske, Finance Director  
RE: Request to renew the agreement for PCard Services (BMO Harris)

## **Background**

The City entered into an agreement with BMO Harris Bank N.A. effective November 2, 2018 for PCard services. The purpose of the program is to provide an efficient, cost-effective method of procurement. It reduces the number of vendors in the vendor master as well as the number of checks/ACH processed.

## **Analysis**

If the City achieves an agreed-upon spending level during a given contract year, the City is eligible to receive a rebate. The City has received rebates totaling \$55,826 since 2020 and is expecting its fifth rebate of \$15,359.

The City's reporting software integrates with BMO and the procedures to process the monthly credit card statement are easy to use and work well for us. If the City spends \$1,500,000 on the program, we will receive a rebate of 1.68% for standard transactions, 0.73% for international, charity and data rate III transactions, and 0.55% for large ticket items (a decrease of 0.68%) in the last contract. New for this contract is a lower spending tier of \$1,000,000 for which the City would receive a rebate of 1.20%.

The term for the new contract will be retroactively dated to May 2024 and will automatically renew for two consecutive one-year periods with the same terms of conditions.

## **Recommendation**

I recommend that the Finance, Budget, and Personnel Committee recommend Council approval to authorize the Finance Director to execute the attached agreement with BMO Harris Bank N.A. for PCard services.



# Corporate Card Agreement

This Agreement dated **June 3, 2024** is made between:

**CITY OF MARSHFIELD**  
(the “Customer”)

- and -

**EACH BANK THAT IS A SIGNATORY TO THIS AGREEMENT**

The parties acknowledge each of the following:

1. Bank of Montreal (“**BMO**”) provides corporate card services in Canada.
2. BMO Bank N.A. (“**BMO U.S.**”) provides corporate card services in the United States.
3. The Customer has requested a Canadian Program or a U.S. Program, or both, and each Bank that has executed this Agreement has agreed to provide the Program within their respective jurisdictions in accordance with the terms and conditions stated in this Agreement.

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by each party, the parties agree as follows:

## 1. Definitions and Interpretation

(a) Capitalized terms used in this Agreement are defined as follows:

“**Affiliate**” means an entity which is related to the Customer in one of the following ways: the entity is the parent of the Customer, the entity is a subsidiary of the Customer, the entity and the Customer are each subsidiaries of the same parent, or the entity is a joint venture owned in part by the Customer;

“**Affiliate Account**” means a sub-account of the Customer Account established by the Bank for use by a division or Affiliate of the Customer;

“**Agreement**” means this corporate card agreement (including all attached Schedules), as such agreement may be amended and restated from time to time;

“**Bank**” refers to the contracting parties to this Agreement other than the Customer and has the following meaning:

- (i) where there is only a Canadian Program as evidenced by the Program features selection in Schedule 1, “Bank” means BMO alone, and for the avoidance of doubt, BMO U.S. is not a party to this Agreement; or

- (ii) where there is only a U.S. Program as evidenced by the Program features selection in Schedule 1, “Bank” means BMO U.S. alone, and for the avoidance of doubt, BMO is not a party to this Agreement; or
- (iii) where there is both a Canadian Program and a U.S. Program as evidenced by the Program features selection in Schedule 1, “Bank” means both BMO and BMO U.S.;

“**Billing Period**” means the period beginning the day after the immediately preceding Monthly Billing Date and ending on the current Monthly Billing Date;

“**BMO**” means Bank of Montreal;

“**BMO U.S.**” means BMO Bank N.A.;

“**Business Day**” means, with respect to the Canadian Program, a day on which BMO is generally open for business in Ontario, Canada, and with respect to the U.S. Program, a day on which BMO U.S. is generally open for business in Illinois, USA, and in each case does not include Saturdays, Sundays or statutory holidays;

“**Canadian Program**” means the Program provided to a Customer or an Affiliate with a Canadian address;

“**Card**” means a corporate card issued by the Bank in connection with the Customer Account, which may be issued as a physical card or a card number including a Virtual Card;

“**Card Account**” means a sub-account of the Customer Account which is established for each Card;

“**Card Account Statement**” means the monthly statement setting out the outstanding balance of a Card as of the stated Monthly Billing Date;

“**Card Limit**” means the credit limit established for a Card;

“**Card Network**” means one of the organizations, such as MCI or Visa, which provide systems to facilitate payment transactions, including those under this Agreement;

“**Card Notice**” has the meaning given to it in section 7(c);

“**Cardholder**” means an employee of, or a contractor providing services to, the Customer or Affiliate to whom a Card is issued and in the case of a Non-Personalized Card, means any person using the Non-Personalized Card;

“**Cardholder Agreement**” means the agreement in effect from time to time between the Bank and Cardholders who are jointly and severally liable for the Cards issued to them and governs the use of their Card Accounts;

“**Cash Advance**” means an advance of cash obtained through the use of a Card from the Bank or another financial institution accepting the Card;

“**Change**” has the meaning given to it in section 16(g)(ii);

**“Change Notice”** has the meaning given to it in section 16(g)(ii)(A);

**“Charges”** means all charges posted to the Customer Account including all Transactions, fees and service charges;

**“Customer Account”** means the corporate card account established by the Bank for the Customer;

**“Customer Account Statement”** means a monthly statement showing the outstanding balance of the Customer Account as of a Monthly Billing Date;

**“Customer Credit Limit”** means the Customer Account credit limit established by the Bank from time to time, and which as of the Effective Date is shown in Schedule 1;

**“Effective Date”** refers to the first day that the Agreement is in effect, as shown in Schedule 1;

**“Electronic Distribution”** means distribution through e-mail or posting on the Program Website;

**“F.I.”** means financial institution;

**“Initial Term”** refers to the first term of this Agreement, as shown in Schedule 1;

**“Insurance Certificates”** means documents evidencing Program-related insurance coverage including insurance certificates, policies of insurance, and summaries of assistance services (any two or more of which may be combined into a single document) including any notices of amendment to any of the foregoing documents;

**“Insurance Documents”** means collectively Insurance Certificates and Insurance Notices;

**“Insurance Notices”** means any document relating to the Insurance Certificates that the Bank may send to either or both of the Customer and the Cardholders including changes to insurance coverage, legal and regulatory information, or any insurance related offer;

**“Material Adverse Change”** means any change or event which constitutes a change in the business, operations, condition (financial or otherwise) or properties of a party which when taken as a whole would materially impair a party’s ability to timely and fully perform its obligations under this Agreement or the ability of a party to enforce its rights and remedies under this Agreement;

**“MCI”** means Mastercard International Inc., which is the entity that administers the Mastercard program internationally;

**“Monthly Billing Date”** means the day in each month on which the Bank prepares the Statements;

**“N.A.”** means not applicable, except in the instance of BMO Bank N.A., where it means “National Association”;

**“Non-Personalized Card”** means any Virtual Card and any Card that is not issued to a particular individual and does not bear an individual’s name, such as a Card assigned to a department or vehicle of the Customer;

**“Objection Notice”** has the meaning given to it in section 16(g)(ii)(B);

**“Objection Period”** has the meaning given to it in section 16(g)(ii)(B);

**“Onboarding Documentation”** means the documentation package delivered by the Bank to the Customer which includes the following: the documents to be completed by the Customer to set up the Customer Account, the terms and conditions of the applicable liability waiver program referred to in section 7(e), and the terms and conditions of any features of the Card;

**“Past Due Amount”** has the meaning given to it in section 6(a);

**“Payment Due Date”** means the day by which full payment of the amount set out in a Statement is due, which will be approximately the number of days after the Monthly Billing Date shown in Schedule 1;

**“PIN”** means a personal identification number;

**“Program”** has the meaning given to it in the recitals;

**“Program Administrator”** means an individual appointed by the Customer to act on behalf of the Customer in connection with the operation and administration of the Customer Account;

**“Program Submission”** means a submission by a Program Administrator to the Bank in connection with Routine Matters;

**“Program Website”** means the website established by the Bank through which the Customer may access Statements, reports and other Program-related services;

**“Purchase”** means the use of a Card to charge to the Customer Account the price of goods or services obtained from a Vendor;

**“Routine Matters”** refers to all matters relating to the day-to-day operation and administration of the Program, including: (a) issuing and cancelling Cards; (b) adding and removing Cardholders; (c) changing Cardholders’ names, addresses, phone numbers, cost centres, departments and Card Limits; (d) changing the organizational or hierarchy set-up; (e) changing the Customer Credit Limit;

**“Schedule”** means a schedule to this Agreement;

**“Statements”** means collectively the Card Account Statements and Customer Account Statements and a **“Statement”** refers to a Card Account Statement or Customer Account Statement;

**“Statement Review Period”** means sixty (60) days from the Monthly Billing Date;

**“T&E Card”** means the travel and entertainment Card and includes Travel Accounts;

**“TBD”** means to be determined;

**“Transaction”** means any use of a Card which results in a charge to the Customer Account including Purchases and Cash Advances, whether or not the Card was presented to a Vendor (such as in the case of an internet, mail or telephone order purchase) or the Cardholder's signature was obtained or by use of a PIN;

**“Travel Account”** means the T&E Card with corporate liability that can only be used to book air

travel, train travel, common carrier travel and hotel or motel accommodations;

“**U.S. Program**” means the Program provided to a Customer or an Affiliate with a U.S. address;

“**Vendor**” means a merchant or supplier.

