



CITY OF MARSHFIELD

MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, DECEMBER 15, 2015
Council Chambers, 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 November 30, 2015 meeting
 - b) Approve Bills and Payroll
 - c) 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 recommend approval of Budget Resolution No. 30-2015 transferring funds for the purchase of a new K9 unit. Presented by Rick Gramza, Police Chief

Recommended Action: Recommend approval of Budget Resolution No. 30-2015
6. Request to recommend approval of Budget Resolution No. 31-2015 to cover an excess in forestry operation costs in 2015. Presented by Dan Knoeck, Public Works Director

Recommended Action Recommend approval of Budget Resolution No.31-2015
7. Request to recommend approval of Budget Resolution No. 32-2015 transferring funds for the replacement of a diving board at Hefko pool. Presented by Justin Casperson, Park & Recreation Director

Recommended Action Recommend approval of Budget Resolution No. 32-2015
8. Request to recommend approval of Budget Resolution No. 33-2015 to cover added costs associated with the GIS aerial photography project. Presented by Jason Angell, Planning & Economic Development Director

Recommended Action Recommend approval of Budget Resolution No. 33-2015
9. Request to recommend approval of Budget Resolution No. 34-2015 to cover unexpected health insurance costs. Presented by Jason Angell, Planning & Economic Development Director

Recommended Action Recommend approval of Budget Resolution No. 34-2015

FINANCE, BUDGET AND PERSONNEL COMMITTEE

December 15, 2015

10. Request to recommend approval of Budget Resolution No. 35-2015 to cover added costs from special Council meetings (strategic planning). Presented by Deb Hall, City Clerk
Recommended Action Recommend approval of Budget Resolution No. 35-2105
11. Request to recommend approval of Budget Resolution No. 36-2015 transferring funds for repayment to Cemetery Perpetual Care Fund. Presented by Keith Strey, Finance Director
Recommended Action Recommend approval of Budget Resolution No. 36-2105
12. Request to recommend approval of Budget Resolution No. 37-2015 transferring funds to cover Unemployment Compensation claims. Presented by Keith Strey, Finance Director
Recommended Action Recommend approval of Budget Resolution No. 37-2105
13. Request to recommend approval of Budget Resolution No. 38-2015 transferring funds to cover Phase 2 Library and Community Center project costs. Presented by Lori Belongia, Library Director
Recommended Action: Recommend approval of Budget Resolution No. 38-2015
14. Request to approve Resolution No. 2015-65, approving Committed fund balance classifications per Government Accounting Standard Board Statement No. 54. Presented by Keith Strey, Finance Director
Recommended Action: Approve Resolution No. 2015-65
15. Request to approve Resolution No. 2015-71, approving taxi agreement with Running, Inc. for calendar year 2016. Presented by Keith Strey, Finance Director
Recommended Action: Approve Resolution No. 2015-71
16. Request to approve property insurance coverage for calendar year 2016. Presented by Keith Strey, Finance Director
Recommended Action: Approve the coverage as recommended
17. Request to approve liability insurance coverage for calendar year 2016. Presented by Keith Strey, Finance Director
Recommended Action: Approve the coverage as recommended
18. Request to approve airport commercial general liability insurance coverage for calendar year 2016. Presented by Keith Strey, Finance Director
Recommended Action: Approve the coverage as recommended
19. Request to approve boiler and machinery insurance coverage for calendar year 2016. Presented by Keith Strey, Finance Director
Recommended Action: Approve the coverage as recommended
20. Suggested items for future agendas
21. Adjourn

FINANCE, BUDGET AND PERSONNEL COMMITTEE
December 15, 2015

Posted this day, December 11, 2015 at 3:30 p.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
MINUTES OF NOVEMBER 30, 2015

Meeting called to order by Chairperson Feddick at 5:30 p.m., in Room 108, City Hall Plaza.

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

ABSENT: Alderperson Rebecca Spiros

ALSO PRESENT: City Administrator Barg and City Personnel (Keith Strey, Amy VanWyhe, Jason Angell and Deb M. Hall)

Citizen Comments

None

FBP15-124 Motion by Hendler, second by Reinart to approve the items on the consent agenda:

1. Minutes of the November 17, 2015 meeting.
2. Bills in the amount of \$1,131,322.71.
3. Report of Personnel Actions of November 30, 2015.
4. Monthly Position Control Report as of October 31, 2015.

Motion carried

No items were removed from the consent agenda.

FBP15-125 Motion by Hendler, second by Earll to recommend approval of Budget Resolution No. 29-2015 to the Common Council, transferring \$350,000 from Long Term Debt Proceeds to Development Incentives per development agreement with Yellowstone Partners, LLC.

Motion carried

FBP15-126 Motion by Earll, second by Reinart to recommend approval of Resolution No. 2015-56 to the Common Council, creating the City of Marshfield Fee Schedule.

Motion carried

Finance Director Strey gave an update on delinquent waste hauler repayment agreements.

- B & D Liquid Wastehaulers – They paid off their full amount under the agreement and met all the requirements.
- Pittsville Septic – They made their payments timely, in fact they paid it off early.
- Rural Septic – Their outstanding amount was approximately \$1,200. The city has tried the normal collections processes and had many conversations with this business. It stalled out due to lack of action so the City Attorney took it to Small Claims Court at the end of July. The City did receive a judgement in our favor ordering them to pay unfortunately this did not happen. The City filed a judgement but it appears that collection on this account is suspect at best. This is being recommended to be written off and will be listed on Resolution No. 2015-59.

FBP15-127 Motion by Earll, second by Reinart to recommend approval of Resolution No. 2015-59 to the Common Council, writing off various uncollectible General Fund account receivables totaling \$4,048 and Wastewater Utility account receivables totaling \$1,247.

Motion carried

Discussion was held on Council salaries and possible increase.

FBP15-128 Motion by Hendler, second by Reinart to recommend Option #2 to the Common Council, establishing Common Council pay at a flat rate of \$425/month (\$5,100/year), reduced by \$100 for any month in which a member misses 2 or more required Council/Committee meetings. Nay – Feddick

Motion carried

FUTURE AGENDA ITEMS

None

Motion by Hendler, second by Earl to adjourn at 6:05 p.m.

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

Deb M. Hall
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to **\$856,008.10 for NOVEMBER, 2015** and General Expense Bills for **DECEMBER, 2015** amounting to **\$725,899.81** be allowed paid and charged to their proper accounts.

Chairman

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

12/16/2015

**PREPAID BILLS
PREPAID BILLS PAID BY CHECK**

Check #	Check Date	Vendor Name	Amount
85900	11/20/2015	ADVANCED DISPOSAL SERVICES LLC	\$83.71
85901	11/20/2015	CHARTER COMMUNICATIONS	\$209.99
85902	11/20/2015	MARSHFIELD UTILITIES	\$27,644.27
85903	11/20/2015	TELRITE CORPORATION	\$43.34
85908	11/30/2015	DELTA DENTAL OF WISCONSIN	\$12,187.11
85909	11/30/2015	NVA FIDUCIARY TRUST FOR FSLI	\$1,437.82
85910	11/30/2015	AMAZON	\$1,684.43
85911	11/30/2015	CHARTER COMMUNICATIONS	\$20.75
85912	11/30/2015	FRONTIER	\$696.16
85913	11/30/2015	VERIZON WIRELESS	\$83.40
85914	11/30/2015	WALMART COMMUNITY/GECRB	\$18.56
85915	12/4/2015	CITIZENS STATE BANK OF LOYAL	\$5,000.00
85916	12/4/2015	DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES	\$25.00
85917	12/4/2015	FRONTIER	\$1,087.54
85918	12/4/2015	MARSHFIELD POSTMASTER	\$882.00
85919	12/4/2015	MARSHFIELD UTILITIES	\$55,293.46
85920	12/4/2015	MINNESOTA LIFE INSURANCE CO	\$646.80
85921	12/4/2015	PITTSVILLE SEPTIC LLC	\$380.76
85922	12/4/2015	REGISTRATION FEE TRUST	\$1.00
85923	12/4/2015	TDS TELECOM	\$348.06
85924	12/4/2015	US CELLULAR	\$2,004.62
85925	12/4/2015	VANNER INC	\$482.04
85926	12/4/2015	VERIZON WIRELESS	\$741.19
85927	12/4/2015	WE ENERGIES	\$202.69
TOTAL PREPAID BILLS PAID BY CHECK			\$111,204.70

