



CITY OF MARSHFIELD
MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, AUGUST 2, 2016
Council Chambers, City Hall Plaza
5:30 p.m.**

1. Call to Order – Alanna Feddick, Chairperson
2. Citizen Comments
3. Consent Agenda
 - a) Approval of Minutes of June 21, 2016 meeting
 - b) Approve Bills and Payroll
 - c) Report of Personnel Actions
 - d) Monthly Position Control Report
 - e) June 2016 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 to Common Council approval of Budget Resolution No. 16-2016, transferring \$150,000 from the Room Tax Fund to the Wildwood-McMillan Connector Trail project. Presented by Dan Knoeck, Director of Public Works

Recommended Action: Recommend to the Common Council approval of Budget Resolution No. 16-2016

6. Request to recommend approval to Common Council of Budget Resolution No. 17-2016, transferring \$4,075 from within the K9 Fund to Protective Services Operating Supplies to purchase 500 stuffed animals to use as a fundraiser for the purchase of a K9 for the next retirement. Presented by Rick Gramza, Police Chief

Recommended Action: Recommend to the Common Council approval of Budget Resolution No. 17-2016

7. Request to authorize staff to enter into an agreement with Assessment Technologies for purchase, installation and conversion of the City's current assessing software to Market Drive for a total amount not to exceed \$53,962, and to recommend to Common Council the approval of Budget Resolution No. 18-2016 transferring the necessary funds. Presented by Steve Barg, City Administrator

Recommended Action: Authorize staff to execute into an agreement as presented; recommend approval of Budget Resolution No. 18-2016 to the Common Council

FINANCE, BUDGET AND PERSONNEL COMMITTEE
AUGUST 2, 2016

8. Review request to reduce the minimum “hold time” for stray animals impounded by the Police Department from 7 days to 4 days. Presented by Steve Barg, City Administrator
Recommended Action: No change for now, but re-evaluate in one year
9. Request to approve revised Policy 3.380 – No Smoking or Tobacco Use. Presented by Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator
Recommended Action: Approve revised Policy 3.380
10. Request to approve revised Policy 3.525 – Family and Medical Leave. Presented by Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator
Recommended Action: Approve revised Policy 3.525
11. Adjourn to closed session under Wisconsin Statutes 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.”
 - Employee merit compensation awards
12. Reconvene in open session
13. Action on matter discussed in closed session, if appropriate
14. Suggested items for future agendas
15. Adjourn

Posted this day, July 29, 2016 at 4:00 p.m. by Deb M. Hall, 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 JUNE 21, 2016

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

PRESENT: Alderpersons Alanna Feddick, Rich Reinart, Jason Zaleski and Peter Hendler.

ABSENT: Rebecca Spiros

ALSO PRESENT: Mayor Meyer, Alderperson Wagner, City Administrator Barg, Matt McLean and City Personnel (Keith Strey, Jennifer Rachu, Eng Ng, Amy VanWyhe and Deb M. Hall)

Citizen Comments

None

FBP16-056 Motion by Reinart, second by Zaleski to approve the items on the consent agenda:

1. Minutes of the June 7, 2016 meeting.
2. Payroll in the amount of \$817,626.48 and Bills in the amount of \$1,231,705.69.
3. May 2016 Treasury Report.

Motion carried

No items were removed from the consent agenda.

FBP16-057 Motion by Hendler, second by Reinart to recommend approval to the Common Council to increase the City's room tax rate from 6% to 8%.

Motion carried

FBP16-058 Motion by Zaleski, second by Feddick to authorize staff to sign an engagement letter for financial software assessment services with SVA Consulting, LLC.

Motion carried

FBP16-059 Motion by Hendler, second by Reinart to approve aligning life insurance benefits for all non-represented staff. Ayes – 3; Nay – 1 (Feddick)

Motion carried

FBP16-060 Motion by Hendler, second by Zaleski to change the July 5th meeting time to 6:00 p.m. or immediately after the Board of Public Works meeting.

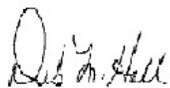
Motion carried

FUTURE AGENDA ITEMS

None

Motion by Hendler, second by Zaleski to adjourn at 5:56 p.m.

Motion carried



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 **JUNE, 2016**
amounting to **\$1,697,885.43** be allowed paid and charged to their proper accounts.

Chairman

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

7/6/2016

**PREPAID BILLS
PREPAID BILLS PAID BY CHECK**

Check #	Check Date	Vendor Name	Amount
88080	6/24/2016	ADVANCED DISPOSAL SERVICES LLC	\$74,864.04
88081	6/24/2016	CHARTER COMMUNICATIONS	\$316.43
88082	6/24/2016	FRONTIER	\$616.56
88083	6/24/2016	MARSHFIELD UTILITIES	\$23,603.39
88084	6/24/2016	MASONITE	\$75.00
88085	6/24/2016	MIDSTATES EQUIPMENT INC	\$851.83
88086	6/24/2016	TELRITE CORPORATION	\$418.72
88087	6/24/2016	WALMART COMMUNITY/GECRB	\$1,094.35
88088	6/24/2016	WE ENERGIES	\$2,055.42
88089	6/24/2016	WOLFGRAM GAMOKE AND HUTCHINSON	\$17,155.29
88090	6/24/2016	DELTA DENTAL OF WISCONSIN	\$11,753.41
88091	6/28/2016	NVA FIDUCIARY TRUST FOR FSLI	\$1,444.20
		TOTAL PREPAID BILLS PAID BY CHECK	\$134,248.64

PREPAID BILLS PAID BY EFT

EFT000000006010	6/24/2016	AUDIO EDITIONS	\$250.68
EFT000000006011	6/24/2016	B & B LAWN CARE LLC	\$15,675.00
EFT000000006012	6/24/2016	JOSH MILLER	\$1.31
EFT000000006013	6/24/2016	S & P GLOBAL MARKET INTELLIGENCE	\$1,704.62
EFT000000006014	6/24/2016	KEITH STREY	\$1,691.23
		TOTAL PREPAID BILLS PAID BY EFT	\$19,322.84

ACH PAYMENTS

6/21/2016	WI DEPARTMENT OF REVENUE	\$752.19
	TOTAL ACH PAYMENTS	\$752.19

**CURRENT BILLS
CURRENT BILLS PAID BY EFT**

EFT000000006015	7/6/2016	LIBBY ABEL	\$47.41
EFT000000006016	7/6/2016	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$49.56
EFT000000006017	7/6/2016	ALLEN PRECISION EQUIPMENT INC	\$19.04
EFT000000006018	7/6/2016	AMERICAN PAVEMENT SOLUTIONS	\$33,460.70
EFT000000006019	7/6/2016	AMERICAN WELDING & GAS INC	\$16.31
EFT000000006020	7/6/2016	ARAMARK UNIFORM SERVICES	\$99.44
EFT000000006021	7/6/2016	ARROW INTERNATIONAL INC	\$306.29
EFT000000006022	7/6/2016	AUDIO EDITIONS	\$28.79
EFT000000006023	7/6/2016	B & H PHOTO-VIDEO	\$8,335.95
EFT000000006024	7/6/2016	BALTUS OIL COMPANY INC	\$17,567.93
EFT000000006025	7/6/2016	MIKE BALTUS	\$464.88
EFT000000006026	7/6/2016	STEVE BARG	\$33.48
EFT000000006027	7/6/2016	JEFF BARTH	\$10,413.00
EFT000000006028	7/6/2016	MATT BERRER	\$246.93
EFT000000006029	7/6/2016	STEVE BINDER	\$262.50
EFT000000006030	7/6/2016	BOUND TREE MEDICAL, LLC	\$182.86
EFT000000006031	7/6/2016	CARQUEST AUTO PARTS	\$337.65
EFT000000006032	7/6/2016	CAVU LLC	\$3,675.00

Check #	Check Date	Vendor Name	Amount
EFT000000006033	7/6/2016	CDW GOVERNMENT INC	\$1,151.54
EFT000000006034	7/6/2016	CENTRAL STATE SUPPLY CORP	\$11,151.88
EFT000000006035	7/6/2016	CHILI IMPLEMENT CO INC	\$106.52
EFT000000006036	7/6/2016	DALCO ENTERPRISES, INC.	\$956.04
EFT000000006037	7/6/2016	DEMCO	\$3,489.44
EFT000000006038	7/6/2016	DOINE EXCAVATING INC	\$62,440.65
EFT000000006039	7/6/2016	DOINE TRANSPORT INC	\$204.00
EFT000000006040	7/6/2016	JAMES WM DORN	\$209.30
EFT000000006041	7/6/2016	EMPLOYEE BENEFITS CORPORATION	\$259.25
EFT000000006042	7/6/2016	SAM FOX	\$106.21
EFT000000006043	7/6/2016	FREMONT INDUSTRIES, INC.	\$5,926.15
EFT000000006044	7/6/2016	GALLS LLC	\$28.93
EFT000000006045	7/6/2016	DEB HALL	\$314.78
EFT000000006046	7/6/2016	CHRISTOPHER HASZ	\$121.24
EFT000000006047	7/6/2016	INGRAM LIBRARY SERVICES INC	\$256.47
EFT000000006048	7/6/2016	PEGGY LINDNER	\$220.16
EFT000000006049	7/6/2016	MARAWOOD REAL ESTATE 200 LLC	\$3,072.30
EFT000000006050	7/6/2016	MCMASTER-CARR	\$209.00
EFT000000006051	7/6/2016	MERKEL COMPANY INC	\$712.66
EFT000000006052	7/6/2016	MIDWEST TAPE	\$792.68
EFT000000006053	7/6/2016	MISSISSIPPI WELDERS	\$272.00
EFT000000006054	7/6/2016	MONROE TRUCK EQUIPMENT	\$425.56
EFT000000006055	7/6/2016	ENG KWEE NG	\$533.74
EFT000000006056	7/6/2016	NORTH CENTRAL LABORATORIES	\$578.27
EFT000000006057	7/6/2016	JOANN OPPMAN	\$285.74
EFT000000006058	7/6/2016	THOMAS OTT	\$346.80
EFT000000006059	7/6/2016	POMP'S TIRE SERVICE INC	\$10.10
EFT000000006060	7/6/2016	POWER PAC INC	\$29,383.27
EFT000000006061	7/6/2016	QUALITY DOOR AND HARDWARE	\$4,222.59
EFT000000006062	7/6/2016	REIGEL PLUMBING & HEATING INC	\$815.16
EFT000000006063	7/6/2016	RIPP DISTRIBUTING COMPANY INC	\$30.75
EFT000000006064	7/6/2016	SAFE FAST INC	\$121.86
EFT000000006065	7/6/2016	PHIL SCHMIDT	\$84.24
EFT000000006066	7/6/2016	SCHOOL DISTRICT OF MARSHFIELD	\$1,615.74
EFT000000006067	7/6/2016	SHERWIN WILLIAMS COMPANY	\$2,716.73
EFT000000006068	7/6/2016	SITEONE LANDSCAPE SUPPLY	\$6,720.32
EFT000000006069	7/6/2016	JOAN SPENCER	\$132.53
EFT000000006070	7/6/2016	THERESA TRACY	\$188.34
EFT000000006071	7/6/2016	TRI-MEDIA LLC	\$10,041.00
EFT000000006072	7/6/2016	LOCATE HOLDINGS INC	\$5,147.50
EFT000000006073	7/6/2016	V & H INC	\$1,057.16
EFT000000006074	7/6/2016	VON BRIESEN AND ROPER, S.C.	\$1,696.00
EFT000000006075	7/6/2016	JAMES BENSON	\$100.00
EFT000000006076	7/6/2016	WOOD CO TREASURER	\$1,220.12
EFT000000006077	7/6/2016	PATRICK ZEPS	\$73.00
TOTAL CURRENT BILLS PAID BY EFT			\$235,095.44

CURRENT BILLS PAID BY CHECK

88092	7/6/2016	ABR EMPLOYMENTSERVICES	\$26.40
88093	7/6/2016	ALL LIFT SYSTEMS INC	\$20.00
88094	7/6/2016	AMAZON	\$736.76
88095	7/6/2016	AMERICAN ASPHALT OF WI	\$1,894.07
88096	7/6/2016	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$241.76

Check #	Check Date	Vendor Name	Amount
88097	7/6/2016	ASSOCIATED SERVICE CENTER	\$510.42
88098	7/6/2016	AUSTAD & SON INC.	\$19,475.00
88099	7/6/2016	AUSTAD SUPPLY	\$55,431.00
88100	7/6/2016	BAKER AND TAYLOR CO-CONT ACCT	\$2,335.88
88101	7/6/2016	BAY STEEL & FABRICATION LLC	\$118.95
88102	7/6/2016	BB COMMUNITY LEASING SERVICES INC	\$550.32
88103	7/6/2016	SARAH BENNETT	\$50.00
88104	7/6/2016	THE BOSON COMPANY INC	\$40,180.27
88105	7/6/2016	I BRANDL INC	\$61.50
88106	7/6/2016	BRAUN CONCRETE & EXCAVATING	\$83,794.10
88107	7/6/2016	NATASHA BROOKHART	\$43.50
88108	7/6/2016	BROOKS TRACTOR INC	\$439.14
88109	7/6/2016	BULL'S EYE SPORT SHOP LLC	\$336.00
88110	7/6/2016	BUTTE COUNTY LIBRARY	\$26.88
88111	7/6/2016	CALABRESE ACCOUNTING & MNGT LLC	\$61,570.13
88112	7/6/2016	CASTLEROCK VETERINARY HOSPITAL	\$110.07
88113	7/6/2016	CENTRAL WI GLASS CO INC	\$295.00
88114	7/6/2016	CHARTER COMMUNICATIONS	\$40.71
88115	7/6/2016	COMMUNITY DEVELOPMENT AUTHORITY	\$131.75
88116	7/6/2016	COMPLETE CONTROL INC	\$462.26
88117	7/6/2016	COMPLETE OFFICE OF WISCONSIN	\$1,047.46
88118	7/6/2016	CONSTRUCTION SUPPLY INC	\$5,344.00
88119	7/6/2016	COUNTY MATERIALS CORPORATION	\$5,730.99
88120	7/6/2016	CTL COMPANY INC	\$42.35
88121	7/6/2016	SARANI DASLER	\$20.00
88122	7/6/2016	DEPARTMENT OF JUSTICE	\$3,600.00
88123	7/6/2016	SHARI DESMET	\$40.00
88124	7/6/2016	DIRECT NETWORKS INC	\$82,776.72
88125	7/6/2016	MARY LOU DUERR	\$100.00
88126	7/6/2016	DUFFY'S AIRCRAFT SALES	\$9,664.42
88127	7/6/2016	EBSCO INDUSTRIES, INC.	\$9,714.11
88128	7/6/2016	ELECTRIC SCIENTIFIC	\$11,000.00
88129	7/6/2016	FASTENAL COMPANY	\$293.66
88130	7/6/2016	PAT FELLEZ CONSTRUCTION	\$575.00
88131	7/6/2016	FERGUSON FIRE & FAB #1751	\$12,499.73
88132	7/6/2016	FESTIVAL FOODS	\$114.28
88133	7/6/2016	KATRINA FRECK	\$100.00
88134	7/6/2016	FRONTIER	\$811.42
88135	7/6/2016	GERUM, JEROME	\$262.34
88136	7/6/2016	GREMMER & ASSOCIATES, INC.	\$938.32
88137	7/6/2016	MILDRED GRUBER	\$400.00
88138	7/6/2016	HILLER'S HARDWARE INC	\$170.82
88139	7/6/2016	CHRISTA HOHEISEL	\$100.00
88140	7/6/2016	ISABEL HOLBACH	\$495.00
88141	7/6/2016	LORI HOLMGREEN	\$300.00
88142	7/6/2016	CONNIE HUGHES	\$100.00
88143	7/6/2016	E O JOHNSON COMPANY	\$497.76
88144	7/6/2016	MONTANA KLEINSCHMIDT	\$20.00
88145	7/6/2016	WILLIAM KNOWLES	\$88.07
88146	7/6/2016	LINCOLN CONTRACTORS SUPPLY	\$387.96
88147	7/6/2016	KELLY LINDNER	\$400.00
88148	7/6/2016	LIVE OAK MEDIA	\$32.45
88149	7/6/2016	LONDERVILLE STEEL ENTERPRISES	\$160.77

Check #	Check Date	Vendor Name	Amount
88150	7/6/2016	MARSHFIELD AREA PET SHELTER, INC	\$1,274.00
88151	7/6/2016	MARSHFIELD AREA UNITED WAY	\$20.00
88152	7/6/2016	MARSHFIELD CLINIC	\$1,477.00
88153	7/6/2016	MARSHFIELD FOOTBALL	\$2,147.00
88154	7/6/2016	MARSHFIELD MALL	\$2,914.63
88155	7/6/2016	MARSHFIELD MIDDLE SCHOOL YEARBOOK	\$25.00
88156	7/6/2016	MARSHFIELD PARKS & REC DEPT	\$34.98
88157	7/6/2016	MARSHFIELD PUBLIC LIBRARY	\$30.00
88158	7/6/2016	MARSHFIELD TENNIS ASSOCIATION	\$2,792.25
88159	7/6/2016	MARSHFIELD UTILITIES	\$370.65
88160	7/6/2016	MASH C/O TOM OETTIKER	\$44.00
88161	7/6/2016	MAVO SYSTEMS	\$3,749.68
88162	7/6/2016	MENARDS	\$302.52
88163	7/6/2016	MID WISCONSIN SUPPLY, LLC	\$826.77
88164	7/6/2016	MILESTONE MATERIALS	\$18,454.20
88165	7/6/2016	MILLER BRADFORD AND RISBERG	\$106.41
88166	7/6/2016	MINISTRY ST JOSEPH'S HOSPITAL	\$1,946.49
88167	7/6/2016	MINNESOTA LIFE INSURANCE CO	\$646.80
88168	7/6/2016	MPPA LE SUPPLY	\$189.18
88169	7/6/2016	MUNICIPAL PROPERTY INSURANCE COMPANY	\$633.00
88170	7/6/2016	NAPA AUTO PARTS	\$559.45
88171	7/6/2016	NATIONAL ENQUIRER	\$29.90
88172	7/6/2016	TAMMY NELLES	\$20.00
88173	7/6/2016	NFPA	\$175.00
88174	7/6/2016	HAROLD NIGON	\$500.00
88175	7/6/2016	KARLY NIKOLAI	\$20.00
88176	7/6/2016	LOIS NOREM	\$87.34
88177	7/6/2016	NORTH SHORE COMPRESSOR INC	\$13.60
88178	7/6/2016	NORTHWOODS COLLECTION SYSTEM	\$280.00
88179	7/6/2016	NUMMELIN TESTING SERVICES INC	\$2,076.50
88180	7/6/2016	ODONNELL LOCKSMITHING SERVICE	\$7.00
88181	7/6/2016	OFFICE DEPOT	\$732.82
88182	7/6/2016	OFFICE MAX INCORPORATED	\$75.01
88183	7/6/2016	EUGENE PERLOCK	\$61.40
88184	7/6/2016	SHEILA POHLE	\$100.00
88185	7/6/2016	KAREN PUGH	\$100.00
88186	7/6/2016	QC PAINTING	\$4,750.00
88187	7/6/2016	QUEST CIVIL ENGINEERS	\$2,914.23
88188	7/6/2016	JEFFREY NIKOLAI	\$49.24
88189	7/6/2016	PENNY RITGER	\$100.00
88190	7/6/2016	ROCKMOUNT RESEARCH & ALLOYS	\$2,007.45
88191	7/6/2016	ROEHL TRANSPORT INC	\$2,714.75
88192	7/6/2016	S & S ELECTRIC INC	\$40.00
88193	7/6/2016	SCAFFIDI TRUCK CENTER	\$44.34
88194	7/6/2016	SCHALOWS NURSERY, INC.	\$625.50
88195	7/6/2016	ALEXIS SCHNITZLER	\$20.00
88196	7/6/2016	SHAUN SCHOBER	\$20.00
88197	7/6/2016	SCHREINERS PLUMBING & HEATING, LLC	\$236.09
88198	7/6/2016	SCOTTY'S PIZZA	\$143.25
88199	7/6/2016	SIMPLEX GRINNELL LP	\$435.00
88200	7/6/2016	JILL SPINDLER	\$100.00
88201	7/6/2016	SPRING GREEN LAWN	\$1,398.00
88202	7/6/2016	STEVEN BINDER	\$1,870.00

Check #	Check Date	Vendor Name	Amount
88203	7/6/2016	DAVID STOKES	\$335.00
88204	7/6/2016	KATHY STREBE	\$241.60
88205	7/6/2016	TRANE US INC	\$4,900.00
88206	7/6/2016	TRIERWEILER CONSTRUCTION	\$51,404.36
88207	7/6/2016	KAITLYN TURCHI	\$20.00
88208	7/6/2016	TRAVIS LINDEKUGEL	\$395.00
88209	7/6/2016	U W SOIL TESTING LAB	\$56.00
88210	7/6/2016	UNIFIRST CORPORATION	\$365.99
88211	7/6/2016	UNIFORMS PLUS	\$71.95
88212	7/6/2016	UNIQUE MANAGEMENT SERVICES INC	\$35.80
88213	7/6/2016	UNITED MAILING SERVICE INC	\$330.30
88214	7/6/2016	UNITED STATES TREASURY	\$180.11
88215	7/6/2016	US CELLULAR	\$1,850.27
88216	7/6/2016	USA BLUE BOOK	\$251.03
88217	7/6/2016	UW-GREEN BAY-OUTREACH GOVT CL204	\$110.00
88218	7/6/2016	UW-MARSHFIELD/WOOD COUNTY	\$23,726.00
88219	7/6/2016	VERIZON WIRELESS	\$139.30
88220	7/6/2016	VICTORY APPAREL	\$75.00
88221	7/6/2016	VIKING ELECTRIC SUPPLY INC	\$15,502.15
88222	7/6/2016	VISU-SEWER CLEAN & SEAL INC	\$456,845.85
88223	7/6/2016	WEB COMMERCE PARTNERS INC	\$74.65
88224	7/6/2016	WEILER ENTERPRISES	\$71.88
88225	7/6/2016	WEILER TRANSPORTATION LLC	\$234.50
88226	7/6/2016	WELLS FARGO FINANCIAL LEASING	\$165.11
88227	7/6/2016	WEPAK-N-SHIP	\$38.85
88228	7/6/2016	WI DEPARTMENT OF TRANSPORTATN	\$20,135.79
88229	7/6/2016	WI DNR	\$125.00
88230	7/6/2016	WI DNR	\$3,130.00
88231	7/6/2016	WILL ENTERPRISES	\$184.90
88232	7/6/2016	WISCONSIN DEPT OF JUSTICE	\$450.00
88233	7/6/2016	YELLOWSTONE PARTNERS LLC	\$250,000.00
88234	7/6/2016	MARIAH ZINKOWICH	\$20.00
TOTAL CURRENT BILLS PAID BY CHECK			\$1,308,466.32
TOTAL PREPAID BILLS			\$153,571.48
TOTAL ACH PAYMENTS			\$752.19
TOTAL CURRENT BILLS			\$1,543,561.76
GRAND TOTAL			\$1,697,885.43

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to N/A and General Expense Bills for **JUNE, 2016** amounting to **\$1,324,926.90** be allowed paid and charged to their proper accounts.

