



CITY OF MARSHFIELD

# MEETING NOTICE

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**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING  
TUESDAY, NOVEMBER 3, 2015  
Council Chambers, Lower Level, City Hall Plaza  
5:30 P.M.**

1. Call to Order – Alanna Feddick, Chair
2. Citizen Comments
3. Consent Agenda
  - a) Approval of Minutes of October 6, 2015 meeting
  - b) Approve Bills and Payroll
  - c) Report of Personnel Actions
  - d) Monthly Position Control Report
  - e) Treasury Report

Recommended Action: Approve the Consent Agenda, as presented

4. Consideration of items removed from the consent agenda, if any
5. Request to recommend approval to the Common Council Budget Resolution No. 26-2015, transferring \$9,763 within the approved 2015 CIP projects. Presented by Brian Panzer, UW – Marshfield/Wood County Buildings and Grounds Superintendent

Recommended Action: Recommend approval of Budget Resolution No. 26-2015 to the Common Council

6. Request to recommend approval to the Common Council Budget Resolution No. 27-2015, transferring \$53,530 from the Wildwood Zoo Bear Exhibit Project to Hackman Storage Building project (\$48,530) and Sustainable Marshfield Committee (\$5,000). Presented by Justin Casperson, Director of Parks and Recreation

Recommended Action: Recommend approval of Budget Resolution No. 27-2015 to the Common Council

7. Request to recommend approval to the Common Council Budget Resolution No. 28-2015 transferring \$15,000 within the Public Facilities Capital Outlay Fund to contract with Zimmerman Architectural Studios for the evaluation of the Forward Financial Building. Presented by Dan Knoeck, Director of Public Works

Recommended Action: Recommend approval of Budget Resolution No. 28-2015 to the Common Council.

FINANCE, BUDGET AND PERSONNEL COMMITTEE

November 3, 2015

8. Request to enter into a Service Engagement with Schenck, SC for services related to Affordable Care Act compliance. Presented by Amy Van Whye, Accounting Manager

Recommended Action: Authorize the Finance Director to execute a Service Engagement with Schenck, SC in an amount not to exceed \$4,000

9. Suggested items for future agendas
10. Adjourn

Posted this day, October 30, 2015 at 11:30 a.m., by Deb M. 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  
November 3, 2015

**FINANCE, BUDGET AND PERSONNEL COMMITTEE**  
**MINUTES OF OCTOBER 6, 2015**

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

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

**ABSENT:** Peter Hendler

**ALSO PRESENT:** Alderperson Wagner, City Administrator Barg and City Personnel (Keith Strey, Mike Winch, Amy VanWyhe, Justin Casperson and Deb M. Hall)

**Citizen Comments**

None

**FBP15-106** Motion by Earll, second by Spiros to approve the items on the consent agenda:

1. Minutes of the September 15, 2015 meeting.
2. Payroll in the amount of \$854,687.16 and bills in the amount of \$1,948,813.34.
3. Report of Personnel Actions of October 6, 2015.
4. Monthly Position Control Report as of September 30, 2015.

**Motion carried**

No items were removed from the consent agenda.

**FBP15-107** Motion by Earll, second by Reinart to authorize the City Administrator to fill the position of Classification II in the Street Division.

**Motion carried**

**FBP15-108** Motion by Spiros, second by Reinart to go into closed session pursuant to Wisconsin Statutes Chapter 19.85 (1)(c) "Consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises control."

- Placement of employee on compensation plan.
- Benefit issue with prospective new employee.

Roll call vote, all ayes. (Time: 5:35 p.m.)

**Motion carried**

**Present in closed session:** Alderpersons Feddick, Reinart, Spiros, Earll and Wagner, City Administrator Barg, Finance Director Strey, Parks and Recreation Director Casperson and City Clerk Hall.

Casperson left the closed session at 5:45 p.m.

**FBP15-109** Motion by Earll, second by Spiros to return to open session. Roll call vote, all ayes. (Time: 5:48 p.m.)

**Motion carried**

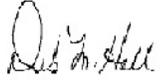
**FBP15-110** Motion by Earll, second by Spiros to authorize the City Administrator to make an offer of \$21.68 per hour to Charles Adamski for the position of Parks Technician, and also allow the City Administrator to immediately start the process of filling the vacancy left by Mr. Adamski's promotion.

**Motion carried**

**FUTURE AGENDA ITEMS**

None

Motion by Spiros to adjourn at 5:50 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 OCTOBER, 2015 amounting to \$610,370.80 be allowed paid and charged to their proper accounts.

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Chairman

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

10/21/2015

**PREPAID BILLS**

**PREPAID BILLS PAID BY CHECK**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Amount</b>
85363	10/9/2015	CHARTER COMMUNICATIONS	\$475.16
85364	10/9/2015	DEPT OF WORKFORCE DEVELOPMENT	\$80.51
85365	10/9/2015	FRONTIER	\$1,190.84
85366	10/9/2015	GANNETT WISCONSIN MEDIA	\$805.92
85367	10/9/2015	MARSHFIELD UTILITIES	\$72,136.09
85368	10/9/2015	MARSHFIELD UTILITIES-2	\$54,719.00
85369	10/9/2015	OFFICER SURVIVAL SOLUTIONS	\$895.95
85370	10/9/2015	TELRITE CORPORATION	\$72.60
85371	10/9/2015	US CELLULAR	\$2,282.02
85372	10/9/2015	VERIZON WIRELESS	\$455.64
85373	10/9/2015	WE ENERGIES	\$1,472.38
85374	10/9/2015	WE ENERGIES	\$1,654.70
85375	10/9/2015	MINNESOTA LIFE INSURANCE CO	\$5,604.34
		<b>TOTAL PREPAID BILLS PAID BY CHECK</b>	<b>\$141,845.15</b>

**PREPAID BILLS PAID BY EFT**

EFT000000004732	10/13/2015	BALTUS OIL COMPANY INC	\$17,073.31
EFT000000004733	10/13/2015	STEVE BURNS	\$1,993.00
		<b>TOTAL PREPAID BILLS PAID BY EFT</b>	<b>\$19,066.31</b>

**ACH PAYMENTS**

	10/16/2015	WI DEPT OF REVENUE - BUSINESS TAX RENEWAL	\$10.00
		<b>TOTAL ACH PAYMENTS</b>	<b>\$10.00</b>

**CURRENT BILLS**

**CURRENT BILLS PAID BY EFT**

EFT000000004737	10/21/2015	CHARLES ADAMSKI	\$220.64
EFT000000004738	10/21/2015	MARY ADLER	\$14.97
EFT000000004739	10/21/2015	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$3.45
EFT000000004740	10/21/2015	ARAMARK UNIFORM SERVICES	\$77.94
EFT000000004741	10/21/2015	BATTERIES PLUS BULBS # 072	\$281.20
EFT000000004742	10/21/2015	AMY BEAUCHAMP	\$155.25
EFT000000004743	10/21/2015	KURT BORNBAACH	\$456.00
EFT000000004744	10/21/2015	BOUND TREE MEDICAL, LLC	\$56.99
EFT000000004745	10/21/2015	BRUCE MUNICIPAL EQUIPMENT	\$275.68
EFT000000004746	10/21/2015	CARQUEST AUTO PARTS	\$221.12
EFT000000004747	10/21/2015	CAVU LLC	\$325.00
EFT000000004748	10/21/2015	CDW GOVERNMENT INC	\$121.81
EFT000000004749	10/21/2015	DAKOTA ELECTRIC SERVICE INC	\$2,778.56
EFT000000004750	10/21/2015	DALCO ENTERPRISES, INC.	\$413.07
EFT000000004751	10/21/2015	CRAIG DEGRAND	\$155.25
EFT000000004752	10/21/2015	DEMCO	\$1,255.56
EFT000000004753	10/21/2015	AMANDA DUER	\$10.93
EFT000000004754	10/21/2015	ED ERICKSON	\$13.20
EFT000000004755	10/21/2015	FAHRNER ASPHALT SEALERS LLC	\$720.00