“**Vendor Payment Solution**” means a service that that facilitates transactions between Customers to Vendors.

“**Virtual Card**” means a Card number that is generated from a Customer’s Card which in turn has certain Customer designated functionality including limited use to a particular number of times (for example, one time use), a particular period of time (for example, a week), and for a particular amount of money (for example, \$1,000.00);

“**Visa**” means Visa U.S.A. Inc., which is the entity that administers the Visa program in the U.S.;

“**V-PAYO**” refers to a service that facilitates payments by the Customer to its participating Vendors;

“**V-PAYO Transaction**” means a transaction occurring through V-PAYO; and

- (b) References to “includes” mean “includes, without limitation” and references to “including” mean “including, without limitation”.
- (c) Words in the singular include the plural and words in the plural include the singular.
- (d) The Schedules constitute an integral part of this Agreement.
- (e) The division of this Agreement into sections and subsections and the insertion of headings are for convenience of reference only and do not affect the construction or interpretation of this Agreement.

## 2. Program Features

- (a) The Bank has sole discretion over the management, operation, content and features of the Program and the Cards. Subject to the terms of this Agreement, the Bank may modify any aspect of the Program. In the event that the Program is modified, the Bank will:
  - (i) notify the Customer of any material pricing or Program feature changes or otherwise as required by law; and
  - (ii) will not notify the Customer of any immaterial operational changes that would not adversely affect the Customer (including for example a change to an interactive voice response menu).
- (b) The features of the Program selected by the Customer, together with the Customer Credit Limit, Initial Term and notice provisions are shown in Schedule 1.
- (c) Billing information and options, together with customer service, dispute settlement provisions, and terms and conditions pertaining to V-PAYO are shown in Schedule 2.

- (d) Pricing and fees are shown in Schedule 3, and are subject to change by the Bank on thirty (30) days advance written notice to the Customer.
- (e) Terms and conditions pertaining to the Electronic Distribution of Insurance Documents are set out in Schedule 4.
- (f) Terms and conditions pertaining to the rebate program are set out in Schedule 5.

### 3. Accounts and Cards

- (a) The Bank will establish a Customer Account and extend credit to the Customer by approving Transactions up to the Customer Credit Limit. The Customer Account must only be used for business purposes and not for personal, family or household purposes; provided however that any violation of this limited use commitment does not relieve the Customer of its obligations to pay the Bank for all Charges.
- (b) Through a Program Submission, the Customer may establish an Affiliate Account and allocate a portion of the Customer Credit Limit to that Affiliate Account.
- (c) The Bank will issue a Card to a Cardholder with a Card Limit pursuant to the terms of a Program Submission. If a physical Card is requested it will bear the name of the Cardholder and the Customer's or Affiliate's name or identifier, unless the Card is a Non-Personalized Card, in which case it will bear the name of the applicable department or the vehicle number.
- (d) The Customer will use a Program Submission to direct the Bank to cancel a Card. The Customer will continue to be liable for all Charges to the Customer Account that occur through the use of any such Card before the Bank processes the Program Submission. The Bank will process the Program Submission in accordance with the service levels set out in section 2(a) of Schedule 2.
- (e) Cards are the property of the Bank and cannot be transferred.
- (f) The Customer may request a Non-Personalized Card. The Customer will be liable for all Purchases made with a Non-Personalized Card whether or not an authorized Cardholder made the Purchases.
- (g) If the credit extended by the Bank for the Program is unsecured, then the Bank may in its sole discretion change the Customer Credit Limit without prior notice from time to time.
- (h) The Bank may in its sole discretion do each of the following without prior notice from time to time in order to manage credit risk or to facilitate the smooth operation of the Program for the Customer:
  - (i) change the portion of the Customer Credit Limit allocated to an Affiliate Account;
  - (ii) change a Card Limit; and
  - (iii) issue renewal, replacement or temporary Cards.
- (i) The Bank may cancel or suspend the right to use a Card in each of the following instances:
  - (i) if the Bank detects unusual or suspicious activity on the Card Account;

- (ii) if the outstanding balance of the Card Account is not paid in full within two billing cycles;  
or
- (iii) if required by law.

#### 4. Charges, Cash Advances and Foreign Exchange

- (a) Subject to the terms of this Agreement, a Cardholder may use a Card for the purpose of completing Transactions. All Charges incurred on a Card will be recorded on the corresponding Card Account.
- (b) The Bank may allow Cardholders to obtain Cash Advances only if the Customer has selected a Cash Advance option in the Program features chart in Schedule 1 and the Program Administrator has authorized Cash Advances for that Cardholder. For the avoidance of doubt, Cash Advance features are not available for Non-Personalized Cards.
- (c) When a Card is used to make a Transaction in a foreign currency, MCI will convert the amount into the currency of the Card using a conversion rate in effect on the day MCI processes the Transaction. The MCI conversion rate is either a government-mandated rate or a wholesale market rate. The Bank will increase the converted amount by the foreign transaction fee set out in Schedule 3. The foreign currency conversion rate in effect on the processing date for a Transaction may differ from the rate in effect on the Transaction date.
- (d) When a foreign currency Transaction is refunded to a Card, MCI will convert the amount into the currency of the Card using the MCI conversion rate described above. The Bank will reduce the converted amount by the foreign transaction fee set out in Schedule 3. The foreign currency conversion rate in effect on the processing date for a refund of a Transaction may differ from the rate in effect on the date on which the Transaction was refunded.

#### 5. Statements

- (a) The Bank will prepare Statements on each Monthly Billing Date and make them available to the Customer. Regardless of the billing option selected by the Customer in Schedule 1 or whether the Customer receives a Statement, the Customer will be liable for payment of the aggregate outstanding balance of the Customer Account every month.
- (b) The Customer will ensure that each Statement is examined upon receipt.
  - (i) If the Customer does not notify the Bank of an error or omission with regard to a Statement within the Statement Review Period, the Statement will be deemed conclusively to be correct.
  - (ii) If the Customer does notify the Bank of an error or omission with regard to a Statement within the Statement Review Period, the dispute settlement procedures in section 2(c) of Schedule 2 will be followed.

#### 6. Payments and Late Fees

- (a) Each month, the Customer must pay in full the aggregate outstanding balance shown on each Customer Account Statement on or before the Payment Due Date and the failure to do so will be a default by the Customer. Full payment is required even if the Customer or Cardholder expects to receive a credit from a Vendor. In the event of a disputed Charge, the Customer is entitled to



reduce the full payment by the amount credited pursuant to section 2(c)(ii) of Schedule 2. Any amount not paid by the Payment Due Date will be considered past due (the “**Past Due Amount**”).

- (b) Each time that the Customer does not pay in full on the Payment Due Date the amount due on a Statement, then the following will occur until the Card Account in question is brought current so that there are no Past Due Amounts:
- (i) The Customer will be assessed a late fee on the Past Due Amount that is outstanding as of the Monthly Billing Date of each subsequent Statement until the Past Due Amount is paid in full.
  - (ii) Any late fees shown in a Statement that are not paid in full on the corresponding Payment Due Date are added to Past Due Amount and will be subject to the late fee.
  - (iii) The late fees are set out in Schedule 3.
- (c) The Bank may accept payments that are marked with restrictive endorsements such as “payment in full” without losing any of its rights under this Agreement.

## 7. Customer Liability

- (a) The Customer will be liable to pay the Bank for all Charges to the Customer Account even if the aggregate of all outstanding Charges exceeds any Card Limit or the overall Customer Credit Limit and even if as between the Customer and a Cardholder any Charge resulted from improper use of a Card by the Cardholder.
- (b) The Customer will be liable for any pre-authorized payments charged to a Card Account, even after the Card Account is cancelled, unless the Customer provided a written cancellation request to the Vendor prior to being charged. If requested, the Customer will provide the Bank with a copy of the written cancellation request to the Vendor.
- (c) The Customer will: (i) promptly notify the Bank of any possible loss, theft, or unauthorized use of a Card (a “**Card Notice**”); (ii) where reasonably possible, destroy or return the Card in question; and (iii) cooperate with the Bank in its efforts to investigate the alleged unauthorized use.
- (d) The Customer will not be liable for any unauthorized use of a Card, except that the Customer will be liable for each of the following:
- (i) the use of a Card by an individual who has been authorized by the Customer or Cardholder to use the Customer Account, even if that person is not a Cardholder or that person does not act in accordance with the Customer’s or Cardholder’s instructions or expectations;
  - (ii) any use authorized by the Customer or a Cardholder before the Bank receives a Card Notice; and
  - (iii) any Transaction completed with a PIN by a Cardholder.
- (e) The Customer may take advantage of the BMO Corporate Card Liability Waiver Program (for a Canadian Program), the MasterCoverage Liability Protection Program (for a U.S. Program on the Mastercard network), or VisaCoverage Liability Protection Program (for a U.S. Program on the Visa

network) for certain wrongful Transactions. The Bank will include copies of the terms and conditions of the applicable liability waiver program with the Onboarding Documentation.

