



CITY OF MARSHFIELD

MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, JANUARY 6, 2015
Council Chambers, Lower Level, City Hall Plaza
5:30 P.M.**

1. Call to Order – Alanna Feddick, Chairperson
2. Citizen Comments
3. Consent Agenda
 - a) Approval of minutes of December 16, 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 Resolution No. 2015-02 authorizing the Finance Director to discontinue City of Marshfield Local Revolving Loan Fund Program administration duties except for loan payment collections for remaining loans effective January 1, 2015 to the Common Council. Presented by Keith Strey, Finance Director

Recommended Action: Recommend approval of Resolution No. 2015-02 to the Common Council

6. Request to approve Policy No. 4.100, Identity Theft Prevention Program policy. Presented by Keith Strey, Finance Director

Recommended Action: Approve Policy

7. Review proposed recruitment and hiring guidelines. Presented by Steve Barg, City Administrator

Recommended Action: Discretion of Committee

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

Recommended Action: None, for information only

9. Suggested items for future agendas

10. Adjourn

FINANCE, BUDGET AND PERSONNEL COMMITTEE
January 6, 2015

Posted this day, January 2, 2015 at 11:30 a.m., by Deb Hall, City Clerk

NOTICE

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

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF DECEMBER 16, 2014

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

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

ABSENT: None

ALSO PRESENT: Mayor Meyer, Alderperson Feirer, City Administrator Barg and City Personnel (Brenda Hanson, Dan Knoeck, Keith Strey, Rick Gramza, Bob Haight, Lara Baehr, Ed Englehart, Tom Turchi and Deb Hall)

Citizen Comments

None

FBP14-108 Motion by Hendler, second by Earll to approve the items on the consent agenda:

1. Minutes of the December 2, 2014 meeting
2. Payroll in the amount of \$866,694.81 and the Bills in the amount of \$1,414,365.62
3. Report of Personnel Actions of December 16, 2014
4. November 2014 Treasury Report

Motion carried

No items were removed from the consent agenda.

FBP14-109 Motion by Hendler, second by Earll to recommend approval of Budget Resolution No. 30-2014 to the Common Council, transferring \$49,006 from various Law Enforcement and Emergency Management budgets to the Public Safety Capital Outlay Fund GPS Emergency Vehicle Preemptive Lighting project.

Motion carried

FBP14-110 Motion by Smith, second by Spiros to recommend approval of Payroll Resolution No. 2014-65 to the Common Council, which increases the salary schedule for non-represented employees of the City of Marshfield by 1.5% effective July 1, 2015.

Motion carried

FBP14-111 Motion by Spiros, second by Earll to recommend approval of Payroll Resolution No. 2014-66 to the Common Council, providing for a 1.5% increase on July 1, 2015 for employees at the control point or greater (exception: employees over the maximum are eligible for an increase of .75%)

Motion carried

FBP14-112 Motion by Hendler, second by Spiros to approve the Buildings & Contents and Contractor's Equipment insurance coverage with the Local Government Property Insurance Fund for 2015 with a \$5,000 deductible and authorize the Finance Director to prepay the 2015 renewal in December 2014 to receive the discounted premium.

Motion carried

FBP14-113 Motion by Earll, second by Spiros to approve the Airport Owners and Operators Liability Insurance for 2015 with ACE Property & Casualty.

Motion carried

FBP14-114 Motion by Smith, second by Spiros to approve the Boiler and Machinery Insurance Group Policy with the Chubb Group for 2015.

Motion carried

FBP14-115 Motion by Earll, second by Spiros to recommend approval of Resolution No. 2014-76 to the Common Council, approving Committed Fund Balance classifications per Government Accounting Standards Board Statement 54.

Motion carried

FBP14-116 Motion by Hendler, second by Smith to approve Revised Policy 4.800, Procurement of Goods and Services.

Motion carried

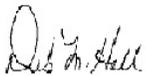
FBP14-117 Motion by Smith, second by Hendler to authorize filling the vacancy in the Engineering Division with a Civil Engineer I position and authorize the banding and grade of this position to be completed by Carlson Dettman Consulting.

Motion carried

FUTURE AGENDA ITEMS

None

Motion by Spiros, second by Hendler to adjourn at 6:33 p.m.



Deb M. Hall
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to **\$909,186.49** and General Expense Bills for December, 2014 amounting to **\$613,701.11** be allowed paid and charged to their proper accounts.