Check #	Check Date	Vendor Name	Amount
EFT000000004756	10/21/2015	BELINDA FECHHELM	\$226.58
EFT000000004757	10/21/2015	FREMONT INDUSTRIES, INC.	\$5,870.88
EFT000000004758	10/21/2015	GALE/CENGAGE LEARNING	\$365.77
EFT000000004759	10/21/2015	GRAINGER	\$156.00
EFT000000004760	10/21/2015	RICHARD GRAMZA	\$75.16
EFT000000004761	10/21/2015	GRANICUS INC	\$600.00
EFT000000004762	10/21/2015	HALRON LUBRICANTS INC	\$2,152.42
EFT000000004763	10/21/2015	HATCH BUILDING SUPPLY	\$1,218.90
EFT000000004764	10/21/2015	HEINZEN PRINTING INC	\$417.00
EFT000000004765	10/21/2015	INGRAM LIBRARY SERVICES INC	\$13.45
EFT000000004766	10/21/2015	ERIK JONAS	\$66.12
EFT000000004767	10/21/2015	DEBRA KARL	\$128.80
EFT000000004768	10/21/2015	GREG KIEFFER	\$99.04
EFT000000004769	10/21/2015	LAWSON PRODUCTS INC	\$162.94
EFT000000004770	10/21/2015	MCMASTER-CARR	\$430.24
EFT000000004771	10/21/2015	MERKEL COMPANY INC	\$13,729.80
EFT000000004772	10/21/2015	MIDSTATE TRUCK SERVICE	\$3,330.75
EFT000000004773	10/21/2015	MIDWEST TAPE	\$1,497.37
EFT000000004774	10/21/2015	JOSH MILLER	\$39.73
EFT000000004775	10/21/2015	MISSISSIPPI WELDERS	\$211.72
EFT000000004776	10/21/2015	MONROE TRUCK EQUIPMENT	\$864.64
EFT000000004777	10/21/2015	MSA PROFESSIONAL SERVICES INC	\$8,976.75
EFT000000004778	10/21/2015	ALLAN NIENAST	\$784.90
EFT000000004779	10/21/2015	ENG KWEE NG	\$318.88
EFT000000004780	10/21/2015	NBS CALIBRATIONS	\$306.00
EFT000000004781	10/21/2015	SCOTT OWEN	\$262.82
EFT000000004782	10/21/2015	JASON PARKS	\$227.73
EFT000000004783	10/21/2015	POMP'S TIRE SERVICE INC	\$81.60
EFT000000004784	10/21/2015	POWER PAC INC	\$4.28
EFT000000004785	10/21/2015	PREMIER PRINTING, INC	\$188.42
EFT000000004786	10/21/2015	QUILL CORPORATION	\$91.13
EFT000000004787	10/21/2015	REIGEL PLUMBING & HEATING INC	\$3.79
EFT000000004788	10/21/2015	RIPP DISTRIBUTING COMPANY INC	\$86.25
EFT000000004789	10/21/2015	SAFE FAST INC	\$84.05
EFT000000004790	10/21/2015	SCHILLING SUPPLY COMPANY	\$468.75
EFT000000004791	10/21/2015	SAM SCHROEDER	\$74.75
EFT000000004792	10/21/2015	SHERWIN WILLIAMS COMPANY	\$29.91
EFT000000004793	10/21/2015	SHI INTERNATIONAL CORPORATION	\$1,686.11
EFT000000004794	10/21/2015	STAINLESS AND REPAIR INC	\$811.88
EFT000000004795	10/21/2015	BENJAMIN STEINBACH	\$964.32
EFT000000004796	10/21/2015	STRATFORD SIGN COMPANY LLC	\$1,912.50
EFT000000004797	10/21/2015	SVA CONSULTING LLC	\$1,174.25
EFT000000004798	10/21/2015	LOCATE HOLDINGS INC	\$1,755.00
EFT000000004799	10/21/2015	V & H AUTOMOTIVE MARSHFIELD	\$1,894.23
EFT000000004800	10/21/2015	V & H INC	\$179.71
EFT000000004801	10/21/2015	VIDCOM LLC	\$2,978.00
EFT000000004802	10/21/2015	VON BRIESEN AND ROPER, S.C.	\$44.00
EFT000000004803	10/21/2015	VORPAHL FIRE & SAFETY	\$244.00
EFT000000004804	10/21/2015	JEFF WEINFURTNER	\$12.99
EFT000000004805	10/21/2015	WILLAIM WEISTER	\$750.00

Check #	Check Date	Vendor Name	Amount
EFT000000004806	10/21/2015	ERIK WESTMAN	\$1,443.83
EFT000000004807	10/21/2015	PATRICK ZEPS	\$97.38
<b>TOTAL CURRENT BILLS PAID BY EFT</b>			<b>\$67,152.14</b>

### CURRENT BILLS PAID BY CHECK

85376	10/21/2015	ABR EMPLOYMENTSERVICES	\$763.60
85377	10/21/2015	ADVANCED DISPOSAL SERVICES LLC	\$72,427.04
85378	10/21/2015	TIM FREECK	\$7,645.00
85379	10/21/2015	ALLIANT ENERGY WP&L	\$39.34
85380	10/21/2015	AMAZON	\$69.00
85381	10/21/2015	AMERICAN AUTO SALES & SERVICE	\$239.85
85382	10/21/2015	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$175.37
85383	10/21/2015	ASSOCIATED SERVICE CENTER	\$642.27
85384	10/21/2015	AXIOM SYSTEMS INC	\$221.40
85385	10/21/2015	BADGER STATE WASTE, LLC	\$64,702.40
85386	10/21/2015	BAKER AND TAYLOR CO-CONT ACCT	\$370.00
85387	10/21/2015	BAKER AND TAYLOR INC	\$3,575.64
85388	10/21/2015	JENNI BAUER	\$100.00
85389	10/21/2015	DAVID A & JANE S BECKER	\$1,000.00
85390	10/21/2015	THE BOSON COMPANY INC	\$56,412.00
85391	10/21/2015	BOBBI BRADLEY	\$100.00
85392	10/21/2015	I BRANDL INC	\$205.50
85393	10/21/2015	BOB BREU BUILDERS	\$1,114.42
85394	10/21/2015	BW SUPPLY	\$337.65
85395	10/21/2015	BROOKS TRACTOR INC	\$4,386.89
85396	10/21/2015	BURT TROPHY & AWARDS INC	\$17,853.98
85397	10/21/2015	CENTRAL CONCRETE CUTTING, INC.	\$750.00
85398	10/21/2015	CENTRAL WI LAWN CARE & SEAL COATING LLC	\$1,945.00
85399	10/21/2015	CENTRAL WI PROPERTIES LLC	\$500.00
85400	10/21/2015	STEVE FUEHRER	\$640.00
85401	10/21/2015	COMPLETE CONTROL INC	\$281.90
85402	10/21/2015	COMPLETE OFFICE OF WISCONSIN	\$1,036.81
85403	10/21/2015	JOSEPH SIKORA	\$375.00
85404	10/21/2015	CTL COMPANY INC	\$855.67
85405	10/21/2015	DAVE'S SERVICE CENTER INC	\$70.00
85406	10/21/2015	DIAMOND MUNICIPAL SOLUTIONS	\$375.00
85407	10/21/2015	DOOR ENGINEERING & MFG, LLC	\$151.84
85408	10/21/2015	ELAINE DOROW	\$150.00
85409	10/21/2015	DRAXLER'S SERVICE, INC	\$236.73
85410	10/21/2015	DUFFY'S AIRCRAFT SALES	\$4,757.50
85411	10/21/2015	ENVIRONMENTAL PRODUCTS & ACCESSORIES	\$718.11
85412	10/21/2015	ESS BROTHERS AND SONS INC	\$735.00
85413	10/21/2015	FASTENAL COMPANY	\$413.53
85414	10/21/2015	FESTIVAL FOODS	\$189.02
85415	10/21/2015	FIGI'S INC	\$44.00
85416	10/21/2015	FORCE AMERICA DISTRIBUTING LLC	\$351.66
85417	10/21/2015	FRONTIER	\$406.07
85418	10/21/2015	ROBERT GAIER	\$155.00
85419	10/21/2015	GANNETT WISCONSIN MEDIA	\$197.40
85420	10/21/2015	GENERAL FARM SUPPLY INC	\$477.00
85421	10/21/2015	JIM GOOD	\$280.00
85422	10/21/2015	HACH COMPANY	\$1,328.32
85423	10/21/2015	HAMPTON INN	\$396.00
85424	10/21/2015	HANES GEO COMPONANTS	\$325.00
85425	10/21/2015	HILLER'S HARDWARE INC	\$1,324.96
85426	10/21/2015	HOLIDAY INN MARSHFIELD	\$129.99
85427	10/21/2015	HOMETOWN MEMORIES	\$88.90

