



CITY OF MARSHFIELD

MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, DECEMBER 20, 2016
Common Council Chambers, City Hall Plaza
5:15 p.m.**

1. Call to Order – Alanna Feddick, Chairperson
2. Citizen Comments
3. Consent Agenda
 - a) Approval of Minutes of December 6, 2016 meeting
 - b) Approve Bills and Payroll
 - c) Report of Personal Actions
 - d) Treasurer’s Report

Recommended Action: Approve the Consent Agenda, as presented
4. Consideration of items removed from the consent agenda, if any
5. Request to recommend approval of Budget Resolution No. 30-2016, transferring \$15,383 from the General Fund Contingency Budget to the Cemetery Perpetual Care Fund for the 2017 scheduled payment. Presented by Keith Strey, Finance Director

Recommended Action: Recommend approval of Budget Resolution No. 30-2016
6. Request to recommend approval of Budget Resolution No. 31-2016, transferring \$15,000 from various General Fund budgets to the City Attorney budget. Presented by Steve Barg, City Administrator

Recommended Action: Recommend approval of Budget Resolution No. 31-2016
7. Request to recommend approval of Budget Resolution No. 32-2016, transferring \$10,000 from the Sidewalk Maintenance Budget to the Highway & Street Cleaning Budget and \$1,000 from the Sidewalk Maintenance Budget to the Industrial Park Operations Budget. Presented by Dan Knoeck, Director of Public Works

Recommended Action: Recommend approval of Budget Resolution No. 32-2016
8. Request to approve property insurance coverage for calendar year 2017. Presented by Keith Strey, Finance Director

Recommended Action: Approve the coverage as recommended

FINANCE, BUDGET AND PERSONNEL COMMITTEE
DECEMBER 20, 2016

9. Request to approve liability insurance coverage for calendar year 2017. Presented by Keith Strey, Finance Director
Recommended Action: Approve the coverage as recommended
10. Request to approve airport commercial general liability insurance coverage for calendar year 2017. Presented by Keith Strey
Recommended Action: Approve the coverage as recommended
11. Request to approve boiler and machinery insurance coverage for calendar year 2017. Presented by Keith Strey, Finance Director
Recommended Action: Approve the coverage as recommended
12. Set time for January 3rd meeting. Presented by Steve Barg, City Administrator
Recommended Action: Set time for 6:00 p.m. or immediately following Board of Public Works
13. Suggested items for future agendas
14. Adjourn

Posted this day, December 16, 2016 at 11:30 a.m. by Lori A. Panzer, Deputy City Clerk

NOTICE

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Deb M. Hall, City Clerk, at 630 South Central Avenue or by calling (715) 384-3636.

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF DECEMBER 6, 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, Jason Zaleski, Tom Witzel, Peter Hendler and Rebecca Spiros

ABSENT: None

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

Citizen Comments

None

FBP16-108 Motion by Hendler, second by Witzel to approve the items on the consent agenda:

1. Minutes of the November 15, 2016 meeting.
2. Payroll in the amount of \$893,462.79 and the Bills in the amount of \$1,162,361.98.
3. October 2016 Treasury Report.

Motion carried

No items were removed from the consent agenda.

FBP16-109 Motion by Spiros, second by Zaleski to recommend approval of Budget Resolution No. 27-2016 to the Common Council, transferring \$1,900 to cover Unemployment Compensation Claims.

Motion carried

FBP16-110 Motion by Spiros, second by Hendler to recommend approval of Budget Resolution No. 28-2016 to the Common Council, transferring \$4,600 from the General Fund, Contingency Budget to the General Fund, Assessor Budget.

Motion carried

FBP16-111 Motion by Hendler, second by Zaleski to recommend approval of Budget Resolution No. 29-2016 to the Common Council, transferring \$70,000 from the Snow and Ice Control Budget to the Forestry Budget.

Motion carried

FBP16-112 Motion by Hendler, second by Witzel to recommend approval of Resolution No. 2016-65 to the Common Council, approving the taxi contract with Running, Inc. for calendar year 2017.

Motion carried

FBP16-113 Motion by Zaleski, second by Witzel to recommend approval of Resolution No. 2016-66 to the Common Council, approving Committed Fund Balance classifications for continuing certain appropriations related to fiscal year 2016 to be carried over into 2017.

Motion carried

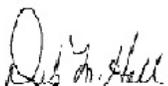
A presentation was given by Finance Director Keith Strey regarding the EBS Assessment Report.

FUTURE AGENDA ITEMS

None

Motion by Spiros, second by Witzel to adjourn at 5:52 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 **NOVEMBER, 2016** amounting to **\$692,426.17** be allowed paid and charged to their proper accounts.