PREPAID BILLS PAID BY EFT

EFT000000005012	12/7/2015	RICHARD GRAMZA	\$4,338.75
TOTAL PREPAID BILLS PAID BY EFT			\$4,338.75

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000005013	12/16/2015	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$6.98
EFT000000005014	12/16/2015	AIR COMMUNICATIONS OF CENTRAL	\$92.30
EFT000000005015	12/16/2015	JASON ANGELL	\$223.10
EFT000000005016	12/16/2015	ARAMARK UNIFORM SERVICES	\$81.30
EFT000000005017	12/16/2015	AUDIO EDITIONS	\$469.52
EFT000000005018	12/16/2015	B & B LAWN CARE LLC	\$4,778.73
EFT000000005019	12/16/2015	BADGER METALS INC	\$322.92
EFT000000005020	12/16/2015	STEVE BARG	\$49.95
EFT000000005021	12/16/2015	BAUERNFEIND BUSINESS TECH	\$2,066.04
EFT000000005022	12/16/2015	ROBERT BEATHARD	\$31.90
EFT000000005023	12/16/2015	JEFFREY BECKER	\$48.46
EFT000000005024	12/16/2015	LORI BELONGIA	\$814.75
EFT000000005025	12/16/2015	SUZANNE BERGER	\$149.50
EFT000000005026	12/16/2015	KURT BORN BACH	\$100.00
EFT000000005027	12/16/2015	BOUND TREE MEDICAL, LLC	\$123.27
EFT000000005028	12/16/2015	BRODART INC	\$314.16
EFT000000005029	12/16/2015	CARQUEST AUTO PARTS	\$286.87
EFT000000005030	12/16/2015	KELLY CASSIDY	\$352.11
EFT000000005031	12/16/2015	CAVU LLC	\$1,190.00
EFT000000005032	12/16/2015	CDW GOVERNMENT INC	\$1,529.31
EFT000000005033	12/16/2015	CENTRAL STATE SUPPLY CORP	\$315.89

Check #	Check Date	Vendor Name	Amount
EFT000000005034	12/16/2015	CHEM TECH INTERNATIONAL INC	\$797.86
EFT000000005035	12/16/2015	CURRENT TECHNOLOGIES INC	\$115.90
EFT000000005036	12/16/2015	DALCO ENTERPRISES, INC.	\$605.15
EFT000000005037	12/16/2015	JEFFREY DOLGNER	\$150.00
EFT000000005038	12/16/2015	JAMES WM DORN	\$185.75
EFT000000005039	12/16/2015	EBSCO INDUSTRIES, INC.	\$168.34
EFT000000005040	12/16/2015	ELECTION SYSTEMS & SOFTWARE	\$1,715.12
EFT000000005041	12/16/2015	BRIAN ENGEL	\$22.09
EFT000000005042	12/16/2015	JERRY ESSER	\$2.31
EFT000000005043	12/16/2015	BELINDA FECHHELM	\$104.65
EFT000000005044	12/16/2015	ALANNA FEDDICK-GOODWIN	\$818.47
EFT000000005045	12/16/2015	FREMONT INDUSTRIES, INC.	\$5,899.19
EFT000000005046	12/16/2015	BRIAN GABEL	\$150.00
EFT000000005047	12/16/2015	GALE/CENGAGE LEARNING	\$232.72
EFT000000005048	12/16/2015	GRAINGER	\$894.70
EFT000000005049	12/16/2015	CHELSEA GUDEN	\$22.09
EFT000000005050	12/16/2015	ROBERT HAIGHT	\$984.23
EFT000000005051	12/16/2015	HEINZEN PRINTING INC	\$1,065.00
EFT000000005052	12/16/2015	INGRAM LIBRARY SERVICES INC	\$778.17
EFT000000005053	12/16/2015	GREG KIEFFER	\$36.21
EFT000000005054	12/16/2015	MADELINE KOEHN	\$22.09
EFT000000005055	12/16/2015	AMY KROGMAN	\$107.81
EFT000000005056	12/16/2015	MICHAEL KRUSE	\$22.09
EFT000000005057	12/16/2015	ROBERT LARSEN	\$250.00
EFT000000005058	12/16/2015	MARSHFIELD AREA CHAMBER FOUNDATION	\$15,844.11
EFT000000005059	12/16/2015	MCMASTER-CARR	\$88.25
EFT000000005060	12/16/2015	MERKEL COMPANY INC	\$13,155.51
EFT000000005061	12/16/2015	MIDSTATE TRUCK SERVICE	\$247.70
EFT000000005062	12/16/2015	MIDWEST TAPE	\$1,707.90
EFT000000005063	12/16/2015	JOSH MILLER	\$399.11
EFT000000005064	12/16/2015	MISSISSIPPI WELDERS	\$403.68
EFT000000005065	12/16/2015	MONROE TRUCK EQUIPMENT	\$233.97
EFT000000005066	12/16/2015	HUGH NIKOLAI	\$150.00
EFT000000005067	12/16/2015	NORTH CENTRAL LABORATORIES	\$382.44
EFT000000005068	12/16/2015	THOMAS OTT	\$100.00
EFT000000005069	12/16/2015	LORI PANZER	\$10.35
EFT000000005070	12/16/2015	POMP'S TIRE SERVICE INC	\$12,661.60
EFT000000005071	12/16/2015	POWER PAC INC	\$232.18
EFT000000005072	12/16/2015	PRO ONE JANITORIAL, INC.	\$479.00
EFT000000005073	12/16/2015	TIM RASMUSSEN	\$188.45
EFT000000005074	12/16/2015	REIGEL PLUMBING & HEATING INC	\$2,964.00
EFT000000005075	12/16/2015	RIPP DISTRIBUTING COMPANY INC	\$48.00
EFT000000005076	12/16/2015	ROCK OIL REFINING INC	\$45.00
EFT000000005077	12/16/2015	GRACIA SANDOK	\$22.09
EFT000000005078	12/16/2015	CONNOR SANDOK	\$22.09
EFT000000005079	12/16/2015	SAM SCHROEDER	\$11.16
EFT000000005080	12/16/2015	SHI INTERNATIONAL CORPORATION	\$65.78
EFT000000005081	12/16/2015	JOAN SPENCER	\$103.50
EFT000000005082	12/16/2015	STAINLESS AND REPAIR INC	\$1,376.00
EFT000000005083	12/16/2015	MATTHEW SUTTON	\$149.99
EFT000000005084	12/16/2015	TRAFFIC AND PARKING CONTROL INC	\$531.78
EFT000000005085	12/16/2015	LOCATE HOLDINGS INC	\$1,286.88
EFT000000005086	12/16/2015	V & H INC	\$1,695.36
EFT000000005087	12/16/2015	VIDCOM LLC	\$2,961.98
EFT000000005088	12/16/2015	WOOD CO HIGHWAY DEPARTMENT	\$222.77
EFT000000005089	12/16/2015	WOOD COUNTY CLERK	\$902.00
		TOTAL CURRENT BILLS PAID BY EFT	\$87,189.63

CURRENT BILLS PAID BY CHECK

85928	12/16/2015	ABR EMPLOYMENT SERVICES	\$883.20
85929	12/16/2015	L. W. ALLEN INC	\$117,951.00
85930	12/16/2015	AMERICAN ASPHALT OF WI	\$127,561.98