Check #	Check Date	Vendor Name	Amount
85428	10/21/2015	LEANNA HUNT	\$100.00
85429	10/21/2015	J & J ADVENTURES LLP	\$500.00
85430	10/21/2015	JEFFERSON FIRE AND SAFETY INC	\$4,573.51
85431	10/21/2015	JENSEN & SON ASPHALT RESTORATION, LLC	\$4,541.55
85432	10/21/2015	E O JOHNSON COMPANY	\$1,008.54
85433	10/21/2015	JRT PORTABLE TOILETS LLC	\$220.00
85434	10/21/2015	GEORGI SARTAIN	\$50.00
85435	10/21/2015	KOHS MACHINE SHOP	\$22.00
85436	10/21/2015	LEGEND DATA SYSTEMS, INC.	\$15.53
85437	10/21/2015	VIRGINIA LEONARD	\$74.49
85438	10/21/2015	LWMMI	\$1,000.00
85439	10/21/2015	MARQUETTE UNIVERSITY	\$126.00
85440	10/21/2015	MARSHFIELD AREA CHAMBER	\$70.00
85441	10/21/2015	MARSHFIELD AREA PET SHELTER, INC	\$288.00
85442	10/21/2015	MARSHFIELD AREA SPECIAL OLYMPICS	\$100.00
85443	10/21/2015	MARSHFIELD CLINIC	\$46.00
85444	10/21/2015	MARSHFIELD GLASS LLC	\$907.30
85445	10/21/2015	MARSHFIELD POLICE DEPT PETTY CASH	\$105.59
85446	10/21/2015	MARSHFIELD ROTARY CLUB	\$215.00
85447	10/21/2015	MARSHFIELD UTILITIES	\$8,301.84
85448	10/21/2015	MARSHFIELD YOUNG PROFESSIONALS	\$100.00
85449	10/21/2015	CITY OF MARSHFIELD	\$30.00
85450	10/21/2015	MAVO SYSTEMS	\$23,141.00
85451	10/21/2015	MED ALLIANCE GROUP INC	\$260.90
85452	10/21/2015	MEDIA DISTRIBUTORS	\$205.43
85453	10/21/2015	MEDPRO MIDWEST GROUP	\$218.75
85454	10/21/2015	MENARDS	\$198.26
85455	10/21/2015	MERIT ELECTRIC SERVICE	\$315.00
85456	10/21/2015	RON MEYERS AND SON LLC	\$100.00
85457	10/21/2015	PETER MICHAELSEN	\$300.00
85458	10/21/2015	MID WISCONSIN SUPPLY, LLC	\$1,306.80
85459	10/21/2015	MIDWEST CONSTRUCTION MATERIALS	\$126.00
85460	10/21/2015	MILESTONE MATERIALS	\$34.88
85461	10/21/2015	SIERRA MILLER	\$100.00
85462	10/21/2015	MILWAUKEE RUBBER PRODUCTS	\$2,156.34
85463	10/21/2015	MPPA LE SUPPLY	\$11.19
85464	10/21/2015	NAPA AUTO PARTS	\$120.19
85465	10/21/2015	NORTH SHORE COMPRESSOR INC	\$121.00
85466	10/21/2015	NORTHERN LAKE SERVICE INC	\$102.00
85467	10/21/2015	OFFICE DEPOT	\$425.81
85468	10/21/2015	OPPORTUNITY DEVELOPMENT CENTER	\$239.00
85469	10/21/2015	PERSONAL DEVELOPMENT CENTER INC	\$11,214.00
85470	10/21/2015	PRECISE MRM LLC	\$26.05
85471	10/21/2015	PROVISION PARTNERS	\$469.40
85472	10/21/2015	RIESTERER & SCHNELL INC.	\$17.04
85473	10/21/2015	RUNNING INC	\$27,845.71
85474	10/21/2015	DONALD T & ANNETTE R SCHULTZ	\$500.00
85475	10/21/2015	JIM SCHULTZE	\$657.00
85476	10/21/2015	MICHAEL OBRIEN	\$490.00
85477	10/21/2015	SIMPLEX GRINNELL LP	\$484.06
85478	10/21/2015	SMEAL FIRE APPARATUS	\$81.93
85479	10/21/2015	NANCY SMITH	\$100.00
85480	10/21/2015	SPEE-DEE DELIVERY SERVICE INC	\$62.69
85481	10/21/2015	STAPLES ADVANTAGE	\$212.14
85482	10/21/2015	SWIDERSKI EQUIPMENT	\$25.89
85483	10/21/2015	TEAM SPORTING GOODS INC	\$456.00
85484	10/21/2015	TEMPERATURE SYSTEMS INC	\$10.92
85485	10/21/2015	KELLY TESKE	\$500.00

Check #	Check Date	Vendor Name	Amount
85486	10/21/2015	TOWN & COUNTRY ENGINEERING INC	\$1,279.50
85487	10/21/2015	TRANSUNION RISK AND ALTERNATIVE	\$100.00
85488	10/21/2015	TRIERWEILER CONSTRUCTION	\$12,712.88
85489	10/21/2015	UNIFIRST CORPORATION	\$317.72
85490	10/21/2015	UNIQUE MANAGEMENT SERVICES INC	\$62.65
85491	10/21/2015	UNITED MAILING SERVICE INC	\$1,460.87
85492	10/21/2015	UNITED RENTALS (NORTH AMERICA) INC	\$212.82
85493	10/21/2015	USA BLUE BOOK	\$242.29
85494	10/21/2015	WE ENERGIES	\$1,339.59
85495	10/21/2015	WEILER TRANSPORTATION LLC	\$274.99
85496	10/21/2015	ERLAN R. WENZEL	\$290.00
85497	10/21/2015	WEPAK-N-SHIP	\$8.87
85498	10/21/2015	WI DEPARTMENT OF TRANSPORTATN	\$5,000.00
85499	10/21/2015	WI PARK AND RECREATION ASSN	\$620.00
85500	10/21/2015	WOLFGRAM GAMOKE AND HUTCHINSON	\$10,947.53
85501	10/21/2015	DONNA ZYGARLICHE	\$330.00
		<b>TOTAL CURRENT BILLS PAID BY CHECK</b>	<b>\$382,297.20</b>
		<b>TOTAL PREPAID BILLS</b>	<b>\$160,911.46</b>
		<b>TOTAL ACH PAYMENTS</b>	<b>\$10.00</b>
		<b>TOTAL CURRENT BILLS</b>	<b>\$449,449.34</b>
		<b>GRAND TOTAL</b>	<b><u>\$610,370.80</u></b>

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to **\$1,229,349.49** and General Expense Bills for OCTOBER, 2015 amounting to **\$2,801,369.57** be allowed paid and charged to their proper accounts.

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Chairman

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

11/4/2015

**PREPAID BILLS**  
**PREPAID BILLS PAID BY CHECK**

<b>Check #</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Amount</b>
85506	10/16/2015	WEA INSURANCE TRUST	\$223,510.28
85507	10/23/2015	ADVANCED DISPOSAL SERVICES LLC	\$7,128.46
85508	10/23/2015	ALTMANN CONSTRUCTION CO INC	\$433,883.63
85509	10/23/2015	CHARLES PAUL BARKER	\$8,626.00
85510	10/23/2015	CHARTER COMMUNICATIONS	\$249.88
85511	10/23/2015	EARTH INC	\$961,242.60
85512	10/23/2015	FRONTIER	\$527.06
85513	10/23/2015	MARSHFIELD UTILITIES	\$28,417.18
85514	10/23/2015	STRAND ASSOCIATES INC	\$1,677.09
85515	10/23/2015	TELRITE CORPORATION	\$51.13
85516	10/23/2015	WE ENERGIES	\$304.66
85517	10/23/2015	WI DEPARTMENT OF JUSTICE	\$245.00
<b>TOTAL PREPAID BILLS PAID BY CHECK</b>			<b>\$1,665,862.97</b>

