



CITY OF MARSHFIELD
MEETING NOTICE

MEETING AGENDA
FINANCE, BUDGET AND PERSONNEL COMMITTEE
TUESDAY, FEBRUARY 18, 2014
Common Council Chambers, Lower Level, City Hall Plaza
5:30 p.m.

AGENDA

1. Call to Order – Chair Peter O. Hendler
2. Citizen Comments
3. Reports from staff on concerns raised at February 4th meeting:
 - a) Recording votes in the minutes when motions are not approved unanimously.
 - b) Approval of invoices for payment.
4. Consent Agenda
 - a) Approval of minutes of December 17, 2013 meeting as amended.
 - b) Approval of minutes of February 4, 2014 meeting.
 - c) Approve Bills and Payroll.
 - d) Report of Personnel Actions.

Recommended Action: Approve the Consent Agenda, as presented.

5. Consideration of items removed from the consent agenda, if any.
6. Presentation on refilling vacant firefighter position following resignation of Kurt Trunkel. Presented by Bob Haight, Fire Chief.

Recommended Action: None, for information only.

7. Presentation on the conversion of PEHP accounts for the Clerical/Technical, Fire Fighter, Ordinance Enforcement Officers and Street/Parks and Recreation/Custodial groups to an HRA. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Direct Staff to sign plan documents and coordinate the conversation from PEHP to HRA.

FINANCE, BUDGET AND PERSONNEL COMMITTEE
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8. Request to recommend approval of Resolution No. 2014-08 dissolving TID #3 to the Common Council. Presented by Jason Angell, Director of Planning and Economic Development.

Recommended Action: Recommend approval of Resolution No. 2014-08 to the Common Council.

9. Request to recommend approval of Resolution No. 2014-09 dissolving TID #6 to the Common Council. Presented by Jason Angell, Director of Planning and Economic Development.

Recommended Action: Recommend approval of Resolution No. 2014-09 to the Common Council.

10. Request to recommend approval of Budget Resolution No. 02-2014 transferring \$310,000 from Donor TID No. #2 (Purdy Building) to cover TID #6 deficit and closeout and \$25,000 within TID #3 for closeout to the Common Council. Presented by Keith Strey, Finance Director.

Recommended Action: Recommend approval of Budget Resolution No. 02-2014 to the Common Council.

11. Request to recommend approval of Resolution No. 2014-12, authorizing the carry-over of the 2013 appropriations into 2014 for various capital outlay projects and other operation/maintenance projects that were not expended/completed in 2013, to the Common Council. Presented by Keith Strey, Finance Director.

Recommended Action: Recommend approval of Resolution No. 2014-12 to the Common Council.

12. Suggested items for future agendas

13. Adjourn.

Posted this day, February 14, 2014 at 4:00 p.m., by Deb Hall, City Clerk

NOTICE

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

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



City of Marshfield Memorandum

DATE: February 14, 2014
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Response to questions and concerns raised by Councilmember Workinger

Background

At the Committee's February 4th meeting, Councilmember Workinger raised concerns on the following items: 1) listing votes of individual members, unless a roll call vote is taken or the light board is used; and, 2) whether approval of bills for payment is necessary.

Research

Upon further checking, here is what staff has found regarding these issues:

- An attorney for the League of Wisconsin Municipalities agrees with Mr. Workinger on the recording of votes, stating that technically, the votes of individual members should not be shown in meeting minutes, unless a roll call vote or something similar (like our light board) has been used.
- State law requires the Finance Director to submit (at a minimum) a monthly report of disbursements to the governing body. While there doesn't seem to be a statutory requirement, the City has had a long-standing practice (15+ years) of asking the Finance, Budget & Personnel Committee to review and approve bills for payment. Staff believes that this is a prudent approach for several reasons, including to ensure financial accountability and to maintain appropriate internal controls.

Recommendation

Staff recommends the following actions in response to the concerns raised:

- Votes of individual Council/Committee members will only be shown in the minutes when a roll call vote is taken, or the light board is used.
- A list of bills will be presented to the Committee for review and approval, unless this cannot be done on the regularly scheduled meeting date, due to cancellation of a meeting. (In this case, the Finance Director will seek approval of the Committee chairperson to release the bills for payment.)

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF DECEMBER 17, 2013 - AMENDED

Meeting called to order by Chairperson Hendler at 6:00 p.m., in the Common Council Chambers, City Hall Plaza.

PRESENT: Alderpersons Russell Stauber, Alanna Feddick-Goodwin, Rebecca Spiros, Robert Workinger and Peter Hendler.

ABSENT: None

ALSO PRESENT: Alderpersons Wagner, Earll and Feirer, Mayor Meyer, City Administrator Barg and City Personnel (Keith Strey, Brenda Hanson, Lara Baehr, Bob Haight, Lori Belongia and Deb Hall).

CITIZEN COMMENTS

None

Alderperson Workinger asked for the December 3, 2013 Finance minutes to be removed from the consent agenda.

FBP13-109 Motion by Feddick-Goodwin, second by Spiros to approve the items on the consent agenda:

1. Payroll in the amount of \$1,263,760.96 and the bills in the amount of \$363,163.44
2. November 2013 Treasury Report

Motion carried

FBP13-110 Motion by Workinger, second by Stauber to remove the paragraph under citizen comments regarding the consent agenda.

Motion failed

FBP13-111 Motion by Stauber, second by Feddick-Goodwin to approve the consent agenda and how it is recorded in the minutes of December 3, 2013.