Chairman

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

1/7/2015

PREPAID BILLS

PREPAID BILLS PAID BY CHECK

CK #	CK DATE	VENDOR	AMOUNT
82089	12/18/2014	ADVANCED DISPOSAL SERVICES LLC	\$70,438.46
82090	12/18/2014	AMERIGAS-RUDOLPH	\$958.92
82091	12/18/2014	FRONTIER	\$404.47
82092	12/18/2014	GANNETT WISCONSIN MEDIA	\$1,246.98
82093	12/18/2014	E O JOHNSON COMPANY	\$165.00
82094	12/18/2014	E O JOHNSON COMPANY	\$160.58
82095	12/18/2014	MAIN STREET MARSHFIELD INC	\$900.58
82096	12/18/2014	MARSHFIELD POSTMASTER	\$1,512.00
82097	12/18/2014	MARSHFIELD UTILITIES	\$34,383.31
82098	12/18/2014	CITY OF MARSHFIELD	\$56.25
82099	12/18/2014	CITY OF MARSHFIELD	\$3,784.23
82100	12/18/2014	OFFICE MAX INCORPORATED	\$4.00
82101	12/18/2014	PERSONAL DEVELOPMENT CENTER INC	\$9,213.00
82102	12/18/2014	POSTMASTER	\$964.74
82103	12/18/2014	RUNNING INC	\$29,482.66
82104	12/18/2014	SPEE-DEE DELIVERY SERVICE INC	\$47.49
82105	12/18/2014	UNITED MAILING SERVICE INC	\$915.71
82106	12/18/2014	US CELLULAR	\$468.75
82107	12/18/2014	VERIZON WIRELESS	\$419.76
82108	12/18/2014	WE ENERGIES	\$16,686.01
82114	12/26/2014	ADVANCED DISPOSAL SERVICES LLC	\$149.34
82115	12/26/2014	CHARTER COMMUNICATIONS	\$245.51
82116	12/26/2014	FRONTIER	\$679.49
82117	12/26/2014	E O JOHNSON COMPANY	\$130.00
82118	12/26/2014	LOCAL GOVERNMENT PROP INS FUND	\$62,070.00
82119	12/26/2014	MARSHFIELD UTILITIES	\$10,258.01
82120	12/26/2014	TELRITE CORPORATION	\$329.38
82121	12/26/2014	WALMART COMMUNITY/GECRB	\$480.65
82122	12/26/2014	PETE WINISTORFER	\$549.29
82123	12/30/2014	DELTA DENTAL OF WISCONSIN	\$12,577.71
82124	12/30/2014	NVA FIDUCIARY TRUST FOR FSLI	\$1,476.68
		TOTAL PREPAID BILLS PAID BY CHECK	\$261,158.96

PREPAID BILLS PAID BY EFT

EFT000000003353	12/19/2014	ARX, INC.	\$23,130.00
EFT000000003354	12/19/2014	FULL COMPASS SYSTEMS LTD	\$549.00
EFT000000003355	12/19/2014	SHAWN MILLER	\$100.00
EFT000000003356	12/19/2014	SHI INTERNATIONAL CORPORATION	\$274.00
EFT000000003361	12/29/2014	BALTUS OIL COMPANY INC	\$21,255.80
EFT000000003362	12/29/2014	MOODY'S INVESTORS SERVICE, INC.	\$2,500.00
		TOTAL PREPAID BILLS PAID BY CHECK	\$47,808.80

ACH PAYMENTS

12/31/2014	WI DEPT OF REVENUE - SALES TAX	\$605.49
	TOTAL ACH PAYMENTS	\$605.49

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000003363	12/31/2014	CHARLES ADAMSKI	\$28.69
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CK #	CK DATE	VENDOR	AMOUNT
EFT000000003364	12/31/2014	MARY ADLER	\$20.72
EFT000000003365	12/31/2014	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$62.28
EFT000000003366	12/31/2014	GENE ALLAR	\$1,553.25
EFT000000003367	12/31/2014	JASON ANGELL	\$232.96
EFT000000003368	12/31/2014	ARAMARK UNIFORM SERVICES	\$102.63
EFT000000003369	12/31/2014	MARK BABCOCK	\$126.58
EFT000000003370	12/31/2014	LARA BAEHR	\$174.79
EFT000000003371	12/31/2014	STEVE BARG	\$41.96
EFT000000003372	12/31/2014	BOUND TREE MEDICAL, LLC	\$350.75
EFT000000003373	12/31/2014	BRUCE MUNICIPAL EQUIPMENT	\$1,708.82
EFT000000003374	12/31/2014	TODD BRUHN	\$200.00
EFT000000003375	12/31/2014	STEVE BURNS	\$148.21
EFT000000003376	12/31/2014	CARQUEST AUTO PARTS	\$1,717.70
EFT000000003377	12/31/2014	CAVU LLC	\$1,058.00
EFT000000003378	12/31/2014	CDW GOVERNMENT INC	\$2,023.74
EFT000000003379	12/31/2014	CENTRAL STATE SUPPLY CORP	\$4,829.30
EFT000000003380	12/31/2014	CHEM TECH INTERNATIONAL INC	\$88.92
EFT000000003381	12/31/2014	CHILI IMPLEMENT CO INC	\$385.90
EFT000000003382	12/31/2014	TERRY CHRISTENSEN	\$100.00
EFT000000003383	12/31/2014	MATT J CHURKEY	\$150.00
EFT000000003384	12/31/2014	CURRENT TECHNOLOGIES INC	\$77.37
EFT000000003385	12/31/2014	DALCO ENTERPRISES, INC.	\$749.10
EFT000000003386	12/31/2014	ROY DOLENS	\$16.68
EFT000000003387	12/31/2014	AMANDA DUER	\$5.04
EFT000000003388	12/31/2014	EMERGENCY RESPONSE TRAINING ASSOCIATES	\$150.00
EFT000000003389	12/31/2014	EMPLOYEE BENEFITS CORPORATION	\$386.75
EFT000000003390	12/31/2014	TERRY ENDRIES	\$41.62
EFT000000003391	12/31/2014	JERRY ESSER	\$110.73
EFT000000003392	12/31/2014	BRIAN FOLTZ	\$100.00
EFT000000003393	12/31/2014	FREMONT INDUSTRIES, INC.	\$6,042.41
EFT000000003394	12/31/2014	GALE/CENGAGE LEARNING	\$255.82
EFT000000003395	12/31/2014	GRAINGER	\$163.00
EFT000000003396	12/31/2014	GRANICUS INC	\$600.00
EFT000000003397	12/31/2014	ROBERT HAIGHT	\$194.62
EFT000000003398	12/31/2014	HEINZEN PRINTING INC	\$151.00
EFT000000003399	12/31/2014	HOUSE OF HEATING INC	\$93.17
EFT000000003400	12/31/2014	INGRAM LIBRARY SERVICES INC	\$261.55
EFT000000003401	12/31/2014	KAFKA DUSTBUSTER PLUS LLC	\$1,510.00
EFT000000003402	12/31/2014	KYLE KERSTEN	\$16.80
EFT000000003403	12/31/2014	LORRIE KROKSTROM	\$18.48
EFT000000003404	12/31/2014	BRYAN LINZMEIER	\$150.00
EFT000000003405	12/31/2014	MARAWOOD REAL ESTATE 200 LLC	\$45.04
EFT000000003406	12/31/2014	MARSHFIELD BOOK & STATIONERY	\$108.00
EFT000000003407	12/31/2014	MERKEL COMPANY INC	\$735.62
EFT000000003408	12/31/2014	CHRIS MEYER	\$36.40
EFT000000003409	12/31/2014	MIDSTATE TRUCK SERVICE	\$722.73
EFT000000003410	12/31/2014	MIDWEST TAPE	\$3,131.40
EFT000000003411	12/31/2014	MISSISSIPPI WELDERS	\$241.80
EFT000000003412	12/31/2014	MSA PROFESSIONAL SERVICES INC	\$9,068.92
EFT000000003413	12/31/2014	HUGH NIKOLAI	\$150.00
EFT000000003414	12/31/2014	NORTH CENTRAL LABORATORIES	\$613.24
EFT000000003415	12/31/2014	NORTHERN SAFETY CO INC	\$114.31
EFT000000003416	12/31/2014	JASON PARKS	\$176.57
EFT000000003417	12/31/2014	PLACE DYNAMICS, LLC	\$14,475.20
EFT000000003418	12/31/2014	RICHARD POKORNY	\$238.77
EFT000000003419	12/31/2014	POMP'S TIRE SERVICE INC	\$2,530.21
EFT000000003420	12/31/2014	POWER PAC INC	\$544.72

