



CITY OF MARSHFIELD

# MEETING NOTICE

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**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING**

**TUESDAY, JUNE 17, 2014**

**Council Chambers, Lower Level, City Hall Plaza**

**5:30 p.m.**

**AGENDA**

1. Call to Order – Alanna Feddick-Goodwin, Chair
2. Citizen Comments
3. Consent Agenda
  - a) Approval of minutes of June 3, 2014 meeting
  - b) Approve Bills and Payroll
  - c) Report of Personnel Actions
  - d) Treasurer's Report

Recommended Action: Approve the Consent Agenda, as presented.

4. Consideration of items removed from the consent agenda, if any.
5. Request to approve Request for Proposals for Banking Services. Presented by Keith Strey, Finance Director.

Recommended Action: Approve the Request for Proposals for Banking Services.

6. Suggested items for future agendas
7. Adjourn

Posted this day, June 13, 2014 at 11:30 a.m., by Deb Hall, City Clerk

*NOTICE*

*It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Deb M. Hall, City Clerk, at 630 South Central Avenue or by calling (715) 384-3636.*

**FINANCE, BUDGET AND PERSONNEL COMMITTEE**  
**MINUTES OF JUNE 3, 2014**

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

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

**ABSENT:** None

**ALSO PRESENT:** Alderperson Wagner, City Administrator Barg and City Personnel (Lara Baehr, Bob Haight, Keith Strey, Brenda Hanson and Deb Hall).

**Citizen Comments**

None

**FBP14-048** Motion by Spiros, second by Hendler to approve the items on the consent agenda:

1. Minutes of the May 20, 2014 meeting.
2. Payroll in the amount of \$1,219,243.02 and the bills in the amount of \$2,928,487.09.
3. Monthly Position Control Report of May 31, 2014.

**Motion carried**

No items were removed from the consent agenda.

**FBP14-049** Motion by Hendler, second by Earll to recommend approval of Budget Resolution No. 11-2014 to the Common Council, transferring \$1,080 from a Children's Miracle Network grant to the Emergency Medical Services Fund.

**Motion carried**

**FBP14-050** Motion by Earll, second by Smith to recommend approval of Budget Resolution No. 12-2014 to the Common Council, transferring \$13,670 from Donor TID No. #2 (Purdy Building) to cover TID #6 deficit and closeout.

**Motion carried**

**FBP14-051** Motion by Spiros, second Earll to approve the following:

- Classification of City Planner to pay grade M effective June 10, 2014.
- Clarification of effective date for Acting Street Supervisor to May 1, 2014
- Clarification of out of class compensation for Street and Parks employees effective June 10, 2014 and revision of Personnel Policy 3.800, Compensation Plan
- Addition of Zookeeper Assistant I title to clean up/clarify compensation plan detail effective June 10, 2014.

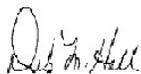
**Motion carried**

**FUTURE AGENDA ITEMS**

None

Motion by Spiros, second by Smith to adjourn at 5:40 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 MAY, 2014 amounting to **\$506,693.88** be allowed paid and charged to their proper accounts.

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Chairman

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**CITY OF MARSHFIELD**  
**SCHEDULE OF BILLS FOR APPROVAL**  
6/18/2014

**PREPAID BILLS**

**PREPAID BILLS PAID BY CHECK**

CK#	CK DATE	VENDOR	AMOUNT
80199	5/29/2014	CITIZENS STATE BANK OF LOYAL	\$2,000.00
80200	6/6/2014	CHARTER COMMUNICATIONS	\$532.10
80201	6/6/2014	CONVENTION & VISITORS BUREAU	\$5,433.81
80202	6/6/2014	DEPT OF WORKFORCE DEVELOPMENT	\$106.00
80203	6/6/2014	FRONTIER	\$1,903.30
80204	6/6/2014	GANNETT WISCONSIN MEDIA	\$2,124.73
80205	6/6/2014	E O JOHNSON COMPANY	\$309.00
80206	6/6/2014	E O JOHNSON COMPANY	\$178.94
80207	6/6/2014	MARSHFIELD UTILITIES	\$58,292.27
80208	6/6/2014	TDS TELECOM	\$348.12
80209	6/6/2014	TELRITE CORPORATION	\$44.44
80210	6/6/2014	US CELLULAR	\$2,509.51
80211	6/6/2014	VERIZON WIRELESS	\$507.50
80212	6/6/2014	WDATCP	\$45.00
80213	6/6/2014	WE ENERGIES	\$316.31
80214	6/6/2014	WEPAK-N-SHIP	\$122.94
80215	6/6/2014	MINNESOTA LIFE INSURANCE CO	\$5,737.39
<b>TOTAL PREPAID BILLS PAID BY CHECKS</b>			<b>\$80,511.36</b>

**PREPAID BILLS PAID BY EFT**

EFT000000002372	6/9/2014	KATHLEEN BAKER	\$180.32
EFT000000002373	6/9/2014	SCHWIND TRUCKING, LLC	\$18,468.80
<b>TOTAL PREPAID BILLS PAID BY EFT</b>			<b>\$18,649.12</b>