**PREPAID BILLS PAID BY EFT**

EFT000000004809	10/26/2015	DOINE EXCAVATING INC	\$45,260.00
EFT000000004810	10/26/2015	JOSH MILLER	\$1,066.44
<b>TOTAL PREPAID BILLS PAID BY EFT</b>			<b>\$46,326.44</b>

**ACH PAYMENTS**

10/30/2015	WI DEPT OF REVENUE - SALES TAX	\$1,172.67
10/30/2015	WI DEPT OF REVENUE - TID FEE	\$1,000.00
<b>TOTAL ACH PAYMENTS</b>		<b>\$2,172.67</b>

**DIRECT WIRE TRANSFERS**

9/1/2015	THE DEPOSITORY TRUST COMPANY	\$210,647.50
<b>TOTAL DIRECT WIRE TRANSFERS</b>		<b>\$210,647.50</b>

**CURRENT BILLS**

**CURRENT BILLS PAID BY EFT**

EFT000000004811	11/4/2015	JASON ANGELL	\$188.60
EFT000000004812	11/4/2015	APPLIED SPECIALTIES INC	\$8,210.40
EFT000000004813	11/4/2015	ARAMARK UNIFORM SERVICES	\$77.94
EFT000000004814	11/4/2015	B & B LAWN CARE LLC	\$8,949.20
EFT000000004815	11/4/2015	BAUERNFEIND BUSINESS TECH	\$2,450.93
EFT000000004816	11/4/2015	JEFF BARTH	\$4,450.00
EFT000000004817	11/4/2015	BELCO VEHICLE SOLUTIONS LLC	\$7,050.04
EFT000000004818	11/4/2015	STEVE BINDER	\$700.00
EFT000000004819	11/4/2015	BRODART INC	\$17.63
EFT000000004820	11/4/2015	BRUCE MUNICIPAL EQUIPMENT	\$50.67
EFT000000004821	11/4/2015	SUSAN CARLSON	\$140.20
EFT000000004822	11/4/2015	CARQUEST AUTO PARTS	\$687.48
EFT000000004823	11/4/2015	CDW GOVERNMENT INC	\$1,050.60
EFT000000004824	11/4/2015	CENTRAL STATE SUPPLY CORP	\$339.56
EFT000000004825	11/4/2015	COY/JEAN	\$4.03
EFT000000004826	11/4/2015	DALCO ENTERPRISES, INC.	\$891.19
EFT000000004827	11/4/2015	DOINE TRANSPORT INC	\$107.00
EFT000000004828	11/4/2015	EMPLOYEE BENEFITS CORPORATION	\$340.00

Check #	Check Date	Vendor Name	Amount
EFT000000004829	11/4/2015	ED ERICKSON	\$16.90
EFT000000004830	11/4/2015	FREMONT INDUSTRIES, INC.	\$6,037.69
EFT000000004831	11/4/2015	GRAINGER	\$254.52
EFT000000004832	11/4/2015	RICHARD GRAMZA	\$105.60
EFT000000004833	11/4/2015	CHRISTOPHER HASZ	\$779.80
EFT000000004834	11/4/2015	HEINZEN PRINTING INC	\$154.00
EFT000000004835	11/4/2015	INGRAM LIBRARY SERVICES INC	\$234.99
EFT000000004836	11/4/2015	AMY KROGMAN	\$155.56
EFT000000004837	11/4/2015	MARAWOOD REAL ESTATE 200 LLC	\$3,072.30
EFT000000004838	11/4/2015	MARSHFIELD BOOK & STATIONERY	\$79.25
EFT000000004839	11/4/2015	MCMASTER-CARR	\$13.48
EFT000000004840	11/4/2015	MERKEL COMPANY INC	\$1,822.91
EFT000000004841	11/4/2015	CHRIS MEYER	\$62.10
EFT000000004842	11/4/2015	MIDSTATE TRUCK SERVICE	\$87.73
EFT000000004843	11/4/2015	MIDWEST TAPE	\$1,411.19
EFT000000004844	11/4/2015	MISSISSIPPI WELDERS	\$100.73
EFT000000004845	11/4/2015	MONROE TRUCK EQUIPMENT	\$165.53
EFT000000004846	11/4/2015	MSA PROFESSIONAL SERVICES INC	\$14,478.65
EFT000000004847	11/4/2015	NELSON JAMESON INC	\$233.48
EFT000000004848	11/4/2015	NORTH CENTRAL LABORATORIES	\$471.95
EFT000000004849	11/4/2015	MITCH NOSBISCH	\$100.00
EFT000000004850	11/4/2015	POMP'S TIRE SERVICE INC	\$38.00
EFT000000004851	11/4/2015	PROQUEST LLC	\$696.15
EFT000000004852	11/4/2015	RECORDED BOOKS LLC	\$111.37
EFT000000004853	11/4/2015	RESCUE RESPONSE GEAR INC	\$2,998.66
EFT000000004854	11/4/2015	KIM ROPSON	\$113.50
EFT000000004855	11/4/2015	SCHOOL DISTRICT OF MARSHFIELD	\$35.00
EFT000000004856	11/4/2015	SCHOOL DISTRICT OF MARSHFIELD	\$2,334.97
EFT000000004857	11/4/2015	SHAWN SCHROEDER	\$170.30
EFT000000004858	11/4/2015	SAM SCHROEDER	\$343.60
EFT000000004859	11/4/2015	JEFF SCOTT	\$75.00
EFT000000004860	11/4/2015	SHI INTERNATIONAL CORPORATION	\$2,863.12
EFT000000004861	11/4/2015	SOLUTIONZ LLC	\$4,635.00
EFT000000004862	11/4/2015	JOAN SPENCER	\$192.38
EFT000000004863	11/4/2015	SVA CONSULTING LLC	\$502.50
EFT000000004864	11/4/2015	THERESA TRACY	\$188.34
EFT000000004865	11/4/2015	LOCATE HOLDINGS INC	\$1,755.00
EFT000000004866	11/4/2015	V & H AUTOMOTIVE MARSHFIELD	\$833.63
EFT000000004867	11/4/2015	V & H INC	\$1,567.26
EFT000000004868	11/4/2015	VIDCOM LLC	\$8,748.66
EFT000000004869	11/4/2015	WOOD COUNTY HUMAN SERVICES	\$22.50
EFT000000004870	11/4/2015	XYLEM WATER SOLUTIONS U.S.A., INC.	\$5,384.62
EFT000000004871	11/4/2015	ZARNOTH BRUSH WORKS	\$589.09
<b>TOTAL CURRENT BILLS PAID BY EFT</b>			<b>\$99,742.48</b>

### CURRENT BILLS PAID BY CHECK

85518	11/4/2015	ABR EMPLOYMENTSERVICES	\$662.40
85519	11/4/2015	AMAZON	\$3,341.70
85520	11/4/2015	AMERICAN ASPHALT OF WI	\$303,119.70
85521	11/4/2015	AMERICAN AUTO SALES & SERVICE	\$55.94
85522	11/4/2015	AMERICAN ENGINEERING TESTING	\$705.00
85523	11/4/2015	AMERICAN FENCE COMPANY	\$590.00
85524	11/4/2015	ART'S BODY SHOP	\$5,185.16
85525	11/4/2015	ASSOCIATED SERVICE CENTER	\$1,752.96
85526	11/4/2015	AT&T NATIONAL COMPLIANCE CENTER	\$1,535.00
85527	11/4/2015	ATLAS BUS SALES INC	\$44,351.50
85528	11/4/2015	BRUCE TIBBETT JR.	\$61.50

