



CITY OF MARSHFIELD

MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, MAY 19, 2015
Council Chambers, Lower Level, City Hall Plaza
5:30 P.M.**

1. Call to Order – Peter O. Hendler, Chair
2. Citizen Comments
3. Consent Agenda
 - a) Approval of Minutes of May 5, 2015 meeting
 - b) Approval of Minutes of May 12, 2015 special meeting
 - c) Approve Bills and Payroll
 - d) Treasurer's Report

Recommended Action: Approve the Consent Agenda, as presented
4. Consideration of items removed from the consent agenda, if any
5. Request to write-off personal property tax account for Tanning Beach. Presented by Keith Strey, Finance Director

Recommended Action: Write off the tax and interest for the 2013 tax bill for the Tanning Beach
6. Request to increase room tax rate to 8%. Presented by Steve Barg, City Administrator

Recommended Action: Recommend that the Common Council approves the requested room tax rate increase, effective January 1, 2016
7. Request to recommend approval of Budget Resolution No. 8-2015 transferring \$83,530 from various budgets to the New Bear Exhibit Building budget for completion of the bear exhibit project to the Common Council. Presented by Ben Steinbach, Acting Parks & Recreation Director

Recommended Action: Recommend approval of Budget Resolution No. 8-2015 to the Common Council
8. Request to recommend approval of Budget Resolution No. 9-2015 transferring \$22,000 from General Fund, Contingency Budget to Senior Center Operations Budget for relocation and operations of the Senior Center in the Marshfield Mall to the Common Council. Presented by Steve Barg, City Administrator

Recommended Action: Recommend approval of Budget Resolution No. 9-2015 to the Common Council

FINANCE, BUDGET AND PERSONNEL COMMITTEE

May 19, 2015

9. Request to recommend approval of Budget Resolution No. 11-2015 transferring \$60,000 from General Fund, Contingency Budget, to the General Fund, Airport Terminal Building HVAC project for the Marshfield Area Pet Shelter temporary facility to the Common Council. Presented by Steve Barg, City Administrator

Recommended Action: Recommend approval of Budget Resolution No. 11-2015 to the Common Council

10. Review and possible action on report from City's staffing study team
- Review and possible action on proposed changes to organizational chart
 - Review status and recommendations on items under "process" section
11. Suggested items for future agendas
12. Adjourn

Posted this day, May 15, 2015 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 MAY 5, 2015

Meeting called to order by Mayor Meyer at 5:40 p.m., in the Common Council Chambers, City Hall Plaza.

PRESENT: Alderpersons Rich Reinart, Gordon Earll, Rebecca Spiros, and Peter Hendler

ABSENT: Alderperson Alanna Feddick

ALSO PRESENT: Alderpersons Cummings and Wagner, Mayor Meyer, City Administrator Barg and City Personnel (Keith Strey, Lori Belongia, Dan Knoeck and Deb Hall)

The Mayor asked for nominations for Chairperson.

Alderperson Spiros nominated Alderperson Hendler.

Alderperson Earll nominated Alderperson Feddick.

There being no further nominations the Mayor declared the nominations closed.

Vote: Hendler – 3 votes

Feddick – 1 vote

Alderperson Hendler was elected Chair.

Chairperson Hendler asked for nominations for Vice-Chair.

Alderperson Spiros nominated Alderperson Feddick.

There being no further nominations the Chair declared the nominations closed.

FBP15-044 Motion by Spiros, second by Reinart to elect Alderperson Feddick as Vice-Chairperson.

Motion carried

Citizen Comments

None

FBP15-045 Motion by Spiros, second by Reinart to approve the items on the consent agenda:

1. Minutes of the April 21, 2015 meeting.
2. Payroll in the amount of \$791,510.06 and Bills in the amount of \$945,686.53.
3. Report of Personnel Actions of May 5, 2015.
4. Monthly Position Control Report as of April 30, 2015.

Motion carried

No items were removed from the consent agenda.

Library Director Belongia gave a presentation on the refilling of the vacant Program and Volunteer Coordinator position at the Marshfield Public Library.

City Administrator Barg gave an update on the implementation of the Staffing Study recommendations. The Staff Team met last week and they are getting close to presenting their recommendations to the Finance Committee at the next meeting. He is also planning on bringing information on the Human Resources Coordinator/Assist. to the City Administrator position.

FBP15-046 Motion by Spiros, second by Reinart to go into Closed Session pursuant to Wisconsin Statute Chapter 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

(1) Possible lease for City Hall space.

(2) Possible leases for space in the new Community Center.

Roll call vote, all ayes. (Time: 5:47 p.m.)

Motion carried

Present in closed session: Alderpersons Earll, Spiros, Hendler, Reinart, Cummings and Wagner, City Administrator Barg, Director of Public Works Knoeck, Finance Director Strey and City Clerk Hall.

FBP15-047 Motion by Spiros, second by Reinart to return to open session. Roll call vote, all ayes. (Time: 6:04 p.m.)

Motion carried

No action was taken in open session regarding the possible leases for space in the new Community Center.

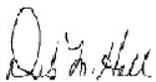
FBP15-048 Motion by Earll, second by Spiros to authorize staff to enter into a Lease Agreement with Mandy Zschernitz for 439 sq. ft. of space on the 3rd floor of City Hall Plaza.

Motion carried

FUTURE AGENDA ITEMS

None

Motion by Spiros to adjourn at 6:05 p.m.



Deb M. Hall
City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF MAY 12, 2015

Meeting called to order by Chairperson Hendler at 6:10 p.m., in the Common Council Chambers, City Hall Plaza.

PRESENT: Alderpersons Rich Reinart, Gordon Earll, Rebecca Spiros, Alanna Feddick and Peter Hendler

ABSENT: None

ALSO PRESENT: Alderpersons Feirer, Buttke, Wagner and Cummings, Mayor Meyer, City Administrator Barg and City Personnel (Keith Strey, Lori Belongia, Kelly Cassidy, Ben Steinbach and Deb Hall)

FBP15-049 Motion by Feddick, second by Earll to go into Closed Session pursuant to Wisconsin Statute Chapter 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

(1) Lease for temporary location for Marshfield Senior Center.

Roll call vote, all ayes. (Time: 6:12 p.m.)

