



CITY OF MARSHFIELD
MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, SEPTEMBER 6, 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 August 23, 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 recommend to Common Council approval of Budget Resolution No. 22-2016, transferring \$1,000,000 from the Long-Term Debt proceeds to the UW Marshfield/Wood County STEM project. Presented by Keith Strey, Finance Director

Recommended Action: Recommend to the Common Council approval of Budget Resolution No. 22-2016

6. Request to recommend to Common Council approval of Budget Resolution No. 23-2016, transferring \$50,000 in Long-Term Debt Proceeds and \$32,000 of Fund Balance to Development Incentives, TIF #7 for the Midwest Auto Movers Development Agreement. Presented by Keith Strey, Finance Director

Recommended Action: Recommend to the Common Council approval of Budget Resolution No. 23-2016

7. Request to approve revised Policy #3.850, Compensation for Elected Officials. Presented by Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator

Recommended Action: Approve revised Policy #3.850

FINANCE, BUDGET AND PERSONNEL COMMITTEE
SEPTEMBER 6, 2016

8. Request to authorize request for proposals for contracted assessing services. Presented by Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator

Recommended Action: Authorize staff to solicit proposals for contracted assessment services

9. Review possible creation of an Administrative Services Department. Presented by Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator

Recommended Action: Discretion of the Committee

10. Receive update on operation of the joint municipal court with the Village of Spencer; and a request to join by the Village of Stratford. Presented by Steve Barg, City Administrator

Recommended Action: None, for information only

11. Suggested items for future agendas

12. Adjourn

Posted this day, September 2, 2016 at 11:30 a.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 AUGUST 23, 2016

Meeting called to order by Chairperson Feddick at 6:30 p.m., in Room 108, City Hall Plaza.

PRESENT: Alderpersons Alanna Feddick, Rebecca Spiros, Jason Zaleski and Peter Hendler.

ABSENT: None

RESIGNED: Alderperson Rich Reinart

ALSO PRESENT: City Administrator Barg, and City Personnel (Jennifer Rachu, Keith Strey, Rick Gramza, Mike Winch and Deb M. Hall)

Citizen Comments

None

FBP16-071 Motion by Hendler, second by Spiros to approve the items on the consent agenda:

1. Minutes of the August 2, 2016 meeting.
2. Payroll in the amount of \$852,764.41 and Bills in the amount of \$873,776.32.
3. Report of Personnel Actions of August 16, 2016.
4. July 2016 Treasury Report.

Motion carried

No items were removed from the consent agenda.

FBP16-072 Motion by Spiros, second by Zaleski to recommend approval of Budget Resolution No. 19-2016 to the Common Council, transferring \$25,000 from the General Fund Contingency Budget to the General Fund Law Enforcement Budget, Heroin Prevention Project.

Motion carried

FBP16-073 Motion by Hendler, second by Zaleski to recommend approval of Budget Resolution No. 20-2016 to the Common Council, transferring \$10,000 from the General Fund Contingency Budget to the Taxi Service Budget to purchase a 4th rear-loading ADA minivan for the City's shared-ride taxi service.

Motion carried

FBP16-074 Motion by Zaleski, second by Spiros to recommend approval of Budget Resolution No. 21-2016 to the Common Council, transferring \$5,405 within the Deferred Revenue Law Enforcement Restitution Fund to the Protective Services Contractual Repair and Maintenance Fund for painting the police department's new armored rescue vehicle.

Motion carried

FBP16-075 Motion by Hendler, second by Spiros to authorize the Human Resources Manager/Asst. to the City Administrator to fill the position of Classification IV Laborer in the Street Division and any internal subsequent vacancies that may be created.

Motion carried

FUTURE AGENDA ITEMS

None

Motion by Hendler, second by Zaleski to adjourn at 6:40 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 **\$870,300.95** and General Expense Bills for **AUGUST, 2016** amounting to **\$1,623,403.50** be allowed paid and charged to their proper accounts.

Chairman

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

9/7/2016

**PREPAID BILLS
PREPAID BILLS PAID BY CHECK**

Check #	Check Date	Vendor Name	Amount
88708	8/19/2016	ADVANCED DISPOSAL SERVICES LLC	\$78,405.84
88709	8/19/2016	ALLIANT ENERGY WP&L	\$63.34
88710	8/19/2016	CHARTER COMMUNICATIONS	\$258.07
88711	8/19/2016	CONVENTION & VISITORS BUREAU	\$55,957.98
88712	8/19/2016	FRONTIER	\$621.69
88713	8/19/2016	TELRITE CORPORATION	\$344.69
88714	8/19/2016	TRUCK COUNTRY OF WISCONSIN, INC	\$92,162.00
88715	8/19/2016	WE ENERGIES	\$1,408.62
88716	8/26/2016	DELTA DENTAL OF WISCONSIN	\$11,801.09
88717	8/26/2016	NVA FIDUCIARY TRUST FOR FSLI	\$1,439.56
88718	8/26/2016	ADVANCED DISPOSAL SERVICES LLC	\$91.00
88719	8/26/2016	AMAZON	\$568.18
88720	8/26/2016	FRONTIER	\$432.60
88721	8/26/2016	GANNETT WISCONSIN MEDIA	\$574.84
88722	8/26/2016	LWMMI	\$1,000.00
88723	8/26/2016	MARSHFIELD UTILITIES	\$26,282.90
88724	8/26/2016	TELRITE CORPORATION	\$53.64
88725	8/26/2016	VERIZON WIRELESS	\$125.70
88726	8/26/2016	WALMART COMMUNITY/GECRB	\$447.36
88727	8/26/2016	WE ENERGIES	\$63.56
		TOTAL PREPAID BILLS PAID BY CHECK	\$272,102.66