Check #	Check Date	Vendor Name	Amount
85931	12/16/2015	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$217.41
85932	12/16/2015	CART'S BODY SHOP	\$240.00
85933	12/16/2015	ASSOCIATED SERVICE CENTER	\$165.04
85934	12/16/2015	AYRES ASSOCIATES INC	\$32,678.00
85935	12/16/2015	BAKER AND TAYLOR INC	\$1,907.80
85936	12/16/2015	BILLER PRESS & MFG INC	\$863.73
85937	12/16/2015	CAROL BLATTER	\$100.00
85938	12/16/2015	THE BOSON COMPANY INC	\$49,435.00
85939	12/16/2015	BROWNELLS, INC	\$67.06
85940	12/16/2015	BSN SPORTS	\$725.00
85941	12/16/2015	BUSINESS PUBLISHERS INC	\$277.00
85942	12/16/2015	CAL'S PLUMBING SERVICE LLC	\$100.00
85943	12/16/2015	CAP SERVICES INC	\$35.00
85944	12/16/2015	CENTER POINT LARGE PRINT	\$200.66
85945	12/16/2015	CENTRAL WI STATE FAIR ASSN OF MFLD LTD	\$258.00
85946	12/16/2015	CERTIFIED REFRIGERATION & MECHANICAL, INC	\$158.42
85947	12/16/2015	CHARLIE'S HARDWARE	\$1,850.00
85948	12/16/2015	CHARTER COMMUNICATIONS	\$195.99
85949	12/16/2015	COLD SPRING GRANITE COMPANY	\$225.00
85950	12/16/2015	COMPLETE OFFICE OF WISCONSIN	\$1,486.46
85951	12/16/2015	CORROSION CONTROL CONSULTANTS & LABS	\$54.00
85952	12/16/2015	CRANE ENGINEERING SALES INC	\$7,262.27
85953	12/16/2015	CTL COMPANY INC	\$584.63
85954	12/16/2015	DAVE'S SERVICE CENTER INC	\$80.00
85955	12/16/2015	DE LAGE LANDEN PUBLIC FINANCE	\$59,000.00
85956	12/16/2015	NICK DE NARDIS	\$110.60
85957	12/16/2015	DETECTION INSTRUMENTS CORPORATION	\$105.49
85958	12/16/2015	LEAH DRAXLER	\$100.00
85959	12/16/2015	DUFFY'S AIRCRAFT SALES	\$809.75
85960	12/16/2015	EARTH INC	\$348.80
85961	12/16/2015	ENGAGEDPATRONS.ORG	\$95.00
85962	12/16/2015	ETCO ELECTRIC SUPPLY INC	\$196.24
85963	12/16/2015	EXCEL ENGINEERING INC	\$2,400.00
85964	12/16/2015	FASTENAL COMPANY	\$559.54
85965	12/16/2015	FEHR GRAHAM & ASSOCIATES, LLC	\$2,434.83
85966	12/16/2015	FESTIVAL FOODS	\$25.80
85967	12/16/2015	JAMES M FICO, PH.D.	\$325.00
85968	12/16/2015	JAYNE FRAHMANN	\$100.00
85969	12/16/2015	FRONTIER	\$120.63
85970	12/16/2015	GANNETT WISCONSIN MEDIA	\$1,100.21
85971	12/16/2015	GARD SPECIALISTS CO INC	\$28.70
85972	12/16/2015	GENERAL COMMUNICATIONS INC	\$399.00
85973	12/16/2015	GREMMER & ASSOCIATES, INC.	\$2,345.80
85974	12/16/2015	HACH COMPANY	\$1,121.39
85975	12/16/2015	HGA	\$2,195.00
85976	12/16/2015	SID HARVEY INDUSTRIES INC	\$190.00
85977	12/16/2015	HELGERSON/JILL	\$100.00
85978	12/16/2015	HERMAN'S MACHINING & WELDING LLC	\$1,050.00
85979	12/16/2015	HILLER'S HARDWARE INC	\$376.87
85980	12/16/2015	ALYSSA HOFMANN	\$100.00
85981	12/16/2015	INTEGRATED IMAGING INC	\$2,120.00
85982	12/16/2015	INTEGRITY FIRE PROTECTION INC	\$210.00
85983	12/16/2015	JENSEN & SON ASPHALT RESTORATION, LLC	\$818.00
85984	12/16/2015	E.O JOHNSON COMPANY	\$800.72
85985	12/16/2015	JANE LAMERMAYER	\$50.00
85986	12/16/2015	SALLY LANG	\$100.00
85987	12/16/2015	CANDACE LARSEN	\$100.00
85988	12/16/2015	LIVE OAK MEDIA	\$325.16
85989	12/16/2015	LOCAL 1021 REC FUND	\$15.00
85990	12/16/2015	LOU'S GLOVES INC	\$252.00
85991	12/16/2015	MAID TO ORDER	\$400.00
85992	12/16/2015	MARATHON COUNTY TREASURER	\$27.00

Check #	Check Date	Vendor Name	Amount
85993	12/16/2015	MARAWOOD CONSTRUCTION SERVICES, INC.	\$59.04
85994	12/16/2015	MARSHFIELD AREA CHAMBER	\$400.00
85995	12/16/2015	MARSHFIELD CITY GARAGE	\$27.14
85996	12/16/2015	MARSHFIELD CLINIC	\$380.60
85997	12/16/2015	MARSHFIELD UTILITIES	\$6.00
85998	12/16/2015	MCIS INC	\$100.00
85999	12/16/2015	MENARDS	\$1,229.27
86000	12/16/2015	METCO	\$1,566.52
86001	12/16/2015	JILL MEYERS	\$90.00
86002	12/16/2015	MID-STATE EQUIPMENT	\$245.00
86003	12/16/2015	MILLER BRADFORD AND RISBERG	\$374.84
86004	12/16/2015	MINISTRY ST JOSEPH'S HOSPITAL	\$1,834.77
86005	12/16/2015	MITTEN'S HOME APPLIANCES	\$70.00
86006	12/16/2015	NAPA AUTO PARTS	\$288.38
86007	12/16/2015	JESSICA NOWACZYK	\$100.00
86008	12/16/2015	O'REILLY AUTO PARTS	\$17.98
86009	12/16/2015	OCLC INC	\$1,102.18
86010	12/16/2015	PROVISION PARTNERS	\$577.60
86011	12/16/2015	PWW MEDIA INC	\$249.00
86012	12/16/2015	JEFFREY NIKOLAI	\$90.66
86013	12/16/2015	RIESTERER & SCHNELL INC.	\$68.70
86014	12/16/2015	ROGERS CINEMA INC	\$20,000.00
86015	12/16/2015	RUNNING INC	\$25,630.80
86016	12/16/2015	SCAFFIDI TRUCK CENTER	\$147.96
86017	12/16/2015	SCHALOWS NURSERY, INC.	\$3,227.36
86018	12/16/2015	SCHIERL TIRE CENTER	\$171.52
86019	12/16/2015	SCHOLASTIC INC	\$1,620.00
86020	12/16/2015	SECURITY OVERHEAD DOOR INC	\$510.50
86021	12/16/2015	SERVRIGHT	\$420.00
86022	12/16/2015	DOUG SEUBERT	\$8,165.00
86023	12/16/2015	ST VINCENT DE PAUL	\$10.00
86024	12/16/2015	TEAM SPORTING GOODS INC	\$4,375.00
86025	12/16/2015	TELRITE CORPORATION	\$41.70
86026	12/16/2015	TOWN & COUNTRY ENGINEERING INC	\$6,551.52
86027	12/16/2015	TRIERWEILER CONSTRUCTION	\$2,527.75
86028	12/16/2015	TRAVIS LINDEKUGEL	\$60.00
86029	12/16/2015	UNIFIRST CORPORATION	\$240.53
86030	12/16/2015	UNITED RENTALS (NORTH AMERICA) INC	\$47.03
86031	12/16/2015	UNITED STATES PLASTIC CORP	\$193.93
86032	12/16/2015	WALT'S PETROLEUM SERVICE INC	\$341.60
86033	12/16/2015	WEILER TRANSPORTATION LLC	\$324.78
86034	12/16/2015	WEN TECHNOLOGY	\$1,491.37
86035	12/16/2015	WEPAK-N-SHIP	\$35.36
86036	12/16/2015	WI DEPARTMENT OF JUSTICE	\$210.00
86037	12/16/2015	WOLFGAMMOKE AND HUTCHINSON	\$11,426.16
		TOTAL CURRENT BILLS PAID BY CHECK	\$523,166.73
		TOTAL PREPAID BILLS	\$115,543.45
		TOTAL CURRENT BILLS	\$610,356.36
		GRAND TOTAL	\$725,899.81