Motion carried

FBP13-112 Motion by Feddick-Goodwin, second by Stauber to approve the minutes of the December 3, 2013 Finance, Budget and Personnel Committee meeting.

Motion carried

FBP13-113 Motion by Feddick-Goodwin, second by Spiros to approve Revised Policy No. 3.578, Direct Deposit of Payroll/Expense Reimbursement and Revised Policy No. 3.800, Compensation Plan Administration.

Motion carried

FBP13-114 Motion by Feddick-Goodwin, second by Stauber to approve the 2014 combined casualty insurance with the \$1,000 deductible option and Workers Compensation coverage with the League of Wisconsin Municipalities Mutual Insurance (LWMMI).

Motion carried

FBP13-115 Motion by Feddick-Goodwin, second by Spiros to approve the Buildings and Contents and Contractor's Equipment insurance coverage with the Local Government Property Insurance Fund for 2014 with a \$5,000 deductible.

Motion carried

FBP13-116 Motion by Feddick-Goodwin, second by Spiros to approve the airport owners and operators liability insurance for 2014 with ACE Property & Casualty.

Motion carried

FBP13-117 Motion by Feddick-Goodwin, second by Stauber to approve the boiler and machinery insurance group policy with Chubb Group for 2014.

Motion carried

FBP13-118 Motion by Stauber, second by Spiros to recommend approval of Budget Resolution No. 25-2013 to the Common Council, transferring \$1,900 from General Fund Contingency to the Election Budget to cover the costs of the additional elections.

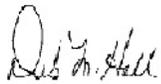
Motion carried

FUTURE AGENDA ITEMS

None

Motion by Spiros, second by Stauber to adjourn at 6:30 p.m.

Motion carried



Deb M. Hall
City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF FEBRUARY 4, 2014

Meeting called to order by Chairperson Hendler at 5:42 p.m., in the Common Council Chambers, City Hall Plaza.

PRESENT: Alderpersons Russell Stauber, Alanna Feddick-Goodwin, Rebecca Spiros, Robert Workinger and Peter Hendler.

ABSENT: None

ALSO PRESENT: Alderpersons Wagner and Earll, City Administrator Barg and City Personnel (Keith Strey, Brenda Hanson, Lara Baehr, Eng Ng, Brian Panzer, Gary Jepsen and Deb Hall).

Citizen Comments

None

Items on the Consent Agenda:

- a) Approval of minutes of December 17, 2013 meeting
- b) Approve Bills and Payroll
- c) Report of Personnel Actions
- d) Monthly Position Control Report
- e) Treasury Report

Aldersperson Workinger asked for Items (a) Minutes of December 17, 2013; and (b) Bills and Payroll to be removed from the consent agenda.

FBP14-001 Motion by Workinger to reword motions FBP13-110 and FBP13-111 as shown in the minutes of December 17, 2013 by removing any reference to votes cast and how individuals voted.
Motion carried

FBP14-002 Motion by Feddick-Goodwin, second by Spiros to place the bills and payroll back on the consent agenda to be approved.
Motion carried

FBP14-003 Motion by Spiros, second by Feddick-Goodwin to approve the items on the consent agenda:

1. Payroll in the amount of \$901,958.01 (December) and \$835,757.76 (January) and the bills in the amount of \$658,428.53 (December), \$7,359,641.81 (December) and \$666,573.32 (January).
2. Report of Personnel Actions of February 4, 2014.
3. Monthly Position Control Report as of January 31, 2014.
4. Treasury Report of December 2013.

Motion carried

FBP14-004 Motion by Stauber, second by Spiros to approve filling the Classification II position in the Street Division.

Motion carried

FBP14-005 Motion by Feddick-Goodwin, second by Stauber to approve filling the Technology Analyst position in the Technology Department.

Motion carried

FBP14-006 Motion by Stauber, second by Spiros to go into closed session pursuant to Wisconsin Statutes 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically the City Administrator had requested a closed session to discuss collective bargaining strategy with the Marshfield Professional Police Association, WPPA. Roll call vote, all Ayes. (Time: 6:10 p.m.)

Motion carried

Present in closed session: Alderpersons Hendler, Stauber, Feddick-Goodwin, Spiros, Worker, Earll and Wagner, City Administrator Barg, Finance Director Strey, Human Resources Manager Baehr, Asst. Finance Director Hanson, Police Chief Jepsen and City Clerk Hall.

FBP14-007 Motion by Stauber, second by Spiros to return to open session. Roll call vote, all Ayes. (Time: 6:20 p.m.)

Motion carried

FBP14-008 Motion by Feddick-Goodwin, second by Spiros to approve the Tentative Agreement with the Marshfield Professional Police Association, WPPA.

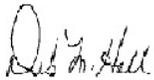
Motion carried

FUTURE AGENDA ITEMS

None

Motion by Hendler to adjourn at 6:25 p.m.

Motion carried



Deb M. Hall
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to N/A and General Expense Bills for JANUARY, 2014 amounting to **\$900,622.08** be allowed paid and charged to their proper accounts.

