



CITY OF MARSHFIELD

MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, DECEMBER 2, 2014
Council Chambers, Lower Level, City Hall Plaza
5:30 p.m.**

1. Call to Order – Peter O. Hendler, Vice-Chair

2. Citizen Comments

3. Consent Agenda

a) Approval of minutes of November 18, 2014 meeting

b) Approve Bills and Payroll

c) Monthly Position Control Report

Recommended Action: Approve the Consent Agenda, as presented

4. Consideration of items removed from the consent agenda, if any.

5. Request to recommend approval of Budget Resolution No. 29-2014, transferring \$225,000 from various budgets to the Snow & Ice Control budget (\$175,000) and 2014 Asphalt Paving budget (\$50,000). Presented by Dan Knoeck, Director of Public Works

Recommended Action: Recommend approval of Budget Resolution No. 29-2014 to the Common Council

6. Request to recommend approval of Resolution No. 2014-71, writing off various uncollectible accounts receivable totaling \$10,218.63 to the Common Council. Presented by Brenda Hanson, Assistant Finance Director

Recommended Action: Recommend approval of Resolution No. 2014-71 to the Common Council

7. Request to recommend approval to the Common Council of Budget Resolution No. 28-2014, transferring \$2,550 from contingency to various fund budgets to cover the cost of Unemployment Compensation. Presented by Keith Strey, Finance Director

Recommended Action: Recommend approval of Budget Resolution No. 28-2014 to the Common Council

8. Request to recommend approval of Resolution No. 2014-73 authorizing the execution of a contract between the City of Marshfield and Running, Inc. to the Common Council. Presented by Keith Strey, Finance Director

Recommended Action: Recommend approval of Resolution No. 2014-73 to the Common Council

FINANCE, BUDGET AND PERSONNEL COMMITTEE

December 2, 2014

9. Request to approve various casualty insurance coverage and worker's compensation for the period of January 1, 2015 through December 31, 2015. Presented by Keith Strey, Finance Director

Recommended Action: Approve the coverage as recommended

10. Request to approve revised Policy 4.150, Fixed Assets. Presented by Keith Strey, Finance Director

Recommended Action: Approve Revised Policy 4.150

11. Request to approve revised Policy 4.310, Unreserved Undesignated General Fund Balance. Presented by Keith Strey, Finance Director

Recommended Action: Approved Revised Policy 4.310

12. Request to approve revised Policy 4.370, Continuing Appropriations and Budget Resolutions. Presented by Keith Strey, Finance Director

Recommended Action: Approved Revised Policy 4.370

13. Request to approve revised Policy 4.800, Procurement of Goods and Services. Presented by Keith Strey, Finance Director

Recommended Action: Approve Revised Policy 4.800

14. Request to approve revised Policy 4.810, Engagement of Professional Services. Presented by Keith Strey, Finance Director

Recommended Action: Approve Revised Policy 4.180

15. Update – Implementation of staffing study recommendations. Presented by Steve Barg, City Administrator

Recommended Action: None, for information only

16. Suggested items for future agendas

17. Adjourn

Posted this day, November 26, 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.

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF NOVEMBER 18, 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, Gordon Earll, Peter Hendler and Char Smith

ABSENT: Alderperson Rebecca Spiros

ALSO PRESENT: Alderperson Wagner, City Administrator Barg and City Personnel (Lara Baehr, Brenda Hanson, Rick Gramza, Craig DeGrand, Scott Owen, Kelly Cassidy, Ed Englehart, Keith Strey and Deb Hall)

Citizen Comments

None

FBP14-087 Motion by Smith, second by Hendler to approve the items on the consent agenda:

1. Minutes of the October 21, 2014 meeting.
2. Payroll in the amount of \$1,246,093.32 and the bills in the amount of \$597,188.26 and \$639,546.33.
3. Monthly Position Control Report as of October 31, 2014
4. October 2014 Treasurer's Report

Motion carried

No items were removed from the consent agenda.

FBP14-088 Motion by Hendler, second by Earll to approve the increase in certain fines/fees for parking tickets and parking permits.

	<u>Current</u>	<u>Recommended</u>
All Violations	\$ 13.00	\$ 15.00
Handicapped	\$100.00	\$100.00 (no change)

Parking Permits

<u>Type</u>	<u>Base + Tax = Total</u>	<u>Base + Tax = Total</u>
Annual Permits		
Day/Night	$\$104.27 + \$5.73 = \$110.00$	$\$118.48 + \$6.42 = \$125.00$
Tenant	$\$132.70 + \$7.30 = \$140.00$	$\$146.92 + \$8.08 = \$155.00$

Monthly Tenant Permits

1 week	$\$4.74 + \$0.26 = \$5$	$\$6.63 + \$0.37 = \$7$
2 weeks	$\$9.48 + \$0.52 = \$10.00$	$\$13.27 + \$0.73 = \$14.00$
3 weeks	$\$14.22 + \$0.78 = \$15.00$	$\$19.90 + \$1.10 = \$21.00$
4 weeks	$\$18.96 + \$1.04 = \$20.00$	$\$26.54 + \$1.46 = \$28.00$

Day/Night Permits

1 week	$\$3.32 + \$0.18 = \$3.50$	$\$4.74 + \$0.26 = \$5.00$
2 weeks	$\$6.63 + \$0.37 = \$7.00$	$\$9.48 + \$0.52 = \$10.00$
3 weeks	$\$9.95 + \$0.55 = \$10.50$	$\$14.22 + \$0.78 = \$15.00$
4 weeks	$\$13.27 + \$0.73 = \$14.00$	$\$18.96 + \$1.04 = \$20.00$

Motion carried

FBP14-089 Motion by Earll, second by Smith to recommend approval of Budget Resolution No. 26-2014 to the Common Council, transferring \$1,446 from the General Fund Fire Donations account to the Fire Protection Budget to purchase four (4) rescue task force plate kits.

Motion carried

FBP14-090 Motion by Earll, second by Smith to recommend approval of Budget Resolution No. 27-2014 to the Common Council, transferring \$7,322 within the Room Tax Fund to fund repairs on the Ludwig Building.

Motion carried

FBP14-091 Motion by Hendler, second by Smith to approve Revised Policy 4.320, Utility Transfers for General Government Utilization.

FBP14-092 Motion by Earll, second by Feddick to amend the Policy to reflect that the Common Council may override any line item expenditure approved by the Board only upon a 2/3 vote of the entire Council instead of 3/4 vote.

Motion carried

Vote on motion **FBP14-091 as amended**.

Motion carried

FBP14-093 Motion by Earll, second by Smith to recommend approval of Resolution No. 2014-62, writing off various uncollectible ambulance accounts receivable totaling \$24,999,01.

Motion carried

FBP14-094 Motion by Earll, second by Hendler to recommend approval of Payroll Resolution No. 2014-67 to the Common Council, adjusting the pay for temporary, seasonal, and part-time positions effective January 1, 2015.

Motion carried

FBP14-095 Motion by Earll, second by Smith to recommend approval of Payroll Resolution No. 2014-68 to the Common Council, adjusting the pay for the City Clerk effective May 1, 2015.

Motion carried

FBP14-096 Motion by Earll, second by Smith to recommend approval of Payroll Resolution No. 2014-69 to the Common Council, adjusting the pay for the Municipal Judge effective May 1, 2015.

Motion carried

City Administrator Barg presented proposed guidelines for recruitment and hiring practices.

The committee needed some time to review the proposed guidelines. This item will be placed on the January agenda in policy format. In the meantime anyone that has any changes or comments should contact the City Administrator.

City Administrator Barg updated the committee on the implementation of the staffing study recommendations.

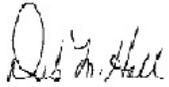
- Support Technician Position – Originally this was to be effective July 1, 2015 but will be moved back to September 1, 2015.
- The relocation of the Finance Department to the 5th floor is done.

FUTURE AGENDA ITEMS

Recruitment Policy to be placed on the January agenda.

Motion by Hendler, second by Smith to adjourn at 6:27 p.m.

Motion carried

A handwritten signature in black ink, appearing to read "Deb M. Hall". The signature is written in a cursive style with a large initial "D".

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 November, 2014 amounting to **\$1,491,296.11** be allowed paid and charged to their proper accounts.

Chairman

CITY OF MARSHFIELD
SCHEDULE OF BILLS FOR APPROVAL
12/3/2014

PREPAID BILLS
PREPAID BILLS PAID BY CHECK

CK#	CK DATE	VENDOR	AMOUNT
81841	11/13/2014	WEA INSURANCE TRUST	\$216,283.10
81842	11/13/2014	MONTE EWING CONSULTING	\$150.00
81843	11/14/2014	EARTH INC	\$347,531.41
81844	11/21/2014	A 1 EXCAVATING INC	\$31,297.30
81845	11/21/2014	ADVANCED DISPOSAL SERVICES LLC	\$70,878.47
81846	11/21/2014	AMERICAN ASPHALT OF WI	\$75,722.71
81847	11/21/2014	CHARTER COMMUNICATIONS	\$209.99
81848	11/21/2014	CONVENTION & VISITORS BUREAU	\$57,844.04
81849	11/21/2014	FRONTIER	\$561.13
81850	11/21/2014	GANNETT WISCONSIN MEDIA	\$31.97
81851	11/21/2014	GANNETT WISCONSIN MEDIA	\$2,173.28
81852	11/21/2014	E O JOHNSON COMPANY	\$33.00
81853	11/21/2014	E O JOHNSON COMPANY	\$160.58
81854	11/21/2014	MARSHFIELD UTILITIES	\$29,586.67
81855	11/21/2014	TELRITE CORPORATION	\$396.27
81856	11/21/2014	WE ENERGIES	\$5,383.75
81857	11/21/2014	MUSIC QUEST MUSICIANS SUPPLY LLC	\$1,889.00
		TOTAL PREPAID BILLS PAID BY CHECK	\$840,132.67

PREPAID BILLS PAID BY EFT

EFT000000003186	11/24/2014	BALTUS OIL COMPANY INC	\$25,696.01
EFT000000003187	11/24/2014	ED WAGNER	\$224.34
EFT000000003188	11/24/2014	XYLEM WATER SOLUTIONS U.S.A., INC.	\$4,473.45
		TOTAL PREPAID BILLS PAID BY EFT	\$30,393.80