TREASURY REPORT
November 2015

	November	October
GENERAL CITY		
PREVIOUS BANK BALANCES (CASH):		
Bonds -----	6,510.00	
Citizens State Bank -----	1,758,012.70	
	TOTAL PREVIOUS CASH BALANCE:	
	\$1,764,522.70	\$1,150,989.91
RECEIPTS:		
Citizens State Bank -----	1,653,718.84	
Citizens State Bank Interest -----	654.43	
L-T Investment Interest Rec -----		
Tax collection -----		
	TOTAL CASH RECEIPTS:	
	\$1,654,373.27	\$4,838,831.64
DISBURSEMENTS:		
Citizens State Bank -----	3,177,708.39	
	TOTAL CASH DISBURSEMENTS:	
	\$3,177,708.39	\$4,225,298.85
GENERAL CITY BOOK BALANCE (CASH):	(Previous Balance + Receipt - Disbrsmnts.)	
	\$241,187.58	\$1,764,522.70
GENERAL CITY INVESTMENTS:		
Securities Investments (Long Term) -----	3,000,000.00	
Securities Investments (Short Term) -----	0.00	
SIST Int rate/earning 0.00% -----	0.00	
Local Government Investment Pool (LGIP) -----	9,641,933.38	
LGIP Int rate/earning 0.14% -----	893.62	
	\$12,642,827.00	\$9,459,254.65
TOTAL GENERAL CITY CASH & INVESTMENTS	\$12,884,014.58	\$11,223,777.35
MARSHFIELD UTILITIES		
Citizens Bank Previous Bal. -----	2,476,376.56	
Citizens Bank Utility Receipt -----	6,393,237.52	
Citizens Bank Utility Disburs -----	6,538,487.77	
MU BOOK BALANCE:	\$2,331,126.31	\$2,476,376.56
MU INVESTMENTS:	\$19,490,395.40	\$21,883,633.83
TOTAL MU CASH & INVESTMENTS:	\$21,821,521.71	\$24,360,010.39
TOTAL BOOK BALANCE (CASH):	(Marshfield Utilities Balance + General Balance)	
	\$2,572,313.89	\$4,240,899.26
RECAPITULATION BANK REPORT		
Bonds -----	6,510.00	
Citizens Bank Mfid Utilities -----	2,378,211.84	
Citizens Bank General City -----	512,445.53	
	TOTAL BANK BALANCE:	
	2,897,167.37	
	(OUTSTANDING CHECKS) -----	
	324,853.48	
TOTAL BANK BALANCE (CASH):	\$2,572,313.89	\$4,240,899.26
CASH ON HAND :	\$100.00	\$100.00
TOTAL INVESTMENTS:	\$32,133,222.40	\$31,342,888.48
TOTAL CASH & INVESTMENTS:	\$34,705,536.29	\$35,583,787.74

Submitted by: Amy VanWyke
Amy VanWyke
Accounting Manager

Marshfield Police Department Memorandum

Date: 12/02/2015

To: Police and Fire Commission, Finance, Budget, and Personnel Committee, & Marshfield Common Council

From: Police Chief Rick Gramza

Ref: Budget Resolution # 30-2015 Purchase of new K9.

History:

By the end of this year, the Marshfield Police Department will be formally retiring K9 Arco due to continued heart health problems and the reassignment of K9 Officer Scott Schlei from that position to Drug Investigator. K9 Arco has given six years of service to Marshfield and the surrounding communities resulting in 765 deployments, amassing approximately 150 arrests, and seizing approximately 4,500 grams of marijuana, 110 grams of heroin, 10 grams of methamphetamine and four grams of cocaine. The result of one of K9 Arco's seizures led to \$20,000 to \$30,000 in forfeiture that was split with Marathon County.

With his retirement, necessitates the purchase of a replacement K9 and appointment of a new K9 officer. Chris Hasz was selected in September as the new K9 handler. He is currently attending training in Denver, Indiana at Vohne Liche Kennel. The K9 selected by Officer Hasz, Ordinance Officer Dan Leonard, and Sergeant Jody Geurink is "Steffie" a nearly 2-year-old female Belgium Malinois.

Analysis:

Purchases necessary in the order as they appear are as follows:

K9 purchase and officer training from Vohne Liche Kennels, Denver, Indiana \$16,505

Per diem meals for officer at training \$1,000

Concrete slab at Officer Chris Hasz's house \$1,275

Kennel for K9 and dog house materials \$1,040

Total requested to be transferred \$19,820

This budget resolution was approved by the Marshfield Police and Fire Commission on December 3, 2015.

Recommendation:

I recommend that budget resolution be passed allowing for transfer of \$19,820 from Canine Program Donations 101.48000.20.48500 to Law Enforcement Operating Supplies 101.52110.20.53400.

Concurrence:



Steven Barg, City Administrator



Keith Strey, City Finance Director

BUDGET RESOLUTION NO. 30-2015

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 \$19,820 is hereby transferred from General Fund Canine Program Donations 1014800020.200000 to Law Enforcement Budget 1015211020.200000
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. 30-2015 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund, Miscellaneous Revenue, a/c# 1014800020.200000:

1. 48500 – Law Enforcement Donations / Contributions (1)	\$	19,820
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TRANSFERRED TO:

General Fund, Law Enforcement Budget, a/c# 1015210020.200000:

1. 53400 – Operating Supplies	\$	19,820
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* * * * *

(1) Held in Canine Program Donations account 101.26610 until use is approved by the Fire/Police Commission and Common Council.



**City of
Marshfield**

Memorandum

December 9, 2015

TO: Members of the Finance, Budget and Personnel Committee
FROM: Dan Knoeck, Director of Public Works
SUBJECT: Budget Resolution 31-2015 Forestry and Snow & Ice Budget Transfers

BACKGROUND

With the mild start to winter, City crews will be able to spend more time on forestry operations this fall. This is especially important as each of the last 2 winters, we have not been able to accomplish as much forestry work as desired due to the extended length of winter. As a result, we are projecting a shortfall in the 2015 Forestry Budget.

ANALYSIS

Street Superintendent Winch is projecting a \$30,000 short fall in the Forestry budget for 2015. Staff is proposing that funds be transferred from the Snow and Ice budget to make up this shortfall. The attached Budget Resolution 31-2015 shows the details of the proposed transfers.

RECOMMENDATION

I recommend approval of Budget Resolution 31-2015 and refer to the Common Council for consideration.

Concurrence: 
Steve Barg, City Administrator


Keith Strey, Finance Director

DETAIL OF BUDGET RESOLUTION NO. 31-2015 BY OBJECT NUMBER

TRANSFERRED FROM:

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

1. 51000 Series– Permanent Employee – Wages & Benefits	\$	15,000
2. 53310 – Motor Pool	\$	15,000

TRANSFERRED TO:

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

1. 51000 Series – Permanent Employee – Wages & Benefits	\$	15,000
2. 53310 – Motor Pool	\$	15,000

* * * * *

Memo

To: Finance, Budget and Personnel Committee & Common Council

From: Justin Casperson, Parks & Recreation Director

Date: December 9, 2015

Re: Budget Resolution 32-2015 Replacement of Hefko Pool Diving Board

Background

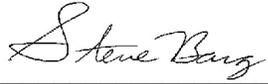
Hefko Pool has been written up for the condition of the diving board, by the Wood County Health Department. The diving board will need to be replaced before we can open for the 2016 season. The cost of the new diving board is \$3,577.45.

Analysis

Budget Resolution 32-2015 will transfer the \$3,577.45 from 622721 Sr. High Swimming Pool into 622720 Hefko Swimming Pool.

Recommendation

I recommend approval of Budget Resolution 32-2015.

Concurrence: 
Steve Barg, City Administrator


Keith Strey, Finance Director

DETAIL OF BUDGET RESOLUTION NO. 32-2015 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund, Senior High Swimming Pool Budget, a/c# 1015542062.622721:

1. 51000 Series– Permanent Employee – Wages & Benefits	\$	3,578
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TRANSFERRED TO:

General Fund, Hefko Pool Swimming Budget, a/c# 1015542062.622720:

1. 53500 – Repairs & Maintenance	\$	3,578
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* * * * *



City of Marshfield Memorandum

TO: Finance, Budget and Personnel Committee
FROM: Jason Angell, Director of Planning & Economic Development
DATE: December 15, 2015

RE: Budget Resolution 33-2015

Staff is in the process of working with WROC and Ayer's to finalize the 2015 aerial photography and planimetric project. Although the project is about 90% complete, our staff has identified some issues with the planimetrics that we would like the consultant to address prior to completing the project. The areas of concern are related to certain tiles within the city limits that we feel are not providing the most accurate information – although it is within the scope of the contract.