Chairman

CITY OF MARSHFIELD
SCHEDULE OF BILLS FOR APPROVAL

2/19/2014

PREPAID BILLS
PREPAID BILLS PAID BY CHECK

CK #	CK DATE	VENDOR	AMOUNT
79051	2/7/2014	3RD AVENUE PROPERTIES LLC	\$197.88
79052	2/7/2014	A 1 EXCAVATING INC	\$39,998.58
79053	2/7/2014	ASSOCIATED SERVICE CENTER	\$6,975.26
79054	2/7/2014	CHARTER COMMUNICATIONS	\$453.47
79055	2/7/2014	COMMUNITY DEVELOPMENT AUTHORITY	\$751.64
79056	2/7/2014	DEPT OF WORKFORCE DEVELOPMENT	\$1,012.08
79057	2/7/2014	EARTH INC	\$9,955.00
79058	2/7/2014	CHARLES & DIANE FOX	\$14.62
79059	2/7/2014	FRONTIER	\$1,214.28
79060	2/7/2014	GANNETT MIDWEST PUBLISHING	\$792.64
79061	2/7/2014	MARK GUZMAN	\$102.85
79062	2/7/2014	JOSEPH & JENNIFER HEILALA	\$6.94
79063	2/7/2014	CHARLES & JUDITH HERMAN	\$360.00
79064	2/7/2014	HILLER'S HARDWARE INC	\$34.16
79065	2/7/2014	PAUL JOHANNES & MARIE JOHANNES	\$30.02
79066	2/7/2014	E O JOHNSON COMPANY	\$690.16
79067	2/7/2014	E O JOHNSON COMPANY	\$178.94
79068	2/7/2014	BERNARD & ANDREA KAISER	\$129.41
79069	2/7/2014	LAWRENCE & MARJORIE LAESSIG	\$105.14
79070	2/7/2014	LYLE & JULIE LANG	\$54.50
79071	2/7/2014	LOANCARE SERVICING CENTER	\$49.93
79072	2/7/2014	LORMAN EDUCATION SERVICES	\$219.00
79073	2/7/2014	MARSHFIELD AREA CHAMBER	\$661.10
79074	2/7/2014	MARSHFIELD HUMAN SERVICES ACADEMY	\$20.00
79075	2/7/2014	MARSHFIELD POSTMASTER	\$31.39
79076	2/7/2014	MARSHFIELD UTILITIES	\$54,519.21
79077	2/7/2014	SCOTT & LORI NENNIG	\$105.14
79078	2/7/2014	NORTHEAST WI TECHNICAL COLLEGE	\$85.00
79079	2/7/2014	OCWEN LOAN SERVICING	\$105.57
79080	2/7/2014	QUALITY DOOR AND HARDWARE	\$895.00
79081	2/7/2014	RADIO CAB OF MARSHFIELD INC	\$4,815.39
79082	2/7/2014	RUNNING INC	\$3,426.46
79083	2/7/2014	SB STATE BANK	\$43.08
79084	2/7/2014	SCHMITT ACOUSTICS LLC	\$4,300.00
79085	2/7/2014	SCHUELLER CONSTRUCTION INC	\$543.66
79086	2/7/2014	DEAN A SCHWEBKE	\$116.41
79087	2/7/2014	MICHAEL OBRIEN	\$1,975.00
79088	2/7/2014	SPRINGSTED INCORPORATED	\$27,640.51
79089	2/7/2014	TDS TELECOM	\$347.88
79090	2/7/2014	TELRITE CORPORATION	\$83.44
79091	2/7/2014	US CELLULAR	\$2,364.02
79092	2/7/2014	UW-MARSHFIELD/WOOD COUNTY	\$185.93
79093	2/7/2014	WEBER SALES INC	\$845.00
79094	2/7/2014	WEILER ENTERPRISES	\$18.10
79095	2/7/2014	ANN WELLNITZ	\$73.97
79096	2/7/2014	SHANE OR AMANDA WOLF	\$124.52
79097	2/10/2014	MINNESOTA LIFE INSURANCE CO	\$5,322.08
79098	2/10/2014	WEA INSURANCE TRUST	\$215,630.60
TOTAL PREPAID BILLS PAID BY CHECK			\$387,604.96

PREPAID BILLS PAID BY EFT

EFT000000001768	2/6/2014	WOOD CO TREASURER	\$150.00
EFT000000001770	2/14/2014	VIDCOM LLC	\$5,955.00
EFT000000001771	2/10/2014	BALTUS OIL COMPANY INC	\$26,953.76
EFT000000001772	2/10/2014	BAUERNFEIND BUSINESS TECH	\$1,733.71
EFT000000001773	2/10/2014	VOIDED TRANSACTION	\$0.00
EFT000000001774	2/10/2014	CDW GOVERNMENT INC	\$360.57
EFT000000001775	2/10/2014	CENTRAL STATE SUPPLY CORP	\$29.10
EFT000000001776	2/10/2014	RAY OHERRON CO INC	\$1,012.00
EFT000000001777	2/10/2014	V & H INC	\$25.77
TOTAL PREPAID BILLS PAID BY EFT			\$36,219.91