Check #	Check Date	Vendor Name	Amount
85529	11/4/2015	BAKER AND TAYLOR CO-CONT ACCT	\$80.00
85530	11/4/2015	BAKER AND TAYLOR INC	\$8,476.38
85531	11/4/2015	BATTERYJACK INC	\$183.75
85532	11/4/2015	BAY STEEL & FABRICATION LLC	\$100.46
85533	11/4/2015	BB COMMUNITY LEASING SERVICES INC	\$825.48
85534	11/4/2015	BROOKS TRACTOR INC	\$847.36
85535	11/4/2015	BROWNELLS, INC	\$49.63
85536	11/4/2015	DARREL CASPERSON	\$50.00
85537	11/4/2015	CASTLEROCK VETERINARY HOSPITAL	\$335.20
85538	11/4/2015	CENTRAL SERVICE CENTER	\$218.40
85539	11/4/2015	CENTRAL WI STATE FAIR ASSN OF MFLD LTD	\$172,100.00
85540	11/4/2015	CHARTER COMMUNICATIONS	\$20.75
85541	11/4/2015	STEVE FUEHRER	\$180.00
85542	11/4/2015	COMPLETE OFFICE OF WISCONSIN	\$445.70
85543	11/4/2015	COMPUTYPE INC	\$328.55
85544	11/4/2015	CREATIVE PAINT & DECORATING	\$31.49
85545	11/4/2015	CROP WALK FOR HUNGER	\$56.00
85546	11/4/2015	CTL COMPANY INC	\$1,236.70
85547	11/4/2015	NICK DE NARDIS	\$955.88
85548	11/4/2015	DIRECT NETWORKS INC	\$3,232.77
85549	11/4/2015	DORNER COMPANY	\$479.00
85550	11/4/2015	DUFFY'S AIRCRAFT SALES	\$3,995.83
85551	11/4/2015	DUKE'S ROOT CONTROL INC	\$2,690.83
85552	11/4/2015	EMMONS BUSINESS INTERIORS	\$557.23
85553	11/4/2015	ESS BROTHERS AND SONS INC	\$2,111.00
85554	11/4/2015	FASTENAL COMPANY	\$252.32
85555	11/4/2015	FEHR GRAHAM & ASSOCIATES, LLC	\$1,930.50
85556	11/4/2015	FESTIVAL FOODS	\$8.88
85557	11/4/2015	FLYING JACKALOPE EXPRESS LLP	\$39.98
85558	11/4/2015	CHRISTINE FOEMMEL	\$100.00
85559	11/4/2015	FRONTIER	\$601.08
85560	11/4/2015	GANNETT WISCONSIN MEDIA	\$557.64
85561	11/4/2015	GENERAL FARM SUPPLY INC	\$511.50
85562	11/4/2015	GREMMER & ASSOCIATES, INC.	\$2,345.80
85563	11/4/2015	JOHN GROSBIER	\$52.66
85564	11/4/2015	HGA	\$2,607.56
85565	11/4/2015	HF GROUP LLC	\$104.54
85566	11/4/2015	HILLER'S HARDWARE INC	\$273.27
85567	11/4/2015	RHONDA HUNKINS	\$100.00
85568	11/4/2015	DAVID JASURDA	\$197.39
85569	11/4/2015	JIM'S GOLF CARS INC	\$116.58
85570	11/4/2015	ALLEN JOHNSON AGENCY LLC	\$10.00
85571	11/4/2015	E O JOHNSON COMPANY	\$193.00
85572	11/4/2015	KACIE KANNEBERG	\$100.00
85573	11/4/2015	KOHS MACHINE SHOP	\$173.00
85574	11/4/2015	JOE KONIECZNY	\$50.00
85575	11/4/2015	BRENDA KONRARDY	\$15.00
85576	11/4/2015	LORI KOPF	\$165.47
85577	11/4/2015	JUDY LINDNER	\$75.00
85578	11/4/2015	LOCAL GOVERNMENT PROP INS FUND	\$208.00
85579	11/4/2015	LONDERVILLE STEEL ENTERPRISES	\$180.00
85580	11/4/2015	RANDY LUETH - LANDSCAPE ARCHITECT LLC	\$3,200.00
85581	11/4/2015	MAID TO ORDER	\$250.00
85582	11/4/2015	MAIN STREET MARSHFIELD INC	\$20.00
85583	11/4/2015	MAIN STREET PHOTO & STUDIO	\$1,957.50
85584	11/4/2015	MARSHFIELD AREA PET SHELTER, INC	\$57,973.89
85585	11/4/2015	MARSHFIELD CLINIC	\$3,229.23

Check #	Check Date	Vendor Name	Amount
85586	11/4/2015	MARSHFIELD CLINIC	\$750.00
85587	11/4/2015	MARSHFIELD PARKS & REC DEPT	\$18.95
85588	11/4/2015	MARSHFIELD PUBLIC LIBRARY	\$11.61
85589	11/4/2015	MARSHFIELD YOUTH HOCKEY ASSOCIATION	\$100.00
85590	11/4/2015	CITY OF MARSHFIELD	\$30.00
85591	11/4/2015	DAVINA MCGRATH	\$25.00
85592	11/4/2015	MEDFORD COOPERATIVE INC	\$362.00
85593	11/4/2015	MENARDS	\$1,093.64
85594	11/4/2015	MARILYN MEYER	\$100.00
85595	11/4/2015	MID-AMERICAN RESEARCH CHEMICAL	\$58.36
85596	11/4/2015	MIKE'S DAIRY SERVICES INC	\$941.46
85597	11/4/2015	MILLER BRADFORD AND RISBERG	\$880.38
85598	11/4/2015	MINNESOTA LIFE INSURANCE CO	\$646.80
85599	11/4/2015	STEVEN MROTEK	\$100.00
85600	11/4/2015	NAPA AUTO PARTS	\$96.26
85601	11/4/2015	NORTH STAR PORTABLE BUILDINGS LLC	\$3,395.00
85602	11/4/2015	NORTHERN LAKE SERVICE INC	\$76.50
85603	11/4/2015	O'REILLY AUTO PARTS	\$24.99
85604	11/4/2015	OFFICE DEPOT	\$357.95
85605	11/4/2015	OUR WISCONSIN	\$16.98
85606	11/4/2015	RAY M POEPEL	\$1,138.50
85607	11/4/2015	PERM-A-STORE	\$77.09
85608	11/4/2015	PERRY SCHULTZ	\$50.00
85609	11/4/2015	PHYSIO CONTROL CORPORATION	\$4,484.04
85610	11/4/2015	RADISSON HOTEL & CONFERENCE CENTER	\$246.00
85611	11/4/2015	ROCKFORD MAP PUBLISHERS	\$362.95
85612	11/4/2015	SCAFFIDI TRUCK CENTER	\$42.00
85613	11/4/2015	SCHALOWS NURSERY, INC.	\$744.00
85614	11/4/2015	KATHY SCHMUTZER	\$50.00
85615	11/4/2015	SCOTT CONSTRUCTION INC	\$87,309.55
85616	11/4/2015	SECURITY OVERHEAD DOOR INC	\$265.00
85617	11/4/2015	SHIRLEY'S HOUSE OF HOPE	\$100.00
85618	11/4/2015	SHOWCASES	\$1,047.60
85619	11/4/2015	ST VINCENT DE PAUL	\$90.00
85620	11/4/2015	SARA STEVENSON	\$100.00
85621	11/4/2015	STRAND ASSOCIATES INC	\$2,171.64
85622	11/4/2015	STREICHER'S POLICE EQUIPMENT	\$780.00
85623	11/4/2015	SWIDERSKI EQUIPMENT	\$575.75
85624	11/4/2015	TELRITE CORPORATION	\$322.28
85625	11/4/2015	DORETTA THOMER	\$150.00
85626	11/4/2015	THREE OAKS	\$70.00
85627	11/4/2015	TOP FORM, INC 2013-14	\$69.64
85628	11/4/2015	TRIERWEILER CONSTRUCTION	\$11,815.37
85629	11/4/2015	TRIPLE R BUSINESS SERVICES, LLC	\$4,581.45
85630	11/4/2015	U W SOIL TESTING LAB	\$32.00
85631	11/4/2015	UNIFIRST CORPORATION	\$318.26
85632	11/4/2015	UNITED MAILING SERVICE INC	\$646.61
85633	11/4/2015	USA BLUE BOOK	\$1,210.81
85634	11/4/2015	UW-EXTENSION	\$135.00
85635	11/4/2015	UW-GREEN BAY-OUTREACH GOVT CL204	\$85.00
85636	11/4/2015	UW-MARSHFIELD/WOOD COUNTY	\$2,090.07
85637	11/4/2015	VERIZON WIRELESS	\$83.42
85638	11/4/2015	VIERBICHER ASSOCIATES	\$4,505.60
85639	11/4/2015	ASHLEY WALKER	\$25.00
85640	11/4/2015	WALMART COMMUNITY/GECRB	\$171.31
85641	11/4/2015	WATER GEAR INC	\$165.62
85642	11/4/2015	WE ENERGIES	\$61.01