DIRECT WIRE TRANSFERS

	10/1/2014	The Depository Trust Company	\$1,787.50
	10/31/2014	The Depository Trust Company	\$35,959.38
	10/31/2014	Bank of New York Mellon	\$27,662.50
	10/31/2014	Wisconsin Department of Administration	\$81,476.40
		TOTAL DIRECT WIRE TRANSFERS	\$146,885.78

ACH PAYMENTS

	11/28/2014	WI DEPT OF REVENUE - SALES TAX	\$532.18
		TOTAL ACH PAYMENTS	\$532.18

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000003190	12/3/2014	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$16.99
EFT000000003191	12/3/2014	AMERICAN WELDING & GAS INC	\$86.73
EFT000000003192	12/3/2014	JASON ANGELL	\$185.92

CK#	CK DATE	VENDOR	AMOUNT
EFT000000003193	12/3/2014	ARAMARK UNIFORM SERVICES	\$68.42
EFT000000003194	12/3/2014	B & B LAWN CARE LLC	\$10,825.66
EFT000000003195	12/3/2014	B & H PHOTO-VIDEO	\$23.95
EFT000000003196	12/3/2014	BRIAN BARNES	\$31.50
EFT000000003197	12/3/2014	BAUERNFEIND BUSINESS TECH	\$1,800.20
EFT000000003198	12/3/2014	BEAVER OF WISCONSIN INC	\$97.00
EFT000000003199	12/3/2014	JEFFREY BECKER	\$40.00
EFT000000003200	12/3/2014	BELCO VEHICLE SOLUTIONS LLC	\$5,173.65
EFT000000003201	12/3/2014	BENDLIN FIRE EQUIPMENT CO INC	\$78.69
EFT000000003202	12/3/2014	JOEL BINDER	\$150.00
EFT000000003203	12/3/2014	STEVE BINDER	\$75.00
EFT000000003204	12/3/2014	BOUND TREE MEDICAL, LLC	\$88.78
EFT000000003205	12/3/2014	STEVE BURNS	\$66.43
EFT000000003206	12/3/2014	CARQUEST AUTO PARTS	\$373.76
EFT000000003207	12/3/2014	CDW GOVERNMENT INC	\$66.28
EFT000000003208	12/3/2014	CENTRAL STATE SUPPLY CORP	\$523.30
EFT000000003209	12/3/2014	JODY CLEMENTS	\$35.84
EFT000000003210	12/3/2014	DALCO ENTERPRISES, INC.	\$279.95
EFT000000003211	12/3/2014	DOINE TRANSPORT INC	\$307.00
EFT000000003212	12/3/2014	JAMES WM DORN	\$416.50
EFT000000003213	12/3/2014	EMPLOYEE BENEFITS CORPORATION	\$836.75
EFT000000003214	12/3/2014	ED ENGLEHART	\$498.09
EFT000000003215	12/3/2014	ED ERICKSON	\$170.05
EFT000000003216	12/3/2014	PETER FLETTY	\$567.00
EFT000000003217	12/3/2014	JASON FOEMMEL	\$108.42
EFT000000003218	12/3/2014	FREMONT INDUSTRIES, INC.	\$5,835.16
EFT000000003219	12/3/2014	GALLS LLC	\$23.15
EFT000000003220	12/3/2014	RICHARD GRAMZA	\$201.15
EFT000000003221	12/3/2014	DEB HALL	\$98.86
EFT000000003222	12/3/2014	HEINZEN PRINTING INC	\$14.00
EFT000000003223	12/3/2014	INGRAM LIBRARY SERVICES INC	\$273.38
EFT000000003224	12/3/2014	KELBE BROTHERS EQUIPMENT INC	\$158.21
EFT000000003225	12/3/2014	PATRICK KILTY	\$81.50
EFT000000003226	12/3/2014	DAN KNOECK	\$210.33
EFT000000003227	12/3/2014	LAWSON PRODUCTS INC	\$54.15
EFT000000003228	12/3/2014	MARAWOOD REAL ESTATE 200 LLC	\$3,002.88
EFT000000003229	12/3/2014	MERKEL COMPANY INC	\$2,118.25
EFT000000003230	12/3/2014	MIDWEST TAPE	\$2,005.97
EFT000000003231	12/3/2014	SHAWN MILLER	\$100.00
EFT000000003232	12/3/2014	JOSH MILLER	\$33.86
EFT000000003233	12/3/2014	MISSISSIPPI WELDERS	\$225.03
EFT000000003234	12/3/2014	MSA PROFESSIONAL SERVICES INC	\$2,589.50
EFT000000003235	12/3/2014	PAUL NEEDHAM	\$57.20
EFT000000003236	12/3/2014	ENG KWEE NG	\$414.18
EFT000000003237	12/3/2014	NORTH CENTRAL LABORATORIES	\$344.43
EFT000000003238	12/3/2014	POWER PAC INC	\$455.85
EFT000000003239	12/3/2014	PREMIER PRINTING, INC	\$817.05
EFT000000003240	12/3/2014	PRESIDIO NETWORKED SOLUTIONS	\$504.00
EFT000000003241	12/3/2014	QUILL CORPORATION	\$44.08
EFT000000003242	12/3/2014	REIGEL PLUMBING & HEATING INC	\$1,323.08
EFT000000003243	12/3/2014	KURT SCHEIDER	\$2,155.00

CK#	CK DATE	VENDOR	AMOUNT
EFT000000003244	12/3/2014	MIKE SCHERR	\$40.00
EFT000000003245	12/3/2014	SCOTT SCHLEI	\$30.00
EFT000000003246	12/3/2014	SCHOOL DISTRICT OF MARSHFIELD	\$1,666.14
EFT000000003247	12/3/2014	ROBERT SCHOOLEY JR	\$277.67
EFT000000003248	12/3/2014	SHERWIN WILLIAMS COMPANY	\$89.23
EFT000000003249	12/3/2014	SHI INTERNATIONAL CORPORATION	\$548.00
EFT000000003250	12/3/2014	JOAN SPENCER	\$122.61
EFT000000003251	12/3/2014	STAINLESS AND REPAIR INC	\$319.83
EFT000000003252	12/3/2014	BENJAMIN STEINBACH	\$334.05
EFT000000003253	12/3/2014	KEITH STREY	\$140.00
EFT000000003254	12/3/2014	SVA CONSULTING LLC	\$5,234.46
EFT000000003255	12/3/2014	TRAFFIC AND PARKING CONTROL INC	\$2,044.31
EFT000000003256	12/3/2014	TOM TURCHI	\$200.41
EFT000000003257	12/3/2014	V & H INC	\$123.96
EFT000000003258	12/3/2014	VIDCOM LLC	\$2,733.90
EFT000000003259	12/3/2014	VIDCOM LLC	\$5,955.00
EFT000000003260	12/3/2014	VON BRIESEN AND ROPER, S.C.	\$1,035.10
EFT000000003261	12/3/2014	VORPAHL FIRE & SAFETY	\$53.62
EFT000000003262	12/3/2014	JAMES BENSON	\$100.00
EFT000000003263	12/3/2014	JEFF WEINFURTNER	\$52.61
EFT000000003264	12/3/2014	ERIK WESTMAN	\$38.08
EFT000000003265	12/3/2014	BEN WOJCIK	\$150.00
EFT000000003266	12/3/2014	PATRICK ZEPE	\$165.39
EFT000000003267	12/3/2014	HEARTLAND BUSINESS SYSTEMS LLC	\$490.00
		TOTAL CURRENT BILLS PAID BY EFT	\$68,076.48

CURRENT BILLS PAID BY CHECK

81858	12/3/2014	ABR EMPLOYMENTSERVICES	\$613.70
81859	12/3/2014	ALCOHOLICS ANONYMOUS DISTRICT 07	\$100.00
81860	12/3/2014	AMAZON	\$1,086.04
81861	12/3/2014	AMERICAN ASPHALT OF WI	\$107,213.88
81862	12/3/2014	AMERICAN ENGINEERING TESTING	\$2,600.00
81863	12/3/2014	AMERIGAS-RUDOLPH	\$528.99
81864	12/3/2014	ASSOCIATED SERVICE CENTER	\$439.29
81865	12/3/2014	BAKER AND TAYLOR INC	\$2,324.23
81866	12/3/2014	BB COMMUNITY LEASING SERVICES INC	\$1,242.43
81867	12/3/2014	I BRANDL INC	\$258.50
81868	12/3/2014	BURT TROPHY & AWARDS INC	\$10.00
81869	12/3/2014	CARROT-TOP INDUSTRIES INC	\$284.28
81870	12/3/2014	MARK R MATHEI	\$375.00
81871	12/3/2014	COFFEE CONCEPTS	\$77.15
81872	12/3/2014	COLD SPRING GRANITE COMPANY	\$137,978.00
81873	12/3/2014	COMMON SCHOOL FUND	\$1,028.50
81874	12/3/2014	COMPLETE CONTROL INC	\$239.29
81875	12/3/2014	CREATIVE FORMS & CONCEPTS INC	\$407.83
81876	12/3/2014	DAVE'S SERVICE CENTER INC	\$90.85
81877	12/3/2014	DISCOUNT SNOWSTAKES.COM	\$271.23
81878	12/3/2014	DUFFY'S AIRCRAFT SALES	\$7,208.72
81879	12/3/2014	RANDALL HASTREITER	\$208.64
81880	12/3/2014	EMPLOYEE SUNSHINE FUNDS	\$26.31
81881	12/3/2014	FASTENAL COMPANY	\$897.00