Because our Engineering Staff relies on the accuracy of the planimetrics, we are asking Ayer's to do some site specific surveying within the identified areas, to help clean up the planimetrics prior to final deliver. Both staff and the consultant feel that these additional survey points will produce the information we have come to rely upon over the years. The cost for this additional work is \$3,850 and is spelled out in the attached contract.

To cover the additional cost, staff is recommending a transfer of \$3,850 from Contingency to the GIS Projects Budget 401-56901-70 52100.

Recommendation

I recommend approval of Budget Resolution 33-2015 as presented.

Concurrence:

Steve Barg, City Administrator

Keith R. Strey, Finance Director

BUDGET RESOLUTION NO. 33-2015

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 \$3,850 is hereby transferred from General Fund Contingency Budget, a/c #1015156008.080000 to Infrastructure Construction Capital Project Fund GIS Projects Budget, a/c #40156901.701889.
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. 33-2015 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund Contingency, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency \$ 3,850

General Fund Taxes, a/c# 1014100008.080000:

1. 41110 – General Property Taxes \$ 3,850

TRANSFERRED TO:

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

1. 41110 – General Property Taxes \$ 3,850

Infrastructure Construction Capital Projects Fund, a/c# 4015690170.701889:

1. 52100 – Professional Services \$ 3,850

* * * *



City of
Marshfield
Memorandum

TO: Finance, Budget and Personnel Committee
FROM: Jason Angell, Director of Planning & Economic Development
DATE: December 15, 2015

RE: Budget Resolution 34-2015

Over the course of the year, 2 employees within the Planning & Economic Development Department had life changing events which resulted in a change in their elected insurance. When the 2015 Budget was prepared and adopted, both individuals were identified as "single insurance plans", after their events occurred they both elected to move to family insurance plans. This change has resulted in an increase cost of approximately \$20,000 in cost to the department.

Although the department budget is able to absorb some of this additional cost (with reductions to other areas) it cannot absorb the entire expense. Recent financial reports provided to me by the Finance Dept. indicate that with these additional expenses our department budget will run over by an estimated \$5,000 - \$10,000. Therefore, I am requesting a transfer of \$10,000 from the "General Contingency Account" to the Planning & Economic Development Department budget (101-56901-70) to help cover this additional expense.

To cover the additional cost, staff is recommending a transfer of \$10,000 from Contingency to the Planning & Economic Development Department Budget 101-56901-70.

Recommendation

I recommend approval of Budget Resolution 34-2015 as presented.

Concurrence:

Steve Barg, City Administrator

Keith R. Strey, Finance Director

BUDGET RESOLUTION NO. 34-2015

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 \$10,000 is hereby transferred from General Fund Contingency Budget, a/c #1015156008.080000 to General Fund Planning & Economic Development Budget, a/c #10156901.700000.
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. 34-2015 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund Contingency, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency \$ 10,000

TRANSFERRED TO:

General Fund Planning & Economic Development, a/c# 1015690170.700000:

1. 51540 – Health Insurance \$ 10,000

* * * * *



City of Marshfield Memorandum

TO: Finance, Budget and Personnel Committee
FR: Deb M. Hall, City Clerk
DT: December 15, 2015
RE: Budget Resolution No. 35-2015

BACKGROUND

The 2015 Common Council budget was prepared and approved with 8 special meetings budgeted for the year.

ANALYSIS

With the addition of all of the Special Strategic Planning sessions the Common Council budget for employee straight time is over budget. \$2,000 will need to be transferred from the Contingency budget into the Common Council budget to cover the shortfall.

RECOMMENDATION

I recommend that the Finance, Budget and Personnel Committee approve Budget Resolution No. 35-2015, transferring \$2,000 into the Common Council Budget.

Concurrence:

Steve Barg
Steve Barg, City Administrator

Keith R. Strey
Keith R. Strey, Finance Director

BUDGET RESOLUTION NO. 35-2015

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 \$2,000 is hereby transferred from General Fund Contingency Budget, a/c #1015156008.080000 to General Fund Common Council Budget, a/c #1015111006.060000.
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. 35-2015 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund Contingency, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency	\$	2,000
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TRANSFERRED TO:

General Fund Common Council Budget, a/c# 1015690170.700000:

1. 51000 Series (Wages & Benefits)	\$	2,000
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City of Marshfield Memorandum

To: Finance, Budget & Personnel Committee and Common Council

From: Keith Strey, Finance Director

Subject: Budget Resolution No. 36-2015

Date: December 11, 2015

SUMMARY:

During the 2016 budget process, staff presented various changes and options to allow the City to meet the Expenditure Restraint Program (ERP) requirements related to the 2016 general operating fund budget. One of those options was to accelerate the scheduled 2016 Cemetery Perpetual Fund Advance (Loan) payment to 2015. As an internal loan to the City, this was a viable option to the Common Council to meet ERP requirements as well as keep on track with repayment of the loan approved to build a Cemetery Mausoleum in 2014.

The attached budget resolution, if approved, transfers \$15,383 from General Fund Contingency to the Cemetery Perpetual Fund for the 2016 scheduled payment not included in the 2016 General Fund budget due to ERP limitations.

RECOMMENDATION:

I recommend approval of Budget Resolution No. 36-2015.

Concurrence: 
Steve Barg, City Administrator

BUDGET RESOLUTION NO. 36-2015

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 \$15,383 is hereby transferred from the General Fund Contingency Budget, a/c #1015156008.080000 to the Cemetery Perpetual Care Fund Other Financing Sources, a/c #8014900008.080101
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. 36 -2015 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund Contingency, a/c# 1015156008.08000:

1. 57350 – Reserved for Contingency **(Decrease)** \$ 15,383

General Fund Other Financing Uses, a/c# 1015900008.080801:

1. 59280 – Cemetery Perpetual Fund Transfers **(Increase)** \$ 15,383

TRANSFERRED TO:

Cemetery Perpetual Fund Other Financing Sources, a/c# 8014900008.080101:

1. 49210- Transfer From General Fund **(Increase)** \$ 15,383

Cemetery Perpetual Fund Assets, a/c# 801 **(MEMO ONLY)**:

1. 17110 – Advance to General Fund **(Decrease)** \$ 15,383

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City of Marshfield Memorandum

To: Finance, Budget and Personnel Committee

From: Keith Strey, Finance Director

Subject: Budget Resolution No. 37-2015

Date: December 11, 2015

SUMMARY:

The attached budget resolution, if approved, transfers \$1,000 from the General Fund Contingency budget to the identified budgets to cover costs of unemployment compensation claims for 2015 paid by the City. The contingency account has \$10,000 specifically allocated for this purpose in 2015.

RECOMMENDATION:

I recommend approval of Budget Resolution No. 37-2015.

Concurrence: 
Steve Barg, City Administrator

DETAIL OF BUDGET RESOLUTION NO. 37-2015 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund Contingency, a/c# 1015156008.08000:

- 1. 51580 – Unemployment Compensation \$ 1,000

TRANSFERRED TO:

General Fund (101):

- 1. Park Ops & Maint, a/c#1015521061.610000:
51580 - Unemployment Compensation \$ 50
- 2. Park Ops & Maint. – Wildwood Station, a/c#1015521061.612710:
51580 - Unemployment Compensation \$ 700
- 3. Recreation Programs, a/c#1015532162.620000:
51580 - Unemployment Compensation \$ 250

* * * *

To: Marshfield Finance, Budget & Personnel Committee and Common Council
From: Lori Belongia, Library Director
RE: Budget Resolution to Cover Phase 2 items that were advanced when the Senior Center was removed early.
Dec. 7, 2015

Background:

The April 28, 2015 Common Council's consent agenda approval of the Board of Public Works (April 20, 2015) minutes included early demolition of the current senior center and the solicitation bids for construction of the new library. At a special September 14, 2015 meeting the Common Council accepted bids the Library & Community Center project which included the Senior Center asbestos removal, building demolition and parking lot improvements as part of the accepted bids for the project. These items had been slated as Phase 2 development, but leap-frogged to the front of the project timeline. This was done knowing that the private donations/pledges received exceed the \$4M anticipated and thus could cover these additional costs. Here is a breakdown of the complete project budget to date:

Phase I items:	\$6,931,288
Phase II items moved to Phase I:	\$328,333
Boson Phase II – Preconstruction:	<u>\$36,800</u>
Total:	\$7,296,421

A budget resolution is required to authorize budget and payment of these items. This budget resolution does not alter the City's \$3M contribution to the project. It is simply the second step in assuring that the process meets legal criteria

The three items total \$328,333. There is the asbestos removal at the Senior Center (\$23,141), demo of senior center (\$24,211) and parking lot work including where the senior center stood (\$280,981). As our original contract with Boson was exclusively for Phase 1 development, it makes sense that the \$36,800 approved by the Common Council (Oct. 26, 2015 PW-115) for their Phase 2 work, be included in this resolution.