Motion carried

Present in closed session: Alderpersons Earll, Spiros, Hendler, Reinart, Feddick, Cummings, Buttke, Feirer and Wagner, City Administrator Barg and City Personnel (Keith Strey, Lori Belongia, Ben Steinbach, Kelly Cassidy and Deb Hall.

FBP15-050 Motion by Earll, second by Reinart to return to open session. Roll call vote, all ayes. (Time: 6:29 p.m.)

Motion carried

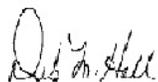
FBP15-051 Motion by Earll, second by Reinart to authorize staff to execute a proposed lease with the Marshfield Mall to serve as a temporary location for the Marshfield Senior Center for an initial term of 18 months, with two additional 6-month extensions possible, subject to Common Council approval, and review/approval by the City Attorney.

Motion carried

FUTURE AGENDA ITEMS

None

Motion by Earll to adjourn at 6:30 p.m.



Deb M. Hall
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN,
that the General Payrolls amounting to \$N/A and General Expense Bills for May, 2015
amounting to \$720,814.45 be allowed paid and charged to their proper accounts.

Chairman

**CITY OF MARSHFIELD
SCHEDULE OF BILLS FOR APPROVAL
5/20/2015**

PREPAID BILLS

PREPAID BILLS PAID BY CHECK

CK#	CK Date	Vendor	Amount
83463	5/1/2015	NVA FIDUCIARY TRUST FOR FSLI	\$1,432.02
83464	5/8/2015	CHARTER COMMUNICATIONS	\$264.38
83465	5/8/2015	CHULA VISTA RESORT	\$278.00
83466	5/8/2015	FRONTIER	\$2,114.01
83467	5/8/2015	MARSHFIELD UTILITIES	\$62,423.56
83468	5/8/2015	OFFICE MAX INCORPORATED	\$7.12
83469	5/8/2015	TDS TELECOM	\$353.88
83470	5/8/2015	TELRITE CORPORATION	\$36.40
83471	5/8/2015	THE TILE GUYS	\$15,405.00
83472	5/8/2015	US CELLULAR	\$1,985.33
83473	5/8/2015	VERIZON WIRELESS	\$436.59
83474	5/8/2015	WCMA	\$225.00
83475	5/8/2015	WE ENERGIES	\$38.67
83476	5/8/2015	WI CEMETERY ASSOCIATION	\$145.00
		TOTAL PREPAID BILLS PAID BY CHECK	\$85,144.96

PREPAID BILLS PAID BY EFT

EFT000000004048	5/11/2015	BALTUS OIL COMPANY INC	\$18,395.86
EFT000000004049	5/11/2015	STRATFORD SIGN COMPANY LLC	\$806.25
		TOTAL PREPAID BILLS PAID BY EFT	\$19,202.11

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000004053	5/20/2015	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$97.98
EFT000000004054	5/20/2015	AIR COMMUNICATIONS OF CENTRAL	\$199.33
EFT000000004055	5/20/2015	GENE ALLAR	\$2,769.50
EFT000000004056	5/20/2015	AMERICAN WELDING & GAS INC	\$404.55
EFT000000004057	5/20/2015	ARAMARK UNIFORM SERVICES	\$74.30
EFT000000004058	5/20/2015	AUDIO EDITIONS	\$39.99
EFT000000004059	5/20/2015	STEVE BARG	\$94.77
EFT000000004060	5/20/2015	CHRISTOPHER BERG	\$66.27
EFT000000004061	5/20/2015	BRUCE MUNICIPAL EQUIPMENT	\$1,691.27
EFT000000004062	5/20/2015	CARQUEST AUTO PARTS	\$212.54
EFT000000004063	5/20/2015	TIMOTHY CASSIDY	\$42.82
EFT000000004064	5/20/2015	CAVU LLC	\$340.00
EFT000000004065	5/20/2015	CDW GOVERNMENT INC	\$120.66
EFT000000004066	5/20/2015	CENTRAL STATE SUPPLY CORP	\$4,679.80
EFT000000004067	5/20/2015	JODY CLEMENTS	\$55.50
EFT000000004068	5/20/2015	JAMES CRAMM	\$58.48
EFT000000004069	5/20/2015	DALCO ENTERPRISES, INC.	\$1,458.09
EFT000000004070	5/20/2015	AMANDA DUER	\$9.78
EFT000000004071	5/20/2015	ED ERICKSON	\$104.65
EFT000000004072	5/20/2015	KELLY ESKER	\$798.45
EFT000000004073	5/20/2015	FREMONT INDUSTRIES, INC.	\$5,801.79
EFT000000004074	5/20/2015	GALE/CENGAGE LEARNING	\$143.87
EFT000000004075	5/20/2015	GALLS LLC	\$65.94