CK#	CK DATE	VENDOR	AMOUNT
81882	12/3/2014	FEHR GRAHAM & ASSOCIATES, LLC	\$1,083.75
81883	12/3/2014	FESTIVAL FOODS	\$31.73
81884	12/3/2014	FIRE APPARATUS & EQUIP INC	\$35.79
81885	12/3/2014	FIRST SUPPLY LLC	\$481.23
81886	12/3/2014	FORCE AMERICA DISTRIBUTING LLC	\$341.40
81887	12/3/2014	THOMAS GILBERTSON	\$6,044.53
81888	12/3/2014	H & S PROTECTION SYSTEMS INC	\$219.00
81889	12/3/2014	TRACY HANSEN	\$100.00
81890	12/3/2014	GARY HESS	\$28.12
81891	12/3/2014	HILLER'S HARDWARE INC	\$362.14
81892	12/3/2014	HOSPITALITY MARKETERS INTERNATIONAL, INC	\$4,300.00
81893	12/3/2014	J. KISSNER ASPHALT PAVING & MAINTENANCE	\$1,575.00
81894	12/3/2014	LIVE OAK MEDIA	\$53.89
81895	12/3/2014	MAID TO ORDER	\$200.00
81896	12/3/2014	MARATHON COUNTY TREASURER	\$14.00
81897	12/3/2014	MARSHFIELD BUYERS GUIDE	\$126.00
81898	12/3/2014	MARSHFIELD CITY GARAGE	\$9.80
81899	12/3/2014	MARSHFIELD FIRE DEPARTMENT	\$54.98
81900	12/3/2014	MARSHFIELD PARKS & REC DEPT	\$32.46
81901	12/3/2014	MARSHFIELD STEEL HOLDING COMPANY, INC.	\$101.34
81902	12/3/2014	MAURER ROOFING INC	\$66,880.00
81903	12/3/2014	MEDPRO MIDWEST GROUP	\$30.30
81904	12/3/2014	MENARDS	\$1,353.61
81905	12/3/2014	MID WISCONSIN SUPPLY, LLC	\$269.14
81906	12/3/2014	MINISTRY ST JOSEPH'S HOSPITAL	\$1,103.98
81907	12/3/2014	MINNESOTA LIFE INSURANCE CO	\$577.50
81908	12/3/2014	MONROE TRUCK EQUIPMENT	\$458.76
81909	12/3/2014	MPPA LE SUPPLY	\$69.50
81910	12/3/2014	NAPA AUTO PARTS	\$2,165.06
81911	12/3/2014	NATIONAL ENQUIRER	\$199.95
81912	12/3/2014	NATIONAL RECREATION & PARK ASN	\$6.00
81913	12/3/2014	NEWCO SHARPENING & SERVICE LLC	\$87.00
81914	12/3/2014	NORTH SCULPTURE COMPANY	\$2,237.00
81915	12/3/2014	OFFICE DEPOT	\$243.55
81916	12/3/2014	OFFICE MAX INCORPORATED	\$11.98
81917	12/3/2014	OFFICE SUPPLIES 2 U INC	\$88.33
81918	12/3/2014	PC DOCTORS	\$95.00
81919	12/3/2014	PER MAR SECURITY SERVICES	\$1,295.00
81920	12/3/2014	PRO-TECH SECURITY SALES	\$1,446.00
81921	12/3/2014	PROCESS RESEARCH SOLUTIONS LLC	\$798.50
81922	12/3/2014	PUBLIC SAFETY CENTER	\$94.38
81923	12/3/2014	RICHARD QUIRT	\$2,262.97
81924	12/3/2014	RADISSON HOTEL & CONFERENCE CENTER	\$560.00
81925	12/3/2014	RESCUE PHONE INC	\$250.00
81926	12/3/2014	SCAFFIDI TRUCK CENTER	\$23.38
81927	12/3/2014	SCHIERL TIRE CENTER	\$235.00
81928	12/3/2014	ALBERT SCHIFERL	\$1,165.61
81929	12/3/2014	TIM SCHINDLER	\$100.00
81930	12/3/2014	SCHOLASTIC INC	\$934.38
81931	12/3/2014	SCHWAAB INC	\$25.75
81932	12/3/2014	SCOTTY'S PIZZA	\$47.07

CK#	CK DATE	VENDOR	AMOUNT
81933	12/3/2014	SCS ENGINEERS	\$2,728.20
81934	12/3/2014	SPEE-DEE DELIVERY SERVICE INC	\$71.17
81935	12/3/2014	BREANNA SPETH	\$36.96
81936	12/3/2014	STAAB CONSTRUCTION CORPORATION	\$8,159.92
81937	12/3/2014	STRAND ASSOCIATES INC	\$4,094.52
81938	12/3/2014	SUPERIOR GAS SERVICE INC	\$15.00
81939	12/3/2014	TEAM SPORTING GOODS INC	\$414.00
81940	12/3/2014	THERESA TRACY	\$188.34
81941	12/3/2014	TRANSUNION RISK AND ALTERNATIVE	\$5.50
81942	12/3/2014	TRIERWEILER CONSTRUCTION	\$15,295.09
81943	12/3/2014	TRIPLE R BUSINESS SERVICES, LLC	\$4,466.31
81944	12/3/2014	TRAVIS LINDEKUGEL	\$375.00
81945	12/3/2014	UNIFIRST CORPORATION	\$271.37
81946	12/3/2014	UNIQUE MANAGEMENT SERVICES INC	\$62.65
81947	12/3/2014	UNITED MAILING SERVICE INC	\$443.88
81948	12/3/2014	UNIVERSAL INC/SUBWAY	\$62.50
81949	12/3/2014	UNIVERSITY COMMISSION	\$394.50
81950	12/3/2014	VITAL COMMUNICATION	\$199.99
81951	12/3/2014	WALGREENS	\$123.79
81952	12/3/2014	WALMART COMMUNITY/GECRB	\$706.00
81953	12/3/2014	WE ENERGIES	\$61.84
81954	12/3/2014	WE ENERGIES	\$301.51
81955	12/3/2014	WEILER TRANSPORTATION LLC	\$310.33
81956	12/3/2014	WEPAK-N-SHIP	\$68.80
81957	12/3/2014	WI MEDICAID	\$162.96
81958	12/3/2014	WSFCA	\$62.35
81959	12/3/2014	WI STATE LABORATORY OF HYGIENE	\$373.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$405,275.20

TOTAL PREPAID BILLS	\$870,526.47
TOTAL DIRECT WIRE TRANSFERS	\$146,885.78
TOTAL ACH PAYMENTS	\$532.18
TOTAL CURRENT BILLS	\$473,351.68
GRAND TOTAL	<u>\$1,491,296.11</u>

MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF NOVEMBER 30, 2014

Department	Division	Position	FTE	Last Name	First Name
Administrator		City Administrator	1.00	BARG	STEVEN
Administrator		Human Resources Manager	1.00	BAEHR	LARA
Administrator		Administrative Assistant III	0.50	KROGMAN	AMY
Administrator Total			2.50		
Assessor		City Assessor	1.00	SPENCER	JOAN
Assessor		Property Appraiser	1.00	FECHHELM	BELINDA
Assessor		Administrative Assistant II	1.00	PUGH	KEITH
Assessor Total			3.00		
Cemetery		Cemetery Caretaker Assistant	1.00	BRAUNSKY	WILLIAM
Cemetery		Cemetery Coordinator/Caretaker	1.00	BALTUS	MICHAEL
Cemetery Total			2.00		
Clerk		City Clerk	1.00	HALL	DEBORAH
Clerk		Deputy Clerk	1.00	PANZER	LORI
Clerk Total			2.00		
Finance		Accounting Clerk	0.50	OPPMAN	JOANN
Finance		Accounting Clerk	1.00	LINDGREN	KATHLEEN
Finance		Accountant	1.00	VAN WYHE	AMY
Finance		Payroll Technician	1.00	MICHALIK	JANETTE
Finance		Accounting Technician	0.80	RINDFLEISCH	MARILYN
Finance		Payroll Technician	1.00	SCHOOLEY	ROBERT
Finance		Assistant Finance Director	1.00	HANSON	BRENDA
Finance		Finance Director	1.00	STREY	KEITH
Finance Total			7.30		
Fire		Deputy Fire Chief	1.00	DEGRAND	CRAIG
Fire		Deputy Fire Chief	1.00	DOLENS	ROY
Fire		Deputy Fire Chief	1.00	ERICKSON	EDWIN
Fire		Deputy Fire Chief	1.00	OWEN	SCOTT
Fire		Deputy Fire Chief	1.00	CLEMENTS	JODY
Fire		Fire Chief	1.00	HAIGHT	ROBERT
Fire		Firefighter	1.00	BARTH	JEFFREY
Fire		Firefighter	1.00	BAUER	RODNEY
Fire		Firefighter	1.00	BREUER	BRAD
Fire		Firefighter	1.00	CHRISTOPHER	LANCE
Fire		Firefighter	1.00	ESKER	KELLY
Fire		Firefighter	1.00	JONAS	DANIEL
Fire		Firefighter	1.00	LUCARELI	JON
Fire		Firefighter	1.00	MEYER	JAMES
Fire		Firefighter	1.00	MUELLER	EVERETT
Fire		Firefighter	1.00	VANDEN ELZEN	JOSEPH
Fire		Firefighter Paramedic	1.00	ALTMAN	JONATHAN
Fire		Firefighter Paramedic	1.00	BAKOS	STEVEN
Fire		Firefighter Paramedic	1.00	BARNES	BRIAN
Fire		Firefighter Paramedic	1.00	FLETTY	PETER
Fire		Firefighter Paramedic	1.00	FOTH	JASON
Fire		Firefighter Paramedic	1.00	FRYDENLUND	LUCAS
Fire		Firefighter Paramedic	1.00	GILBERTSON	BJORN
Fire		Firefighter Paramedic	1.00	GRIESBACH	BENJAMIN
Fire		Firefighter Paramedic	1.00	JONAS	ERIK
Fire		Firefighter Paramedic	1.00	KARNOWSKI	MATTHEW
Fire		Firefighter Paramedic	1.00	LANG	ERIC