Recommendation:

I recommend approval of budget resolution 38-2015 In the amount of \$365,133.

Concurrence



Steve Barg
City Administrator



Keith Strey
Finance Director

DETAIL OF BUDGET RESOLUTION NO. 38-2015 BY OBJECT NUMBER

TRANSFERRED FROM:

Public Facilities Capital Project Fund, Miscellaneous Revenue, a/c# 4054800008.080000:

1. 48515 – Miscellaneous Donations	\$	365,133
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TRANSFERRED TO:

Public Facilities Capital Project Fund, Library Community Center, a/c# 4055662070.706000:

1. 58830 – Buildings	\$	365,133
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CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE & COMMON COUNCIL
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: RESOLUTION 2015-65 COMMITTED FUND BALANCE CLASSIFICATIONS
DATE: 12/11/2015

BACKGROUND

As a result of Governmental Accounting Standards Board (GASB) 54 requirements, the City of Marshfield updated Fund Balance Policy 4.310 and Policy 4.370 Continuing Appropriations & Budget Resolutions in late 2014. Policy 4.310, in part, establishes a framework for reporting classification of fund balances. Policy 4.370 states, in part, that “appropriations may be made by the Council, to be paid out of income of the current year, in furtherance of improvement or other objects or works which will not be completed within such year, and any such appropriation shall continue in force until the purpose for which it was made has been accomplished or abandoned.”

ANALYSIS

To comply with requirements of GASB 54, the previous one step procedure related to Policy 4.370 Continuing Appropriations was split into two. Now, step one requires the Common Council to take specific action to identify and approve items they “Commit” to funding beyond the current fiscal year. GASB 54 requires approval action to occur before fiscal year end to classify these specific items as committed. Following fiscal year end, the second step requires the Common Council to take separate action to approve amounts for items the Council wishes to commit funding for when determined (historically in February) for financial reporting purposes. These actions are only required for General Fund items as other fund classifications and continuing appropriations are addressed in Policies 4.310 & 4.370.

Several department/division heads have requested that various 2015 appropriations for specific general fund capital outlay, operations and projects be carried over to 2016 so they can be completed. When appropriate, the respective committees/boards have previously approved these items. The attached resolution summarizes the 2015 appropriation items and estimated amounts requested to be carried over into 2016 and classified as Committed Fund Balance.

RECOMMENDATION

I recommend approval of Resolution #2015-65 approving Committed Fund Balance classifications for 2015 continuing appropriations, as presented.



Concurrence- Steve Barg, City Administrator

RESOLUTION NO. 2015-65 (REVISED)

A resolution of the Common Council approving Committed Fund Balance classifications for continuing certain appropriations related to fiscal year 2015 to be carried over into 2016.

BE IT RESOLVED by the COMMON COUNCIL of the City of Marshfield, as follows:

1. The appropriations and accounts set forth in Exhibit "A" attached hereto are hereby classified as committed and carried forward into 2016; and
2. The Finance Director is hereby authorized to make the necessary entries in the ledgers of the City of Marshfield to reflect the foregoing.

This resolution is recommended by the Finance, Budget and Personnel Committee.

ADOPTED _____

Mayor

APPROVED _____

Clerk

EXHIBIT "A" (REVISED)

	<u>ESTIMATED</u> <u>12/31/15</u> <u>AMOUNTS</u>
<u>General Fund #101</u>	
Building Services/Inspection:	
Nuisance Property Abatement	\$ 15,000
Information Systems	
Enterprise Business System Software Upgrade	66,656
Electronic Document Management System	61,438
Library	
Net Operations & Maintenance per WI Statutes Ch. 43.58(1)	37,736 (5 yr. average)
Parks and Recreation	
Special Recreation Programs	4,212
Tennis/Racquetball Center	18,156
Adult Athletics	2,257
Parks Maintenance	
Tennis Court Resurfacing	15,000
Planning & Economic Development	
Comprehensive Plan Professional Services	10,000
Street Maintenance	
Slag Seal Program	9,700
	<hr/>
	\$ 240,155 * *

* * Amounts listed are **preliminary estimates** for information only. Final amounts will be presented in February 2016 for approval

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



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

TO: FINANCE, BUDGET & PERSONNEL COMMITTEE
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: RESOLUTION 2015-71 SHARED-RIDE TAXI SERVICE CONTRACT APPROVAL FOR 2016
DATE: 12/11/2015

BACKGROUND

In fall of 2013, the City of Marshfield completed an RFP process soliciting bids for providing Shared-ride and shuttle bus service.

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

On August 25, 2015, the Common Council approved exercising the option year for 2016 with Running, Inc. and directed staff to prepare the 2016 contract for approval. Preparation of the contract was on hold pending Common Council final action to discontinue Shuttle Service to Tomah which was approved on December 8, 2015. Attached is the resolution and 2016 contact for review and approval.

RECOMMENDATION

I recommend approval of Resolution 2015-71 authorizing execution of contract between the City of Marshfield and Running Inc. to provide Shared-ride Taxi Service for 2016.

A handwritten signature in cursive script that reads "Steve Barg".

Concurrence – Steve Barg, City Administrator

RESOLUTION NO. 2015-71

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

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

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

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

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

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

1. That the proposed contract between the City of Marshfield and Running Inc. in substantially the form attached hereto, for the year 2016 is hereby approved.
2. That the Mayor, City Clerk and Finance Director are hereby authorized and directed, to execute said contract in its final form, as approved by the Wisconsin Department of Transportation.

ADOPTED _____
Chris L. Meyer, Mayor

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

**2016 SHARED RIDE TAXI OPERATING CONTRACT
BETWEEN THE CITY OF MARSHFIELD AND
RUNNING INC.**

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

PRELIMINARY STATEMENT

The City sponsors a Shard-Ride Taxi Service as a public transportation program to serve its residents. On August 25, 2015, the City approved exercising the option year for 2016 per terms of the awarded RFP proposal from Running Inc. following WI DOT requirements for operation of this service from the period commencing January 1, 2016 and ending on December 31, 2016.

This contract shall include all the necessary performance standards outlined in the RFP and the Contractor's response to that RFP by reference, including, but not limited to, service area, service standards, hours of service, service levels, fares schedule, handling of revenues, reservation policies, maintenance, insurance, licensing, complaint handling, promotion and publicity and other requirements. Effective January 8, 2016, Shuttle Service to Tomah shall be discontinued and those contracted hours reassigned to Shared-Ride Taxi Service in the City per Common Council approval on December 8, 2015.

CONTRACT CONDITIONS

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

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

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

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

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

The City reserves the right to discontinue the contract's remaining option years at any time and may elect to re-bid the contract in whole or in part when changes in scheduled hours or hourly costs are not mutually acceptable between the Contractor and the City. Any such discontinuation of the contract shall have at least 120 days written notice to the Contractor, including the decision to not exercise an option year.

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

The maximum amount of funding for this contract shall be \$703,550 based on 29,278 hours of service at the rate of \$24.03 per hour as agreed to by City and Contractor documented in the signed Exercise of Option for 2016. This maximum contract amount is calculated based on the hours submitted to WI DOT for 2016 operating assistance grant funding. If these hours are reduced in the final grant funding awards, the City and Contractor will adjust this maximum amount to align with total grant funded hours for 2016 when provided by WI DOT.