Chairman

**CITY OF MARSHFIELD
SCHEDULE OF BILLS FOR APPROVAL
7/20/2016**

**PREPAID BILLS
PREPAID BILLS PAID BY CHECK**

Check #	Checks Date	Vendor Name	Amount
88241	7/8/2016	CHARTER COMMUNICATIONS	\$99.11
88242	7/8/2016	FRONTIER	\$213.76
88243	7/8/2016	MILDRED GRUBER	\$200.00
88244	7/8/2016	MARSHFIELD UTILITIES	\$38,994.94
88245	7/8/2016	TELRITE CORPORATION	\$87.02
88246	7/8/2016	TRIPLE R BUSINESS SERVICES, LLC	\$4,694.61
88247	7/8/2016	US CELLULAR	\$2,566.86
88248	7/8/2016	VERIZON WIRELESS	\$1,638.09
88249	7/8/2016	WE ENERGIES	\$27.37
88250	7/8/2016	WVOA	\$60.00
TOTAL PREPAID BILLS PAID BY CHECK			\$48,581.76

ACH PAYMENTS

7/7/2016	DEPT OF WORKFORCE DEVELOPMENT	\$82.50
TOTAL ACH PAYMENTS		\$82.50

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT00000006080	7/20/2016	MARY ADLER	\$717.29
EFT00000006081	7/20/2016	JASON ANGELL	\$126.36
EFT00000006082	7/20/2016	ARAMARK UNIFORM SERVICES	\$82.22
EFT00000006083	7/20/2016	BALTUS OIL COMPANY INC	\$15,869.69
EFT00000006084	7/20/2016	BATTERIES PLUS BULBS # 072	\$172.80
EFT00000006085	7/20/2016	BOUND TREE MEDICAL, LLC	\$719.66
EFT00000006086	7/20/2016	CARQUEST AUTO PARTS	\$251.90
EFT00000006087	7/20/2016	JUSTIN CASPERSON	\$50.00
EFT00000006088	7/20/2016	CDW GOVERNMENT INC	\$2,241.32
EFT00000006089	7/20/2016	CENTRAL STATE SUPPLY CORP	\$755.90
EFT00000006090	7/20/2016	DALCO ENTERPRISES, INC.	\$1,173.68
EFT00000006091	7/20/2016	DEMCO	\$344.21
EFT00000006092	7/20/2016	ROY DOLENS	\$24.33
EFT00000006093	7/20/2016	JAMES WM DORN	\$429.15
EFT00000006094	7/20/2016	AMANDA DUER	\$11.88
EFT00000006095	7/20/2016	ELECTION SYSTEMS & SOFTWARE	\$137.97
EFT00000006096	7/20/2016	FREMONT INDUSTRIES, INC.	\$5,699.01
EFT00000006097	7/20/2016	GALE/CENGAGE LEARNING	\$367.27
EFT00000006098	7/20/2016	GRAINGER	\$209.80
EFT00000006099	7/20/2016	RICHARD GRAMZA	\$491.94
EFT00000006100	7/20/2016	HALRON LUBRICANTS INC	\$314.87
EFT00000006101	7/20/2016	HEINZEN PRINTING INC	\$89.00
EFT00000006102	7/20/2016	HEINZEN PROMOTIONAL PRODUCTS	\$41.35
EFT00000006103	7/20/2016	INGRAM LIBRARY SERVICES INC	\$161.39
EFT00000006104	7/20/2016	KAFKA DUSTBUSTER PLUS LLC	\$4,572.17
EFT00000006105	7/20/2016	LAWSON PRODUCTS INC	\$83.01
EFT00000006106	7/20/2016	JOSH MAURITZ	\$83.64
EFT00000006107	7/20/2016	MCMaster-CARR	\$104.97
EFT00000006108	7/20/2016	MERKEL COMPANY INC	\$41,762.15
EFT00000006109	7/20/2016	MIDWEST TAPE	\$1,453.14
EFT00000006110	7/20/2016	JOSH MILLER	\$50.13

Check #	Checks Date	Vendor Name	Amount
EFT000000006111	7/20/2016	MONROE TRUCK EQUIPMENT	\$19.50
EFT000000006112	7/20/2016	MSA PROFESSIONAL SERVICES INC	\$16,545.83
EFT000000006113	7/20/2016	CHRISTOPHER NICHOLS	\$160.00
EFT000000006114	7/20/2016	NORTH CENTRAL LABORATORIES	\$362.53
EFT000000006115	7/20/2016	NBS CALIBRATIONS	\$167.00
EFT000000006116	7/20/2016	OTIS ELEVATOR COMPANY	\$2,812.92
EFT000000006117	7/20/2016	JASON PARKS	\$88.75
EFT000000006118	7/20/2016	RICHARD POKORNY	\$11.34
EFT000000006119	7/20/2016	POMP'S TIRE SERVICE INC	\$356.48
EFT000000006120	7/20/2016	POWER PAC INC	\$444.84
EFT000000006121	7/20/2016	QUILL CORPORATION	\$94.99
EFT000000006122	7/20/2016	JENNIFER RACHU	\$97.50
EFT000000006123	7/20/2016	REIGEL PLUMBING & HEATING INC	\$475.13
EFT000000006124	7/20/2016	RON'S REFRIGERATION INC	\$67,643.80
EFT000000006125	7/20/2016	SAFE FAST INC	\$69.94
EFT000000006126	7/20/2016	SCHOOL DISTRICT OF MARSHFIELD	\$38.83
EFT000000006127	7/20/2016	SAM SCHROEDER	\$96.66
EFT000000006128	7/20/2016	SHERWIN WILLIAMS COMPANY	\$438.80
EFT000000006129	7/20/2016	SHI INTERNATIONAL CORPORATION	\$16,893.20
EFT000000006130	7/20/2016	SOLUTIONZ LLC	\$1,700.00
EFT000000006131	7/20/2016	STRATFORD SIGN COMPANY LLC	\$520.00
EFT000000006132	7/20/2016	KEITH STREY	\$52.62
EFT000000006133	7/20/2016	V & H AUTOMOTIVE MARSHFIELD	\$109,163.58
EFT000000006134	7/20/2016	V & H INC	\$589.91
EFT000000006135	7/20/2016	JAMES BENSON	\$100.00
EFT000000006136	7/20/2016	ERIK WESTMAN	\$58.31
EFT000000006137	7/20/2016	WOOD CO TREASURER	\$19.87
EFT000000006138	7/20/2016	XYLEM WATER SOLUTIONS U.S.A., INC.	\$2,190.00
EFT000000006139	7/20/2016	NATIONAL ELEVATOR INSPECTION	\$89.00
TOTAL CURRENT BILLS PAID BY EFT			\$299,893.53

CURRENT BILLS PAID BY CHECK

88253	7/12/2016	SECURIAN FINANCIAL GROUP, INC.	\$5,776.37
88254	7/12/2016	SECURITY HEALTH PLAN	\$222,739.11
88255	7/20/2016	ABLE DISTRIBUTING	\$2,891.30
88256	7/20/2016	ABR EMPLOYMENT SERVICES	\$662.40
88257	7/20/2016	AIR FILTRATION SPECIALISTS LLC	\$618.62
88258	7/20/2016	ALTERNATE REGISTRATION PROGRAM	\$5.00
88259	7/20/2016	AMERICAN FENCE COMPANY	\$3,980.00
88260	7/20/2016	ART'S BODY SHOP	\$212.50
88261	7/20/2016	ASSOCIATED BAG COMPANY	\$30.54
88262	7/20/2016	ASSOCIATED SERVICE CENTER	\$107.85
88263	7/20/2016	BAKER AND TAYLOR INC	\$2,767.94
88264	7/20/2016	BAY STEEL & FABRICATION LLC	\$52.70
88265	7/20/2016	DARRELL BENDER	\$100.00
88266	7/20/2016	BESTIMATE LLC	\$70.00
88267	7/20/2016	THE BOSON COMPANY INC	\$83,616.15
88268	7/20/2016	JEAN BURKART	\$100.00
88269	7/20/2016	CALABRESE ACCOUNTING & MNGT LLC	\$3,687.94
88270	7/20/2016	CENTRAL WI LAWN CARE & SEAL COATING LLC	\$1,775.00
88271	7/20/2016	JANEL CHANDLER	\$100.00
88272	7/20/2016	CHARTER COMMUNICATIONS	\$195.99
88273	7/20/2016	JUDY CHRISTIANSEN	\$100.00
88274	7/20/2016	COMMON SCHOOL FUND	\$244.80
88275	7/20/2016	COMPASSION IN ACTION	\$232.23
88276	7/20/2016	COMPLETE CONTROL INC	\$160.20
88277	7/20/2016	COMPLETE OFFICE OF WISCONSIN	\$197.64

Check #	Checks Date	Vendor Name	Amount
88278	7/20/2016	CRACK FILLING SERVICE INC	\$1,500.00
88279	7/20/2016	GEORGE VAN STEDUM	\$230.00
88280	7/20/2016	CTL COMPANY INC	\$383.34
88281	7/20/2016	CUMMINS NPOWER LLC	\$2,292.87
88282	7/20/2016	JAMES DAVIS	\$72.25
88283	7/20/2016	DEPT OF WORKFORCE DEVELOPMENT	\$251.81
88284	7/20/2016	JOSEPH DICK	\$100.00
88285	7/20/2016	DIVEPOINT SCUBA & ADVENTURE CENTER	\$11.38
88286	7/20/2016	ECOLAB PEST ELIMINATION DIV	\$110.12
88287	7/20/2016	ANDREW ELMHORST	\$50.00
88288	7/20/2016	ESS BROTHERS AND SONS INC	\$11,473.00
88289	7/20/2016	FARRELL EQUIP & SUPPLY CO INC	\$799.99
88290	7/20/2016	FASTENAL COMPANY	\$330.18
88291	7/20/2016	FESTIVAL FOODS	\$79.56
88292	7/20/2016	JAMES M FICO, PH.D.	\$325.00
88293	7/20/2016	FRONTIER	\$1,571.86
88294	7/20/2016	GANNETT WISCONSIN MEDIA	\$420.95
88295	7/20/2016	GANNETT WISCONSIN MEDIA	\$279.23
88296	7/20/2016	GEGARE PURCHASING	\$21,000.00
88297	7/20/2016	GEGARE TILE INC	\$10,986.75
88298	7/20/2016	DANIELLE GOTTLIEB	\$100.00
88299	7/20/2016	GOWEY ABSTRACT & TITLE COMPANY	\$116.68
88300	7/20/2016	GROSS MOTORS OF MARSHFIELD INC	\$35.56
88301	7/20/2016	H&S MANUFACTURING	\$100.00
88302	7/20/2016	HANES GEO COMPONANTS	\$462.64
88303	7/20/2016	HF GROUP LLC	\$164.92
88304	7/20/2016	HILLER'S HARDWARE INC	\$274.37
88305	7/20/2016	INFINITY TECHNOLOGY, INC.	\$60.00
88306	7/20/2016	JIM'S GOLF CARS INC	\$207.85
88307	7/20/2016	E O JOHNSON COMPANY	\$729.00
88308	7/20/2016	E O JOHNSON COMPANY	\$162.51
88309	7/20/2016	K & C CLEANING LLC	\$350.00
88310	7/20/2016	AARON KAPLAN	\$25.00
88311	7/20/2016	DAN KITZHABER	\$100.00
88312	7/20/2016	LIVE OAK MEDIA	\$99.77
88313	7/20/2016	MAID TO ORDER	\$450.00
88314	7/20/2016	MALLS4U, LLC	\$85,000.00
88315	7/20/2016	MARAWOOD CONSTRUCTION SERVICES, INC.	\$6,708.00
88316	7/20/2016	MARLING DOORS & HARDWARE	\$14,352.98
88317	7/20/2016	MARSHFIELD AREA CHAMBER	\$15,389.16
88318	7/20/2016	MARSHFIELD BUYERS GUIDE	\$45.00
88319	7/20/2016	MARSHFIELD CITY GARAGE	\$29.25
88320	7/20/2016	MARSHFIELD CIVIC BAND	\$4,800.00
88321	7/20/2016	MARSHFIELD CLINIC	\$492.90
88322	7/20/2016	MARSHFIELD UTILITIES	\$33,815.35
88323	7/20/2016	CITY OF MARSHFIELD	\$50.00
88324	7/20/2016	MENARDS	\$1,238.89
88325	7/20/2016	MID WISCONSIN SUPPLY, LLC	\$322.92
88326	7/20/2016	MIDSTATE TECHNICAL COLLEGE	\$3.32
88327	7/20/2016	MIDSTATES EQUIPMENT INC	\$478.10
88328	7/20/2016	MULCAHY/SHAW WATER INC	\$3,006.00
88329	7/20/2016	NAPA AUTO PARTS	\$30.24
88330	7/20/2016	DON NIKOLAI CONSTRUCTION	\$28,742.78
88331	7/20/2016	NORTHCENTRAL TECHNICAL COLLEGE	\$880.00
88332	7/20/2016	NORTHERN LAKE SERVICE INC	\$76.50
88333	7/20/2016	CSWEA WISCONSIN SECTION	\$35.00
88334	7/20/2016	NUMMELIN TESTING SERVICES INC	\$1,303.00

Check #	Checks Date	Vendor Name	Amount
88335	7/20/2016	ODONNELL LOCKSMITHING SERVICE	\$15.00
88336	7/20/2016	OFFICE DEPOT	\$67.47
88337	7/20/2016	OMNI GLASS & PAINT INC	\$57,000.00
88338	7/20/2016	PRECISE MRM LLC	\$997.37
88339	7/20/2016	PREVEA HEALTH	\$205.50
88340	7/20/2016	PROVISION PARTNERS	\$3,768.66
88341	7/20/2016	QUALITY ROOFING INC	\$15,342.79
88342	7/20/2016	RED HORSE INC	\$12,587.50
88343	7/20/2016	REINDERS INC	\$770.80
88344	7/20/2016	ROTARY CLUB OF MARSHFIELD SUNRISE	\$136.00
88345	7/20/2016	RUNNING INC	\$28,624.38
88346	7/20/2016	SCAFFIDI TRUCK CENTER	\$184.27
88347	7/20/2016	SCHALOWS NURSERY, INC.	\$22.50
88348	7/20/2016	SCHOLASTIC INC	\$987.51
88349	7/20/2016	SEARS COMMERCIAL ONE	\$102.54
88350	7/20/2016	SECURITY HEALTH PLAN	\$246.00
88351	7/20/2016	SERWE IMPLEMENT MUNICIPAL SALES CO LLC	\$705.14
88352	7/20/2016	SOUTHERN LIVING BOOKS	\$36.91
88353	7/20/2016	SHEILA STEINMETZ	\$100.00
88354	7/20/2016	STRYKER SALES CORPORATION	\$6,810.00
88355	7/20/2016	SWIDERSKI EQUIPMENT	\$28.84
88356	7/20/2016	TAPCO	\$1,300.00
88357	7/20/2016	TASER INTERNATIONAL	\$692.41
88358	7/20/2016	TDS TELECOM	\$343.44
88359	7/20/2016	TIRE TOWN AUTO LLC	\$85.00
88360	7/20/2016	TOWN & COUNTRY ENGINEERING INC	\$1,521.25
88361	7/20/2016	TREEHOUSE WOOD CREATIONS, LLC	\$524.60
88362	7/20/2016	TRIERWEILER CONSTRUCTION	\$20,659.57
88363	7/20/2016	TRAVIS LINDEKUGEL	\$795.00
88364	7/20/2016	UNIFIRST CORPORATION	\$231.00
88365	7/20/2016	UNITED MAILING SERVICE INC	\$1,482.89
88366	7/20/2016	UNIVERSITY OF WI	\$6,973.37
88367	7/20/2016	VIKING ELECTRIC SUPPLY INC	\$118,670.50
88368	7/20/2016	VREELAND ENTERPRISES INC	\$2,527.00
88369	7/20/2016	WEILER ENTERPRISES	\$75.97
88370	7/20/2016	WEILER TRANSPORTATION LLC	\$611.96
88371	7/20/2016	JENNIFER WHITE	\$100.00
88372	7/20/2016	WI DEPARTMENT OF JUSTICE	\$252.00
88373	7/20/2016	WI LAW ENFORCEMENT CANINE HANDLERS ASSOC	\$150.00
88374	7/20/2016	WI PARK AND RECREATION ASSN	\$300.00
88375	7/20/2016	STATE OF WI- COURT FINES/SURCHARGES	\$50.00
88376	7/20/2016	JOSHUA & AMANDA WITT	\$309.01
88377	7/20/2016	WOLFGRAM GAMOKE AND HUTCHINSON	\$13,726.31
88378	7/20/2016	WOOD COUNTY REGISTER OF DEEDS	\$30.00
88379	7/20/2016	YELLOWSTONE PARTNERS LLC	\$50,000.00
88380	7/20/2016	YERGES VAN LINERS	\$17,567.00
88381	7/20/2016	JAN ZETTLER	\$100.00
88382	7/20/2016	ZIMMERMAN ARCHITECTURAL STUDIOS	\$3,781.39
88383	7/20/2016	ZVOLENA MASONRY LLC	\$21,840.00
TOTAL CURRENT BILLS PAID BY CHECK			\$976,369.11

TOTAL PREPAID BILLS	\$48,581.76
TOTAL ACH PAYMENTS	\$82.50
TOTAL CURRENT BILLS	\$1,276,262.64
GRAND TOTAL	\$1,324,926.90

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to N/A and General Expense Bills for **JULY, 2016** amounting to **\$772,111.40** be allowed paid and charged to their proper accounts.

Chairman

**CITY OF MARSHFIELD
SCHEDULE OF BILLS FOR APPROVAL
8/3/2016**

PREPAID BILLS

PREPAID BILLS PAID BY CHECK

Check #	Checks Date	Vendor Name	Amount
88391	7/22/2016	ADVANCED DISPOSAL SERVICES LLC	\$74,869.86
88392	7/22/2016	CHARTER COMMUNICATIONS	\$256.18
88393	7/22/2016	FRONTIER	\$715.70
88394	7/22/2016	MARSHFIELD UTILITIES	\$25,946.36
88395	7/22/2016	TELRITE CORPORATION	\$378.25
88396	7/22/2016	TITAN PUBLIC SAFETY SOLUTIONS	\$1,791.00
88397	7/22/2016	WE ENERGIES	\$1,546.42
88398	7/22/2016	WI SCTF	\$65.00
88399	7/25/2016	DELTA DENTAL OF WISCONSIN	\$11,753.41
88400	7/25/2016	NVA FIDUCIARY TRUST FOR FSLI	\$1,436.66
TOTAL PREPAID BILLS PAID BY CHECK			\$118,758.84

PREPAID BILLS PAID BY EFT

EFT000000006145	7/22/2016	MSA PROFESSIONAL SERVICES INC	\$732.48
EFT000000006146	7/27/2016	PETER MILLS	\$65.00
EFT000000006147	7/27/2016	TODD NEUMAN	\$85.00
EFT000000006148	7/27/2016	ALEK WEGNER	\$88.00
TOTAL PREPAID BILLS PAID BY EFT			\$970.48

ACH PAYMENTS

7/29/2016	WI DEPT OF REVENUE	\$1,304.42
7/29/2016	LINCOLN NATIONAL LIFE INSURANCE	\$1,629.08
TOTAL ACH PAYMENTS		\$2,933.50

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000006149	8/3/2016	CHARLES ADAMSKI	\$145.80	VOID
EFT000000006150	8/3/2016	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$26.31	
EFT000000006151	8/3/2016	AIR COMMUNICATIONS OF CENTRAL	\$225.00	
EFT000000006152	8/3/2016	ARAMARK UNIFORM SERVICES	\$82.22	
EFT000000006153	8/3/2016	ATHENS VETERINARY SERVICE INC	\$572.80	
EFT000000006154	8/3/2016	B & B LAWN CARE LLC	\$22,872.83	
EFT000000006155	8/3/2016	BALTUS OIL COMPANY INC	\$157.17	
EFT000000006156	8/3/2016	THE BANK OF NEW YORK MELLON	\$850.00	
EFT000000006157	8/3/2016	BAUERNFEIND BUSINESS TECH	\$2,925.89	
EFT000000006158	8/3/2016	CHRISTOPHER BERG	\$76.60	VOID
EFT000000006159	8/3/2016	CALEB BORNBAACH	\$51.60	VOID
EFT000000006160	8/3/2016	BOUND TREE MEDICAL, LLC	\$441.78	
EFT000000006161	8/3/2016	CARQUEST AUTO PARTS	\$473.47	
EFT000000006162	8/3/2016	CAVU LLC	\$441.00	
EFT000000006163	8/3/2016	CDW GOVERNMENT INC	\$880.50	
EFT000000006164	8/3/2016	CENTRAL STATE SUPPLY CORP	\$859.50	
EFT000000006165	8/3/2016	DALCO ENTERPRISES, INC.	\$1,039.73	
EFT000000006166	8/3/2016	EMPLOYEE BENEFITS CORPORATION	\$259.25	

Check #	Checks Date	Vendor Name	Amount	
EFT000000006167	8/3/2016	JERRY ESSER	\$147.88	VOID
EFT000000006168	8/3/2016	FIRE & SAFETY EQUIPMENT IV INC	\$176.50	
EFT000000006169	8/3/2016	FREMONT INDUSTRIES, INC.	\$5,887.73	
EFT000000006170	8/3/2016	GRAINGER	\$2,035.50	
EFT000000006171	8/3/2016	RICHARD GRAMZA	\$548.40	VOID
EFT000000006172	8/3/2016	GRANICUS INC	\$600.00	
EFT000000006173	8/3/2016	HATCH BUILDING SUPPLY	\$179.08	
EFT000000006174	8/3/2016	HEINZEN PRINTING INC	\$490.00	
EFT000000006175	8/3/2016	TIMOTHY HOUK	\$10.00	VOID
EFT000000006176	8/3/2016	INGRAM LIBRARY SERVICES INC	\$318.67	
EFT000000006177	8/3/2016	INNOVATIVE MACHINE SPEC INC	\$2,492.00	
EFT000000006178	8/3/2016	DENNIS KEFFER	\$60.28	VOID
EFT000000006179	8/3/2016	AMY KROGMAN	\$315.00	VOID
EFT000000006180	8/3/2016	MARAWOOD REAL ESTATE 200 LLC	\$3,072.30	
EFT000000006181	8/3/2016	MERKEL COMPANY INC	\$423.60	
EFT000000006182	8/3/2016	CHRIS MEYER	\$180.00	VOID
EFT000000006183	8/3/2016	MIDSTATE TRUCK SERVICE	\$1,323.51	
EFT000000006184	8/3/2016	MIDWEST TAPE	\$392.76	
EFT000000006185	8/3/2016	MISSISSIPPI WELDERS	\$2,114.60	
EFT000000006186	8/3/2016	MONROE TRUCK EQUIPMENT	\$279.91	
EFT000000006187	8/3/2016	NEINAST/ALLAN	\$6.32	VOID
EFT000000006188	8/3/2016	NORTH CENTRAL LABORATORIES	\$598.93	
EFT000000006189	8/3/2016	OLDHAM/LANCE	\$9.35	VOID
EFT000000006190	8/3/2016	PANZER/LORI	\$19.98	VOID
EFT000000006191	8/3/2016	PEMBER COMPANIES INC	\$256,405.63	
EFT000000006192	8/3/2016	POMP'S TIRE SERVICE INC.	\$428.00	
EFT000000006193	8/3/2016	POWER PAC INC	\$203.36	
EFT000000006194	8/3/2016	RA CONSULTANTS, LLC	\$12,000.00	
EFT000000006195	8/3/2016	REIGEL PLUMBING & HEATING INC	\$30.33	
EFT000000006196	8/3/2016	RIPP DISTRIBUTING COMPANY INC	\$48.75	
EFT000000006197	8/3/2016	DAN ROGERS	\$96.12	VOID
EFT000000006198	8/3/2016	SAFE FAST INC	\$177.28	
EFT000000006199	8/3/2016	SCHOOL DISTRICT OF MARSHFIELD	\$2,846.88	
EFT000000006200	8/3/2016	SHERWIN WILLIAMS COMPANY	\$929.60	
EFT000000006201	8/3/2016	SJS EXCAVATING LLC	\$960.00	
EFT000000006202	8/3/2016	SOLUTIONZ LLC	\$1,545.00	
EFT000000006203	8/3/2016	JOAN SPENCER	\$205.04	VOID
EFT000000006204	8/3/2016	KEITH STREY	\$418.62	VOID
EFT000000006205	8/3/2016	SVA CONSULTING LLC	\$137.00	
EFT000000006206	8/3/2016	THERESA TRACY	\$188.34	VOID
EFT000000006207	8/3/2016	TRI-MEDIA LLC	\$11,401.00	
EFT000000006208	8/3/2016	TOM TURCHI	\$90.08	VOID
EFT000000006209	8/3/2016	LOCATE HOLDINGS INC	\$2,190.69	
EFT000000006210	8/3/2016	V & H INC	\$50.25	
EFT000000006211	8/3/2016	VALLEY AQUATIC SOLUTIONS LLC	\$374.43	
EFT000000006212	8/3/2016	AMY VAN WYHE	\$594.78	VOID
EFT000000006213	8/3/2016	JOSEPH VANDEN ELZEN	\$567.00	VOID
EFT000000006214	8/3/2016	VON BRIESEN AND ROPER, S.C.	\$437.00	
EFT000000006215	8/3/2016	CHARLES ADAMSKI	\$145.80	
EFT000000006216	8/3/2016	CHRISTOPHER BERG	\$76.60	