<b>Check #</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Amount</b>
85643	11/4/2015	WEILER ENTERPRISES	\$11.97
85644	11/4/2015	WEILER TRANSPORTATION LLC	\$245.65
85645	11/4/2015	WEPAK-N-SHIP	\$162.62
85646	11/4/2015	WHEELERS GM OF MARSHFIELD INC	\$246.78
85647	11/4/2015	WI DEPARTMENT OF AGRICULTURE	\$100.00
85648	11/4/2015	WI DEPT OF JUSTICE	\$1,190.00
85649	11/4/2015	WOOD COUNTY REGISTER OF DEEDS	\$53.00
85650	11/4/2015	LINDA WRITZ	\$100.00
85651	11/4/2015	CRYSTAL WUETHRICH	\$100.00
85652	11/4/2015	BREANNA ZIMMERMANN	\$100.00
85653	11/4/2015	ZACHARY P ZORMAN	\$500.00
		<b>TOTAL CURRENT BILLS PAID BY CHECK</b>	<b>\$776,617.51</b>
		<b>TOTAL PREPAID BILLS</b>	<b>\$1,712,189.41</b>
		<b>TOTAL ACH PAYMENTS</b>	<b>\$2,172.67</b>
		<b>TOTAL DIRECT WIRE TRANSFERS</b>	<b>\$210,647.50</b>
		<b>TOTAL CURRENT BILLS</b>	<b>\$876,359.99</b>
		<b>GRAND TOTAL</b>	<b><u><u>\$2,801,369.57</u></u></b>

REPORT OF PERSONNEL ACTIONS  
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING  
OF NOVEMBER 3, 2015

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

Jennifer Rachu	Human Resources Manager/Assistant to the City Administrator Administration	November 9, 2015
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**RETIREMENT:**

Dan Jonas	Firefighter Fire & Rescue Department	October 28, 2015
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**Resignation**

None

**Promotion**

Charles Adamski	Classification III Parks and Recreation Department	October 7, 2015
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**COMPLETION OF  
PROBATIONARY  
PERIOD**

None

MONTHLY POSITION CONTROL REPORT  
 PERMANENT FULL-TIME/PART-TIME  
 POSITIONS AS OF OCTOBER 31, 2015

Department	Division	Position	FTE	Last Name	First Name
Administrator		City Administrator	1.00	BARG	STEVEN
Administrator		HR Manager/Assist. to the CA	1.00	VACANT	
Administrator		Administrative Assistant III	0.50	KROGMAN	AMY
<b>Administrator Total</b>			<b>2.50</b>		
Assessor		City Assessor	1.00	SPENCER	JOAN
Assessor		Property Appraiser	1.00	FECHHELM	BELINDA
Assessor		Administrative Assistant II	1.00	PUGH	KEITH
<b>Assessor Total</b>			<b>3.00</b>		
Cemetery		Cemetery Caretaker Assistant	1.00	BRAUNSKY	WILLIAM
Cemetery		Cemetery Coordinator/Caretaker	1.00	BALTUS	MICHAEL
<b>Cemetery Total</b>			<b>2.00</b>		
Clerk		City Clerk	1.00	HALL	DEBORAH
Clerk		Deputy Clerk	1.00	PANZER	LORI
<b>Clerk Total</b>			<b>2.00</b>		
Finance		Accounting Clerk	0.50	OPPMAN	JOANN
Finance		Accounting Clerk	1.00	LINDGREN	KATHLEEN
Finance		Accountant	1.00	NICHOLS	CHRISTOPHER
Finance		Payroll Technician	1.00	MICHALIK	JANETTE
Finance		Accounting Technician	0.80	RINDFLEISCH	MARILYN
Finance		Payroll Technician	1.00	SCHOOLEY	ROBERT
Finance		Accounting Manager	1.00	VAN WYHE	AMY
Finance		Finance Director	1.00	STREY	KEITH
<b>Finance Total</b>			<b>7.30</b>		
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	MILLER	ZACHARY
Fire	Firefighter Paramedic	1.00	LUCHINI	ANTHONY
Fire	Firefighter Paramedic	1.00	WEILAND	TROY
Fire	Firefighter Paramedic	1.00	ANNEN	STEPHEN
Fire	Firefighter Paramedic	1.00	WINISTORFER	PETER
Fire	Administrative Assistant III	1.00	BERGER	SUZANNE
<b>Fire Total</b>		<b>37.00</b>		
Technology	Technology Analyst	1.00	WESTMAN	ERIK
Technology	Technology Analyst	1.00	SUTTON	MATTHEW
Technology	Technology Director	1.00	NG	ENG
Technology	Technology Technician	1.00	SCHROEDER	SHAWN
<b>Information Technology Total</b>		<b>4.00</b>		
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 Specialst III	1.00	SCHULTZ	ROBERT
Library	Library Specialst III	1.00	STEELE	PATRICIA
Library	Library Systems Analyst	1.00	MADER	ROBERT
<b>Library Total</b>		<b>16.350</b>		
Mayor	Administrative Assistant III	0.50	KROGMAN	AMY
Mayor	Mayor	0.50	MEYER	CHRISTOPHER
<b>Mayor Total</b>		<b>1.00</b>		
Municipal Court	Municipal Court Clerk	0.75	CARLSON	SUSAN
<b>Municipal Court Total</b>		<b>0.75</b>		
Parks & Recreation	Classification II	1.00	VACANT	
Parks & Recreation	Classification II	1.00	ROGERS	DANIEL
Parks & Recreation	Classification II	1.00	WEINFURTNER	JEFFREY
Parks & Recreation	Classification III	1.00	ADAMSKI	CHARLES
Parks & Recreation	Parks & Recreation Director	1.00	CASPERSON	JUSTIN
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
<b>Parks &amp; Recreation Total</b>		<b>9.00</b>		
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

<b>Planning Total</b>			<b>4.00</b>	
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		Drug Officer	1.00 SCHLEI	SCOTT
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 BORNBAACH	CALEB
Police		Police Officer	1.00 CHRISTIAN	CORY
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 LEU	JULIE
Police		Police Officer	1.00 MATTHEISEN	DAVID
Police		Police Officer	1.00 MEEK	STEVEN
Police		Police Officer	1.00 MITCHELL	ALEXANDER
Police		Police Officer	1.00 PUNKE	JASON
Police		Police Officer	1.00 VACANT	
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
<b>Police Total</b>			<b>48.00</b>	
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	ULNESS	NATHAN
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	VACANT	
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	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	Wastewater Operator - Level 4	1.00	OTT	ANDREW
Public Works	Wastewater	Wastewater Operator	1.00	CHARRON	JACOB
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
<b>Public Works Total</b>			<b>54.50</b>		
<b>Grand Total</b>			<b>191.400</b>		

**TREASURY REPORT**  
September 2015

September                      August

**GENERAL CITY**

<b>PREVIOUS BANK BALANCES (CASH):</b>				
Bonds	-----	6,510.00		
Citizens State Bank	-----	1,852,747.34		
	<b>TOTAL PREVIOUS CASH BALANCE:</b>		<b>\$1,859,257.34</b>	<b>\$1,878,700.68</b>
<b>RECEIPTS:</b>				
Citizens State Bank	-----	2,839,785.73		
Citizens State Bank Interest	-----	710.05		
L-T Investment Interest Recv	-----			
Tax collection	-----			
	<b>TOTAL CASH RECEIPTS:</b>		<b>\$2,840,495.78</b>	<b>\$7,520,187.87</b>
<b>DISBURSEMENTS:</b>				
Citizens State Bank	-----	3,550,050.49		
	<b>TOTAL CASH DISBURSEMENTS:</b>		<b>\$3,550,050.49</b>	<b>\$7,539,631.21</b>
<b>GENERAL CITY BOOK BALANCE (CASH):</b>		(Previous Balance + Receipt - Disbrsmnts.)	<b>\$1,149,702.63</b>	<b>\$1,859,257.34</b>
<b>GENERAL CITY INVESTMENTS:</b>				
Securities Investments (Long Term)	-----	3,000,000.00		
Securities Investments (Short Term)	-----	0.00		
SIST Int rate/earnings:   0.00%	-----	0.00		
Local Government Investment Pool (LGIP)	-----	9,651,353.75		
LGIP Int rate/earnings:   0.14%	-----	1,199.33		
			<b>\$12,652,553.08</b>	<b>\$14,608,606.75</b>
<b>TOTAL GENERAL CITY CASH &amp; INVESTMENTS:</b>		-----	<b>\$13,802,255.71</b>	<b>\$16,467,864.09</b>