TOTAL PREPAID BILLS \$423,824.87

ACH PAYMENTS

2/27/2014	WI DEPARTMENT OF REVENUE - SALES TAX	\$894.10
TOTAL ACH PAYMENTS		\$894.10

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000001778	2/19/2014	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$42.31
EFT000000001779	2/19/2014	AIR COMMUNICATIONS OF CENTRAL	\$18,179.75
EFT000000001780	2/19/2014	GENE ALLAR	\$26,425.83
EFT000000001781	2/19/2014	ARAMARK UNIFORM SERVICES	\$70.74
EFT000000001782	2/19/2014	ATHENS VETERINARY SERVICE INC	\$457.00
EFT000000001783	2/19/2014	LARA BAEHR	\$172.95
EFT000000001784	2/19/2014	STEVE BAKOS	\$101.69
EFT000000001785	2/19/2014	BATTERIES PLUS BULBS # 072	\$117.80
EFT000000001786	2/19/2014	BAUERNFEIND BUSINESS TECH	\$9,083.00
EFT000000001787	2/19/2014	MATT BERRES	\$265.27
EFT000000001788	2/19/2014	BOUND TREE MEDICAL, LLC	\$1,509.82
EFT000000001789	2/19/2014	BRUCE MUNICIPAL EQUIPMENT	\$1,205.45
EFT000000001790	2/19/2014	STEVE BURNS	\$75.36
EFT000000001791	2/19/2014	CARQUEST AUTO PARTS	\$508.54
EFT000000001792	2/19/2014	CDW GOVERNMENT INC	\$109.64
EFT000000001793	2/19/2014	CENTRAL STATE SUPPLY CORP	\$377.30
EFT000000001794	2/19/2014	CONSOLIDATED UTILITY SERVICES INC	\$479.26
EFT000000001795	2/19/2014	CRITICAL INFORMATION NETWORK LLC	\$2,538.00
EFT000000001796	2/19/2014	DAKOTA ELECTRIC SERVICE INC	\$98.00
EFT000000001797	2/19/2014	DALCO ENTERPRISES, INC.	\$568.95
EFT000000001798	2/19/2014	DEMCO	\$243.03
EFT000000001799	2/19/2014	JAMES WM DORN	\$174.35
EFT000000001800	2/19/2014	ENERGENECS INC	\$14,881.97
EFT000000001801	2/19/2014	ED ENGLEHART	\$95.20
EFT000000001802	2/19/2014	KELLY ESKER	\$21.00
EFT000000001803	2/19/2014	FIRE & SAFETY EQUIPMENT IV INC	\$49.50
EFT000000001804	2/19/2014	JACOB FORD	\$230.49
EFT000000001805	2/19/2014	PETER FLETTY	\$19.30
EFT000000001806	2/19/2014	FREMONT INDUSTRIES, INC.	\$5,748.55
EFT000000001807	2/19/2014	WILLIAM FRUEHBRODT	\$192.01
EFT000000001808	2/19/2014	GRANICUS INC	\$600.00
EFT000000001809	2/19/2014	KRIS HAWLEY	\$403.40
EFT000000001810	2/19/2014	HEINZEN PRINTING INC	\$180.00
EFT000000001811	2/19/2014	AMANDA HELKE	\$5.88
EFT000000001812	2/19/2014	HOUSE OF HEATING INC	\$3,475.00
EFT000000001813	2/19/2014	INGRAM LIBRARY SERVICES INC	\$817.01

EFT000000001814	2/19/2014	KAFKA DUSTBUSTER PLUS LLC	\$1,440.00
EFT000000001815	2/19/2014	MCMASTER-CARR	\$304.95
EFT000000001816	2/19/2014	MERKEL COMPANY INC	\$2,864.22
EFT000000001817	2/19/2014	MIDSTATE TRUCK SERVICE	\$442.00
EFT000000001818	2/19/2014	MISSISSIPPI WELDERS	\$519.00
EFT000000001819	2/19/2014	JEFF MOLTER	\$6.72
EFT000000001820	2/19/2014	MSA PROFESSIONAL SERVICES INC	\$27,156.25
EFT000000001821	2/19/2014	ORRIN NINNEMAN	\$1,324.97
EFT000000001822	2/19/2014	NORTH CENTRAL LABORATORIES	\$769.48
EFT000000001823	2/19/2014	BRIAN PANZER	\$406.50
EFT000000001824	2/19/2014	POMP'S TIRE SERVICE INC	\$2,011.62
EFT000000001825	2/19/2014	POWER PAC INC	\$35,336.83
EFT000000001826	2/19/2014	REIGEL PLUMBING & HEATING INC	\$4,332.23
EFT000000001827	2/19/2014	RIPP DISTRIBUTING COMPANY INC	\$120.00
EFT000000001828	2/19/2014	SAFE FAST INC	\$119.25
EFT000000001829	2/19/2014	DAVID F SANDERS	\$1,375.00
EFT000000001830	2/19/2014	KURT SCHEIDER	\$2,605.00
EFT000000001831	2/19/2014	SHERWIN WILLIAMS COMPANY	\$293.17
EFT000000001832	2/19/2014	TRAFFIC AND PARKING CONTROL INC	\$467.35
EFT000000001833	2/19/2014	MICHAEL TRUDEAU	\$118.33
EFT000000001834	2/19/2014	TOM TURCHI	\$305.80
EFT000000001835	2/19/2014	V & H AUTOMOTIVE MARSHFIELD	\$878.24
EFT000000001836	2/19/2014	V & H INC	\$1,644.24
EFT000000001837	2/19/2014	VANGUARD COMPUTERS, INC	\$2,651.00
EFT000000001838	2/19/2014	VIDCOM LLC	\$2,962.06
EFT000000001839	2/19/2014	SAM WARP JR.	\$33.07
EFT000000001840	2/19/2014	TROY WEILAND	\$20.50
EFT000000001841	2/19/2014	PETE WINISTORFER	\$19.30
EFT000000001842	2/19/2014	WOOD CO HIGHWAY DEPARTMENT	\$2,375.00
		TOTAL CURRENT BILLS PAID BY EFT	\$182,425.43

