



CITY OF MARSHFIELD
MEETING NOTICE

FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, NOVEMBER 1, 2016
Room 108, 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 October 18, 2016 meeting
 - b) Approve Bills and Payroll
 - c) Report of Personnel Actions
 - d) Monthly Position Control Report

Recommended Action: Approve the Consent Agenda, as presented

4. Consideration of items removed from the consent agenda, if any
5. Request to approve reallocation of 2016 Capital Improvement Program project funding. Presented by Brian Panzer, Buildings and Grounds Superintendent UW Marshfield/Wood County

Recommended Action: Approve reallocation of 2016 Capital Improvement Program project funding

6. Review UW Foundation's financial oversight role on STEM project. Introduced by Steve Barg, City Administrator; Keith Montgomery and Michelle Boernke, UW-Marshfield/Wood County present to answer questions

Recommended Action: None, for information only

7. Request to approve hiring a Development Services/Public Works intern for 2017 using unspent 2016 professional services funds from the Development Services budget carried forward. Presented by Josh Miller, City Planner

Recommended Action: Authorize hiring an intern for 2017 as requested

FINANCE, BUDGET AND PERSONNEL COMMITTEE
NOVEMBER 1, 2016

8. Request to recommend to the Common Council approval of Budget Resolution No. 25-2016 transferring \$11,925 from Safe Routes to School Program Donations to the Development Services Safe Routes to School budget. Presented by Josh Miller, City Planner

Recommended Action: Recommend to the Common Council approval of Budget Resolution No. 25-2016

9. Request to authorize re-sending RFP for assessing services. Presented by Jen Rachu, Human Resources Manager/Assistant to the City Administrator

Recommended Action: Authorize staff to re-send RFP for assessing services

10. Request to approve the group dental insurance contracts with Delta Dental for the period of January 1, 2017 through December 31, 2017, for all benefit eligible employees. Presented by Jen Rachu, Human Resources Manager/Assistant to the City Administrator

Recommended Action: Approve the contracts for group dental insurance coverage with Delta Dental for calendar year 2017

11. Request to approve group hardware contracts with National Vision Administrators for the period January 1, 2017 through December 31, 2017 for all benefit eligible employees. Presented by Jen Rachu, Human Resources Manager/Assistant to the City Administrator

Recommended Action: Approve the group hardware contracts with National Vision Administrators for calendar year 2017

12. Request to approve renewal of Employee Benefits Corporation to administer the City's Flexible Benefit Plan for calendar year 2017. Presented by Jen Rachu, Human Resources Manager/Assistant to the City Administrator

Recommended Action: Approve renewal of Flexible Benefit Administration with Employee Benefits Corporation for calendar year 2017

13. Suggested items for future agendas

14. Adjourn

Posted this day, October 28, 2016 at 12:30 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 OCTOBER 18, 2016

Meeting called to order by Chairperson Feddick at 5:41 p.m., in the Common Council Chambers, City Hall Plaza.

PRESENT: Alderpersons Alanna Feddick, Jason Zaleski, Tom Witzel, and Rebecca Spiros

ABSENT: Alderperson Peter Hendler

ALSO PRESENT: Mayor Meyer, Alderpersons Earll and Wagner, City Administrator Barg, and City Personnel (Jennifer Rachu, Keith Strey, Amy VanWyhe, Dan Knoeck, Mike Winch and Deb M. Hall)

Citizen Comments

None

FBP16-086 Motion by Spiros, second by Zaleski to approve the items on the consent agenda:

1. Minutes of the October 4, 2016 meeting.
2. Payroll in the amount of \$1,309,693.77 and Bills in the amount of \$706,428.42.
3. September 2016 Treasury Report.

Motion carried

No items were removed from the consent agenda.

The discussion regarding the UW Foundation's financial oversight role on the STEM project was removed from the agenda.

Jen Rachu, Human Resources Manager/Asst. to the City Administrator, updated the committee on the City's possible contribution towards the employees HSA accounts in 2017. At this time the City has not received their renewal rates from Security Health Plan. They have had some preliminary discussions with them. Right now the City is sitting at a renewal cap of 13% but is working with M3 and Security Health Plan to hopefully get that reduced. There is a 30% utilization rate for 2016; 163 employees take the City's health insurance, 48 of those are on the HSA plan. The City's total contribution for 2016 was \$49,000. Staff will come back to this committee after they have the renewal rates and ask for a decision regarding the HSA at that time.

FBP16-087 Motion by Zaleski, second by Spiros to adjourn to Closed Session pursuant to 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."

- Placement of employee on compensation plan.

Roll call vote, all ayes. (Time: 5:49 p.m.)

Motion carried

Present in closed session: Alderpersons Feddick, Zaleski, Witzel, Spiros, Earll and Wagner, Mayor Meyer, City Administrator Barg and City Personnel (Jen Rachu, Keith Strey, Dan Knoeck, Mike Winch and Deb M. Hall).

FBP16-088 Motion by Spiros, second by Zaleski to return to open session. Roll call vote, all ayes. (Time: 6:29 p.m.)

Motion carried

FBP16-089 Motion by Spiros, second by Zaleski to approve the placement of Philip Schmidt in the Classification IV position at Step 6 of Pay Grade F on the 2016 scale. Nay – 1 (Feddick)

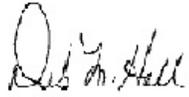
Motion carried

FUTURE AGENDA ITEMS

None

Motion by Zaleski, second by Witzel to adjourn at 6:31 p.m.

Motion carried

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

Deb M. Hall
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to N/A and General Expense Bills for **OCTOBER, 2016** amounting to **\$1,478,727.78** be allowed paid and charged to their proper accounts.