**ACH PAYMENTS**

5/30/2014	WISCONSIN DEPT OF REVENUE - SALES TAX	\$471.44
<b>TOTAL ACH PAYMENTS</b>		<b>\$471.44</b>

**CURRENT BILLS**

**CURRENT BILLS PAID BY EFT**

EFT000000002375	6/18/2014	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$17.15
EFT000000002376	6/18/2014	AIR COMMUNICATIONS OF CENTRAL	\$706.00
EFT000000002377	6/18/2014	AMERICAN PAVEMENT SOLUTIONS	\$18,471.00
EFT000000002378	6/18/2014	JASON ANGELL	\$162.40
EFT000000002379	6/18/2014	ARAMARK UNIFORM SERVICES	\$106.11
EFT000000002380	6/18/2014	ATHENS VETERINARY SERVICE INC	\$810.56
EFT000000002381	6/18/2014	B & B LAWN CARE LLC	\$13,882.74
EFT000000002382	6/18/2014	B & H PHOTO-VIDEO	\$12.57
EFT000000002383	6/18/2014	LARA BAEHR	\$172.27
EFT000000002384	6/18/2014	BRIAN BARNES	\$561.16
EFT000000002385	6/18/2014	JEFF BARTH	\$13.04
EFT000000002386	6/18/2014	BATTERIES PLUS BULBS # 072	\$99.50
EFT000000002387	6/18/2014	RODNEY BAUER	\$14.11
EFT000000002388	6/18/2014	BAUERNFEIND BUSINESS TECH	\$191.54
EFT000000002389	6/18/2014	ROBERT BEATHARD	\$80.54
EFT000000002390	6/18/2014	BLAKE BORCHARDT	\$14.74
EFT000000002391	6/18/2014	BOUND TREE MEDICAL, LLC	\$206.55
EFT000000002392	6/18/2014	CARQUEST AUTO PARTS	\$616.38
EFT000000002393	6/18/2014	CHILI IMPLEMENT CO INC	\$89.57
EFT000000002394	6/18/2014	JEFFREY CICHANTEK	\$334.30

CK#	CK DATE	VENDOR	AMOUNT
EFT000000002395	6/18/2014	JAMES CRAMM	\$20.00
EFT000000002396	6/18/2014	CURRENT TECHNOLOGIES INC	\$85.39
EFT000000002397	6/18/2014	DALCO ENTERPRISES, INC.	\$1,069.68
EFT000000002398	6/18/2014	ERO TEX	\$56,120.00
EFT000000002399	6/18/2014	KELLY ESKER	\$14.39
EFT000000002400	6/18/2014	FIRE & SAFETY EQUIPMENT IV INC	\$520.25
EFT000000002401	6/18/2014	JASON FOTH	\$14.26
EFT000000002402	6/18/2014	WILLIAM FRUEHBRODT	\$26.88
EFT000000002403	6/18/2014	GALE/CENGAGE LEARNING	\$104.95
EFT000000002404	6/18/2014	GRAINGER	\$264.46
EFT000000002405	6/18/2014	RICHARD GRAMZA	\$449.38
EFT000000002406	6/18/2014	GRANICUS INC	\$1,200.00
EFT000000002407	6/18/2014	HATCH BUILDING SUPPLY	\$250.00
EFT000000002408	6/18/2014	KRIS HAWLEY	\$75.00
EFT000000002409	6/18/2014	HEINZEN PRINTING INC	\$521.00
EFT000000002410	6/18/2014	HEINZEN PROMOTIONAL PRODUCTS	\$90.53
EFT000000002411	6/18/2014	AMANDA HELKE	\$12.60
EFT000000002412	6/18/2014	INGRAM LIBRARY SERVICES INC	\$377.20
EFT000000002413	6/18/2014	DAN KNOECK	\$100.00
EFT000000002414	6/18/2014	PEGGY LINDNER	\$22.00
EFT000000002415	6/18/2014	MCMASTER-CARR	\$277.52
EFT000000002416	6/18/2014	STEVEN MEEK	\$15.46
EFT000000002417	6/18/2014	MERKEL COMPANY INC	\$572.00
EFT000000002418	6/18/2014	CHRIS MEYER	\$180.00
EFT000000002419	6/18/2014	MIDSTATE TRUCK SERVICE	\$71.20
EFT000000002420	6/18/2014	MIDWEST TAPE	\$59.97
EFT000000002421	6/18/2014	MISSISSIPPI WELDERS	\$362.41
EFT000000002422	6/18/2014	MSA PROFESSIONAL SERVICES INC	\$4,970.00
EFT000000002423	6/18/2014	ENG KWEE NG	\$3,724.74
EFT000000002424	6/18/2014	ORRIN NINNEMAN	\$1,324.97
EFT000000002425	6/18/2014	NORTHERN SAFETY CO INC	\$29.42
EFT000000002426	6/18/2014	LANCE OLDHAM	\$32.70
EFT000000002427	6/18/2014	JASON PARKS	\$11.27
EFT000000002428	6/18/2014	POMP'S TIRE SERVICE INC	\$41.45
EFT000000002429	6/18/2014	PRO ONE JANITORIAL, INC.	\$479.00
EFT000000002430	6/18/2014	REIGEL PLUMBING & HEATING INC	\$1,295.61
EFT000000002431	6/18/2014	SCHILLING SUPPLY COMPANY	\$497.74
EFT000000002432	6/18/2014	SHERWIN WILLIAMS COMPANY	\$66.04
EFT000000002433	6/18/2014	STRATFORD SIGN COMPANY LLC	\$210.00
EFT000000002434	6/18/2014	TRAFFIC AND PARKING CONTROL INC	\$3,730.00
EFT000000002435	6/18/2014	V & H AUTOMOTIVE MARSHFIELD	\$13.44
EFT000000002436	6/18/2014	V & H INC	\$102.64
EFT000000002437	6/18/2014	VIDCOM LLC	\$3,895.90
EFT000000002438	6/18/2014	VORPAHL FIRE & SAFETY	\$2,191.37
EFT000000002439	6/18/2014	JAMES BENSON	\$227.50
EFT000000002440	6/18/2014	SAM WARP JR.	\$484.83
EFT000000002441	6/18/2014	ERIK WESTMAN	\$1,855.83
		<b>TOTAL CURRENT BILLS PAID BY EFT</b>	<b>\$124,623.21</b>