- (f) The Customer will pay all reasonable legal fees and disbursements that the Bank incurs in any legal action to recover money payable by the Customer to the Bank pursuant to this Agreement.

## 8. Joint and Several Liability

If the Customer has selected joint and several liability for one or more Card products in Schedule 1, the following additional terms and conditions apply:

- (a) the Customer and each Cardholder must complete a Card application and the Cardholder will be subject to a Cardholder Agreement with the Bank, which may be amended by the Bank from time to time on thirty (30) days advance written notice (copies of each document in effect as of the Effective Date will be included with the Customer's Onboarding Documentation);
- (b) the Customer and each Cardholder will be jointly and severally liable for all Charges to that Cardholder's Card Account;
- (c) the Cardholder will from time to time receive information regarding pricing and fees that are applicable to a Cardholder;
- (d) the Customer will use commercially reasonable efforts to ensure that each Cardholder reviews their Card Statements;
- (e) when cancelling a Card, the Customer's written notice must include the Cardholder's last known business address, home address, and phone number; and
- (f) The Bank will pursue collection efforts against each Cardholder for up to ninety (90) days after the Monthly Billing Date. The Customer will use commercially reasonable efforts to assist the Bank in collecting any outstanding Charges from the Cardholder. Should the Bank be unable to collect the balance due, the Customer will, upon receipt of a notice from the Bank, promptly (but in any event within 3 Business Days) pay that Cardholder's unpaid Charges including any late fees payable in respect of those Charges.
- (g) Applicable only to the Canadian Program: Solely with respect to a joint and several Card issued in connection with an Affiliate Account, the following additional terms apply:
  - (i) References to the Customer in sections 8(a)-(f) refer to the Affiliate for which a Card was issued.
  - (ii) This Agreement creates third party beneficiary rights in favour of an Affiliate that has joint and several cards issued to its Cardholders pursuant to the terms of the Program, and that Affiliate may enforce the terms of this Agreement.
  - (iii) Upon request by the Customer, the Bank will provide a written confirmation to the Customer setting out the names of all Affiliates that have at least one joint and several Card Cardholder.
  - (iv) The Affiliate must communicate to the Bank through the Customer's Program Administrator.

- (v) The Customer will remain solely responsible for providing Program instructions to the Bank.
- (vi) The Affiliate authorizes the Bank to share all information, provide all instructions and issue all demands related to the Affiliate Account to the Customer. In turn, the Customer agrees to provide all such communications to the Affiliate.
- (vii) In the event that the Affiliate fails to pay the Bank in accordance with section 8(f), the Customer will, upon receipt of a notice from the Bank, promptly (but in any event within 3 Business Days) pay the Bank the amount owed pursuant to section 8(f).

**9. Program Administrator**

- (a) The Customer will from time to time provide the Bank with written notice specifying which individuals are to act as its Program Administrators. Those notices will be effective when the Bank receives them.
- (b) The Customer consents to the Electronic Distribution of Insurance Documents on the terms and conditions set out in Schedule 4.
- (c) The Bank may deal with any Program Administrator with regard to Routine Matters. The Bank may rely on any Program Submission received from a Program Administrator through the Program Website, the Virtual Card Program related website, telephone, or e-mail.
- (d) An existing Program Administrator may establish a user identification and password for new Program Administrators. Program Administrators may change their passwords at any time and will do so when required by the Bank.
- (e) The Customer will protect each user identification and password from fraudulent use and will immediately notify the Bank of any unauthorized disclosure of any user identification and password.
- (f) Program Administrators will provide the Bank with information that the Bank requires for the operation and administration of the Program.
- (g) The Bank will send each of the following to the Program Administrator, who will distribute the following to the appropriate individuals and provide responses to the Bank where required:
  - (i) all Cards, unless a Program Administrator directs the Bank to send a Card directly to a Cardholder;
  - (ii) correspondence pertaining to Routine Matters and Program-related information requests; and
  - (iii) notices regarding changes to the Program, including the matters referred to in section 3(g), changes to Cardholder Agreements referred to in section 8(a), and changes to Program-related features and correspondence to Cardholders, including Insurance Documents.

**10. Program Website**

The Bank may post the information referred to in section 9(g)(iii) to the Program Website. The Customer will provide each Cardholder with a copy of any posted information relating to Cardholders or provide each Cardholder with direct access to the Program Website so that the Cardholder can review the information directly.

**11. Customer Responsibilities**

- (a) The Customer will be solely responsible for establishing and monitoring its own internal Program-related procedures or guidelines for Cardholders to ensure compliance with this Agreement. The Bank will not inquire or verify whether any use of a Card, or any Charge to the Customer Account, is in accordance with the Customer's procedures or guidelines.
- (b) The Customer will, and will require Cardholders to, abide by all written security instructions and directions provided by the Bank from time to time.
- (c) The Customer will provide the Bank with financial statements upon prior written request from the Bank. The financial statements provided shall be used by the Bank for purposes related to this Agreement, including but not limited to, annual credit review.

**12. Representations and Warranties**

The Customer represents and warrants to the Bank that as of the date of this Agreement:

- (a) it and each of its Affiliates that participate in the Program are duly organized, validly existing and in good standing under the laws of all necessary jurisdictions;
- (b) it has full power and authority to execute, deliver and perform its obligations under this Agreement;
- (c) that the execution of this Agreement has been duly authorized by all necessary action, and will create a valid and binding obligation of Customer; and
- (d) all documents provided by the Customer or its authorized officers or employees in connection with the signing of this Agreement including documents used to ascertain the existence of the Customer and the authority of the signers of this Agreement to bind the Customer are true and accurate as of the date that the Customer signs this Agreement.

**13. Term and Termination**

- (a) Unless terminated earlier in accordance with the terms of this Agreement: (i) the Initial Term will begin on the Effective Date and will be for the period set out in Schedule 1; and (ii) after the Initial Term, this Agreement will be automatically renewed for two (2) consecutive one (1) year periods on the same terms and conditions contained in the Agreement.
- (b) Either party may terminate this Agreement as follows:
  - (i) without cause, on ninety (90) days prior written notice to the other party;

- (ii) immediately and without prior notice in the event of a Material Adverse Change, bankruptcy or insolvency of the other party;
- (iii) on notice to the Customer of late payment without Customer bringing the Customer Account current by the next billing cycle; and
- (iv) immediately and without further notice if a party is in default in the performance of any of its other obligations and such default continues for thirty (30) days following receipt of a written notice regarding such default from the other party.

The right to terminate is in addition to any other right the non-defaulting party may have in respect of the default.

**(c)** Upon termination of this Agreement:

- (i) the Bank will cancel all outstanding Cards and revoke all rights and benefits of the Customer and its Cardholders;
- (ii) the Customer will have electronic access to the Card data through the Program Website for a period of 6 months following the termination date;
- (iii) the Bank will cooperate with the Customer's commercially reasonable requests to assist with the orderly transfer of corporate card services to another financial institution. If the Customer requests the Bank's assistance and in order to provide the assistance requested, the Bank would incur costs over and above its day-to-day operating costs (such costs, "**Transfer Costs**"), the Bank will advise the Customer before the Transfer Costs are incurred. If the Customer still requires the assistance requested, the Customer will pay the Bank the Transfer Costs within 30 days of the date the Bank provides the Customer with an invoice for the Transfer Costs; and
- (iv) the Customer will continue to be liable for, and pay, the aggregate of all Charges on the Customer Account whether or not then posted to the Customer Account (including Charges not yet incurred and accrued fees) and all such Charges will immediately be due and payable.

**14. Disclaimers**

- (a)** The Bank always attempts to ensure that the Program will be operational, and to respect any available Card Limit or any available transaction limit per Card or per day or any other available limit requested by the Customer. However, due to the interconnectivity of the Card Network systems, the Bank and Vendor systems and the inherent limitations and options of each system, the Bank cannot warrant that the Program will be uninterrupted or error-free or that any limits established by the Customer (such as Card Limits) will always be respected. In addition, reports prepared at the Customer's request are provided to the Customer without representation or warranty as to accuracy of the information provided. Therefore, the Customer waives any and all claims that it may have against the Bank arising out of the use and performance of the Program, except for claims for damages referred to in section 14(d).
- (b)** The Bank is not responsible for any defects in, or the poor quality of, any merchandise or services obtained by means of any Card. The Customer is responsible for settling any dispute between the Customer and a Vendor, including with respect to a Vendor's right to compensation, and any such

dispute will not affect the Customer's obligation to pay all Charges to the Customer Account in full to the Bank in accordance with the terms of this Agreement.