CK#	CK Date	Vendor	Amount
EFT000000004076	5/20/2015	JODY GEURINK	\$50.47
EFT000000004077	5/20/2015	GRAINGER	\$8.28
EFT000000004078	5/20/2015	RICHARD GRAMZA	\$72.56
EFT000000004079	5/20/2015	INGRAM LIBRARY SERVICES INC	\$556.14
EFT000000004080	5/20/2015	ERIK JONAS	\$923.79
EFT000000004081	5/20/2015	DENNIS KEFFER	\$26.06
EFT000000004082	5/20/2015	KELBE BROTHERS EQUIPMENT INC	\$137.82
EFT000000004083	5/20/2015	PATRICK KILTY	\$49.21
EFT000000004084	5/20/2015	MCMASTER-CARR	\$223.08
EFT000000004085	5/20/2015	MERKEL COMPANY INC	\$4,388.84
EFT000000004086	5/20/2015	MIDSTATE TRUCK SERVICE	\$66.94
EFT000000004087	5/20/2015	MIDWEST TAPE	\$560.74
EFT000000004088	5/20/2015	MISSISSIPPI WELDERS	\$292.93
EFT000000004089	5/20/2015	MONROE TRUCK EQUIPMENT	\$24.34
EFT000000004090	5/20/2015	NELSON JAMESON INC	\$243.58
EFT000000004091	5/20/2015	NORTH CENTRAL LABORATORIES	\$274.37
EFT000000004092	5/20/2015	MITCH NOSBISCH	\$30.00
EFT000000004093	5/20/2015	LANCE OLDHAM	\$100.00
EFT000000004094	5/20/2015	DOMINIC POESCHEL	\$110.72
EFT000000004095	5/20/2015	POWER PAC INC	\$4.50
EFT000000004096	5/20/2015	PRO ONE JANITORIAL, INC.	\$479.00
EFT000000004097	5/20/2015	JASON PUNKE	\$19.48
EFT000000004098	5/20/2015	QUILL CORPORATION	\$45.92
EFT000000004099	5/20/2015	TIM RASMUSSEN	\$380.30
EFT000000004100	5/20/2015	REIGEL PLUMBING & HEATING INC	\$75.36
EFT000000004101	5/20/2015	ROCK OIL REFINING INC	\$420.00
EFT000000004102	5/20/2015	SHERWIN WILLIAMS COMPANY	\$3,430.90
EFT000000004103	5/20/2015	SHI INTERNATIONAL CORPORATION	\$1,470.42
EFT000000004104	5/20/2015	BENJAMIN STEINBACH	\$295.63
EFT000000004105	5/20/2015	MICHAEL TOPNESS	\$410.04
EFT000000004106	5/20/2015	TRAFFIC AND PARKING CONTROL INC	\$882.38
EFT000000004107	5/20/2015	LOCATE HOLDINGS INC	\$3,246.26
EFT000000004108	5/20/2015	V & H AUTOMOTIVE MARSHFIELD	\$410.47
EFT000000004109	5/20/2015	V & H INC	\$1,479.03
EFT000000004110	5/20/2015	VIDCOM LLC	\$2,720.00
EFT000000004111	5/20/2015	VIDCOM LLC	\$529.31
EFT000000004112	5/20/2015	VON BRIESEN AND ROPER, S.C.	\$198.00
EFT000000004113	5/20/2015	VORPAHL FIRE & SAFETY	\$182.93
EFT000000004114	5/20/2015	JAMES BENSON	\$225.00
EFT000000004115	5/20/2015	WOOD CO PLANNING ZONING OFFICE	\$36,971.10
EFT000000004116	5/20/2015	AMERICAN PAVEMENT SOLUTIONS	\$138,645.60
		TOTAL CURRENT BILLS PAID BY EFT	\$219,991.83

CURRENT BILLS PAID BY CHECK

83483	5/20/2015	ALLIANT ENERGY WP&L	\$51.62
83484	5/20/2015	DEAN ALTMANN TRUCKING & EXCAVATING, INC.	\$190.00
83485	5/20/2015	AMERICAN AUTO SALES & SERVICE	\$55.94
83486	5/20/2015	ARCTIC GLACIER U.S.A., INC.	\$206.28
83487	5/20/2015	ASSOCIATED SERVICE CENTER	\$348.94
83488	5/20/2015	BRUCE TIBBETT JR.	\$76.75
83489	5/20/2015	BAKER AND TAYLOR INC	\$4,152.67
83490	5/20/2015	BAY STEEL & FABRICATION LLC	\$68.51
83491	5/20/2015	BMI	\$335.00
83492	5/20/2015	I BRANDL INC	\$440.00
83493	5/20/2015	BULL'S EYE SPORT SHOP LLC	\$1,680.00

CK#	CK Date	Vendor	Amount
83494	5/20/2015	CAREW CONCRETE & SUPPLY CO	\$537.60
83495	5/20/2015	CARRICO AQUATIC RESOURCES INC	\$1,685.25
83496	5/20/2015	CIMA CORP INS MANAGEMENT	\$877.90
83497	5/20/2015	CITY DIRECTORIES	\$510.00
83498	5/20/2015	COLD SPRING GRANITE COMPANY	\$225.00
83499	5/20/2015	COMPLETE OFFICE OF WISCONSIN	\$204.34
83500	5/20/2015	CON-WAY FREIGHT INC.	\$76.63
83501	5/20/2015	CONNOR, LUANN	\$100.00
83502	5/20/2015	PAUL CONWAY SHIELDS	\$55.89
83503	5/20/2015	COUNTY MATERIALS CORPORATION	\$1,762.88
83504	5/20/2015	CRAFT, KELLY	\$100.00
83505	5/20/2015	CTL COMPANY INC	\$493.57
83506	5/20/2015	CITY OF DE PERE	\$148.35
83507	5/20/2015	DIAMOND MUNICIPAL SOLUTIONS	\$1,037.50
83508	5/20/2015	DIRECT NETWORKS INC	\$7,335.66
83509	5/20/2015	DORN, STEPHANIE	\$45.00
83510	5/20/2015	JEAN DOTY	\$35.38
83511	5/20/2015	ESS BROTHERS AND SONS INC	\$11,699.50
83512	5/20/2015	EVANCED SOLUTIONS LLC	\$1,072.00
83513	5/20/2015	EVENTS ETC LLC	\$15.00
83514	5/20/2015	EVERGREEN NURSERY CO.	\$251.00
83515	5/20/2015	FALCON ALTERNATOR & STARTER	\$167.63
83516	5/20/2015	FASTENAL COMPANY	\$266.84
83517	5/20/2015	FESTIVAL FOODS	\$122.12
83518	5/20/2015	FIRE APPARATUS & EQUIP INC	\$5,526.75
83519	5/20/2015	FOX VALLEY TECHNICAL COLLEGE	\$225.00
83520	5/20/2015	GARD SPECIALISTS CO INC	\$63.90
83521	5/20/2015	GENERAL FARM SUPPLY INC	\$255.00
83522	5/20/2015	GERUM, JEROME	\$74.08
83523	5/20/2015	KATHY GESSERT	\$100.00
83524	5/20/2015	GOVT FINANCE OFFICERS ASSN	\$505.00
83525	5/20/2015	H & S PROTECTION SYSTEMS INC	\$134.51
83526	5/20/2015	HANES GEO COMPONENTS	\$695.00
83527	5/20/2015	HANSON, EMERY	\$250.00
83528	5/20/2015	HILLER'S HARDWARE INC	\$105.14
83529	5/20/2015	HOLIDAY INN	\$415.00
83530	5/20/2015	E O JOHNSON COMPANY	\$375.65
83531	5/20/2015	E O JOHNSON COMPANY	\$179.00
83532	5/20/2015	GEORGI SARTAIN	\$50.00
83533	5/20/2015	KOHS MACHINE SHOP	\$52.75
83534	5/20/2015	KOWALSKI, LISA	\$100.00
83535	5/20/2015	KROENING, LINDA	\$100.00
83536	5/20/2015	KRUEGER, DIEDRA	\$50.00
83537	5/20/2015	LIBERTY TIRE RECYCLING LLC	\$98.39
83538	5/20/2015	MADISON PUBLIC LIBRARY CENTRAL	\$59.99
83539	5/20/2015	MARATHON COUNTY TREASURER	\$80.00
83540	5/20/2015	MARSHFIELD AREA PET SHELTER, INC	\$250.00
83541	5/20/2015	MED ALLIANCE GROUP INC	\$260.90
83542	5/20/2015	MENARDS	\$305.77
83543	5/20/2015	MILLER BRADFORD AND RISBERG	\$1,274.22
83544	5/20/2015	MPPA LE SUPPLY	\$45.00
83545	5/20/2015	MUNICIPAL ENVIRONMENTAL GROUP	\$2,095.17
83546	5/20/2015	NAPA AUTO PARTS	\$1,318.16
83547	5/20/2015	NATIONAL GOVERNMENT SERVICES	\$288.63
83548	5/20/2015	NEW PIG	\$206.04