Check #	Checks Date	Vendor Name	Amount
EFT000000006217	8/3/2016	CALEB BORN BACH	\$51.60
EFT000000006218	8/3/2016	JERRY ESSER	\$147.88
EFT000000006219	8/3/2016	RICHARD GRAMZA	\$548.40
EFT000000006220	8/3/2016	TIMOTHY HOUK	\$10.00
EFT000000006221	8/3/2016	DENNIS KEFFER	\$60.28
EFT000000006222	8/3/2016	AMY KROGMAN	\$315.00
EFT000000006223	8/3/2016	CHRIS MEYER	\$180.00
EFT000000006224	8/3/2016	ALLAN NIENAST	\$6.32
EFT000000006225	8/3/2016	LANCE OLDHAM	\$9.35
EFT000000006226	8/3/2016	LORI PANZER	\$19.98
EFT000000006227	8/3/2016	DAN ROGERS	\$96.12
EFT000000006228	8/3/2016	JOAN SPENCER	\$205.04
EFT000000006229	8/3/2016	KEITH STREY	\$418.62
EFT000000006230	8/3/2016	TOM TURCHI	\$90.08
EFT000000006231	8/3/2016	AMY VAN WYHE	\$594.78
EFT000000006232	8/3/2016	JOSEPH VANDEN ELZEN	\$567.00
TOTAL CURRENT BILLS PAID BY EFT			\$349,931.78

CURRENT BILLS PAID BY CHECK

88401	8/3/2016	ABR EMPLOYMENT SERVICES	\$552.00
88402	8/3/2016	AGSOURCE COOPERATIVE SERVICES	\$78.50
88403	8/3/2016	TIM FREECK	\$2,000.00
88404	8/3/2016	ALL TRAFFIC SOLUTIONS	\$1,250.00
88405	8/3/2016	AMAZON	\$1,390.95
88406	8/3/2016	AMERICAN AUTO SALES & SERVICE	\$80.95
88407	8/3/2016	AMERICAN PAYROLL ASSOCIATION	\$254.00
88408	8/3/2016	APPLELAND LAW ENFORCMENT	\$2,305.28
88409	8/3/2016	ASSOCIATED SERVICE CENTER	\$295.88
88410	8/3/2016	BRUCE TIBBETT JR.	\$83.50
88411	8/3/2016	BAKER AND TAYLOR INC	\$3,538.57
88412	8/3/2016	DIANE BALTUS	\$85.00
88413	8/3/2016	KEN BARGENDER	\$79.63
88414	8/3/2016	BAY STEEL & FABRICATION LLC	\$67.35
88415	8/3/2016	BB COMMUNITY LEASING SERVICES INC	\$550.32
88416	8/3/2016	RON BERRY	\$100.00
88417	8/3/2016	BOOK WORLD INC	\$35.98
88418	8/3/2016	THE BOSON COMPANY INC	\$52,530.81
88419	8/3/2016	BOWMAR APPRAISAL INC	\$5,000.00
88420	8/3/2016	BRAUN'S AUTOMOTIVE SERVICE INC	\$63.24
88421	8/3/2016	BROOKS TRACTOR INC	\$326.46
88422	8/3/2016	BRYAN ROCK PRODUCTS INC	\$1,200.80
88423	8/3/2016	BURT TROPHY & AWARDS INC	\$54.41
88424	8/3/2016	CARLSON DETTMANN CONSULTING, LLC	\$500.00
88425	8/3/2016	CARRICO AQUATIC RESOURCES INC	\$1,685.25
88426	8/3/2016	CARROT-TOP INDUSTRIES INC	\$235.80
88427	8/3/2016	DARREL CASPERSON	\$250.00
88428	8/3/2016	KAYLA CASPERSON	\$25.00
88429	8/3/2016	CENTRAL MECHANICAL SYSTEMS INC	\$3,100.00
88430	8/3/2016	CHARTER COMMUNICATIONS	\$106.44
88431	8/3/2016	LOIS CHILSON	\$100.00
88432	8/3/2016	STEVE FUEHRER	\$900.00
88433	8/3/2016	COLUMBUS CATHOLIC SCHOOLS	\$100.00
88434	8/3/2016	COMFORT SUITES APPLETON AIRPORT	\$328.00
88435	8/3/2016	COMPLETE CONTROL INC	\$4,637.16

Check #	Checks Date	Vendor Name	Amount
88436	8/3/2016	COMPLETE OFFICE OF WISCONSIN	\$341.45
88437	8/3/2016	COUNTY MATERIALS CORPORATION	\$1,375.35
88438	8/3/2016	GEORGE VAN STEDUM	\$230.00
88439	8/3/2016	CTL COMPANY INC	\$93.25
88440	8/3/2016	DAO LIMESTONE	\$156.00
88441	8/3/2016	LAURA DEMMERLY	\$44.00
88442	8/3/2016	DUFFY'S AIRCRAFT SALES	\$7,887.29
88443	8/3/2016	SANDY EGSTAD	\$100.00
88444	8/3/2016	EMBLEM ENTERPRISES INC	\$231.04
88445	8/3/2016	EVENTS ETC LLC	\$217.50
88446	8/3/2016	JFTCO INC	\$44.30
88447	8/3/2016	FALCON ALTERNATOR & STARTER	\$62.00
88448	8/3/2016	FASTENAL COMPANY	\$27.20
88449	8/3/2016	FEHR GRAHAM & ASSOCIATES, LLC	\$1,200.50
88450	8/3/2016	FESTIVAL FOODS	\$30.27
88451	8/3/2016	FORCE AMERICA DISTRIBUTING LLC	\$2,285.68
88452	8/3/2016	FOX VALLEY TECHNICAL COLLEGE	\$1,055.00
88453	8/3/2016	FRONTIER	\$81.20
88454	8/3/2016	GANNETT WISCONSIN MEDIA	\$96.01
88455	8/3/2016	GENERAL FARM SUPPLY INC	\$402.75
88456	8/3/2016	L F GEORGE INC	\$2,486.27
88457	8/3/2016	GRANITE STOCK REMOVAL INC	\$1,827.00
88458	8/3/2016	HILLER'S HARDWARE INC	\$650.11
88459	8/3/2016	ASIF HUSSAIN	\$100.00
88460	8/3/2016	E O JOHNSON COMPANY	\$212.00
88461	8/3/2016	FLORENCE JOHNSON	\$100.00
88462	8/3/2016	NICOLE JOHNSON	\$75.00
88463	8/3/2016	GEORGI SARTAIN	\$60.00
88464	8/3/2016	LAND O' LAKES	\$155.00
88465	8/3/2016	LEONARD, STEPHANIE	\$100.00
88466	8/3/2016	LIVE OAK MEDIA	\$32.45
88467	8/3/2016	LOU'S GLOVES INC	\$84.00
88468	8/3/2016	MACQUEEN EQUIPMENT INC	\$597.12
88469	8/3/2016	MARSHFIELD AREA PET SHELTER, INC	\$1,533.00
88470	8/3/2016	MARSHFIELD AREA YMCA	\$3,500.00
88471	8/3/2016	MARSHFIELD CLINIC	\$1,957.00
88472	8/3/2016	MARSHFIELD CLINIC	\$248.50
88473	8/3/2016	MARSHFIELD MALL	\$2,914.63
88474	8/3/2016	MARSHFIELD MONUMENT	\$375.00
88475	8/3/2016	MEDPRO MIDWEST GROUP	\$269.00
88476	8/3/2016	MENARDS	\$923.64
88477	8/3/2016	MERRILL GRAVEL & CONST CO INC	\$126,913.60
88478	8/3/2016	RON MEYERS AND SON LLC	\$192.00
88479	8/3/2016	PHILLIP MILLER	\$100.00
88480	8/3/2016	MINISTRY ST JOSEPH'S HOSPITAL	\$1,480.78
88481	8/3/2016	MMG EMPLOYER SOLUTIONS	\$1,827.50
88482	8/3/2016	NAPA AUTO PARTS	\$890.67
88483	8/3/2016	NATIONAL ASSN OF EMERGENCY MED TECHS	\$40.00
88484	8/3/2016	NATIONAL GOVERNMENT SERVICES INC	\$319.87
88485	8/3/2016	NIKOLAY COMPANIES	\$225.00
88486	8/3/2016	LISA NOVEM	\$87.34
88487	8/3/2016	OFFICE DEPOT	\$312.45
88488	8/3/2016	OK SANITARY SERVICE INC	\$125.00
88489	8/3/2016	MARYANNE OLSON	\$100.00
88490	8/3/2016	PER MAR SECURITY SERVICES	\$253.99
88491	8/3/2016	PHOENIX TEXTILE CORPORATION	\$370.00

Check #	Checks Date	Vendor Name	Amount
88492	8/3/2016	EUGENE PERLOCK	\$178.05
88493	8/3/2016	PRECISE MRM LLC	\$439.39
88494	8/3/2016	PRIME MEDIA ACQUISITION CORPORATION	\$160.20
88495	8/3/2016	PROVISION PARTNERS	\$443.10
88496	8/3/2016	REINHART BOERNER VAN DEUREN S.C.	\$4,954.41
88497	8/3/2016	REVIZE LLC	\$2,600.00
88498	8/3/2016	JANIEN RINEHART	\$44.00
88499	8/3/2016	S & H ELECTRIC LLC	\$250.00
88500	8/3/2016	KRIS SAINDON	\$100.00
88501	8/3/2016	SCAFFIDI TRUCK CENTER	\$25.00
88502	8/3/2016	SCHALOWS NURSERY, INC.	\$662.35
88503	8/3/2016	ALBERT SCHIFERL	\$65.00
88504	8/3/2016	DOUG SEEHAFFER	\$100.00
88505	8/3/2016	SERWE IMPLEMENT MUNICIPAL SALES CO LLC	\$323.83
88506	8/3/2016	MICHAEL OBRIEN	\$1,200.00
88507	8/3/2016	SHERWIN INDUSTRIES INC	\$540.00
88508	8/3/2016	SPEE-DEE DELIVERY SERVICE INC	\$57.48
88509	8/3/2016	ST VINCENT DE PAUL	\$100.00
88510	8/3/2016	STAPLES ADVANTAGE	\$73.82
88511	8/3/2016	STREICHER'S POLICE EQUIPMENT	\$3,430.00
88512	8/3/2016	STRYKER SALES CORPORATION	\$4,944.40
88513	8/3/2016	TOTAL COMMERCIAL FITNESS, LLC	\$2,950.00
88514	8/3/2016	TRANSUNION RISK AND ALTERNATIVE	\$25.00
88515	8/3/2016	TRIERWEILER CONSTRUCTION	\$1,691.26
88516	8/3/2016	TRIPLE R BUSINESS SERVICES, LLC	\$4,694.61
88517	8/3/2016	UNIFIRST CORPORATION	\$180.25
88518	8/3/2016	UNIQUE MANAGEMENT SERVICES INC	\$89.50
88519	8/3/2016	UNITED MAILING SERVICE INC	\$457.87
88520	8/3/2016	UNIVERSITY COMMISSION	\$13,442.50
88521	8/3/2016	VITAL COMMUNICATION	\$30.00
88522	8/3/2016	WALMART COMMUNITY/GECRB	\$3,332.84
88523	8/3/2016	WE ENERGIES	\$10.89
88524	8/3/2016	WEILER ENTERPRISES	\$33.00
88525	8/3/2016	WEILER TRANSPORTATION LLC	\$157.03
88526	8/3/2016	WELLS FARGO FINANCIAL LEASING	\$165.11
88527	8/3/2016	WEPAK-N-SHIP	\$13.58
88528	8/3/2016	WI HISTORICAL SOCIETY	\$100.00
88529	8/3/2016	GLORIA WOLF	\$100.00
88530	8/3/2016	WSFCA	\$62.34
		TOTAL CURRENT BILLS PAID BY CHECK	\$299,516.80
		TOTAL PREPAID BILLS	\$119,729.32
		TOTAL ACH PAYMENTS	\$2,933.50
		TOTAL CURRENT BILLS	\$649,448.58
		GRAND TOTAL	\$772,111.40

REPORT OF PERSONNEL ACTIONS
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
OF AUGUST 2, 2016

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

Tyler Hines	Firefighter/Paramedic Fire & Rescue Department	July 11, 2016
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RETIREMENT:

None

Resignation

None

Promotion

Tim Rasmussen	Classification IV Street Division	May 25, 2016
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Will Guensburg	Classification III Street Division	July 1, 2016
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**COMPLETION OF
PROBATIONARY
PERIOD**

None

MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF JULY 31, 2016

Department	Division	Position	FTE	Last Name	First Name
Administrator		City Administrator	1.00	BARG	STEVEN
Administrator		HR Manager/Assist. to the CA	1.00	RACHU	JENNIFER
Administrator		Administrative Assistant III	0.50	KROGMAN	AMY
Administrator Total			2.50		
Assessor		City Assessor	1.00	SPENCER	JOAN
Assessor		Property Appraiser	1.00	FECHHELM	BELINDA
Assessor		Administrative Assistant II	1.00	PUGH	KEITH
Assessor Total			3.00		
Cemetery		Cemetery Caretaker Assistant	1.00	BRAUNSKY	WILLIAM
Cemetery		Cemetery Coordinator/Caretaker	1.00	BALTUS	MICHAEL
Cemetery Total			2.00		
Clerk		City Clerk	1.00	HALL	DEBORAH
Clerk		Deputy Clerk	1.00	PANZER	LORI
Clerk Total			2.00		
Finance		Accounting Clerk	0.50	OPPMAN	JOANN
Finance		Accounting Clerk	1.00	STREBE	KATHLEEN
Finance		Accountant	1.00	NICHOLS	CHRISTOPHER
Finance		Payroll Technician	1.00	DENNIS	BRITTANY
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
Finance Total			7.30		
Fire		Deputy Fire Chief	1.00	DEGRAND	CRAIG
Fire		Deputy Fire Chief	1.00	DOLENS	ROY
Fire		Deputy Fire Chief	1.00	ERICKSON	EDWIN
Fire		Deputy Fire Chief	1.00	OWEN	SCOTT
Fire		Deputy Fire Chief	1.00	CLEMENTS	JODY
Fire		Fire Chief	1.00	HAIGHT	ROBERT
Fire		Firefighter	1.00	BARTH	JEFFREY
Fire		Firefighter	1.00	BAUER	RODNEY
Fire		Firefighter	1.00	BREUER	BRAD
Fire		Firefighter	1.00	CHRISTOPHER	LANCE
Fire		Firefighter	1.00	ESKER	KELLY
Fire		Firefighter	1.00	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	ANNEN	STEPHEN
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	HINES	TYLER
Fire		Firefighter Paramedic	1.00	LUCHINI	ANTHONY
Fire		Firefighter Paramedic	1.00	MCNAMARA	NATHANIEL
Fire		Firefighter Paramedic	1.00	MILLER	ZACHARY
Fire		Firefighter Paramedic	1.00	PATTON	DAVID
Fire		Firefighter Paramedic	1.00	SADAUSKAS	JENI
Fire		Firefighter Paramedic	1.00	SCHAD	JASON

Department	Division	Position	FTE	Last Name	First Name
Fire		Firefighter Paramedic	1.00	WEILAND	TROY
Fire		Firefighter Paramedic	1.00	WINISTORFER	PETER
Fire		Firefighter Paramedic	1.00	TACKES	PAUL
Fire		Administrative Assistant III	1.00	BERGER	SUZANNE
Fire Total			37.00		
Technology		Technology Analyst	1.00	WESTMAN	ERIK
Technology		Technology Analyst	1.00	SUTTON	MATTHEW
Technology		Technology Director	1.00	NG	ENG
Technology		Technology Technician	1.00	SCHROEDER	SHAWN
Information Technology Total			4.00		
Library		Adult Services Supervisor Lib	1.00	ADLER	MARY LOU
Library		Asst Dir./Tech. Svcs 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
Library Total			16.350		
Mayor		Administrative Assistant III	0.50	KROGMAN	AMY
Mayor		Mayor	0.50	MEYER	CHRISTOPHER
Mayor Total			1.00		
Municipal Court		Municipal Court Clerk	0.75	CARLSON	SUSAN
Municipal Court Total			0.75		
Parks & Recreation		Classification II	1.00	DOLGNER	JEFFREY
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
Parks & Recreation Total			9.00		
Development Services		Director of Planning/Econ Dev	1.00	ANGELL	JASON
Development Services		Planner/Zoning Administrator	1.00	MILLER	JOSHUA
Development Services		Zoning Administrator	1.00	SCHROEDER	SAMUEL
Development Services		Building Inspector/Project Manger	1.00	POKORNY	RICHARD
Development Services		Electrical Inspector	1.00	KILTY	PATRICK
Development Services		Administrative Assistant II	1.00	UTHMEIER	CHERYL
Planning Total			6.00		
Police		Administrative Assistant III	1.00	LINDNER	PEGGY
Police		Custodian	1.00	TIBBETT	BRUCE
Police		Drug Officer	1.00	IVERSON	DEREK
Police		Drug Officer	1.00	SCHLEI	SCOTT
Police		Ordinance Enforcement Officer	1.00	LARSEN	ROBERT
Police		Ordinance Enforcement Officer	1.00	LEONARD	DANIEL
Police		PD Staff Services Supervisor	1.00	KROKSTROM	LORRIE
Police		Police Chief	1.00	GRAMZA	RICHARD

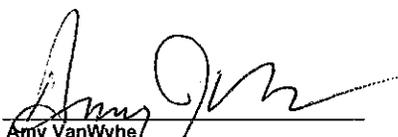
Department	Division	Position	FTE	Last Name	First Name
Police		Police Detective	1.00	FOEMMEL	JASON
Police		Police Detective	1.00	HAMILL	KEVIN
Police		Police Detective	1.00	NEINAST	ALLAN
Police		Police Detective	1.00	PARKS	JASON
Police		Police Lieutenant	1.00	LARSON	DARREN
Police		Police Lieutenant	1.00	ZEPS	PATRICK
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	BORCHARDT	BLAKE
Police		Police Officer	1.00	BORNBACH	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	GROSS	ROCHLEY
Police		Police Officer	1.00	GRUBER	TANNER
Police		Police Officer	1.00	HASZ	CHRISTOPHER
Police		Police Officer	1.00	KIZER	JAMIE
Police		Police Officer	1.00	KRAMER	LANDON
Police		Police Officer	1.00	LARSEN	JOSHUA
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	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	BERRES	MATTHEW
Police		Police School Liaison Officer	1.00	GIACOMINO	CHRISTINE
Police		Police Sergeant	1.00	ESSER	TRAVIS
Police		Police Sergeant	1.00	GEURINK	JODY
Police		Police Sergeant	1.00	KEFFER	DENNIS
Police		Police Sergeant	1.00	POESCHEL	DOMINIC
Police		Traffic Safety/Crime Prevention	1.00	SALACINSKI	DANIEL
Police Total			48.00		
Public Works	Administration	Public Works Director	1.00	KNOECK	DANIEL
Public Works	Administration	Administrative Assistant II	1.00	ANDERSON	MARY
Public Works	Facilities Management	Facilities Maint. Coordinator	1.00	MOLTER	JEFFREY
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
Development Services		GIS Coordinator	1.00	BUEHLER	DAVID
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	VACANT	
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

Department	Division	Position	FTE	Last Name	First Name
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	CHRISTIANSEN	CHRISTOPHER
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	GUENSBURG	WILL
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	RASMUSSEN	TIMOTHY
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	1.00	VACANT	
Public Works	Wastewater	Wastewater Operator	1.00	LUKANICH	JOHN
Public Works	Wastewater	Wastewater Operator	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
Public Works Total			52.50		
Grand Total			191.400		

TREASURY REPORT

June 2016

	June	May
GENERAL CITY		
PREVIOUS BANK BALANCES (CASH):		
Bonds -----	6,510.00	
Citizens State Bank -----	809,513.21	
	TOTAL PREVIOUS CASH BALANCE:	\$816,023.21
RECEIPTS:		\$517,516.66
Citizens State Bank -----	3,881,309.18	
Citizens State Bank Interest -----	1,009.04	
L-T Investment Interest Rec -----		
Tax collection -----		
	TOTAL CASH RECEIPTS:	\$3,882,318.22
DISBURSEMENTS:		\$6,318,086.91
Citizens State Bank -----	3,575,417.53	
	TOTAL CASH DISBURSEMENTS:	\$3,575,417.53
GENERAL CITY BOOK BALANCE (CASH):	(Previous Balance + Receipt - Disbrsmnts.)	\$1,122,923.90
GENERAL CITY INVESTMENTS:		\$816,023.21
Securities Investments (Long Term) -----	2,000,000.00	
Securities Investments (Short Term) -----	2,991,649.44	
SIST Int rate/earning 0.00% -----	0.00	
Local Government Investment Pool (LGIP) -----	9,996,135.16	
LGIP Int rate/earning 0.42% -----	3,808.16	
		\$14,991,592.76
		\$16,987,784.60
TOTAL GENERAL CITY CASH & INVESTMENTS		\$16,114,516.66
		\$17,803,807.81
MARSHFIELD UTILITIES		
Citizens Bank Previous Bal. -----	2,508,880.87	
Citizens Bank Utility Receipt -----	4,102,337.37	
Citizens Bank Utility Disburs -----	3,702,120.20	
MU BOOK BALANCE:		\$2,909,098.04
		\$2,508,880.87
MU INVESTMENTS:		\$21,249,087.09
		\$22,344,098.68
TOTAL MU CASH & INVESTMENTS:		\$24,158,185.13
		\$24,852,979.55
TOTAL BOOK BALANCE (CASH):	(Marshfield Utilities Balance + General Balance)	\$4,032,021.94
		\$3,324,904.08
RECAPITULATION BANK REPORT		
Bonds -----	6,510.00	
Citizens Bank Mfld Utilities -----	2,975,147.34	
Citizens Bank General City -----	1,307,815.76	
	TOTAL BANK BALANCE:	4,289,473.10
	(OUTSTANDING CHECKS)	<u>257,451.16</u>
TOTAL BANK BALANCE (CASH):		\$4,032,021.94
CASH ON HAND :	\$100.00	\$100.00
TOTAL INVESTMENTS:		\$36,240,679.85
		\$37,828,457.25
TOTAL CASH & INVESTMENTS:		\$40,272,701.79
		\$41,153,361.33

Submitted by: 
 Amy VanWyhe
 Accounting Manager



**City of
Marshfield**

Memorandum

July 25, 2016

TO: Finance, Budget and Personnel Committee

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Wildwood McMillan Trail Project Funding BR 16 - 2016

BACKGROUND

Staff has recently updated the project cost estimates and budget projections and presented this information to the Board of Public Works in June. Staff has proposed use of an additional \$150,000 in room tax fund balance and the adopted Capital Improvement Plan identifies an additional \$125,000 of long term debt in 2017 to complete funding for the project. In addition, Marshfield Area Friends of the Trail have pledged a \$15,000 contribution toward the project.