CURRENT BILLS PAID BY CHECK

CK #	CK DATE	VENDOR	AMOUNT
79099	2/19/2014	5 ALARM FIRE & SAFETY EQUIPMNT	\$138.64
79100	2/19/2014	ABR EMPLOYMENTSERVICES	\$649.80
79101	2/19/2014	ADVANCED DISPOSAL SERVICES LLC	\$1,309.32
79102	2/19/2014	ALLIANT ENERGY WP&L	\$128.26
79103	2/19/2014	AMERICAN WELDING & GAS INC	\$44.77
79104	2/19/2014	AMERIGAS-RUDOLPH	\$1,351.48
79105	2/19/2014	APPLIED SPECIALTIES INC	\$5,473.60
79106	2/19/2014	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$431.32
79107	2/19/2014	ASSOCIATED SALES & LEASING	\$14,876.50
79108	2/19/2014	ASSOCIATED SERVICE CENTER	\$615.70
79109	2/19/2014	BAKER AND TAYLOR CO-CONT ACCT	\$56.95
79110	2/19/2014	BAKER AND TAYLOR INC	\$1,836.11
79111	2/19/2014	BAY STEEL & FABRICATION LLC	\$472.15
79112	2/19/2014	SHANKAR BETTADAHALLI	\$100.00
79113	2/19/2014	CENTRAL WI COOPERATIVE	\$1,570.49
79114	2/19/2014	CLARION HOTEL CAMPUS AREA	\$139.95
79115	2/19/2014	COMPLETE CONTROL INC	\$3,997.00
79116	2/19/2014	PAUL CONWAY SHIELDS	\$245.27
79117	2/19/2014	CTL COMPANY INC	\$358.43
79118	2/19/2014	JAMES DAVIS	\$73.50
79119	2/19/2014	DRAXLER'S	\$56.00
79120	2/19/2014	EARTH INC	\$70,955.80
79121	2/19/2014	FALCON ALTERNATOR & STARTER	\$248.20
79122	2/19/2014	FASTENAL COMPANY	\$365.91

CK #	CK DATE	VENDOR	AMOUNT
79123	2/19/2014	FESTIVAL FOODS	\$26.83
79124	2/19/2014	FIRST SUPPLY LLC	\$236.71
79125	2/19/2014	FREEDOM PEST CONTROL LLC	\$45.00
79126	2/19/2014	FRONTIER	\$146.95
79127	2/19/2014	GANNETT WISCONSIN MEDIA	\$1,632.63
79128	2/19/2014	GLOBAL EQUIPMENT CO	\$67.83
79129	2/19/2014	GLOCK PROFESSIONAL INC	\$390.00
79130	2/19/2014	MELISSA GOKEY	\$100.00
79131	2/19/2014	GOVT FINANCE OFFICERS ASSN	\$190.00
79132	2/19/2014	TIM GRANDE	\$50.00
79133	2/19/2014	H & S PROTECTION SYSTEMS INC	\$134.51
79134	2/19/2014	HAWKINS ASH CPAs	\$700.00
79135	2/19/2014	STEPHANIE HILGEMANN	\$100.00
79136	2/19/2014	HILLER'S HARDWARE INC	\$258.12
79137	2/19/2014	INFRATECH	\$4,827.50
79138	2/19/2014	E O JOHNSON COMPANY	\$160.58
79139	2/19/2014	LOU'S GLOVES INC	\$84.00
79140	2/19/2014	LYNDA.COM, INC	\$375.00
79141	2/19/2014	MARSHFIELD CLINIC	\$28.00
79142	2/19/2014	MARSHFIELD PARKS & REC DEPT	\$7.04
79143	2/19/2014	MARSHFIELD PUBLIC LIBRARY	\$5.60
79144	2/19/2014	MED ALLIANCE GROUP INC	\$516.88
79145	2/19/2014	MEDIA DISTRIBUTORS	\$342.28
79146	2/19/2014	MENARDS	\$1,211.02
79147	2/19/2014	MIDWEST TAPE	\$476.70
79148	2/19/2014	MONROE TRUCK EQUIPMENT	\$177.26
79149	2/19/2014	MONROE TRUCK EQUIPMENT	\$4,003.00
79150	2/19/2014	MOVIE LICENSING USA	\$720.00
79151	2/19/2014	NAPA AUTO PARTS	\$842.33
79152	2/19/2014	NORTH AMERICAN SALT COMPANY	\$105,929.72
79153	2/19/2014	O'REILLY AUTO PARTS	\$49.73
79154	2/19/2014	OFFICE DEPOT	\$483.23
79155	2/19/2014	OFFICE SUPPLIES 2 U INC	\$1,003.72
79156	2/19/2014	OK SANITARY SERVICE INC	\$675.00
79157	2/19/2014	OTIS ELEVATOR COMPANY	\$587.81
79158	2/19/2014	MARK A OTT	\$595.00
79159	2/19/2014	PHYSIO CONTROL CORPORATION	\$450.90
79160	2/19/2014	EUGENE PERLOCK	\$83.00
79161	2/19/2014	PRECISE MRM LLC	\$16.38
79162	2/19/2014	PRO CUT LAWN SERVICE LLC	\$540.00
79163	2/19/2014	PROFESSIONAL AMBULANCE ASSOC OF WI	\$15.00
79164	2/19/2014	RADISSON PAPER VALLEY HOTEL	\$70.00
79165	2/19/2014	REGISTRATION FEE TRUST	\$20.00
79166	2/19/2014	RETTLER CORPORATION	\$2,400.00
79167	2/19/2014	ROCKMOUNT RESEARCH & ALLOYS	\$4,041.76
79168	2/19/2014	ROYCE ROLLS RINGER	\$433.90
79169	2/19/2014	SCHENCK SC	\$7,900.00
79170	2/19/2014	SECURITY HEALTH ADMINISTRATION	\$100.00
79171	2/19/2014	SECURITY OVERHEAD DOOR INC	\$112.50
79172	2/19/2014	SEILER INSTRUMENT & MFG CO INC	\$314.03
79173	2/19/2014	SHOPKO STORES OPERATING CO., LLC	\$77.94
79174	2/19/2014	SHIVARAM SIDDAPPA	\$100.00
79175	2/19/2014	J. A. SPARBEL & ASSOCIATES CORP	\$590.00
79176	2/19/2014	SPEE-DEE DELIVERY SERVICE INC	\$82.79
79177	2/19/2014	SPX CORPORATION	\$784.70
79178	2/19/2014	ST VINCENT DE PAUL	\$70.00
79179	2/19/2014	STATE OF WISCONSIN	\$250.00