- (c) Third parties may provide some of the Program benefits and enhancements including reward programs as well as services and insurance coverage provided under separate certificates and policies. The Bank is not responsible or liable for anything in connection with those third party benefits and enhancements.
- (d) The Bank is not liable for any claim made, or loss or damages suffered by, the Customer arising directly or indirectly from the Customer's use of the Program, except for damages which the Customer suffers as a result of the Bank's gross negligence or wilful misconduct related to the terms of the Agreement. In no event is the Bank liable for any special, indirect or consequential damages, including but not limited to, lost profits and lost revenues.

#### 15. Confidential Information

- (a) The Customer acknowledges that the terms of this Agreement, including information relating to pricing, are confidential, will not be disclosed and will be distributed only to its employees and agents who have a need to know the information.
- (b) The Bank acknowledges that any financial and other non-public information that the Customer provides to the Bank about its business and its Cardholders is confidential to the Customer. The Bank will use prudent measures to maintain that information securely, will distribute the information only to its employees and agents who have a need to know it for the performance of their duties, and will use it only in connection with the services contemplated by this Agreement.

#### 16. Miscellaneous

- (a) Governing Law: The governing law of this Agreement will be determined as follows:
  - (i) if there is only a Canadian Program, or there is a Canadian Program and U.S. Program and the head office of the Customer identified in Schedule 1 is located in Canada, then this Agreement will be interpreted in accordance with the laws of the Province or Territory where the Customer's head office is located and the federal laws of Canada applicable therein. The parties must submit to the jurisdiction of the courts of the Province or Territory in which the Customer's head office is located; and
  - (ii) if there is only a U.S. Program, or where there is a Canadian Program and U.S. Program and the head office of the Customer identified in Schedule 1 is located in the United States, then this Agreement will be interpreted in accordance with U.S. federal law and, to the extent state law must be applied, then the law of the State of Illinois. The Customer submits to the jurisdiction of the courts of the State of Illinois and the United States District Court for the Northern District of Illinois and agrees that any legal action or proceeding with respect to this Agreement may be commenced in such courts.

IN EITHER CASE THE PARTIES EACH IRREVOCABLY WAIVE ANY RIGHT TO TRIAL BY JURY IN ANY PROCEEDING RELATED TO THIS AGREEMENT.

- (b) Assignment: The Customer may not transfer or assign this Agreement without the prior written consent of the Bank, which will not be unreasonably withheld. The amalgamation, merger or consolidation of the Customer will be deemed to be an assignment of this Agreement. If

transferred or assigned without the Bank's prior written consent, this Agreement will be deemed to be terminated, unless the Bank agrees in writing otherwise.

- (c) Severability: If any provision of this Agreement is illegal, prohibited or unenforceable in any jurisdiction, in whole or in part, the remaining provisions of this Agreement remain valid and enforceable in that jurisdiction, and such determination does not render the Agreement invalid or unenforceable in any other jurisdiction.
- (d) Waiver: The failure or delay by either party in exercising any right or privilege with respect to the non-compliance with any provisions of this Agreement by the other party and any course of action on the part of either party, will not operate as a waiver of any rights of such party unless made in writing by such party. Any such waiver will be effective only in the specific instance and for the purpose for which it is given and will not constitute a waiver of any other rights and remedies of such party with respect to any other or future non-compliance of the other party.
- (e) Time of the Essence: Time will be of the essence of this Agreement.
- (f) Entire Agreement: This Agreement together with any Onboarding Documentation and, if applicable, the application and Cardholder Agreement applicable to Card products that bear joint and several liability constitutes the entire agreement between the parties with respect to the subject matter and supersedes all previous corporate card agreements (without novation), negotiations, proposals, commitments, writings and understandings of any nature whatsoever, whether oral or written, pertaining to the subject matter herein, unless they have been expressly incorporated by additional reference in this Agreement.
- (g) Amendment:
  - (i) Subject to section 16(g)(ii), this Agreement may be amended only by a written agreement signed by both parties.
  - (ii) If the Bank makes a change to the standard terms of the Program on a Program-wide basis (each such event, a "**Change**"), the following terms apply:
    - A. The Bank may change this Agreement at any time upon written notice to the Customer (a "**Change Notice**").
    - B. The Customer may, within thirty (30) days of the effective date of the Change (the "**Objection Period**") notify the Bank that it does not agree to the Changes set out in the Change Notice (the "**Objection Notice**").
    - C. An Objection Notice constitutes notice of termination of the Agreement on a without cause basis in accordance with section 13(b)(i).
    - D. In the event that the Agreement is terminated as a result of the Bank's receipt of an Objection Notice, the Customer must still pay all amounts owing to the Bank pursuant to the terms of the Agreement but without reference to the Changes to which the Customer objected.
    - E. If the Bank does not receive an Objection Notice from the Customer within the Objection Period, the Customer will be deemed to have agreed to the Change indicated in the Change Notice.

- (h) Survival: This section and the following sections will survive termination or expiration of this Agreement along with such definitions, interpretive provisions and such other terms and conditions in this Agreement as are necessary to give effect to the following sections: 3(e) (Card ownership), 4(c) and (d) (foreign exchange conversion), 6 (payments and late fees), 7 (Customer liability), 8 (joint and several liability), 13(c) (effect of termination), 14 (disclaimers) and 15 (confidential information).
- (i) Counterparts: This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which taken together will constitute one and the same Agreement. Delivery of an executed counterpart of this Agreement by electronic transmission will have the same force and effect as the delivery of an original executed counterpart of this Agreement. Any party delivering an executed counterpart of this Agreement by electronic transmission will also deliver an original executed counterpart, but the failure to do so will not affect the validity, enforceability or binding effect of this Agreement.
- (j) Binding Effect: This Agreement will be binding upon and will enure to the benefit of the parties and their respective successors and permitted assigns; “successors” includes any corporation resulting from the amalgamation of any party with any other corporation.
- (k) Applicable only in the United States: **IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT**: Federal law requires the Bank to obtain, verify and record information that identifies each person or business that opens an account, in order to help the government fight the funding of terrorism and money laundering activities. To process the application the Bank must have the Customer’s and each Cardholder’s name, street address, and other identifying information, and the Bank may ask for identifying documents from the Customer and each Cardholder as well.
- (l) Applicable only in the Province of Quebec: It is the express wish of the parties that this Agreement and any related documents be drawn up in the English language. *Les parties confirment leur volonté expresse que la présente convention ainsi que tous les documents s’y rattachant soient rédigés en anglais.*

*(The balance of this page is intentionally left blank; the signature page follows)*



The parties have executed and delivered this Agreement as of the date first set out above and the parties further agree that this Agreement is in effect as of the Effective Date.

**CITY OF MARSHFIELD**

Per: \_\_\_\_\_  
Name  
Title

Per: \_\_\_\_\_  
Name  
Title

If the Program features selected in Schedule 1 include any Canadian Card products under the Canadian Program, then BMO is a party to this Agreement and is required to execute the Agreement.

**BANK OF MONTREAL**

Per: \_\_\_\_\_  
Name  
Title

If the Program features selected in Schedule 1 include any U.S. Card products under the U.S. Program, then BMO U.S. is a party to this Agreement and is required to execute the Agreement.

**BMO BANK N.A.**

Per: \_\_\_\_\_  
Name  
Title

**SCHEDULE 1  
PROGRAM FEATURES AND TERMS REGARDING NOTICE**

**(1) Program Features:** Insert a ✓ for each product type and option selected.

CARD PRODUCTS	CARD CURRENCY		CASH ADVANCES	BILLING OPTIONS				V-PAYO	BMO FLEX REWARDS CORP. COLLECT
	CDN\$	US\$		Central Billed		Individual Billed			
				Selected	Paper Statements	Selected	Paper Statements		
<b>CANADIAN PROGRAM</b>									
T&E Card (Corp. <sup>1</sup> )									
T&E Card (J&S <sup>1</sup> )									
One Card (Corp. <sup>1</sup> )									
One Card (J&S <sup>1</sup> )									
Fleet Card									
<b>U.S. PROGRAM (Mastercard)</b>									
One Card (Corp. <sup>1</sup> )		✓		✓					
One Card (J&S <sup>1</sup> )									
Fleet Card									
<b>U.S. PROGRAM (Visa)</b>									
One Card (Corp. <sup>1</sup> )									

<sup>1</sup> "Corp" refers to Corporate Liability and "J&S" refers to Joint and Several Liability.