Chairman

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

PREPAIDS

PREPAID BILLS PAID BY CHECK

Check #	Check Date	Vendor Name	Amount
89680	12/8/2016	SECURIAN FINANCIAL GROUP, INC.	\$5,647.38
89681	12/9/2016	CHARTER COMMUNICATIONS	\$99.11
89682	12/9/2016	EARTH INC	\$26,939.68
89683	12/9/2016	FRONTIER	\$1,523.82
89684	12/9/2016	PETTY CASH	\$5,000.00
89685	12/9/2016	MARSHFIELD UTILITIES	\$56,597.61
89686	12/9/2016	MERRILL GRAVEL & CONST CO INC	\$56,086.15
89687	12/9/2016	MICHELS CORPORATION	\$9,000.00
89688	12/9/2016	DAVID AND DEBRA NIKOLAI	\$200.00
89689	12/9/2016	PREMIER SPECIALTY VEHICLES, INC.	\$161,672.00
89690	12/9/2016	TDS TELECOM	\$104.94
89691	12/9/2016	TELRITE CORPORATION	\$35.85
89692	12/9/2016	TIME FEDERAL SAVINGS BANK	\$200.00
89693	12/9/2016	US CELLULAR	\$2,438.51
89694	12/9/2016	VERIZON WIRELESS	\$1,592.97
89695	12/9/2016	STATE OF WISCONSIN	\$25.00
		TOTAL PREPAID BILLS PAID BY CHECK	\$327,163.02

PREPAID BILLS PAID BY EFT

EFT000000006816	12/9/2016	MSA PROFESSIONAL SERVICES INC	\$5,130.07
		TOTAL PREPAID BILLS PAID BY EFT	\$5,130.07

ACH PAYMENTS

	12/8/2016	DEPT OF WORKFORCE DEVELOPMENT	\$7.50
	12/30/2016	WI DEPT OF REVENUE	\$1,120.33
		TOTAL ACH PAYMENTS	\$1,127.83

DIRECT WIRE TRANSFERS

	11/1/2016	DEPOSITORY TRUST COMPANY	\$42,609.38
		BANK OF MELON	\$26,162.50
		TOTAL DIRECT WIRE TRANSFERS	\$68,771.88

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000006817	12/21/2016	MARY ADLER	\$19.98
EFT000000006818	12/21/2016	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$4.19
EFT000000006819	12/21/2016	ARAMARK UNIFORM SERVICES	\$115.42
EFT000000006820	12/21/2016	ATHENS VETERINARY SERVICE INC	\$815.85
EFT000000006821	12/21/2016	B & H PHOTO-VIDEO	\$879.27
EFT000000006822	12/21/2016	MARK BABCOCK	\$27.42
EFT000000006823	12/21/2016	BALTUS OIL COMPANY INC	\$16,252.65
EFT000000006824	12/21/2016	BAUERNFEIND BUSINESS TECH	\$46.15
EFT000000006825	12/21/2016	BOUND TREE MEDICAL, LLC	\$221.46
EFT000000006826	12/21/2016	DAVID BUEHLER	\$378.13
EFT000000006827	12/21/2016	CARQUEST AUTO PARTS	\$715.64
EFT000000006828	12/21/2016	JUSTIN CASPERSON	\$100.00
EFT000000006829	12/21/2016	KELLY CASSIDY	\$360.50
EFT000000006830	12/21/2016	CDW GOVERNMENT INC	\$817.65
EFT000000006831	12/21/2016	CENTRAL STATE SUPPLY CORP	\$193.75
EFT000000006832	12/21/2016	CTL COMPANY INC	\$436.50
EFT000000006833	12/21/2016	DALCO ENTERPRISES, INC.	\$512.34
EFT000000006834	12/21/2016	FERGUSON WATERWORKS	\$2,818.11