CK #	CK DATE	VENDOR	AMOUNT
79180	2/19/2014	SWIDERSKI EQUIPMENT	\$105.16
79181	2/19/2014	TACTICAL SOLUTIONS	\$625.00
79182	2/19/2014	UNIFIRST CORPORATION	\$315.24
79183	2/19/2014	UNITED MAILING SERVICE INC	\$1,327.70
79184	2/19/2014	UNITED RENTALS (NORTH AMERICA) INC	\$74.36
79185	2/19/2014	UNIVERSITY COMMISSION	\$14,250.00
79186	2/19/2014	UW FOX VALLEY CAMPUS	\$285.00
79187	2/19/2014	VITAL COMMUNICATION	\$49.95
79188	2/19/2014	WAAO	\$170.00
79189	2/19/2014	WALGREENS	\$420.08
79190	2/19/2014	WCM	\$180.00
79191	2/19/2014	WE ENERGIES	\$5,768.68
79192	2/19/2014	WEB COMMERCE PARTNERS INC	\$115.08
79193	2/19/2014	WEILER ENTERPRISES	\$14.36
79194	2/19/2014	WEPAK-N-SHIP	\$25.11
79195	2/19/2014	WI DEPARTMENT OF JUSTICE	\$336.00
79196	2/19/2014	WI EMERGENCY MANAGEMENT	\$485.00
79197	2/19/2014	WISCONSIN FIRE CHIEF'S EDUCATION ASSOCIATION	\$200.00
79198	2/19/2014	WOLFGRAM GAMOKE AND HUTCHINSON	\$7,522.93
79199	2/19/2014	WOOD COUNTY BUYERS' GUIDE	\$60.00
79200	2/19/2014	WOOD COUNTY REGISTER OF DEEDS	\$30.00
79201	2/19/2014	ZOLL DATA SYSTEMS, INC	\$9,990.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$293,477.68
		TOTAL CURRENT BILLS	\$475,903.11
		TOTAL PREPAID BILLS	\$423,824.87
		TOTAL ACH PAYMENTS	\$894.10
		TOTAL CURRENT BILLS	\$475,903.11
		GRAND TOTAL BILLS	<u>\$900,622.08</u>

REPORT OF PERSONNEL ACTIONS
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
OF FEBRUARY 18, 2014

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

None

RETIREMENT:

Paul Mancl	Classification II Street Division	February 24, 2014
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Gary Jepsen	Police Chief Police Department	May 15, 2014
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Resignation

None

PROMOTION:

None

**COMPLETION OF
PROBATIONARY
PERIOD**

None



City of Marshfield Memorandum

TO: Finance, Budget and Personnel Committee
FROM: Lara Baehr, Human Resources Manager
DATE: February 18, 2014
RE: PEHP Conversion Option

BACKGROUND

In 1998 the City of Marshfield approved PEHP accounts for any group interested in making a contribution via a payroll deduction. Non-represented, Police Officer Unit and Wastewater Unit opted to participate (Clerical/Technical later participated for a short period of time). In 2002 as part of the quid pro quo in bargaining for a health plan design change, the City of Marshfield agreed to pay \$140/annually (\$5.38 per pay period) into a PEHP (Post Employment Health Plan) account for individuals in each of the six bargaining units.

After WI Act 10 the Common Council unilaterally decided that effective December 31, 2013, the City would no longer pay the annual \$140 contribution. Additionally the Common Council directed staff and the bargaining team to negotiate an end to the \$140 contribution with Police and Fire contracts in an effort to offer equal benefits. Administration fees on the PEHP accounts were anywhere from \$10 to \$30 annually plus investment fees. The administration fee reduced the annual balance of employees accounts. During bargaining with the Fire Unit in 2012 the Union asked that the City allow them to convert their PEHP accounts to an HRA which would allow them to use up their balance while employed by submitting qualified expenses. The Fire Unit was concerned about the administrative fee draining their account balances to zero over time. In 2012 the City agreed to look into the possible conversion and if possible to do so without any negative impact to the City, would consider the conversion. At that time, the City found that we could not carve out a couple of the small balance groups (groups that did not contribute additional dollars through payroll deduction), that all groups would have to be converted in order to make it worth the administrator National Insurance Services (NIS) consideration. NIS later reconsidered and agreed towards the end of 2013 to handle small (balances) for a couple of these groups in the hopes that someday the City may consider converting all PEHP accounts to them for administration. After careful review the City agreed to allow NIS to present the possible conversion to the four small (balances) groups. The four groups voted amongst their group and informed the City of their interest in conversion.