**CURRENT BILLS PAID BY CHECK**

80221	6/18/2014	A-1 FLOORING LLC	\$544.10
80222	6/18/2014	ALLIANCE COLLECTION AGENCIES	\$534.93
80223	6/18/2014	AMERICAN ASPHALT OF WI	\$1,507.23
80224	6/18/2014	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$241.82
80225	6/18/2014	ASSOCIATED SERVICE CENTER	\$475.80
80226	6/18/2014	JOE BAIERL	\$100.00
80227	6/18/2014	BAKER AND TAYLOR CO-CONT ACCT	\$78.85

CK#	CK DATE	VENDOR	AMOUNT
80228	6/18/2014	BAKER AND TAYLOR INC	\$2,171.05
80229	6/18/2014	JOHN BERG	\$85.00
80230	6/18/2014	BOWMAR APPRAISAL INC	\$4,800.00
80231	6/18/2014	I BRANDL INC	\$253.00
80232	6/18/2014	BROOKS TRACTOR INC	\$252.95
80233	6/18/2014	BULL'S EYE SPORT SHOP LLC	\$124.00
80234	6/18/2014	BURT TROPHY & AWARDS INC	\$67.50
80235	6/18/2014	CENTRAL WI COOPERATIVE	\$131.94
80236	6/18/2014	CENTRAL WI LAWN CARE & SEAL COATING LLC	\$1,230.20
80237	6/18/2014	LAURA COLEMAN	\$100.00
80238	6/18/2014	COMPLETE CONTROL INC	\$605.87
80239	6/18/2014	COUNTY MATERIALS CORPORATION	\$10,580.11
80240	6/18/2014	CRANE ENGINEERING SALES INC	\$5,664.82
80241	6/18/2014	DUFFY'S AIRCRAFT SALES	\$1,393.68
80242	6/18/2014	RANDALL HASTREITER	\$55.00
80243	6/18/2014	EMMONS BUSINESS INTERIORS	\$1,102.90
80244	6/18/2014	ENVIROTECH EQUIPMENT CO INC	\$2,532.05
80245	6/18/2014	EVANCED SOLUTIONS LLC	\$1,020.60
80246	6/18/2014	EVENTS ETC LLC	\$62.00
80247	6/18/2014	FABCO EQUIPMENT INC	\$47,551.00
80248	6/18/2014	FASTENAL COMPANY	\$581.20
80249	6/18/2014	FESTIVAL FOODS	\$180.07
80250	6/18/2014	JAMES M FICO, PH.D.	\$900.00
80251	6/18/2014	FIRST SUPPLY	\$58.27
80252	6/18/2014	JUDY FISCHER	\$50.00
80253	6/18/2014	FOX VALLEY TECHNICAL COLLEGE	\$225.00
80254	6/18/2014	LISA GARCIA	\$85.00
80255	6/18/2014	GLOBAL EQUIPMENT CO	\$121.28
80256	6/18/2014	HACH COMPANY	\$742.77
80257	6/18/2014	ELISA HANSEN	\$100.00
80258	6/18/2014	HILCO ROAD SUPPLIES	\$7,738.76
80259	6/18/2014	HILLER'S HARDWARE INC	\$484.38
80260	6/18/2014	HOLIDAY INN MARSHFIELD	\$8,395.77
80261	6/18/2014	HORST DISTRIBUTING INC	\$208.86
80262	6/18/2014	INNOVATIVE SERVICES, INC	\$2,646.00
80263	6/18/2014	JEFFERSON FIRE AND SAFETY INC	\$8,405.70
80264	6/18/2014	E O JOHNSON COMPANY	\$160.58
80265	6/18/2014	JRT PORTABLE TOILETS LLC	\$220.00
80266	6/18/2014	ANDREA KAISER	\$100.00
80267	6/18/2014	KEEPRS INC	\$214.78
80268	6/18/2014	TRINA KLOEHN	\$108.50
80269	6/18/2014	AMI KRUPA LLC - HILLCREST MOTEL	\$90.23
80270	6/18/2014	REENA KUNREDDY	\$100.00
80271	6/18/2014	MELISSA LAU	\$143.89
80272	6/18/2014	MARAWOOD CONSTRUCTION SERVICES, INC.	\$4,029.00
80273	6/18/2014	TYLER MARSHALL	\$632.00
80274	6/18/2014	MARSHFIELD AREA CHAMBER	\$150.00
80275	6/18/2014	MARSHFIELD CITY GARAGE	\$9.80
80276	6/18/2014	MARSHFIELD PARKS & REC DEPT	\$40.00
80277	6/18/2014	MARUTI HOSPITALITY LLC	\$134.93
80278	6/18/2014	MASTER GRAPHICS	\$466.13
80279	6/18/2014	MASTERS BUILDING SOLUTIONS INC	\$590.73
80280	6/18/2014	MAVO SYSTEMS	\$3,352.29
80281	6/18/2014	NICOLE MCCANN	\$100.00
80282	6/18/2014	MENARDS	\$1,030.10
80283	6/18/2014	RON MEYERS AND SON PARTNERS	\$96.00
80284	6/18/2014	MID WISCONSIN SUPPLY, LLC	\$86.16