Check #	Check Date	Vendor Name	Amount
EFT000000006835	12/21/2016	FIRE & SAFETY EQUIPMENT IV INC	\$348.30
EFT000000006836	12/21/2016	FREMONT INDUSTRIES, INC.	\$3,654.00
EFT000000006837	12/21/2016	GRAINGER	\$78.60
EFT000000006838	12/21/2016	DEB HALL	\$129.60
EFT000000006839	12/21/2016	HALRON LUBRICANTS INC	\$497.68
EFT000000006840	12/21/2016	HEINZEN PRINTING INC	\$1,069.00
EFT000000006841	12/21/2016	HEINZEN PROMOTIONAL PRODUCTS	\$1,281.00
EFT000000006842	12/21/2016	KAFKA DUSTBUSTER PLUS LLC	\$5,680.00
EFT000000006843	12/21/2016	PATRICK KILTY	\$100.00
EFT000000006844	12/21/2016	MARK KIVELA	\$211.24
EFT000000006845	12/21/2016	JOHN ADAM KRUSE	\$379.46
EFT000000006846	12/21/2016	JOHN LUKANICH	\$100.00
EFT000000006847	12/21/2016	MARSHFIELD BOOK & STATIONERY	\$101.95
EFT000000006848	12/21/2016	MCMASTER-CARR	\$302.78
EFT000000006849	12/21/2016	MERKEL COMPANY INC	\$22,370.30
EFT000000006850	12/21/2016	MIDSTATE TRUCK SERVICE	\$11.51
EFT000000006851	12/21/2016	MIDWEST TAPE	\$1,829.15
EFT000000006852	12/21/2016	JOSH MILLER	\$630.08
EFT000000006853	12/21/2016	MISSISSIPPI WELDERS	\$200.53
EFT000000006854	12/21/2016	JEFF MOLTER	\$25.77
EFT000000006855	12/21/2016	MONROE TRUCK EQUIPMENT	\$21.24
EFT000000006856	12/21/2016	POMP'S TIRE SERVICE INC	\$770.86
EFT000000006857	12/21/2016	POWER PAC INC	\$420.42
EFT000000006858	12/21/2016	QUILL CORPORATION	\$68.44
EFT000000006859	12/21/2016	REIGEL PLUMBING & HEATING INC	\$505.91
EFT000000006860	12/21/2016	IRWIN SAVERDA	\$28.84
EFT000000006861	12/21/2016	WILLIAM SCHROEDER	\$150.00
EFT000000006862	12/21/2016	JOHN SCHUG	\$100.00
EFT000000006863	12/21/2016	STAINLESS AND REPAIR INC	\$1,121.85
EFT000000006864	12/21/2016	BENJAMIN STEINBACH	\$214.41
EFT000000006865	12/21/2016	STRATFORD SIGN COMPANY LLC	\$310.25
EFT000000006866	12/21/2016	TRI-MEDIA LLC	\$3,250.50
EFT000000006867	12/21/2016	TOM TURCHI	\$113.38
EFT000000006868	12/21/2016	LOCATE HOLDINGS INC	\$2,676.38
EFT000000006869	12/21/2016	V & H INC	\$7,183.41
EFT000000006870	12/21/2016	JOSEPH VANDEN ELZEN	\$567.00
EFT000000006871	12/21/2016	VON BRIESEN AND ROPER, S.C.	\$161.00
EFT000000006872	12/21/2016	WI KENWORTH LLC	\$121.27
EFT000000006873	12/21/2016	WISNET	\$288.00
		TOTAL CURRENT BILLS PAID BY EFT	\$81,789.12

CURRENT BILLS PAID BY CHECK

89696	12/21/2016	ABR EMPLOYMENTSERVICES	\$331.20
89697	12/21/2016	ALL LIFT SYSTEMS INC	\$1,437.95
89698	12/21/2016	TIM FREECK	\$950.00
89699	12/21/2016	DEAN ALTMANN TRUCKING & EXCAVATING, INC.	\$213.75
89700	12/21/2016	AMERICAN ASPHALT OF WI	\$1,781.02
89701	12/21/2016	AMERIGAS-RUDOLPH	\$841.27
89702	12/21/2016	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$127.21
89703	12/21/2016	ASSESSMENT TECHNOLOGIES, LLC	\$105.00
89704	12/21/2016	ASSOCIATED SERVICE CENTER	\$35.95
89705	12/21/2016	AYRES ASSOCIATES INC	\$6,264.00
89706	12/21/2016	BAKER AND TAYLOR INC	\$2,879.87
89707	12/21/2016	BB COMMUNITY LEASING SERVICES INC	\$550.32
89708	12/21/2016	BLUECROSS BLUE SHIELD	\$615.40
89709	12/21/2016	JEANETTE BOHMAN	\$200.00
89710	12/21/2016	JAMES BRAKKEN	\$50.97
89711	12/21/2016	I BRANDL INC	\$5.00