CK#	CK Date	Vendor	Amount
83549	5/20/2015	NEWCO SHARPENING & SERVICE LLC	\$13.00
83550	5/20/2015	NORTH STAR ENVIRONMENTAL TESTING LLC	\$900.00
83551	5/20/2015	NORTHERN LAKE SERVICE INC	\$752.80
83552	5/20/2015	NOTARY RECORDS SECTION	\$20.00
83553	5/20/2015	NOVITZKE, JESSICA	\$100.00
83554	5/20/2015	OFF THE WALL CUSTOM FRAMING	\$69.96
83555	5/20/2015	OFFICE DEPOT	\$1,389.93
83556	5/20/2015	OPPORTUNITY DEVELOPMENT CENTER	\$132.00
83557	5/20/2015	PARKER COATING INC	\$897.00
83558	5/20/2015	PERSONAL DEVELOPMENT CENTER INC	\$9,667.00
83559	5/20/2015	EUGENE PERLOCK	\$227.10
83560	5/20/2015	PRECISE MRM LLC	\$12.42
83561	5/20/2015	PROVISION PARTNERS	\$414.70
83562	5/20/2015	QUALITY BOOKS INC	\$1,391.81
83563	5/20/2015	RESOURCE RECOVERY TEAM, LLC	\$390.00
83564	5/20/2015	RUNNING INC	\$31,094.15
83565	5/20/2015	S & H ELECTRIC LLC	\$165.00
83566	5/20/2015	SAFETY DEPOT	\$235.88
83567	5/20/2015	SCHEIBE, JARL	\$2,040.00
83568	5/20/2015	SCHENCK SC	\$8,200.00
83569	5/20/2015	ALBERT SCHIFERL	\$280.00
83570	5/20/2015	SCHROEDER, MICHELLE	\$100.00
83571	5/20/2015	SHAW PAINTING	\$16,500.00
83572	5/20/2015	SNAP ON INDUSTRIAL	\$55.12
83573	5/20/2015	SOUTH CENTRAL LIBRARY SYSTEM	\$285.00
83574	5/20/2015	SPEE-DEE DELIVERY SERVICE INC	\$80.71
83575	5/20/2015	BREANNA SPETH	\$246.10
83576	5/20/2015	ST JOSEPH'S HOSPITAL-CHIPPEWA FALLS	\$609.50
83577	5/20/2015	STAAB CONSTRUCTION CORPORATION	\$86,500.00
83578	5/20/2015	STEVEN BINDER	\$220.25
83579	5/20/2015	STERNWEIS & SONS INC	\$105.60
83580	5/20/2015	SYSTEMS TECHNOLOGIES	\$607.00
83581	5/20/2015	TASER INTERNATIONAL	\$2,517.03
83582	5/20/2015	TOWN & COUNTRY ENGINEERING INC	\$4,126.88
83583	5/20/2015	TRIERWEILER CONSTRUCTION	\$19,921.75
83584	5/20/2015	UNIFIRST CORPORATION	\$332.23
83585	5/20/2015	UNITED RENTALS (NORTH AMERICA) INC	\$460.06
83586	5/20/2015	WALL, JENNIFER	\$100.00
83587	5/20/2015	WEILER TRANSPORTATION LLC	\$164.84
83588	5/20/2015	ERLAN R. WENZEL	\$190.00
83589	5/20/2015	WEPAK-N-SHIP	\$35.48
83590	5/20/2015	WI DEPARTMENT OF AGRICULTURE	\$8,000.00
83591	5/20/2015	STATE OF WISCONSIN	\$400.00
83592	5/20/2015	WISCONSIN CENTRAL LTD	\$77,850.00
83593	5/20/2015	WOLFGRAM GAMOKE AND HUTCHINSON	\$19,484.25
83594	5/20/2015	WOOD COUNTY REGISTER OF DEEDS	\$30.00
83595	5/20/2015	YOUNG, JEREMIAH	\$151.20
83596	5/20/2015	ZIMMERMAN ARCHITECTURAL STUDIOS	\$47,040.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$396,475.55
		TOTAL PREPAID BILLS	\$104,347.07
		TOTAL CURRENT BILLS	\$616,467.38
		GRAND TOTAL	\$720,814.45

TREASURY REPORT

April 2015

April March

GENERAL CITY

PREVIOUS BANK BALANCES (CASH):

Bonds	-----	6,510.00
Citizens State Bank	-----	760,661.89

TOTAL PREVIOUS CASH BALANCE:

\$767,171.89 \$662,091.24

RECEIPTS:

Citizens State Bank	-----	10,279,916.79
Citizens State Bank Interest	-----	993.37
L-T Investment Interest Recv	-----	
Tax collection	-----	

TOTAL CASH RECEIPTS:

\$10,280,910.16 \$2,400,222.96

DISBURSEMENTS:

Citizens State Bank	-----	8,447,272.99
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TOTAL CASH DISBURSEMENTS:

\$8,447,272.99 \$2,295,142.31

GENERAL CITY BOOK BALANCE (CASH):

(Previous Balance + Receipt - Disbrsmnts.)

