



CITY OF MARSHFIELD

# MEETING NOTICE

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**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING**

**TUESDAY, JULY 15, 2014**

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

**5:30 p.m.**

**AGENDA**

1. Call to Order – Alanna Feddick, Chair
2. Citizen Comments
3. Consent Agenda
  - a) Approval of minutes of July 1, 2014 meeting
  - b) Approve Bills and Payroll
  - c) Treasury Report

Recommended Action: Approve the Consent Agenda, as presented.

4. Consideration of items removed from the consent agenda, if any.
5. Request to recommend approval of Budget Resolution No. 17-2014, transferring \$30,000 from the Parks and Recreation Department's Room Tax fund balance to the Jack Hackman Field storage building project to the Common Council. Presented by Ed Englehart, Director of Parks and Recreation.

Recommended Action: Recommend approval of Budget Resolution No. 17-2014 to the Common Council.

6. Request to approve Award of Banking Services Contract. Presented by Keith R. Strey, Finance Director.

Recommended Action: Approve award of banking service contract.

7. Suggested items for future agendas
8. Adjourn

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

NOTICE

FINANCE, BUDGET AND PERSONNEL COMMITTEE

July 15, 2014

*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 JULY 1, 2014**

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

**PRESENT:** Alderpersons Alanna Feddick, Rebecca Spiros, Gordon Earll and Char Smith

**ABSENT:** Alderperson Peter Hendler

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

**Citizen Comments**

None

**FBP14-054** Motion by Spiros, second by Smith to approve the items on the consent agenda:

1. Minutes of the June 17, 2014 meeting.
2. Payroll in the amount of \$840,509.75 and the bills in the amount of \$684,465.04
3. Monthly Position Control Report as of June 30, 2014

**Motion carried**

No items were removed from the consent agenda.

**FBP14-055** Motion by Earll, second by Spiros to approve revised Policy No. 3.800 Compensation Plan.

**Motion carried**

**FBP14-056** Motion by Smith, second by Spiros to recommend approval of Budget Resolution No. 16-2014 to the Common Council, transferring \$9,427 within the General Fund Airport budget to fund the city's share of crack filling project and purchase of additional property for the airport.

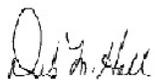
**Motion carried**

**FUTURE AGENDA ITEMS**

None

Motion by Spiros, second by Smith to adjourn at 5:37 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 JUNE, 2014 amounting to **\$694,368.62** be allowed paid and charged to their proper accounts.

\_\_\_\_\_  
Chairman

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

7/16/2014

**PREPAID BILLS**

**PREPAID BILLS PAID BY CHECK**

<b>CK#</b>	<b>CK DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>
80481	6/26/2014	DELTA DENTAL OF WISCONSIN	\$13,013.70
80482	6/26/2014	NATIONAL VISION ADMINISTRATORS, LLC	\$1,412.88
80483	6/27/2014	ROGER KROGSTAD	\$125.00
80484	7/1/2014	FRONTIER	\$947.98
80485	7/1/2014	HAAS SONS INC	\$265,741.84
80486	7/1/2014	STAPLES ADVANTAGE	\$170.78
80487	7/1/2014	WE ENERGIES	\$1,058.94
80488	7/1/2014	WEPAK-N-SHIP	\$21.86
80489	7/8/2014	ALLIANT ENERGY WP&L	\$22.54
80490	7/8/2014	CHARTER COMMUNICATIONS	\$195.99
80491	7/8/2014	EARTH INC	\$11,304.35
80492	7/8/2014	FRONTIER	\$1,028.84
80493	7/8/2014	GANNETT WISCONSIN MEDIA	\$1,200.15
80494	7/8/2014	E O JOHNSON COMPANY	\$1,100.67
80495	7/8/2014	E O JOHNSON COMPANY	\$178.94
80496	7/8/2014	MARSHFIELD UTILITIES	\$66,910.91
80497	7/8/2014	MARK AND PATRICIA STEEVENS	\$44,800.00
80498	7/8/2014	TDS TELECOM	\$348.12
80499	7/8/2014	TELRITE CORPORATION	\$98.49
80500	7/8/2014	UNITED MAILING SERVICE INC	\$1,632.51
80501	7/8/2014	US CELLULAR	\$1,829.49
80502	7/8/2014	VERIZON WIRELESS	\$522.00
80503	7/8/2014	WI DEPARTMENT OF JUSTICE	\$100.00
		<b>TOTAL PREPAID BILLS PAID BY CHECK</b>	<b>\$413,765.98</b>