Check #	Check Date	Vendor Name	Amount
89712	12/21/2016	CASTLEROCK VETERINARY HOSPITAL	\$14.35
89713	12/21/2016	CELLEBRITE USA, INC.	\$3,098.99
89714	12/21/2016	CENTER FOR EDUCATION & EMPLOYMENT LAW	\$254.95
89715	12/21/2016	COMMON SCHOOL FUND	\$1,000.50
89716	12/21/2016	COMPLETE OFFICE OF WISCONSIN	\$516.28
89717	12/21/2016	CUMMINS NPOWER LLC	\$78.35
89718	12/21/2016	CUMMINS NPOWER LLC	\$35.43
89719	12/21/2016	DE LAGE LANDEN PUBLIC FINANCE	\$56,505.43
89720	12/21/2016	DEPARTMENT OF NATURAL RESOURCES	\$550.00
89721	12/21/2016	DESIGN UNLIMITED	\$4,432.50
89722	12/21/2016	DIRECT NETWORKS INC	\$91.43
89723	12/21/2016	EMMONS BUSINESS INTERIORS	\$344.96
89724	12/21/2016	EVOLVE SALON	\$2,500.00
89725	12/21/2016	FASTENAL COMPANY	\$31.29
89726	12/21/2016	FESTIVAL FOODS	\$50.06
89727	12/21/2016	GARD SPECIALISTS CO INC	\$78.89
89728	12/21/2016	GFOA	\$100.00
89729	12/21/2016	H & S PROTECTION SYSTEMS INC	\$323.25
89730	12/21/2016	SIERRA HAIZEL	\$155.50
89731	12/21/2016	SID HARVEY INDUSTRIES INC	\$880.00
89732	12/21/2016	HILLER'S HARDWARE INC	\$177.54
89733	12/21/2016	HOLIDAY INN MARSHFIELD	\$105.52
89734	12/21/2016	JEFFERSON FIRE AND SAFETY INC	\$6,343.02
89735	12/21/2016	E O JOHNSON COMPANY	\$631.07
89736	12/21/2016	E O JOHNSON COMPANY	\$69.40
89737	12/21/2016	K & C CLEANING LLC	\$350.00
89738	12/21/2016	LEADS ONLINE LLC	\$2,238.00
89739	12/21/2016	LIVE OAK MEDIA	\$160.65
89740	12/21/2016	MARATHON COUNTY TREASURER	\$35.00
89741	12/21/2016	MARSHFIELD AREA CHAMBER	\$16,812.43
89742	12/21/2016	MARSHFIELD BUYERS GUIDE	\$40.00
89743	12/21/2016	MARSHFIELD POLICE DEPT INVESTIGATIVE FUND	\$1,330.00
89744	12/21/2016	MARSHFIELD PUBLIC LIBRARY	\$7.39
89745	12/21/2016	MARSHFIELD UTILITIES	\$4,286.32
89746	12/21/2016	MARSHFIELD VET SERVICE	\$133.69
89747	12/21/2016	MED TECH RESOURCE INC	\$411.24
89748	12/21/2016	MEDFORD COOPERATIVE INC	\$6,859.82
89749	12/21/2016	MENARDS	\$1,488.87
89750	12/21/2016	MID WISCONSIN SUPPLY, LLC	\$873.90
89751	12/21/2016	MMG EMPLOYER SOLUTIONS	\$1,212.00
89752	12/21/2016	JOSHUA JOHN MOURISKI	\$376.00
89753	12/21/2016	MPPA LE SUPPLY	\$204.22
89754	12/21/2016	NAPA AUTO PARTS	\$308.69
89755	12/21/2016	NUTZ DEEP	\$10,000.00
89756	12/21/2016	OFFICE DEPOT	\$173.38
89757	12/21/2016	OFFICE MAX INCORPORATED	\$78.30
89758	12/21/2016	MARY A WILLIAMS	\$382.50
89759	12/21/2016	PAUL KNAUF	\$2,634.38
89760	12/21/2016	EUGENE PERLOCK	\$58.40
89761	12/21/2016	PRECISE MRM LLC	\$734.98
89762	12/21/2016	PROVISION PARTNERS	\$612.87
89763	12/21/2016	RENT A FLASH OF WISCONSIN INC	\$667.50
89764	12/21/2016	RUNNING INC	\$34,428.63
89765	12/21/2016	SCAFFIDI TRUCK CENTER	\$211.95
89766	12/21/2016	VICKIE SCHNITZLER	\$97.20
89767	12/21/2016	SECURITY HEALTH PLAN	\$273.60
89768	12/21/2016	SHOPKO STORES OPERATING CO., LLC	\$261.34
89769	12/21/2016	JEFF SNORTHEIM	\$485.00

Check #	Check Date	Vendor Name	Amount
89770	12/21/2016	SPEE-DEE DELIVERY SERVICE INC	\$58.86
89771	12/21/2016	THE SPORTS DEN	\$2,450.00
89772	12/21/2016	DENNIS SUCKOW	\$155.00
89773	12/21/2016	TAPCO	\$869.85
89774	12/21/2016	TRANSUNION RISK AND ALTERNATIVE	\$25.00
89775	12/21/2016	TRIERWEILER CONSTRUCTION	\$1,114.19
89776	12/21/2016	TRAVIS LINDEKUGEL	\$65.00
89777	12/21/2016	UNIFIRST CORPORATION	\$313.61
89778	12/21/2016	THE UNIFORM SHOPPE	\$443.25
89779	12/21/2016	UNITED MAILING SERVICE INC	\$1,057.53
89780	12/21/2016	UNIVERSITY COMMISSION	\$8,276.19
89781	12/21/2016	VERMEER WISCONSIN INC	\$392.56
89782	12/21/2016	WAUKESHA CTY TECHNICAL COLLEGE	\$570.00
89783	12/21/2016	WEILER ENTERPRISES	\$17.73
89784	12/21/2016	WEILER TRANSPORTATION LLC	\$90.08
89785	12/21/2016	WELLS FARGO FINANCIAL LEASING	\$330.22
89786	12/21/2016	WEPAK-N-SHIP	\$174.80
89787	12/21/2016	WESTON WOODS STUDIOS	\$217.60
89788	12/21/2016	STATE OF WISCONSIN	\$100.00
89789	12/21/2016	WISCONSIN MEDIA	\$874.25
89790	12/21/2016	WOLFGRAM GAMOKE AND HUTCHINSON	\$7,828.66
89791	12/21/2016	WOOD COUNTY REGISTER OF DEEDS	\$34.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$208,444.25
		TOTAL PREPAID BILLS	\$332,293.09
		TOTAL ACH PAYMENTS	\$1,127.83
		TOTAL DIRECT WIRE TRANSFERS	\$68,771.88
		TOTAL CURRENT BILLS	\$290,233.37
		GRAND TOTAL	<u>\$692,426.17</u>