ANALYSIS

The current project cost estimate includes the following expenditures:

Engineering (Design and Construction)	\$ 340,000
DOT Review Fees	\$ 80,000
Real Estate Acquisition	\$ 162,675
Oak Avenue Sidewalk Replacement (Depot to Cleveland)	\$ 120,000
Trail Construction (Not including the Clinic segment)	\$1,062,000
<u>Contingency</u>	<u>\$ 35,000</u>
TOTAL	\$1,799,675

The proposed project funding includes the following sources, which include the most recent staff recommendations identified above:

Federal Grant	\$ 810,800
Room Tax	\$ 455,447
Long Term Debt	\$ 455,000
Donations	\$ 65,000
<u>Tax Levy</u>	<u>\$ 13,287</u>
TOTAL	\$1,799,534

The Board of Public Works recommended approval of a Budget Resolution to transfer \$150,000 from the room tax fund to the trail project. A copy of the Board minutes is attached.

RECOMMENDATION

Approve Budget Resolution BR16-2016 transferring \$150,000 from the Room Tax Fund, Fund Balance Applied, to the Wildwood McMillan Connector Trail Project and refer to the Common Council for consideration.

Concurrence: 
Steve Barg, City Administrator


Keith Strey, Finance Director


Justin Casperson, Parks & Recreation Dir.

BOARD OF PUBLIC WORKS MINUTES
OF JUNE 20, 2016

Meeting called to order by Chairman Buttke at 5:30 PM in the Council Chambers of City Hall Plaza.

PRESENT: Tom Buttke, Ed Wagner, Mike Feirer, Chris Jockheck & Gordon Earll

EXCUSED: None

ALSO PRESENT: City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Justin Casperson, Parks and Recreation Director; Mike Baltus, Cemetery Coordinator; Library Director Belongia; Joe Dolezal – The Boson Company; the media; and others.

PW16-74 Motion by Feirer, second by Jockheck to recommend approval of the minutes of the June 6, 2016 Board of Public Works meeting.

Motion Carried

Citizen Comments – None

City Engineer Turchi presented an Engineering Division construction update. Street Superintendent Winch presented a Street Division construction update.

Joe Dolezal, The Boson Company presented an update on the Everett Roehl Marshfield Public Library & Community Center.

PW16-75 Motion by Jockheck, second by Feirer to recommend approval of transferring \$150,000 from the Room Tax Fund, Fund Balance Applied, to the Wildwood McMillan Connector Trail Project and request a Budget Resolution be drafted for Common Council consideration.

Wagner voted 'No', Motion Carried

City Administrator Barg presented an update on the Vaughn-Hansen Memorial Chapel. Myron Silberman is working on raising funds for renovation of the building, however it's not clear if a use has been established for the building. The Board would like Mr. Silberman to attend the next meeting to describe in more detail the planned renovations and future use of the building. This was a discussion item only.

PW16-76 Motion by Wagner, second by Feirer to recommend approval of the plans for Contract 2016-03 - Omaha Parking Lot Reconstruction and Hume Avenue – Street Opening (Becker Road to Tennis Courts) and authorize seeking bids for these projects.

Motion Carried

PW16-77 Motion by Feirer, second by Jockheck to recommend that due to the July 4th Holiday being on Monday, July 4, 2016, the first Board of Public Works meeting for July, 2016 will be held on Tuesday, July 5, 2016 at 5:30 PM.

Motion Carried

Recommended items for future agendas: Barg noted that he intends to provide an update on the Downtown Parking Committee later this summer.

Motion by Feirer second by Wagner that the meeting be adjourned at 6:12 PM.

Motion Carried

DETAIL OF BUDGET RESOLUTION NO. 16-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

Room Tax Fund, Other Financing Sources Budget, a/c# 2024900008.080000:
1. 49300 – Fund Balance Applied \$ 150,000

TRANSFERRED TO:

Wildwood/McMillan Connector Ttrail Project Budget, a/c# 4205672061.611647:
1. 52500 – Repair & Maintenance Services \$ 150,000

* * * *

Marshfield Police Department Memorandum

Date: 07/06/2016

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

From: Police Chief Rick Gramza

Ref: Budget Resolution #17-2016 Fundraising investment for K9

History:

The Marshfield Police Department K9 program has historically been funded by community donations and various fundraising opportunities. The average working life of a K9 is 6-8 years. The Marshfield PD has two K9's working each day or night of the week. The current K9 fund has enough funds to purchase one K9 for the next retirement, estimated to be in the next 3 years. Neighboring communities have utilized a stuffed animal K9 sale to assist in replenishing K9 funds.

Analysis:

Through a company out of California, we are looking at purchasing 500 stuffed animals, 250 resembling each of our K9's. We would purchase the stuffed animals at a cost of \$8.15 each, totaling \$4,075. We plan to sell the stuffed animals to the general public at a cost of \$15 each, totaling \$3,425 in revenue once the animals are sold to the public.

This budget resolution was approved by the Marshfield Police and Fire Commission on 7/21/2016.

Recommendation:

I recommend that the budget resolution be passed allowing for the transfer of \$4,075 within the K9 Fund 101.26610 to Protective Services Operating Supplies 101.52110.20.53400.

Concurrence:



Steven Barg, City Administrator



Keith Strey, City Finance Director

BUDGET RESOLUTION NO. 17-2016

A resolution changing the 2016 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 \$4,075 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. 17-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

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

1. 48500 – Law Enforcement Donations / Contributions (1)	\$	4,075
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TRANSFERRED TO:

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

1. 53400 – Operating Supplies	\$	4,075
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* * * *

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



City of Marshfield Memorandum

DATE: July 27, 2016
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Request to solicit quotes to purchase new assessing software

Background

The City now uses assessing software called GVS, which has done a good job for us over the years. But there are increasing concerns, due in large part to the following reasons:

- Support for the GVS application ended in 2008
- Maintenance for the hardware server on which this program runs ended in 2012
- Support for the server operating system (Windows Server 2003) ended in 2015
- Without prompt action, the City risks serious problems with data conversation and having assessment data available for internal and external users.

On June 7th, this issue was presented to the Finance, Budget & Personnel Committee, at which time the Committee authorized staff to solicit quotes for new assessing software, and to bring this item back to the Committee for review and consideration.

Analysis

A staff team researched options to decide what would work best for internal and external operations. Software with a strong foothold for assessment work in Wisconsin was given priority to position us to contract with an outside vendor for future assessment services.

“Market Drive – Large Municipal Edition” as developed for Wisconsin assessment work was selected as the software that meets or exceeds our requirements. It has downloading procedures that work well in both Wood and Marathon Counties, and their IT staff highly recommended this software. Market Drive is a well-established, fully-developed product that has been in use for many years, and it is used by more than 60% of all municipalities in Wisconsin. Department heads saw a demo of Market Drive and were quite pleased.

Recommendation

Staff recommends approval of the attached proposal from Assessment Technologies for the purchase, installation, and conversion of the City’s current software to Market Drive at an amount not to exceed \$53,962. Staff also requests that the Committee recommend to the City Council approval of the attached Budget Resolution No.18-2016 transferring the necessary funds for this purchase. (Installation should be completed by the end of 2016.)

BUDGET RESOLUTION NO. 18-2016

A resolution changing the 2016 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 \$36,962 is hereby transferred from General Fund Contingency Budget, a/c #1015156008.080000 to the General Fund Information Technology Budget, a/c #1015145007.070000.
2. That the sum of \$17,000 is hereby transferred from the General Fund Property Assessment budget a/c #1015153009.090000 to the General Fund Information Technology Budget, a/c #1015145007.070000.
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. 18-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund Contingency, a/c# 1015156008.08000:

1. 51580 – Unemployment Compensation \$ 36,962

General Fund Property Assessment Budget a/c #1015145007.070000:

1. 51540 – Health Insurance \$ 16,500

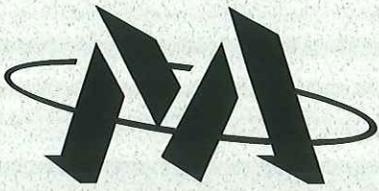
2. 53100 – Office Supplies 500

TRANSFERRED TO:

General Fund Information Technology Budget a/c #1015145007.070000:

1. 53940 - Computer Software & Upgrades \$ 53,962

* * * *



**Assessment Technologies
of Wisconsin, LLC**

July 18, 2016

Eng, Ng, Director of Technology
City of Marshfield
630 S Central Ave, 7th Floor
Marshfield, WI 54449

Dear Eng:

Thank you for your interest in the Market DriveTM CAMA software and the opportunity to demonstrate the product to the City of Marshfield. I have responded to each item in your Request for Quotation. As part of this response, I have included:

1. A sample contract (statement of work).
2. The Market Drive software license agreement.
3. A breakdown showing how I arrived at the total cost for this migration, including assumptions made.
4. An electronic copy of the Market Drive user guides for Real Estate, Personal Property and Monthly Mobile Home Municipal Permit Fees.
5. Some other high level information to consider when choosing a CAMA product.

Market Drive comes with a 100% money back guarantee, which makes choosing Market DriveTM a no-risk decision. We have done these migrations for many other municipalities in the State of Wisconsin and I do not expect this migration to be any different. Working together we should be able to complete the conversion within 3-4 months (elapsed time) and the entire migration, including training with 4-5 months (elapsed time).

Please let me know if you have any questions or concerns.

Best Regards,

Andy Pelkey
Assessment Technologies of WI, LLC
(414) 801-8555

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Sample Contract (Statement of Work).....	Section 4
Market Drive License Agreement.....	Section 5
Pricing Breakdown.....	Section 6

Executive Summary

In response to the City of Appleton's RFP for new CAMA software, Assessment Technologies of WI is proud to offer the Market Drive™ CAMA software.

For almost 20 years, Assessment Technologies has worked hard to provide Wisconsin Assessors with technology to make their job easier. We are nothing like our competitors. Our software is developed solely for Wisconsin Assessors. We have a perfect track record of on-time and within-budget implementations, none of which have taken longer than 4 months. Our application and programming support is second to none. For these reasons, our software is used by far more assessors and municipalities in the State of Wisconsin than all other CAMA software packages combined.

After struggling for two and a half years with another CAMA software product from another software company, the City of Neenah chose Market Drive™ from Assessment Technologies of WI, LLC. Working with the City of Neenah assessment staff, we completed the entire project, including installation, a data conversion and even training in 4 months. The entire cost came in under budget. This shows a stark difference between our company and our competitors and is not unusual.

We believe that Market Drive™ is without question the best CAMA software for the Wisconsin assessors. To back this up, Assessment Technologies offers an unprecedented 100% money back guarantee. Not only does this guarantee cover the cost of the software, it also covers the cost of the data conversion, training and support. No other software company offers anything like it. This guarantee provides you a great deal of confidence that you have selected the right software and the right software company.

Finally, as you transition to a new CAMA, it is very important that all of the features that you must have are well developed and available from day 1. You will not find this in any software product built in another state and for another state. You need software built in Wisconsin and for Wisconsin. This is why our software is the best choice for you. Market Drive™ was and continues to be developed by Wisconsin assessors and for Wisconsin assessors. The features and functions you need will be fully developed and available on day 1.

Company Background

Brief History

Back in 1996, Grota Appraisals, an assessment company based in Menomonee Falls, WI, began looking for new CAMA software to run their assessment practice. Labor was expensive and they needed technology to help them do more with less. They looked at software written specifically for Wisconsin, but found that all of those packages were too basic and too clumsy to use. They looked at software written for other states, but found them to be too generic and too expensive.

Since there were no good options, Grota Appraisals decided to build their own. The software they built had to meet three main objectives. The software had to:

1. Be easy to use.
2. Be written specifically for Wisconsin tax law.
3. Reduce the cost of performing property tax assessments.

To sustain the cost to develop and enhance such a product over the long haul, the software would be offered (licensed) to all other municipalities and assessors in the state, including competitors to Grota Appraisals.

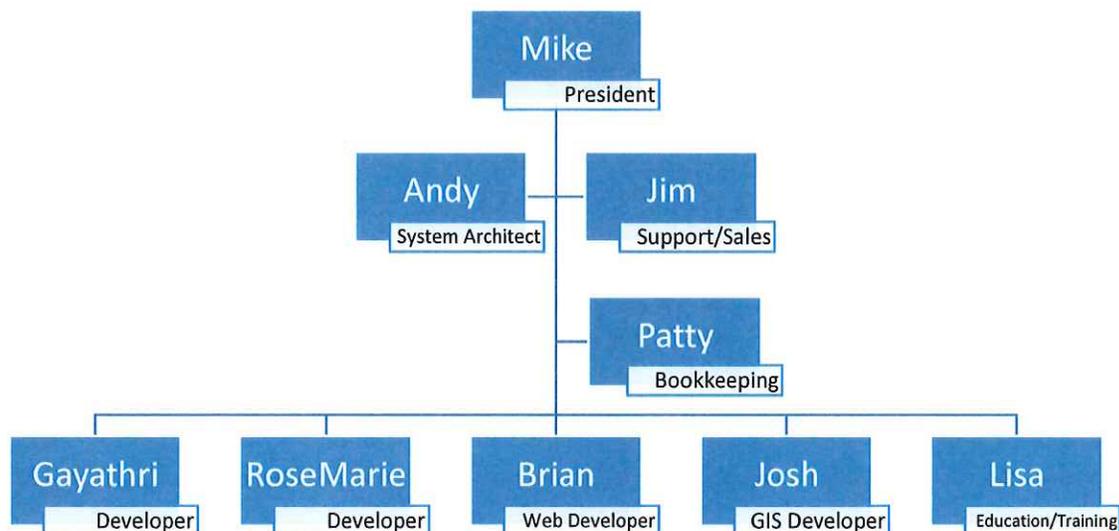
The scope of the project was intentionally limited to Wisconsin property tax assessments. This was an important decision because it:

1. Focused all resources on what Wisconsin assessors do, which was a critical success factor.
2. Meant that the software's future growth would be limited to one state and therefore in order to succeed it had to become the best option for all municipalities in Wisconsin.

The result of this effort is the Market Drive™ CAMA software that we are proposing. For the past 20 years, everything that Assessment Technologies has done to enhance the Market Drive™ software is focused on what Wisconsin assessors do. Market Drive™ has met its goal to become Wisconsin municipalities' best option for CAMA software.

Company Size

Our staff consists of 9 people, 8 of which contribute directly to the development and support of the application. The following is an organizational chart:



Our low overhead is a major reason why we can deliver Wisconsin's best CAMA software at a significantly lower cost than our less-efficient competitors.

Long Term Financial Stability

Assessment Technologies of WI, LLC is a privately held company. Financially, the company is on solid ground. It has no debt and the ability to deliver enhancements year-after-year is ensured by the annual contributions from all municipalities that use Market Drive™.

Future Plans

Assessment Technologies is still very focused on helping assessors in Wisconsin do a better job with less resources. We have no plans to change that. Despite the continuous development of the Market Drive™ product over the last 20 years, there is no shortage of ways we can do more for our users.



CITY OF MARSHFIELD

REQUEST FOR QUOTATIONS



Computer Assisted Mass Appraisal Software (CAMA) Data Conversion or Integration from GVS and Apex Software & Staff Training

Quotations related to this proposal should be directed to:

Steve Barg, City Administrator
630 S Central Ave, 7th Floor
Marshfield WI 54449
Phone: 715-387-6597
Email: Steve.Barg@ci.marshfield.wi.us

Or

Keith Strey, Finance Director
Phone: 715-387-3033
Email: Keith.Strey@ci.marshfield.wi.us

Questions related to **assessment of property** should be directed to:

Joan Spencer, City Assessor
630 S Central Ave Ste 206
Marshfield WI 54449
Phone: 715-384-3856
Email: joan@ci.marshfield.wi.us

Questions related to **system requirements** should be directed to:

Eng Ng, Director of Technology
Phone: (715) 486-2027
Email: Eng.Ng@ci.marshfield.wi.us

Questions related to **GIS integration** should be directed to:

David Buehler, GIS Coordinator
Phone: (715) 486-2076
Email: David.Buehler@ci.marshfield.wi.us



Proposed Timeline		
RFQ Issue Date	Wednesday	July 13, 2016
Deadline for quotations	Friday	July 22, 2016
Evaluation and Committee Review	Wednesday	July 27, 2016
Finance Committee Presentation	Tuesday	August 16, 2016
Common Council Approval	Tuesday	August 23, 2016
Notice to Vendor	Wednesday	August 24, 2016
Data Conversion	Wednesday	Nov 30, 2016

Note: QUOTATIONS WILL NOT BE PUBLICLY OPENED.
Although every effort will be made to follow this schedule, the City reserves the right to modify the dates as necessary and to accommodate special circumstances.

Your estimated timeline - if different from timeline proposed

		Contract BID:	\$ 53,962
Description	Person In Charge or Sub-Contractor	Completion Date	Cost Added to Contract Bid
TOTAL			\$ 53,962

NOTE: See spreadsheet included for cost breakdown. All services are done on a time and materials basis at the rates indicated. Estimated hours are based on extensive past experience and should be close. The City of Marshfield is only charged for the time spent.



List customization/s anticipated and projected costs below.

Difference	Will Accommodate	Completion Date	Cost Estimate
Customized public property records report to include owner information		By 12/15/2016	\$600 (included in total above)
Customized building permit import		By 12/15/2016	\$600 (included in total above)
Custom fire protection fee/water utility import/match/export program		By 12/15/2016	\$3000 (included in total above)
Estimated Cost for Customizations			\$4200 (already included in total on previous page)



SIGNATURE PAGE

Submit an original and seven (7) copies of your proposal **by Friday, July 22, 2016** to the City of Marshfield Administrator's Office.

The firm of	Assessment Technologies of WI, LLC
Address	N88 W16573 Main St
	Menomonee Falls, WI 53051
Phone Number	(262)253-1142
Email Address	mike@wi-assessor.com
FEI Number	39-1938914

Vendor hereby agrees to provide the requested services as defined herein for a total contract price of: **\$ 53,962***

**NOTE: See spreadsheet included for cost breakdown. All services are done on a time and materials basis at the rates indicated. Estimated hours are based on extensive past experience and should be close. The City of Marshfield is only charged for the time spent.*

Payment Terms: **50% when contract signed and 50% upon completion**

It is the responsibility of the bidder to ensure that it has received all of the pages included in the RFQ.

Person to contact regarding this quote: **Mike Grotta**

Title: **President** Phone: **(262)253-1142**

Email Address: **mike@wi-assessor.com**

Name of person authorized to bind the firm: **Mike Grotta**



Signature

Date: **July 18, 2016**



Vendor References

State - County – Municipality - or Firm Name City of Fond du Lac	Contact Person Linda Baxter
Mailing Address	Title Assessor
	Phone (920) 322-3414
	Email lbaxter@fdl.wi.gov

State - County – Municipality - or Firm Name City of Superior	Contact Person Brad Theien
Mailing Address	Title Assessor
	Phone (715) 395-7221
	Email Theienb@ci.superior.wi.us

State - County – Municipality - or Firm Name City of Green Bay	Contact Person Russ Schwandt
Mailing Address 100 N Jefferson St Green Bay, WI 54301	Title Assessor
	Phone (920) 448-3070
	Email RussSc@greenbaywi.gov

State - County – Municipality - or Firm Name City of Neenah	Contact Person Chris Haese (pronounced haas)
Mailing Address 211 Walnut St Neenah, WI 54957-0426	Title Director of Community Development
	Phone (920) 886-6127
	Email chaese@ci.neenah.wi.us

State - County – Municipality - or Firm Name City of Sheboygan	Contact Person Rae Ann Schmitz
Mailing Address 828 Center Avenue Sheboygan, WI 53081	Title Assessor
	Phone (920) 459-3389
	Email RaeAnn.Schmitz@sheboyganwi.gov



CAMA Specifications

The City of Marshfield is soliciting quotations for Computer Assisted Mass Appraisal Software that incorporates specifications and criteria for assessment and municipal work.

Working Product - software has been developed and is currently a working product for assessment work in Wisconsin.

Working Product	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

WPAM Standards - software conforms to the electronic standards and reporting requirements as outlined in the Wisconsin Property Assessment Manual (WPAM).

WPAM Standards	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Complies With Chapter 70 - software conforms to Wisconsin statutes Chapter 70 and court interpretations of those statutes.

Chapter 70 Compliance	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Uniformity Clause - Software has the capability of providing equitable and uniform assessed values in compliance with Article VIII, the uniformity clause of the Wisconsin Constitution.

- Software requires a table driven system to facilitate consistent data entry
- Tables support listing uniformity and should be expandable to accommodate future needs, should be entered by the user, and should use codes to facilitate the query process and accommodate querying capabilities.
- Tables support equitable process for establishing assessed values

Uniformity Clause	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Electronic Transferability - software must contain fields that work electronically with other government software, allowing for importing and exporting data to other platforms. Export formats shall include ASCII, PDF, email, Excel and Access.

- Export data to GIS sequel software
- Import building permits to assessment software
- Import and Export data fields between city and counties software for the assessment roll, special assessments etc. allocated on a parcel basis.



Electronic Transferability	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note	Custom building permit import (5 hours @ \$120 per hour) Skipping "special assessments, etc" requirements per Joan	\$600

Search Criteria - software should have multiple searchable fields to quickly access property information. Searching between parcels shall be available from any open window displaying property data. If data is being entered for multiple parcels, moving from parcel to parcel should be as easy as keying a function key and then entering the change. Searches should be able to be performed with partial data entry. In other words, the system shall be able to search on partial words (contains).

- Parcel Number
- County Parcel Number
- Alternate Parcel Number
- Owner's Name
- Property Address – Multiple Property Addresses
- Direction and Street

Search Criteria	Accommodates: <input type="checkbox"/> All <input checked="" type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note	We store only 1 parcel number per property Search features will work slightly differently than described	

Report Identifiers - Software should have identifiers needed to generate various reports for municipal and other governmental operations:

- Local Parcel Number – County Parcel Number – PP Real Estate Parcel Location
- Owner & Mailing Address
- Special District Codes (TIDs, BIDs, Historical Districts,)
- Living Units
- Top Taxpayer Codes
- Pilot Payment Identifier

Report Identifiers	Accommodates: <input type="checkbox"/> All <input checked="" type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note	Skipping top taxpayer report for now per Joan Skipping PILOT payment identifier for now per Joan	

Land Based Information – CAMA requires land based identifiers:

- Neighborhood Code
- Subdivision Code
- Effective Frontage, Effective Depth, Effective Square Feet, Effective Acres
- Land Use Code
- Zoning
- School District
- State municipal and county codes
- Land valuation processes described in the WPAM
- Calculation of total acres and parcels by assessment classification



Land Based Information	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note: What is described in GVS and subdivisions and neighborhoods in our software are described as neighborhood and neighborhood groups.		