\$2,600,809.06 \$767,171.89

GENERAL CITY INVESTMENTS:

Securities Investments (Long Term)	-----	3,000,000.00
Securities Investments (Short Term)	-----	0.00
SIST Int rate/earnings: 0.00%	-----	0.00
Local Government Investment Pool (LGIP)	-----	14,560,041.59
LGIP Int rate/earnings: 0.12%	-----	1,177.52

\$17,561,219.11 \$12,028,131.16

TOTAL GENERAL CITY CASH & INVESTMENTS:

\$20,162,028.17 \$12,795,303.05

MARSHFIELD UTILITIES

Citizens Bank Previous Bal.	-----	2,217,802.26
Citizens Bank Utility Receipts	-----	4,712,262.60
Citizens Bank Utility Disburs.	-----	5,826,461.29

MU BOOK BALANCE:

\$1,103,603.57 \$2,217,802.26

MU INVESTMENTS:

\$15,900,369.09 \$16,649,588.81

TOTAL MU CASH & INVESTMENTS:

\$17,003,972.66 \$18,867,391.07

TOTAL BOOK BALANCE (CASH):

(Marshfield Utilities Balance + General Balance)

\$3,704,412.63 \$2,984,974.15

RECAPITULATION BANK REPORT

Bonds	-----	6,510.00
Citizens Bank Mfld Utilities	-----	1,369,642.32
Citizens Bank General City	-----	2,712,514.88

TOTAL BANK BALANCE: 4,088,667.20
(OUTSTANDING CHECKS) 384,254.57

TOTAL BANK BALANCE (CASH):

\$3,704,412.63 \$2,984,974.15

CASH ON HAND :

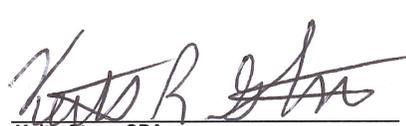
\$100.00 \$100.00

TOTAL INVESTMENTS:

\$33,461,588.20 \$28,677,719.97

TOTAL CASH & INVESTMENTS:

\$37,166,000.83 \$31,662,694.12

Submitted by: 
 Keith Strey, CPA
 Finance Director



City of Marshfield Assessor

Phone: 715-394-3856

Fax: 715-384-7831

Email: joan@ci.marshfield.wi.us

Routing Memo

to: Finance, Budget & Personnel Committee (5/19/15)
from: Joan Spencer, City Assessor
date: May 5, 2015
re: Write Off Personal Property Tax Balance From 2013 **(\$258.73)**

Former Parcel P331337
Tanning Beach
2013 Owners - Julie Johnsrud & Chelsea Severt Partners)
110 E 3rd St, Marshfield WI 54449

BACKGROUND

There is an outstanding amount of \$258.73 for the above parcel from the 2013 personal property assessment roll which Alliance Collection Agency has been trying to collect on behalf of the City.

This account had been doornaged for lack of filing. The value for the 2013 assessed value was the result of an on-site audit at which time the equipment list included 7 tanning beds.

In October of that same year, the business was purchased by Carolynn Bahem – now Royal VIP Studio – 503 E Ives, Ste 202. We worked with her on establishing the value for the equipment she had for 2014 and going forward (which included 1 tanning bed).

The new owner expected to receive all of the equipment for the price she paid based on the offer to purchase – the transaction took place without the sellers ever signing the documents. She has taken the former owners to court because the personal property was overstated by the prior owners and received some money back from the transaction, but was not made whole. Our information certainly would have helped her, but at the time of the hearing, no one knew we had that available.

The new owner has been on the tax roll since 2014 and has been paying her bills. At this point, no one is saying what happened to the rest of the equipment. What we do know is that it was not transferred to the new owner. Yet the former owners are insisting that the new owner pay the bill.

It seems the former owners would have been responsible for all of the equipment between January and October – and the new owner for a much lesser value between October and December. The new owner showed us a copy of a check made out to the city (for \$63 and some cents) where she says she paid her portion.

ANALYSIS

Since liens for unpaid personal property are applied to the equipment, and no one seems to know what happened to most of the equipment valued on the 2013 tax bill – I see no other alternative but to suggest writing off the 2013 balance.

We have literally spent a lot of staff time with the new owner on this issue since 2013. I know Brenda, Kathy, Marilyn, Barry, and myself were all involved and it's time to put the account to rest as uncollectable.

RECOMMENDATION

I am recommending that the City write off the tax balance for the 2013 tax bill in the amount of \$258.73.

Concurrence: 

Keith Strey, Finance Director

Concurrence: 

Steve Barg, City Administrator



City of Marshfield Memorandum

DATE: May 14, 2015
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Proposed increase in City's room tax rate

Background

Wisconsin Statutes allows municipalities to impose a tax on rooms provided at hotels and other lodging facilities. These monies are to be used for tourism and promotion activities. Marshfield's room tax rate is 6%, but State law provides that a maximum rate of 8% may be charged, and Wausau, Stevens Point, and Wisconsin Rapids are all currently at 8%.

Analysis

Under State law and the Marshfield Municipal Code, funds collected through the first 4% are split evenly by the Convention & Visitors Bureau (CVB) and the City of Marshfield (for use by its Parks & Recreation Department). The remaining 2% is divided as follows: 70% to CVB, and 30% to the City for its Parks & Recreation Department. Total room tax collection in Marshfield is currently estimated at \$325,000, with \$185,000 going to CVB, and \$140,000 going to the City. Assuming no changes in room rates, vacancy rates, etc., the 2% increase would generate about \$108,000, with \$75,000 for CVB, and \$33,000 for the City's Parks & Recreation Department.

Benefits

I've attached some information from Matt McLean, Executive Director of the Convention & Visitors Bureau, outlining how the additional revenue would help the CVB improve its tourism and promotion effort, thereby bringing more visitors to Marshfield and enhancing economic development. (As stated on his notes, CVB has talked with our lodging owners and they are supportive of this request.) The City would also benefit from the extra funds, which is very important as we strive to maintain and improve our recreational facilities in tough financial times.

Recommendation

Staff recommends that the Finance, Budget & Personnel Committee recommend that the Council approve an increase in the City's room tax rate to 8%, effective January 1, 2016.