REPORT OF PERSONNEL ACTIONS
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
OF DECEMBER 20, 2016

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

None

RETIREMENT:

Dominic Poeschel	Sergeant Police Department	December 29, 2016
Ed Erickson	Deputy Chief Fire & Rescue Department	January 16, 2016
Bob Haight	Fire Chief Fire & Rescue Department	March 1, 2016

Resignation

None

Promotion

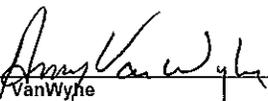
None

**COMPLETION OF
PROBATIONARY
PERIOD**

None

TREASURY REPORT
November 2016

	November	October
GENERAL CITY		
PREVIOUS BANK BALANCES (CASH):		
Bonds -----	6,510.00	
Citizens State Bank -----	834,156.53	
TOTAL PREVIOUS CASH BALANCE:	\$840,666.53	\$2,206,996.04
RECEIPTS:		
Citizens State Bank -----	8,513,652.72	
Citizens State Bank Interest -----	1,438.53	
L-T Investment Interest Rec -----		
Tax collection -----		
TOTAL CASH RECEIPTS:	\$8,515,091.25	\$2,001,802.79
DISBURSEMENTS:		
Citizens State Bank -----	7,906,993.59	
TOTAL CASH DISBURSEMENTS:	\$7,906,993.59	\$3,368,132.30
GENERAL CITY BOOK BALANCE (CASH): (Previous Balance + Receipt - Disbrsmnts.)	\$1,448,764.19	\$840,666.53
GENERAL CITY INVESTMENTS:		
Securities Investments (Long Term) -----	2,000,000.00	
Securities Investments (Short Term) -----	0.00	
SIST Int rate/earning 0.00% -----	0.00	
Local Government Investment Pool (LGIP) -----	15,179,666.28	
LGIP Int rate/earning 0.43% -----	4,564.52	
	\$17,184,230.80	\$12,036,276.29
TOTAL GENERAL CITY CASH & INVESTMENTS -----	\$18,632,994.99	\$12,876,942.82
MARSHFIELD UTILITIES		
Citizens Bank Previous Bal. -----	2,898,578.94	
Citizens Bank Utility Receipt -----	7,575,981.72	
Citizens Bank Utility Disburs -----	7,921,058.37	
MU BOOK BALANCE:	\$2,553,502.29	\$2,898,578.94
MU INVESTMENTS: -----	\$17,122,812.40	\$19,365,760.24
TOTAL MU CASH & INVESTMENTS: -----	\$19,676,314.69	\$22,264,339.18
TOTAL BOOK BALANCE (CASH): (Marshfield Utilities Balance + General Balance)	\$4,002,266.48	\$3,739,245.47
RECAPITULATION BANK REPORT		
Bonds -----	6,510.00	
Citizens Bank Mfid Utilities -----	2,596,752.02	
Citizens Bank General City -----	1,609,914.10	
TOTAL BANK BALANCE:	4,213,176.12	
(OUTSTANDING CHECKS)	210,909.64	
TOTAL BANK BALANCE (CASH):	\$4,002,266.48	\$3,739,245.47
CASH ON HAND :	\$100.00	\$100.00
TOTAL INVESTMENTS:	\$34,307,043.20	\$31,402,036.53
TOTAL CASH & INVESTMENTS:	\$38,309,309.68	\$35,141,282.00

Submitted by: 
Amy VanWyne
Accounting Manager



City of Marshfield Memorandum

To: Finance, Budget & Personnel Committee and Common Council
From: Keith Strey, Finance Director
Subject: Budget Resolution No. 30-2016 Cemetery Perpetual Care Fund Repayment
Date: December 13, 2016

SUMMARY:

During the 2016 budget process, staff presented various changes and options to allow the City to meet the Expenditure Restraint Program (ERP) requirements related to the 2016 general operating fund budget. One of those options was to remove this internal payment from the 2016 budget and fund future payments from contingency if enough remains at the end of the year.

As an internal loan to the City, this was a viable option to the Common Council to meet ERP requirements as well as keep on track with repayment of the loan approved to build a Cemetery Mausoleum in 2014. The 2016 payment was made in late 2015 by approved Budget Resolution 36-2015.

The attached budget resolution, if approved, transfers \$15,383 from General Fund Contingency to the Cemetery Perpetual Fund for the 2017 scheduled payment not included in the 2017 General Fund budget due to ERP limitations.

RECOMMENDATION:

I recommend approval of Budget Resolution No. 30-2016.