Chairman

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

**PREPAID BILLS
PREPAID BILLS PAID BY CHECK**

Check #	Check Date	Vendor Name	Amount
89258	10/21/2016	ADVANCED DISPOSAL SERVICES LLC	\$74,448.39
89259	10/21/2016	ALLIANT ENERGY WP&L	\$25.95
89260	10/21/2016	APWA-WISCONSIN CHAPTER	\$500.00
89261	10/21/2016	CHARTER COMMUNICATIONS	\$48.08
89262	10/21/2016	FRONTIER	\$2,012.31
89263	10/21/2016	MARSHFIELD UTILITIES	\$26,747.56
89264	10/21/2016	MERRILL GRAVEL & CONST CO INC	\$387,899.85
89265	10/21/2016	TELRITE CORPORATION	\$430.18
89266	10/21/2016	WDATCP DIV OF ANIMAL HEALTH	\$110.00
89267	10/21/2016	WE ENERGIES	\$1,809.65
89268	10/21/2016	DELTA DENTAL OF WISCONSIN	\$11,946.42
89269	10/27/2016	A & J VANS	\$125,352.00
TOTAL PREPAID BILLS PAID BY CHECK			\$631,330.39

ACH PAYMENTS

10/31/2016	WI DEPT OF REVENUE	\$1,603.28
TOTAL ACH PAYMENTS		\$1,603.28

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000006584	11/2/2016	5 ALARM FIRE & SAFETY EQUIPMNT	\$125.38
EFT000000006585	11/2/2016	CHARLES ADAMSKI	\$99.48
EFT000000006586	11/2/2016	AIR COMMUNICATIONS OF CENTRAL	\$84.00
EFT000000006587	11/2/2016	AIRGAS NORTH CENTRAL	\$267.50
EFT000000006588	11/2/2016	GENE ALLAR	\$100.00
EFT000000006589	11/2/2016	JASON ANGELL	\$211.68
EFT000000006590	11/2/2016	ARAMARK UNIFORM SERVICES	\$122.02
EFT000000006591	11/2/2016	ARROW INTERNATIONAL INC	\$559.87
EFT000000006592	11/2/2016	ATHENS VETERINARY SERVICE INC	\$804.25
EFT000000006593	11/2/2016	B & B LAWN CARE LLC	\$24,191.50
EFT000000006594	11/2/2016	MARK BABCOCK	\$120.22
EFT000000006595	11/2/2016	BAUERNFEIND BUSINESS TECH	\$2,962.79
EFT000000006596	11/2/2016	AMY BEAUCHAMP	\$166.32
EFT000000006597	11/2/2016	THE BOLDT COMPANY	\$101,079.00
EFT000000006598	11/2/2016	BOUND TREE MEDICAL, LLC	\$546.88
EFT000000006599	11/2/2016	CARQUEST AUTO PARTS	\$1,370.44
EFT000000006600	11/2/2016	TIMOTHY CASSIDY	\$5.30
EFT000000006601	11/2/2016	CDW GOVERNMENT INC	\$46.00
EFT000000006602	11/2/2016	CENTRAL STATE SUPPLY CORP	\$186.60
EFT000000006603	11/2/2016	CHILI IMPLEMENT CO INC	\$318.04
EFT000000006604	11/2/2016	CTL COMPANY INC	\$607.80
EFT000000006605	11/2/2016	DALCO ENTERPRISES, INC.	\$741.68
EFT000000006606	11/2/2016	DIGITAL HIGHWAY INC	\$827.45
EFT000000006607	11/2/2016	JEFFREY DOLGNER	\$150.00
EFT000000006608	11/2/2016	EMPLOYEE BENEFITS CORPORATION	\$259.25
EFT000000006609	11/2/2016	KELLY ESKER	\$128.41
EFT000000006610	11/2/2016	JASON FOTH	\$57.59
EFT000000006611	11/2/2016	FREMONT INDUSTRIES, INC.	\$163.20
EFT000000006612	11/2/2016	KEVIN HAMILL	\$407.20
EFT000000006613	11/2/2016	HEINZEN PRINTING INC	\$520.00
EFT000000006614	11/2/2016	HEINZEN PROMOTIONAL PRODUCTS	\$3,120.86
EFT000000006615	11/2/2016	INGRAM LIBRARY SERVICES INC	\$625.78
EFT000000006616	11/2/2016	LORRIE KROKSTROM	\$110.16
EFT000000006617	11/2/2016	ROBERT LARSEN	\$22.00

Check #	Check Date	Vendor Name	Amount
EFT000000006618	11/2/2016	MARAWOOD REAL ESTATE 200 LLC	\$3,072.30
EFT000000006619	11/2/2016	MARSHFIELD AREA CHAMBER FOUNDATION	\$16,487.43
EFT000000006620	11/2/2016	MCMASTER-CARR	\$841.09
EFT000000006621	11/2/2016	MERKEL COMPANY INC	\$863.70
EFT000000006622	11/2/2016	JAMES MEYER	\$69.71
EFT000000006623	11/2/2016	MIDSTATE TRUCK SERVICE	\$9.91
EFT000000006624	11/2/2016	MIDWEST TAPE	\$758.49
EFT000000006625	11/2/2016	MISSISSIPPI WELDERS	\$190.93
EFT000000006626	11/2/2016	MONROE TRUCK EQUIPMENT	\$703.22
EFT000000006627	11/2/2016	NATIONAL ELEVATOR INSPECTION	\$180.00
EFT000000006628	11/2/2016	ENG KWEE NG	\$447.46
EFT000000006629	11/2/2016	NORTH CENTRAL LABORATORIES	\$284.75
EFT000000006630	11/2/2016	SHAWN OLSON	\$51.30
EFT000000006631	11/2/2016	OTIS ELEVATOR COMPANY	\$3,625.45
EFT000000006632	11/2/2016	JASON PARKS	\$871.49
EFT000000006633	11/2/2016	POMP'S TIRE SERVICE INC	\$551.75
EFT000000006634	11/2/2016	POWER PAC INC	\$101.72
EFT000000006635	11/2/2016	PUBLIC FINANCIAL MGMT INC	\$50,750.00
EFT000000006636	11/2/2016	REIGEL PLUMBING & HEATING INC	\$839.13
EFT000000006637	11/2/2016	RON'S REFRIGERATION INC	\$25,436.70
EFT000000006638	11/2/2016	PHIL SCHMIDT	\$21.21
EFT000000006639	11/2/2016	SCHOOL DISTRICT OF MARSHFIELD	\$2,207.33
EFT000000006640	11/2/2016	ROBERT SCHOOLEY JR	\$130.53
EFT000000006641	11/2/2016	CASSANDRA SIIRILA	\$188.46
EFT000000006642	11/2/2016	SOLUTIONZ LLC	\$1,545.00
EFT000000006643	11/2/2016	JOAN SPENCER	\$14.36
EFT000000006644	11/2/2016	BENJAMIN STEINBACH	\$72.77
EFT000000006645	11/2/2016	SVA CONSULTING LLC	\$9,935.88
EFT000000006646	11/2/2016	TRI-MEDIA LLC	\$8,942.00
EFT000000006647	11/2/2016	LOCATE HOLDINGS INC	\$2,190.69
EFT000000006648	11/2/2016	V & H AUTOMOTIVE MARSHFIELD	\$311.53
EFT000000006649	11/2/2016	V & H INC	\$625.19
EFT000000006650	11/2/2016	SAM WARP JR.	\$894.00
EFT000000006651	11/2/2016	WOOD COUNTY HUMAN SERVICES	\$54.00
EFT000000006652	11/2/2016	XYLEM WATER SOLUTIONS U.S.A., INC.	\$170.26
EFT000000006653	11/2/2016	BADGER FLEET SOLUTIONS LLC	\$38.00
EFT000000006654	11/2/2016	CENTRAL STATE SUPPLY CORP	\$5,273.00
EFT000000006655	11/2/2016	KELBE BROTHERS EQUIPMENT INC	\$1,197.33
EFT000000006656	11/2/2016	POMP'S TIRE SERVICE INC	\$3,219.80
EFT000000006657	11/2/2016	SHI INTERNATIONAL CORPORATION	\$100.00
EFT000000006658	11/2/2016	XYLEM WATER SOLUTIONS U.S.A., INC.	\$4,016.30
		TOTAL CURRENT BILLS PAID BY EFT	\$288,392.82