CK#	CK DATE	VENDOR	AMOUNT
80285	6/18/2014	MIDSTATE TECHNICAL COLLEGE	\$15,140.00
80286	6/18/2014	MIDSTATES EQUIPMENT INC	\$195.52
80287	6/18/2014	MILWAUKEE MAP SERVICE INC	\$28.95
80288	6/18/2014	NAPA AUTO PARTS	\$716.94
80289	6/18/2014	NEENAH FOUNDRY COMPANY	\$1,235.60
80290	6/18/2014	DON NIKOLAI CONSTRUCTION	\$402.50
80291	6/18/2014	NORTHERN LAKE SERVICE INC	\$193.20
80292	6/18/2014	O'REILLY AUTO PARTS	\$5.31
80293	6/18/2014	OFFICE MAX INCORPORATED	\$84.98
80294	6/18/2014	MARK A OTT	\$480.00
80295	6/18/2014	OXMOOR HOUSE INC	\$36.91
80296	6/18/2014	PAGE WOLFBERG & WIRTH LLC	\$475.00
80297	6/18/2014	PERSONAL DEVELOPMENT CENTER INC	\$8,588.00
80298	6/18/2014	LARRY PICHA	\$100.00
80299	6/18/2014	KEVIN PITTSLEY	\$100.00
80300	6/18/2014	GIS INFORMATION SYSTEMS, INC	\$14,724.12
80301	6/18/2014	PRECISE MRM LLC	\$32.31
80302	6/18/2014	PRIORITY BUSINESS SYSTEMS, LLC	\$1,972.50
80303	6/18/2014	PUBLIC GRANTS & TRAINING INITIATIVES	\$301.75
80304	6/18/2014	JEFFREY NIKOLAI	\$131.41
80305	6/18/2014	RADIO CAB OF MARSHFIELD INC	\$15,700.00
80306	6/18/2014	REGISTRATION FEE TRUST	\$149.00
80307	6/18/2014	REINDERS INC	\$389.60
80308	6/18/2014	RUNNING INC	\$34,839.20
80309	6/18/2014	SCHALOWS NURSERY, INC.	\$196.00
80310	6/18/2014	SCHENCK SC	\$1,000.00
80311	6/18/2014	RICHARD SEUBERT	\$150.00
80312	6/18/2014	SEVEN KS LLC	\$5,000.00
80313	6/18/2014	SHOWCASES	\$1,601.60
80314	6/18/2014	SANJAY SHUKLA	\$100.00
80315	6/18/2014	SIGN ME UP OF WISCONSIN, LLC	\$75.00
80316	6/18/2014	ST JOSEPH'S HOSPITAL-CHIPPEWA FALLS	\$167.00
80317	6/18/2014	JANE STOFLET	\$100.00
80318	6/18/2014	SWIDERSKI EQUIPMENT	\$1,172.51
80319	6/18/2014	RJ THOMAS MFG CO INC	\$541.00
80320	6/18/2014	TIME MARK INC	\$336.45
80321	6/18/2014	TOWN & COUNTRY ENGINEERING INC	\$10,198.38
80322	6/18/2014	TRIANGLE GRAVEL INC	\$2,850.00
80323	6/18/2014	TRIERWEILER CONSTRUCTION	\$29,188.29
80324	6/18/2014	TRIPLE R BUSINESS SERVICES, LLC	\$552.50
80325	6/18/2014	UNIFIRST CORPORATION	\$249.42
80326	6/18/2014	UNIQUE MANAGEMENT SERVICES INC	\$62.65
80327	6/18/2014	UNITED RENTALS (NORTH AMERICA) INC	\$107.97
80328	6/18/2014	UNITED STATES POSTAL SERVICE	\$140.00
80329	6/18/2014	UW-EXTENSION	\$120.00
80330	6/18/2014	JULIE VEHR	\$100.00
80331	6/18/2014	VITAL COMMUNICATION	\$89.90
80332	6/18/2014	WAAO	\$190.00
80333	6/18/2014	WALGREENS	\$174.68
80334	6/18/2014	WAUSAU CHEMICAL CORPORATION	\$736.60
80335	6/18/2014	WEILER TRANSPORTATION LLC	\$811.62
80336	6/18/2014	JANE WEIS	\$100.00
80337	6/18/2014	WI DEPARTMENT OF JUSTICE	\$189.00
80338	6/18/2014	WI DNR	\$143.00
80339	6/18/2014	WI LAW ENFORCEMENT CANINE HANDLERS ASSOC	\$300.00
80340	6/18/2014	WI MUNICIPAL COURT CLERKS ASSC	\$240.00
80341	6/18/2014	WISCNET	\$2,535.00