Concurrence: _____
Steve Barg, City Administrator

BUDGET RESOLUTION NO. 30-2016

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 \$15,383 is hereby transferred from the General Fund Contingency Budget, a/c #1015156008.080000 to the Cemetery Perpetual Care Fund Other Financing Sources, a/c #8014900008.080101
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
Mayor

APPROVED _____
Attest - City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 30 -2016 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund Contingency, a/c# 1015156008.080000:

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

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

1. 59280101 – Cemetery Perpetual Fund Transfers **(Increase)** \$ 15,383

TRANSFERRED TO:

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

1. 49210801- Transfer From General Fund **(Increase)** \$ 15,383

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

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

* * * *



City of Marshfield Memorandum

DATE: December 15, 2016
TO: Finance, Budget & Personnel Committee
Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Budget Resolution No. 31-2016

Background

Due to a higher than anticipated workload, the 2017 City Attorney budget is expected to be exceeded by approximately \$15,000. As a result, staff has drafted the attached budget resolution transferring monies from 4 other budgets to cover the shortfall. Going forward, the approved 2017 City Attorney budget was increased in an attempt to address this issue.

Recommendation

Staff recommends approval of the attached Budget Resolution No. 31-2016 as presented.

Concurrence:

A handwritten signature in black ink that reads "Keith R. Strey".

Keith R. Strey, Finance Director

DETAIL OF BUDGET RESOLUTION NO. 31-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund City Administrator, a/c# 1015141205.050000:

1. 5100 Series – Wages & Benefits \$ 7,500

General Fund Contingency, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency \$ 3,026

General Fund Mayor, a/c# 1015141104.040000:

1. 51400 – Per Diem \$ 2,500

General Fund Non-Departmental Insurance & Bonds, a/c# 1015193008.080000:

1. 55130 – Public Liability \$ 1,974

TRANSFERRED TO:

General Fund City Attorney, a/c# 1015131003.030000:

1. 52100 – Professional Services \$ 15,000

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City of
Marshfield
Memorandum

December 13, 2016

TO: Members of the Finance, Budget and Personnel Committee

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Budget Resolution 32-2016 – Highway & Street Cleaning and Industrial Park Operations

BACKGROUND

Upon a year end budget review, it was determined that the 2 budgets above will finish the year over budget. A budget resolution is necessary to balance these budgets.

ANALYSIS

The Highway & Street Cleaning budget is estimated to be short by \$10,000 and the Industrial Park Operations budget will be short by \$1,000. Both are over budget for the same reason. With the early spring and late fall, the street sweeping and lawn mowing seasons were much longer than normal.

The recommendation is to transfer funds from the Sidewalk budget. This budget covers repairs to sidewalks during the construction season and snow removal on City maintained sidewalks. With the mild winter, there is a surplus in this budget. The attached Budget Resolution 32-2016 shows the details of the proposed transfer.

RECOMMENDATION

Approve Budget Resolution 32-2016 and refer to the Common Council for consideration.

Concurrence: 

Steve Barg, City Administrator



Keith Strey, Finance Director

BUDGET RESOLUTION NO. 32-2016

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 \$10,000 is hereby transferred from the General Fund, Sidewalk Maintenance Budget, a/c #1015343132.320000 to the General Fund, Highway & Street Cleaning Budget, a/c # 1015331332.320000
2. That the sum of \$1,000 is hereby transferred from the General Fund, Sidewalk Maintenance Budget, a/c #1015343132.320000 to the General Fund, Industrial Park Operations Budget, a/c # 1015672030.301823
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 – City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 32-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund, Sidewalk Maintenance Budget, a/c# 1015343132.320000:

1. 53310 – Motor Pool	\$	11,000
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TRANSFERRED TO:

General Fund, Highway & Street Cleaning Budget, a/c# 1015331332.32000:

1. 51000 Series – Permanent Employee – Wages & Benefits	\$	6,000
2. 53310 – Motor Pool	\$	4,000

General Fund, Industrial Park Operations Budget, a/c# 1015672030.301823:

1. 52000 – Repair & Maintenance Services	\$	1,000
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CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: KEITH STREY, FINANCE DIRECTOR
SUBJECT: 2017 PROPERTY INSURANCE COVERAGES
DATE: 12/16/2016

BACKGROUND

The city carried its property insurance coverages with the State of WI Local Government Property Insurance Fund (LGF) from 1986 through 2015 including coverage for the University of Wisconsin Center and Fairgrounds. Marshfield Utilities has a separate policy. The Fund was a viable insurance alternative for local government units going back to 1908. During the most recent State of WI budget process, the Governor proposed eliminating this program as part of the budget he submitted for approval. When that happened, staff prepared for a potential change due to this uncertainty along with significantly increasing policy premiums the last few years with LGF. Ultimately, the State did not eliminate this insurance program for 2016, however all participants were notified that 2016 and future renewals would have significant increases due to poor financial condition of the fund.