CURRENT BILLS PAID BY CHECK

89270	11/2/2016	ABR EMPLOYMENTSERVICES	\$662.40
89271	11/2/2016	AGSOURCE COOPERATIVE SERVICES	\$91.00
89272	11/2/2016	TIM FREECK	\$2,650.00
89273	11/2/2016	JAN ALTMANN	\$75.00
89274	11/2/2016	AMAZON	\$437.83
89275	11/2/2016	AMERICAN ASPHALT OF WI	\$251,597.27
89276	11/2/2016	AMERICAN AUTO SALES & SERVICE	\$41.75
89277	11/2/2016	AMERIGAS-RUDOLPH	\$197.43
89278	11/2/2016	MARY ANDERSON	\$100.00
89279	11/2/2016	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$69.95
89280	11/2/2016	ASSOCIATED SERVICE CENTER	\$1,224.30
89281	11/2/2016	AYRES ASSOCIATES INC	\$3,233.40
89282	11/2/2016	BRUCE TIBBETT JR.	\$75.75
89283	11/2/2016	BAKER AND TAYLOR INC	\$3,874.68
89284	11/2/2016	BAY STEEL & FABRICATION LLC	\$36.20
89285	11/2/2016	BB COMMUNITY LEASING SERVICES INC	\$550.32

Check #	Check Date	Vendor Name	Amount
89286	11/2/2016	BESTIMATE LLC	\$227.50
89287	11/2/2016	BIBLIOTHECA ITG LLC	\$4,900.35
89288	11/2/2016	I BRANDL INC	\$17.00
89289	11/2/2016	BRAUN'S AUTOMOTIVE SERVICE INC	\$1,351.71
89290	11/2/2016	BRICKLINE INC	\$223.80
89291	11/2/2016	BROWN'S BAR	\$41.30
89292	11/2/2016	CHARTER COMMUNICATIONS	\$209.99
89293	11/2/2016	STEVE FUEHRER	\$860.00
89294	11/2/2016	COLD SPRING GRANITE COMPANY	\$232.00
89295	11/2/2016	COMPLETE OFFICE OF WISCONSIN	\$703.22
89296	11/2/2016	GEORGE VAN STEDUM	\$115.00
89297	11/2/2016	CUSTOM FABRICATING & REPAIR	\$22.30
89298	11/2/2016	ASHLEY DETTERBEER	\$100.00
89299	11/2/2016	DIRECT NETWORKS INC	\$1,377.27
89300	11/2/2016	DONNY'S FABRICATION	\$330.00
89301	11/2/2016	DUFFY'S AIRCRAFT SALES	\$10,858.87
89302	11/2/2016	DUKE'S ROOT CONTROL INC	\$4,665.71
89303	11/2/2016	ECOLAB PEST ELIMINATION DIV	\$110.12
89304	11/2/2016	ELECTIONSOURCE	\$190.81
89305	11/2/2016	FASTENAL COMPANY	\$296.47
89306	11/2/2016	FEHR GRAHAM & ASSOCIATES, LLC	\$2,206.00
89307	11/2/2016	FESTIVAL FOODS	\$140.62
89308	11/2/2016	FRONTIER	\$150.50
89309	11/2/2016	GANNETT WISCONSIN MEDIA	\$351.75
89310	11/2/2016	GEGARE TILE INC	\$1,018.35
89311	11/2/2016	GENERAL FARM SUPPLY INC	\$130.50
89312	11/2/2016	JEAN HAFFA	\$100.00
89313	11/2/2016	HANES GEO COMPONENTS	\$2,665.00
89314	11/2/2016	HILLER'S HARDWARE INC	\$773.64
89315	11/2/2016	INNOVATIVE USERS GROUP	\$100.00
89316	11/2/2016	J & L STEEL INC	\$6,017.25
89317	11/2/2016	JENSEN & SON ASPHALT RESTORATION, LLC	\$710.95
89318	11/2/2016	E O JOHNSON COMPANY	\$132.24
89319	11/2/2016	K & C CLEANING LLC	\$750.00
89320	11/2/2016	GEORGI SARTAIN	\$60.00
89321	11/2/2016	SHARON LORD	\$160.00
89322	11/2/2016	MAIN STREET MARSHFIELD INC	\$228.19
89323	11/2/2016	MALLS4U, LLC	\$150,000.00
89324	11/2/2016	MARAWOOD CONSTRUCTION SERVICES, INC.	\$189.00
89325	11/2/2016	MARSHFIELD AREA CHAMBER	\$100.00
89326	11/2/2016	MARSHFIELD AREA PET SHELTER, INC	\$1,575.00
89327	11/2/2016	MARSHFIELD CLINIC	\$1,650.07
89328	11/2/2016	MARSHFIELD MALL	\$2,914.63
89329	11/2/2016	MARSHFIELD MONUMENT	\$6,920.00
89330	11/2/2016	MARSHFIELD POLICE DEPT PETTY CASH	\$80.54
89331	11/2/2016	CITY OF MARSHFIELD	\$79.20
89332	11/2/2016	MEDIA DISTRIBUTORS	\$206.12
89333	11/2/2016	MEDPRO MIDWEST GROUP	\$269.00
89334	11/2/2016	MENARDS	\$812.44
89335	11/2/2016	RON MEYERS AND SON LLC	\$302.00
89336	11/2/2016	MID WISCONSIN SUPPLY, LLC	\$311.60
89337	11/2/2016	MIDSTATES EQUIPMENT INC	\$38.48
89338	11/2/2016	MILLER BRADFORD AND RISBERG	\$350.70
89339	11/2/2016	MILWAUKEE MAP SERVICE INC	\$65.50
89340	11/2/2016	MINISTRY ST JOSEPH'S HOSPITAL	\$1,899.63
89341	11/2/2016	MV SERVICES INC	\$20,094.40
89342	11/2/2016	NAPA AUTO PARTS	\$436.36
89343	11/2/2016	NATIONAL HOSE TESTING SPECIALTIES, INC	\$3,972.80
89344	11/2/2016	NEW PIG	\$685.99
89345	11/2/2016	NORTHERN LAKE SERVICE INC	\$255.00