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

Dated this 15th day of December, 2015,

CITY OF MARSHFIELD

RUNNING INC.

Chris L. Meyer, Mayor

Authorized Representative

Deb M. Hall, City Clerk

Authorized Representative

Keith R. Strey, Finance Director



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: KEITH STREY, FINANCE DIRECTOR
SUBJECT: 2016 PROPERTY INSURANCE COVERAGES
DATE: 12/14/2015

BACKGROUND

The city carries its property insurance coverages with the State of WI Local Government Property Insurance Fund (LGF) and has been since 1986. This includes coverage for the University of Wisconsin Center and Fairgrounds. Marshfield Utilities has a separate policy for property coverage. The Fund has been a viable insurance alternative for local government units since 1908.

During the most recent State of WI budget process, the Governor proposed eliminating this program as part of the budget he submitted for approval. When that happened, staff began preparing for a potential change in this area due to this uncertainty along with increasing policy premiums the last few years with LGF. Ultimately, the State of WI decided not to eliminate this insurance program, however all participants were notified that 2016 renewals would have significant increases due to the poor financial condition of the fund.

On November 24, 2015, the Common Council approved staff's recommendation to formally notify the State of WI of the City of Marshfield withdrawal from this insurance program. This was largely a result of the uncertainty of this program as described above as well as a renewal quote of \$130,754 for 2016 vs. \$60,029 2015 premium.

ANALYSIS

In the effort to identify options for the Common Council to consider, staff contacted M3 as our current Health, Dental and Vision insurance broker to solicit quotes for a replacement policy with substantially similar policy terms as the LGF. Staff also contacted the League of WI Municipalities Mutual Insurance Company (LWMMI) CEO Dennis Tweedale to inquire on potential options the League was looking at for members impacted by the LGF situation. He informed staff that the League was partnering with other WI government member insurance programs (CVMIC and WMMIC) to establish a new replacement program to replace the State LGF. This new joint venture is the Municipal Property Insurance Company (MPIC) that was formed and licensed to do business earlier this year. The end result of this is that the City of Marshfield has three viable options to consider for 2016.

Our direction to M3 and MPIC agents in soliciting quotes was the City's expectation for a replacement program to that of the LGF in preparing and presenting 2016 quotes to the City for consideration. Staff received and reviewed quotes from EMC & Chubb (through M3) as well as MPIC. Below is a summary of these quotes received including a \$10,000 deductible option vs. the current \$5,000 deductible.

Policy Coverage	EMC \$5,000 Deductible	CHUBB \$5,000 Deductible	MPIC \$5,000 Deductible	EMC \$10,000 Deductible	CHUBB \$10,000 Deductible	MPIC \$10,000 Deductible	MPIC Comparable Reductions
Buildings and Contents	-	-	\$ 82,055	-	-	\$ 76,675	\$ 65,495
Contractor's Equipment	-	-	2,062	-	-	2,062	2,062
Specific Limit	-	-	1,036	-	-	968	968
Property	\$ 53,145	\$ 91,572	-	\$ 51,878	\$ 87,784	-	-
Inland Marine	8,048	Included	-	6,982	Included	-	-
TOTALS	\$ 61,193	\$ 91,572	\$ 85,153	\$ 58,860	\$ 87,784	\$ 79,705	\$ 68,525

When evaluating the three quotes received, it was easily determined that Chubb submitted the highest cost quotes at both deductible levels and was set aside from detailed analysis and comparison. From a bottom line perspective of the two remaining quotes at both deductible alternatives, EMC submitted the lowest quotes. However, to ensure these amounts were on comparable coverage levels, a detailed analysis and comparison was required.

Staff performed this detailed analysis and comparison and identified the coverage differences between the two proposals. In comparing the EMC quote with MPIC, 36 notable coverage differences were identified. 4 of these coverage differences favored EMC for relatively minor items with the other 32 favoring MPIC. The EMC proposal has significant coverage differences from the LGF program which would expose the City to greater negative financial risk in comparison. The most significant of the EMC coverage reductions in comparison to MPIC and LGF are:

1. Blanket Limit: EMC @ separately listed classification values vs. MPIC @ 125% of combined insured values
2. Contractors Equipment: EMC @ actual cash value vs. MPIC @ replacement cost
3. Extra Expense coverage (i.e. cost of relocation): EMC @ \$500,000 vs. MPIC @\$5,000,000
4. Sewer Backup: EMC @ \$100,000 vs. MPIC @ Insured Property Value Policy Limits
5. Research/recreate computer records damage: EMC @ \$25,000 vs. MPIC @ \$5,000,000 including recovery services
6. Surface water/flood: EMC @ no automatic coverage vs. MPIC @ \$1,500,000 outside of flood Zone A

After review of the detailed analysis and comparison of EMC and MPIC proposals, staff completed a review of coverage differences of the MPIC proposal with the LGF program. 8 notable differences were identified with 3 favoring the LGF. Those 3 differences are:

1. Policy Coverage: LGF @ Unlimited vs. MPIC @ 125% of combined insured values
2. Unreported Buildings: LGF @ \$1,400,000 vs. MPIC @ \$250,000
3. Damage to Historical Buildings (City Owned): LGF @ full replacement cost vs. MPIC limited to replacement with less costly materials in same architectural style

Finally, to complete the comparison of EMC and MPIC proposals, MPIC provided staff with a list of 8 potential coverage reductions to closer match the EMC proposal totaling \$11,180. After reviewing all of this information and comparing results with the original goal of obtaining 2016 property insurance comparable to the LGF program, staff determined the MPIC quotes best match this goal. Before finalizing a recommendation to the Common Council, staff examined the 11 coverage reductions offered by MPIC as well as the \$5,000 vs. \$10,000 deductible options. Staff does not recommend electing to accept any of these 11

coverage reductions, nor increasing the deductible from \$5,000 to \$10,000 for 2016. The rationale for not recommending these changes that could decrease premium are the increased exposure to negative financial loss and limited ability for 2016 operations budgets to absorb \$10,000 deductible charges if claims were to occur in 2016. Coverage levels and deductible amounts are evaluated annually and will continue at renewal for 2017.

Attached is an update report sent out to members of the Common Council as a status update on MPIC from the League of WI Municipalities Mutual Insurance Company as well as a list of policy holders. After careful consideration of everything, staff recommends Common Council approval of the MPIC quote with a \$5,000 deductible as presented for 2016.

RECOMMENDATION

Staff recommends the City of Marshfield approve the quote for Buildings & Contents and Contractor's Equipment insurance coverage with the Municipal Property Insurance Company (MPIC) for 2016 with a \$5,000 deductible.