<b>CK#</b>	<b>CK DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>
80342	6/18/2014	WOOD COUNTY CLERK OF COURT	\$375.80
80343	6/18/2014	WOOD COUNTY REGISTER OF DEEDS	\$60.00
80344	6/18/2014	DONNA ZYGARLICHE	\$417.00
		<b>TOTAL CURRENT BILLS PAID BY CHECK</b>	<b>\$282,438.75</b>
		<b>TOTAL PREPAID BILLS</b>	<b>\$99,160.48</b>
		<b>TOTAL ACH PAYMENTS</b>	<b>\$471.44</b>
		<b>TOTAL CURRENT BILLS</b>	<b>\$407,061.96</b>
		<b>GRAND TOTAL</b>	<b><u>\$506,693.88</u></b>

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

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

Jeni Sadauskas	Firefighter/Paramedic Fire & Rescue Department	June 23, 2014
Libby Abel	Police Officer Police Department	June 23, 2014
Amy Van Wyhe	Accountant Finance Department	July 1, 2014
Cory Christian	Police Officer Police Department	July 21, 2014

**RETIREMENT:**

None

**Resignation**

None

**PROMOTION:**

None

**COMPLETION OF  
PROBATIONARY  
PERIOD**

None

**TREASURY REPORT**  
May 2014

May                      April

**GENERAL CITY**

**PREVIOUS BANK BALANCES (CASH):**

Bonds	6,510.00	
Citizens State Bank	917,557.01	

**TOTAL PREVIOUS CASH BALANCE:**                      \$924,067.01                      \$771,957.17

**RECEIPTS:**

Citizens State Bank	2,762,311.53	
Citizens State Bank Interest	612.63	
L-T Investment Interest Recv	0.00	
Tax collection		

**TOTAL CASH RECEIPTS:**                      \$2,762,924.16                      \$7,240,292.62

**DISBURSEMENTS:**

Citizens State Bank	3,020,551.50	
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**TOTAL CASH DISBURSEMENTS:**                      \$3,020,551.50                      \$7,088,182.78

**GENERAL CITY BOOK BALANCE (CASH):**                      (Previous Balance + Receipt - Disbrsmnts.)                      \$666,439.67                      \$924,067.01

**GENERAL CITY INVESTMENTS:**

Securities Investments (Long Term)	3,000,000.00	
Securities Investments (Short Term)	0.00	
SIST Int rate/earnings:                      0.00%	0.00	
Local Government Investment Pool (LGIP)	7,533,746.83	
LGIP Int rate/earnings:                      0.09%	601.64	

**\$10,534,348.47                      \$13,665,473.03**

**TOTAL GENERAL CITY CASH & INVESTMENTS:**                      \$11,200,788.14                      \$14,589,540.04

**ELECTRIC & WATER**

Citizens Bank Previous Bal.	1,107,018.41	
Citizens Bank Utility Receipts	4,831,249.62	
Citizens Bank Utility Disburs.	5,372,903.27	

**E/W BOOK BALANCE:**                      \$565,364.76                      \$1,107,018.41

**E/W INVESTMENTS:**                      \$14,751,176.58                      \$14,650,416.49

**TOTAL E/W CASH & INVESTMENTS:**                      \$15,316,541.34                      \$15,757,434.90

**TOTAL BOOK BALANCE (CASH):**                      (E & W Balance + General Balance)                      \$1,231,804.43                      \$2,031,085.42

**RECAPITULATION BANK REPORT**

Bonds	6,510.00	
Citizens Bank E/W Utility	617,941.86	
Citizens Bank General City	902,043.63	

**TOTAL BANK BALANCE:**                      1,526,495.49  
**(OUTSTANDING CHECKS)**                      294,691.06

**TOTAL BANK BALANCE (CASH):**                      \$1,231,804.43                      \$2,031,085.42  
CASH ON HAND:                      \$100.00                      \$100.00

**TOTAL INVESTMENTS:**                      \$25,285,525.05                      \$28,315,889.52

**TOTAL CASH & INVESTMENTS:**                      \$26,517,329.48                      \$30,346,974.94

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

City of Marshfield  
 Long - Term Security Investments  
 As of May 31, 2014

<u>Issuer</u>	<u>Term</u>	<u>Acquired</u>	<u>Face Value</u>	<u>Interest Rate(s)</u>	<u>Step (Y / N)</u>	<u>Next Call</u>	<u>Call Periodicity</u>	<u>Maturity Date</u>
FANNIE MAE	5.5 Year	8/22/2012	\$ 1,000,000	1.125%	N	6/22/2014	Continuous	2/22/2018
FANNIE MAE	7 Year	11/21/2012	\$ 1,000,000	1.0% to 6.0%	Y	6/21/2014	Continuous	11/21/2019
FHLB	5 Year	6/12/2013	\$ 1,000,000	0.8% to 2.5%	Y	6/12/2014	Continuous	6/12/2018

Total \$ 3,000,000



# CITY OF MARSHFIELD

## MEMORANDUM

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**TO:** FINANCE, BUDGET AND PERSONNEL COMMITTEE  
**FROM:** KEITH STREY, FINANCE DIRECTOR  
**SUBJECT:** BANKING SERVICES REQUEST FOR PROPOSALS  
**DATE:** 6/12/2014

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### BACKGROUND

The City of Marshfield and Marshfield Utilities currently receive banking services from Citizens State Bank of Loyal (CSB Loyal). Before that, Community Bank of Central WI provided these services to the City and Marshfield Utilities.