Check #	Check Date	Vendor Name	Amount
89346	11/2/2016	NORTHWAY COMMUNICATIONS	\$350.00
89347	11/2/2016	NORTHWEST PETROLEUM	\$1,882.67
89348	11/2/2016	NUTZ DEEP	\$47.30
89349	11/2/2016	OFFICE DEPOT	\$199.98
89350	11/2/2016	OFFICE MAX INCORPORATED	\$18.18
89351	11/2/2016	JEAN ZYGARLICHE	\$13.40
89352	11/2/2016	PHYSIO CONTROL CORPORATION	\$7,429.56
89353	11/2/2016	PIONEER PRODUCTS INC	\$394.58
89354	11/2/2016	EUGENE PERLOCK	\$275.45
89355	11/2/2016	PRECISION FIRE SUPPRESSION	\$15,827.00
89356	11/2/2016	PRINCE CORPORATION	\$1,774.84
89357	11/2/2016	PRINTX	\$551.08
89358	11/2/2016	PRO-FOAMERS INC	\$1,144.85
89359	11/2/2016	PROVISION PARTNERS	\$903.39
89360	11/2/2016	DONNA JONES	\$2,406.00
89361	11/2/2016	ROTARY CLUB OF MARSHFIELD SUNRISE	\$136.00
89362	11/2/2016	SCAFFIDI TRUCK CENTER	\$243.62
89363	11/2/2016	HENRY SCHEIN ANIMAL HEALTH	\$23.12
89364	11/2/2016	SCOTTY'S PIZZA	\$97.32
89365	11/2/2016	SECURITY HEALTH PLAN	\$253.50
89366	11/2/2016	SHORT ELLIOTT HENDRICKSON INC	\$1,500.00
89367	11/2/2016	SIMPLEX GRINNELL LP	\$512.86
89368	11/2/2016	SPEE-DEE DELIVERY SERVICE INC	\$47.00
89369	11/2/2016	BREANNA SPETH	\$93.96
89370	11/2/2016	SPRING GREEN LAWN	\$1,646.00
89371	11/2/2016	ST VINCENT DE PAUL	\$60.00
89372	11/2/2016	STRAND ASSOCIATES INC	\$2,390.43
89373	11/2/2016	TOTAL ELECTRIC SERVICE INC	\$6.75
89374	11/2/2016	TRIERWEILER CONSTRUCTION	\$5,241.09
89375	11/2/2016	TRIPLE R BUSINESS SERVICES, LLC	\$4,694.61
89376	11/2/2016	UNIFIRST CORPORATION	\$185.62
89377	11/2/2016	UNITED MAILING SERVICE INC	\$609.53
89378	11/2/2016	UNITED STATES PLASTIC CORP	\$201.21
89379	11/2/2016	UNIVERSITY COMMISSION	\$975.26
89380	11/2/2016	UW-GREEN BAY-OUTREACH GOVT CL204	\$85.00
89381	11/2/2016	VICTORY APPAREL	\$160.00
89382	11/2/2016	WALMART COMMUNITY/GECRB	\$654.66
89383	11/2/2016	WE ENERGIES	\$1,320.00
89384	11/2/2016	WEILER ENTERPRISES	\$36.54
89385	11/2/2016	WEILER TRANSPORTATION LLC	\$386.28
89386	11/2/2016	ERLAN R. WENZEL	\$210.00
89387	11/2/2016	WEPAK-N-SHIP	\$17.13
89388	11/2/2016	WI ASSN. OF CVB'S	\$85.00
89389	11/2/2016	WILDWOOD ANIMAL HOSPITAL &	\$96.20
89390	11/2/2016	WINS	\$349.00
89391	11/2/2016	WISCONSIN MEDIA	\$669.17
89392	11/2/2016	WOOD COUNTY REGISTER OF DEEDS	\$126.00
89393	11/2/2016	DONNA ZYGARLICHE	\$416.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$557,401.29
		TOTAL PREPAID BILLS	\$631,330.39
		TOTAL ACH PAYMENTS	\$1,603.28
		TOTAL CURRENT BILLS	\$845,794.11
		GRAND TOTAL	\$1,478,727.78

REPORT OF PERSONNEL ACTIONS
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
OF NOVEMBER 1, 2016

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

Noah Raab	Classification II Street Division	October 31, 2016
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RETIREMENT:

None

Resignation

None

Promotion

Phillip Schmidt	Classification IV Street Division	October 26, 2016
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**COMPLETION OF
PROBATIONARY
PERIOD**