Concurrence – Steve Barg, City Administrator

MUNICIPAL PROPERTY INSURANCE COMPANY

Bound Policies as of 11/18/15

Policy Holder	Policy Holder	Policy Holder
City of Augusta	Oak Creek City and Water & Sewer Util.	Village of Hewitt
City of Bayfield	Outagamie County	Village of Hollandale
City of Beloit	Reedsburg Utility Commission	Village of LaValle
City of Brookfield	St Croix County	Village of Linden
City of Cedarburg	Town of Calumet Sanitary District #1	Village of Livingston
City of Cornell	UW Baraboo/Sauk County Campus	Village of Loganville
City of Dodgeville	Walworth County	Village of Lone Rock
City of Elkhorn	West Central Wisconsin Bio-Solids	Village of Lyndon Station
City of Fitchburg	Wolf River Sanitary District	Village of Maiden Rock
City of Fond Du Lac	Town of Doty	Village of Marshall
City of Glendale	Town of Farmington	Village of Mazomanie
City of Greenwood	Village of Almena	Village of Menomonee Falls
City of Hartford	Village of Amherst	Village of Mishicot
City of Hayward	Village of Arena	Village of Monticello
City of Janesville	Village of Athens	Village of Mukwonago
City of Medford	Village of Auburndale	Village of Muscoda
City of Mellen	Village of Avoca	Village of North Bay
City of Mineral Point	Village of Bagley	Village of North Hudson
City of New London & Utilities	Village of Bay City	Village of Paddock Lake
City of New Richmond	Village of Brown Deer	Village of Pardeeville
City of Oconomowoc & Utilities	Village of Cambria	Village of Park Ridge
City of Onalaska	Village of Cassville	Village of Pewaukee
City of Pewaukee	Village of Chenequa	Village of Port Edwards
City of Pittsville	Village of Clear Lake	Village of Prairie Farm
City of Plymouth/Plymouth Utilities	Village of Coloma	Village of Rib Lake
City of Reedsburg	Village of Coon Valley	Village of Ridgeland
City of Seymour	Village of Cottage Grove	Village of Ridgeway
City of Superior	Village of Cross Plains	Village of Roberts
City of Thorp	Village of Dane	Village of Rothschild
City of Washburn & Public Library	Village of Deerfield	Village of Rudolph
City of Whitehall	Village of DeForest	Village of Sauk City
City of Wisconsin Dells	Village of Dresser	Village of Scandinavia
City of Wisconsin Rapids	Village of Eagle	Village of Siren
Chippewa County	Village of Elk Mound	Village of Somerset
City of Beloit Water Utilities	Village of Embarrass	Village of Spring Green
City of Hartford Community	Village of Endeavor	Village of Trempealeau
Dane County	Village of Ephraim	Village of Viola
Delafield-Hartland Water	Village of Footville	Village of Waunakee
Fontana-Walworth Water Pollution	Village of Gilman	Village of Webster
Greater Bayfield WWTP Commission	Village of Granton	Village of West Salem
Marquette Fire District	Village of Grantsburg	Village of Westfield
Marshfield Utilities	Village of Hammond	Village of Whitefish Bay
Milwaukee Area Domestic Animal	Village of Hawkins	Village of Withee

LWMMI

League of Wisconsin Municipalities Mutual Insurance

December 2015

MPIC – PROPERTY INSURANCE UPDATE #6

Quite a bit of activity since our last update in July 2015. Here are the highlights:

FIRST – Municipal Property Insurance Company (MPIC) was granted a Certificate of Authority on July 29th. As of September 1st MPIC began insuring governmental entities. The City of New London was the first municipality to accept MPIC's proposal.

SECOND – September 1st MPIC's reinsurance program became effective. With a billion dollars of coverage and reinsurance by A rated reinsurers, with a combined surplus of over \$100 billion dollars, the financial security behind MPIC shows how well received MPIC is within the reinsurance industry.

THIRD – On September 17th, Blair Rogacki, accepted the position as the CEO of MPIC. Blair's background with West Bend Mutual and two other insurers, including a municipal mutual insurer, gives MPIC and its insureds a level of expertise to move MPIC toward becoming the premier insurer of municipalities in Wisconsin.

FOURTH – As of November 20th, 2015, 130 cities, villages, towns, counties and special districts have approved coverage with MPIC. Included with this update is a list of MPIC participants. In addition, another 235 proposals for coverage are outstanding – the majority of them for January 1st coverage.

FINALLY – For those of you who have committed to MPIC, thank you for your confidence in the program built by LWMMI, CVMIC and WMMIC. Our goal is providing a long term stable premium property carrier with the coverages and claim service you expect. MPIC exists only for Wisconsin Governmental Entities.

If you have any questions about MPIC please contact me directly or your LWMMI agent. All LWMMI agents are also MPIC agents.

Thank you for your support.



Dennis Tweedale, CEO

Directors

David Benforado

Village Trustee
Village of Shorewood Hills

David De Angelis

Village Manager
Village of Elm Grove

Ronald Hayward

Village President
Village of West Milwaukee

Kathleen Morse

Clerk/Treasurer
City of Rice Lake

Mark Rohloff

City Manager
City of Oshkosh

Zachary Vruwink

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CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: 2016 CASUALTY INSURANCE COVERAGES
DATE: 12/14/2015

BACKGROUND

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

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

ANALYSIS

The 2015 premiums and renewal quote received from LWMMI for 2016 are outlined below.

<u>Details:</u>	<u>2015</u>	<u>2016</u>
General Liability	\$ 88,607	\$ 85,675
Law Enforcement Liability	\$ 28,932	\$ 27,975
Public Officials E & O Liability	\$ 36,221	\$ 35,023
Automobile Liability	\$ 26,768	\$ 26,659
Automobile Physical Damage	\$ 24,486	\$ 24,409
Crime	\$ 1,880	\$ 1,880
Sewer Backup	\$ 30,630	\$ 30,630
<u>Summary:</u>	<u>2015</u>	<u>2016</u>
Combined Casualty Coverage	237,524	232,251
Workers' Compensation	380,722	359,482

TOTALS	\$ 618,246	\$ 591,733
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The LWMMI 2016 Combined Casualty premium proposal is \$232,251, a decrease of \$5,273 (-2.2%). The workers compensation premium will also decrease in 2016 using municipal rates and formula set by State Statute. The 2016 workers compensation premium decrease is \$21,240 (-5.9%). The decrease in estimated premium is due to two primary factors, estimated 2016 wages and statutory formula decreases impacted by a declining experience modification. The experience mod is a combined rating for the City and Marshfield Utilities. We are transitioning out of a trend of increasing experience mod that resulted in prior year increased premium costs. In reviewing the significant increase with LWMMI last year and discussion with our work comp insurance provider, this was not an unexpected event for 2016 and certainly a welcome cost reduction.

During our review with our work comp carrier last fall and follow up analysis, they identified two major claims that were led to recent significant increases in claims cost that increased our experience modification factor. These two major claims were for similar items, one each for the City and Marshfield Utilities. The formula for calculating the experience mod, which is a significant factor in premiums, uses a three year history. So, it will take a couple of years to reduce the impact of these two claims assuming no other new significant claims are filed. City staff will continue working with all departments, Marshfield Utilities and our work comp carrier to take all steps reasonable and practical to continue reversing this trend as soon as possible to reduce costs as much as possible.

In total, the 2016 renewal quote from LWMMI for listed policy coverage is \$591,733 which represents a decrease of \$26,513 (-4.5%) overall.

RECOMMENDATION

Staff recommends the City renew its 2016 combined casualty insurance and workers compensation coverage with the League of Wisconsin Municipalities Mutual Insurance (LWMMI).

Concurrence – Steve Barg, City Administrator



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: 2016 AIRPORT OWNERS AND OPERATORS GENERAL LIABILITY INSURANCE
DATE: 12/14/2015

BACKGROUND

The current airport liability policy is with ACE Property & Casualty and is set to expire on December 31, 2015. Johnson Insurance is the city's insurance agent for obtaining airport commercial general liability insurance.

ANALYSIS

Johnson Insurance solicited a renewal quote for 2016 coverage from ACE. ACE submitted a renewal quote of \$4,350 for 2016. This quote is the same as 2014 & 2015, \$136 less than the premiums for 2012 & 2013 (-3.1%) and \$635 (-14.6%) less than 2011. The quoted coverage from ACE includes no changes for 2016 from the prior years.

RECOMMENDATION

I recommend approval of airport owners and operators liability insurance for 2016 with ACE Property & Casualty.

Concurrence – Steve Barg, City Administrator



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: 2016 BOILER & MACHINERY INSURANCE COVERAGE
DATE: 12/14/2015

BACKGROUND

The boiler and machinery policy for the City has traditionally included the University of Wisconsin Marshfield / Wood County, Fairgrounds, and School District of Marshfield. Marshfield Utilities has a separate policy, due in part, to unique coverage requirements.

There have been no major changes in the policy coverage since 2006 when the policy coverage was increased from \$25,000,000 to \$50,000,000. Our agent stated that the purpose of this coverage is essentially to fill the gaps that our policy with the State of WI Local Government Property Insurance Fund leaves uncovered.

ANALYSIS

The City asked Johnson Insurance to solicit a renewal quote for this coverage for 2016 from our current carrier for boiler and machinery coverage through Chubb Group of Insurance Companies. They presented the City group with a total 2016 premium quote of \$36,138. This is \$2,043 (6.0%) higher than the total premium (\$34,095) paid in 2015. The increase is due to the total group increase in Insurable Values of \$10,556,345 in comparison to 2015.

RECOMMENDATION

I recommend renewal of the boiler and machinery insurance group policy with Chubb Group for 2016.

Concurrence – Steve Barg, City Administrator