On November 24, 2015, the Common Council approved staff's recommendation to formally notify the State of WI of the City of Marshfield withdrawal from this insurance program. This was largely a result of the uncertainty of this program as described above as well as a renewal quote of \$130,754 for 2016 vs. \$60,029 2015 premium. The City evaluated three viable replacement options for 2016 and determined it was best to go with the Municipal Property Insurance Company (MPIC), a member owned joint venture of WI government insurance companies formed to provide WI Municipalities an option to replace the State LGF.

ANALYSIS

Experience with MPIC has been good overall, with no reported significant issues this first year. With this positive experience in 2016, staff contacted our agent for MPIC for a 2017 renewal quote with no major changes to this policy compared to 2016. The renewal proposal for 2017 is in the amount of \$89,250, which represents an increase of \$6,893 (8.4%) compared to the 2016 premium of \$82,357. This is not unexpected as the MPIC program was started in 2016 using the insured property values updated from the State LGF and is considerably less than the 30% or greater estimated annual increases the State LGF indicated they would have to charge for several years to remain solvent. When joining the program, MPIC indicated they'd be conducting property appraisals to update insured values to avoid some of the problems the State LGF experienced with outdated values negatively impacting LGF finances. City of Marshfield properties were among the first appraised to resolve known challenges to be addressed from LGF data. Also, the City of Marshfield insured values increased for 2017 related to equipment purchases and additions like the new Library.

RECOMMENDATION

Staff recommends the City of Marshfield approve the quote for Buildings & Contents and Contractor's Equipment insurance coverage with the Municipal Property Insurance Company (MPIC) for 2017.

Concurrence – Steve Barg, City Administrator



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: 2017 CASUALTY / WORKERS COMPENSATION INSURANCE COVERAGES
DATE: 12/16/2016

BACKGROUND

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

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

ANALYSIS

The 2016 premiums and renewal quotes received from LWMMI for 2017 are outlined below.

<u>Details:</u>	<u>2016</u>	<u>2017 - \$4 Million</u>	<u>2017 - \$6 Million</u>
General Liability	\$ 85,675	\$ 85,675	\$ 86,877
Law Enforcement Liability	\$ 27,975	\$ 30,073	\$ 30,495
Public Officials E & O Liability	\$ 35,023	\$ 35,023	\$ 35,514
Automobile Liability	\$ 26,659	\$ 27,435	\$ 27,820
Automobile Physical Damage	\$ 24,409	\$ 27,853	\$ 27,853
Crime	\$ 1,880	\$ 1,880	\$ 1,880
Sewer Backup	\$ 30,630	\$ 30,630	\$ 30,630
<u>Summary:</u>	<u>2016</u>	<u>2017</u>	<u>2017</u>
Combined Casualty Coverage	232,251	238,569	241,069
Workers' Compensation	359,604	423,897	423,897

TOTALS	\$ 591,855	\$ 662,466	\$ 664,966
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The LWMMI 2017 Combined Casualty renewal proposal with a \$4 Million Limit is \$238,569, an increase of \$6,318 (2.7%). Staff also requested a renewal proposal with a \$6 Million Limit as the current one is low for a Municipality. The Combined Casualty premium with a \$6 Million Limit is an additional \$2,500, totaling \$241,069.

The workers compensation premium will also increase in 2017 using municipal rates and formula set by State Statute along with budgeted wages. The 2017 workers compensation premium increase is \$64,293 (17.9%) compared to 2016 and \$43,175 (11.3%) compared to 2015. This increase in work comp premium is due to two primary factors, budgeted 2017 wages and statutory formula increases impacted by an increasing experience modification factor. The experience mod is a combined rating for the City and Marshfield Utilities. We are experiencing a trend of increasing experience mod that resulted in prior year increased premium costs. In reviewing the significant increase with the LWMMI agent and discussion with our work comp insurance provider, this was not an unexpected event for 2017 based on recent claims experience. This is an area that is very tough to control costs, but City and Marshfield Utilities staff are working with our work comp insurance provider to continue efforts to reduce injuries driving claims to the extent possible.

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

In total, the 2017 renewal quote from LWMMI for listed policy coverage is \$662,466 with a \$4 Million Limit (\$70,611/11.9% overall increase) or \$664,966 with a \$6 Million Limit (\$73,111/12.4% overall increase), primarily due to significant work comp premium. Workers comp premiums are charged to all budgets through the year using the appropriate work comp rates during payroll processing. So, this cost is spread to all budgets with labor charges.

RECOMMENDATION

Staff recommends the City renew its 2017 combined casualty insurance with a \$6 Million Limit and workers compensation coverage with the League of Wisconsin Municipalities Mutual Insurance (LWMMI).



Concurrence – Steve Barg, City Administrator



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: 2017 AIRPORT OWNERS AND OPERATORS GENERAL LIABILITY INSURANCE
DATE: 12/16/2016

BACKGROUND

The current airport liability policy is with ACE Property & Casualty and is set to expire on December 31, 2016. Johnson Insurance has been the city's insurance agent for obtaining airport commercial general liability insurance for many years.