**Customer Credit Limit:** Canadian Program: N.A.

U.S. Program: U.S.\$ 500,000.00

**Payment Due Date:** For all Cards 27 days  
(The Customer can elect to make earlier payments):

**Term:** Initial Term: 5 years

Effective Date: **May 1, 2024**

**(2) Notice**

- (a)** The Bank will send all notices and correspondence pertaining to Routine Matters to a Program Administrator via one of the following: e-mail, letter, or courier.
- (b)** For all notices pertaining to matters other than Routine Matters, the following terms apply:
- (i) The Bank will send Change Notices to a Program Administrator via one of the following: e-mail, letter, or courier.
  - (ii) Any other notice or other communication by one party to another under this Agreement will be in writing and delivered by hand or sent by courier, or e-mail at the addresses set forth below and will be deemed to have been received by the addressee: (i) if delivered by hand or by courier, on the day delivered or, if not a Business Day, on the next Business Day; and (ii) if transmitted by email and receipt is confirmed prior to 3:00 p.m. ET on a Business Day, on such Business Day or, in any other case, at 10:00 a.m. ET on the Business Day next following the date of transmission.
  - (iii) A party may give notice of a change of address for the purposes of this section in the manner provided above, and thereafter any notices or communication will be given to that party at such changed address.

If to BMO:

Bank of Montreal  
 Client Services Department  
 P.O. Box 3200 RPO Streetsville  
 Mississauga, Ontario  
 L5M 0S2  
 Email address: ebsclientservices@bmo.com

If to BMO US:

BMO Bank N.A.  
 Client Services  
 P.O. Box 6138  
 Carol Stream, Illinois  
 60197-6138  
 Email address: ebsclientservices@bmo.com

If to the Customer:

Name:	City of Marshfield
Address (line 1):	Attn: City of Marshfield
Address (line 2):	207 W 6th Street
Address (line 3):	Marshfield, WI 54449
Email address:	Jennifer.Selenske@ci.marshfield.wi.us

**(3) Customer's Head Office**

Is the address set out in section 2 above the Customer's head office? **YES**

If the response is no, then insert the Customer's head office address below:

Address (line 1): \_\_\_\_\_  
 Address (line 2): \_\_\_\_\_  
 Address (line 3): \_\_\_\_\_

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**SCHEDULE 2****BILLING INFORMATION AND OPTIONS,  
CUSTOMER SERVICE, DISPUTE SETTLEMENT PROVISIONS, V-PAYO, AND OTHER PAYMENT SOLUTIONS****(1) Billing Information and Options**

- (a)** Each of the following applies to a Customer Account Statement:
- (i) The Customer Account Statement shows the aggregate outstanding balance of the Customer Account, which is equal to the sum of all amounts owing in respect of each Card Account Statement.
  - (ii) The Customer may choose to have one or more Customer Account Statements for each of the Canadian Program and the U.S. Program. If the Bank issues more than one Customer Account Statement, the aggregate amount owing by the Customer to the Bank is the sum of all Customer Account Statements issued.
  - (iii) Details of Charges are only set out on the Card Account Statement.
- (b)** The Bank offers the following billing options described below:
- (i) Central billing option: the Customer pays the Bank the balance of the Customer Account Statement (the central billing option always applies to Non-Personalized Cards);
  - (ii) Individual billing option: the Customer elects that each Cardholder will pay the Bank the balance of their Card Account Statement on behalf of the Customer; or
  - (iii) Customized Centralized Billing: the Customer may on at least 30 days advance written notice request that the Bank charge the Customer Account (for payment by the Customer) certain fees or other Charges that would otherwise be payable by a Cardholder with an individual billing option. Any request will be effective at the beginning of the applicable Cardholder's billing cycle following the notice period in this subsection.
- (c)** With respect to the delivery of Statements:
- (i) The Bank will deliver all Statements by posting them on the Program Website. The Customer may also choose to have paper copies of Card Account Statements mailed to Cardholders.
  - (ii) Each Program Administrator will have access to the Program Website, where Card Account Statements and Customer Account Statements can be accessed.
  - (iii) Each Program Administrator may allow a Cardholder access to the Program Website for the purpose of viewing the Card Account Statement for that Cardholder's Card Account.

**(2) Customer Service and Dispute Settlement Procedures****(a) Service Level Timelines**

Absent technical or other issues beyond the Bank's control, the Bank will endeavor on a commercially reasonable basis to process the following types of requests within the time period specified:

Description	Processing Time (Calculated from the time the Bank Receives the Request)
Card Cancellation – assisted by a customer service representative	Immediate
Card Cancellation – self-serve through the Program Website	Immediate
Card Replacement – standard	5 – 10 Business Days
Card Replacement – emergency	2 Business Days

**(b) Lost or Stolen Cards**

The Customer and each Cardholder will notify the Bank as soon as it is aware that a Card is lost, stolen or missing and, if required, request a new Card. Upon receipt of the notice, the Bank will cancel the missing Card.

**(c) Dispute Settlement Procedures**

- (i) Transactions involving disputes between the Customer and a Vendor are to be handled pursuant to section 14(b).
- (ii) Within the Statement Review Period, the Customer or Cardholder will report to the Bank all disputed Charges. The Bank will then credit the appropriate Card Accounts the amount of the disputed Charges and commence an investigation with respect to those Charges.
- (iii) After the Bank investigates the disputed Charges, the Bank will re-post any valid Charges to the appropriate Card Accounts.

**(3) V-PAYO****(a) Overview**

- (i) The Customer selects which Vendors participate in V-PAYO. A Customer approved Vendor must agree to participate in V-PAYO.
- (ii) The Customer and each Vendor will agree on all details with respect to the goods and services that will be paid for through V-PAYO. Any disputes with respect to the approved

goods and services will be resolved directly by the Customer and the Vendor.

- (iii) Vendor profiles may be set up by the Customer or BMO, who may use third-party service providers in this process. When the Customer wants to make a V-PAYO Transaction, it will transmit an electronic file in the format, and containing the information, specified by BMO.

**(b) Payments**

- (i) With respect to each V-PAYO Transaction:
  - A. When the Bank receives instructions to do so from the Customer, the Bank will send the Vendor a secure email, to an email address specified by the Vendor. The email will notify the Vendor that the Customer has approved an invoice for payment and that the Vendor may charge a specified Card Account for a specific amount approved by the Customer (the “**Approved Amount**”).
  - B. The Vendor may then charge that Card Account for the Approved Amount.
  - C. The Bank will authorize the V-PAYO Transaction only if the amount that the Vendor is attempting to charge to the specified Card Account equals the Approved Amount.
  - D. The Customer may not take any steps that would result in the V-PAYO Transaction not being authorized.
  - E. The V-PAYO Transaction will be treated as a Purchase under the Agreement.

**(c) Amendment or Termination of V-PAYO**

Notwithstanding anything to the contrary in the Agreement, the Bank may amend or delete the V-PAYO service upon 30 days prior written notice to the Customer.

**(4) Other Payment Solutions**

Bank may from time to time introduce and provide additional options for Vendor Payment Solutions and other payment solutions (collectively “Payment Solutions”). Customer may be required to agree to additional terms and conditions relating to the selected Payment Solutions, where such terms and conditions may be set by the Bank or a third-party providing a Payment Solution. Such third-party terms and conditions will not modify terms of this Agreement or Customer’s obligations to the Bank under this Agreement.

**SCHEDULE 3  
PRICING AND FEES**

#	CHARGE	DESCRIPTION	PROGRAM		
			Canadian		U.S.
			CDN\$ Cards (\$=CDN\$)	US\$ Cards (\$=US\$)	(\$=US\$)
1.	Annual Fee (per Card):	Standard Card:	Waived	Waived	Waived
2.	BMO Flex Rewards (per Card per Year*)	Participation in program for eligible One Cards	N/A	N/A	\$90.00
3.	Statements (per Card per month):	Paper Statement:	\$3.00	\$3.00	\$3.00
		Electronic Statement:	Included	Included	Included
4.	Cash Advance Fees:	At a BMO branch or ATM:	2%**	2%**	4%**
		Not at a BMO branch or ATM:	4%**	4%**	4%**
5.	Late Fees:		1.75% <sup>†</sup>	1.75% <sup>†</sup>	1.75% <sup>†</sup>
6.	Foreign Transaction Fee:		2.5%	2.5%	2.0%
7.	Dishonoured Payment:		\$29.00	\$29.00	\$29.00
	Technology Fees:	Program Website:	Waived	Waived	Waived
		Standard File Set-Up Fee:	\$500	\$500	\$500
		New Flat File Automation Fee:	\$3,000	\$3,000	\$3,000
		Custom File Programming and Reports (subject to a minimum 10 hour charge):	\$150/hr	\$150/hr	\$150/hr
		Third Party Integration (Standard File) Set-Up Fee:	\$500	\$500	\$500

#	CHARGE	DESCRIPTION	PROGRAM		
			Canadian		U.S.
			CDN\$ Cards (\$=CDN\$)	US\$ Cards (\$=US\$)	(\$=US\$)
8.	Technology (Cont.)	Custom Training Services:	TBD	TBD	TBD
		V-PAYO Card Only Implementation Fee:	\$1,500.00	\$1,500.00	\$1,500.00
		V-PAYO Card Plus Implementation Fee:	\$2,500.00	\$2,500.00	\$2,500.00
9.	Rush Card Fees <sup>1</sup>	New Rush Card/ Re-issued Rush Card:	TBD	TBD	TBD
	Sales Slip Documentation	Transaction Receipt Retrieval	\$3.00	\$3.00	\$3.00
10.	Liability Waiver Programs:	BMO Corporate Card Liability Waiver Program:	Included	Included	N.A.
		MasterCoverage Liability Protection Program:	N.A.	N.A.	Included
		VisaCoverage Liability Protection Program:	N.A.	N.A.	Included
11.	Custom Card Fees  (Not available if the annual Charge volume is less than \$3 million <sup>1</sup> ):	Annual Charge volume is \$3 million or more <sup>1</sup> : the customer logo is available in white at no charge.	Waived	Waived	Waived
		Annual Charge volume is \$25 million or more <sup>1</sup> : fully customized Card art is available as follows:			
		(i) one-time set-up fee	\$1,495	\$1,495	\$1,495
		(ii) each press proof requested	\$1,500	\$1,500	\$1,500

\* Non-Personalized Cards are not eligible to earn rewards on BMO Flex Rewards.