Fire	Firefighter Paramedic	1.00	MCNAMARA	NATHANIEL
Fire	Firefighter Paramedic	1.00	PATTON	DAVID
Fire	Firefighter Paramedic	1.00	SADAUSKAS	JENI
Fire	Firefighter Paramedic	1.00	SCHAD	JASON
Fire	Firefighter Paramedic	1.00	TENNESSEN	SAMUEL
Fire	Firefighter Paramedic	1.00	THORNBERG	CODY
Fire	Firefighter Paramedic	1.00	WEILAND	TROY
Fire	Firefighter Paramedic	1.00	WEYRAUCH	BRONSON
Fire	Firefighter Paramedic	1.00	WINISTORFER	PETER
Fire	Administrative Assistant III	1.00	BERGER	SUZANNE
Fire Total		37.00		
Technology	Technology Analyst	1.00	WESTMAN	ERIK
Technology	Technology Analyst	1.00	SUTTON	MATTHEW
Technology	Technology Director	1.00	NG	ENG
Information Technology Total		3.00		
Library	Adult Services Supervisor Lib	1.00	ADLER	MARY LOU
Library	Asst Dir./Tech. Srvs Supervisor	1.00	BAKER	KATHLEEN
Library	Childrens' Services Supervisor	1.00	ROPSON	KIM
Library	Library Assistant II	0.625	AUSTIN	JANE
Library	Library Assistant II	0.5	CERA	JILL
Library	Library Assistant II	1.00	SMITH	PENNY
Library	Library Custodian	1.00	FRUEHBRODT	WILLIAM
Library	Library Director	1.00	BELONGIA	LORI
Library	Library Specialist I	0.50	BAKER	DAVID
Library	Library Specialist I	1.00	SMITH	DEBORAH
Library	Library Specialist I	1.00	DERFUS	MARY
Library	Library Specialist I	1.00	HILL	SANDRA
Library	Library Specialist II	0.725	SLADE	CHELSEA
Library	Library Specialist III	0.50	KRUSE	NATALIE
Library	Library Specialist III	0.5	APFEL	STEVE
Library	Library Specialist III	1.00	DUER	AMANDA
Library	Library Specialist III	1.00	SCHULTZ	ROBERT
Library	Library Specialist III	1.00	STEELE	PATRICIA
Library	Library Systems Analyst	1.00	MADER	ROBERT
Library Total		16.350		
Mayor	Administrative Assistant III	0.50	KROGMAN	AMY
Mayor	Mayor	0.50	MEYER	CHRISTOPHER
Mayor Total		1.00		
Municipal Court	Municipal Court Clerk	0.75	CARLSON	SUSAN
Municipal Court Total		0.75		
Parks & Recreation	Classification II	1.00	ADAMSKI	CHARLES
Parks & Recreation	Classification II	1.00	ROGERS	DANIEL
Parks & Recreation	Classification II	1.00	WEINFURTNER	JEFFREY
Parks & Recreation	classification III	1.00	SCHLAGENHAFT	PAUL
Parks & Recreation	Parks & Recreation Director	1.00	ENGLEHART	EDWARD
Parks & Recreation	Parks & Recreation Maint Supv	1.00	STEINBACH	BENJAMIN
Parks & Recreation	Parks & Recreation Supv II	1.00	CASSIDY	KELLY
Parks & Recreation	Administrative Assistant II	1.00	BEAUCHAMP	AMY
Parks & Recreation	Zoo Keeper	1.00	BURNS	STEVEN
Parks & Recreation Total		9.00		
Planning	Director of Planning/Econ Dev	1.00	ANGELL	JASON
Planning	Planner/Zoning Administrator	1.00	MILLER	JOSHUA
Planning	GIS Coordinator	1.00	BUEHLER	DAVID
Planning	Zoning Administrator	1.00	SCHROEDER	SAMUEL
Planning Total		4.00		

Police		Administrative Assistant III	1.00	LINDNER	PEGGY
Police		Custodian	1.00	TIBBETT	BRUCE
Police		Ordinance Enforcement Officer	1.00	LARSEN	ROBERT
Police		Ordinance Enforcement Officer	1.00	LEONARD	DANIEL
Police		Patrol Officer	1.00	GROSS	ROCHLEY
Police		PD Staff Services Supervisor	1.00	KROKSTROM	LORRIE
Police		Police Chief	1.00	GRAMZA	RICHARD
Police		Police Detective	1.00	HAMILL	KEVIN
Police		Police Detective	1.00	NEINAST	ALLAN
Police		Police Detective	1.00	PARKS	JASON
Police		Police Detective	1.00	CRAMM	JAMES
Police		Police Lieutenant	1.00	ZEPS	PATRICK
Police		Police Lieutenant	1.00	LARSON	DARREN
Police		Police Officer	1.00	ABEL	LIBBY
Police		Police Officer	1.00	BEATHARD	ROBERT
Police		Police Officer	1.00	BEAUCHAMP	JARED
Police		Police Officer	1.00	BERG	CHRISTOPHER
Police		Police Officer	1.00	BERRES	MATTHEW
Police		Police Officer	1.00	BORCHARDT	BLAKE
Police		Police Officer	1.00	BORNBACH	CALEB
Police		Police Officer	1.00	CHRISTIAN	CORY
Police		Police Officer	1.00	CICHANTEK	JEFFREY
Police		Police Officer	1.00	ENDRIES	TERRY
Police		Police Officer	1.00	FOX	SAMUEL
Police		Police Officer	1.00	GOODNESS	SARI
Police		Police Officer	1.00	GRUBER	TANNER
Police		Police Officer	1.00	HASZ	CHRISTOPHER
Police		Police Officer	1.00	IVERSON	DEREK
Police		Police Officer	1.00	KIZER	JAMIE
Police		Police Officer	1.00	KRAMER	LANDON
Police		Police Officer	1.00	MATTHEISEN	DAVID
Police		Police Officer	1.00	MEEK	STEVEN
Police		Police Officer	1.00	PRICKETT	JASON
Police		Police Officer	1.00	PUNKE	JASON
Police		Police Officer	1.00	SCHLEI	SCOTT
Police		Police Officer	1.00	SHERDEN	TRAVIS
Police		Police Officer	1.00	TOPNESS	MICHAEL
Police		Police Officer	1.00	WARGOWSKY	AARON
Police		Police Records Specialist	1.00	GAETZ	CINDY
Police		Police Records Specialist	1.00	KARL	DEBRA
Police		Police Records Specialist	1.00	STARGARDT	CHRIS
Police		Police School Liaison Officer	1.00	FOEMMEL	JASON
Police		Police School Liaison Officer	1.00	GIACOMINO	CHRISTINE
Police		Police Sergeant	1.00	KEFFER	DENNIS
Police		Police Sergeant	1.00	ESSER	TRAVIS
Police		Police Sergeant	1.00	POESCHEL	DOMINIC
Police		Police Sergeant	1.00	GEURINK	JODY
Police		Traffic Safety/Crime Prevention	1.00	SALACINSKI	DANIEL
Police Total			48.00		
Public Works	Administration	Public Works Director	1.00	KNOECK	DANIEL
Public Works	Administration	Administrative Assistant II	1.00	ANDERSON	MARY
Public Works	Building Services	Building Services Supervisor	1.00	POKORNY	RICHARD
Public Works	Building Services	Electrical Inspector	1.00	KILTY	PATRICK
Public Works	Building Services	Maintenance Technician II	1.00	MOLTER	JEFFREY
Public Works	Building Services	Administrative Assistant II	1.00	UTHMEIER	CHERYL

Public Works	Engineering	Assistant City Engineer	1.00	CASSIDY	TIMOTHY
Public Works	Engineering	City Engineer	1.00	TURCHI	THOMAS
Public Works	Engineering	Civil Engineer II	1.00	MAURITZ	JOSH
Public Works	Engineering	Engineering Technician	1.00	OLDHAM	LANCE
Public Works	Engineering	Engineering Technician	1.00	MILLER	SHAWN
Public Works	Engineering	Surveyor	1.00	HAWLEY	KRISTOFER
Public Works	Street Services	Administrative Assistant II	1.00	WARP	JEAN
Public Works	Street Services	Asst Street Superintendent	1.00	BORNBACH	KURT
Public Works	Street Services	Asst Street Superintendent	1.00	VACANT	
Public Works	Street Services	Classification II	1.00	BINDER	JOEL
Public Works	Street Services	Classification II	1.00	GUENSBURG	WILL
Public Works	Street Services	Classification II	1.00	KIEFFER	GREGORY
Public Works	Street Services	Classification II	1.00	SMITH	MELVIN
Public Works	Street Services	Classification II	1.00	GABEL	BRIAN
Public Works	Street Services	Classification II	1.00	JOHNSON	JOSH
Public Works	Street Services	Classification II	1.00	KOZIK	KYLE
Public Works	Street Services	Classification II	1.00	LINZMEIER	BRYAN
Public Works	Street Services	Classification II	1.00	NIEHAUS	PATRICK
Public Works	Street Services	Classification II	1.00	SCHMIDT	PHILIP
Public Works	Street Services	Classification II	1.00	WOJCIK	BENJAMIN
Public Works	Street Services	Classification III	1.00	BABCOCK	MARK
Public Works	Street Services	Classification III	1.00	LANGFELDT	TIMOTHY
Public Works	Street Services	Classification III	1.00	MCCLUNG	BRIAN
Public Works	Street Services	Classification III	1.00	NEEDHAM	PAUL
Public Works	Street Services	Classification III	1.00	RASMUSSEN	TIMOTHY
Public Works	Street Services	Classification III	1.00	SONNEMANN	LESTER
Public Works	Street Services	Classification III	1.00	TRUDEAU	MICHAEL
Public Works	Street Services	Classification IV	1.00	BECKER	JEFFREY
Public Works	Street Services	Classification IV	1.00	CHURKEY	MATTHEW
Public Works	Street Services	Classification IV	1.00	ESSER	JEROLD
Public Works	Street Services	Classification IV	1.00	NIKOLAI	HUGH
Public Works	Street Services	Classification IV	1.00	SCHERR	MICHAEL
Public Works	Street Services	Classification IV	1.00	SCHROEDER	WILLIAM
Public Works	Street Services	Classification IV	1.00	WENDELL	ERIC
Public Works	Street Services	Mechanic	1.00	BRUHN	TODD
Public Works	Street Services	Mechanic	1.00	WANTA	DUANE
Public Works	Street Services	Street Superintendent	1.00	WINCH	MICHAEL
Public Works	Wastewater	Asst Wastewater Superintendent	1.00	KIVELA	MARK
Public Works	Wastewater	Plumbing Insp/Asst Bldg Insp	1.00	OTT	THOMAS
Public Works	Wastewater	Administrative Assistant II	0.50	COY	JEAN
Public Works	Wastewater	Wastewater Operator - Level 4	1.00	BRATTON	TED
Public Works	Wastewater	Wastewater Operator - Level 4	1.00	CHRISTENSEN	TERRY
Public Works	Wastewater	Wastewater Operator - Level 4	1.00	FOLTZ	BRIAN
Public Works	Wastewater	Wastewater Operator - Level 4	1.00	VACANT	
Public Works	Wastewater	Wastewater Operator - Level 4	1.00	OTT	ANDREW
Public Works	Wastewater	Wastewater Operator	1.00	GOHAM	JOEL
Public Works	Wastewater	Wastewater Operator	1.00	FISCHER	BRANDON
Public Works	Wastewater	Wastewater Operator	1.00	NOSBISCH	MITCHELL
Public Works	Wastewater	Wastewater Superintendent	1.00	WARP	SAMUEL
Public Works Total			54.50		
Grand Total			190.400		



**City of
Marshfield**

Memorandum

November 25, 2014

TO: Members of the Finance, Budget and Personnel Committee
FROM: Dan Knoeck, Director of Public Works
SUBJECT: Budget Resolution 29-2014 Snow & Ice and Asphalt Program Budget Transfers

BACKGROUND

Work is now complete on all budgeted street improvement projects for 2014. As we have done in the past, it is necessary to redistribute available funds between projects and Street Division budget accounts to balance out project funding. In addition, due to the extended length of the 2013-2014 snow season, the 2014 snow budget is projected to end the year with a significant short fall. Redistribution of available funds will balance these budgets.