Value Approaches - The CAMA system shall use the three standard approaches for the valuation of real property. The vendor shall provide a complete copy of the market model used in the market adjusted cost approach at the time the system is proposed. All approaches to value will be reviewed. Additionally, the ability to trend values shall be included, as well as the ability to use a weighted approach to reconcile the values.

Value Approaches	Accommodates: <input type="checkbox"/> All <input checked="" type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note: We do not currently support a weighted approach (mixing different valuation methods) to determine the final opinion of value.		

User-Friendly - The CAMA system shall be user friendly for working with data inquiry, data maintenance, table updating and variable report requests. User oriented help screens or windows and error messages shall be displayed to inform operators of any necessary information and to list definitions for coding and/or actions required by the user. Functions of the CAMA system shall be used by non-programmer city staff.

User Friendly	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Logical System Design - If the system has several sections/modules, they shall be organized and grouped for logical data processing. Navigation between the sections shall be efficient for the end users and easy to understand. The system setup and maintenance shall be in a similar setup so users can easily find the locations of system data and tables for updating.

Logical System Design	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Productivity - software should allow for high speed productivity, be user friendly, and provide data entry "shortcuts" (copy and delete functionality) to facilitate adding subdivisions, de-activating parcels, or making the same change on many parcels (i.e. zoning).

Productivity	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		



New Construction - is prorated on January 1. The system shall have a field available to track percent complete as of January 1 in addition to a field for applying obsolescence.

New Construction	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Sales Base - The software must have a sales base to support the market approach, along with an acceptable market routine to compare values of subject parcels with those of similar properties that have sold. Ratio studies have to be incorporated to work within the market adjusted valuation process and comply with professional standards.

Sales Base	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Digital Photographs - Software must incorporate digital photographs where the most current photo will print on the software's state approved property record card format. Pictures will also print on the market comparison approach worksheet.

- **GVS software V 7.2.1.99 Database 7.1.1.1**

The CAMA software shall be capable of displaying and storing multiple graphic images of properties on desktop screens and on hard copy output. This picture technology shall be linked with property characteristics, be an industry standard format, and have the capability to be accessed by other city systems.

Digital Photographs	Accommodates: <input type="checkbox"/> All <input checked="" type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note Our system prints the primary photo of each building on reports. Additional photos are not printed on reports but are viewable on the screen from within the software.		

Apex Sketches - Software must incorporate building footprint sketches which will also print on the software's state approved property record card.

- **Marshfield currently is working with APEX software – version 5.3.2290.1**

The CAMA system shall be capable of importing and storing sketches. The system shall link to Apex, or provide a sketch function that incorporates Apex sketches.

Apex Sketches	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note Integration with Apex is only possible with the 'Assessor' version of Apex (Apex for Assessors). The 'Appraiser' version of Apex is less expensive but does not allow for the same level of integration.		



Personal Property - The software must value personal property based on the PA 003 state form for reporting values. It should contain a business type code (SIC or NAICS) for comparison purposes. It needs a tracking system for determining which reports have been filed, which owners have requested extensions, and which accounts require dooimages. Values reported should roll over for the next year work.

Personal Property	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Mobile Homes - The software should value mobile homes in parks per Wisconsin Statute 66.0453, in addition to applying lottery credits and printing monthly tax statements for owners, along with summary reports and statements for the park operators and Finance Director. There should be a process to retain the mobile home sales to help develop the pricing tables used for that valuation process.

Mobile Homes	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Exempt Property Values - The software should have the ability to generate values for exempt properties needed for the public fire protection roll (PFP). The PFP roll is address oriented and sometime the values have to be broken out by address. The address and value breakdown is eventually lined up with a water meter location ID list received from Marshfield Utilities.

Exempt Property Values	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

State Reports - The software must electronically be able to develop report summaries and file required reports with the Department of Revenue (ECR, MAR, TAR, AAR, PAD) tracking assessment changes using the state code reference for auditing.

State Reports	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Roll Reports - The CAMA system shall include the capability to produce generalized reports. The user shall be able to develop and permanently store user-defined reports. Required assessment administration functions include management of assessment administration data, notices for change of assessments, certified letters, printing of assessment rolls, omitted property assessment notices, ag use conversion notices, exemption determination etc. Forms have been developed locally.

Roll Reports	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		



Other Roll Work

- Forward Ag Use Conversion Notices to County Treasurers after Board of Review.
- Attach the omitted property form (PA-5/659) to the assessment roll and mail to the County Treasurers along with the roll affidavits.
- Compile information for filing the Statement of Assessments and forward to the City Clerk and the County Treasurers – attach to the local roll.

Other Roll Work	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note	Our software has an ag use conversion worksheet to help identify who should be charged and is often used 'as is' by county treasurers. It is not an exact replication of any state form. Our software has an omitted property and correction of errors report but is not an exact replication of any state form.	

Assessment History - The CAMA system should have the ability to print a historical parcel summary of assessed values as shown below.

ASSESSMENT HISTORY					
Year	Land	Impts	Total	Change	Note
2015	\$25,000	\$125,000	\$150,000	\$115,000	New home completed
2014	\$25,000	\$20,000	\$45,000	\$35,000	Lot dev, new const started
2013	\$10,000	\$0	\$10,000		New Parcel From 3302520

Assessment History	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note	Our assessment history has the same information but is displayed in a different order.	

Building Values - Where multiple structures exist on one legal parcel, the CAMA system shall have the ability to appraise each structure using separate approaches to value and have the capability to allow for selecting different approaches for each structure when figuring property totals. The CAMA system shall also have the ability to assign a portion of the total land to each independent structure.

Separate Building Values	Accommodates: <input type="checkbox"/> All <input checked="" type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note	In our system, land is not explicitly assigned to structures. You can, however, have land valued using the cost approach and other land valued using the income approach on the same property.	

Internet Access - data fields must be available for public reference on the internet (including owner information) and be available to other municipal departments via city intranet, with the exception of assessor note fields. (See current web site – Property Information).

Internet Access	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note	Property information is published using the 'Public Property Records' report which will have to be customized to include owner information (the standard version does not).	\$600



Field Inspection Tracking - The software must be able to track the field inspection process for assessment work, and generate lists of parcels where field inspections are required for each roll. It also should provide a history of when the property was inspected, and what year in the inspection cycle the property was reviewed for future revaluations.

Field Inspection Tracking	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Query Options - should be included to allow data fields to be selected and copied or merged into Windows programs for administrative work and/or other custom service reports. Query options may be pre-programmed for developing standard reports and reviewing work.

Query Options	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note To use data from our CAMA system in other windows programs, you can query the data warehouse from within those other programs.		

Security - The CAMA system shall be fully integrated allowing for on-line and batch data entry and valuation. Security capabilities are required to restrict access to sensitive data. CAMA system functions such as inquiry, view, update, add, and delete, shall be controlled by a user identification code and password. The user shall have the capability to change his/ her password on-line. Security shall apply to all fields, windows and tables.

Security	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note Each user is assigned to one of 5 pre-define roles which control what they can and cannot do. Roles are Administrator, Project Manager, Appraiser, Technician and read-only user.		

Correspondence Tracking - The CAMA system shall include a correspondence and communications tracking section. Fields provided by this section shall include date, an unlimited text field for notes, a dropdown selection of how contact was made – phone, office visit, letter, email, etc. The correspondence tracking system shall track sales verification letters, assessment change notices, certified letters, etc.

Correspondence Tracking	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Appeal Tracking - The system shall provide an appeal tracking section. This area will provide information about informal and formal appeals by parcel or account. Documents and testimony developed for appeals should also be saved with each parcel.

Appeal Tracking	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		



Annual Revaluation - The CAMA system shall facilitate mass appraisal and revaluation work, in addition to the annual maintenance work.

Annual Reassessment	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Multiple Regression - The CAMA system shall have the capability of performing Multiple Regression Analysis and feedback.

Multiple Regression	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note Multiple regression is done in NCSS which is integrated with our software.		

Multi-Year Accessibility - The CAMA system shall have the capability to retain and provide accurate assessment data for all years that the City uses the CAMA system. The integrity of the data for each assessment year needs to be saved.

Multi-Year Accessibility	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Year-End Processing – The CAMA system shall have the capability to roll over all information and system generated values to the next assessment year. This includes all system tables and changes on individual properties due to new construction, rezoning, etc. Value changes shall be documented on the CAMA system for reference as they occur. Each year shall be a separate database that can be accessed for reference purposes.

Year-End Processing	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note The data that goes with each assessment year is stored in a single database (not a separate database for each year). However, there is a data warehouse for each year which can be used/access by other programs for reference purposes. Historical data is readily available within our CAMA software so whether it is stored in a single database or one per year isn't really an issue in that regard.		

Deleted Parcels – The CAMA system shall have a method to retain parcels when deleted or deactivated. These parcels should not be included in any current year counts or totals but should be available for previous years. They shall be identified on all screens and reports as inactive parcels.

Deleted Parcels	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		



Value Overrides - or changes must be allowed to work with appeal changes. The process shall give the user the option of adjusting values without manipulating data.

Value Overrides	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Field Devices - The CAMA system shall have the capability to use hand held devices by field appraisers. The devices shall permit data entry, including the sketch, and allow the appraiser to list the property. The device's software shall be compatible with the CAMA software mentioned above, including capabilities to upload data to the CAMA files.

Field Devices	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Document Merge - The CAMA system shall have the ability to generate automated letters or notices with individual changes being merged. An example of this would be printing a sales verification letter, certified letter, request to schedule appointment, etc.

Document Merge	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Document Management - The CAMA system shall have a document management system that allows the user to attach documents to a parcel. These documents could be in many digital formats including PDF files, digital images and scanned documents.

Document Management	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Roll Access – Software should provide the user access to the current working roll – the future year roll after the current roll is completed – and with past year roll for reference. The software should allow for annual maintenance with a concurrent revaluation process. Updates to the rolls would be downloaded from the county on a weekly or bi-weekly basis.

Roll Access	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note	Assessment roll updates downloaded from county are assumed to be the same data in the same format as used by other assessors in the same county. If not, a customized import will be needed. This customized import has not been included in the quote as Joan thinks it may not be needed.	



Exempt Values - The CAMA system shall have the ability to maintain a market value, use value, and assessed value on a parcel even if the parcel is exempt or assessed by another entity, i.e. manufacturing and exempt parcels.

Exempt Values	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Value Type - There should be a field that identifies if the parcel is taxable, partially taxable or exempt. The field shall be user identifiable and definable.

Value Type	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Legal Description - The legal description should align with the abbreviated legal descriptions on the county files, and should be downloadable when descriptions are changed.

Legal Description	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		

Multiple Users - The system shall be available to multiple users for concurrent operation of the software. It should have a built-in file and record locking capability to prevent simultaneous updating of records.

Multiple Users	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note Our software uses an optimistic (not pessimistic) concurrency strategy.		

Copy Function - The CAMA system shall have the ability to copy part or all attributes, including sketches and photos from one parcel to another.

Copy Function	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note This is done in the split/combine function.		



Paging Through Data – The CAMA system shall allow for paging between multiple screens within modules and to other modules. Screen prompts and automatic transfer to the next screen in the event of multiple screens shall be available when updates are being entered. The CAMA system shall allow users to page forward and backward based on parcel number between different parcels and on any screen or window.

Paging Through Data	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note	Market Drive has similar navigational capabilities but are not exactly as described above. The roll can be filtered and ordered after which you can move from one property to the next in the same order by clicking a 'Next' and 'Previous' button. Very useful for things like reviewing only properties whose value changed.	

Transfer of Data – The CAMA system shall have the capability to extract, download and upload data for use with personal computers. The ability to create user-defined reports for the public such as “open record” requests is required. If an entity requires field descriptions, the table description in addition to the code needs to be able to be detailed and provided. The software must accommodate “open record” requests for electronic information.

Transfer of Data	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note	Any of the standard reports can be used to satisfy an open records request. A requestor who requests something not satisfied by a standard report can be given the output of the 'Public Data Distribution Tool' which is included with the software. This tool exports all public data into a self-described XML file.	

Mass Update Capability – The CAMA system shall have the ability to perform mass updates to all fields based on user-defined criteria or data uploaded from another platform. The mass update capability shall not require Vendor programming.

Mass Update Capability	Accommodates: <input type="checkbox"/> All <input checked="" type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note	The software has a 'change all' feature to do just that but the number of fields that can be mass changed is limited. In addition, there is an import facility which allows for the importation of most data from a text file. This feature can also be used to make mass changes to data from another system.	

Summary Screen - for grade and value review. The ability to scroll through the database with a function key is required on this screen. This functionality will enable the appraiser to literally walk up or down a street and check grades and values from the computer. Photos of the properties are necessary on this summary screen to aid in the review process.

Summary Screen	Accommodates: <input checked="" type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	Added Costs Estimated
Vendor Note		



System Requirements

The Information Technology Department is responsible for providing computer operations; support; telecommunications, network administration, server administration, network backups, and communications services for the city government. Contact information for the IT Director is listed on Page 1 of this document.

- 1) The software must be compatible with Microsoft SQL Server 2008 R2 or higher for database management, Microsoft Windows Server 2008 R2 or higher for Server Operating System, VMware ESXi version 5 or higher for Server Virtualization, and Microsoft Windows 7 or higher for Client Operating System.
- 2) Software must accommodate concurrent use by multiple users for inter and intra department usage.
- 3) Options should be included to extract desired data from the software for GIS, document mail merge and other city applications as necessary.
- 4) Appropriate backup/recovery mechanism or instruction, security setup for the different levels of security and capabilities for the software shall be provided to the Technology Department.

Insurance

Insurance – vendor shall procure, maintain and provide proof of insurance coverage for injury to persons and/or property damage as may arise from, or in conjunction with, the work performed on behalf of the City by the vendor, its agents, representatives, employees or subcontractors. Proof of coverage shall be submitted (15) days prior to the commencement of work and such coverage shall be maintained by the vendor for the duration of the contract period for occurrence policies.

Claims made policies shall be in force for that coverage and purchased for three (3) years after contract completion date. The City of Marshfield shall be listed as “Additional Insured” for all coverage types listed below.

Proof of insurance at these **minimum** coverage amounts shall be provided for the following types of insurance:

- Commercial General Liability
 1. General Aggregate Limit - \$2,000,000
 2. Products - \$1,000,000
 3. Personal & Advertising Injury Limit - \$1,000,000
 4. Each Occurrence Limit - \$1,000,000
 5. Property Damage - \$1,000,000
 6. Fire Damage Limit – any one fire - \$50,000
 7. Medical Expense Limit – any one person - \$5,000
 - 8.
- Automobile Liability



1. Bodily Injury and Property Damage – Combined Single Limit - \$1,000,000
2. Policy must include all owned, non-owned and hired automobiles
- Worker's Compensation
 1. Coverage A: Limits – Statutory
 2. Coverage B: Employers Liability Limits:
 - a. Bodily Injury by Accident - \$100,000 Each Accident
 - b. Bodily Injury by Disease - \$100,000 Each Employee
 - c. Bodily Injury by Disease - \$500,000 Policy Limit
- Umbrella Liability (Provide coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability)
 1. Minimum Limit Each Occurrence - \$2,000,000
 2. Aggregate Limit - \$2,000,000
 3. Maximum Self Retention - \$10,000

Hold Harmless Clause – The vendor shall, during the term of the contract including any warranty period, indemnify, defend and hold harmless the City, its officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the vendor or its employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or degree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

GIS Integration Requirements

Bi-directional integration with our geographic information system (GIS) and the assessor's software.

Database SQL table views or other comparable method to table views with understandable un-coded values for consumption by the GIS that are live connections (as values change they are reflected in the GIS immediately), including but not limited to:

- Ownership Information
- Land use codes
- Parcel types
- Building Information
- Structure types
- Improved and land values

Retrieve additional information as needed in a .csv, Excel, or other acceptable format for GIS consumption.

NOTE: Our system allows GIS and other external systems to access assessment data via a data warehouse. This data warehouse is updated by a user initiated process. The data in the warehouse is not updated in real time as the assessment staff changes data in the production database.



QUOTATION PROCESS

Vendors are invited to submit responses to this Request for Quotations. Contractor should represent a full service firm offering product, installation, implementation, training, and continuing service in a single contractual agreement. Sub-contractors used by the contractor should be identified to the city. Vendors should address any intended use or interaction with the city staff, materials, or equipment.

Proposals should be made on the basis of accommodating all of, some of, or none of the specifications listed on pages 6 through 16. Note any projected cost to incorporate the specification into the software if it currently isn't available. If the vendor is unable to accommodate the specification, please indicate in the vendor notes area.

If any of the specifications listed are not included in the quotation, vendor shall make the city aware of these items by **completing page 3**

Data Conversion

The vendor shall be responsible for the accurate reformatting and transfer of data from the existing GVS CAMA system to the proposed CAMA system including all property information, legal descriptions, lot data, ownership records, sales data, etc. and assessed values. Apex sketches and digital pictures will be converted. There will be a web link for public information via the internet, and a link for city staff via the intranet. For any manual data entry, vendor would help formulate a plan with the city so data entry could be done concurrently during the conversion process.

NOTE: City staff can use the Municipal Viewer Edition our software which is not web-based but is a special version of the Market Drive desktop software.

Documentation

The CAMA system shall include a comprehensive set of documentation covering all functions of the CAMA system. Technical documentation shall include program descriptions, inputs, outputs, and how programs manipulate data. Application documentation shall provide step-by-step instructions for the execution of each program module.

*NOTE: An electronic copy of the Real Estate, Personal Property, and Mobile Home Municipal Permit documentation is included with this response for your review. We do not provide *Technical documentation shall include program descriptions, inputs, outputs, and how programs manipulate data.**

Training

Training – vendor shall document the workflow needed to be able to operate the CAMA system. The vendor shall detail what training will be provided for CAMA system operation, both formal and hands-on by a trainer on site to answer any questions and resolve problems. The vendor shall provide experienced staff to assist city staff in CAMA operation, modeling, problem solving and CAMA system functions. Training for the city IT staff relative to installation and operation is also required.

Project Management

The vendor shall act as, or assign, a project manager with a demonstrated record of success in managing the development of similar systems. The project manager will be responsible for managing the project for the vendor and serving as the vendor's key representative and liaison to the City's project leader. The City shall have final approval of the project manager and the City shall approve any changes in project management and contract award.



The project manager shall submit an updated project work plan to the City at regular intervals as project events may require.

The project manager shall provide a monthly written status report to the City's project leader. This report shall document the project's status, identify tasks not on schedule, report problems and specify how and when problems will be solved.

Maintenance

The quotation shall also describe the warranty and the maintenance agreement in detail. Vendor shall provide the first year of maintenance at no charge to the City. The cost of the annual maintenance fee shall not be increased by more than 5% per year, or a reasonable cost for required system accommodations. The annual maintenance fee would be expected to cover all maintenance and support costs for the year.

At minimum, the Annual Maintenance Agreement shall include or address the following topics:

- Services to be provided – specifically what is and / or what is not included
- Contract Documents – definitions of what is included in the agreement
- Period of Agreement – number of months
- Compensation – annual payment amount and schedule of billings
- Relation of Vendor to City – Independent contractor
- Ownership of Data – Data collected is property of City
- Ownership of the system / software rights
- Indemnification and Insurance – amount of insurance carried
- Force Majeure – acts of God
- Employment Laws – comply with Federal and Wisconsin laws
- Conflict of Interest – none allowed
- Office Space, Facilities and Records – City to provide as needed
- Subcontractors – none without written permission from City
- Assignment of Agreement – not allowed without written approval from City
- Governing Law – interpreted under the substantive law of Wisconsin
- Conflict – Agreement shall control
- Entire Agreement – in writing
- Severability – if any portion is invalid or unenforceable would not affect the whole agreement
- Termination – notice requirements for either party
- Patent and Copyright Infringement – City held harmless
- Software Warranties – Warranty, Vendor Negligence, Warranty Period
- Arbitration – binding before single arbitrator
- Non-Solicitation – of City employees
- Notices – Mailing addresses of Vendor and City
- Witness/Signature Page – signatures of all parties
- Time and Materials Rates – if required



NOTE: Assessment Technologies does not offer maintenance agreements. Software is provided via an annual renewable license and support is provided on a time and materials basis. An electronic copy of the standard license agreement is included with this response. The standard license agreement covers many of the items listed above. An example of a standard Statement of Work (SOW) contract is also provided.

If the City wishes to have a custom license agreement, the legal costs associated with creating such an agreement will be charged to the City.

Invoicing and Payment - The vendor shall submit invoices, in duplicate, for each progress payment requested, such statement to also include completion of tasks or deliverables and shall include progress reports. All such invoices will be paid promptly by the City unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The firm shall provide complete cooperation during any such investigation.

All invoices shall be forwarded to the following address:

City of Marshfield
c/o Information Technology Director
630 S Central Ave, 7th Floor
Marshfield, WI 54449

Exemption from Taxes – The City is exempt from State sales tax and Federal excise tax. Tax Exemption Certificates indicating the City's tax-exempt status will be furnished by the City of Marshfield on request.

The City reserves the right to perform "acceptance testing" prior to payments being issued, and to withhold payment until that can be done and is acceptable. i.e. Installation a day before payment is due would not leave enough time to review the data.

Assignment of Contract – any contract may not be assigned in whole or in part without the written consent of the City Attorney.

Assessment Technologies of WI, LLC Market Drive™

This CAMA Software State of Work ("SOW") is an Agreement by and between Assessment Technologies of WI, LLC, a company with its principal place of business at N88 W16573 Main Street, Menomonee Falls, WI 53051 ("Assessment Technologies") and the City of Marshfield located in Wood and Marathon Counties, Wisconsin ("City"). Assessment Technologies and the City may be collectively referred to as "Parties" or individually as a "Party".

WHEREAS, Assessment Technologies is willing to provide, and the City desires Assessment Technologies' Market Drive™ Large Municipal Edition Software and associated services, on the terms and subject to the conditions set forth in Market Drive™ License Agreement and also herein.

NOW, THEREFORE, in consideration of the foregoing premises and of the conditions and mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

Part 1 – Assessment Technologies' Responsibilities

Assessment Technologies will provide the City of Marshfield with the following:

1. An annually renewable site license to use the Market Drive™ Large Municipal Edition Software (hereafter referred to as just "Market Drive™") in accordance with the Market Drive™ License Agreement attached. The annual license begins when the final conversion of real estate data is delivered to the City.
2. Conversion services to convert the City of Marshfield's existing real estate CAMA data to Market Drive™.
3. Conversion services to convert the City of Marshfield's existing personal property CAMA data to Market Drive™.
4. Conversion services to convert the City of Marshfield's existing mobile home municipal permit CAMA data to Market Drive™.
5. Technical support to help the City of Marshfield's IT staff install and maintain the software within the City of Marshfield's computer infrastructure.
6. Training services to help the City of Marshfield's assessment staff understand the software.
7. On-going application and technical support to help the City of Marshfield utilize the Market Drive™ software to its potential.
8. Regular software updates which enable the City of Marshfield to use the most current version of the Market Drive™ software.

The Market Drive™ software will conform to the representations made by Assessment Technologies in response to the City's RFP, the software demonstration and answers to any and all follow up questions.