**MARSHFIELD UTILITIES**

Citizens Bank Previous Bal.	-----	2,301,632.39		
Citizens Bank Utility Receipts	-----	8,824,985.92		
Citizens Bank Utility Disburs.	-----	8,253,256.92		
<b>MU BOOK BALANCE:</b>			<b>\$2,873,361.39</b>	<b>\$2,301,632.39</b>
<b>MU INVESTMENTS:</b>	-----		<b>\$21,326,644.96</b>	<b>\$17,543,645.34</b>
<b>TOTAL MU CASH &amp; INVESTMENTS:</b>	-----		<b>\$24,200,006.35</b>	<b>\$19,845,277.73</b>
<b>TOTAL BOOK BALANCE (CASH):</b>		(Marshfield Utilities Balance + General Balance)	<b>\$4,023,064.02</b>	<b>\$4,160,889.73</b>
<b>RECAPITULATION BANK REPORT</b>				
Bonds	-----	6,510.00		
Citizens Bank Mfld Utilities	-----	2,925,481.16		
Citizens Bank General City	-----	1,218,458.09		
	<b>TOTAL BANK BALANCE:</b>	4,150,449.25		
	(OUTSTANDING CHECKS)	127,385.23		
<b>TOTAL BANK BALANCE (CASH):</b>			<b>\$4,023,064.02</b>	<b>\$4,160,889.73</b>
CASH ON HAND :			\$100.00	\$100.00
<b>TOTAL INVESTMENTS:</b>			<b>\$33,979,198.04</b>	<b>\$32,152,252.09</b>
<b>TOTAL CASH &amp; INVESTMENTS:</b>			<b>\$38,002,262.06</b>	<b>\$36,313,141.82</b>

Submitted by: Amy Van Wyke  
Amy VanWyke  
Accounting Manager



**City of  
Marshfield**  
**Memorandum**

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October 29, 2015

TO: Mayor Meyer and members of the Common Council  
FROM: UW-Marshfield/Wood County  
SUBJECT: Budget Resolution 26-2015 2015 Campus project funding transfers

**BACKGROUND**

The City of Marshfield and Wood County have a 50/50 joint ownership venture of facilities on the UW-Marshfield/Wood County (UWMWC) campus. As such, capital project costs are shared on the same basis.

For 2015, both the City of Marshfield and Wood County approved equal funding for capital improvement projects on campus. As projects were bid out, adjustments were identified as required to the City portion of 2015 funding as the City records each project separately in our budget vs. an annual single project like Wood County. Starting in the 2016 Adopted CIP and recommended budget, the City is matching the Wood County approach to avoid the difference in reporting budgeting leading to this request.

**ANALYSIS**

UWMWC is requesting approval to transfer remaining funds of the City 50% cost share amount of \$9,762.50 from CIP Project #647330 Library Roof Repairs to CIP Project #647328 Repave 7<sup>th</sup> Street Entrance. This is not a request for additional funds, but a transfer between approved 2015 projects to match costs.

**RECOMMENDATION**

Recommend approval of Budget Resolution 26-2015.

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Steve Barg  
City Administrator

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Keith Strey  
Finance Director

BUDGET RESOLUTION NO. 26-2015

A resolution changing the 2015 budget of the City of Marshfield, Wisconsin.

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the sum of \$9,763 is hereby transferred within the Public Facilities Capital Outlay Fund between UW Marshfield/Wood County Library Roof Repair project, a/c#4055765064.647330 and UW Marshfield/Wood County Repave 7<sup>th</sup> Street Entrance project, a/c#4055765064.647328.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

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

APPROVED \_\_\_\_\_  
Attest - City Clerk

PUBLISHED \_\_\_\_\_

DETAIL OF BUDGET RESOLUTION NO. 26-2015 BY OBJECT NUMBER

TRANSFERRED FROM:

Public Facilities Capital Outlay Fund, a/c# 4055765064.647330

1. 58830 – Buildings \$ 9,763

TRANSFERRED TO:

Public Facilities Capital Outlay Fund, a/c# 4055765064.647328

1. 58820 – Land Improvements \$ 9,763

\* \* \* \*



# City of Marshfield Memorandum

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**TO:** Finance, Budget and Personnel Committee  
**FROM:** Justin Casperson, Parks and Recreation Director  
**RE:** Budget Resolution 27-2015 Bear Exhibit Expansion Project  
**DATE:** November 3, 2015

## **Summary**

In May 2015, the Common Council approved budget resolution No. 8-2015 for projected cost increases associated with the Wildwood Zoo Bear Exhibit Project. Since May, the Fundraising Committee secured enough private donations to complete the project on budget without the need of budget resolution No. 8-2015 monies.

Budget resolution No. 8-2015 transferred \$83,530 from other projects/sources and organizations. It is the intent to transfer non-project related monies back to the original slated projects/sources. Displayed below are the amounts and adjoining projects/sources.

- \$48,530 Hackman Storage Building project
- \$ 5,000 Sustainable Marshfield Committee

## **Recommendation**

I recommend that the Finance, Budget and Personnel Committee approve Budget Resolution No. 27 - 2015 for the amount of \$53,530 and refer to the Common Council for consideration.

## **Concurrence:**

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Steve Barg; City Administrator

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Keith Strey; Finance Director



DETAIL OF BUDGET RESOLUTION NO. 27-2015 BY OBJECT NUMBER

**TRANSFERRED FROM:**

Room Tax Fund, Taxes, a/c# 2024100008.080000:

1. 41110 – General Property Taxes	\$	5,000
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Room Tax Fund, New Bear Exhibit Building Project Budget, a/c# 2025541063.632805:

1. Buildings	\$	53,530
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**TRANSFERRED TO:**

General Fund, Taxes, a/c# 1014100008.080000:

1. 41110 – General Property Taxes	\$	5,000
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General Fund, Contingency, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency (1)	\$	5,000
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Room Tax Fund, Other Financing Sources Budget, a/c# 2024900008.080000:

1. 49300 – Fund Balance Applied (2)	\$	48,530
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**Note:**

- (1) Budget resolution 08-2015 transferred these funds from Sustainable Marshfield
- (2) Fund Balance Applied is from unused Hackman Storage Building Project funds, project 612856, budgeted in 2013 and 2014 transferred in budget resolution 08-2015.

\* \* \* \*



City of  
Marshfield  
Memorandum

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October 27, 2015

TO: Mayor Meyer and members of the Common Council  
FROM: Dan Knoeck, Director of Public Works  
SUBJECT: Budget Resolution 28-2015 - Architectural Services for Evaluation of the Forward Financial Building

**BACKGROUND**

With the potential for sale and redevelopment of City Hall Plaza, it is necessary for us to start looking at options for relocation of City Hall. The first option under consideration is the purchase of the Forward Financial Building at the corner of 6<sup>th</sup> Street and Chestnut Avenue. Architectural services are needed to determine what remodeling cost would be necessary to fit City Hall functions into that building.

**ANALYSIS**

Zimmerman Architectural Studios recently completed a space needs study for City Hall. The required space identified in that report is very similar to the space available in the Forward Financial Building. Zimmerman has provided a proposal (attached) to review the functionality of the Forward building and develop a conceptual floor plan for city hall purposes. The proposal also includes a physical condition assessment of the Forward building. Even though the building is fairly new, it would be prudent to have such an assessment done, as part of our due diligence in evaluating the building. The total cost of the proposal is \$13,500.

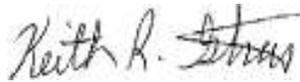
At the October 26, 2015 Council Meeting, the proposal from Zimmerman Architectural Studios, in the amount of \$13,500 was approved and staff was directed to draft a budget resolution to establish funding for the project. The proposed funding source is from fund balance in the Public Facilities Capital Project Fund, specifically from the City Hall Penthouse Guardrail Project from 2014 that was not completed. I am proposing a budget transfer of \$15,000 to cover any other additional expenses that may come up relative the Forward building analysis.

**RECOMMENDATION**

I recommend approval of Budget Resolution 28-2015.