PREPAID BILLS PAID BY EFT

EFT000000006307	8/26/2016	NATIONAL ELEVATOR INSPECTION	\$166.00
		TOTAL PREPAID BILLS PAID BY CHECK	\$166.00

DIRECT WIRE TRANSFERS

	8/31/2016	Associated Trust Co	\$74,453.75
	8/31/2016	Associated Trust Co	\$125,881.25
	9/1/2016	The Depository Trust Co	\$241,605.63
		TOTAL DIRECT WIRE TRANSFERS	\$441,940.63

ACH PAYMENTS

	8/31/2016	WI Dept of Revenue - Sales Tax	\$1,116.62
		TOTAL ACH PAYMENTS	\$1,116.62

CURRENT BILLS

CURRENT BILLS PAID BY CHECK

EFT000000006310	9/7/2016	ADAPTOR INC	\$6,666.00
EFT000000006311	9/7/2016	MARY ADLER	\$19.98
EFT000000006312	9/7/2016	AIR COMMUNICATIONS OF CENTRAL	\$4.50
EFT000000006313	9/7/2016	AMERICAN WELDING & GAS INC	\$84.52
EFT000000006314	9/7/2016	JASON ANGELL	\$225.72
EFT000000006315	9/7/2016	ARAMARK UNIFORM SERVICES	\$165.57
EFT000000006316	9/7/2016	ARROW INTERNATIONAL INC	\$560.36

Check #	Check Date	Vendor Name	Amount
EFT000000006317	9/7/2016	B & B LAWN CARE LLC	\$13,766.00
EFT000000006318	9/7/2016	BALTUS OIL COMPANY INC	\$16,272.64
EFT000000006319	9/7/2016	BATTERIES PLUS BULBS # 072	\$112.50
EFT000000006320	9/7/2016	BAUERNFEIND BUSINESS TECH	\$1,904.37
EFT000000006321	9/7/2016	MATT BERRES	\$519.61
EFT000000006322	9/7/2016	CARQUEST AUTO PARTS	\$557.84
EFT000000006323	9/7/2016	CDW GOVERNMENT INC	\$3,905.92
EFT000000006324	9/7/2016	CENTRAL STATE SUPPLY CORP	\$8,307.35
EFT000000006325	9/7/2016	CHILI IMPLEMENT CO INC	\$58.52
EFT000000006326	9/7/2016	DALCO ENTERPRISES, INC.	\$939.82
EFT000000006327	9/7/2016	DOINE TRANSPORT INC	\$178.50
EFT000000006328	9/7/2016	FIVE BUGLE TRAINING & CONSULTING, LLC	\$3,724.00
EFT000000006329	9/7/2016	FREMONT INDUSTRIES, INC.	\$13,249.87
EFT000000006330	9/7/2016	CINDY GAETZ	\$12.90
EFT000000006331	9/7/2016	RICHARD GRAMZA	\$598.42
EFT000000006332	9/7/2016	WILL GUENSBURG	\$52.57
EFT000000006333	9/7/2016	DEB HALL	\$392.80
EFT000000006334	9/7/2016	HEINZEN PRINTING INC	\$724.00
EFT000000006335	9/7/2016	HYDRO-KLEAN LLC	\$39,085.00
EFT000000006336	9/7/2016	INGRAM LIBRARY SERVICES INC	\$310.40
EFT000000006337	9/7/2016	INNOVATIVE MACHINE SPEC INC	\$586.50
EFT000000006338	9/7/2016	ERIK JONAS	\$961.03
EFT000000006339	9/7/2016	JOHN ADAM KRUSE	\$404.44
EFT000000006340	9/7/2016	MALWAREBYTES CORPORATION	\$2,798.00
EFT000000006341	9/7/2016	MARAWOOD REAL ESTATE 200 LLC	\$3,072.30
EFT000000006342	9/7/2016	MARSHFIELD BOOK & STATIONERY	\$11.04
EFT000000006343	9/7/2016	MCMASTER-CARR	\$142.45
EFT000000006344	9/7/2016	MERKEL COMPANY INC	\$268.31
EFT000000006345	9/7/2016	MIDWEST TAPE	\$66.96
EFT000000006346	9/7/2016	MISSISSIPPI WELDERS	\$44.85
EFT000000006347	9/7/2016	MONROE TRUCK EQUIPMENT	\$6,316.06
EFT000000006348	9/7/2016	MSA PROFESSIONAL SERVICES INC	\$2,312.50
EFT000000006349	9/7/2016	ENG KWEE NG	\$748.02
EFT000000006350	9/7/2016	NORTH CENTRAL LABORATORIES	\$1,011.04
EFT000000006351	9/7/2016	LORI PANZER	\$38.34
EFT000000006352	9/7/2016	JASON PARKS	\$596.20
EFT000000006353	9/7/2016	POMP'S TIRE SERVICE INC	\$7,194.33
EFT000000006354	9/7/2016	POWER PAC INC	\$257.01
EFT000000006355	9/7/2016	PREMIER PRINTING, INC	\$241.85
EFT000000006356	9/7/2016	JENNIFER RACHU	\$556.64
EFT000000006357	9/7/2016	REIGEL PLUMBING & HEATING INC	\$58.94
EFT000000006358	9/7/2016	RIPP DISTRIBUTING COMPANY INC	\$55.50
EFT000000006359	9/7/2016	SAFE FAST INC	\$430.00
EFT000000006360	9/7/2016	SCHILLING SUPPLY COMPANY	\$672.09
EFT000000006361	9/7/2016	SCHOOL DISTRICT OF MARSHFIELD	\$1,551.05
EFT000000006362	9/7/2016	ROBERT SCHOOLEY JR	\$1,596.44
EFT000000006363	9/7/2016	SHERWIN WILLIAMS COMPANY	\$600.50
EFT000000006364	9/7/2016	SHI INTERNATIONAL CORPORATION	\$3,561.90
EFT000000006365	9/7/2016	STAINLESS AND REPAIR INC	\$796.00
EFT000000006366	9/7/2016	STRATFORD SIGN COMPANY LLC	\$2,935.00
EFT000000006367	9/7/2016	SVA CONSULTING LLC	\$78.50
EFT000000006368	9/7/2016	TRI-MEDIA LLC	\$8,681.00