\*\* Refers to a percentage of the amount of the cash advance.

†Refers to a percentage of the amount of the unpaid balance in accordance with the terms of the Agreement.

<sup>1</sup> The dollar amount is in US\$ for the US Program and CDN\$ for the Canadian Program and will be disclosed at the time of the request.



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**SCHEDULE 4****DELIVERY OF INSURANCE DOCUMENTS****Distribution Protocol**

1. The Bank may post to the Program Website Insurance Documents that are applicable to the Customer. The Program Administrator will: (i) receive an email advising of the posting of the Insurance Documents; and (ii) provide the Bank's notice to all Cardholders so that they may directly access the Insurance Documents from the Program Website. The Customer acknowledges that they have received the insurance product summary and agrees with the terms and conditions therein.
2. Where the Bank has sufficient Cardholder information, the Bank may endeavor to obtain the Cardholder's consent to the Electronic Distribution of Insurance Documents (such consent, a "**Consent**"). If the Cardholder has not given or otherwise withdrawn their Consent, then the following terms apply:
  - (a) If the Bank has the Cardholder's mailing information, the Bank may mail Insurance Documents directly to that Cardholder.
  - (b) If the Bank does not have the Cardholder's mailing information, the Customer will act as that Cardholder's agent (through the Program Administrator) for the purposes of receipt and distribution of Insurance Documents to that Cardholder. In such capacity as agent: (i) where the Cardholder has not expressed a preference to the Bank that they want to receive a hard copy of the Insurance Documents, the Customer agrees to the Electronic Distribution of Insurance Documents; and (ii) where the Cardholder has expressed a preference to the Bank that they want to receive a paper copy of the Insurance Documents, the Bank will provide the Program Administrator with paper copies of the Insurance Documents for distribution to that Cardholder.
3. In addition to the Electronic Distribution of Insurance Documents, the Bank: (i) may provide Insurance Notices on Statements; and (ii) will at any time upon request provide the Program Administrator with paper copies of any Insurance Documents.

**Miscellaneous Terms**

4. Any Insurance Documents received through Electronic Distribution will be considered "in writing" and to have been signed and delivered by the Bank as though it were an original document.
5. The Customer and each Cardholder may change their Insurance Document preference from electronic to paper copy at any time by contacting the Bank.
6. Insurance Documents may remain posted to the Program Website and will be available until the date that the Agreement is terminated. It is the responsibility of the Customer and each Cardholder to retain a copy of each Insurance Document by saving or printing a copy while it is available to view.
7. The Bank may provide paper copies of Insurance Documents if the Bank is unable to provide the Insurance Documents through Electronic Distribution or for any other reason.

**Insurance Product Disclosure (Quebec Residents ONLY):**

*The Customer acknowledges having received and having had opportunity to review all applicable Insurance Product Summaries for insurance products provided with Cards prior to signing this agreement.*

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**SCHEDULE 5****REBATE SCHEDULE****1. Definitions and Interpretations.**

(a) Capitalized terms that are not defined in this schedule have the meanings given to them in the Agreement.

(b) As used in this schedule, the following terms are defined as follows:

**"Account"** means the Customer Account (which includes any sub-account of the Customer Account) established under the Agreement.

**"Annual NTV"** means for any given Year, the NTV which is achieved in that Year with Cards issued pursuant to the Agreement as such calculation may be modified by the terms set out in section 3 of this schedule.

**"Basis Point"** or **"bp"** means a basis point, and one Basis Point (1 bp) equals 0.0001 or 0.01%.

**"Customer Held Days"** or **"CHDs"** means for any given Year the average number of days between the time that billing statements are generated and the time that the Bank receives payment.

**"Early Termination Event"** means the termination for any reason whatsoever of the Agreement prior to the end of the Term.

**"Minimum Annual NTV"** means U.S. \$1,000,000.00.

**"NTV"** means the aggregate net transaction volume, which is calculated as follows: the aggregate sum of all Purchases minus the aggregate sum of each of the following Charges: (i) all purchase credits; (ii) Cash Advances; (iii) write-offs as a result of each of the following: credit losses and fraudulent transactions; and (iv) charge volume incurred in the Warehouse interchange category, as it may be defined by the Card Networks from time to time.

**"Rebate"** means the rebate payable by the Bank in respect of the Agreement pursuant to the terms and conditions set out in this schedule.

**"Rebate Table"** means the tiered rebate table set out in section 5 of this schedule, which sets out for any given Year, in each row heading the Annual NTV and in each column heading the Customer Held Days (**"CHDs"**) for the Agreement.

“Year” means any twelve month period commencing on **May 1** and ending on **April 30** in the succeeding calendar year and “Yearly” will have a corresponding meaning.

- (c) All monetary amounts refer to **U.S.** dollars.
- (d) Any reference to time will refer to Eastern Time.

## 2. General.

- (a) This schedule is effective as of 12:00 a.m. on the Effective Date and will, subject to section 2(c) of this schedule, terminate as of 11:59 p.m. on **April 30, 2029** (the “Term”), provided however that the parties may agree in writing to extend the terms of the Agreement and this Schedule 5.
- (b) Upon coming into effect, the incentives in this schedule supersede and replace any and all prior incentive or rebate agreements between the Customer and the Bank in connection with any corporate card program.
- (c) Should an Early Termination Event occur, the incentives in this schedule will concurrently terminate with the termination of the Agreement.

## 3. Rebates.

- (a) Subject to each of the terms set out in this section 3, and in accordance with the Rebate Table, the Bank will pay the Customer any Rebate **earned in a Year within 60 days after the end of that Year.**
- (b) Rebates paid to the Customer will be calculated and paid as follows:
  - (i) After the end of each Year, the Bank will calculate with respect to the Year in question: (A) the Annual NTV; and (B) the CHDs.
  - (ii) Based on the calculations set out in section 3(b)(i) of this schedule, the Rebate for the applicable Year for the Agreement will be determined by multiplying: (A) the Annual NTV by (B) the rebate in Basis Points applicable to the Agreement (the “**Basis Point Rebate**”), where the Basis Point Rebate will be determined by the intersection in the Rebate Table of the row that corresponds to the Annual NTV with the column of the Rebate Table that corresponds to the CHDs for the Agreement.
  - (iii) Large Ticket Spend: When the Rebate is calculated, Large Ticket Spend will be included to determine the applicable Annual NTV tier at which the Rebate will be paid but the Rebate earned on Large Ticket Spend volume will be paid at **55** basis points (bps). Large Ticket Spend is currently defined by the relevant Card Network as any transaction submitted by a Merchant Account for the

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Commercial Large Ticket discount rate; has a Merchant Category Code assigned other than airline, lodging, vehicle rental, passenger railway, or restaurant; and with respect to Transactions within the jurisdiction in which the Card was issued, the Corporate Large Ticket enhanced data requirements are satisfied (Level III data is provided); for the avoidance of doubt, Transactions made between MCI regions (for which Level III data is not provided) which would constitute Large Ticket Spend within the Merchant's jurisdiction will constitute Large Ticket Spend by the Customer.