Concurrence:

  
\_\_\_\_\_  
Steve Barg, City Administrator

  
\_\_\_\_\_  
Keith Strey, Finance Director

October 12, 2015

Mr. Dan Knoeck  
**City of Marshfield**  
630 South Central Avenue  
Marshfield, WI 54449

RE: **City Hall Feasibility Study – Forward Financial Building**

Dear Dan:

Thank you for giving me a call on Friday to study the Forward Financial Building for possible relocation of **Marshfield City Hall**. The requested proposal is to perform an existing building feasibility study to help determine whether the City Hall services can perform functionally at the former Forward Financial Building, 207 West 6<sup>th</sup> Street. The feasibility study initially includes architectural programming space layouts, based on the findings from the City Hall Needs Analysis report, dated March 31, 2014. The scope is defined as such:

1. Evaluate the report, and backup interview information, and determine spatial needs for each department that currently resides in the City Hall Building, 630 South Central Avenue.
2. Review the 2009 International Existing Building Code, for code conformance as an alteration.
3. Up to one (1) site visit will be included in the fee to discuss a preliminary layout of the space.

The deliverable will be a written narrative that describes the overall findings, as well as a concept floor plan that indicates departmental adjacencies and furniture layouts, along with conceptual budget data.

Our fee for these efforts during design is five thousand dollars (**\$5,000.00**).

Additionally, the report can be expanded to evaluate the physical condition of the Forward Financial Building. The scope to add this service is defined as such:

1. Up to one (1) site visit will be included to tour the building and inspect the architectural, mechanical, electrical and plumbing conditions. Harwood Engineering will provide the mechanical, electrical and plumbing assessment and add to the report. The original construction drawings have been provided for the building in pdf form. Building usage data is not anticipated to be provided.
2. Review the conceptual layout as identified above, and relate the amount of alteration work needed. The information will aid in providing better conceptual budget data.

The deliverable will be added information to the narrative identified above. The additional fee for this effort is eight thousand five hundred dollars (**\$8,500.00**).

**City Hall Feasibility Study – Forward Financial Building**

October 12, 2015

Page 2 of 2

It is my understanding from our conversation that because of the dynamics of possibly selling City Hall in the coming months, the urgency of the report is high, as the timing of departmental relocation is not known. Zimmerman and Harwood would be prepared to get started on the project very soon after an agreement can be reached. I would be happy to discuss the scope and a fee with you to determine what best fits this project. If you have any questions about this proposal and the scope, feel free to contact me.

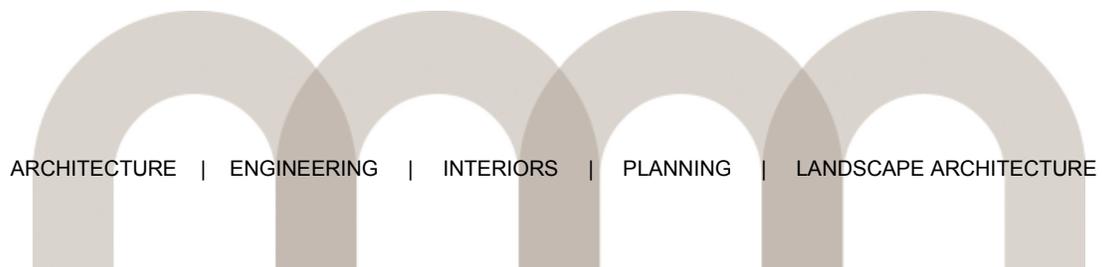
Respectfully Submitted,

**Zimmerman Architectural Studios, Inc.**

**Jack T. Blume, AIA, CDT**

Project Architect | Vice President

[jack.blume@zastudios.com](mailto:jack.blume@zastudios.com)



BUDGET RESOLUTION NO. 28-2015

A resolution changing the 2015 budget of the City of Marshfield, Wisconsin.

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the sum of \$15,000 is hereby transferred within the Public Facilities Capital Outlay Fund, from Fund Balance Applied a/c #4054900008.080000 to the City Hall Plaza Planning – Forward Financial Building Project, a/c #4055574023.233968.
2. That upon the adoption of this resolution by a two thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

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

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

PUBLISHED \_\_\_\_\_

DETAIL OF BUDGET RESOLUTION NO. 21-2014 BY OBJECT NUMBER

**TRANSFERRED FROM:**

<u>Public Facilities Capital Outlay Fund, a/c# 4054900008.080000:</u>	
1 49300 – Fund Balance Applied (1)	\$15,000

**TRANSFERRED TO:**

<u>Public Facilities Capital Outlay Fund, a/c# 4055574023.233968:</u>	
1 58830 – Buildings	\$ 15,000

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(1) Available funds from City Hall Penthouse Roof Guardrail Project in 2014



City of  
Marshfield  
Memorandum

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October 29, 2015

TO: Finance, Budget and Personnel Committee  
FROM: Keith Strey, Finance Director  
SUBJECT: Request to approve a Service Engagement to assist with new Federal Affordable Care Act reporting requirements

**BACKGROUND**

The City of Marshfield, like many employers, is required to implement various aspects of the Federal Affordable Care Act (ACA). This legislation has various impacts to employers and the most recent impact to the City for 2015 is a new reporting requirement.

**ANALYSIS**

The new reporting requirement for 2015, mandates that the City, as an IRS defined large employer, file IRS Form 1095-C as part of our year reporting. Earlier this year, our payroll software was updated to have the technical changes in place to gather the data necessary for this new payroll reporting requirement. This fall, staff attended American Payroll Association and WI Government Finance Officers Association conferences that included sessions on this new reporting requirement, the steps necessary to have appropriate information gathered and key decisions necessary to comply. It became clear to staff attending these sessions that it would be in the City's best interests to seek outside assistance with this process to ensure compliance as this is a new standard with confusing IRS guidance.

Finance department staff participated in a webinar described in the attached overview offered by our current audit firm, Schenck SC. Schenck has a specific team of professionals focused on this change that offers assistance to clients to meet this new ACA reporting requirement. Staff completed the requested survey on Monday, October 26<sup>th</sup> and as of the time this memo is prepared, we've not received the quote. During the webinar, a very general initial rough estimate was given. Based on the initial estimate and a need to get things in place soon, staff recommends approval of a Service Engagement with Schenck, SC in an amount **not to exceed** \$4,000 for assistance with this new ACA reporting requirement.

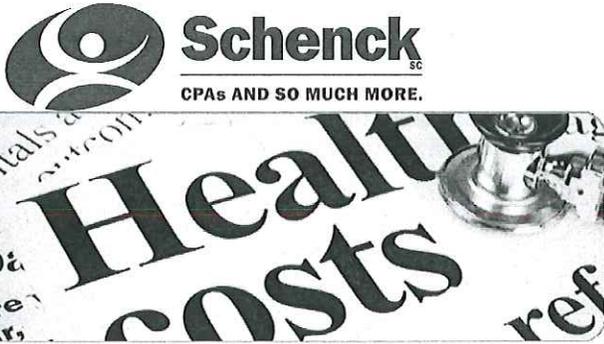
**RECOMMENDATION**

Staff recommends authorizing the Finance Director to execute a Service Engagement with Schenck, SC in an amount not to exceed \$4,000 for assistance with new Federal Affordable Care Act reporting requirements.

*Steve Barg*

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Steve Barg  
City Administrator



**Form 1095-C: Schenck is ready to assist you!**

We are pleased to provide an economical, easy-to-use service to meet your Affordable Care Act reporting requirements.

Large employers will be required to file Form 1095-C, Employer-Provided Health Insurance Offer and Coverage, on behalf of their employees for the 2015 filing year.

Our Form 1095-C preparation services take the headache out of your ACA reporting. The process is simple:

1. Provide us with some basic information by November 6 so that we can provide you with a fee quote
2. We will call you within 7-10 business days to present your quote and discuss any questions regarding your information.
3. After you sign up for our services, we will provide a spreadsheet, along with detailed instructions, for you to start gathering or importing information for Form 1095-C.
4. You will receive email communications through the end of the year, including helpful hints to make Form 1095-C preparation as simple as possible.

**Webinar available**

Our recorded webinar provides an overview of this new requirement to help put your mind at ease. The webinar explains:

- why Form 1095-C is required
- how the IRS will use the information
- the detailed information required on Form 1095-C.

The webinar is an hour long, and you can stop and start it at your convenience.

Contact us soon to get started.