CK #	CK DATE	VENDOR	AMOUNT
EFT000000003421	12/31/2014	QUILL CORPORATION	\$118.62
EFT000000003422	12/31/2014	REIGEL PLUMBING & HEATING INC	\$2,152.99
EFT000000003423	12/31/2014	DAN ROGERS	\$150.00
EFT000000003424	12/31/2014	SAFE FAST INC	\$226.83
EFT000000003425	12/31/2014	KURT SCHEIDER	\$1,180.00
EFT000000003426	12/31/2014	MIKE SCHERR	\$150.00
EFT000000003427	12/31/2014	SCHILLING SUPPLY COMPANY	\$1,323.62
EFT000000003428	12/31/2014	SCHOOL DISTRICT OF MARSHFIELD	\$3,912.95
EFT000000003429	12/31/2014	SHI INTERNATIONAL CORPORATION	\$4,625.58
EFT000000003430	12/31/2014	MELVIN SMITH	\$150.00
EFT000000003431	12/31/2014	BENJAMIN STEINBACH	\$165.20
EFT000000003432	12/31/2014	STRATFORD SIGN COMPANY LLC	\$70.00
EFT000000003433	12/31/2014	MATTHEW SUTTON	\$301.67
EFT000000003434	12/31/2014	SVA CONSULTING LLC	\$74.00
EFT000000003435	12/31/2014	TRAFFIC AND PARKING CONTROL INC	\$570.31
EFT000000003436	12/31/2014	V & H AUTOMOTIVE MARSHFIELD	\$2,874.90
EFT000000003437	12/31/2014	V & H INC	\$40.00
EFT000000003438	12/31/2014	VIDCOM LLC	\$2,720.00
EFT000000003439	12/31/2014	VON BRIESEN AND ROPER, S.C.	\$59.60
EFT000000003440	12/31/2014	VORPAHL FIRE & SAFETY	\$384.39
EFT000000003441	12/31/2014	DUANE WANTA	\$150.00
EFT000000003442	12/31/2014	ERIC WENDELL	\$217.12
EFT000000003443	12/31/2014	WOOD CO HIGHWAY DEPARTMENT	\$560.90
EFT000000003444	12/31/2014	WOOD COUNTY HUMAN SERVICES	\$100.00
EFT000000003445	12/31/2014	ZARNOTH BRUSH WORKS	\$570.86
EFT000000003446	12/31/2014	PATRICK ZEPS	\$161.35
		TOTAL CURRENT BILLS PAID BY EFT	\$82,143.16

CURRENT BILLS PAID BY CHECK

82125	12/31/2014	ABR EMPLOYMENT SERVICES	\$974.70
82126	12/31/2014	TRAVIS & ALYSSA ADAMS	\$211.20
82127	12/31/2014	TIM FREECK	\$1,400.00
82128	12/31/2014	AMAZON	\$208.90
82129	12/31/2014	APPLELAND LAW ENFORCEMENT	\$612.59
82130	12/31/2014	ASSOCIATED SERVICE CENTER	\$570.21
82131	12/31/2014	ASSOCIATED TRUST COMPANY	\$463.00
82132	12/31/2014	B & D LOCK SHOP	\$8.50
82133	12/31/2014	BAKER AND TAYLOR CO-CONT ACCT	\$93.05
82134	12/31/2014	BAKER AND TAYLOR ENTERTAINMENT	\$14.30
82135	12/31/2014	BAKER AND TAYLOR INC	\$1,786.00
82136	12/31/2014	BAY STEEL & FABRICATION LLC	\$24.44
82137	12/31/2014	BB COMMUNITY LEASING SERVICES INC	\$1,242.43
82138	12/31/2014	JANA BECKER	\$100.00
82139	12/31/2014	I BRANDL INC	\$429.00
82140	12/31/2014	JEAN BRAUN	\$100.00
82141	12/31/2014	BROOKS TRACTOR INC	\$30.00
82142	12/31/2014	CALIFORNIA CONTRACTORS SUPPLIES INC	\$239.00
82143	12/31/2014	CENTER POINT LARGE PRINT	\$199.96
82144	12/31/2014	CHARTER COMMUNICATIONS	\$15.21
82145	12/31/2014	JOE CHENIER	\$100.00
82146	12/31/2014	CJ PROPERTIES LLC 'ETAL'	\$2,130.43
82147	12/31/2014	COFFEE CONCEPTS	\$31.95
82148	12/31/2014	COLD SPRING GRANITE COMPANY	\$1,218.00
82149	12/31/2014	COMFORT SUITES	\$166.00
82150	12/31/2014	COMPLETE CONTROL INC	\$2,726.24
82151	12/31/2014	PAUL CONWAY SHIELDS	\$103.28
82152	12/31/2014	JOSEPH SIKORA	\$375.00