- (iv) International, Charity and Data Rate III Transactions: Transactions defined as International, Charity and Data Rate III will be based upon the interchange rates defined by the relevant Card Network. International transactions are defined as any transaction incurred in a country other than the country of card issuance. Charity transactions are defined as any transaction submitted by a merchant using a charity discounted rate as defined by the merchant category code. Data Rate III is defined by the relevant Card Network and is only for U.S. Programs. For all transactions on cards in a U.S. Program passed by the merchant(s) through the relevant Card Network classified as the following transaction types: Data Rate III, International (standard and other non-large ticket), and Charities, the Bank will pay **73** basis points (bps).
- (v) Card Network negotiated supplier rates: There will be no Rebate earned on transaction volume derived from Card Network negotiated supplier rates.
- (vi) Custom Rate V-PAYO Volume: Transaction volume derived from suppliers enrolled using custom interchange rates will be paid out at a reduced basis point rebate. If applicable, Customer will be provided terms of such as an addendum to this Schedule 5, the terms of which are incorporated by reference herein. Transaction volume associated with custom interchange rates, including transaction volume from suppliers enrolled using custom interchange rates, will be included to determine the qualifying Tier for Annual NTV which the Earned Incentive Rate will be selected.
- (vii) Extend for BMO Virtual Card volume: Transaction volume incurred on a Virtual Card issued through third-party Extend ("Extend Volume") as a Vendor Payment Solution will be included to determine the applicable Annual NTV tier at which the Rebate will be paid but the Rebate earned on Extend Volume will be paid at 75% of the Earned Incentive Rate.
- (viii) The Card Network definition of any transaction type may change at any time without notice and will be adjusted accordingly to match the definition for rebate calculations. The Bank does not control the definitions of transaction type.
- (ix) Early Payment Incentive: Bank will add **0.50 basis points** (bp) to the Early Payment Incentive Rate for every CHD less than 27 that the Customer and

their Cardholders remit payment. Bank will subtract **1** basis point (bp) from the Earned Incentive Rate for every day greater than 27 up to 30 that Customer and their Cardholders remit payment. If average annual CHDs exceed 30, no Rebate will be paid. The Earned Incentive Rate is the Basis Point Rebate adjusted for the Early Payment Incentive.

- (x) For avoidance of doubt, incentives paid at fixed amounts under this Section 3(b), which may include but are not limited to, the following categories of transactions, are not subject to (a) adjustment resulting from Early Payment Incentive or (b) adjustment resulting from a change in interest rate under Section 3(e) of this Schedule 5:
  - A. Large Ticket Spend
  - B. International Transactions
  - C. Charity Transactions
  - D. Data Rate III Transactions
  - E. Card Network negotiated supplier rates
  - F. Custom Rate V-PAYO Volume, if applicable
  - G. Extend for BMO Virtual Card Volume
- (c) Rebates are paid in **U.S.** dollars. For the purpose of calculating the Rebate, the Bank will convert the **Canadian** dollar volume to **U.S.** dollar volume at the end of each Year using a twelve month average exchange rate.
- (d) In order to qualify for any Rebates in any particular Year,
  - (i) the Annual NTV must equal or exceed the Minimum Annual NTV in that Year;
  - (ii) the Account must be in good standing at all times throughout the Year by the Customer timely paying all amounts due on the Account each month in accordance with the Agreement and otherwise not in default;
  - (iii) the Customer must have actively used the Account during the entire Year without reduction in NTV due to use of, or transition to, a competing card or service.
- (e) The Rebate Schedule is subject to change in each of the following situations:
  - (i) If experience or cost of funds varies significantly;

- (ii) As a result of a change by the Card Network to its interchange rates;
  - (iii) For every 50 bps increase in the **Federal Reserve's** overnight rate, each Basis Point Rebate will be reduced by 4 bps; and
  - (iv) For every 50 bps decrease in the **Federal Reserve's** overnight rate, each Basis Point Rebate will be increased by 4 bps;
  - (v) If a change in laws or regulations is made on or after the Effective Date that affects interchange rates, so that it makes it unlawful, impractical or impossible to maintain incentives and Rebates in this Schedule 5.
- (f) The following terms apply to partial Years:
- (i) No Rebate will be paid for any partial Year in each of the following situations:
    - A. If the Customer causes an Early Termination Event to occur or terminates the Agreement prior to the end of the Term for any reason.
    - B. If the Bank terminates the Agreement pursuant to Section 13 ("Term and Termination") (b)(ii) – (iv).
  - (ii) In the event that the Customer received any quarterly payment(s) of a Rebate for a partial Year subject to Section 3(f)(i), the Customer will repay all Rebate received for a partial Year within thirty (30) days of termination.
  - (iii) If the Agreement is terminated for any other reason by the Bank, the Customer is entitled to a Rebate for a partial Year based on the actual NTV achieved by the Customer as of the date of termination.
    - A. The Rebate earned in a partial Year will be calculated in accordance with the terms and conditions of this Agreement provided that an annual projection of what the Aggregate Annual NTV would have been based on the actual NTV achieved as of the date of termination will be calculated by the Bank in order to establish the appropriate Rebate tier (the "Estimated Tier"). The Basis Point Rebate at the Estimated Tier will be applied to the Customer's actual NTV as of the date of termination in order to determine the Rebate.
- (g) The Bank reserves the right to modify or cancel the rebate program set out in this schedule within thirty (30) days of each annual anniversary date of the Agreement upon written notice to the Customer.
- (h) The Rebate earned will be reduced dollar for dollar by Yearly credit losses incurred by the Bank. Currently credit losses are declared on all amounts due on an Account when any portion of the Account becomes one hundred eighty (180) days past due, if the

Customer declares bankruptcy and if a Cardholder passes away or declares bankruptcy. The timing of when credit losses are declared may change from time to time. The Bank will notify the Customer of any such change. In the final Year of the Agreement, any Rebates that are subject to reduction for credit losses will be paid eight (8) months after the termination date of the Agreement to permit calculation of final credit losses. The Bank will provide written notice to the Customer of any credit losses with sufficient detail to substantiate such credit losses. The Bank will deduct credit losses up to the total amount of the Rebate that may be due.

- (i) If Customer charges its clients for amounts that are charged to Cards, Customer shall make such disclosures to its clients regarding the financial incentives that are set forth in this schedule as are legally required, customary practice in Customer's industry, or that Customer reasonably deems necessary and appropriate, subject to the terms and conditions hereof.

#### 4. Offset.

In respect of any amount payable in accordance with this schedule, the parties agree that the Bank may in its discretion offset any amounts owing by it to the Customer against any amounts owing by the Customer to the Bank.

#### 5. Rebate Table.

The rebate table is as follows:

**REBATE TABLE**

<b>ANNUAL NTV</b>	<b>US ONE CARD BASIS POINT REBATE PER 27 CHDs</b>
\$1,000,000	120
\$1,500,000	168

*INTERNAL BMO REFERENCE # ABOO256145City*



# MEMORANDUM

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DATE: July 12, 2024  
TO: Finance, Budget & Personnel Committee  
FROM: Sarah Dresel, Human Resources Director  
RE: Request to Approve Job Description for the position of  
Human Resources Business Partner and approve filling the position.

## **BACKGROUND**

As was previously discussed during the compensation study, a couple of positions were put into the compensation plan as placeholders for positions that would likely need to be filled in the future based upon the needs within Departments. Senior Planner was the first position where we created a job description and received approval to fill. The position being presented for Human Resources is similar in that it is an elevated position that considers the growing need for high level experience within Human Resources.

## **ANALYSIS**

In 2022, the model the City had for Human Resources was having a Director and having an Administrative Specialist/HR Assistant. The Administrative Specialist/HR Assistant was a split position assisting both Human Resources and the City Administrator and Mayor.

The needs within Human Resources have continued to grow both in the Public Sector as well as the Private Sector. Employment Laws are consistently changing as are the needs of employees. That was the reason for initially adding the position of HR Generalist in late 2022. This position is meant to be an entry level position into Human Resources. A few years of experience within HR is needed along with a working knowledge of employment law and the ability to complete basic HR tasks including recruitment and benefits.

Since the addition of an HR Generalist position, we have filled that position and did not backfill the Administrative Specialist/HR Assistant role. Instead we moved some of the Administrative tasks to the Clerks department and other areas. Now that the position has been filled for a little over a year, and we have a better understanding of the needs of the City, a new level of position is being recommended to you tonight to better align with the direction we are hoping to take the department.

HR Business Partner is an ever-evolving role that is driven by trends, laws and needs within a job market. It is the next level in skillset for an HR professional. It requires more time in HR in progressive positions within the HR discipline. This role will help the HR Director achieve goals set up throughout the year and have more impact that will be felt by employees and leadership. A job description outlining expectations and experience are attached.



The intent with this position would not be to fill it as an additional position rather, it could only be filled in one of the following ways:

- If there is a vacancy within Human Resources, a qualified applicant could fill this role.
- If there is a current Human Resources Generalist that is qualified for the role, they could be promoted into that position.

### **RECOMMENDATION**

Staff recommends the Finance, Budget and Personnel Committee recommend Council approval of the Human Resources Business Partner job description and ability to fill as stated within this memo.



## JOB DESCRIPTION

<b>Job Title:</b>	Human Resources Business Partner	<b>Department:</b>	Administration
<b>Job Code:</b>		<b>Pay Grade:</b>	131
<b>Supervisor:</b>	Human Resources Director	<b>Exempt Status:</b>	Exempt

### JOB SUMMARY

The Human Resources Business Partner will partner with Department/Division heads and staff to navigate the intricacies of HR functions ensuring alignment with the City of Marshfield’s Core Values, Collective Bargaining Agreements, State and Federal Laws. They will provide strategic support to the City of Marshfield by recommending, creating and delivering solutions that support, attract, retain and develop employees at all levels within the City.