Assessment Technologies of WI, LLC Market Drive™

Part 2 – City of Marshfield’s Responsibilities

The City of Marshfield will provide Assessment Technologies with the following:

1. The data to be converted. The data will be in the Microsoft Excel format unless otherwise agreed to.
2. A timely review and feedback on problems with the data converted so that the conversion can be completely without undue delay.
3. An IT staff person who is capable of installing typical Windows desktop software and who understands the City of Marshfield’s computer environment and is able to make configuration changes to user permissions, network configurations and SQL Server as needed.
4. A suitable facility equipped with a system capable of projecting a computer screen (from a laptop) to use for onsite training.
5. Payment to Assessment Technologies for software and services as indicated in the section titled ‘Fees and Payment Schedule’ below.

The City of Marshfield is also responsible for purchasing the appropriate license for third party software that it chooses to use with the Market Drive™ software. This includes:

- Apex for Assessors sketching software versions 4.x, 5.x or 6.X
- ESRI Arcmap 10.X desktop software for those users who want to create custom maps.
- ESRI Arcmap 10.x runtime engine for those users who want to use Market Drive’s built in mapping features.
- NCSST for those users who want to use it to do their own statistical analysis.
- SAP Crystal Reports for users who want to use it to create custom reports.

Part 3 – Mutual Understanding of Conversion Services

The Parties both agree that in order to successfully convert all required data without delay or additional cost:

1. The City will provide a GVS database containing all of the data to be converted in a timely manner. The database should be free of any corruption such that a backup of the database can be performed without error.
2. Assessment Technologies will provide the City with preliminary copies of the converted data as the conversion progresses.
3. The City will review and compare the converted data to the old system without delay and report any problems found to Assessment Technologies.

The Parties agree that the key to a successful conversion is to keep the process going and work together to find and fix errors in a timely manner.

The City assumes full responsibility for the quality and consistency of the final data converted. Assessment Technologies will take reasonable steps to correct errors and inconsistencies and will provide the City with a list of errors that were found but not corrected. The City can either correct the problems prior to the final conversion manually after the conversion is complete or pay for additional programming hours to correct them as part of the conversion.

Assessment Technologies of WI, LLC Market Drive™

Part 4 – Mutual Understanding of Installation Services

Assessment Technologies will work with a City IT staff person designated by the City to install and configure the Market Drive™ Large Municipal Edition. The staff person will be capable of installing typical Windows desktop software, understands the City of Marshfield’s computer environment and is able to make configuration changes to user permissions, network configurations and SQL Server as needed.

Part 5 – Mutual Understanding of Training Services

Assessment Technologies will provide, at the direction of the City, either onsite or remote training services on the operation of the Market Drive™ CAMA software to perform mass appraisal functions of a Wisconsin Assessor. When on-site training is elected, the City understands that it is responsible for the cost of travel (time, mileage, hotel, meals). Assessment Technologies will take reasonable steps to minimize travel cost.

It is understood that there will be a large chunk of ‘up front’ training on the Market Drive™ software followed by ongoing phone and remote assistance. Both Parties acknowledge that lengthy training classes over a few days is less effective than shorter sessions over a longer period of time. Assessment Technologies will defer to the City as to how much training is needed and when.

If the City needs to cancel a scheduled training session, the City agrees to reimburse Assessment Technologies for travel costs already incurred.

Part 6 – Fees and Payment Schedule

The City has agreed to pay Assessment Technologies the following:

1. Annual site license for the Market Drive Large Municipal Edition (year 1) \$18,700
2. Onsite installation (does not include travel costs)\$120 per hour
3. Conversion of real estate data\$120 per hour
4. Conversion of personal property data\$120 per hour
5. Four days training (does not include travel costs)\$120 per hour
6. ‘Walk me through it’ phone and remote application support\$70 per hour
7. Additional programmer support (if needed).....\$120 per hour
8. Web publishing of the full public property record card on assessordata.org.....\$1,350

The onsite installation can be done by City personnel or by Assessment Technologies. Assessment Technologies can provide phone and remote support to assist if the City chooses to install the software themselves.

Additional programmer support may be needed for custom exports out of Market Drive to other existing systems that need data maintained in Market Drive. These needs have not been identified.

The City agrees to remit payment within 30 days of receiving an invoice. Assessment Technologies will submit invoices to the City in the following manner.

- 50% of non-training items upon signing of this SOW
- 50% of non-training items upon delivery of the final converted real estate data

The cost for support and training will be invoiced monthly as the services are provided.

Assessment Technologies of WI, LLC Market Drive™

The cost to license the Market Drive™ Large Municipal Edition in years 2 and beyond is estimated to be about \$5,100. The actual amount is determined by multiplying the number of licensed parcels by \$.75. A licensed parcel is an improved parcel that is not manufacturing or exempt.

The monthly hosting cost for web publishing on assessordata.org after year 1 is \$15 per 1000 parcels (same as during year 1).

Part 7 - Termination

The City shall have the right to terminate this contract at any time provided such notice is given to Assessment Technologies in writing. The City agrees to reimburse Assessment Technologies for services delivered up until the point the written termination notice is received.

Any termination of the Agreement shall result in the immediate termination of this Schedule subject to the terms and conditions of the Agreement and this Schedule.

The termination of this Schedule shall be without prejudice to any rights of either party against the other, and such termination shall not relieve either party of any of its obligations to the other existing at the time of termination.

**Assessment Technologies of WI, LLC
Market Drive™**

Part 8 - Acceptance

By signing below, each party acknowledges that it has read this SOW and the Agreement to which it is attached, understands them, and agrees to be bound by their terms and further agrees that they are the complete and exclusive statement of the agreement between the parties, which supersedes and merges all prior proposals, understandings, and all other agreements, oral or written, between the Parties relating to the subject matter of this SOW. This SOW may not be modified or altered except by a written instrument duly executed by both parties.

FURTHER, each Party has full power and authority and has been duly authorized to enter into and perform its obligation under this SOW, including City's authority to enter into an agreement of this scope and duration, all necessary approvals having been obtained. The execution, delivery and performance of this SOW by each Party shall not violate, create or default under or breach of any charter, bylaws, agreement or other contract, license, permit, indebtedness, certificate, order decree or security instrument to which such Party or any of its principles is a party or subject to.

In witness whereof, the Parties hereto have hereunto set their hands and seals as of their respective dates written below.

City:
City of Marshfield
630 S Central Ave
Marshfield, WI 53122

Assessment Technologies:
Assessment Technologies of WI, LLC
N88 W16573 Main Street
Menomonee Falls, WI 53051

Signature:

By:

Its:

Date:

Signature:

By:

Its:

Date:

Market Drive™ Software and Associated Databases License Agreement

1.0 THE PARTIES

a) The parties to this License Agreement are Assessment Technologies of WI, LLC, ("Assessment Technologies" or "AT"), and the Customer. The "Customer" is the person or organization that acquires the Market Drive™ software for access to one or more Databases. The "Authorized User" is a user who is eligible, in accordance with the terms of this License Agreement, and is authorized by the Customer, to access the Databases from the Customer's work site. Paragraphs 1 through 6 of this License Agreement apply both to the Customer and any Authorized User, except where a particular term expressly refers only to one or the other. Paragraphs 7 through 13 of this License Agreement apply to the Customer only.

b) Except as stated in this section 1.0 b), Customer is NOT a person or organization that intends to develop, co-develop or assist in the development of a Competing Product. A Competing Product is a product used by Assessors to value property. Assessment Technologies does not agree to grant any license to such person or organization.

c) This License Agreement applies to Databases and Software. "Databases" is an electronic database or databases used by the Market Drive™ software, for which the Customer has paid the appropriate fee. "Data" is factual information regarding assessment values that is input into Market Drive™ Software. "Data Distribution Tool" is a function of the Market Drive™ software for exporting Data.) "Database Data" is Data contained within the organized Database structure. "Exported Data" is Data that has been exported by the Market Drive™ software from the organized Database structure into a non-database structure such as pdf and Excel. "Software" is Market Drive™ software owned by Assessment Technologies.

In the course of utilizing the *Market Drive* software, Customer will be providing AT data belonging to Customer to be converted on a work-for-hire basis. Customer shall retain full ownership of the data in its converted form pursuant to the AGREEMENT between Customer and AT wherein this License Agreement is incorporated

2.0 USER LICENSE

a) Assessment Technologies grants to the Customer a non-exclusive, non-transferable license to access the Databases by means of the Software in addition to Customer's absolute right to access Data and Exported Data which Customer owns. The access of Data and Exported Data shall be unrestricted and without limitation at no direct or indirect cost to Customer in pdf and Excel format.

b) Except for Data and Exported Data, which Customer solely owns and is accompanied by a perpetual royalty free license to AT to integrate it into its Databases, the Databases, Database Data the Software, and the associated materials (other than portions in the public domain), including the Documentation, are the property of Assessment Technologies, and are protected by copyright laws, trade secret laws, and by international treaties.

c) Except for Data and Exported Data, which Customer solely owns and is accompanied by a perpetual royalty free license to AT to integrate it into its Databases, no title is transferred by this License Agreement or by the payment of any fee.

d) The Customer's rights are limited to itself alone and do not extend to any other related or affiliated organizations.

e) The Customer may permit only Authorized Users to access the Databases.

f) Except for Data and Exported Data, which Customer solely owns and is accompanied by a perpetual royalty free license to AT to integrate it into its Databases, any rights not expressly granted in this License Agreement are reserved to Assessment Technologies.

g) The Customer agrees that it has no intention to develop, co-develop or assist in the development of a Competing Product.

2.05 COPYRIGHT

The Software, its Databases, and its Documentation are copyrighted. Particularly, the United States Copyright Office issued Certificate of Registration No. TX-5-392-65 for the Market Drive™ software and Databases. Assessment Technologies also owns common law copyrights in additional components of the Software, and owns common law copyrights in all portions of the Software and Databases not explicitly or implicitly covered by Registration No. TX-5-392-65 or any additional copyright registrations that Assessment Technologies may acquire in the future. Except as herein provided, Customer may not copy, reproduce, publish, license, sublicense, or make available the Software, Source Code, Databases, or its Documentation to others, except that Customer may load the Software into a computer as an essential step in executing the Software. The Software contains confidential and proprietary information and trade secrets and Customer hereby agrees that all such information shall remain confidential and that Customer shall make no commercial or proprietary use of the Software or Databases, except in performing its duties as an Assessor. Assessment Technologies represents and warrants (1) the originality of the Software and Databases; (2) compliance with all formalities to secure a statutory copyright; (3) Assessment Technologies' ownership of the copyright in the Software and Databases ; and, (4) that the Software, Databases, and Documentation did not enter the public domain prior to publication pursuant to notice of copyright. The Customer and any Authorized User also acknowledge that the Databases feature an original selection and/or coordination and/or arrangement of Data, and that Assessment Technologies owns the Databases that include Data entered by the Customer or any Authorized User.

2.06 LEGALLY BINDING PROOF OF COPYRIGHT AND DATA OWNERSHIP

On December 23, 2002, The United States District Court, Eastern District of Wisconsin, issued a Decision and Order in the case "Assessment Technologies of WI, LLC, v. Wire Data, Inc.," Case No. 01-C-789. This court held that a request placed upon a Wisconsin municipality under the Wisconsin Open Records Law for the raw data contained within the Market Drive Databases would not be successful. "This court concludes that Market Drive has satisfied the degree of creativity needed to be protected by the copyright laws." Id. at 10. Although the raw data itself is not protected under copyright law, "[t]he copyright covers the 'entire text and compilation' of the Market Drive software." Id. at 6-7. "The [Market Drive] software is designed to benefit the end user, to enable that person to supply particular data, which will in turn be coordinated by the program and placed in an .mdb file. The user is then able to generate a variety of reports from this file. Each user supplies different data, but the data is then subjected to the same selection, coordination and arrangement scheme. Market Drive is entitled to receive copyright protection for the 2001 databases in question and for subsequent databases." Id. at 12. "It takes a similar creative effort to extract the requested data from storage as it did to initially place it there. For this effort, Market Drive has received a copyright. Translating and transferring a portion of the data to a hard copy report or to another disc constitutes the creation of a derivative work." Id. at 14. "Assessment Technologies owns the copyright and is protected as to Market Drive and its derivative works. This means that [Assessment Technologies] gets to decide whether or not a derivative work, such as requested by the defendant, will be produced." Id. at 15.

2.07 TRADE SECRET

Assessment Technologies asserts that the architecture of the Databases features trade secrets as defined in Wis. Stat. § 134.90(1)(c), and the Customer acknowledges that the architecture of the Databases may feature trade secrets as defined in Wis. Stat. § 134.90(1)(c).

2.1 WHAT YOU MAY DO

You MAY:

- a) Use the Market Drive™ software interface and a Market Drive™ Database to perform all assessor functions.
- b) Use the Market Drive™ Data Warehouse with any third party tool to perform all internal assessor functions. This includes integrating or joining the Data in the Market Drive™ Data Warehouse with any external Data such as but not limited to GIS data.
- c) Use the Data Distribution Tool built into the Market Drive™ software to extract public data and distribute the Exported Data to any third party.
- d) If you own the rights to use the Microsoft SQL Server version of the Market Drive™ software and also the rights to use the Data Distribution Tool built into the Market Drive™ software, you may also make searches of the Database Data directly using whatever tool you want and copy Data from the Market Drive™ Database Data for any purpose.
- e) Make one copy of the Software, for archival purposes only.

2.2 WHAT YOU MAY NOT DO

You may NOT:

- a) Decompile or reverse engineer the Software.
- b) Copy any portion of the Database design.
- c) Modify the structure of the Database.
- d) Sell, give, or distribute in any way, shape, or form, the Market Drive™ software or any Market Drive™ Database Data, without prior written approval from Assessment Technologies.
- e) Use the Market Drive™ Software or Databases to distribute Data to any non-licensed third party, except through the Data Distribution tool built into the Software.
- f) Transfer, assign, or sublicense this License Agreement.
- g) Use any Databases in any way unless you have agreed to this License Agreement.
- h) Develop, co-develop or assist in developing a Competing Product.

Any infraction of this License Agreement may result in its termination as described on Section 11.0.

3.0 LIMITATION OF WARRANTIES AND LIABILITY

- a) Assessment Technologies warrants to the Customer that any disc(s) containing Databases or Software provided hereunder is free from defects in materials and workmanship under normal use. Assessment Technologies will replace defective disc(s) free of charge upon their return to it.
- b) Assessment Technologies warrant and represent that they have the right to enter into this License Agreement and to deliver "as is" the Databases and the Software.
- c) The presence in or absence from the Databases of any reference to information, Data, events, research, or developments does not imply the specific existence or the non-existence thereof, nor does Assessment Technologies, claim comprehensiveness or the absence of errors. The Customer is solely responsible for the

correctness and accuracy of Data using Market Drive. The sole remedy for defects in or caused by the Market Drive software is Assessment Technologies' correction of such defect.

d) The provisions of this Paragraph 3 will survive any termination of this License Agreement.

4.0 APPLICABLE LAW

This License Agreement will be governed and construed in accordance with the laws of the state of Wisconsin without giving effect to the principles of conflict of laws thereof and to the extent permitted by applicable law, all parties consent to the jurisdiction of courts situated in Wisconsin in any action arising under this License Agreement.

5.0 ENTIRE UNDERSTANDING

This License Agreement constitutes the entire understanding of the parties with respect to the subject matter hereof. Any representation, promise, warranty, covenant, or undertaking not expressly set forth in this License Agreement shall not be deemed part of the License Agreement or otherwise legally effective.

6.0 SEVERABILITY

If a term or condition of this License Agreement is invalid or unenforceable, the remaining terms and conditions will remain in full force and effect.

7.0 SECURITY; AUDIT

The Customer will take reasonable action to restrict and control all use of the Databases and the Software, to enforce the restrictions contained in Paragraph 2, and to permit access only to Authorized Users. The Customer is responsible for the compliance by Authorized User with this License Agreement. The Customer grants Assessment Technologies the right to audit, during regular business hours, the use of the Databases and the Software to ensure compliance with this License Agreement, including without limitation, the number of simultaneous users permitted to access the Databases and the Software.

8.0 GUARANTEE

The Market Drive™ CAMA software comes with a 100% money back guarantee. Assessment Technologies will refund 100% of the money paid by the licensee for software if the licensee is not satisfied with the software after using it for one full year. To have used Market Drive™ for one full year, the licensee must use the software to produce the official assessment roll and produce all state mandated reports. The request for a refund under this satisfaction guarantee must be made within 45 days after the license is renewed for the following year. Renewal of the license is not automatic and requires the licensee's approval.

In total, the maximum refund is amounts paid to Assessment Technologies to for:

1. Licensed use of the Market Drive™ CAMA software for the first year (365 days).
2. Conversion of Data to Market Drive.
3. Support.
4. Training.
5. All funds paid in conjunction with or for a renewal.

No other amounts will be refunded, including amounts not paid to Assessment Technologies such as the cost of third party software.

9.0 TERM

This License Agreement applies to any use of Databases and Software during the period or periods for which a fee has been paid and during authorized trial periods. When the Customer accepts an updated version of this License Agreement, the updated version will replace the previous version. Assessment Technologies reserves the right to cease offering the Customer the right to renew the subscription provided it gives Customer no less than six (6) months prior written notice before the end of any licensing year assuming no violation which invokes the termination clause.

10.0 UPDATES; UPDATED OR EXPIRED DISC(S)

The Customer will receive, or be given access to, a number of updates to the Databases for which the appropriate annual license fee has been paid. In the case of updates to the Market Drive™ software, upon receipt of an updated CD-ROM disc, or upon termination of this License Agreement, the Customer is required to discontinue use of the outdated disc(s), or in the case of termination, the final disc, and promptly destroy such disc and erase all electronic storage. If the Customer fails to comply with any of its responsibilities under this License Agreement, the Customer may be denied future updates, without precluding Assessment Technologies from seeking any other remedies.

11.0 TERMINATION

If the Customer or Authorized User breaches any term of this License Agreement, Assessment Technologies, in addition to its other legal rights and remedies, may terminate the License granted hereunder on seven (7) days notice to Customer. Upon any termination for breach, the Customer will, unless otherwise agreed to in writing by Assessment Technologies, forthwith return to Assessment Technologies the Databases, the Software, and any and all Documentation pertaining thereto, and all copies thereof, and will erase all electronic storage of copies of the Databases and Software and search outputs or other electronic storage. Any termination, whether or not for breach, will not affect any obligation or liability of a party arising prior to termination, and the provisions of Paragraphs 10 and 11 will survive any termination.

12.0 FORFEITURE

The Customer agrees to forfeit its license one year prior to the Customer or Authorized User developing, co-developing or assisting in the development of a Competing Product. Forfeiture will have occurred when the customer has returned all products to Assessment Technologies along with a letter stating their intent to forfeit their license.

13.0 FORCE MAJEURE

Assessment Technologies will not be responsible for any delay or failure in performance resulting from any documented and confirmed Act of God.

Market Drive™ CAMA Software Licensing Fees

Description	Quantity	Total Cost
Market Drive™ Large Municipal Edition (site license)	6,800	\$ 18,700
Total Market Drive CAMA software license fee		\$ 18,700

Third Party Software Licensing Fees (not sold by Assessment Technologies)

Description	Purchased From	Quantity	Item Cost	Total Cost
NCSS 10 (statistical analysis software)	NCSS	1	\$ 429	\$ 429
Apex 6 for Assessors	Apex	0	\$ 595	\$ -
ESRI ArcMap Desktop	ESRI	0	\$ 1,500	\$ -
ESRI ArcMap Engine	ESRI	0	\$ 500	\$ -
Crystal Reports 2013 single user retail license	Distributor	1	\$ 418	\$ 418
Total third party software license fees				\$ 847

Data Conversion And Other Services

Description	Estimated Hours	Cost per Hour	Total Cost**
Data conversion from GVS - Real Estate	75	\$ 120	\$ 9,000
Data conversion from GVS - Personal property	20	\$ 120	\$ 2,400
Data conversion from GVS - monthly municipal permits spreadsheets	50	\$ 120	\$ 6,000
Custom building permit import.	5	\$ 120	\$ 600
Custom feature to import addresses from the water utility system as XML and output the market value assigned to the property at the same address as .csv. Market values should be divided equally among units if more than one unit at same address.	25	\$ 120	\$ 3,000
Web publishing of property records cards on assessordata.org			\$ 1,350
Total (estimated) data conversion services			\$ 22,350

Training Services

Description	Estimated Hours	Cost per Hour	Total Cost**	Annual Cost
One day on-site visit to install software and first pass of converted data. Basic operation of the software provided. Review of all known data conversion issues.	8	\$ 120	\$ 960	
4 days training at the City of Neenah (does not include travel expenses)	32	\$ 120	\$ 3,840	\$ -
Remote 'walk me through it' training to be provided as you go along (rather than in large chunks that you will mostly forget).	60	\$ 70	\$ 4,200	\$ -
Total recommended training services			\$ 8,040	\$ -

Estimated Travel Expenses

Description	Days	Cost per Day	Total Cost	Annual Cost
One day on-site visit to install software and first pass of converted data.	1	\$ 1,225	\$ 1,225	\$ -
Two day on-site visit to provide training.	2	\$ 700	\$ 1,400	
Two day on-site visit to provide training.	2	\$ 700	\$ 1,400	\$ -
Total recommended training services			\$ 4,025	\$ -

Total estimated cost for all software and services with options shown above \$ 53,962 \$ 6,450

* The annual renewal is the cost for years 2 and beyond. First year cost is already included in "Total Cost Year 1" column.

** This is an estimate only. The actual cost of conversion will be based on the actual hours spent.



City of Marshfield Memorandum

DATE: July 27, 2017
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator *SB*
RE: "Hold time" for stray animals

Background

2015 Wisconsin Act 233 changed Wisconsin Statutes Chapter 173, reducing the required 7-day "hold" for municipalities to treat impounded dogs and cats as "unclaimed animals" to only 4 days. This state law change is "permissive", meaning that it gives communities the option, but doesn't mandate that they modify their ordinances/policies.

Analysis

I have attached a letter from Janet Gilbert, former member of Marshfield Area Pet Shelter (MAPS), asking the City to consider reducing its required hold time to 4 days for various reasons, including giving MAPS the option to move these animals toward adoption more quickly. MAPS President Karen Rau wrote the attached response, asking that the current 7-day hold be kept for now, until MAPS becomes more established and better equipped to process stray animals in a more timely manner. Our ordinance officers have expressed their preference for the 7-day hold as well (see attached note from Dan Leonard), in part as dogs are sometimes not claimed for a few days, and efforts to find new homes for them might be premature.

Recommendation

Staff recommends that the current 7-day hold be continued for a period of one year, with reevaluation sometime next summer.

State of Wisconsin



2015 Senate Bill 450

Date of enactment: **March 1, 2016**

Date of publication*: **March 2, 2016**

2015 WISCONSIN ACT 233

AN ACT to repeal 173.12 (1m), 173.12 (2), 173.12 (3), 173.13 (1) (a) 7., 173.21 (1) (c), 173.22 (3) (a) 1. and 173.22 (3) (a) 3.; to renumber 173.12 (1); to renumber and amend 173.19; to amend 173.12 (title), 173.13 (1) (a) 8., 173.13 (3) (title), 173.13 (3) (a), 173.13 (3) (b), 173.21 (1) (a), 173.21 (4), 173.22 (1), 173.22 (3) (a) (intro.), 173.23 (1m) (intro.), 173.23 (2), 173.23 (3) (a) (intro.), 173.23 (3) (a) 3., 173.23 (3) (e), 173.24 (1), 951.18 (4) (b) 2. and 968.20 (1) (intro.); and to create 173.19 (1m), 173.19 (3) and 173.22 (4) of the statutes; relating to: animals believed to have been involved in crimes against animals, when a stray or abandoned animal may be considered unclaimed, and a court order relating to an animal taken into or held in custody.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 173.12 (title) of the statutes is amended to read:

173.12 (title) Animal fighting; seizure.