ANALYSIS

There are 2 primary reasons that are contributing to the need for redistributing funds. The first was the extended winter season in spring of 2014 coupled with a reduction in the 2014 requested snow budget. Snow operations continued much later into the spring of 2014 than we have experienced in recent years. Also, during development of the 2014 budget, the requested snow budget was reduced by \$55,000 and that amount was added to the contingency account.

The second reason is additional costs incurred on 2014 Asphalt Paving Program projects. Specifically, more materials and concrete base patching than normal was necessary on several overlay and projects. We are finding that more concrete patching is necessary on concrete overlay projects as our concrete streets continue to age.

To balance these shortfalls, funds will be transferred from the Contingency Fund Budget, the Highway and Street Maintenance Budget, the Storm Sewer Maintenance Budget, the Highway and Street Cleaning Budget and the Forestry Budget to the Snow and Ice Control Budget and to the 2014 Asphalt Paving Program. The attached Budget Resolution, 29-2014 redistributes available funds between these projects and budgets.

RECOMMENDATION

I recommend approval of Budget Resolution 29-2014 and refer to the Common Council for consideration.

Concurrence: 
Steve Barg, City Administrator


Keith Strey, Finance Director

DETAIL OF BUDGET RESOLUTION NO. 29-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund Contingency, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency \$ 50,000

General Fund, Taxes, a/c# 1014100008.080000:

1. 41110 – General Property Taxes \$ 50,000

General Fund, Storm Water Management Budget, a/c# 1015344132.320000:

4. 53500 – Repair and Maintenance Supplies \$ 50,000

General Fund, Highway and Street Maintenance Budget, a/c# 1015331132.32000:

1. 52400 – Repair & Maintenance Services-Street \$ 30,000

2. 52400 – Repair & Maintenance Services-Other \$ 20,000

General Fund, highway & Street Cleaning Budget, a/c# 1015331332.32000:

1. 53310 – Motor Pool \$ 25,000

General Fund, Forestry Budget, a/c# 1015690532.32000:

1. 53310 – Motor Pool \$ 50,000

TRANSFERRED TO:

General Fund, Snow and Ice Control Budget, a/c# 1015331232.320000:

1. 51000 Series– Permanent Employee – Wages & benefits \$ 50,000

2. 53310 – Motor Pool \$ 75,000

3. 54500 – Raw Materials \$ 50,000

Infrastructure Construction Capital Outlay Fund, a/c# 4014100008.080000:

1. 41110 General Property Taxes \$ 50,000

Infrastructure Construction Capital Outlay Fund, a/c# 4015733132.312022:

1. 52400 – Repair & Maintenance Services - Street \$ 50,000

* * * *



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: BRENDA HANSON, ASSISTANT FINANCE DIRECTOR
SUBJECT: WRITE-OFF OF VARIOUS NON-AMBULANCE ACCOUNTS, RESOLUTION NO. 2014-71
DATE: 12/2/2014

BACKGROUND

Each year the outstanding account receivables of the City are reviewed to determine those accounts that have little chance of collection. The last approved resolution to write-off various accounts, not including ambulance accounts, was Resolution 2013-54 which wrote off \$8,635.57 of delinquent accounts.

ANALYSIS

The attached resolution summarizes various accounts that have not been collected as of this date that are recommended to be written off. These accounts, where appropriate, were turned over to the City Attorney or a collection agency, with limited success. The total amount recommended to write-off is \$10,218.63. This is \$218.63 more than the 2014 budgeted amount of \$10,000 specifically for bad debt, but within overall department budget to cover this additional cost.

The recommended write-offs are required under Generally Accepted Accounting Principles (GAAP). GAAP standards require that the City of Marshfield financial statements accurately state account balances. If the likelihood of collecting balances due to the City is reduced to the point of being highly questionable or improbable, then it is required to write-off these balances. That does not mean that the Finance Department stops attempting to collect on these balances, when allowed, as we still do so. It just allows the Finance Department to adjust the financial records in accordance with GAAP.

By approving this resolution, the City will be reducing the accounts receivable balance to more accurately reflect the collectible amount. The City will still attempt to collect those accounts that are not bankrupt or otherwise prohibited from pursuing collection. In accordance with City Ordinance #410, these individuals and businesses will not be issued any licenses or permits until their balances are paid in full.

RECOMMENDATION

I recommend approval of Resolution 2014-71 writing off \$10,218.63 of various non-ambulance accounts as uncollectible.

Concurrence - Steve Barg
City Administrator

Concurrence - Keith R Strey
Finance Director

RESOLUTION NO. 2014-71

A resolution authorizing the City Finance Director to write-off certain unpaid amounts owing to the City of Marshfield.

WHEREAS, certain account balances are being carried on the books of the City of Marshfield as outstanding; and

WHEREAS, all reasonable means of collection the same have been exhausted and it is deemed that said accounts are not collectible.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Marshfield, Wisconsin as follows:

1. That the unpaid amounts set forth in Exhibit "A" attached hereto are hereby declared uncollectible;
2. That the City Finance Director is hereby authorized and directed to write-off such unpaid amounts to remove them from the records.
3. That, in the event that said amounts are ultimately collected, in full or in part, the City Finance Director is hereby directed to thereupon reimburse the General Fund of the City of Marshfield as appropriate.

ADOPTED: _____

Mayor

APPROVED: _____

Clerk

RESOLUTION 2014-71
Exhibit "A"

Other Accounts Receivable

<u>Name</u>		<u>Invoice #</u>	<u>Date</u>	<u>Amount</u>
Mendoza, Desire E	(1)	WT189/GP7568	3/31/12	\$ 6,348.01
Macik, David & Mary	(4)	WT1973/GP10374	4/9/13	115.00
Total Other Accounts Receivable				\$ <u>6,463.01</u>

Delinquent Personal Property Taxes

A-Z Upholstery	(1, 2 & 8)	2007		\$ 5.42
B & K Builders Inc	(1, 2 & 8)	2007		1,919.65
Clippe Joint	(1 & 8)	2007		82.16
Marc's Auto	(1, 2 & 8)	2007		19.16
Rack 'N Roll Billards	(1, 2 & 8)	2007		50.66
Tropic Sun	(1, 2 & 8)	2007		1,594.36
Utopia Lounge	(2 & 8)	2007		<u>84.21</u>
Total Delinquent Personal Property Taxes				\$ <u>3,755.62</u>

Delinquent Special Assessments

None				
Total Delinquent Special Assessments				\$ <u>0.00</u>

GRAND TOTAL \$ 10,218.63

- (1) Turned over to a collection agency or city attorney with limited success
- (2) No longer in business
- (3) This is balance left after proceeds from sale of tax deed property were received and no other amounts will be received by City from Wood County or held as long-term tax lien on property without sale.
- (4) Bankrupt
- (5) Other adjustment due to limited collection success
- (6) Common Council direction
- (7) Adjustment per Common Council approved settlement agreement
- (8) No longer eligible for action under Wis. Stat. 74.55(1)
- (9) Deceased



City of Marshfield Memorandum

To: Finance, Budget and Personnel Committee

From: Keith Strey, Finance Director

Subject: Budget Resolution No. 28 -2014

Date: December 2, 2014

SUMMARY:

The attached budget resolution, if approved, transfers \$2,550 from the contingency account to the identified budgets to cover the costs of unemployment compensation claims for 2014 paid by the City. The contingency account has \$10,000 specifically allocated for this purpose in 2014.

RECOMMENDATION:

I recommend approval of Budget Resolution No. 28-2014.

Concurrence: _____

Steve Barg, City Administrator

DETAIL OF BUDGET RESOLUTION NO. 28-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund Contingency, a/c# 1015156008.08000:

1. 51580 – Unemployment Compensation \$ 2,550

TRANSFERRED TO:

General Fund (101):

1. School Crossing Guards, a/c#1015214020.200000:
51580 - Unemployment Compensation \$ 1,200

2. Park Ops & Maint. – Wildwood Station, a/c#1015521061.612710:
51580 - Unemployment Compensation \$ 750

3. Oak Avenue Community Center, a/c#1015519162.620000:
51580 - Unemployment Compensation \$ 600

* * * *

City of Marshfield
City Hall Plaza
630 S. Central Avenue
Marshfield, WI 54449



Keith R. Strey, CPA
Finance Director
(715) 387-3033
Fax (715) 384-9310
Keith.Strey@ci.marshfield.wi.us

TO: FINANCE, BUDGET & PERSONNEL COMMITTEE
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: 2015 SHARED-RIDE TAXI CAB AND SHUTTLE BUS SERVICE CONTRACT
DATE: 11/25/2014

BACKGROUND

In fall of 2014, the City of Marshfield completed an RFP process soliciting bids for providing Shared-ride and shuttle bus service.

The Common Council, following WI DOT grant guidelines and requirements, awarded a 5-year contract, renewed annually, to Running Inc starting January 1, 2014. These services are required to be bid out a minimum of once every five-years to meet Federal and State grant requirements and the City is in compliance with these requirements with the 2013 RFP process.

The transition from Radio Cab to Running, Inc. had its' challenges as reported earlier in the year, but things continue to improve and we expect that to be the case in 2015. I discussed this renewal with the Mayor and City Administrator to see if they felt it was necessary to re-bid this service with less than 1-year completed on the current contract with Running, Inc. and all three of us agreed to recommend against doing so.

RECOMMENDATION

I recommend approval of Resolution 2014-73 authorizing the execution of contract between the City of Marshfield and Running Inc. to provide Shared-ride Taxi and Shuttle Bus Service for 2015.



Concurrence – Steve Barg, City Administrator

RESOLUTION NO. 2014-73

A resolution authorizing the execution of a contract between the City of Marshfield and Running Inc.

WHEREAS, the City of Marshfield operates, through a third party provider, a door-to-door, demand-responsive, advanced reservation, shared-rider taxi service (the service) available to the general public and disabled patrons throughout the City; and

WHEREAS, the City of Marshfield also operates, through a third party provider, a shuttle bus service between Marshfield and Tomah, for the Greyhound Bus connection and this service is also available to the general public and disabled patrons; and

WHEREAS, these services are subsidized with state and federal transit operating funds; and

WHEREAS, Running Inc. a taxi service operator, is willing to provide such service if a subsidy is granted; and

WHEREAS, the Common Council, has determined that the proposal of Running Inc. is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Marshfield, Wisconsin, as follows:

1. That the proposed contract between the City of Marshfield and Running Inc. in substantially the form attached hereto, for the year 2015 is hereby approved.
2. That the Mayor, City Clerk and Finance Director are hereby authorized and directed, to execute said contract in its final form, as approved by the Wisconsin Department of Transportation.