### ESSENTIAL JOB FUNCTIONS

1. Leads the full cycle of talent acquisition including applicant sourcing, recruiting, interviewing, pre-employment screening, job offers and employee onboarding. Works closely with Department/Division heads to regularly review job descriptions and duties.
2. Design and support HR initiatives and programs related to policy development, regulatory compliance, performance management and employee relations.
3. Collaborate with Department leaders to identify needs within the department to improve work relationships, build morale, and increase productivity and retention. Create and deploy programs to meet the needed objectives.
4. Identify training needs and facilitate programs based on areas of opportunity. Continuously evaluate and monitor programs to ensure success based on objectives.
5. Coach Supervisors and Leads on HR issues such as employee relations, engagement and talent strategy.
6. Oversee and administer leave requests and accommodations requiring specialized attention to ensure consistent application and compliance. Complex situations will be referred to the Human Resources Director.
7. Facilitate benefit enrollment including suggesting changes based on trends, updating HRIS as needed, communicating to employees, updating carrier portals, primary contact for questions, and collaborating with Payroll to ensure a smooth transition.
8. Partner with Regional Safety Coordinator regarding safety topics such as safety orientation, review accidents, and suggest training needs. Coordinate the Workers Compensation program by preparing documentation, entering data into the insurance carrier portal, and liaison for insurance carrier, employees and medical facilities.
9. Subject matter expert for MUNIS/HRIS software systems; including, but not limited to, verifying and inputting employee demographic data, initial setup of employees, rehire data, salary changes, vacation, sick time and benefit enrollments.
10. Assists in interpreting policy or collective bargaining agreement language. Assists with policy review/revision and procedural updates as needed.
11. Responsible for records maintenance including all types of employment files. Utilize data from records to submit non-discrimination report, EEO4 report, Monthly Position Control and Report of Personnel Actions and other necessary reporting required and/or requested by the Human Resources Director.
12. Assist with public records requests, benefit questions and requests both internal and external to the City. Manage and keep up to date HR files and associated compliance documents.
13. Conducts voluntary exit interviews with employees, gathers feedback and suggests areas of opportunity to HR Director.

14. Participate in continual process improvement and employee engagement initiatives based on the City's goals.
15. Identify gaps and propose change to mitigate risks and create opportunities for effective people management.
16. Lead the coordination of the performance review process for the City, working closely with Division/Department Heads to drive employee growth and meet City goals and initiatives.
17. Maintain in-depth knowledge and analyzes trends, best practices, regulatory changes, and new technologies in human resources, talent management and employment law.
18. Maintain an active involvement in employee relations by coordinating the City's safety committee and health and wellness committee, and participating in the employee appreciation committee.
19. Regular attendance is required in order to carry out the essential functions of the position.

**ADDITIONAL DUTIES**

1. Contributes to team effectiveness by assisting in other areas as needed and performing other duties as assigned.

**JOB QUALIFICATIONS**

**EDUCATION**

Bachelor's Degree in Human Resources Management, Business Administration or related field or an Associate's Degree and a minimum of 5-7 years of related HR experience is required.

*For positions requiring education beyond a high school diploma or equivalent, educational qualifications must be from an institution whose accreditation is recognized by the Council for Higher Education and Accreditation.*

**EXPERIENCE**

**Minimum Required:**

- 5 years of progressive human resources experience resolving complex employee relations issues.

**Preferred/Optional:**

- Union experience a plus.

**CERTIFICATIONS/LICENSES**

*The following licensure(s), certification(s), registration(s), etc., are required for this position. Licenses with restrictions are subject to review to determine if restrictions are substantially related to the position.*

**Minimum Required:**

- Valid Driver's License

**Preferred/Optional:**

- PHR and/or SHRM-CP

**KNOWLEDGE/SKILLS/ABILITIES**

- Ability to comprehend, interpret and apply the appropriate sections of applicable laws, guidelines, regulations and policies.

- Knowledge of various software programs including Microsoft Outlook, Word, Excel, PowerPoint, and Adobe is required. Experience with a Human Resources Information Systems (HRIS) is required. Experience with MUNIS HRIS and UKG Kronos is a plus.
- Strong verbal and written communication skills required to explain complex and/or confidential information to all levels of management.
- Demonstrated ability to interact effectively with employees and peers. Must be trustworthy, confidential, organized, and collaborative
- Ability to anticipate and identify problems and use sound judgment and fact-based analysis to develop effective and efficient solutions.
- Must be committed to ongoing HR learning and continuous improvement
- Time management and organizational skills necessary to manage multiple projects, appropriately prioritize workload, plan for resources to meet deadlines and goals and work independently in responding to daily functional needs.

#### **EXCLUSION FROM FEDERAL PROGRAMS**

Certain employees (Fire Department, Administration, and Finance employees) may not at any time have been or be excluded from participation in any federally funded program, including Medicare and Medicaid. This is a condition of employment. Employee must immediately notify his/her manager if he/she is threatened with exclusion or becomes excluded from any federally funded program.

#### **ORGANIZATIONAL CORE VALUES**

- |                   |                    |                  |
|-------------------|--------------------|------------------|
| • Professionalism | • Customer Service | • Teamwork       |
| • Integrity       | • Respect          | • Accountability |

The statements above are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and additional job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**CREATED BY: Human Resources Director**

<b>PHYSICAL DEMANDS</b>					
<b>Expected Physical Demands of the Role</b>	<b>Expected Frequency Individual Will Perform the Physical Demands in the Role</b>				
	<b>Continuously (67 – 100%) <i>Greater than 5 hours of 8 hour work day</i></b>	<b>Frequently (34 – 66%) <i>2 ½ to 5 hours of 8 hour work day</i></b>	<b>Occasionally (11 – 33%) <i>50 minutes to 2 ½ hours of 8 hour work day</i></b>	<b>Seldom (0 – 10%) <i>Less than 50 minutes of 8 hour work day</i></b>	<b>Not Present</b>
Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grasp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift and carry 10 pounds or less for a short distance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift and carry less than 35 pounds for a short distance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift greater than 35 pounds utilizing mechanical systems or with additional personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pivot waist and neck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push and pull 50 pounds or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Push and pull greater than 50 pounds utilizing mechanical systems or with additional personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach less than 5 feet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach higher than 5 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit with back support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit without back support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Stand Unsupported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wrist flexion/extension	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>All employees are required to utilize proper body mechanics, lifting and moving techniques and/or request assistance from additional staff before attempting to lift any weight outside of their physical capabilities and/or provider ordered restrictions. Actual weight(s) of individuals or items to be lifted vary substantially and must be carefully assessed by staff before attempting a lift to minimize the risk of employee injury.</i>					
<b>Hearing and Vision</b>			<b>Requirement</b>	<b>Not a Requirement</b>	
Normal vision with/without correction			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Color vision			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Normal hearing with/without correction			<input checked="" type="checkbox"/>	<input type="checkbox"/>	

<b>ENVIRONMENTAL FACTORS</b>					
<b>Expected Environmental Factors of the Role</b>	<b>Expected Frequency Individual Will Be Exposed to Environmental Demands in the Role</b>				
	<b>Continuously (67 – 100%) <i>Greater than 5 hours of 8 hour work day</i></b>	<b>Frequently (34 – 66%) <i>2 ½ to 5 hours of 8 hour work day</i></b>	<b>Occasionally (11 – 33%) <i>50 minutes to 2 ½ hours of 8 hour work day</i></b>	<b>Seldom (0 – 10%) <i>Less than 50 minutes of 8 hour work day</i></b>	<b>Not Present</b>
Works indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uses a computer monitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works alone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with others	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works at unprotected heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Works with explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to biological agents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to excessive noises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to extreme hot or cold temperature and/or changes in humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to radiation or electrical energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exposure to slippery or uneven walking surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exposure to solvents, grease or oils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to toxic or caustic chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Exposure to vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Around moving machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operates moving machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other special conditions:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>All employees are required to appropriately dress is based on the area the position resides in and must follow the Dress Code policy and other applicable departmental policies.</i>					

<b>SPECIAL FACTORS</b>				
<b>Expected Travel and Shift Factors of the Role</b>	<b>Expected Frequency Individual Will Be Requested of Travel and Shift Factors in the Role</b>			
	<b>Frequently Required</b>	<b>Occasionally Required</b>	<b>Seldom Required</b>	<b>Unlikely</b>
Day travel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overnight travel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
On-call shifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holiday shifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>All employees' hours are scheduled according to the needs of the department. Occasional changes to scheduled hours may be necessary when required by workload or departmental deadlines. May require additional hours based on workload, staffing or emergency situations.</i>				