**CURRENT BILLS**

**CURRENT BILLS PAID BY EFT**

EFT000000002519	7/16/2014	AMERICAN WELDING & GAS INC	\$87.83
EFT000000002520	7/16/2014	ARAMARK UNIFORM SERVICES	\$76.28
EFT000000002521	7/16/2014	AUDIO EDITIONS	\$339.81
EFT000000002522	7/16/2014	B & B LAWN CARE LLC	\$9,802.90
EFT000000002523	7/16/2014	B & H PHOTO-VIDEO	\$9.58
EFT000000002524	7/16/2014	BATTERIES PLUS BULBS # 072	\$84.95
EFT000000002525	7/16/2014	BAUERNFEIND BUSINESS TECH	\$737.00
EFT000000002526	7/16/2014	BENDLIN FIRE EQUIPMENT CO INC	\$255.38
EFT000000002527	7/16/2014	STEVE BINDER	\$200.00
EFT000000002528	7/16/2014	BOUND TREE MEDICAL, LLC	\$160.50
EFT000000002529	7/16/2014	BRUCE MUNICIPAL EQUIPMENT	\$669.80
EFT000000002530	7/16/2014	CARQUEST AUTO PARTS	\$662.68
EFT000000002531	7/16/2014	CAVU LLC	\$3,208.00
EFT000000002532	7/16/2014	CDW GOVERNMENT INC	\$1,612.80
EFT000000002533	7/16/2014	CENTRAL STATE SUPPLY CORP	\$1,261.00
EFT000000002534	7/16/2014	DAKOTA ELECTRIC SERVICE INC	\$4,646.38
EFT000000002535	7/16/2014	DALCO ENTERPRISES, INC.	\$918.64

CK#	CK DATE	VENDOR	AMOUNT
EFT000000002536	7/16/2014	JAMES WM DORN	\$277.35
EFT000000002537	7/16/2014	FIRE & SAFETY EQUIPMENT IV INC	\$98.40
EFT000000002538	7/16/2014	JASON FOEMMEL	\$204.26
EFT000000002539	7/16/2014	FREMONT INDUSTRIES, INC.	\$5,857.73
EFT000000002540	7/16/2014	GALE/CENGAGE LEARNING	\$321.60
EFT000000002541	7/16/2014	GALLS LLC	\$55.83
EFT000000002542	7/16/2014	AMANDA HELKE	\$8.68
EFT000000002543	7/16/2014	HOUSE OF HEATING INC	\$114.00
EFT000000002544	7/16/2014	INGRAM LIBRARY SERVICES INC	\$149.59
EFT000000002545	7/16/2014	INNOVATIVE MACHINE SPEC INC	\$394.00