The Marshfield Convention & Visitors Bureau (CVB) supports the proposal of a 2% hotel/motel room tax increase in the City of Marshfield.

The Marshfield Convention & Visitors Bureau's mission is to develop and market Marshfield as a destination to attract visitors to our area, encourage overnight stays at our lodging establishments and foster economic activity.

- The CVB has reached out to partner hotel owners and managers and received support from a strong majority to increase promotion and development of our tourism elements with a 2% room tax increase for Marshfield.
- Room tax on average in Wisconsin is at 8% with some regions as high as 10-11% for tourism funding. Marshfield at 6% room tax is behind the competition in our state for tourism funding as our main competitors in Stevens Point, Wisconsin Rapids, Wausau and approx. 70% of the CVB's in the state (Wisconsin Association of CVB's numbers) are at an 8% room tax or more.
- A 2% Room tax increase would generate approx. \$100,000 in revenue. Based on Wisconsin State Statute 66.0615, 70% would go to tourism funding and 30% would go to the city. The Marshfield CVB would utilize this additional funding of approximately \$70,000 to increase marketing & development of Marshfield as a leisure, sports, and meeting/convention destination.
- The tax will be paid by visitors staying in Marshfield hotels and will not be an advertised cost. Hotels advertise their room rates not including tax. The average room rate in Marshfield over the last 12 months is advertised at \$83.50. So a total of \$93.10 is on the bill as the guest checks out including all taxes of 11.5%. If we increase the room tax by 2% it would be an average of \$94.77, so an increase of only \$1.67.
- Marshfield CVB will utilize new funding in conjunction with current resources to:
 - (1) Increase work with local sports organizations and Marshfield Parks and Recreation to increase sports development and the amount and size of sporting tournaments in Marshfield
 - (a) Such as success with Small Town Baseball, Marshfield Youth Hockey, and Great North West Basketball League that bring thousands of visitors to Marshfield and capturing future events such as American Legion Baseball AAA 2016 Tournament, 2015 Cornhole State Championships
 - (2) Increase promotion and draw more visitors for established festivals including: Dairyfest, Hub City Days, Central Wisconsin State Fair, Maple Fall Fest, and Rotary Winter Wonderland. Marshfield and Wood County were recently chosen to host Farm Technology Days 2018.
- We will use funding to increase marketing of our #1 tourist attraction as voted by the Best of Marshfield, Wildwood Zoo, and the new attraction of the unique Grizzly Bear Exhibit coming soon. The CVB has already committed \$75,000 towards the Grizzly Bear Exhibit project.

Tourism in Marshfield & Wood County is moving in the right direction and with additional room tax funding we can continue this trend and grow it.

- In Marshfield and Wood County, tourism spending was up 6.3% in 2014, a \$5.1 Million Dollar increase over 2013. Tourism supports 1 in 13 jobs and over 2,166 jobs in Wood County. (Source: State Department of Tourism)
- “For every \$1 spent on Wisconsin Tourism promotion on 2014 summer and fall advertising campaigns, \$6 was returned to state and local governments in incremental tax revenue.” (Source: State Department of Tourism)
- Examples of the economic impact for the Marshfield CVB related events are: Maple Fall Fest in 2014 was calculated at an estimated \$246,400 in visitor spending. Small Town Baseball World Series had an estimated economic impact of \$370,000. This information was calculated using data from the State Department of Tourism, local hotels, and event organizers.

Conclusion

A 2% increase in hotel/motel room tax will create more revenue for area business by increasing visitors to Marshfield through marketing and development of attractions. More visitors, means more visitor spending, which will create more tax revenue for the city and tourism. By bringing more visitors to Marshfield and supporting events, development, and attractions we can bring improvements in quality of life to Marshfield residents as well.

Memo

To: Finance, Budget and Personnel Committee
From: Ben Steinbach, Parks and Recreation Maintenance Supervisor
Date: May 6, 2015
Re: Budget Resolution No. 8-2015 Increasing Grizzly Bear Expansion Project Funding by \$83,530

Background

Due to a recently identified increase in construction costs than was originally estimated, an additional \$83,530 is needed to complete the project. The revised estimate for the project is \$1,309,528. The city currently has committed \$90,000 in room tax dollars to the project. The Zoological Society has raised approximately \$1,135,998 in cash and pledged donations, leaving the combined funding available of \$1,225,998.

Analysis

The additional \$83,530 in funding for the project would come from:

- \$5,000 from Sustainable Marshfield Committee
- \$30,000 from the Zoological Society
- \$48,530 from the Hackman Storage Building project

Recommendation

I recommend that the Finance, Budget and Personnel Committee approve Budget Resolution No. 8 - 2015 for the amount of \$83,530 and refer to the Common Council for consideration.

Concurrence: 

Steve Barg; City Administrator

Concurrence: 

Keith Strey; Finance Director

DETAIL OF BUDGET RESOLUTION NO. 08-2015 BY OBJECT NUMBER

TRANSFERRED FROM:

<u>General Fund, Taxes, a/c# 1014100008.080000:</u>	
1. 41110 – General Property Taxes	\$ 5,000
<u>General Fund, Sustainable Marshfield Budget, a/c# 1015114005.050000:</u>	
1. 53400 – Operating Supplies	\$ 5,000
<u>Room Tax Fund, Miscellaneous Revenue Budget, a/c# 2024800063.630000:</u>	
1. 48500 – Donations	\$ 30,000
<u>Room Tax Fund, Other Financing Sources Budget, a/c# 2024900008.080000:</u>	
1. 49300 – Fund Balance Applied (1)	\$ 48,530

TRANSFERRED TO:

<u>Room Tax Fund, Taxes, a/c# 2024100008.080000:</u>	
1. 41110 – General Property Taxes	\$ 5,000
<u>Room Tax Fund, New Bear Exhibit Building Project Budget, a/c# 2025541063.632805:</u>	
1. Buildings	\$ 83,530

Note:

- (1) Fund Balance Applied is from unused Hackman Storage Building Project funds, project 612856, budgeted in 2013 and 2014.