CK #	CK DATE	VENDOR	AMOUNT
82153	12/31/2014	COUNTY MATERIALS CORPORATION	\$14,580.00
82154	12/31/2014	CTL COMPANY INC	\$1,158.82
82155	12/31/2014	DE LAGE LANDEN PUBLIC FINANCE	\$34,000.00
82156	12/31/2014	DON'S AUTOMOTIVE CENTER, LLC	\$270.00
82157	12/31/2014	DUFFY'S AIRCRAFT SALES	\$7,456.40
82158	12/31/2014	EARTH INC	\$300.00
82159	12/31/2014	ECOLAB PEST ELIMINATION DIV	\$105.38
82160	12/31/2014	KATHY ENGLEBRETSON	\$100.00
82161	12/31/2014	FABCO EQUIPMENT INC	\$340.79
82162	12/31/2014	FALCON ALTERNATOR & STARTER	\$77.39
82163	12/31/2014	FASTENAL COMPANY	\$203.55
82164	12/31/2014	PAT FELLEZ CONSTRUCTION	\$5,300.00
82165	12/31/2014	FESTIVAL FOODS	\$62.21
82166	12/31/2014	FILTRATION CONCEPTS INC	\$887.32
82167	12/31/2014	FOX VALLEY TECHNICAL COLLEGE	\$830.00
82168	12/31/2014	FRONTIER	\$221.24
82169	12/31/2014	GAIER CONSTRUCTION CORP	\$2,832.00
82170	12/31/2014	GARD SPECIALISTS CO INC	\$338.58
82171	12/31/2014	RANDY GUILLAUME	\$210.38
82172	12/31/2014	HGA	\$13,878.33
82173	12/31/2014	AUGUST HEEG	\$100.00
82174	12/31/2014	HILCO ROAD SUPPLIES	\$9,054.00
82175	12/31/2014	HILLER'S HARDWARE INC	\$846.95
82176	12/31/2014	JAMIE HOMIER	\$14.34
82177	12/31/2014	HURCKMAN MECHANICAL INDUSTRIES, INC	\$4,740.00
82178	12/31/2014	INTEGRITY FIRE PROTECTION INC	\$206.00
82179	12/31/2014	INTERNATIONAL CODE COUNCIL	\$438.35
82180	12/31/2014	JANET KIEHL	\$100.00
82181	12/31/2014	KIESLER'S POLICE SUPPLY INC	\$260.00
82182	12/31/2014	ANGELA KILTY	\$100.00
82183	12/31/2014	DONALD & SHIRLEY LANDER	\$115.83
82184	12/31/2014	LINCOLN CONTRACTORS SUPPLY	\$1,168.36
82185	12/31/2014	LIVE OAK MEDIA	\$64.38
82186	12/31/2014	LOU'S GLOVES INC	\$168.00
82187	12/31/2014	MAID TO ORDER	\$200.00
82188	12/31/2014	MARATHON COUNTY TREASURER	\$430.00
82189	12/31/2014	MARSHFIELD CLINIC	\$1,496.81
82190	12/31/2014	MARSHFIELD CLINIC RESEARCH FOUNDATION	\$500.00
82191	12/31/2014	MARSHFIELD CLINIC, ACCT 8007465, FIRE DEPT	\$2,363.30
82192	12/31/2014	MARSHFIELD FIRE DEPARTMENT	\$61.34
82193	12/31/2014	MARSHFIELD PUBLIC LIBRARY	\$18.41
82194	12/31/2014	MARSHFIELD STEEL HOLDING COMPANY, INC.	\$27.95
82195	12/31/2014	MEDIA DISTRIBUTORS	\$349.85
82196	12/31/2014	MENARDS	\$1,153.41
82197	12/31/2014	MILESTONE MATERIALS	\$5,971.81
82198	12/31/2014	MILLER BRADFORD AND RISBERG	\$784.12
82199	12/31/2014	MINISTRY ST JOSEPH'S HOSPITAL	\$1,850.44
82200	12/31/2014	MINT CARDS	\$152.75
82201	12/31/2014	MITTEN'S HOME APPLIANCES	\$115.00
82202	12/31/2014	MOLINA HEALTHCARE OF WISCONSIN	\$157.40
82203	12/31/2014	MONROE TRUCK EQUIPMENT	\$601.84
82204	12/31/2014	MPPA LE SUPPLY	\$763.37
82205	12/31/2014	NAPA AUTO PARTS	\$531.95
82206	12/31/2014	NATIONAL ELEVATOR INSPECTION	\$166.00
82207	12/31/2014	NEENAH FOUNDRY COMPANY	\$10,179.45
82208	12/31/2014	NEWCO SHARPENING & SERVICE LLC	\$26.00
82209	12/31/2014	NIKOLAY COMPANIES	\$1,356.00