ADOPTED _____
Chris L. Meyer, Mayor

ADOPTED _____ ATTEST: _____
Deb M. Hall, City Clerk

**2015 SHARED RIDE TAXI OPERATING CONTRACT
BETWEEN THE CITY OF MARSHFIELD AND
RUNNING INC.**

This Contract is made by and between City of Marshfield, hereinafter referred to as "City " and Running Inc. hereinafter referred to as "Contractor."

PRELIMINARY STATEMENT

The City sponsors a Shard-Ride Taxi / Shuttle Bus Service as a public transportation program to serve its residents. The City solicited proposals for the operation of this service from the period commencing January 1, 2015 and ending on December 31, 2015 and Running Inc. proposal was deemed to be most advantageous to the City and was accepted.

This contract shall include all the necessary performance standards outlined in the RFP and the Contractor's response to that RFP by reference, including, but not limited to, service area, service standards, hours of service, service levels, fares schedule, handling of revenues, reservation policies, maintenance, insurance, licensing, complaint handling, promotion and publicity and other requirements.

CONTRACT CONDITIONS

The contractor shall, throughout the term of this contract, be responsible for maintaining proper licensing for operation as a taxicab company in the service area described in the RFP. All revenues collected by the provider, shall belong to the City and shall be shown as a separate line item on each invoice.

The Contractor shall submit invoices for the total number of hours of service provided to the City no more frequently than monthly, and the City shall review said invoice and reimburse the Contractor within 20 working days after receipt of a properly submitted invoice.

Additionally, the Contractor shall provide to the City within 25 days of the conclusion of any calendar month, the following reports as detailed in the RFP:

A monthly report showing total passenger trips, passenger revenue, package delivery revenue, total miles operated and total driver hours worked. The Contractor is also responsible for preparing and submitting to the City quarterly and annual reports required by the Wisconsin Department of Transportation.

The Contractor shall maintain and retain for a period of three years driver logs and dispatch records to allow the City or the Wisconsin Department of Transportation to verify any data reported or billed to the City.

The City reserves the right to discontinue the contract's remaining option years at any time and may elect to re-bid the contract in whole or in part when changes in scheduled hours or hourly

costs are not mutually acceptable between the Contractor and the City. Any such discontinuation of the contract shall have at least 120 days written notice to the Contractor, including the decision to not exercise an option year.

The City may terminate this contract with 120 days written notice to the Contractor. This contract shall not be assigned, transferred or encumbered in any manner without the prior written consent of the City, which consent shall not be unreasonably withheld.

The maximum amount of funding for this contract shall be \$639,475 based on 26,667 hours of service at the rate of \$23.98 per hour.

All Federal Certifications, Assurances and Clauses included in the RFP document and certified by the Contractor shall be included in this contract by reference.

Dated this _____ day of December, 2014,

CITY OF MARSHFIELD

RUNNING INC.

Chris L. Meyer, Mayor

Authorized Representative

Deb M. Hall, City Clerk

Authorized Representative

Keith R. Strey, Finance Director



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: 2015 CASUALTY INSURANCE COVERAGES
DATE: 11/26/2014

BACKGROUND

The City of Marshfield has been with the League's liability insurance program since 1986. The insurance policy coverage the City has under this program with the League of WI Municipalities Mutual Insurance (LWMMI) are workers compensation, general liability, police professional liability, automobile liability & comprehensive, crime, sewer backup and public officials E&O liability.

LWMMI has exclusive reinsurance contracts with an "A" rated company, to provide protection in case of catastrophic loss. This coverage is provided by the National League of Cities Mutual Insurance Company that has provided this reinsurance for 26 other states' league programs since 1986.

ANALYSIS

The 2014 premiums and option quotes received from LWMMI for 2015 are outlined below.

<u>Details:</u>	<u>2014-\$1,000 Ded.</u>	<u>2015-\$1,000 Ded.</u>
General Liability	\$ 87,297	\$ 88,607
Law Enforcement Liability	\$ 27,792	\$ 28,932
Public Officials E & O Liability	\$ 35,686	\$ 36,221
Automobile Liability	\$ 24,790	\$ 26,768
Automobile Physical Damage	\$ 25,019	\$ 24,486
Crime	\$ 1,880	\$ 1,880
Sewer Backup	\$ 30,498	\$ 30,630
<u>Summary:</u>	<u>2014</u>	<u>2014</u>
Combined Casualty Coverage	232,962	237,524
Workers' Compensation	320,334	380,722

TOTALS	\$ 553,296	\$ 618,246
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The City solicited bids on all lines of insurance for 2014 and elected to accept the \$1,000 deductible option to reduce the 2014 Combined Casualty Policy premiums by \$14,234 compared to a \$0 deductible. Other options to increase the deductible were reviewed and not recommended as we felt it was too aggressive to take on that much financial exposure for these policies and the recommended deductible change for the Buildings & Contents in one fiscal year. We believe that with the strong financial condition of the City and the strategy in other insurances to increase deductibles to offset premium increases, the City is still positioned well to maintain the deductible changes implemented for 2014. The LWMMI 2015 Combined Casualty premium proposal is \$237,524, an increase of \$4,532 (2.0%).

The workers compensation premium will increase in 2015 using municipal rates and formula set by State Statute. The 2015 workers compensation premium will increase \$60,388 (18.9%). The increase in estimated premium is due to two primary factors, estimated 2015 wages and statutory formula increases impacted by increasing experience modification. The experience mod is a combined rating for the City and Marshfield Utilities. We are currently experiencing a trend of increasing experience mod leading to increased premium costs. In reviewing the significant increase with LWMMI last year and discussion with Human Resources Manager Baehr, this is not an unexpected event for 2015.

During our review with our work comp carrier last fall and follow up analysis, they identified two major claims that were leading to a significant increase in claims cost thereby increasing our experience modification factor. These two major claims were for similar items, one each for the City and Marshfield Utilities. The formula for calculating the experience mod, which is a significant factor in premiums, uses a three year history. So, it will take a couple of years to reduce the impact of these two claims. City staff will continue working internally with all departments, Marshfield Utilities and our work comp carrier to take all steps reasonable and practical to reverse this trend as soon as possible.

RECOMMENDATION

I recommend the City renew its 2015 combined casualty insurance and workers compensation coverage with the League of Wisconsin Municipalities Mutual Insurance (LWMMI).



Concurrence – Steve Barg, City Administrator



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: FIXED ASSETS POLICY 4.150 UPDATE
DATE: 11/26/2014

BACKGROUND

In 2000, this policy was updated to increase the amount identified for capitalization of items from \$50 to \$1,000 for non-infrastructure assets to reduce the significant amount of administrative effort and cost to record items down to that low of an amount. Since that time, the City as an organization has grown from a total budget of \$30.7 million in 2000 to \$53.3 million for 2015. For several years, the City's previous independent audit firm, Hawkins Ash CPAs mentioned that our non-infrastructure capitalization threshold was low in comparison to a large number of their clients. We discussed this with our new and current independent audit firm, Schenck SC, as part of the fiscal year 2013 audit and they agreed.

ANALYSIS

In follow up, I discussed this with my peers from other communities that confirmed both audit firms comments with communities having varying levels between \$2,000 and \$5,000. On November 14th, I attended a one-day seminar hosted by Schenck SC titled "Implementing the New Federal Grant Reforms Efficiently". As part of that presentation, it was noted that for federal grant purposes, capital equipment includes a per-unit acquisition cost which equals or exceeds the lessor of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000. That means, the new Federal grant requirements will permit up to \$5,000 of equipment costs to be expensed vs. capitalized to reduce administrative burden and cost.

With the above information in mind, I reviewed our current policy with Administrator Barg and others. We agree that it is appropriate to present a recommended change to increase the non-infrastructure capitalization amount from \$1,000 to \$5,000 to allow for enhanced efficiency resulting in reduced administrative costs while maintaining compliance with new grant requirements and adequate asset reporting. The attached policy update reflects the recommended change.

RECOMMENDATION

I recommend approval of revised Fixed Assets Policy #4.150.

Unavailable for signature

Concurrence – Steve Barg, City Administrator



**CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES**

- | | |
|-------------------|-------------------------|
| 1. COMMON COUNCIL | 4. FINANCIAL |
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CHAPTER: Accounting and Financial Reporting Systems

SUBJECT: Fixed Assets

POLICY NUMBER: 4.150

PAGES: 2

EFFECTIVE DATE: January 11, 2000

REVISION DATE: [December 2, 2014](#)

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PERMANENT DELETION DATE:

DEPARTMENT OF PRIMARY RESPONSIBILITY: Finance Department

APPROVED BY: ~~Alderman Jerry Bennington, Sr.~~
~~Chairman,~~ Finance, Budget and Personnel Committee

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

POLICY:

The purpose of this policy is to determine what items owned by the City will be considered fixed assets. Under generally accepted accounting principles (GAAP), local governments must account for fixed assets differently than other items such as consumables.

The City's capitalization policy is that individual items, other than infrastructure, with an original cost or basis of ~~\$5,000~~ or more will be considered fixed assets. These type of fixed assets include land, buildings & improvements, automobiles, machinery & equipment, and furniture & fixtures.

City infrastructure includes such items as streets, storm sewers, sanitary sewers, sidewalks, and streetlights. The City's capitalization policy is that individual projects costing a total of \$250,000 or more will be capitalized.

All departments / divisions of the City of Marshfield are required to comply with this

policy and are to report any assets owned or acquired by the City to the Finance Department. The values of all assets are to be recorded at the fair market value of the asset at the time that the City of Marshfield established ownership rights and in accordance with generally accepted accounting principles (GAAP).

Certain items owned by the City, while not purchased at a cost of ~~\$5,000~~ \$4,000 or more, are more susceptible to theft. Department / division heads should keep track of such items separately to discourage pilferage. These type of items include computer equipment, ~~fax machines~~, cellular telephones, and audio-visual equipment.