* * * *



City of Marshfield Memorandum

DATE: May 14, 2015
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Budget Resolution No. 11-2015

Background

On May 12th, the Council approved a lease with the Marshfield Area Pet Shelter (MAPS) for the former terminal building at the Marshfield Airport. As part of its plan, MAPS has identified \$100,000 of renovation work necessary prior to occupancy, of which \$60,000 is to replace the existing HVAC (heating, ventilation & air conditioning) system. The rest consists of an assortment of electrical, plumbing, and general construction work.

Analysis

Although no specific commitment to this expense has previously been made, the Council, back on September 23, 2014 (copy of minutes attached), voted to include \$250,000 in the City's 2015 budget for the MAPS project. Since a majority of the new HVAC system is portable, and can someday be moved to MAPS permanent facility, it seems appropriate to fund the new system to facilitate a temporary pet shelter, provided MAPS recognizes (as they do) that this would represent an advance which would ultimately be subtracted from the City's overall contribution toward its anticipated permanent facility.

Recommendation

Staff recommends that the Finance, Budget & Personnel Committee recommend that the Council approve Budget Resolution No. 11-2015, transferring \$60,000 from the General Fund Contingency Budget for purchase and installation of the new HVAC system.

Discussion on a possible donation to the Marshfield Area Pet Shelter project.

CC14-205 Motion by Earll, second by Spiros to include \$250,000 in the 2015 budget for the Marshfield Area Pet Shelter. Ayes - 7; Nays - 3 (Feddick, Wagner and Smith)

Motion carried

A presentation was given by the Heroin Task Force.

CC14-206 Motion by Feddick, second by Wagner to include \$50,000 in the 2015 Law Enforcement Budget for the Heroin Task Force .

Motion carried

Second reading of Charter Ordinance No. 25, requiring that the position of City Clerk be appointed by the Common Council for an indefinite term.

CC14-207 Motion by Wagner, second by Feirer to approve Charter Ordinance No. 25. Ayes – 7; Nays – 3 (Smith, Spiros, Hendler)

Motion carried

First reading of Charter Ordinance No. 26, requiring that the position of Assessor be appointed by the Common Council for an indefinite term.

First reading of Ordinance No. 1288, rezoning request by Josh Gluege, representing the property owners Lonnie and Paulette Peterson, to change the zoning of two vacant parcels located at 401 and 407 East 21st Street (parcels numbers 33-06268 and 33-06269), from “SR-3” Single Family Residential to “TR-6” Two-Family Residential District.

CC14-208 Motion by Jockheck, second by Buttke to approve Budget Resolution No. 24-2014, transferring \$70,000 from a State Trust Fund Loan for development incentives per the Development Agreement with JT Marshfield. Ayes - 10

Motion carried

CC14-209 Motion by Smith, second by Hendler to approve Resolution No. 2014-53, adopting an ambulance rate schedule to be effective January 1, 2015. Ayes - 10

Motion carried

Future Agenda Items

None

Motion by Jockheck, second by Spiros to adjourn at 9:19 p.m.

Motion carried

Deb M. Hall
City Clerk

DETAIL OF BUDGET RESOLUTION NO. 11-2015 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency	\$	60,000
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TRANSFERRED TO:

General Fund Airport Terminal Building HVAC Project, a/c# 1015351033.333824:

1. 58830 – Buildings	\$	60,000
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City of Marshfield Memorandum

DATE: May 14, 2015
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Proposed changes to City's organizational chart

Background

In a staffing study report submitted to the City in January 2014, Springsted recommended multiple changes to the City's organizational structure, designed to improve effectiveness and efficiency. A list of the proposed changes is included on the attached sheet, and they are also shown on Springsted's attached proposed organizational chart.

Analysis

Over the past couple of months, a study team comprised of 5 staff members has reviewed these suggestions, and the team generally agrees with Springsted. We have met with staff who would be most directly affected, and we now offer the changes for the Committee's review and consideration as listed below, and as noted on the attached new organizational chart proposal:

- Change Planning & Economic Development to Development Services Department
- Move GIS Coordinator to under the Engineering Division
- Move Inspection Services from Public Works to Planning & Economic Development
- Reassign oversight of Airport to Public Works Department
- Reassign oversight of Cemetery to Parks & Recreation Department
- Begin efforts to create a Facilities Management section in Public Works Department
- Create Administrative Services Department to oversee the Finance, Technology and Assessing Departments; appointing one of the 3 department heads as Administrative Services Coordinator