CK #	CK DATE	VENDOR	AMOUNT
82210	12/31/2014	NORTH SHORE COMPRESSOR INC	\$144.66
82211	12/31/2014	NORTHERN LAKE SERVICE INC	\$359.50
82212	12/31/2014	BOBBI NYMAN	\$50.00
82213	12/31/2014	OFFICE DEPOT	\$511.40
82214	12/31/2014	OFFICE SUPPLIES 2 U INC	\$780.46
82215	12/31/2014	OK SANITARY SERVICE INC	\$1,062.50
82216	12/31/2014	BENJAMIN & STACY OTT	\$408.00
82217	12/31/2014	WILLIAM H OWEN & SUSAN ERICKSON	\$270.04
82218	12/31/2014	RAY M POEPPPEL	\$826.00
82219	12/31/2014	KAREN PEASLEE	\$100.00
82220	12/31/2014	RACHEL PERNSTEINER	\$100.00
82221	12/31/2014	PERSONAL DEVELOPMENT CENTER INC	\$20.00
82222	12/31/2014	KIRSTEN PERTIN	\$100.00
82223	12/31/2014	EUGENE PERLOCK	\$236.80
82224	12/31/2014	PRINCE CORPORATION	\$531.00
82225	12/31/2014	PRO-TECH SECURITY SALES	\$999.00
82226	12/31/2014	KEITH & SARAH PULVERMACHER	\$100.00
82227	12/31/2014	RADIO SHACK ACCTS RECEIVABLE	\$19.99
82228	12/31/2014	RASMUSSEN COLLEGE- WAUSAU	\$1,038.13
82229	12/31/2014	RENT A FLASH OF WISCONSIN INC	\$134.96
82230	12/31/2014	RIPP RESTRAINTS INTERNATIONAL INC	\$27.95
82231	12/31/2014	ROCKMOUNT RESEARCH & ALLOYS	\$3,253.26
82232	12/31/2014	DANIEL ROGERS	\$3,725.00
82233	12/31/2014	KENNETH ROTAR & MARY J KELLY-ROTAR	\$297.25
82234	12/31/2014	ROTARY CLUB OF MARSHFIELD SUNRISE	\$244.00
82235	12/31/2014	BRIAN RUPPEL	\$248.89
82236	12/31/2014	SCAFFIDI TRUCK CENTER	\$442.89
82237	12/31/2014	SHOPKO STORES OPERATING CO., LLC	\$39.98
82238	12/31/2014	BARBARA SIMONSON	\$100.00
82239	12/31/2014	SMITH BROS MEATS	\$597.00
82240	12/31/2014	STATE OF WISCONSIN	\$50.00
82241	12/31/2014	ANGELA STEEVENS	\$100.00
82242	12/31/2014	STERNS ENTERPRISES 3 LLC & JHORN LLC	\$195.78
82243	12/31/2014	STRAND ASSOCIATES INC	\$4,665.79
82244	12/31/2014	STREICHER'S POLICE EQUIPMENT	\$730.00
82245	12/31/2014	SWIDERSKI EQUIPMENT	\$476.48
82246	12/31/2014	MAXINE TARTER	\$100.00
82247	12/31/2014	TORQMAXX LLC	\$575.00
82248	12/31/2014	TOTAL ELECTRIC SERVICE INC	\$63.18
82249	12/31/2014	THERESA TRACY	\$188.34
82250	12/31/2014	TRANSUNION RISK AND ALTERNATIVE	\$3.50
82251	12/31/2014	UMR	\$44.04
82252	12/31/2014	UNIFIRST CORPORATION	\$470.21
82253	12/31/2014	THE UNIFORM SHOPPE	\$8.39
82254	12/31/2014	UNIQUE BOOKS INC	\$16.95
82255	12/31/2014	UNIQUE MANAGEMENT SERVICES INC	\$71.60
82256	12/31/2014	UNITED MAILING SERVICE INC	\$451.48
82257	12/31/2014	US CELLULAR	\$2,307.52
82258	12/31/2014	VITAL COMMUNICATION	\$131.87
82259	12/31/2014	WALGREENS	\$117.99
82260	12/31/2014	MEGAN WALKER	\$36.47
82261	12/31/2014	WAUSAU STEEL CORP	\$2,215.55
82262	12/31/2014	LEEANN WAYERSKI	\$100.00
82263	12/31/2014	WCM	\$300.00
82264	12/31/2014	WE ENERGIES	\$569.76
82265	12/31/2014	WEILER ENTERPRISES	\$93.32
82266	12/31/2014	WEILER TRANSPORTATION LLC	\$128.56

CK #	CK DATE	VENDOR	AMOUNT
82267	12/31/2014	ERLAN R. WENZEL	\$50.00
82268	12/31/2014	ESTATE OF GERALD WENZEL	\$1,806.42
82269	12/31/2014	WEPAK-N-SHIP	\$51.75
82270	12/31/2014	WI DEPARTMENT OF TRANSPORTATN	\$38,168.00
82271	12/31/2014	STATE OF WISCONSIN	\$180.00
82272	12/31/2014	WILL ENTERPRISES	\$264.50
82273	12/31/2014	SCOTT WILLIAMS APPRAISAL CO	\$3,200.00
82274	12/31/2014	WIRED BLUE LLC	\$650.00
82275	12/31/2014	KENNETH WOOD	\$155.40
82276	12/31/2014	WORLD BOOK INC	\$919.00
82277	12/31/2014	ALYSHA WURZINGER	\$100.00
82278	12/31/2014	JOHN ZEIDLER	\$100.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$221,984.70
		TOTAL PREPAID BILLS	\$308,967.76
		TOTAL ACH PAYMENTS	\$605.49
		TOTAL CURRENT BILLS	\$304,127.86
		GRAND TOTAL	<u>\$613,701.11</u>

MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF DECEMBER 31, 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	Civil Enginner I	1.00	VACANT	
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	HAWLEY	KRISTOFER
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	KUHLKA	LOUIS
Public Works	Wastewater	Wasetwater 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

TO: FINANCE, BUDGET & PERSONNEL COMMITTEE AND COMMON COUNCIL
FROM: KEITH STREY, FINANCE DIRECTOR
SUBJECT: RESOLUTION NO. 2015-02
DATE: 12/31/2014

BACKGROUND

In 1999, the City of Marshfield worked with MACCI to establish two Economic Development loan programs. One was established from HUD grant funds allocated to the State of WI and awarded to the City to create a Community Development Block Grant loan program for Economic Development (CDBG-ED) from 3 grants to the City totaling \$356,000. The second Economic Development loan program established at that time was a Local Revolving Loan fund program utilizing Marshfield Utility dividends per Common Council Policy 4.320 totaling \$1,038,341. Both programs were governed by a Common Council approved Loan Fund Manual to provide direction and meet grant requirements for the State of WI approved program. Both were established with nearly identical terms for clarity in promoting and administering them. The MEDA RLF Committee provided oversight, MACCI promoted these loan programs and provided general support as needed and the City provided required program administration with the Finance Director named as RLF Administrator with interest earnings on Local RLF funds budgeted annually to offset administrative costs for these loan programs.

ANALYSIS

From March 2007 through February 2010, the City of Marshfield participated in an effort initiated by the WI Department of Commerce (now WEDC) to form a regional revolving loan fund program focused on 14 participating governments within Adams, Marathon, Portage and Wood Counties. This State initiative was similar to two other regional programs within the State of WI that consolidated existing CDBG-ED loan programs into one. In 2008, the Common Council approved resolutions 2008-09 and 2008-36 formally authorizing City of Marshfield participation in forming this regional revolving loan fund program named Central WI Economic Development Fund, Inc. (CWED). Subsequently, the Common Council approved resolution 2010-05 which authorized the Finance Director to transfer and assign current funds and loans from the CDBG-ED grants received totaling \$492,047 to CWED that ended the City of Marshfield State RLF program.

Since 2010, the Common Council established an Economic Development Board (EDB) to coordinate economic development efforts of the City and transferred oversight of Utility Dividend funds including those transferred to the Local RLF program to EDB with final approval by the Common Council. Discussion has occurred on multiple occasions with EDB and the Common Council on whether the City of Marshfield should continue its' Local RLF program or discontinue it. General consensus in these discussions was to discontinue the local program and collect the outstanding balance due on existing business loans (3) which are estimated to be \$138,550 as of 12/31/2014.

Following transfer of the State RLF program to CWED, the MEDA RLF Committee discussed and approved on August 9, 2011 a recommendation from MACCI and City staff to discontinue the Local RLF program due to

obsolescence and duplication with CWED programs that have more funds available, better terms and greater flexibility. On October 11, 2011, the Common Council approved this recommendation to discontinue the Local RLF program as well as use of these funds to continue funding the Business Development position and directed EDB to prepare a list of specific uses for these funds for future Common Council consideration.

During the 2015 budget process, EDB recommended a stop to funding program administration efforts for the remaining Local RLF program loans and the Common Council approved this recommendation, removing funding in the adopted 2015 budget. With the details listed above and the funding for the administrative efforts discontinued for 2015, I've prepared the attached Resolution 2015-02 requesting termination of all Local Revolving Loan Fund program administration requirements with the exception of outstanding loan payment collection. This would eliminate the need for continued Local RLF program related requirements to collect quarterly financial statements & payroll reports, obtain annual Certificates of Insurance, conduct annual on-site visits as well as other program specific efforts and focus solely on loan payment collections until paid off for this discontinued economic development loan program.

These program administration tasks were required elements for the State RLF program as part of the grant funding that were duplicated in the Local RLF program when established to minimize confusion. To say it another way, the City of Marshfield does not have an outside obligation to perform these program administration tasks currently included in the Local RLF Manual and is able to discontinue them at Common Council discretion.

RECOMMENDATION

I recommend approval of Resolution 2015-02 as submitted.



Concurrence – Steve Barg, City Administrator

RESOLUTION NO. 2015-02

A resolution authorizing the City Finance Director to terminate all City of Marshfield Local Revolving Loan Fund Manual administrative requirements except collection of outstanding loans.

WHEREAS, the Common Council passed motion CC11-240 during its' October 11, 2011 meeting to discontinue the Local Revolving Loan Fund (Local RLF) program due to obsolescence and duplication with the regional program that has better terms and greater flexibility; and

WHEREAS, the Economic Development Board recommended to discontinue funding the Local RLF program administration for 2015 from existing loan repayment interest; and

WHEREAS, the Common Council Adopted 2015 budget did not fund Local RLF program administration costs from existing loan repayment interest; and

NOW, THEREFORE, BE IT RESOLVED that the City of Marshfield Common Council hereby authorizes the City Finance Director to terminate all City of Marshfield Local Revolving Loan Fund Manual administrative requirements, except collection of outstanding loans, as of January 1, 2015.

ADOPTED: _____

Mayor

APPROVED: _____

Clerk



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: IDENTITY THEFT PROGRAM POLICY 4.100
DATE: 1/2/2015

BACKGROUND

The risk of data loss and other related liability exposures has increased significantly due to the growing threat of identity theft. In response to this growing threat, the Federal Fair and Accurate Credit Transactions Act (FACTA) was recently updated. These updates were significant and have extended further into various areas of municipal operations such as economic development loan programs, housing rehabilitation loan programs, credit card/credit account use, emergency medical service billing and others areas where sensitive business or personal information is utilized. We reviewed this with the City's current independent audit firm, Schenck SC, as part of the fiscal year 2013 audit and they agreed that a policy regarding this is necessary for the City of Marshfield to establish the appropriate program to minimize this risk.