EFT000000002546	7/16/2014	LORRIE KROKSTROM	\$41.44
EFT000000002547	7/16/2014	TIM LANGFELDT	\$55.89
EFT000000002548	7/16/2014	PEGGY LINDNER	\$167.84
EFT000000002549	7/16/2014	JOSH MAURITZ	\$82.00
EFT000000002550	7/16/2014	BRIAN MCCLUNG	\$150.00
EFT000000002551	7/16/2014	MERKEL COMPANY INC	\$1,436.58
EFT000000002552	7/16/2014	MIDSTATE TRUCK SERVICE	\$69.29
EFT000000002553	7/16/2014	MIDWEST TAPE	\$1,959.96
EFT000000002554	7/16/2014	JOSH MILLER	\$63.20
EFT000000002555	7/16/2014	MISSISSIPPI WELDERS	\$199.70
EFT000000002556	7/16/2014	MSA PROFESSIONAL SERVICES INC	\$16,193.06
EFT000000002557	7/16/2014	ALLAN NIENAST	\$128.61
EFT000000002558	7/16/2014	ORRIN NINNEMAN	\$2,472.97
EFT000000002559	7/16/2014	LANCE OLDHAM	\$112.64
EFT000000002560	7/16/2014	OTIS ELEVATOR COMPANY	\$2,671.38
EFT000000002561	7/16/2014	POMP'S TIRE SERVICE INC	\$581.20
EFT000000002562	7/16/2014	PRO ONE JANITORIAL, INC.	\$479.00
EFT000000002563	7/16/2014	RECORDED BOOKS LLC	\$27.68
EFT000000002564	7/16/2014	REIGEL PLUMBING & HEATING INC	\$3,680.31
EFT000000002565	7/16/2014	SAFE FAST INC	\$446.51
EFT000000002566	7/16/2014	SAM SCHROEDER	\$72.80
EFT000000002567	7/16/2014	SHERWIN WILLIAMS COMPANY	\$137.31
EFT000000002568	7/16/2014	SHI INTERNATIONAL CORPORATION	\$12,280.47
EFT000000002569	7/16/2014	STRATFORD SIGN COMPANY LLC	\$301.45
EFT000000002570	7/16/2014	TRAFFIC AND PARKING CONTROL INC	\$20,044.15
EFT000000002571	7/16/2014	V & H INC	\$1,850.61
EFT000000002572	7/16/2014	VALLEY CHEMICAL LLC	\$115.41
EFT000000002573	7/16/2014	VIDACARE CORPORATION	\$560.28
		<b>TOTAL CURRENT BILLS PAID BY EFT</b>	<b>\$98,596.71</b>