ANALYSIS

The money in these PEHP accounts is employee money. The City cannot take back the money nor does the City in any way have a financial interest in the money in those employee accounts. Balances in individual accounts can be anywhere from \$5.38 to around \$1,000 per participate depending upon how long they participated (were employed). The City can opt to leave the money with Nationwide who upon receiving inquiring requests of the process to switch administrators has waived the administration fee. This however still means that employees must track these accounts until they are no longer employed with the City of Marshfield. If the City allows employees in these groups to convert their PEHP accounts they can use the money while still employed and therefore not have to track these accounts with low balances until they are no longer employed with the City.

RECOMMENDATION

I recommend that the FBP Committee direct staff to sign plan documents and coordinate the conversion of PEHP accounts for the Clerical/Technical, Fire Fighter, Ordinance Enforcement Officers and Street/Parks and Recreation/Custodial groups to administrator NIS and allow for conversion from PEHP to HRA.

CC: Keith Strey, Finance Director

Concurrence: 

Steve Barg, City Administrator



City of Marshfield

Memorandum

TO: Finance, Budget and Personnel Committee
FROM: Jason Angell, Director of Planning & Economic Development
DATE: February 18, 2014

RE: Resolution Nos. 2014-08 (TID No.3 Close) and 2014-09 (TID No. 6 Close)
and Budget Resolution No. 02-2014

Background

Since 2011 the City has dedicated a lot of time in managing our Tax Increment Finance Districts (TID's) to assure the community is in the best position possible to capitalize on economic development opportunities. As part of the adopted 2011 TIF Strategic Plan several strategies were recommended by Vierbicher & Associates on how to manage the TID's that were in place at that time.

Analysis

Two of the districts that have been on our radar for closure since 2011 are TID's No. 3 (Old Tower Hall) and No. 6 (Figs). TID No. 3 has reached a point where project debt was paid off in 2013, no potential exists to address new projects as a site specific TID and is not currently eligible transfer funds to other TIDs.

TID No. 6 has not generated any tax increment revenue since 2004 and is in a deficit situation due to a shortfall in expected tax increment revenues over the life of this TID. The estimated TID No. 6 shortfall is \$310,000 with no expected change to significantly resolve this shortfall. This district was declared distressed in 2011 as part of the TID financial review and strategic planning process which will allow for funds from a donor TID to transfer revenues to cover the deficit before closing. Our recommendation is to transfer funds from Donor TID No. 2 (Purdy Building) to cover the TID No. 6 tax increment shortfall.

Committee Options

The Finance, Budget and Personnel Committee may take the following actions:

1. Recommend approval of the request with any exceptions, conditions, or modifications the Committee feels are justifiable and applicable to the request.
2. Recommend denial of the request with justification stated by the Committee.
3. Table the request for further study.

Staff Recommendation

Staff recommends approval of Resolution Nos. 2014-08 (TID #3) and 2014-09 (TID #6); and Budget Resolution No. 02-2014.

Concurrence:



Steve Barg, City Administrator



Keith Strey, Finance Director

RESOLUTION NO. 2014-09

A resolution of the Common Council of the City of Marshfield, Wisconsin, for the purpose of terminating TIF District No. 6 and authorizing City Finance Director to transfer necessary funds from Donor TIF District No. 2 to cover TIF District No. 6 shortfall before termination.

WHEREAS, the City of Marshfield passed a creation resolution creating Tax Incremental District No. 6 on December 22, 1998, and adopted a project plan that year; and

WHEREAS, all TIF District No. 6 projects were completed in the prescribed allowed time; and

WHEREAS, insufficient increment has been collected as of the 2013 tax roll, payable 2014, to cover TIF District No. 6 projects costs;

NOW, THEREFORE, BE IT RESOLVED, that the City Common Council does terminate TIF District No. 6; and

BE IT FURTHER RESOLVED, that the City Clerk shall notify the Wisconsin Department of Revenue, within 60 days of this resolution, or prior to the deadline of May 15, 2014, whichever comes first, that the District has been terminated; and

BE IT FURTHER RESOLVED, that the City Clerk shall sign the required Wisconsin Department of Revenue final accounting form agreeing on a date by which the city shall send final audited information to the Wisconsin Department of Revenue; and

BE IT FURTHER RESOLVED, that the City Finance Director shall transfer necessary funds from Donor TIF District No. 2 to cover the TIF District No. 6 shortfall and providing for ongoing expenses of the District to be determined by the final audit by the City's Independent Auditors: Schenck SC.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

Deb M. Hall, City Clerk

RESOLUTION NO. 2014-08

A resolution of the Common Council of the City of Marshfield, Wisconsin, for the purpose of terminating TIF District No. 3 and authorizing City Finance Director to distribute excess increment to overlying taxing districts.