ANALYSIS

The purpose of this program is to establish an Identity Theft Prevention Program applicable to all City operations that is designed to detect, prevent and mitigate identity theft in connection with covered accounts as defined in the policy. This program is intended to provide these protections to the reasonable extent possible while in compliance with other statutory requirements such as open records access, etc. Prevention of identity theft can be reduced only through the combined efforts of every elected official, board/commission/committee member, employee and others performing tasks on behalf of the City including contractors. In follow up, Administrator Barg and I obtained copies of sample policies from other municipalities and the City's independent audit firm to review and prepare the attached Policy 4.100 for your consideration.

RECOMMENDATION

I recommend approval of the Identity Theft Prevention Program Policy #4.100.

Steve Barg

Concurrence – Steve Barg, City Administrator



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

- | | |
|-------------------|-------------------------|
| 1. COMMON COUNCIL | 4. FINANCIAL |
| 2. ADMINISTRATIVE | 5. PUBLIC WORKS |
| 3. PERSONNEL | 6. PARKS AND RECREATION |

CHAPTER: Accounting and Financial Reporting Systems

SUBJECT: Identity Theft Prevention Program

POLICY NUMBER: 4.100

PAGES: 6

EFFECTIVE DATE: January 1, 2015

REVISION DATE:

PERMANENT DELETION DATE:

DEPARTMENTS OF PRIMARY RESPONSIBILITY: City Administrator & Finance

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.

BACKGROUND:

The risk to the City of Marshfield, its elected officials, employees and customers from data loss and identity theft is of significant concern to the City and can be reduced only through the combined efforts of every elected official, employee and contractor.

PURPOSE:

The purpose of this program is to establish an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program in compliance with Part 681 of Title 16 of the Code of Federal Regulations implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003. This program is intended to provide these protections to the reasonable extent possible while in compliance with other statutory requirements such as open records access, etc.

SCOPE:

This policy and protection program applies to all City of Marshfield elected officials, board/commission/committee members, employees, contractors, consultants, temporary employees and other employees of the City, including all personnel affiliated with third parties.

DEFINITIONS:

Covered account means:

1. An account that a creditor offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions. Covered accounts include utility accounts; and
2. Any other account that the creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the creditor from identity theft, including financial, operational, compliance, reputation or litigation risks.

Credit means the right granted by a creditor to a debtor to defer payment of debt or to incur debts and defer its payment or to purchase property or services and defer payment therefore.

Creditor means any person who regularly extends, renews, or continues credit; any person who regularly arranges for the extension, renewal, or continuation of credit; or any assignee of an original creditor who participates in the decision to extend, renew, or continue credit.

Identifying information is any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, unique electronic identification number, computer's Internet Protocol (IP) address or routing code.

Identity theft means fraud committed or attempted using the identifying information of another person without authority.

Program Administrator is the Finance Director under direction of the City Administrator.

Red flag means a pattern, practice or specific activity that indicates the possible existence of identity theft.

THE PROGRAM

The City of Marshfield establishes an Identity Theft Prevention Program to detect, prevent and mitigate identity theft. The Program shall include reasonable policies and procedures to:

1. Identify relevant red flags for covered accounts it offers or maintains and incorporate those red flags into the Program;
2. Detect red flags that have been incorporated into the Program;
3. Respond appropriately to any red flags that are detected to prevent and mitigate identity theft; and
4. Ensure the Program is updated periodically to reflect changes in risks to customers and to the safety and soundness of the creditor from identity theft.

The Program shall, as appropriate, incorporate existing policies and procedures that control reasonably foreseeable risks.

Identification of Relevant Red Flags

In order to identify relevant red flags, the City considers the types of accounts that it offers and maintains, the methods it provides to open its accounts, the methods it provides to access its accounts and its previous experience with identify theft. The City identifies the following red flags, in each of the listed categories:

A. Notifications and Warnings from Credit Reporting Agencies

- Report of fraud accompanying a credit report;
- Notice or report from a credit agency of a credit freeze on a customer or applicant;
- Notice or report from a credit agency of an active duty alert for an applicant; and
- Indication from a credit report of activity that is inconsistent with a customer's usual pattern or activity.

B. Suspicious Documents

- Identification document or card that appears to be forged, altered or inauthentic;
- Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
- Other document with information that is not consistent with existing customer information (such as if a person's signature on a check appears forged); and
- Application for service that appears to have been altered or forged.

C. Suspicious Personal Identifying Information

- Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates);
- Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on the credit report);
- Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
- Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
- Social security number presented that is the same as one given by another customer;
- An address or phone number presented that is the same as that of another person;
- A person fails to provide complete personal identifying information on an application when reminded to do so (however, by law social security numbers must not be required); and
- A person's identifying information is not consistent with the information that is on file for the customer.

D. Suspicious Account Activity or Unusual Use of Account

- Change of address for an account followed by a request to change the account holder's name;
- Payments stop on an otherwise consistently up-to-date account;
- Account used in a way that is not consistent with prior use (example: very high activity);
- Mail sent to the account holder is repeatedly returned as undeliverable;
- Notice to the City that a customer is not receiving mail sent by the City;
- Notice to the City that an account has unauthorized activity;
- Breach in the City's computer system security; or
- Unauthorized access to or use of customer account information.

E. Alerts from Others

- Notice to the City from a customer, identity theft victim, law enforcement or other person that it has opened or is maintaining a fraudulent account for a person engaged in identity theft.