**CURRENT BILLS PAID BY CHECK**

80509	7/16/2014	3M	\$4,547.00
80510	7/16/2014	TIM FREECK	\$50.00
80511	7/16/2014	AMERICAN RED CROSS	\$135.00
80512	7/16/2014	JULIE ANDRES	\$100.00
80513	7/16/2014	APPLIED INDUSTRIAL TECH.	\$117.57
80514	7/16/2014	ARCTIC GLACIER U.S.A., INC.	\$198.72
80515	7/16/2014	ASSOCIATED BANK	\$100.00
80516	7/16/2014	ASSOCIATED SERVICE CENTER	\$400.70
80517	7/16/2014	ATLAS BUS SALES INC	\$30,555.00
80518	7/16/2014	BAKER AND TAYLOR INC	\$1,606.87

CK#	CK DATE	VENDOR	AMOUNT
80519	7/16/2014	CAROL BAUER	\$100.00
80520	7/16/2014	BAY STEEL & FABRICATION LLC	\$56.35
80521	7/16/2014	BECHER HOPPE	\$1,333.52
80522	7/16/2014	JODY BENDER	\$100.00
80523	7/16/2014	BROOKS TRACTOR INC	\$28.78
80524	7/16/2014	BRYAN ROCK PRODUCTS INC	\$1,162.10
80525	7/16/2014	CAL'S PLUMBING SERVICE LLC	\$3,490.12
80526	7/16/2014	CAREW CONCRETE & SUPPLY CO	\$315.30
80527	7/16/2014	CENTRAL WI LAWN CARE & SEAL COATING LLC	\$1,807.82
80528	7/16/2014	COUNTY MATERIALS CORPORATION	\$4,239.36
80529	7/16/2014	CTL COMPANY INC	\$740.24
80530	7/16/2014	ECOLAB PEST ELIMINATION DIV	\$105.38
80531	7/16/2014	EMERGENCY MEDICAL PRODUCTS INC	\$521.25
80532	7/16/2014	FABCO EQUIPMENT INC	\$1,692.90
80533	7/16/2014	FAMILY HEALTH PLAN	\$75.57
80534	7/16/2014	FASTENAL COMPANY	\$259.52
80535	7/16/2014	FESTIVAL FOODS	\$81.66
80536	7/16/2014	FRONTIER	\$106.86
80537	7/16/2014	DENNIS GORKE	\$50.00
80538	7/16/2014	SUE GUDEN	\$100.00
80539	7/16/2014	THE HEARING HOUSE	\$100.00
80540	7/16/2014	HILLER'S HARDWARE INC	\$488.17
80541	7/16/2014	INFINITY TECHNOLOGY, INC.	\$60.00
80542	7/16/2014	INFORMATION TODAY INC	\$263.95
80543	7/16/2014	JRT PORTABLE TOILETS LLC	\$65.00
80544	7/16/2014	JT MARSHFIELD	\$40,000.00
80545	7/16/2014	KOHS MACHINE SHOP	\$531.00
80546	7/16/2014	MARY LANGFELDT	\$100.00
80547	7/16/2014	ANN LIEBZEIT	\$100.00
80548	7/16/2014	CITY OF MADISON	\$90.00
80549	7/16/2014	MAID TO ORDER	\$250.00
80550	7/16/2014	MARSHFIELD AREA CHAMBER	\$45.00
80551	7/16/2014	MARSHFIELD CLINIC	\$210.00
80552	7/16/2014	MARSHFIELD GLASS LLC	\$5,296.10
80553	7/16/2014	STEVE MCCABE	\$100.00
80554	7/16/2014	MENARDS	\$472.82
80555	7/16/2014	MID WISCONSIN SUPPLY, LLC	\$523.63
80556	7/16/2014	MIDSTATE TECHNICAL COLLEGE	\$106.10
80557	7/16/2014	MILL CREEK GARDENS	\$30.00
80558	7/16/2014	MILLER BRADFORD AND RISBERG	\$153.34
80559	7/16/2014	MINNESOTA LIFE INSURANCE CO	\$876.75
80560	7/16/2014	MPPA LE SUPPLY	\$404.34
80561	7/16/2014	NAPA AUTO PARTS	\$126.71
80562	7/16/2014	LYNN NEWTON	\$100.00
80563	7/16/2014	NORTHERN LAKE SERVICE INC	\$299.50
80564	7/16/2014	COURTNEY O'BRIEN-MANDERS	\$75.00
80565	7/16/2014	OFFICE SUPPLIES 2 U INC	\$597.90
80566	7/16/2014	OPPORTUNITY DEVELOPMENT CENTER	\$30.00
80567	7/16/2014	VICKI PAASCH	\$100.00
80568	7/16/2014	RAY M POEPPPEL	\$767.50
80569	7/16/2014	PERSONAL DEVELOPMENT CENTER INC	\$9,101.00