All departments / divisions are required to separately identify and report fixed assets under their control. The only exception to recording an item separately would be for assets that are an integral part of another asset or system. One example of this would be a computer system that requires a monitor, CPU and other peripheral items to operate. Another example would be the purchase of a truck or tractor that requires additional accessories such as radios, mower decks, plows, etc.

In both examples, all integral accessory items that will remain part of the main asset for most or all of their useful life should be added to the total cost of the main asset as an accessory expense and recorded as one asset in the City's fixed asset system. The one exception to including these accessory items are those that are required to be identified separately for contractor equipment insurance purposes.

All department / division heads are responsible for reporting the transfer of fixed assets from their department to another department, and for reporting the disposal of fixed assets under their jurisdiction.

In order to help maintain accountability of fixed assets, verify the accuracy of the City's related accounting records, and provide information for determining proper levels of property insurance coverage, the City will conduct a physical inventory of all fixed assets every five years. In intervening years, the City will conduct update inventories. The update inventories will be abbreviated inventories focusing on fixed assets added or disposed of during the current year. The results of periodic physical inventories will be used to adjust the City's fixed asset database.



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: UPDATES TO FUND BALANCE POLICY 4.310 AND CONTINUING APPROPRIATIONS & BUDGET RESOLUTIONS POLICY 4.370
DATE: 11/26/2014

BACKGROUND

Earlier this year this Committee approved an update to Fund Balance Policy 4.310 to meet requirements of the recently adopted Government Accounting Standards Board (GASB) Statement 54. The primary impacts identified as a result of GASB 54 were several terminology changes along with adopting a formal fund balance spend-down order.

ANALYSIS

During the fiscal year-end 2014 audit and follow up discussions, the City's independent auditors, Schenck SC identified a need to revise our procedures related to presenting Policy 4.370 Continuing Appropriations requests as part of GASB 54 implementation which relate to the fund balance classification of "Committed" funds. In short, it split our historical one step process presented every February following fiscal year end into two parts. The additional first step recommended to comply with GASB 54 is to present these requests and have them approved before the end of every year. In reviewing this new first step with Schenck SC along with what other governmental entities do, we will be presenting the requested items to meet the requirements along with an estimated amount. After fiscal year end, no additional items can be added for the prior fiscal year. The second step will be essentially the same as in the past where the staff recommended list will be presented along with a finalized amount for approval in February.

This will require additional changes to Policies 4.310 and 4.370 due to the interaction of these two policies. The attached policy updates include staff recommended changes to clarify and cross-reference these two policies as appropriate. These changes reflect the understood impact of GASB 54 to these two policies and procedures and are presented for your consideration to comply with GASB 54 requirements.

RECOMMENDATION

In separate actions, I recommend approval of:

1. Revised Fund Balance Policy #4.310
2. Revised Continuing Appropriations and Budget Resolutions Policy 4.370.

Unavailable for signature

Concurrence – Steve Barg, City Administrator



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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CHAPTER: Budgets

SUBJECT: Fund Balance Policy

POLICY NUMBER: 4.310

PAGES: 2

EFFECTIVE DATE: June 26, 2001

REVISION DATE: April 8, 2014
December 2, 2014

PERMANENT DELETION DATE:

DEPARTMENT OF PRIMARY RESPONSIBILITY: Finance Department

APPROVED BY: Finance, Budget and Personnel Committee

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

I. POLICY STATEMENT

The objective of this policy is to establish a framework for reporting classification of fund balances and utilization of the unassigned fund balance in the general fund. These guidelines will provide direction during the budget and fiscal year-end processes to demonstrate commitment to long-term financial planning.

This policy will be a positive factor in the municipal market's assessment of the City's credit quality. It is important for the city to maintain appropriate reserves to withstand economic downturns and to have adequate cash reserves to maintain consistent operations. Bond rating agencies may look unfavorably if the unassigned general fund balance of the City falls below the parameters established in this policy.

II. PURPOSE OF UNASSIGNED FUND BALANCE

The purpose of this policy is to establish a reasonable level of unrestricted fund balance and to establish guidelines for the uses of fund balance. Fund balance is defined as the difference between assets and liabilities in governmental type funds. Fund balance is comprised of both spendable and non-spendable forms. Spendable

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F:\Home\CO\Policies\Policy 4 310 Fund Balance Policy.doc

fund balance is available based on the constraints that control how specific amounts can be spent as defined by this policy.

Unassigned fund balance provides funds for unforeseen contingencies. Reserves provide flexibility to withstand economic downturns without compromising recurring structural balance (annual revenues equal to or greater than annual expenditures).

III. POLICY & PROCEDURE

Financial stability is important in safeguarding City assets, operations and providing a stable tax rate for City residents. The unassigned fund balance is an indicator of sound financial planning and impacts the following:

Bond rating – Ability to repay commitments increases bond rating potential. Higher bond ratings reduce the overall cost of long-term borrowing

Cash flow – Ability to utilize existing cash flow for normal operations without the need for short-term borrowing. Also, the ability to save for anticipated expenditures, such as equipment replacement, by budgeting level expenditures in order to keep the tax rate stable.

Investment Interest Income – Additional income reduces the reliance on property taxes and provides ability to fund on-going operations.

Non-Spendable Fund Balance

The non-spendable fund balance describes the amount of fund balance that cannot be spent because it is either in a non-spendable form or there is a legal or contractual requirement for the funds to remain intact.

Restricted Fund Balance

The restricted fund balance represents resources constrained by legal restrictions stipulated by outside parties or based on state statutes or grant requirements placed on the use for specific purposes.

Committed Fund Balance

The committed fund balance represents resources constrained by limitations imposed by the Common Council. Committed fund balances shall be set by [City Policy 4.370 or additional specific](#) the recommendation of Finance, Budget & Personnel Committee and authorized by the Common Council. Action to authorize committed fund balance must occur prior to the end of the fiscal period and remain binding unless removed by action in the same manner. These fund balances along with imposed restrictions are maintained by the Finance Director by account number.

Assigned Fund Balance

The assigned fund balance reflects the City's intended use of resources. The assigned fund balance shall be set by the Finance ~~Director, Budget & Personnel~~

Committee. These assignments shall be reviewed by the Common Council as part of the end of fiscal year reconciliation. These fund balances along with imposed restrictions are maintained by the Finance Director by account number.

Unassigned Fund Balance

The general fund shall be the only governmental type fund with an amount of unassigned fund balance. The City shall maintain an unassigned fund balance that is between 25% to 30% of the annual general fund budgeted expenditures. Amounts exceeding 30% of the annual general fund budgeted expenditures shall be designated for non-recurring expenditures (e.g. a capital project or special program) if possible. As an alternative, the unassigned balance may be applied to reduce the subsequent year's tax levy during the annual budget process. Caution shall be exercised to ensure the utilization of fund balance does not result in a spike in the required subsequent year tax levy.

IV. PROCEDURE

The Finance Director shall annually provide an estimate of the current year-end unassigned fund balance to the City Administrator during the budget process. The City Administrator will recommend utilization of the unassigned fund balance according to this policy.

If the unassigned fund balance is estimated to fall below 25% of the General Fund budgeted expenditures, the budget shall be designed to ensure the unassigned fund balance is replenished to an amount representing at least 25% of the General Fund budgeted expenditures not including one-time purchases utilizing the unassigned fund balance.

V. FLOW OF FUNDS

The order of fund balance spend-down shall be as follows:

- 1) Restricted
- 2) Committed
- 3) Assigned
- 4) Unassigned

This order will be used for purposes of reporting fund balance.



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

1. COMMON COUNCIL
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CHAPTER: Budgets

SUBJECT: Continuing Appropriations and Budget Resolutions

POLICY NUMBER: 4.370

PAGES: 2

APPROVAL DATE: February 10, 1987

REVISION DATE: August 26, 2003
[December 2, 2014](#)

APPROVED BY: [Finance, Budget and Personnel Committee](#)~~Common Council~~

DEPARTMENT OF PRIMARY RESPONSIBILITY: Finance Department

In accordance with Finance, Budget and Personnel Committee motion #FB87-35, dated February 9, 1987, which was approved by the Common Council on February 10, 1987 the following policies have been adopted for the above subject:

Continuing Appropriations

1. Continuing appropriations are defined as follows:
 - a. A project or improvement that will not be completed in one fiscal year and where contractual obligations necessitate the carry-over of unexpended appropriations;
 - b. Funds received from private donations or contributions, State, Federal or other governmental units that require segregation from other funds and must be spent for a specific reason;
 - c. Projects financed in whole or part from long-term debt proceeds where the use of these funds is restricted by law;
 - d. All enterprise [and internal service type](#) funds; i.e. - Wastewater Utility, [Emergency Medical Services](#), -Machinery & Equipment Fund ~~(A maximum of \$50M)~~; [and the](#)
 - e. Cemetery Perpetual Care Fund; [and the](#)
 - f. [Unexpended Library operations and maintenance funds per WI Statutes Ch. 43.58\(1\).](#)

2. Continuing appropriations would not include the following:
 - a. All unexpended operation and maintenance expenditure appropriations;
 - b. All excess revenues above the estimated revenues that were projected in the annual budget; and
 - c. Appropriations for capital outlay that do not involve construction and do not require any future contractual obligations.

Budget Resolutions

1. The following policies apply:
 - a. All requests to transfer funds must be made in writing by the person, committee, board or commission making the same;
 - b. The request should discuss all options available such as, why wasn't the item budgeted for in the first place; can the request be postponed until next year; if not, why not; are there funds available in other budgets that can be substituted; and why is this particular request needed at all;
 - c. It is the department head's responsibility to inform his/her committee, board or commission of the availability of funds if a project has been approved. If funds are not available the Common Council must approve the transfer of funds, per an adopted budget resolution, prior to the start of any project. A project cannot commence, nor contractual obligations entered into, until the Common Council has approved the project and the necessary funds to finance it;
 - d. All budget resolutions must be adopted by the Common Council in the fiscal year that they pertain to.
 - e. All budget resolutions must be in the approved format identified in City Ordinance [4.02\(3\)3.03\(3\)](#).
 - f. All budget resolutions must be routed to the Finance Director and City Administrator for review and concurrence before presentation to the Finance, Budget and Personnel Committee, Board of Public Works or Common Council. If the Finance Director and/or City Administrator do not concur with proposed budget resolutions, they shall note their comments on the budget resolution and forward it to the appropriate governing board or committee for consideration.