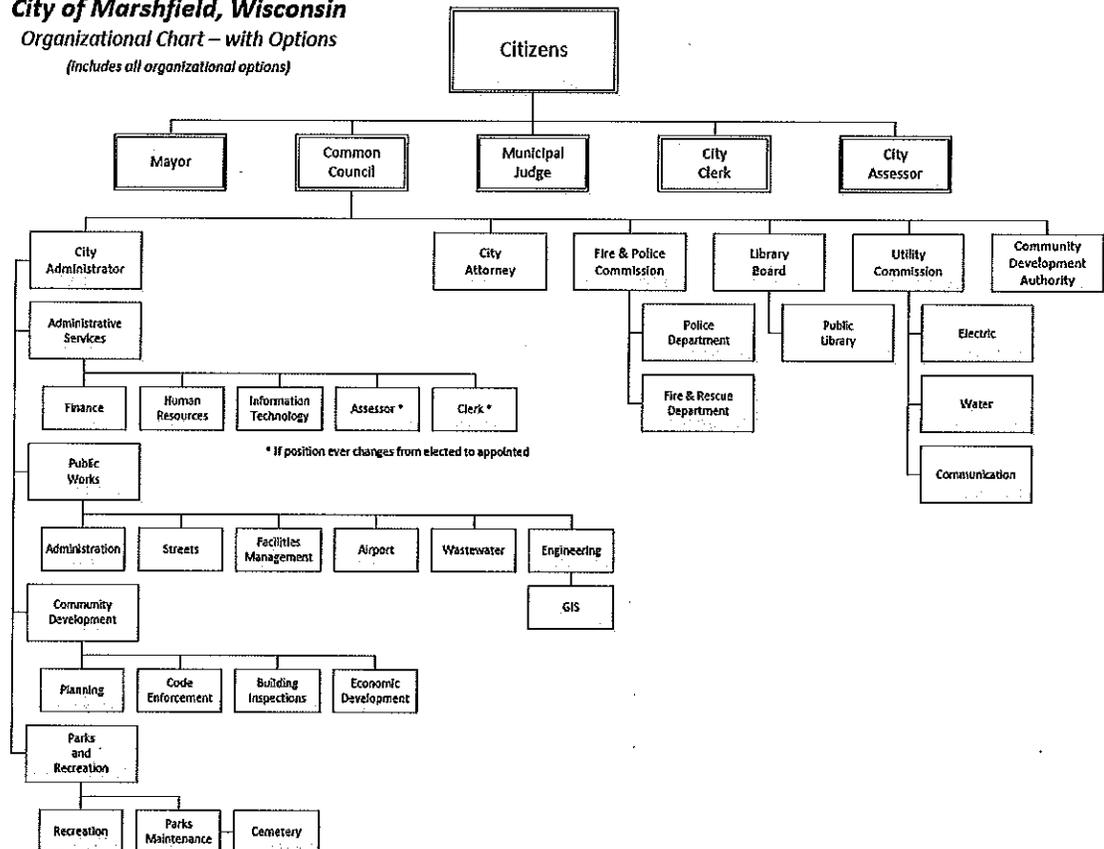
Recommendation

Staff recommends that the Finance, Budget & Personnel Committee review and consider the proposed changes, and if found to be appropriate, that the new organizational chart be recommended for approval at the May 26th Council meeting, with an effective date set for January 1, 2016.

Implementation of Organizational Options

Organizational changes often occur over time, instead of all at once. However, if the City adopted all of the options presented in this report, an illustration of the new organizational chart is shown below.

City of Marshfield, Wisconsin
Organizational Chart – with Options
(Includes all organizational options)

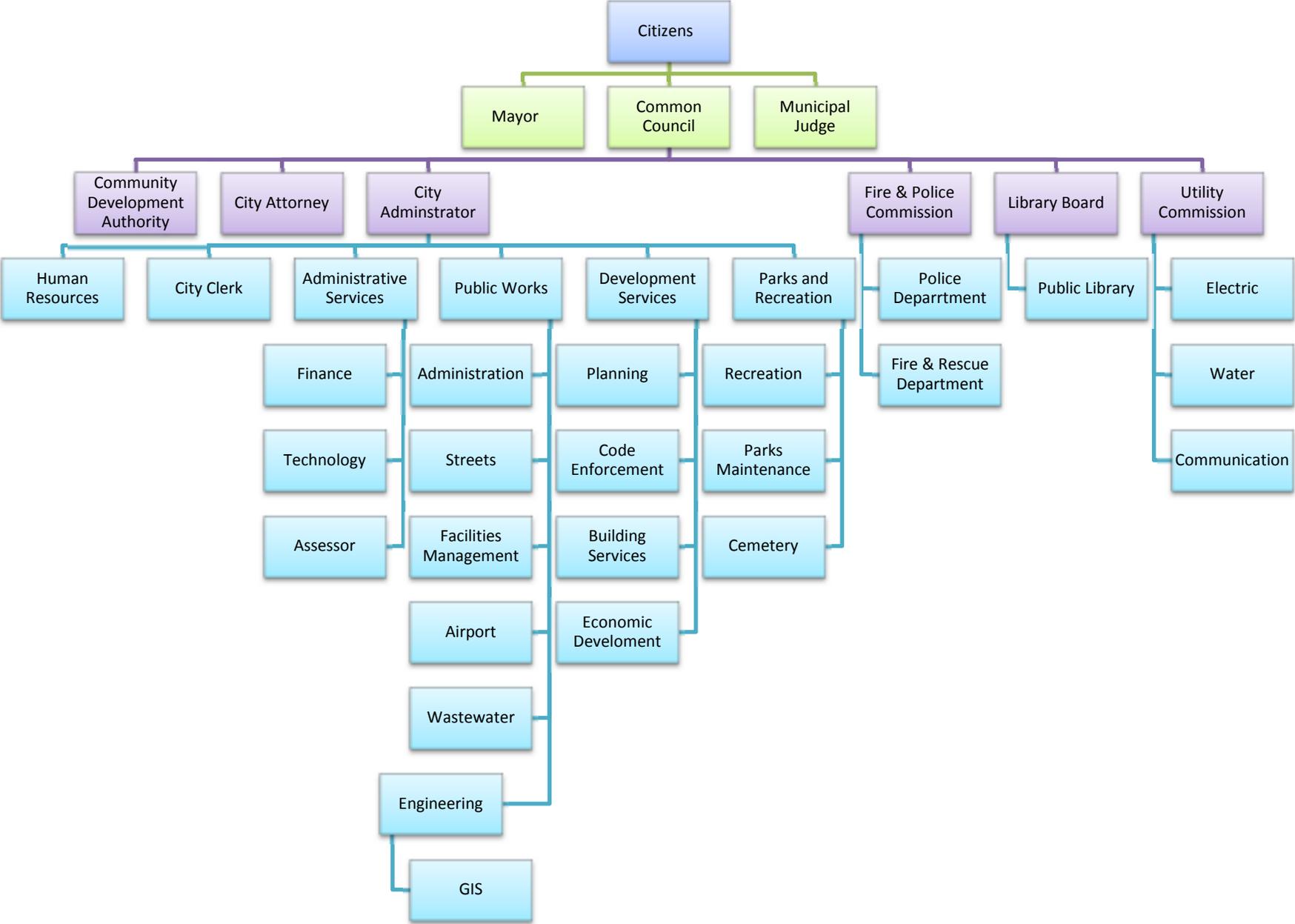


The optional organizational chart shows a more equitable distribution of functions among four department heads. The reduced span of control expands the time the City Administrator will have available for other functions such as building partnerships with other organizations and public entities, providing support to the Common Council and engaging in public relations. In this illustration, the four department heads serve as the core management team, however that does not preclude other interdepartmental teams from being formed as well as drawing team members from department head and division manager levels.

While this study presents organizational options for the City's consideration, we expect that implementing any option will be preceded by additional staff discussion and review. Of these options, making Cemetery part of the Parks and Recreation Department is the most straightforward to implement.

Conversely, the creation of a Community Development Department is the most complex option but its implementation will provide alignment with the priorities for economic growth and community

City of Marshfield Shown by Function



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**