None

MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF OCTOBER 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		Children's' Services Supervisor	1.00	ROPSON	KIM
Library		Library Assistant II	0.625	AUSTIN	JANE
Library		Library Assistant II	0.5	CERA	JILL
Library		Library Assistant II	1.00	SMITH	PENNY
Library		Library Custodian	1.00	FRUEHBRODT	WILLIAM
Library		Library Director	1.00	BELONGIA	LORI
Library		Library Specialist I	0.50	BAKER	DAVID
Library		Library Specialist I	1.00	SMITH	DEBORAH
Library		Library Specialist I	1.00	DERFUS	MARY
Library		Library Specialist I	1.00	HILL	SANDRA
Library		Library Specialist II	0.725	SLADE	CHELSEA
Library		Library Specialist III	0.50	KRUSE	NATALIE
Library		Library Specialist III	0.5	APFEL	STEVE
Library		Library Specialist III	1.00	DUER	AMANDA
Library		Library Specialist III	1.00	SCHULTZ	ROBERT
Library		Library Specialist III	1.00	STEELE	PATRICIA
Library		Library Systems Analyst	1.00	MADER	ROBERT
Library Total			16.350		
Mayor		Administrative Assistant III	0.50	KROGMAN	AMY
Mayor		Mayor	0.50	MEYER	CHRISTOPHER
Mayor Total			1.00		
Municipal Court		Municipal Court Clerk	0.75	CARLSON	SUSAN
Municipal Court Total			0.75		
Parks & Recreation		Classification II	1.00	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		Plumbing Insp/Asst Bldg Insp	1.00	OTT	THOMAS
Development Services		Administrative Assistant II	1.00	UTHMEIER	CHERYL
Planning Total			7.00		
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	VACANT	
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

Department	Division	Position	FTE	Last Name	First Name
Police		Police Chief	1.00	GRAMZA	RICHARD
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	LONDON
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 Engineer 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	OLSON	SHAWN
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

Department	Division	Position	FTE	Last Name	First Name
Public Works	Street Services	Classification II	1.00	JOHNSON	JOSH
Public Works	Street Services	Classification II	1.00	KOZIK	KYLE
Public Works	Street Services	Classification II	1.00	LINZMEIER	BRYAN
Public Works	Street Services	Classification II	1.00	NIEHAUS	PATRICK
Public Works	Street Services	Classification II	1.00	RAAB	NOAH
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	SCHMIDT	PHILIP
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	Administrative Assistant II	0.50	COY	JEAN
Public Works	Wastewater	Wastewater Operator	1.00	SCHUG	JOHN
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			51.50		
Grand Total			191.400		

**To: Alanna Feddick, Chairman Finance, Budget and Personnel Committee
Members of the Finance, Budget and Personnel Committee**

**From: Brian Panzer, Buildings and Grounds Superintendent
University of Wisconsin Marshfield/Wood County**

R.E.: Reallocation of 2016 Capital Improvement Program Project Funding

Date: October 20, 2016

The University of Wisconsin Marshfield/Wood County has an existing computer controlled, automatic locking/unlocking security door system on seven priority exterior entrance doors throughout the campus. These doors can be and are programmed to lock and unlock at specific times throughout the normal business hours of the campus, as well as for special events on weekends and holidays as necessary. This system allows for a substantially more secure campus due to the fact that staff are not required to lock and unlock these doors thus eliminating human error. This system has failed, and due to its age, software as well as hardware upgrades are not available.

Based on the sheer need and urgency to replace this existing system this project has become a top security priority and without funding designated for this project in 2016 the decision was made to request the reallocation of remaining funds from the approved 2016 C.I.P. projects. This project will commence and be completed in as timely fashion as possible after the approval of the reallocation of funds. The cost of this project will be \$11,446.00.

With this, we are requesting to reallocate \$5,723.00 from the balance of funds approved by the City and \$5,723.00 approved by the County to this new project. To date \$205,623.00 of the total approved amount of \$232,000.00 has been allocated towards projects so a Y.T.D. balance of \$26,377.00 remains.

If you have any questions please feel free to contact me.

Thank you for your consideration of this request.

**C.C. Steve Barg, City Administrator
Keith Strey, City Finance Director
Mike Martin, Wood County Finance Director
Doug Machon, UW Commission Chairman
Terry Classen, Director of Facilities Planning and Management
Michelle Boernke, Campus Administrator Associate Dean for Administration and Finance**





City of Marshfield Memorandum

DATE: October 28, 2016
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: UW Foundation's financial oversight of STEM project

Background

On September 6th, the Committee recommended that Council approve a budget transfer to enable the City to make its \$1,000,000 contribution to the UW-Marshfield/Wood County STEM project in 2016, rather than 2017 as initially planned. At that time Councilmember Hendler asked that UW Foundation representatives attend a future Committee meeting to address questions on their financial oversight role for this project. Michelle Boernke and Keith Montgomery will be present with us at Tuesday night's meeting for this purpose.

Recommendation

This item is for information only, and no action is required.



City of Marshfield Memorandum

TO: Finance, Budget, and Personnel Committee
FROM: Josh Miller, City Planner
DATE: November 1, 2016

RE: Approval for 2017 Development Services and Public Works Intern
Position for Update to the Official Map.

Background

As part of the process to update the Comprehensive Plan, staff has identified a need to update the City's Official Street Map. The Official Street Map allows the City to plan for future roads and trails. Each time a new street is constructed or right-of-way is vacated, a resolution is passed to update the Official Street Map. Although many of the amendments made by resolution have been mapped in GIS over the last 15 years, to make sure the information is accurate, resolutions and legal descriptions will need to be reviewed, mapped, and tied to a GIS database. This process is time intensive but is necessary to have an up to date and accurate Official Street Map for both the Comprehensive Plan Update and for more detailed planning of future trails and streets. The plan would be to also have the intern assist with other GIS related projects for the Comprehensive Plan update.

Analysis

To assist with the Official Street Map update in the most economically feasible way, staff is recommending hiring an intern that has a proficient GIS background, rather than hire a consultant at a significantly greater cost. Funds have been identified that could come from the Development Service's Professional Services budget. These funds have been earmarked to be utilized for the Comprehensive Plan Update. The current funds in that account are approximately \$9,000. The estimated cost for the intern position is approximately \$6,000 with the intern working about 20 hours per week from January to May or June.

Recommendation

Approve the position of a Development Services and Public Works Intern to update the City's Official Map, post the job announcement, and direct staff to include \$6,000 in the carry forward amount in 2017 for the position.