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: UPDATES TO PROCUREMENT POLICIES 4.800 AND 4.810
DATE: 11/26/2014

BACKGROUND

Policy #4.800 of the Policy and Procedures Manual covers procurement of goods and services. The policy specifically references Section 62.15 of the Wisconsin statutes in regards to contract letting to the lowest responsible bidder at a specific threshold. Policy #4.810 of the Policy and Procedures Manual is closely related as it covers Engagement of Professional Services at the same threshold amount as Policy #4.800.

ANALYSIS

The threshold listed in Section 62.15 of the Wisconsin statutes has increased since these policies were last revised in 2002. That amount increased from \$15,000 to \$25,000 in the most recent version of the Wisconsin statutes. Therefore, in order to be consistent with the policy reference to Section 62.15 of the Wisconsin statutes I am presenting these attached revised policies for your consideration.

Additionally, the last part of Policy 4.810 includes a section addressing contract and agreement execution requirements. The proposed Policy 4.810 update includes addition of the statutory references related to this provision. The recommended Policy 4.800 update adds the same revised language as the statutory requirements apply to this policy as well.

Finally, Policy 4.800 includes a specific threshold amount for purchases of all materials and services requiring a purchase order if not part of a contract or agreement. That amount has been \$500 for well over a decade. In comparison, the City's adopted budget for 2000 was \$30.7 million and has grown to \$53.3 million for 2015. For years, staff has requested an increase of this amount due to the growing administrative effort this fixed amount requires. I discussed this with Administrator Barg and we both agree that it is appropriate to present this change for consideration by this committee.

RECOMMENDATION

In separate actions, I recommend approval of:

1. Revised Procurement of Goods and Services Policy #4.800
2. Revised Engagement of Professional Services Policy 4.810.

Unavailable for signature _____

Concurrence – Steve Barg, City Administrator



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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CHAPTER: Procurement
SUBJECT: Procurement of Goods and Services
POLICY NUMBER: 4.800
PAGES: 2

EFFECTIVE DATE: January 1, 2015~~October 13, 1992~~

REVISION DATE: September 15, 1998
November 26, 2002
December 2, 2014

PERMANENT DELETION DATE:

DEPARTMENTS OF PRIMARY RESPONSIBILITY: City Attorney's Office; Finance Department

APPROVED BY: Jerry Bennington, Sr.
Chairman, Finance, Budget and Personnel Committee

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

Revisions are marked with an asterisk (*).

POLICY:

The purposes of this policy are to 1) simplify and clarify the policy governing procurement by the City of Marshfield; 2) permit the continued development of procurement policies and practices; 3) provide for increased public confidence in the procedures used in public procurement; 4) ensure the fair and equitable treatment of all persons who deal with the procurement system of the City; 5) provide increased economy in City procurement activities and to maximize to the fullest extent practicable the purchasing value of public funds of the City; 6) foster effective broad-based competition within the free enterprise system; and 7) provide safeguards for the maintenance of a procurement system of quality and integrity.

The purchase of all materials and services for all activities within City government of which amount totals \$~~1,000~~500 or more shall be consummated by either 1) a written contract; or 2) a signed ~~pre-~~pre-numbered purchase order. All procurement agreements or contracts shall be reviewed and approved as to form by the City Attorney, and shall be executed by the Mayor, Finance Director, and City Clerk per WI Statutes Ch. 62.09(10)(f) & 62.09(11)(d). Pre-numbered purchase order forms shall be prepared and made available by the City Clerk. The ~~P~~purchase orders will be considered valid only upon the signatures of the requesting department/division director and the Finance Director or his/her

designee. The delivery of goods and services shall not precede the execution of a written contract, agreement or ~~pre-numbered~~ purchase order for purchases of \$~~1,000~~500 or more, except in the case of an emergency. In the event of an emergency, the Finance Director will be notified on the next working day and the purchase order will be identified as an "emergency purchase."

All City departments shall comply with Section 62.15 of the Wisconsin statutes, which provides, in part, that "all public construction, the estimated cost of which exceeds \$~~25,000~~15,000, shall be let by contract to the lowest responsible bidder;" and further, that "after the plans, specifications and form of contract have been prepared, the Board of Public Works shall advertise for proposals for doing such work by publishing a Class 2 notice, under chapter 985."

All City departments are further directed that "if the estimated cost of any public construction exceeds \$5,000 but is not greater than \$~~25,000~~15,000, the Board of Public Works shall give a Class 1 notice, under chapter 985, of the proposed construction before the contract for the construction is executed."

All public improvements constructed with municipal funds shall be carried out through a contract awarded to the lowest responsible bid, in conformance with Wisconsin statutes. Major equipment purchases shall be made according to the lowest responsible bid following public advertisement and the distribution of specifications.

When the City Attorney determines that the competitive sealed bidding process is not required by law and is either not practicable or not advantageous to the City, a contract may be entered into through receipt of competitive sealed proposals. Adequate public notice shall be given when competitive sealed proposals are sought.

STANDARD OF CONDUCT:

Public employment is a public trust. City of Marshfield employees engaged in the procurement process must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the City procurement process.



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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CHAPTER: Procurement
SUBJECT: Engagement of Professional Services
POLICY NUMBER: 4.810
PAGES: 2

EFFECTIVE DATE: [January 1, 2015](#)~~February 10, 1998~~

REVISION DATE: November 26, 2002
[December 2, 2014](#)

PERMANENT DELETION DATE:

APPROVED BY: [Jerry Bennington, Sr.](#)
~~Chairman~~, Finance, Budget and Personnel Committee

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

POLICY:

It is the policy of the City of Marshfield to retain necessary consultant services on the basis of demonstrated competence and qualification for the type of services required at a fair and reasonable cost.

PROCEDURE:

All financial, appraisal, engineering, architectural, development analysis, risk management, human resources, compensation, administrative, or cable television coordination services engaged by the City from independent professional consultants or contractors in an amount exceeding ~~\$25,000~~[\\$25,000-15,000](#) for an individual project (or ~~\$25,000~~[\\$25,000-15,000](#) annually for ongoing projects or programs) shall be subject to this policy. Legal services are specifically excluded from this policy.

When a project is identified that requires professional services that will or may result in consultant fees exceeding ~~\$25,000~~[\\$25,000-15,000](#), the administering City department or responsible City committee will draft a Scope of Services to be performed by the consultant(s) to the project. This Scope of Services will define the services to be rendered by the consultant or contractor and the relationship of these services to the total project scope. The Scope of Services, as well as the proposed plan

of the administering City department or City committee for soliciting proposals and its criteria for

evaluating all proposals received will be submitted to the City Administrator, who will present the request to the Common Council for authorization to initiate the process for engaging professional services.

Whenever possible, the administering City department or responsible City committee will prepare and disseminate a final Request for Proposals (RFP) or a similar document to elicit written proposals for professional services.

The RFP, or similar document, shall minimally require the responding consultants or independent contractors to address the following factors:

1. The respondent shall state the firm's or independent contractor's capabilities to perform the full scope of services outlined by the City or City agency, and shall identify any proposed use of any subconsultants, if appropriate;
2. The respondent shall indicate whether any services will be subconsulted;
3. The respondent shall indicate the firm's or independent contractor's ability to meet required time schedules;
4. The respondent shall include resumes of the principal or project manager or single point of contact to be assigned to the engagement;
5. The respondent shall address his/her intended use or intended interaction with the City's staff, as well as his/her intended use of City offices, materials or equipment, or other City property;
6. The respondent shall provide a list of similar projects that the firm or independent contractor has been involved with, as well as references of persons who can address the firm's or independent contractor's capabilities; and
7. The respondent shall provide a statement of the anticipated compensation for the services provided under the contract for this engagement.

Additionally, the RFP, or similar document, shall identify a deadline for the receipt of proposals from interested persons or firms; shall include a timetable and process for the City's evaluation of all proposals or statements of qualifications; and shall identify the City's criteria by which all proposals will be screened and evaluated.

An ad hoc screening and selection committee may be convened by the administering department director or chairperson of the appropriate City committee on an ad hoc basis, as appropriate, for the purpose of reviewing all proposals, interviewing prospective consultants, and formulating a final recommendation for a consultant to be forwarded to the Common Council for final approval. However, if a standing committee decides to delegate the interview process to a subcommittee, it shall indicate such action in the form of a motion approved by the entire committee. In situations where this work is delegated to an ad hoc screening and selection committee or a subcommittee, such committee shall forward its recommendations first to the standing committee, which will then forward its selection recommendation to the Common Council for final approval.

CONTRACT EXECUTION:

The Common Council's authorization to engage professional services shall be demonstrated by its consideration and approval of a professional services agreement or contract. All professional services agreements or contracts shall be reviewed and approved as to form by the City Attorney, and shall be executed by the Mayor, Finance Director, and City Clerk per WI Statutes Ch. 62.09(10)(f) & 62.09 (11)(d).

Presentation of staffing report and recommendations (March 11, 2014)

1. Introduction

- On January 28th, Springsted presented its staffing study to the CC
- Recommendations in 3 categories: staffing, restructuring, process

2. Staffing

- Add 2 positions (Zoning Administrator, Accountant/Financial Analyst)
- Add temporary staff to help complete payroll and A/P decentralization
- Consider 3rd position (Support Technician), dependent upon workload
- Consider Administrative Services Coordinator, if department is created
- **Recommended actions**
 - **Add Zoning Administrator & Accountant/Financial Analyst**
 - **Study the need for Support Technician (for 2015 or beyond)**

3. Restructuring

- Planning & Economic Development
 - Change name to Community Development Department
 - Move GIS Coordinator to Public Works & Engineering
- Public Works & Engineering
 - Move Inspection Services to Planning & Economic Development
- Administration
 - Reassign oversight of Airport to Public Works Department
 - Reassign oversight of Cemetery to Parks/Recreation Department
- General (multiple departments)
 - Create Administrative Services Department to oversee multiple departments serving internal customers (Finance, HR, IT, etc.)
- **Recommended actions**
 - **Create team to study and report to the Council by June 24th**

4. Process

- Establish ongoing strategic planning process (Council/staff)
- Coordinate code enforcement in Community Development
- Review and address the spatial workflow and relationships
- Create centralized facility management within Public Works
- Foster professional development and succession planning
- Adopt and implement performance measurement system
- Explore opportunities to partner with other organizations
- Make greater use of technology to provide City services
- Periodically assess opportunities for outsourcing services
- Review and improve the City's special assessment process
- **Recommended actions**
 - **Soon after spring election, begin strategic planning process**
 - **Designate Zoning Administrator to coordinate CE activities**
 - **Begin work to relocate the Finance Department to one floor**
 - **Create team to study and report to Council by end of 2014**