SECTION 2. 173.12 (1) of the statutes is renumbered 173.12.

SECTION 3. 173.12 (1m) of the statutes is repealed.

SECTION 4. 173.12 (2) of the statutes is repealed.

SECTION 5. 173.12 (3) of the statutes is repealed.

SECTION 6. 173.13 (1) (a) 7. of the statutes is repealed.

SECTION 7. 173.13 (1) (a) 8. of the statutes is amended to read:

173.13 (1) (a) 8. An animal mistreated in violation of used in any crime under ch. 951 or that constitutes evidence of a crime under ch. 951.

SECTION 8. 173.13 (3) (title) of the statutes is amended to read:

173.13 (3) (title) NOTIFICATION OF OWNER.

SECTION 9. 173.13 (3) (a) of the statutes is amended to read:

173.13 (3) (a) If a humane officer or law enforcement officer takes custody of an animal with the knowledge of the owner, the humane officer or law enforcement officer shall explain the procedure by which the owner can recover the animal, including the procedure under s. 173.22, and the procedure to be followed if the animal is not returned to the owner. If the humane officer or law enforcement officer takes custody of the animal under sub. (1) (a) 8., the humane officer or law enforcement officer shall explain the provisions of s. 173.22 (4) to the owner.

SECTION 10. 173.13 (3) (b) of the statutes is amended to read:

173.13 (3) (b) If a humane officer or law enforcement officer takes custody of an animal without the knowledge of the owner, the humane officer or law enforcement officer shall promptly notify the owner in writing if he or she can be identified and located with reasonable effort. The notice shall explain the procedure by which the owner can recover the animal, including the procedure under s. 173.22, and the procedure to be followed if the animal is not returned to the owner. The notice shall also inform the owner that the owner must notify any person with a

* Section 991.11, WISCONSIN STATUTES: Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication."

lien on the animal that the animal has been taken into custody. If the humane officer or law enforcement officer takes custody of the animal under sub. (1) (a) 8., the notice shall explain the provisions of s. 173.22 (4).

SECTION 11. 173.19 of the statutes is renumbered 173.19 (1) and amended to read:

173.19 (1) ~~A~~ Except as provided in sub. (1m), a political subdivision or person contracting under s. 173.15 (1) may treat any animal taken into custody under s. 173.13 (1) (a) 1., as an unclaimed animal subject to s. 173.23 (1m) if, within 4 days after custody is taken of the animal, it is not claimed by and returned to its owner under s. 173.23 (1).

(2) Except as provided in sub. (3), a political subdivision or person contracting under s. 173.15 (1) may treat any animal taken into custody under s. 173.13 (1) (a) 3., 4., or 9. as an unclaimed animal subject to s. 173.23 (1m) if, within 7 days after custody is taken of the animal, it is not claimed by and returned to its owner under s. 173.23 (1), except that an animal taken into custody under s. 173.13 (1) (a) 3. or 4. may not be treated as unclaimed if its owner files a petition under s. 173.22 (1) within 7 days after custody is taken.

SECTION 11m. 173.19 (1m) of the statutes is created to read:

173.19 (1m) Notwithstanding sub. (1), a political subdivision or person contracting under s. 173.15 (1) may not euthanize the animal taken into custody under s. 173.13 (1) (a) 1. before 7 days have elapsed after custody is taken, except to alleviate physical suffering or to protect the safety of shelter staff, volunteers, or the public.

SECTION 12. 173.19 (3) of the statutes is created to read:

173.19 (3) If an animal is taken into custody under s. 173.13 (1) (a) 3., 4., or 9. and also taken into custody under s. 173.13 (1) (a) 1., only sub. (1) applies to that animal.

SECTION 13. 173.21 (1) (a) of the statutes is amended to read:

173.21 (1) (a) There are reasonable grounds to believe that the owner has mistreated the animal in violation of used the animal in a crime under ch. 951 or that the animal constitutes evidence of a crime under ch. 951.

SECTION 14. 173.21 (1) (c) of the statutes is repealed.

SECTION 15. 173.21 (4) of the statutes is amended to read:

173.21 (4) RETURN. -A. Except with respect to an animal taken into custody under s. 173.13 (1) (a) 8., a political subdivision or person contracting under s. 173.15 (1) having custody of an animal withheld under sub. (1) shall release the animal to the owner at the direction of the humane officer or law enforcement officer that took custody of the animal if the requirements of s. 173.23 (1) (a) to (c) are satisfied.

SECTION 16. 173.22 (1) of the statutes is amended to read:

173.22 (1) PETITION. A person claiming that an animal that he or she owns was improperly taken into custody under s. 173.13 (1) (a) 3., 4., 5., or 6. or 8. or is wrongfully withheld under s. 173.21 (1) (b) or (d) may seek return of the animal by petitioning for an order from the circuit court for the county in which the animal was taken into custody or in which it is held.

SECTION 17. 173.22 (3) (a) (intro.) of the statutes is amended to read:

173.22 (3) (a) (intro.) If the animal was taken into custody under s. 173.13 (1) (a) 8. or is withheld under s. 173.21 (1) (b) or (d), the court shall order the animal returned to the owner unless it determines that one of the following conditions is satisfied:

SECTION 18. 173.22 (3) (a) 1. of the statutes is repealed.

SECTION 19. 173.22 (3) (a) 3. of the statutes is repealed.

SECTION 20. 173.22 (4) of the statutes is created to read:

173.22 (4) HOLDING AN ANIMAL INVOLVED IN A CRIME. (a) An owner of an animal taken into custody under s. 173.13 (1) (a) 8. or withheld under s. 173.21 (1) (a) may apply for the animal's return to the circuit court for the county in which the animal was taken into custody. No application under this paragraph may be made more than 30 days after the animal was seized. The court shall order such notice as it considers adequate to be given the district attorney, the political subdivision or person contracting under s. 173.15 (1) with custody of the animal, and all persons who have or may have an interest in the animal. The court shall hold a hearing to hear all claims to the animal's ownership within 20 days after a timely application is filed, and the hearing shall be given preference.

(b) In the hearing under par. (a), the court shall determine if the animal is needed as evidence or if there is reason to believe that the animal was involved in any crime under ch. 951. If the court determines that the animal is needed as evidence or that there is reason to believe that the animal was involved in any crime under ch. 951, the court shall order the animal to be retained in custody. If the court determines that the animal is not needed as evidence and that there is not reason to believe that the animal was involved in a crime under ch. 951, the court shall order the animal returned to the owner.

(c) If the owner files a timely application under par. (a) and the court orders the animal to be retained in custody under par. (b), no payment is due under par. (f) until 30 days after the court order. If the court orders an animal to be returned to its owner under par. (b), no payment is due under par. (f).

(d) If an animal that was taken into custody under s. 173.13 (1) (a) 8. or is withheld under s. 173.21 (1) (a) is in custody and its owner is charged with a crime under ch. 951, one of the following applies:

1. If all of the charges are dismissed or the owner is found not guilty of all charges, the political subdivision or person contracting under s. 173.15 (1) with custody of the animal shall return the animal to the owner unless the owner is subject to the restrictions under s. 951.08 (2m) or the animal has been treated as unclaimed or is otherwise subject to a disposition under s. 173.23.

2. If the owner is convicted of a crime under ch. 951, the animal shall be treated as unclaimed under s. 173.23 (1m), except that the charges under s. 173.23 (1m) (a) 4. do not apply if the court assesses the charges as expenses under s. 173.24.

(e) If an animal that was taken into custody under s. 173.13 (1) (a) 8. or is withheld under s. 173.21 (1) (a) is in custody and the district attorney or the department of justice notifies the political subdivision or person contracting under s. 173.15 (1) with custody of the animal that the animal's owner will not be charged with a crime under ch. 951, the political subdivision or person contracting under s. 173.15 (1) with custody of the animal shall return the animal to its owner unless the owner is subject to the restrictions under s. 951.08 (2m) or the animal has been treated as unclaimed or is otherwise subject to a disposition under s. 173.23.

(f) Subject to par. (g), the owner of an animal taken into custody under s. 173.13 (1) (a) 8. or withheld under s. 173.21 (1) (a) is personally liable to the political subdivision or person contracting under s. 173.15 (1) with custody of the animal for the cost of the custody, care, and treatment of the animal. The political subdivision or person contracting under s. 173.15 (1) shall notify the owner in writing that he or she must pay for the outstanding costs of custody, care, or treatment of the animal upon demand. The political subdivision or person contracting under s. 173.15 (1) may demand such payment no more frequently than every 14 days and shall do so by 1st class mail to the owner's last-known address. If the amount demanded is received within 30 days of the mailing of the demand, the political subdivision or person contracting under s. 173.15 (1) shall keep the animal in custody. Except as provided in par. (c), if the amount demanded is not received within 30 days of the mailing of the demand, the political subdivision or person contracting under s. 173.15 (1) shall treat the animal as unclaimed under s. 173.23 (1m), except that the charges under s. 173.23 (1m) (a) 4. do not apply if the court assesses the charges as expenses under s. 173.24. The owner of the animal may challenge the reasonableness of the amount demanded under this paragraph by filing a petition with the court within 20 days after the date the demand is mailed. The owner may not file a petition challenging the reasonableness of the amount demanded more than 20 days after the date the demand is mailed.

(g) The costs for which a person may be liable under par. (f) may include no more than \$30 per day in boarding costs for each animal in custody.

SECTION 21. 173.23 (1m) (intro.) of the statutes is amended to read:

173.23 (1m) UNCLAIMED ANIMALS. (intro.) A political subdivision or a person contracting under s. 173.15 (1) that has custody of an animal considered unclaimed under sub. (3) (a) 3., (5) (c), or (6) or s. 173.13 (3) (c) or 173.19, or 173.22 (4) (d) 2. or (f) or an unwanted animal may do any of the following:

SECTION 22. 173.23 (2) of the statutes is amended to read:

173.23 (2) ANIMALS NOT RETURNED TO OWNER. If an animal in the custody of a political subdivision, other than an animal to which sub. (1m) applies, is not returned to the owner under sub. (1) or (5) (b) or s. 173.12 (2), 173.21 (4) or 173.22 or disposed of under sub. (4) or (5) (a) or s. 173.12 (3), it shall be disposed of under a court order under sub. (3) or s. 951.18 (4).

SECTION 23. 173.23 (3) (a) (intro.) of the statutes is amended to read:

173.23 (3) (a) (intro.) A political subdivision or person contracting under s. 173.15 (1) may petition the circuit court for an order doing any of the following with respect to an animal taken into custody by a law enforcement officer or a humane officer or withheld under s. 173.21 (1):

SECTION 24. 173.23 (3) (a) 3. of the statutes is amended to read:

173.23 (3) (a) 3. Authorizing the sale, destruction, treatment as unclaimed under sub. (1m), or other disposal of the animal.

SECTION 25. 173.23 (3) (e) of the statutes is amended to read:

173.23 (3) (e) The court shall issue its order after hearing and may grant, modify and grant, or deny the petitioned-for relief, after considering the interests of the animal, the owner of the animal, the political subdivision, and the public. The court may not consider the impact of any payments made under s. 173.22 (4) (f) on these interests.

SECTION 26e. 173.24 (1) of the statutes is amended to read:

173.24 (1) A court shall assess the expenses under this section, minus any amounts paid under s. 173.22 (4) (f), in any case in which there has been a search authorized under s. 173.10 or in which an animal has been seized because it is alleged that the animal has been used in or constitutes evidence of any crime under ch. 951.

SECTION 26s. 951.18 (4) (b) 2. of the statutes is amended to read:

951.18 (4) (b) 2. If the court is sentencing a person covered under s. 173.12 (3) (a) 173.22 (4) (d) 2. and an animal has been seized under s. 173.12 173.13 (1) (a) 8., the court shall act in accordance with s. 173.12 (3) 173.22 (4) (d) 2.

SECTION 27. 968.20 (1) (intro.) of the statutes is amended to read:

968.20 (1) (intro.) Any person claiming the right to possession of property seized pursuant to a search warrant or seized without a search warrant, except for an animal taken into custody under s. 173.13 (1) or withheld from its owner under s. 173.21 (1) (a), may apply for its return to the circuit court for the county in which the property was seized or where the search warrant was returned. The court shall order such notice as it deems adequate to be given the district attorney and all persons

who have or may have an interest in the property and shall hold a hearing to hear all claims to its true ownership. If the right to possession is proved to the court's satisfaction, it shall order the property, other than contraband or property covered under sub. (1m) or (1r) or s. ~~173.12~~, 173.21 (4), or 968.205, returned if:

SECTION 28. Initial applicability.

(1) This act first applies to animals taken into custody on the effective date of this subsection.

LICENSES AND PERMITS

- (5) Procedure for complaints. The police department shall answer and record all complaints or reports of dogs, cats or other animals doing damage or running at large, and shall refer such complaints to the animal control officer who shall investigate such complaints or reports as soon as possible, and use all reasonable effort to impound the dogs, cats or other animals complained of. In the absence of the animal control officer, the assistant animal control officer or the police department shall investigate all complaints. Such complaints need not be formal, or in writing, nor shall any appearance in court be required. A record of the date of impounding any dog, cat or other animal shall be kept by the animal control officer, with a description of the dog, cat or other animal and the license number of such dog, cat or other animal.
- (6) Notice and disposition of impounded animals. Notice and disposition of impounded animals shall be in accordance with the following:
- (a) Notification. The Marshfield Police Department shall notify the owner of any licensed dog, cat or other animal impounded, either personally or by United States mail if his/her name and address is known or can be ascertained, and if such owner be unknown or cannot be ascertained, the Marshfield Police Department shall give notice to the local newspaper and to the radio, giving a description of the dog, cat or other animal, citing where it is impounded and the condition of its release. If, after seven days after such notice, the owner does not claim the dog, cat or other animal, the city shall attempt to find a suitable home for such animal or dispose of it in a humane manner. The Marshfield Police Department shall keep a record of every dog, cat or other animal given away or otherwise disposed of describing the dog, cat or other animal with reasonable certainty of identification and listing the name and address of the party to whom delivered or the manner otherwise disposing of the dog, cat or other animal.
- (b) Release of animal. Release of an animal shall be in accordance with the following:
1. To owner or representative. The animal control officer or the pound to which an animal is delivered may release the animal to its owner or a representative of the owner if the owner presents a release slip from the police department containing the following information: his or her name and address; evidence that the animal is licensed; evidence that the animal is vaccinated against rabies, or evidence from a licensed veterinarian that prepayment has been made for the rabies inoculation of the animal; evidence that the owner has paid the boarding fees and any impoundment fee imposed for the animal.
 2. To person other than owner. The animal control officer or the pound to which an animal is delivered may release the animal to a person other than the animal's owner if the person presents a release slip from the police department containing the following information: his or her name and address; evidence in the form of a written statement agreeing to license the animal and to have the animal vaccinated against rabies unless evidence is presented that the animal is already licensed and vaccinated; evidence that a fee of \$5.00 for the animal has been paid. No animal shall be delivered to any person other than the owner unless the owner is unknown or does not claim the animal within seven days after the animal is delivered to the animal control officer or the pound.
- (7) Fees and costs of city. In the event the owner is located and notified personally or by mail, he shall pay to the city the sum of \$20.00 plus the costs for boarding such dog, cat or other animal, such sum to be paid to the finance director or police department within ten days of such notification.
- (8) Bitten persons. In case any person shall be bitten or lacerated by any dog, cat or other animal running at large, it shall be immediately reported to the police department, and such dog, cat or other animal shall be seized and confined as promptly as possible and observed by a licensed veterinarian or at the animal pound, to be held awaiting the orders of the physician treating the person bitten or lacerated. The care of any licensed dog, cat or other animal so held shall be paid by the owner thereof, and the care of an unlicensed dog, cat or other animal by the owner or custodian thereof, if found, and if not, by the city. The recommendations of the physician shall determine whether such dog, cat or other animal shall be released or destroyed.

The intent of this letter is to ask for the city of Marshfield to support the new state law SB 450 introduced by Rep John Spiros of Marshfield. This was signed into law for the state of Wisconsin recently. This law essentially changes the "required" stray hold for animals to 4 days instead of 7 days, which is the longest stray hold in the country. I would like to ask the city to consider changing the local required 7 days, to 4 days.

This decrease in stray hold would give Marshfield Area Pet Shelter the "option" of moving cats and dogs on towards adoption at 4 days. It does not "require" such, but allows this. If an animal appears to be truly someone's lost pet, then obviously the organization should responsibly spend more days trying to find that owner and give them more days to come forward. Studies have shown that most animals are claimed by the 3rd day. Those not claimed by the 3rd day generally do not get claimed.

It would be helpful for the city to gather the opinion of the Ordinance officers as to the numbers in Marshfield that are claimed after 4 days. This could help guide the council in considering if it might be in the best interest in the animal to allow the animal to move forward with spay/neuter and adoption after 4 days instead of sitting in the cages an additional 3 days. Cats notoriously get sick at 7-10 days of the stress of stainless steel cage setting.

Decreasing the length of stray is essential to improving the health of the animals and decreasing over crowding by placing animals up for adoption sooner. According to Dr. Koester at UW Madison Shelter medicine program, "this is the most important bill for animals that has come in our state for a really long time. We have the longest stray hold in the country at 7 days. Most states stray hold is 3-5 days."

What is important here is to realize that changing the stray hold to 4 days does not mean that shelters are obligated to euthanize or adopt out pets on the 5th day. It basically gives the shelters the room to allow fast track of adoptable animals to adoptions and vet care, while shelters can use good judgement about those animals that is felt still might have an owner to come forward. It also allows earlier euthanasia for those animals that are 100% certain to be euthanized in Marshfield, such as true ferals with no other options. Those poor cats sit in a stainless steel cage, "dying a thousand deaths" waiting for their 7 days until they are euthanized. When it is clear that there are no other resources for these cats and their fate is euthanasia, it is far more humane to do this in a timely fashion to alleviate their suffering sooner, rather than later. Currently, they are required to sit there for 7 full days before they meet their certain fate.

I am happy to share other resources and state shelter leadership advocacy with you if you would like more information.

Thank you for your consideration.

Janet Gilbert

This new law is GREAT for big shelters like Dane County or the WI Humane Society, who were strong advocates for this new law, but for small shelters like MAPS, especially 100% volunteer based ones, this 4 day stray hold is not realistic. For one, large shelters have a full medical staff with veterinarians on site and numerous full time employees that can quickly expedite the intake process and get these animals to the adoption floor quickly if owners do not come forward to claim them. They also have a huge donor base that helps them financially. In MAPS case, vet techs, with full time jobs, must find the time during the week or on weekends to get to the MAPS shelter to perform the initial intake exam. We are so thankful they volunteer their time to do this for our animals! Next, another volunteer has to make arrangements with the Humane Society of Portage County in Plover to get our pets on their spay/ neuter schedule. This same volunteer then has to make phone calls to find volunteers to drive the animals there and another to pick them up. As you can imagine, this all takes a great deal of time. Bottom line, currently MAPS cannot process these animals any faster than we already are and shortening the stray hold at this point will jeopardize a portion of income that we depend on to help cover the costs involved with their care and their surgeries. Portage gives us a deal, but we still pay them for their services.

I'm not saying this is something we would not be willing to partake in at some point, but there is a time and a place for everything. For MAPS, until we can get more established with paid employees and not rely completely on volunteers, this is not the time. In addition, I feel by keeping things as is gives us time to educate our community and the public on the importance of microchipping. With a change to a 4 day stray hold, your pet could be on the adoption floor and adopted out on day 5 especially if the pet is not microchipped and the pet owners do not know where to look for their beloved pet. Those situations are heartbreaking and it just happened in Racine County.

I hope this give you a better understanding on where MAPS stands regarding this. Thank you for the opportunity.

Thanks again,

Karen

Good Afternoon Mr. Barg,

It is in our experience that a 4 day hold would be too short. We have to understand first and foremost, that this stray hold is not specific to just cats, as was the focus of Janet Gilbert's letter. This is a stray hold of 4 days that includes both cats and dogs.

There are many instances where people go on vacation and if their animal is picked up and they don't even know it is being held at our holding facility. The animal may be adopted out before the owner even knows that the animal is/was missing or being held at a kennel. There are also instances where a person is being hospitalized and other people are watching the dog/cat and it gets out and runs at large. A lot of times that person watching the animal "washes their hands of the situation" and never tries to get the animal back or even look for it. The animal gets picked up, goes to the kennel, after 4 days will become the property of the Shelter and get adopted; all before the owner even knows that the animal was picked up in the first place due to being hospitalized or out of town for business or vacation.

Now, we realize that this could be a savings to the City of Marshfield, however, sometimes it is not always about the money but rather about the animal. There are a lot of times these animals cannot have a true temperament evaluation in a 4 day period putting all at risk, i.e., the City of Marshfield, MAPS, adoptive parents, etc.

This is the opinion of not only myself but also Officer Robert Larsen. If you have any other questions or comments, please do not hesitate to ask.

Have a Great Weekend!

Daniel Leonard



City of Marshfield Memorandum

DATE: August 2, 2016
TO: Finance, Budget and Personnel Committee
FROM: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: Revised No Smoking or Tobacco Use Policy (3.380)

BACKGROUND

The No Smoking or Tobacco Use Policy (3.380) was implemented in November 1996 and was last revised in February 2004.

Recently the Common Council approved the definition of tobacco products to include electronic delivery devices in the City's Municipal Code, Ordinance No. 1335. The City's current No Smoking or Tobacco Use Policy does not address electronic delivery devices.

ANALYSIS

In review of the City's policy, additional language was needed to better reflect the change in the Municipal Code and general updates were made. In summary, the changes to the policy include:

- A policy title change from No Smoking or Tobacco Use Policy to Tobacco Free Workplace
- Electronic delivery devices have been added to the definition of tobacco products (e-cigarettes, e-cigars, e-pipes, e-hookah, vape pens, etc.)
- Added clarification regarding where tobacco products are prohibited: "City-owned vehicles"
- Updated language regarding violations of the policy under Disciplinary Procedures
- Added information regarding the process to resolve complaints related to tobacco use.

A copy of the proposed revisions and tracked changes to Personnel Policy No. 3.380, Tobacco Free Workplace is attached. The revisions incorporate the changes in both policy language and format.

RECOMMENDATION

I recommend that the Finance, Budget and Personnel Council approve revised language in Personnel Policy No. 3.380 changing the policy title to Tobacco Free Workplace.

Attachment

Concurrence:

Steve Barg, City Administrator



CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES

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

CHAPTER: Employee Conduct and Relations

SUBJECT: No Smoking or Tobacco Use Policy Tobacco Free Workplace

POLICY NUMBER: 3.380

PAGES: 24

APPROVAL DATE: November 11, 1996

REVISION DATE: ~~February 24, 2004~~ July 28, 2016

APPROVED BY:

DEPARTMENTS OF PRIMARY RESPONSIBILITY: All Employees

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

POLICY

The City of Marshfield is committed to providing a safe and healthy workplace and promoting the health and wellbeing of its employees. As required by the City of Marshfield Municipal Code on Public Nuisance, Smoking Prohibited, Section 11.11 (Ordinance No. 1335), this policy will apply to all employees of the City of Marshfield. In order to maintain a safe and comfortable work environment this policy makes all and includes all City buildings, City-owned vehicles and equipment as non-smoking or tobacco use areas.