Attachments

1. Intern Job Announcement

Concurrence:



Jason Angell
Director of Development Services



Steve Barg
City Administrator

CITY OF MARSHFIELD

JOB ANNOUNCEMENT

Position: Spring/Summer Planning and Public Works Intern

Department: Development Services and Public Works

Employment Period: January through May 2017

Work schedule: Flexible Schedule Monday-Friday, approximately 16-20 hours per week

Minimum Qualifications:

- Student or recent graduate of a university/college program in geographic information systems (GIS), land use planning, surveying, engineering, or closely related field
- Strong understanding of concepts, data design, and data collection/creation as it relates to an enterprise geographic information system
- Proficiency with the ArcGIS Suite, specifically the ArcGIS for Desktop environment (programming/scripting a plus), and MS Office Suite
- Basic understanding of reading and writing legal descriptions
- Basic knowledge of planning resources & research techniques
- Strong communication and organizational skills

Duties & Responsibilities:

- Update the design of and implement changes to the official street map GIS layer
- Research resolutions, interpret legal descriptions, and attribute the official street map GIS layer
- Perform maintenance on various GIS data sets, and produce map products utilizing ArcGIS for Desktop
- Assist with various planning & zoning projects and applications, as assigned
- Conduct research for the City's Comprehensive Plan update

Project Descriptions:

The following are specific projects for the spring / summer of 2017:

- Update the City's official GIS street layer and map
- Assist with mapping and research for the Comprehensive Plan Update

Salary: \$11.00/hr

How to Apply: Individuals interested in the position are asked to fill out an application and submit a resume and letter of interest to human resources by email (preferred) at hr@ci.marshfield.wi.us or by mail at 630 S Central Ave, Suite 602, Marshfield, WI 54449. Applications can be downloaded at <http://ci.marshfield.wi.us/jobs/>. Phone: (715) 387-6597.

Application Deadline: **5:00 pm, Friday, NOVEMBER 11, 2016**
(Interviews set to take place Nov. 16-18)

For more information, please contact: Josh Miller, City Planner
Marshfield, WI 54449
Phone: (715) 486-2075
Email: josh.miller@ci.marshfield.wi.us



City of Marshfield Memorandum

TO: Finance, Budget, and Personnel Committee
FROM: Josh Miller, City Planner
DATE: November 1, 2016

RE: Budget Resolution No. 25-2016 to create an expenditure account for the Safe Routes to School Program.

Background

As part of the Safe Routes to School Program, one of the events we do each year in October is the Walk/Bike to School Challenge with the elementary school students. This event provides incentives to encourage kids to walk or bike to school, or complete a similar activity in order to qualify for various levels of prizes. The prizes include water bottles, reflector strips, t-shirts, bike helmets, and a new bike. The more days the student participates, the greater prize level he or she is eligible for.

Historically, the costs to put on the event range from \$1,200-\$2,000 to purchase prizes and incentives. The program has either been funded by grant dollars or donations by local area businesses. In the past, we have partnered with Healthy Lifestyles, Marshfield Area Coalition to accept donations and therefore, have not needed a City expenditure account for the Safe Routes program. Last year, Nasonville Dairy had generously donated \$4,000 to the program to ensure that we can give away a bike for each participating school. The previous year, we were able to give away three bikes because of donations from local businesses. Before that, we were giving away only one bike per year.

This year, Nasonville has committed another \$4,000, plus the Marshfield Clinic has donated \$6,000 to the program. On top of that, we have also received contributions and commitments from the following local businesses and organizations: V&H Heavy Trucks, Draxler Transport, Laura Schmitt Photography, CAVU Landscaping, TEAM Sporting Goods, and Marshfield Young Professionals. Along with bike helmets, t-shirts, and other prizes, we will be giving away 2 bikes (\$350 gift certificates towards the purchase of a new bike from the Sports Den) for each participating elementary school.

Analysis

The Finance Department has created a revenue account to place the money in, however, until an expenditure account is created, we cannot spend the money on

the prizes needed for the program. So far we have \$7,075 from the businesses to date, but have commitments of \$11,925. We would be looking to carry forward any remaining funds for the program next year.

Recommendation

Staff recommends that the Committee approve Budget Resolution No. 25-2016 and thank Kim and Ken Heiman from Nasonville Dairy, Marshfield Clinic, V&H Heavy Trucks, Draxler Transport, Laura Schmitt Photography, CAVU Landscaping, TEAM Sporting Goods, and Marshfield Young Professionals for their generous donations to the program.

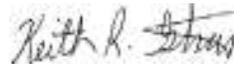
Attachments

1. Budget Resolution No. 25-2016

Concurrence:



Steve Barg
City Administrator



Keith Strey
Finance Director

BUDGET RESOLUTION NO. 25-2016

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 \$11,925 is hereby transferred from Safe Routes to School Program Donations, a/c#2054800070.702671 to the Development Services Safe Routes to School budget, a/c #2055690170.702671.

3. 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 – Deputy City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 25-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

Economic Development Fund, Safe Routes to School Revenue, a/c#
2054800070.702671:

1. 48500 – Donations \$11,925

TRANSFERRED TO:

Economic Development Fund, Safe Routes to School Expenditures, a/c#
2055690170.702671:

1. 57330 – Prizes & Awards \$11,925

* * * * *



City of Marshfield Memorandum

Date: November 1, 2016
To: Finance, Budget and Personnel Committee
From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: RFP for Assessment Services-Round 2

BACKGROUND

The City sent out an RFP for Assessing Services in September 2016. In response to the RFP, the City received only one proposal. Staff does not feel that it is appropriate to select a vendor based on a single proposal. As a result, staff would like to submit a second RFP in an attempt to draw additional proposals.

ANALYSIS

In an attempt to solicit additional proposals, staff updated the RFP to include additional information designed to clarify the re-evaluation needs of the City, the interim maintenance updates needed during the contract period, that contracted commercial services are in place for 2017, and changing the relevant dates (deadline for proposals, timeline for selecting a contractor, etc.). It also provides additional detail regarding the overlap of services with the current Assessor, and the City's current software transition from a GVS system to Market Drive.

Staff would also increase advertisement of the RFP. Along with the most recent practice of sending the RFP to the current Assessors colleagues across the state, posting it on the City's website, and with the League, staff will obtain a list of current appraisal companies within Wisconsin and send RFP information directly to these organizations, along with a follow up call for questions. Staff also intends to review additional posting sites and the possibility of hosting an open house for assessing organizations to come to Marshfield to view the City, the department, and provide an opportunity to ask questions of current staff.