<b>CK#</b>	<b>CK DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>
80570	7/16/2014	EUGENE PERLOCK	\$373.80
80571	7/16/2014	PRECISE MRM LLC	\$240.00
80572	7/16/2014	PRINCE CORPORATION	\$206.60
80573	7/16/2014	RENT A FLASH OF WISCONSIN INC	\$735.00
80574	7/16/2014	TOM ROTTSCHIEIT	\$100.00
80575	7/16/2014	RUNNING INC	\$27,407.76
80576	7/16/2014	SCHREINERS PLUMBING & HEATING, LLC	\$385.00
80577	7/16/2014	JEAN SHAW-BURKART	\$100.00
80578	7/16/2014	SHOPKO STORES OPERATING CO., LLC	\$49.98
80579	7/16/2014	SNAP ON INDUSTRIAL	\$43.62
80580	7/16/2014	SPRING GREEN	\$1,370.00
80581	7/16/2014	ST JOSEPH'S HOSPITAL	\$100.00
80582	7/16/2014	STANDARD AND POORS CORPORATION	\$1,393.62
80583	7/16/2014	RONALD STELTENPOHL	\$92.50
80584	7/16/2014	STERNWEIS & SONS INC	\$103.60
80585	7/16/2014	STI-CO INDUSTRIES INC	\$378.96
80586	7/16/2014	TOWN & COUNTRY ENGINEERING INC	\$4,800.00
80587	7/16/2014	TRIERWEILER CONSTRUCTION	\$7,978.16
80588	7/16/2014	UNIFIRST CORPORATION	\$355.57
80589	7/16/2014	UNITED RENTALS (NORTH AMERICA) INC	\$339.98
80590	7/16/2014	UNIVERSITY COMMISSION	\$6,650.00
80591	7/16/2014	AMANDA VANSTRATEN	\$100.00
80592	7/16/2014	VITAL COMMUNICATION	\$72.49
80593	7/16/2014	WAUSAU CHEMICAL CORPORATION	\$736.60
80594	7/16/2014	WE ENERGIES	\$51.34
80595	7/16/2014	WEILER TRANSPORTATION LLC	\$491.93
80596	7/16/2014	TIM WEINFURTNER	\$100.00
80597	7/16/2014	WI DEPT OF JUSTICE	\$300.00
80598	7/16/2014	WI DNR	\$3,000.00
80599	7/16/2014	WOLFGRAM GAMOKE AND HUTCHINSON	\$7,484.02
80600	7/16/2014	JOHN ZOLKOWSKI	\$278.00
80601	7/16/2014	SANDRA ZUIKER	\$100.00
80602	7/16/2014	DONNA ZYGARLICHE	\$446.00
		<b>TOTAL CURRENT BILLS PAID BY CHECK</b>	<b>\$182,005.93</b>
		<b>TOTAL PREPAID BILLS</b>	<b>\$413,765.98</b>
		<b>TOTAL CURRENT BILLS</b>	<b>\$280,602.64</b>
		<b>GRAND TOTAL</b>	<b><u>\$694,368.62</u></b>

**TREASURY REPORT**  
June 2014

June                      May

**GENERAL CITY**

<b>PREVIOUS BANK BALANCES (CASH):</b>			
Bonds	-----	6,510.00	
Citizens State Bank	-----	659,929.67	
		<b>TOTAL PREVIOUS CASH BALANCE:</b>	<b>\$666,439.67      \$924,067.01</b>
<b>RECEIPTS:</b>			
Citizens State Bank	-----	2,205,279.90	
Citizens State Bank Interest	-----	460.13	
L-T Investment Interest Recv	-----	0.00	
Tax collection	-----	0.00	
		<b>TOTAL CASH RECEIPTS:</b>	<b>\$2,205,740.03      \$2,762,924.16</b>
<b>DISBURSEMENTS:</b>			
Citizens State Bank	-----	2,210,768.08	
		<b>TOTAL CASH DISBURSEMENTS:</b>	<b>\$2,210,768.08      \$3,020,551.50</b>
<b>GENERAL CITY BOOK BALANCE (CASH):</b>	(Previous Balance + Receipt - Disbrsmnts.)		<b>\$661,411.62      \$666,439.67</b>
<b>GENERAL CITY INVESTMENTS:</b>			
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)	-----	6,176,517.47	
LGIP Int rate/earnings:      0.09%	-----	516.40	
			<b>\$9,177,033.87      \$10,534,348.47</b>
<b>TOTAL GENERAL CITY CASH &amp; INVESTMENTS:</b>	-----		<b>\$9,838,445.49      \$11,200,788.14</b>