The current Banking Services Contract, originally awarded to Community Bank of Central Wisconsin and assumed by CSB Loyal through acquisition, was approved by the Common Council for a 60-month period from August 1, 2009 to midnight July 31, 2014. The City of Marshfield and Marshfield Utilities received banking services provided by Community Bank of Central Wisconsin between July 1, 2000 and January 31, 2013 before CSB Loyal assumed these services on February 1, 2013. These services have been periodically bid out since 2000 to ensure that the City and Marshfield Utilities receive the highest quality of service at the best cost.

### ANALYSIS

The attached Request for Proposal for Banking Services for your consideration was prepared using the same format as that used in previous years and updated to reflect current data as well as projected service needs. The RFP includes a recommended contract term of 36 months to minimize the cost and potential disruption of switching banks. The recommended contract term is shorter this time for two reasons. First, the interest rate environment is at or near historic low levels, which will likely impact interest earning rates in proposals received. Second, changing this contract to 36 months will allow us to work towards spreading out significant professional contracts expiring at the same time requiring time intensive RFP processes to bid them out.

The most notable changes to the attached RFP are both included in Section XII on page 9. The first is to item C, increasing the third party held, named, pledged collateral from \$2 million to \$3 million and the second is an additional question in item H for those submitting proposals to describe in detail any experience they've had with regulatory orders or issues. Credit/Debit Card Payment Acceptance, Credit Card accounts and Purchase Card Programs are included as Optional Services to be priced for consideration at a later date when appropriate.

I reviewed this RFP with staff from Marshfield Utilities in the process of preparing and updating the attached RFP with this document includes their input. If the RFP is approved by this committee, it will be distributed to all financial institutions providing banking services with at least one physical location within the corporate boundaries of the City of Marshfield to provide service.

**RECOMMENDATION**

I recommend approval of the attached Request for Proposals for banking services as presented.

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

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Concurrence – Steve Barg, City Administrator

**REQUEST FOR PROPOSAL**

**FOR**

**Banking Services  
for the City of Marshfield**

June, 2014

**CITY OF MARSHFIELD  
630 S CENTRAL  
PO BOX 727  
MARSHFIELD, WI 54449**

CITY OF MARSHFIELD  
REQUEST FOR BANKING SERVICES PROPOSALS

I. Introduction

The City of Marshfield Finance, Budget and Personnel Committee has authorized the City Finance Director to request bids from financial institutions to provide a working bank depository and related banking services for the City of Marshfield for a period of 36 months, commencing August 1, 2014.

II. Bid Due Date

Five copies of each bid are to be received by the City of Marshfield, Attention: Finance Director, no later than 12 noon, July 7, 2014, in the 7<sup>th</sup> floor Finance Department, 630 South Central Ave, Marshfield, WI 54449. The bids will be opened and reviewed by the Evaluation Committee. The recommendation of the Committee will be presented to the Finance, Budget, and Personnel Committee and Marshfield Common Council for final action.

Bids shall be clearly marked “Banking Services Bid.”

III. Acceptance/Rejection

The Finance, Budget, and Personnel Committee and the Marshfield Common Council reserve the right to accept or reject any or all bids, and any part of a bid deemed to be in the best interest of the City of Marshfield.

IV. Questions Concerning the Bid

Any questions concerning the bid or the specifications should be directed to the following persons:

City Accounts  
Keith Strey  
Finance Director  
630 S. Central Ave.  
P.O. Box 727  
Marshfield, WI 54449  
(715) 387-3033

Marshfield Utilities  
Kent Mueller  
Office Manager  
2000 S. Central Ave.  
P.O. Box 670  
Marshfield, WI 54449  
(715) 387-1195, ext 324

V. Evaluation of Bids

- A. The Evaluation Committee, consisting of the City Finance Director, City Assistant Finance Director, Utility Office Manager and Utility Accountant/Assistant Office Manager, shall evaluate all proposals and recommend to the Finance, Budget and Personnel Committee the proposal determined to provide the highest quality of service aligned with City & Marshfield Utilities needs at the best cost.
- B. The Evaluation Committee will review all written proposals and interview bidder(s) if deemed necessary. The City of Marshfield will select the proposal that provides the highest quality service aligned with City & Marshfield Utilities needs at the best cost. The City of Marshfield shall be the sole judge of its own best interests and its decision shall be final.
- C. The evaluation will be based on the following considerations, but not limited to:
  - 1. Ability to provide the type and quality of services requested in the proposal.
  - 2. Prior experience serving local governments.
  - 3. Cost of banking services.
  - 4. Required compensating balance.
  - 5. Investment earning rate.
  - 6. Transaction closing time.
  - 7. The winning bidder must have a physical branch office located within the corporate boundaries of the City of Marshfield able to accept deposits and conduct other banking related services on a daily basis.
  - 8. Financial services available from the financial institution in excess of proposed requirements.