Finally, staff plans to extend the submission period to accommodate potential bidders upcoming holidays and hunting season.

RECOMMENDATION

Staff requests approval to re-send the revised RFP for contracted Assessing Services for the City of Marshfield.

Concurrence: 
Steve Barg, City Administrator



City of Marshfield Memorandum

Date: November 1, 2016
To: Finance, Budget and Personnel Committee
From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: Dental Plan Renewal for 2017

BACKGROUND

The City offers benefit eligible employees a dental plan through Delta Dental. The City did not go out for bid for this benefit for 2017. Delta Dental has provided an annual renewal notice with no cost increase for 2017 along with no changes to the current plan design.

Current rates for single and family plans are listed below:

Delta Dental Cost per Month	\$145.33 (Family)	\$47.68 (Single)
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The Summary of Benefits is attached for your convenience.

RECOMMENDATION

I am recommending approval of the annual renewal for dental benefits with Delta Dental for 2017.

Concurrence: 
Steve Barg, City Administrator



Your Dental Benefits

Specially Prepared for the Employees of *City Of Marshfield*

The summary below does not cover all plan details. Further information can be found in the summary plan description or dental benefit handbook. That document provides a thorough explanation of your dental plan, including any limitations or exclusions that might apply. If there are any discrepancies between information found here and the group contract, the group contract shall govern.

Benefit Plan Design		Delta Dental PPO <small>When you see a Delta Dental PPO dentist</small>	Delta Dental Premier <small>When you see a Delta Dental Premier or any other dentist</small>
Individual Annual Maximum		\$3,000	\$1,000
Deductible	Individual	\$0	\$0
	Family	\$0	\$0
Dependent Eligibility			
Dependents are eligible through the end of the year in which they attain age 26; except as noted for orthodontics			
Diagnostic & Preventive Services			
Exams		100%	100%
Cleanings		100%	100%
Fluoride treatments		100%	100%
X-rays		100%	100%
Space maintainers		100%	100%
Sealants		100%	100%
Deductible applies		No	No
Basic & Major Services			
Emergency treatment to relieve pain		100%	90%
Fillings		100%	90%
Endodontics – nonsurgical		100%	90%
Endodontics – surgical		100%	90%
Periodontics – nonsurgical		100%	90%
Periodontics – surgical		100%	90%
Extractions - nonsurgical		100%	90%
Extractions - surgical and other oral surgery		100%	90%
Crowns, inlays, onlays		70%	50%
Bridges and dentures		70%	50%
Repairs and adjustments to bridges and dentures		100%	90%
Implants		70%	50%
Deductible applies		No	No
Orthodontic Services			
Coverage copayment		50%	50%
Individual lifetime maximum		\$3,000	\$2,000
Dependents eligible to age		19	19
Full-time students eligible to age		25	25
Adult ortho		Yes	Yes
Deductible applies		No	No



Specially prepared for the employees of City Of Marshfield

A Better PPO from Delta Dental

Delta Dental is the nation's largest and oldest dental-benefits specialist built on the guiding principle that dental benefits should be simple and hassle-free. Delta Dental of Wisconsin was founded in 1962 with the same goal. Combined, member companies of the Delta Dental Plans Association serve more than 59 million people in nearly 97,000 groups nationwide.

With some PPO plans, you don't get much choice of providers. And if you go out of network, your provider may balance-bill you. But your Delta Dental PPO plan is different. The Delta Dental PPO network, with more than 165,000 dentist locations nationwide, is backed by the Delta Dental Premier network, with more than 247,000 dentist locations nationwide – almost 80% of the nation's dentists. Your lowest out-of-pocket costs come from seeing a Delta Dental PPO dentist, but you'll also enjoy cost advantages if you see a Delta Dental Premier dentist. That means savings on out-of-pocket costs **and** better choice. Here's an example:

Your Delta Dental PPO		
PPO Network	Delta Dental Premier "Safety Net"	Non-network
Other PPOs		
PPO Network	Non-network: No protection from balance-billing	

PPO Savings, With A "Safety Net"	Delta Dental PPO Dentist	Delta Dental Premier Dentist	Out-of-Network Dentist
Dentist's Normal Fee	\$720	\$720	\$720
Allowed Amount	\$590	\$680	\$680
Dentist Fee Adjustment Due to Delta Dental Agreement	\$130	\$40	None
50% Benefit Paid by Plan	\$295	\$340	\$340
Patient Responsibility	\$295	\$340	\$380

Advantages of Delta Dental Network Dentists	Noncontracted Dentists		
	Delta Dental PPO Network Dentists	Delta Dental Premier Network Dentists	
		Delta Dental PPO Network Dentists	Delta Dental Premier Network Dentists
Agreed-to fee ceilings (no balance-billing): <i>Dentist agrees to fee ceilings. If his/her normal charge is higher than the fee ceiling, he/she can't pass the balance on to you.</i>	✓	✓	✓
Additional fee schedule savings: <i>Dentist agrees to a reduced fee schedule. Saves out-of-pocket expenses for you.</i>	✓	✓	✓
Convenient claims processing: <i>Dentist is required to file claims on your behalf, saving you the hassle of doing so yourself. Claims payments go directly to the dentist.</i>	✓	✓	✓
Treatment guarantees: <i>Examples -- Repair or replace dental restorations should they fail within 24 months.</i>	✓	✓	✓

Confirming Your Coverage

If you are not sure of the effective date of your coverage, please call Delta Dental at 800-236-3712 before you have any dental work done.

Also, before scheduling appointments for extensive dental care, you may ask your dentist to send the treatment plan to Delta Dental. The plan will be reviewed by Delta Dental and you and your dentist will receive a **Predetermination of Benefits** form. You and your dentist may then discuss the treatment and your out-of-pocket costs. Delta Dental encourages you to be informed about your dental care.

Delta Dental's Website

www.deltadentalwi.com has a lot to offer. You can use it to obtain coverage information under your plan, check the status of a claim, find a network dentist, evaluate your oral health and learn ways to improve and protect it.

Visit www.deltadentalwi.com for eligibility, claims or dentist information.