Tobacco products include: cigars, cigarettes, smokeless tobacco, snuff, chewing tobacco, pipe tobacco, roll-your-own tobacco, as well as electronic delivery devices such as e-cigarettes, e-cigars, e-pipes, e-hookah, or vape pens, or similar products under any other product name or descriptor.

This policyThe tobacco-free workplace requirement -applies to all persons, whether employees, visitors, members of the public, or any other person who would enter, work in, ride in, or visit any City Department building or vehicle.

***DISCIPLINARY PROCEDURES**

Any violations of this policy may result in will be grounds for disciplinary action, up to and including termination of employment.

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RESOLVING COMPLAINTS OF SMOKING OR USE OF TOBACCO PRODUCTS:

Complaints regarding the application of the policy to the workplace should be brought to the attention of Human Resources or the Department/Division Head for resolution. Complaints should be submitted in writing and identify specific concerns. Complaints will be investigated and resolved jointly by Human Resources and the Department/Division Head. No employee shall suffer any form of retaliation for raising a complaint regarding tobacco use or this policy.

FIRE FIGHTERS HIRED AFTER MARCH 1, 1999

Effective as of March 1, 1999, Fire Fighter applicants will sign a "No Tobacco Use" condition of employment agreeing to the following condition of employment: From my date of hire, I will not smoke, chew or use any tobacco products(s) on or off duty during my duration of employment with the City; and further, if I do smoke, chew or use any tobacco product(s) at any time while employed with the City of Marshfield Fire and Rescue Department, I will be subject to dismissal for cause.

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City of
Marshfield
Memorandum

DATE: August 2, 2016
TO: Finance, Budget and Personnel Committee
FROM: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: Revised Personnel Policy No. 3.525, Family and Medical Leave

BACKGROUND

Personnel Policy No. 3.525, Family and Medical Leave was last revised in March 2016. This position has since been reviewed by legal to ensure compliance with State and Federal laws.

ANALYSIS

Based upon the current policy, additional language was added or adjusted. In summary the changes include:

- Clarity was regarding an employee use of sick time during federal FML to better match Sick Leave policy
- Alignment of use of WFML and FFML acronyms
- Removal of unnecessary language as noted during the legal review

A copy of the proposed revisions and tracked changes to Personnel Policy No. 3.525, Family and Medical Leave is attached. The revisions incorporate the changes in policy language and format.

RECOMMENDATION

I recommend that the Finance, Budget and Personnel Council approve revised Personnel Policy No. 3.525, Family and Medical Leave.

Attachments

Concurrence:

Steve Barg, City Administrator



CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES

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

CHAPTER: Employee Benefits

SUBJECT: Family and Medical Leave

POLICY NUMBER: 3.525

PAGES: 8

APPROVAL DATE: April 11, 1995

REVISED DATE: March 22, 2016

DEPARTMENT OF PRIMARY RESPONSIBILITY: City Administrator's Office

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

Purpose

It is the policy of the City of Marshfield to comply with state and federal laws by providing time off for serious health conditions for eligible employees and certain immediate family members; and to care for newborn children as well as children placed through adoption or foster care. The City provides time off for eligible employees for any qualifying event while the covered military family member is on active duty or call to active duty status, or to care for a service member with a serious injury or illness.

Employees may be eligible for sick leave or workers' compensation ("WC") benefits during family and medical leave ("FML") periods. Sick leave benefits run concurrently with FML and will not extend FML time beyond the maximum allowed in a calendar year. Similarly, WC benefits will run concurrently only with Federal Family and Medical Leave ("FFML") leaves. Wisconsin Family and Medical Leave ("WFML") leaves do not run concurrently with WC benefits.

This policy is not intended to provide any additional leave benefits not available under the Wisconsin WFML or Federal-FFML Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, or should the policy inadvertently provide more extensive rights than available under those laws, then the statutes or regulations shall control. The Wisconsin and Federal FMLA laws differ in a number of areas. The City will comply with the more generous provision as required by law.

I. DETERMINATION OF FML ELIGIBILITY/BENEFITS

- A. To be eligible for FML Family and Medical Leave, employees must have been employed by the Organization City of Marshfield for at least 12 months and, in addition, in the 12 months immediately preceding the commencement of leave, must have worked at least:
- 1,000 hours to qualify under WFML
 - 1,250 hours to qualify under FFML.

- B. Employees who work less than 40 hours per week but are otherwise eligible for FML are entitled to FML on a pro rata proportional basis.
- C. If an employee works in a casual or unscheduled capacity and is otherwise eligible for FML, the average weekly hours worked during the 12 months prior to the start of the FML will be used to calculate the employee's normal scheduled hours for this purpose.
- D. ~~Eligible employees are entitled to the benefits of the more generous provisions of the WFML or the FFML.~~ If a leave qualifies under both the state and federal FML laws, the leave counts against the employee's entitlement under both laws.

II. AMOUNT OF LEAVE AVAILABLE

- A. Generally, an eligible employee may take up to 12 weeks of FFML leave in a calendar year for reasons defined below or a combination of reasons as identified in this Policy:
 - 1. For the employee's own Serious Health Condition; which makes the employee unable to perform one or more of the essential functions of the employee's position.
 - 2. For the placement of a Child with the employee for adoption or foster care;
 - 3. To care for a Parent, Spouse or dependent Child under age 18 with a Serious Health Condition, or a Child over age 18 who has a Serious Health Condition and is incapable of self-care due to a disability;
 - 4. For the birth and care of a newborn Child of the employee;
 - 5. For qualifying exigency leave arising out of the fact that a spouse, or a son, daughter, or parent of the employee is on covered active duty or call to covered active duty status or has been notified of an impending call or order to covered active duty
 - 6. Eligible employees may be granted up to 26 weeks of leave during a 12-month period (reduced during that 12-month period by each week used for any of the above circumstances (1-5)) of FFML for Service Member Family Leave.
 - a. This leave is available to an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member to care for the service member who suffers a serious injury or illness while on active duty.
 - b. This leave is also available to care for veterans provided they were members of the regular Armed Forces, National Guard, or Reserves at some point during the five years preceding the need for care. The leave described in this paragraph shall only be available during a single 12-month period.
 - 7. The FFML identified above will run concurrently, when applicable, with a total of ~~40 weeks of WFML.~~ Specifically designated as follows:
 - a. Two weeks for an employee's own serious health condition
 - b. Six weeks for the birth or adoption of a child
 - c. Two weeks to care for an employee's parent, parent-in-law, spouse, domestic partner, parent of a domestic partner, or child who has a serious health condition.
 - 8. It is possible an employee may only qualify for WFML on the basis of hours paid, which covers shorter periods of FML leave. These situations will be

discussed on a case-by-case basis with affected employees.

9. **Both Spouses Employed by the Organization:** Spouses employed by the Organization are jointly entitled to a combined total of 12 weeks of family leave for the birth or placement of a Child with the employee, or to care for a Parent who has a Serious Health Condition. Spouses working for the same employer also may be limited to a combined total of 26 work weeks of leave during a "single 12-month period" if leave is taken to care for a covered service member with a serious injury or illness.
10. **Combination Leave:** If the an employee's leave qualifies as a City provided leave plus Federal and/or Wisconsin FMLA leave as well, the leaves will run concurrently. For example, City disability or sick leave used for the birth of a child also qualifies as employee medical leave under Wisconsin and Federal FMLA laws and, as such, is also deducted from an employee's available leave entitlement under both Wisconsin and Federal laws.

III. METHOD OF CALCULATING LEAVE ENTITLEMENT

To determine the amount of FFML leave to which an employee is entitled, the City uses a rolling 12-month period, measured backward from the date an employee uses any FMLA leave. Each time an employee takes FMLA leave the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Pursuant to Wisconsin law, entitlement to WFMLA leave will be calculated based on the calendar year.

Federal and Wisconsin Family Medical Leave run concurrently, not consecutively.

IV. SUBSTITUTION OF PAY

An employee may elect to substitute accrued paid sick or other accrued leave for any WFMLA leave, but will not be required to substitute such paid leave. After the Wisconsin leave has expired, and during any remaining FFMLA leave, the employee may choose or the City may require that any accrued paid vacation, sick leave (only as applicable), personal holiday, or compensatory time leave be substituted for part or all of the remaining FMLA leave, provided the leave otherwise qualifies under the City's applicable paid leave policy. If paid leave is elected, the employee shall notify the City of what type of paid accrued leave the employee intends to substitute as provided under the law.

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V. REQUESTING AND SCHEDULING LEAVE

- A. When an employee plans to take leave under this policy, the employee is to give his or her immediate leader at least 30 days' notice. The employee is to provide the City with a written application for family or medical leave prior to the requested commencement of the leave on the "FMLA Request Form," available on the City's webpage, from an employee's supervisor or from Human Resources. An application for leave must be completed for all leave requests taken under this Policy.
 1. If advance notification is not possible regarding planned leaves, an employee must inform his or her leader as soon as the employee learns of it and no later than the day after the employee learns of the need for leave. The City may delay the taking of a requested leave until at least 30 days after the date the employee provides notice when the employee fails to provide proper advance notice, unless the employee was unable to

comply because of the need for emergency health care or other reasonable excuse.

2. If advance notification is not possible because of an emergency, an employee must inform his or her leader of the need for leave as soon as practicable. In cases of emergency, verbal notice of the need for leave should be given as soon as possible, in accordance with the City's call in policy for absences.

- B. While on leave, employees are expected to provide periodic-regular updates to their supervisor and Human Resources regarding their status, and their ability and intent to return to work.
- C. As with all leaves of absence other than military leave, no employee may pursue or engage in employment, including self-employment, when on FML unless approved in advance by the City.
- D. After the City approves the reason for an absence as FML, an employee must specifically reference either the qualifying reason for the leave or the need for FML leave when calling off work for the same reason in the future. When notifying Human Resources of the employee's FML absence, he or she must state the medical reason, date, and scheduled hours he or she is absent. Calling in sick, without providing additional information, is not sufficient notice of the need for federal FMLA leave.
- E. The employee is to advise the supervisor at least two days in advance if his or her return date changes.

VI. INTERMITTENT OR PARTIAL LEAVE

- A. Under certain circumstances, an employee may be eligible to take FMLA leave Intermittently (e.g., for part of a day, or taking a day periodically when needed over the year), or on a reduced schedule basis, when medically necessary.

An employee must fulfill three (3) general requirements to be eligible for partial leave:

- 1. Taking the leave on the specific partial work schedule must be "medically necessary" (this is not required when the leave related to the birth or adoption of a child, or for foster care).
 - 2. The leave must be scheduled not to unduly disrupt and employer's operations and to allow an employer to schedule necessary replacements.
 - 3. The employee must give advance notice to the employer of the need for partial leave.
- B. If the employee is taking leave for his/her own serious health condition, the serious health condition of a family member, for a qualifying exigency, or the serious injury or illness of a covered service member, the employee should try to reach an agreement with the employer, subject to the approval of the treating health care provider, before taking Intermittent leave or working a reduced schedule.
 - C. FFML taking after the birth, adoption, or placement of a healthy child may be taken intermittently or on a reduced schedule, only if the City agrees. An employee must request the leave and obtain written approval for such leave before the federal portion of FMLA leave begins. If the employee establishes that intermittent leave is medically necessary, the employee may take leave. The City requires certification of the medical necessity.
 - D. If an employee takes leave in less than full day increments, the employee will

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received reduced compensation that is consistent with the hours the employee actually worked. See substitution of pay for options.

- E. Where foreseeable intermittent leave or reduced work schedules are requested, the City may temporarily transfer the employee to another job to better accommodate the employee's schedule of treatment or care while on foreseeable FFML.

VI. MEDICAL CERTIFICATION

A. Certification Supporting Request For Leave

1. Employees are required to provide a certification(s) ~~for each leave supporting each leave request~~ except leave to set up a foster placement for a foster child or for adoption, when requested by the City. The City will provide the employee with the required certification form(s) upon receipt of a request for FML. Employees with covered chronic health conditions will need to recertify, if needed, every 6 months. For leave to care for a covered service member and leave related to placement of a child with the employee for adoption or foster care, the employee may be required to provide additional documentation acceptable to the City that confirms the reason for leave (i.e., domestic partner relationship, documenting the family relationship with the service member or court date of placement of the child).
2. When the leave is foreseeable and at least 30 days' notice has been provided, the employee should provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the employer within the timeframe requested by the employer (which must allow at least 15 calendar days after the employer's request), unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts. Failure to provide the medical certification may result in a denial of leave or a denial of continuation of leave.
3. If an employee takes time off for a medical reason that progresses into a serious health condition, the employer may designate all or some portion of related time taken as FML to the extent that the earlier time off meets the necessary qualifications.
4. The City may require second or third medical opinions of a serious health condition at the City's expense and periodic recertifications of a serious health condition at the employee's expense.
5. The City retains the right to ask an employee to obtain periodic recertification of the need for leave. This request will generally not be made unless there is a need to do so and will be in period of not less than 30 days. However, the recertification will be requested earlier than 30 days if:
 - a. The employee requests an extension of leave, and;
 - I. Circumstances described by the previous certification have changed significantly (e.g., the nature or duration of the illness, complications, etc.); or
 - II. The City receives information that cause it to question the employee's stated reason for a particular absence; or
 - III. The employee is unable to return to work after his/her originally requested leave period expired due to the

continuation, recurrence or onset of either his/her own, or a family member's serious health condition.

- B. Failure to produce the required certification may result in the inability to designate the leave as FMLA leave resulting in loss of job.

VII. INSURANCE AND BENEFITS

A. While an employee is on a FMLA leave:

1. The employee's health insurance benefits in effect at the time FMLA leave begins will continue unless the employee elects to terminate the coverage. Unless an employee opts to discontinue health insurance coverage during FMLA leave, the employee continues to be responsible for the employee's portion of the premium cost.
2. If paid leave is substituted for unpaid leave, the City will continue to make payroll deductions to collect the employee's share of the premium. If not receiving a paycheck, the employee is responsible for making arrangements with the Finance Department for premium payment.
3. Other health benefits, such as dental care, group health plan, will also be maintained during the FMLA leave. The City's obligation to maintain benefits will stop if and when an employee informs the City of an intent not to return to work at the end of the leave period, if the employee fails to return to work when leave entitlement is exhausted, or if the employee fails to make any required payments while on leave.
4. Employees have a 30-day period for payment of the employee's share of any premium to maintain group health coverage during FMLA leave. If the employee fails to pay, coverage will be dropped. ~~The City must mail a written notice at least 45 days in advance of the date coverage is to cease, advising that coverage will be dropped on a specified date.~~
- 6.4. The City generally has the right to collect from an employee the health and dental insurance premiums the City paid during a period of unpaid leave if the employee does not return to work after the leave entitlement has been exhausted or expired. The employee's liability to repay health insurance premiums does not apply if failure to return to work is due to a serious health condition or specific circumstances beyond the control of the employee, as defined in the Federal FMLA.
- 6.5. The employee will continue to earn accrued benefits during the period that City paid leave is substituted.

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VIII. RETURN FROM LEAVE

- A. If the FMLA leave was due to a serious health condition of the employee, a Fitness for Duty Certificate must be provided to Human Resources before the employee returns to work. If a complete and sufficient Fitness for Duty Certification form is not received, the employee's reinstatement may be delayed.
- B. An employee returning from leave under this policy will usually be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms upon conclusion of the FMLA leave. ~~Unless the employee would have been terminated during the statutory leave for a legitimate business reason.~~
- C. Upon reasonable notice to the City (at least 2 days prior to the desired return to work date), an employee may return to work prior to the scheduled end of his or her leave. The City

requests that the employee contact Human Resources during business hours to confirm the return to work date during the course of the leave. The employee will be returned to their former position, if it is available. If the original position is not available because of the employee's early return, the employee may be placed into a temporary position until the end of the originally requested leave period.

- D. **Unable to Return to Work:** If following the expiration of an employee's FMLA leave entitlement, the employee remains unable to perform an essential function of the position, the employee has no right under the FMLA to restoration to the original position or another position and the person's FMLA rights end with the expiration of the FMLA leave period. The employee should contact the City to discuss the availability of any further leave to be determined on a case-by-case basis based on the employee's medical condition and any rights under the other laws or policies.
- E. **Failure to Return to Work:** If an employee fails to return from an FMLA leave, and the employee was able to do so, the City may attempt to recover the amount of premiums it paid for the employee's group health insurance coverage including any employee portion premium paid by the City for the payments missed by the employee while on leave.

IX. OTHER EMPLOYEE RIGHTS

- A. **Executive, Administrative & Professional Employees:** All employees are covered under this policy regardless of exempt/non-exempt status.
- B. ~~Interference with Rights: An employer may not discriminate in employment against a person exercising rights under the statute.~~
- C. ~~B. Posting Requirements: The employer must post notice of pertinent information of the Act, as approved by the state or federal government.~~
- D. ~~C. Reduction in Work Force: If an event occurs that would have terminated the employee's employment had he or she been at work, the City may terminate the leave, including benefits, as of the time at which similarly situated employees not on leave are terminated.~~
- E. ~~D. Worker's Compensation: Absences due to work-related injuries are subject to the federal FMLA if the FMLA requirements are met, even if state workers' compensation laws also apply. In other words, federal FMLA and worker's compensation leave will run concurrently.~~
- F. ~~E. Retirement Plans: If a retirement plan requires an employee to be employed on a specific date to be credited with service for participation, vesting, or contributions, an employee on unpaid FMLA leave must be deemed to be employed on that date. Any period of unpaid FMLA leave cannot be counted toward a break in service and does not have to be counted as service for purposes of eligibility, vesting, or benefit accrual. Any early retirement window under a retirement plan must be available to any participants on FMLA leave who meet the window's other requirements.~~
- G. ~~F. Holiday Pay: For purposes of determining the amount of leave used by an employee, the fact that a holiday may occur within the week taken as FMLA leave has no effect; the week is counted as a week of FMLA leave. If an employee is using intermittent FMLA leave, the holiday will count as FMLA leave only if the employee was otherwise scheduled to work on the holiday.~~

X. PROCEDURES AND FORMS

- A. When an employee requests leave under the Wisconsin or Federal Laws, the employee will be provided with the following (1) employee written request form; (2) an eligibility and notification of rights form setting forth the employee's obligations and the City's expectations while the employee is on leave; and, if applicable, (3) a physician's certification form and definition of serious health condition.
- B. Upon gaining sufficient information to determine if the leave in question qualifies as FMLA leave, the City will furnish the Employee with a Designation Notice indicating whether the time off can be designated as FMLA leave and specifying the amount of leave designated as FMLA leave.
- C. Employees who have any questions in regard to this policy or their rights under the Wisconsin and Federal Family and Medical Leave Law should contact the Human Resources Manager.

XI. DEFINITIONS

- A. Child:
 - 1. The employee's son or daughter under the age of 18 meaning biological, adopted, or foster child, a step child, legal ward, or the child of a person standing in "loco parentis" which is a child for whom you have day-to-day responsibilities to provide care and financial support. If older than age 18, the child must be incapable of self-care at the time leave is to commence because of a "physical or mental disability." A "physical or mental disability" is a physical or mental impairment that substantially limits one or more of an individual's major life activities.
 - 2. For purposes of the Wisconsin FMLA, however, a child over 18 must be incapable of self-care because of a serious health condition (defined below).
- B. Spouse: is a husband or wife as defined or recognized in the state where the individual was married ("place in celebration") and specifically includes individuals in same-sex and common law marriages. This includes a husband or wife in a marriage that was validly entered into outside of the United States if it could have been entered into in at least one state.
- C. Domestic Partner: under the Wisconsin FMLA, means either: (1) a same-sex partner registered with the Register of Deeds in your county of residence or (2) a same-sex or opposite-sex partner who is not registered but the following criteria are met: (a) both partners are at least 18 years old and able to consent to a domestic partnership, (b) neither individual in the domestic partnership is married to or in a domestic partnership with another individual, (c) the partners share a residence, (d) the partners are not related by blood in any way that would prohibit marriage under Wisconsin law, (e) the partners consider themselves members of each other's immediate family, and (f) the partners agree to be responsible for each other's basic living requirements.
- D. Parent:
 - 1. A parent includes your biological parents or another individual who provided day-to-day care and financial support during your own childhood.
 - 2. Your parent-in-law or parent of your domestic partner is not considered a parent for purposes of the federal FMLA but is considered a parent for purposes of the Wisconsin FMLA.
- E. Serious Health Condition:
 - 1. For the purposes of Wisconsin FMLA leave, a "serious health condition" is

a disabling physical or mental illness, injury, impairment or condition involving either:

- a. Inpatient care in a hospital, nursing home, or hospice; or
 - b. Outpatient care that requires continuing treatment or supervision by a health care provider
2. For the purposes of the Federal FMLA leave, a "serious health condition" is considered to be an illness, injury, impairment, or physical or mental condition involving either:
- a. "Inpatient care" which is an overnight stay in a hospital, hospice, or residential medical facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care; or
 - b. "Continuing treatment by a health care provider" which includes any of the following:
 - i. Incapacity and Treatment: A period of incapacity – inability to work, attend school, or perform other regular daily activities due to a serious health condition – of more than three full consecutive calendar days, that also involves:
 - ii. Treatment two or more times within 30 days of the first day of incapacity, by a health care provider or by another health care provider under orders of, or on referral by, a health care provider; or
 - iii. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

NOTE: "Treatment" must be an in-person visit to a health care provider for examination, evaluation or specific treatment. Whether additional treatment or a regimen of continuing treatment is necessary within the 30-day period shall be determined by the health care provider.

- F. Pregnancy: Any period of incapacity due to pregnancy, or for prenatal care.
- G. Chronic Conditions Requiring Treatment: Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
- Requires periodic visits (at least twice a year) for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
- Continues over an extended period of time (including recurring episodes of a single underlying condition);
- May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.)
- H. Permanent/Long-Term Conditions Requiring Supervision: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, severe strokes, or the terminal stages of a disease.

- I. Multiple Treatments (Non-Chronic Conditions): Any period of absence to receive multiple treatments (including any period of recovery) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation), severe arthritis (physical therapy), kidney disease (dialysis).
- J. Health Care Provider: Includes a physician, dentist, clinical psychologist, podiatrist, chiropractor, a nurse practitioner, physician assistant, a nurse mid-wife, a clinical social worker, and certain other health care professionals.
- K. To Care For: a child, spouse, domestic partner (under WFMLA only) or parent (parent in law (under WFML only) with a serious health condition is defined as caring for a family member's physical and psychological needs, which may encompass basic medical, hygienic, nutritional needs, or safety.

L. "Week" of Leave

- 1. ~~When leave is taken as a continuous block, one "week" of leave means seven consecutive calendar days of leave.~~
- 2. ~~For the purposes of Wisconsin FMLA, when leave is taken intermittently or partially, one "week" of leave is five calendar days of leave which would otherwise be workdays for the requesting employee.~~
- 3. ~~For the purposes of Federal FMLA, when leave is taken intermittently or partially, the actual amount of leave taken is translated to a fraction of the average number of hours worked per week for the previous 12 months. For example, if an employee works a variable schedule, but 35 hours per week on average, and takes five hours of leave, the employee has taken 1/7 of one workweek of Federal FMLA leave.~~
- 4. ~~For City of Marshfield protective services, the following summary has been established based upon scheduled hours:~~
 - ~~For Police Officers working 12-hour shifts: 12 weeks = 42 days (504 hours)~~
 - ~~For Firefighters/Shift Deputy Chiefs: 12 weeks = 15 shifts (in first 6 weeks) and 13 shifts (in second 6 weeks).~~