Detection of Red Flags

A. New Accounts

In order to detect any of the red flags identified above associated with the opening of a new account, the City's personnel will take the following steps to obtain and verify the identity of the person opening the account:

- Require certain identifying information such as name, date of birth, residential or business address, principal place of business for an entity, driver's license or other identification;
- Verify the customer's identity (for instance, review a driver's license or other identification card);
- Review documentation showing the existence of a business entity; and
- Independently contact the customer.

B. Existing Accounts

In order to detect any of the red flags identified above for an existing account, the City's personnel will take the following steps to monitor transactions with an account:

- Verify the identification of customers if they request information, whether in person, via telephone, via facsimile or via e-mail;
- Verify the validity of requests to change billing addresses; and
- Verify changes in banking information given for billing and payment purposes.

Response to suspected identity theft

In the event City's personnel detect any identified red flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the red flag:

- Continue to monitor an account for evidence of identify theft;
- Contact the customer;
- Change any passwords or other security devices that permit access to accounts;
- Not open a new account;
- Close an existing account;
- Reopen an account with a new number;
- Notify the Program Administrator for determination of the appropriate step(s) to take;
- Notify law enforcement; or
- Determine that no response is warranted under the particular circumstances.

In order to further prevent the likelihood of identity theft occurring with respect to utility accounts, the City will take the following steps with respect to its internal operating procedures to protect customer identifying information:

- Ensure that its website is secure or provide clear notice that the website is not secure;
- Ensure complete and secure destruction of paper documents and computer files containing customer information;
- Ensure that the office computers are password protected and that computer screens lock after a set period of time;
- Keep offices clear of papers containing customer information;
- Ensure computer virus protection is up to date; and
- Require and keep only the kinds of customer information that are necessary for utility purposes.

Updating the Program

The Program shall be updated periodically to reflect changes in risks to customers or to the safety and soundness of the City from identity theft based on factors such as:

- The experiences of the City with identity theft;
- Changes in methods of identity theft;
- Changes in methods to detect, prevent and mitigate identity theft;
- Changes in the types of accounts that the City offers or maintains;
- Changes in the business arrangements of the City, including mergers, acquisitions, alliances, joint ventures and service provider arrangements.

Administration of Program

- The Finance Director shall be responsible for the development, implementation, oversight and continued administration of the Program as directed by the City Administrator.
- The Program shall train staff, as necessary, to effectively implement the Program; and
- The Program shall exercise appropriate and effective oversight of service provider arrangements.

Oversight of the Program

1. Oversight of the Program shall include:

- a. Assignment of specific responsibility for implementation of the Program to the City Administrator;
- b. Review of reports prepared by staff regarding compliance; and
- c. Approval of material changes to the Program as necessary to address changing risks of identity theft.

2. Reports shall be prepared as follows:

- a. Staff responsible for development, implementation and administration of the Program shall report to the City Administrator at least annually on compliance by the City with the Program.

- b. The report shall address material matters related to the Program and evaluate issues such as:
- The effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening of covered accounts and with respect to existing covered accounts;
 - Service provider agreements;
 - Significant incidents involving identity theft and management's response; and
 - Recommendations for material changes to the Program.

Oversight of Service Provider Arrangements

In the event the City engages a service provider to perform an activity in connection with one or more accounts, it will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft:

- Require, by contract, that service providers have such policies and procedures in place; and
- Require, by contract, that service providers review the City's Program and report any red flags to the Program Administrator.

Duties Regarding Address Discrepancies

The City shall develop policies and procedures designed to enable the City to form a reasonable belief that a credit report relates to the consumer for whom it was requested if the City receives a notice of address discrepancy from a nationwide consumer reporting agency indicating the address given by the consumer differs from the address contained in the credit report.

The City may reasonably confirm that an address is accurate by any of the following means:

1. Verification of the address with the consumer;
2. Review of the utility's records;
3. Verification of the address through third-party sources; or
4. Other reasonable means.

If an accurate address is confirmed, the City shall furnish the consumer's address to the nationwide consumer reporting agency from which it received the notice of address discrepancy if:

1. The City establishes a continuing relationship with the consumer; and
2. The City, regularly and in the ordinary course of business, furnishes information to the consumer reporting agency.

SUGGESTED RECRUITMENT AND HIRING GUIDELINES (November 18, 2014)

For City Administrator

- External/internal recruitment, going well beyond the State of Wisconsin
- Professional consultant used to solicit and narrow the field of candidates
- Search team – Mayor, 2 Council members, HR manager, and others **(a)**
- Search team – interviews finalists (Council members invited to attend)
- Recommendation by search team, subject to approval by full Council

For department heads

- External/internal recruitment, across the State of Wisconsin, more in some cases
- Search team – Mayor and/or CC (1-2), city administrator, HR manager, others **(a)**
- Search team – reviews applications/interviews finalists (Mayor & Council invited)
- Recommendation by search team, subject to approval by full Council

For division heads, assistant directors, supervisors

- External/internal recruitment, across the State of Wisconsin, more in some cases
- Search team – city administrator, HR manager, department head, and others **(a)**
- Search team – reviews applications, interviews finalists, makes final hiring decision

For all other general staffing vacancies

- External/internal recruitment (per city administrator, HR Manager, dept./div. head)
- Search team – reviews applications, interviews finalists, makes final hiring decision

ADDITIONAL NOTES:

- (a)** “Others” might include city staff, outside agency representatives, and community leaders
- (b)** While external recruiting will occur, we’ll seek to develop employees for future promotion
- (c)** To the extent that filling vacant positions requires FBP approval, this practice will continue
- (d)** Excludes hiring in police, fire, or library governed by the F&P Commission & Library Board

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**