VI. Conflict of Interest

The award hereunder is subjected to the provision of State Statutes and City Ordinances. The Bidder, by affixing his/her signature to the Proposal Form, declares that the proposal is made without any previous understanding, agreement, or connections with any City official or persons, firms, or corporations making a proposal on the same items and without any outside control, collusion, or fraud. By signing the Proposal, the Bidder

further declares that no City Council Member, other City officer, or City employee directly or indirectly owns more than ten (10) percent or \$5,000 of the total assets or stock of the Bidder entity, nor will directly or indirectly benefit from this contract.

VII. Bidder's Responsibility

Each Bidder is required to carefully examine the Proposal specifications and to completely familiarize him or herself with all of the terms and conditions that are contained within this document prior to submitting a proposal. Ignorance on the part of the Bidder will in no way relieve him or her of any of the obligations and responsibilities, which are a part of this Proposal.

VIII. Public Records Law

In compliance with the Wisconsin Public Records law, all proposal documents or other material submitted by the Bidder in response to this request shall, upon proposal opening, be available for public inspection.

IX. Addenda

Addenda issued by the City prior to the proposal opening shall be binding as if written into the Scope of Services. Bidder will acknowledge receipt of the same.

X. Description of Current System

Citizens State Bank of Loyal is the current working bank for the City of Marshfield and Marshfield Utilities.

The City currently has three separate accounts into which a majority of City funds are deposited. Currently, the city has three separate interest bearing checking accounts with the General City account having the highest balance and highest volume of activity as well as separate checking accounts for the City's Cafeteria (flexible benefits) Plan and Cemetery/Mausoleum Perpetual Care Fund. The City also has two pass-through accounts for grant program reimbursements and thirteen interest bearing Savings accounts for performance deposits.

Deposits can be made on a daily basis, five days a week, depending on the level of activity and cash received vs. checks currently deposited daily via remote electronic means. Current deposits are made by 2:00 p.m. each business day. The volume of monies deposited is heaviest in December and January, when the

majority of the first-half taxes are received. Disbursements are generated via payroll (20 per month) and accounts payable. The average number of general account payments issued per months is 332. Payroll is via direct deposit and expanded use of electronic payment of accounts payable is an emphasis of the City going forward.

Marshfield Utilities maintains an interest-bearing checking account into which all Marshfield Utilities funds are deposited. Deposits are made on a daily basis, five days a week. Current deposits are made by 2:00 p.m. each business day. The volume is relatively constant from month-to-month. Disbursement checks are generated via accounts payable and payroll. The average number of checks issued per months is 150. Marshfield Utilities currently uses its general account for all non-flexible benefits checks. The Utility also maintains a separate checking account designated for its Cafeteria (flexible benefits) plan. About 10 checks per month are written on this account.

XI. Services Required and Unit Prices

A. Please indicate your fees for the following services. A summary sheet of monthly charges should be completed in the next section of this RFP.

<u>Required Services</u>	<u>Your Fee</u>
Account Maintenance Fee (Per Account)	
Checks Paid (Per Check)	
Deposits Processed (Per Deposit credited to our account)	
Statement Printing Fee	
Deposit Return Item Fee (NSF)	
Money Order or Cashier's Check	
Stop Payment Fee (unclaimed, lost, stolen checks)	
Wire Transfer Out (repetitive, W.R.S., bond payments State pool)	
Wire Transfer in (St. Pool, other investments, etc.)	
Direct Deposit (to employees' financial institutions)	

ACH Payments (EFTPS)

ACH Bill Payments (from customer's financial institutions)

Same Business Day Activity Shown In On-Line Banking (i.e. Posted and Pending Transactions)

Lock Box Service

On-site Tax Payment Collection

Remote Deposit Check Scanning  
(Include estimated implementation date)

Information Request Charge  
(E.g. inquiries regarding wire transfers)

Same Business Day Notification of Wire Transfers In

Supplies

- Printing fees (computer generated)
- Checks Price per 1,000
- Checks Price per 10,000
- Deposit ticket (Duplicate 2-part) per 100
- Minimum quantity (if any, please specify)
- Endorsement stamp charge

**Optional Services**

Your Fee

Acceptance of Credit/Debit Card Payments

Credit Cards

Purchase (Procurement) Card Program

CITY OF MARSHFIELD, WISCONSIN  
 PROPOSAL QUOTATION FORM  
 FOR BANKING SERVICES

	ESTIMATED		UNIT	MONTHLY
	MONTHLY	VOLUME		
<b>B. <u>REQUIRED SERVICES</u></b>				
	<u>City</u>	<u>MU</u>		
Account Maintenance (# Accounts)	17	2	_____	_____
Checks / EFT Payments	332	150	_____	_____
Number of Deposits	25	25	_____	_____
Return Items	1	4	_____	_____
Stop Payments	3	1	_____	_____
Wire Transfers (Incoming)	5	2	_____	_____
Wire Transfers (Outgoing)	3	2	_____	_____
Statements (Includes 2 for City's Gen Acct.)	18	3	_____	_____
(See XII E for preliminary statement cutoff information)				
ACH Utility Bill Payments (# Trans.)	0	2700	_____	_____

OTHER CHARGES (Describe)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL ESTIMATED MONTHLY COST – REQUIRED SERVICES \_\_\_\_\_

**NOTE:** The City of Marshfield and Marshfield Utilities do not guarantee any specific quantity of services or supplies will be utilized. The above quantities are based on current usage and may change solely at the discretion of the City and/or Marshfield Utilities. Please bid accordingly.