Also, our Benefit Advisors are available every weekday from 7:30 a.m. to 5 p.m. (Central Time) to answer your questions. Call us at 800-236-3712. We look forward to talking with you!



City of Marshfield Memorandum

Date: November 1, 2016
To: Finance, Budget and Personnel Committee
From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: Vision (Hardware Only) Plan Renewal for 2017

BACKGROUND

The City offers a vision hardware plan for benefit eligible employees who elect a medical plan through the City of Marshfield. National Vision Administrators is the current vendor for your hardware plan. The City did not go out for bid for this benefit for 2017. National Vision Administrators has provided an annual renewal notice with no cost increase for 2017 along with no changes to the current plan design.

Current rates for single and family plans are listed below:

Vision (Hardware Only) Plan	\$10.44 (Family)	\$2.90 (Single)
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The Summary of Benefits is attached for your convenience.

RECOMMENDATION

I am recommending approval of the annual renewal for vision hardware plan through National Vision Administrators for 2017.

Concurrence: 
Steve Barg, City Administrator



FIXED PRICING ON LENS OPTIONS

LENS OPTIONS	FIXED FEES	LENS OPTIONS	FIXED FEES
Polycarbonate SV	\$25.00	Glass Photogrey SV	\$20.00
Polycarbonate BI	\$30.00	Glass Photogrey BI	\$30.00
Polycarbonate TRI	\$30.00	Glass Photogrey TRI	\$30.00
Transitions SV	\$65.00	Scratch-Resistant Coating(Standard)	\$10.00
Transitions BI	\$70.00	UV Coatings	\$12.00
Transitions TRI	\$70.00	Polarized	\$75.00
Anti-Reflective Coatings(Standard)	\$40.00	High Index	\$55.00
Progressives(Standard)	\$50.00	Blended Bifocals(Segment)	\$30.00

Note: Fixed prices are available in-network only. Members receive a 20% courtesy discount on lens options not listed above. Fixed prices/courtesy discount do not apply at Wal-Mart/Sam's Club locations.

DISCOUNTED SERVICES INCLUDED

MAIL ORDER CONTACT LENS REPLACEMENT PROGRAM	See NVA Value-Added Services at No Additional Cost section on the subsequent page for more details about the NVA Mail Order Contact Lens Replacement Program
LASIK SURGERY	Extensive discounts at participating LASIK ECPs

NVA EYE ESSENTIALSM PLAN

After the enrolled member has exhausted their funded benefit, they are eligible to access the EyeEssentialSM Plan discount on additional purchases during the plan period.

NVA introduces the EyeEssentialSM Discount Plan – a low cost, member-friendly vision plan which includes significant discounts on materials through participating NVA network ECPs. Below is the plan design.

SERVICE OR MATERIAL	MEMBER COST
COMPREHENSIVE VISION EXAMINATION (INCLUDING DILATION AS PROFESSIONALLY INDICATED)	Balance after \$10 Discount
LENSES	STANDARD GLASS OR PLASTIC
SINGLE VISION	\$35.00
BIFOCAL	\$55.00
TRIFOCAL	\$70.00
LENTICULAR	\$70.00
LENS OPTIONS	
UV COATING	\$12.00
TINT (SOLID & GRADIENT)	\$12.00
SCRATCH RESISTANT COATING (STANDARD)	\$15.00
POLYCARBONATE (STANDARD)	\$35.00
ANTI-REFLECTIVE COATING (STANDARD)	\$45.00
POLARIZED	\$75.00
TRANSITIONS	Single Vision - \$65.00 Bifocal & Trifocal - \$70.00
PROGRESSIVE (STANDARD)	\$50.00 + Bifocal/Trifocal Charge
OTHER ADD-ON SERVICES	20% off retail
FRAMES (Any eligible frame at ECP's location)	35% off retail
CONTACT LENSES (Discount does not apply at Contact Fill)	
CONVENTIONAL	15% off retail price
DISPOSABLE	10% off retail price
FITTING AND FOLLOW UP	10% off retail price

Please Note: The NVA EyeEssentialSM Plan is an in-network benefit only. Benefit frequencies are unlimited. EyeEssentialSM Discount Program prices do not apply at select retail locations including Wal-Mart/Sam's Club locations due to Wal-Mart/Sam's Club Everyday Low Prices and Cole corporate locations.



EXCLUSIONS

Standard Exclusions unless otherwise identified in the Proposed Schedule of Benefits

The following are not payable under this Policy unless otherwise indicated in the Proposed Schedule of Benefits:

1. Professional services and/or materials in connection with: Plano (non-prescription) lenses; Aniseikonic Lenses; Subnormal visual aids; Orthoptics, vision training, developmental vision procedures, and any associated supplemental testing
2. Broken, lost or stolen lenses, contact lenses, or frames. NVA network eye care professionals (ECP) may offer additional warranties to cover materials.
3. Services or materials, which are payable under any workers' compensation act, similar law or any public program, other than Medicaid.
4. Services or materials rendered by an ECP other than ophthalmologists, optometrists, or opticians acting within the scope of their licensure.
5. Any additional service required outside basic vision analysis for contact lenses, including but not limited to fitting fees, unless otherwise specified in the Proposed Schedule of Benefits.
6. Services rendered after the date a fixed rate insured person ceases to be covered under this policy, except when vision materials ordered before coverage ended are delivered and the services rendered to the fixed rate insured person within 31 days from the date of such order.
7. Corrective eyewear required by an employer as a condition of employment, and safety eyewear unless specifically covered under plan.
8. Medical and/or surgical treatment of the eye, eyes or supporting structures.
9. Two pairs of glasses in lieu of bifocals.



City of Marshfield Memorandum

Date: November 1, 2016
To: Finance, Budget and Personnel Committee
From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: FSA Plan Renewal for 2017

BACKGROUND

The City offers benefit eligible employees Flexible Spending Account plans including a Medical FSA and a Dependent Care FSA. These plans are administered by Employee Benefits Corporation. The City did not go out for bid for this benefit for 2017. Employee Benefits Corporation has provided strong customer service, ease in claim processing, and timely payments.

The plan currently charges a fee of \$4.25 per participant per month for administration of the plans.

RECOMMENDATION

I am recommending approval of the annual renewal for FSA benefits with Employee Benefits Corporation for Calendar Year 2017.

Concurrence: 
Steve Barg, City Administrator