ANALYSIS

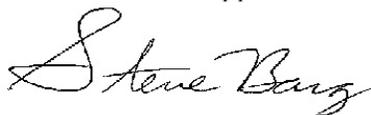
Johnson Insurance solicited a renewal quote for 2017 coverage from ACE. ACE submitted a renewal quote of \$4,350 for 2016. This quote is the same as 2014, 2015 & 2016, \$136 less than the premiums for 2012 & 2013 (-3.1%) and \$635 (-14.6%) less than 2011. The quoted coverage from ACE includes no changes for 2017 from the prior years.

Staff also asked Aero Insurance to solicit renewal quotes for 2017 as well as the lead agent, Jeff Rasmussen, worked with the City for many years when he was with Johnson Insurance and has a thorough understanding of our insurance needs in this policy area. Aero Insurance received quotes from AIG Aerospace (\$3,100), Old Republic (\$3,677) and QBE (\$4,300). These quotes were for comparable policy coverages and terms.

The lowest renewal quote is through Aero Insurance from AIG Aerospace for \$3,100, \$1,250 (-40.3%) less than 2016. Staff reviewed and compared the quoted coverage and terms to ensure no significant reductions were a factor in the pricing difference. Jeff Rasmussen also confirmed to staff that the policy coverage and terms are nearly identical with some minor variations that are actually better such as an increase in Medical Expense Limit of \$5,000 compared to our 2016 policy.

RECOMMENDATION

Staff recommends approval of airport owners and operators liability insurance for 2017 with AIG Aerospace.



Concurrence – Steve Barg, City Administrator



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: 2017 BOILER & MACHINERY INSURANCE COVERAGE
DATE: 12/16/2016

BACKGROUND

The boiler and machinery insurance policy for the City has traditionally included the University of Wisconsin Marshfield / Wood County, Fairgrounds, Marshfield Utilities (exclusive of the M-1 Power Plant) and School District of Marshfield. Marshfield Utilities has a separate policy for the M-1 Power Plant due to unique coverage requirements. There have been no major changes in the policy coverage since 2006 when the policy coverage was increased from \$25,000,000 to \$50,000,000. Our agent with Johnson Insurance stated that the purpose of this coverage is essentially to fill gaps in our previous property policy with the State of WI Local Government Property Insurance Fund (LGF).

For 2016, the City of Marshfield, Marshfield Utilities and School District of Marshfield all switched property insurance from the State LGF. Marshfield Utilities and the City both joined the Municipal Property Insurance Company (MPIC) and the School District joined another insurance group. Therefore, for 2017, this policy renewal needed to be reviewed to determine if it is no longer a benefit to the three entities to retain this gap insurance policy as a group, take out separate policies or merge this coverage into our 2017 property insurance policies.

ANALYSIS

Johnson Insurance solicited a renewal quote for this coverage for 2017 from our current carrier for boiler and machinery coverage through Chubb Group of Insurance Companies. They presented the City group with a total 2017 premium quote of \$35,028 which is \$1,110 (3.1%) lower than the total premium (\$36,138) paid in 2016.

As part of the review of this policy and potential changes described above, staff contacted Aero Insurance to solicit a renewal quote for 2017 as well as the lead agent, Jeff Rasmussen, worked with the City for many years when he was with Johnson Insurance and has a thorough understanding of our insurance needs in this policy area. Aero Insurance received a quote from Hartford Steam Boiler in the amount of \$22,864 which is \$13,274 (36.7%) lower than 2016.

Staff also contacted the City's property insurance provider MPIC to determine if our property insurance policy could be amended to fill the gaps covered by the boiler and machinery policy. They informed us they are able to match what we currently have through Chubb and provided a 2017 premium quote. The main caveat with MPIC is that they would not be able to cover all three entities in a group policy, but would require it to be an additional part of Marshfield Utilities and City property insurance policy individually and a separate policy with the School District. Marshfield Utilities informed me that they have elected to move out of the group policy to the MPIC policy

in 2017 for significant overall savings related to their M-1 Power Plant after discussion with their insurance consultant. I contacted the School District and they were not surprised at all that this group policy might be ending as the main benefits have essentially ended with our move from LGF in 2016. I've provided them with quotes received specific to the School District to consider and they will evaluate other options available to them as well for 2017.

The premium quote from MPIC to add this coverage to our current property insurance policy for 2017 is \$9,840. In comparison, the City's share of the 2016 Chubb's policy through Johnson Insurance was \$13,582 which represents a decrease of \$3,742 (27.6%). A major benefit, outside of cost reduction for the City in 2017, is seamless coverage for all property related insurance needs with one company vs. two. This change would also have efficiency benefits for City staff as well and eliminates confusion on where related claims should be filed.

RECOMMENDATION

Staff recommends renewal of the boiler and machinery insurance coverage as an addition to the City's Municipal Property Insurance Company policy for 2017.

A handwritten signature in cursive script that reads "Steve Barg". The signature is written in black ink and is positioned above a horizontal line.

Concurrence – Steve Barg, City Administrator