**ELECTRIC & WATER**

Citizens Bank Previous Bal.	-----	565,364.76	
Citizens Bank Utility Receipts	-----	4,286,559.62	
Citizens Bank Utility Disburs.	-----	4,044,923.46	
<b>E/W BOOK BALANCE:</b>			<b>\$807,000.92      \$565,364.76</b>
<b>E/W INVESTMENTS:</b>	-----		<b>\$15,049,641.40      \$14,751,176.58</b>
<b>TOTAL E/W CASH &amp; INVESTMENTS:</b>	-----		<b>\$15,856,642.32      \$15,316,541.34</b>
<b>TOTAL BOOK BALANCE (CASH):</b>	(E & W Balance + General Balance)		<b>\$1,468,412.54      \$1,231,804.43</b>
<b>RECAPITULATION BANK REPORT</b>			
Bonds	-----	6,510.00	
Citizens Bank E/W Utility	-----	852,036.21	
Citizens Bank General City	-----	681,890.37	
		<b>TOTAL BANK BALANCE:</b>	
		1,540,436.58	
	(OUTSTANDING CHECKS)	72,024.04	
<b>TOTAL BANK BALANCE (CASH):</b>			<b>\$1,468,412.54      \$1,231,804.43</b>
CASH ON HAND :			<b>\$100.00      \$100.00</b>
<b>TOTAL INVESTMENTS:</b>			<b>\$24,226,675.27      \$25,285,525.05</b>
<b>TOTAL CASH &amp; INVESTMENTS:</b>			<b>\$25,695,087.81      \$26,517,329.48</b>

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

City of Marshfield  
 Long - Term Security Investments  
 As of June 30, 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	7/22/2014	Continuous	2/22/2018
FANNIE MAE	7 Year	11/21/2012	\$ 1,000,000	1.0% to 6.0%	Y	7/21/2014	Continuous	11/21/2019
FHLB	5 Year	6/12/2013	\$ 1,000,000	0.8% to 2.5%	Y	7/12/2014	Continuous	6/12/2018

Total \$ 3,000,000

# Memo

**To:** Finance, Budget and Personnel Committee

**From:** Ed Englehart, Parks and Recreation Director

**Date:** July 9, 2014

**Re:** Budget Resolution 17- 2014 – Jack Hackman Field Storage Building

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## Background

Jack Hackman Field, located at the Steve J. Miller Recreation Area, is a top quality and primary regulation-sized baseball diamond in the City of Marshfield, and is the home field for the School District of Marshfield, Columbus Catholic Schools, American Legion Baseball, Marshfield Chaparral Baseball, and the site of numerous other recreational baseball games and tournaments. With the addition of the three other baseball diamonds at Steve J. Miller Recreation Area, it became more apparent of the need for a maintenance storage building for supplies and equipment. This storage building would allow for storage of materials and equipment on-site in a secure location, plus aid in some efficiency by reducing material and staff transportation between off-site storage locations and having more supplies and equipment on-site to address special needs during games and tournaments.

In 2013, \$20,000 of room tax funds were budgeted in the 202 fund for this project. Staff worked with a local construction service to better define the scope and the project is estimated to cost approximately \$50,000.

The Board of Public Works at their June 30<sup>th</sup> meeting reviewed the project concept and approved a professional services agreement with BESTIMATE LLC in the amount of \$1,470 to prepare the plans and specifications and bid documents for the project that is scheduled to be completed this fall if funding is approved.

## Analysis

Budget Resolution 17-2014 would transfer \$30,000 from the Parks and Recreation Department's 202 Room Tax fund balance to the Jack Hackman Field storage building project expenditure account 612856 202-55210-61-58830.

## Recommendation

I recommend approval of Budget Resolution 17-2014 to would transfer \$30,000 from the Parks and Recreation Department's 202 Room Tax fund balance to the Jack Hackman Field storage building project expenditure account 612856 202-55210-61-58830.

Concurrence: \_\_\_\_\_

Steve Barg, City Administrator



Keith Strey, Finance Director

BUDGET RESOLUTION NO. 17-2014

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 \$30,000 is hereby transferred within the Room Tax Fund, from Fund Balance, a/c# 2024900061.610000 to the Jack Hackman Field Storage Building Project budget, a/c# 2025521061.612856.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

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

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

PUBLISHED \_\_\_\_\_

DETAIL OF BUDGET RESOLUTION NO. 17-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

Room Tax Fund, a/c# 2054900061.610000:

1. 49300 – Fund Balance Applied \$ 30,000

TRANSFERRED TO:

Room Tax Fund Jack Hackman Field Storage Building, a/c# 2025521061.612856:

1. 58830 – Building \$ 30,000

\* \* \* \*



# CITY OF MARSHFIELD

## MEMORANDUM

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**TO:** FINANCE, BUDGET AND PERSONNEL COMMITTEE  
**FROM:** KEITH R. STREY, FINANCE DIRECTOR  
**SUBJECT:** AWARD OF BANKING SERVICES CONTRACT  
**DATE:** 7/11/2014

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### **BACKGROUND**

The City of Marshfield and Marshfield Utilities currently have a banking services agreement with Citizens State Bank of Loyal (CSB Loyal). This agreement is for five years that will expire July 31, 2014. Community Bank of Central WI was awarded the current contract based on evaluation of responses to the City's Request for Banking Services Proposal back in 2009 with CSB Loyal assuming this contract when they purchased the City's accounts when Community Bank was sold. Community Bank / CSB Loyal has provided these services for the City and Marshfield Utilities since 2000.

### **ANALYSIS**

The Finance, Budget and Personnel Committee approved a Request For Proposals (RFP) and composition of an evaluation team and directed staff to distribute RFP's to area financial institutions with a physical location within the corporate boundaries of the City of Marshfield on June 17, 2014. The evaluation team includes Marshfield Utilities Office Manager & Utility Accountant/Assistant Office Manager as well as the City Finance Director & Assistant Finance Director.

The approved RFP was sent to 12 financial institutions identified in various listings of service providers, including banks, savings and loans, and credit unions. The current RFP is similar to the one utilized in 2009 with minor adjustments to increase required collateral and reflect current data & projected service needs.

We received five responses to the RFP. Heritage Bank declined submitting a proposal this time, but indicated intent to do so in the future. Four of the responses included proposals from, Associated Bank, BMO Harris Bank, CSB Loyal, and Forward Financial. The evaluation team considered the following factors identified in the RFP to evaluate proposals received:

- Collateralization
- Cost of banking services
- Compensating balances

- Investment earning rates
- Additional miscellaneous services
- Prior experience serving local governments
- Services available in excess of proposed requirements
- Transaction closing time

Based on the combined ranking of evaluation team members, the overall ranking of the banks in order from first to last is as follows:

Bank Name

CSB Loyal

BMO Harris Bank

Forward Financial Bank

Associated Bank

Each evaluation team member independently reviewed the proposals received. CSB Loyal was ranked the highest by each evaluation team member. Among the strengths noted with CSB Loyal were:

Ability to meet the increased collateral requirements for the City and Marshfield Utilities

Highest interest rate to be paid on the average collected balances on deposit

Fixed compensating balance in lieu of service fees

Strong local presence and control for service and support

Direct access to key bank officials

Strong history of service

**RECOMMENDATION**

Recommend approval of the evaluation committee recommendation that Citizens State Bank of Loyal be awarded a banking services contract for the period August 1, 2014 through July 31, 2017 and direct the appropriate City officials to sign the attached contract.

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Concurrence – Steve Barg, City Administrator

# CITY OF MARSHFIELD, WISCONSIN

## BANKING SERVICES CONTRACT FORM

Execution by the bidder constitutes an OFFER.

Execution by the Mayor, City Clerk, Finance Director and General Manager constitutes ACCEPTANCE OF THE OFFER

### OFFER

Bidder hereby offers to provide banking services according to the terms specified in the attached Request for Proposal and written response to questions. This contract may be terminated by either party by giving written notice to the other party no later than ninety (90) calendar days before the termination date (July 31, 2017) of the contract. The contract will then be terminated thirty (30) days from the date of notification. This provision may be exercised only after the contract has been in effect for three (3) calendar months. The Bank shall be entitled to just and equitable compensation for any satisfactory work completed to the termination date. Under no circumstances will any damages be paid as a result of termination of this contract.

BIDDER

Citizens State Bank of Loyal  
103 West McMillan Street  
Marshfield, WI 54449

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### ACCEPTANCE

City of Marshfield & Marshfield Utilities hereby accepts offer

Date \_\_\_\_\_

\_\_\_\_\_  
Chris L. Meyer, Mayor

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Deb M. Hall, City Clerk

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Keith R. Strey, Finance Director

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Bob Trussoni, General Manager