Additional Service Questions (submit responses on a separate attachment in the order listed):

-- When is your daily business transaction deadline?

-- Describe how you would maximize investment earnings for the City and MU (e.g. sweep accounts, overnight repos, etc.) while maintaining security? Use a separate sheet if necessary.

- What are your Compensating Balance requirements, separate for City and MU?
- What procedure would you provide for Marshfield Utilities regarding notification and processing of customer NSF checks? Currently, a suspense account is used by the bank to hold NSF checks so the utility can work with customers to clear before charging back to account.
- Describe your Lock Box Service.
- Describe your On-Line Banking Services.
- Describe your optional Credit/Debit Card Acceptance Service, Credit Card issuance to key staff service and Purchase Card Program in your proposal.

C. Please indicate below the earnings that each account would generate based upon the intent of your bid and assuming the sample balances are from March 2014. The earnings should be shown net of any investment charges and/or administrative /management fees. Please indicate the indices used to calculate the earnings (e.g. Treasury Bill Index plus ten basis points). **The indices used will become part of the contract with the winning bidder so bid accordingly.**

City General:

March 2014 Daily Ledger Balances: 3/1 - \$481,670; 3/2 - \$461,144; 3/3 - \$443,597; 3/4 - \$458,767; 3/5 - \$496,351; 3/6 - \$504,394; 3/9 - \$445,522; 3/10 - \$924,264; 3/11 - \$900,188; 3/12 - \$916,257; 3/13 - \$742,410; 3/16 - \$1,113,535; 3/17 - \$873,087; 3/18 - \$825,124; 3/19 - \$825,285; 3/20 - \$811,594; 3/23 - \$685,555; 3/24 - \$1,978,716; 3/25 - \$1,899,181; 3/26 - \$1,888,906; 3/27 - \$1,674,476; 3/29 - \$1,674,476; 3/30 - \$1,567,924; 3/31 - \$1,288,952

The daily ledger balances of this statement would have generated earnings in the amount of \$\_\_\_\_\_. This is based on calculating earnings on the following index : \_\_\_\_\_.

Marshfield Utilities:

Daily Ledger Balances: 3/1 - \$865,521; 3/3 - \$937,439; 3/4 - \$1,176,842; 3/5 - \$1,419,440; 3/6 - \$1,482,012; 3/7 - \$1,540,430; 3/10 - \$1,780,663; 3/11 - \$2,066,249; 3/12 - \$2,203,963; 3/13 - \$2,390,680; 3/14 - \$2,231,612; 3/17 - \$2,273,447; 3/18 - \$2,277,628; 3/19 - \$1,985,069; 3/20 - \$1,993,410; 3/21 - \$2,033,342; 3/24 - \$2,122,501; 3/25 - \$2,909,007; 3/26 - \$872,860; 3/27 - \$949,128; 3/28 - \$969,664; 3/31 - \$1,061,669

The daily ledger balances of this statement would have generated earnings in the amount of \$\_\_\_\_\_. This is based on calculating earnings on the following index : \_\_\_\_\_.

**NOTE:** The City of Marshfield and Marshfield Utilities do not guarantee maintenance of any specific level of daily balances (other than required compensating balances) in any accounts. The above balances approximate current activity but actual daily balances may vary solely at the discretion of the City and/or Marshfield Utilities. Please bid accordingly.

XII. The following items should be addressed in narrative form in the bid:

- A. A brief statement addressing your previous municipal or government experience.
- B. A general narrative of how your institution is equipped to provide services.
- C. Your institution's view on collateralization. For example: Marshfield Utilities and the City of Marshfield **each** require a third party held, named collateral pledge (in addition to FDIC and State Guarantee insurance) of \$3,000,000 to cover possible maximum balances in checking. Can your institution meet this requirement?
- D. What earnings rate will be paid on all accounts?
- E. A Preliminary Statement Cut-off on the 24th of each month must be provided for City of Marshfield general checking account and Marshfield Utilities general account. Can your institution meet this requirement?
- F. Within how many working days will the bank statements be received after the last day of the month?
- G. All debit and credit memos as well as record of any wire transfers received are to be provided to the Finance Department/ Marshfield Utilities on the same business day. Please describe how you will meet this requirement.
- H. Has your institution experienced FDIC/WI DFI or other regulatory orders or issues in the past 10 years? If so, please explain in detail.

XIII. The following items should be attached to the bid:

- A. A sample format or actual monthly "Account Analysis Statement" for each of the accounts.

- B. A copy of your most current audited annual financial statement including a balance sheet and income statement.

XIV. Other Information:

The City of Marshfield / Marshfield Utilities and the successful bidder will enter into a banking services contract. The successful bidder will be held to the terms of the written contract for a three-year period. Changes will require mutual consent in writing.