WHEREAS, the City of Marshfield passed a creation resolution creating Tax Incremental District No. 3 on May 27, 1993, and adopted a project plan that year; and

WHEREAS, all TIF District No. 3 projects were completed in the prescribed allowed time; and

WHEREAS, sufficient increment has been collected as of the 2013 tax roll, payable 2014, to cover TIF District No. 3 project costs;

NOW, THEREFORE, BE IT RESOLVED, that the City Common Council does terminate TIF District No. 3; and

BE IT FURTHER RESOLVED, that the City Clerk shall notify the Wisconsin Department of Revenue, within 60 days of this resolution, or prior to the deadline of May 15, 2014, whichever comes first, that the District has been terminated; and

BE IT FURTHER RESOLVED, that the City Clerk shall sign the required Wisconsin Department of Revenue final accounting form agreeing on a date by which the city shall send final audited information to the Wisconsin Department of Revenue; and

BE IT FURTHER RESOLVED, that the City Finance Director shall distribute any excess increment collected after providing for ongoing expenses of the District, to the affected taxing districts with proportionate shares to be determined by the final audit by the City's Independent Auditors: Schenck SC.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

Deb M. Hall, City Clerk

BUDGET RESOLUTION NO. 2-2014

A resolution changing the 2014 budget of the City of Marshfield, Wisconsin.

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

1. That the sum of \$310,000 is hereby transferred from TID #2 Purdy Project Fund Balance Applied, a/c #4264900008.080000 to TID #6 Figis Project Urban Development Budget, (\$10,000) a/c #4295662008.080000 and Other Financing Uses (\$300,000) a/c 4295900008.080301.
2. That the sum of \$25,000 is hereby transferred within TID #3 Tower Hall Project from Fund Balance Applied, a/c #4254900008.080000 to the Urban Development Budget, a/c #4255662008.080000.
3. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
_____ Mayor

APPROVED _____
_____ Attest – City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 2-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

<u>TID #2 Fund (Purdy Project), a/c# 4264900008.080000:</u>	
1. 49300 – Fund Balance Applied	\$ 310,000
<u>TID #2 Fund (Purdy Project), a/c# 4265900008.080429:</u>	
1. 59240 – Transfer to Capital Projects Fund	\$ 310,000
<u>Debt Service Fund, a/c# 30149000080429:</u>	
1. Transfer from Capital Projects Fund	\$ 300,000
<u>TID #3 Fund (Tower Hall Project), a/c# 4254900008.080000:</u>	
1. 49300 – Fund Balance Applied	\$ 25,000

TRANSFERRED TO:

<u>TID #6 Fund (Figis Project), a/c# 4294900008.080426:</u>	
1. 49240 – Transfer from Capital Projects Fund	\$ 310,000
<u>TID #6 Fund (Figis Project), a/c# 42956620.080000:</u>	
1. 52100 – Professional Services	\$ 10,000
<u>TID #6 Fund (Figis Project), a/c# 4295900008.080301:</u>	
1. 59230 – Transfer To Debt Service Fund	\$ 300,000
<u>Debt Service Fund, a/c# 301:</u>	
1. 11100 – Cash <u>(MEMO ONLY)</u>	\$ 300,000
<u>TID #3 Fund (Tower Hall Project), a/c# 42556620.080000:</u>	
1. 52100 – Professional Services	\$ 4,500
2. 59900 – Excess TID Revenue Refund	20,500

* * * *



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: RESOLUTION 2014-12
DATE: 2/14/2014

BACKGROUND

City of Marshfield Policy 4.370 states in part that “appropriations may be made by the Council, to be paid out of the income of the current year, in furtherance of improvement or other objects or works which will not be completed within such year, and any such appropriation shall continue in force until the purpose for which it was made has been accomplished or abandoned.”

ANALYSIS

Several department/division heads have requested that various 2013 appropriations for capital outlay, operations and projects be carried over to 2014 so they can be completed. When appropriate, the respective committees/boards have previously approved the carryover of these items.

On February 26, 2013, the Common Council adopted Resolution 2013-13 in the amount of \$179,748 that authorized carry over of specific 2012 appropriations to 2013. The attached resolution summarizes the 2013 appropriations that are requested to be carried over into the 2014 fiscal year. These requests total \$235,922, an increase of \$56,174 in comparison to Resolution 2013-13.

RECOMMENDATION

I recommend approval of Resolution #2014-12 for 2013 continuing appropriations, as submitted.

Concurrence- Steve Barg, City Administrator

RESOLUTION NO. 2014-12

A resolution of the Common Council continuing certain appropriations for the year 2013 to be carried over into 2014.

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

1. The appropriations and accounts set forth in Exhibit "A" attached hereto are hereby ordered continued and carried forward into the year 2014; and
2. The Finance Director is hereby authorized to make the necessary entries in the ledgers of the City of Marshfield to reflect the foregoing.

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

ADOPTED _____

Mayor

APPROVED _____

Clerk

EXHIBIT "A"

	<u>Actual Balances 12/31/13</u>
<u>General Fund #101</u>	
Building Services/Inspection: Nuisance Property Abatement	\$ 24,804
Engineering Sidewalk Repair	10,000
Finance Part-time temporary staffing Replacement desks/office furniture	10,000 5,000
Information Systems Enterprise Business System Software Upgrade Electronic Document Management System	80,720 45,443
Law Enforcement MRAP Tactical Vehicle	16,000
Library Operations & Maintenance	30,965
Parks and Recreation Special Recreation Programs Adult Athletics	4,272 2,718
Parks Maintenance Park Restroom Automated Locks	3,000
Zoo Operations & Maintenance Animal Automatic Watering Device	3,000
	<hr/>
	<u>\$ 235,922</u>