Check #	Check Date	Vendor Name	Amount
EFT000000006369	9/7/2016	V & H AUTOMOTIVE MARSHFIELD	\$329.88
EFT000000006370	9/7/2016	V & H INC	\$243.92
EFT000000006371	9/7/2016	JOSEPH VANDEN ELZEN	\$567.00
EFT000000006372	9/7/2016	VON BRIESEN AND ROPER, S.C.	\$3,135.00
EFT000000006373	9/7/2016	JAMES BENSON	\$125.00
EFT000000006374	9/7/2016	JEFF WEINFURTNER	\$40.00
TOTAL CURRENT BILLS PAID BY EFT			\$165,485.27

CURRENT BILLS PAID BY CHECK

88733	9/7/2016	ABR EMPLOYMENTSERVICES	\$993.60
88734	9/7/2016	AGSOURCE COOPERATIVE SERVICES	\$364.00
88735	9/7/2016	AMAZON	\$1,473.48
88736	9/7/2016	ART'S BODY SHOP	\$110.00
88737	9/7/2016	ASSOCIATED SERVICE CENTER	\$800.22
88738	9/7/2016	BAKER AND TAYLOR INC	\$2,271.42
88739	9/7/2016	BAY STEEL & FABRICATION LLC	\$385.20
88740	9/7/2016	BB COMMUNITY LEASING SERVICES INC	\$550.32
88741	9/7/2016	BINDER LIFT LLC	\$1,137.90
88742	9/7/2016	BOOK WORLD INC	\$41.57
88743	9/7/2016	BOOKPAGE	\$300.00
88744	9/7/2016	I BRANDL INC	\$513.00
88745	9/7/2016	LORI BUFFINGTON	\$100.00
88746	9/7/2016	TOWN OF CAMERON	\$1,277.16
88747	9/7/2016	DARREL CASPERSON	\$100.00
88748	9/7/2016	CHARTER COMMUNICATIONS	\$209.92
88749	9/7/2016	STEVE FUEHRER	\$650.00
88750	9/7/2016	COMPLETE CONTROL INC	\$332.30
88751	9/7/2016	COMPLETE OFFICE OF WISCONSIN	\$599.28
88752	9/7/2016	PAUL CONWAY SHIELDS	\$156.91
88753	9/7/2016	GEORGE VAN STEDUM	\$230.00
88754	9/7/2016	CTL COMPANY INC	\$1,097.44
88755	9/7/2016	DORNER COMPANY	\$3,292.11
88756	9/7/2016	DUFFY'S AIRCRAFT SALES	\$9,266.86
88757	9/7/2016	EARTH INC	\$128,485.00
88758	9/7/2016	MARIE ESSER	\$100.00
88759	9/7/2016	FALCON ALTERNATOR & STARTER	\$184.00
88760	9/7/2016	FARRELL EQUIP & SUPPLY CO INC	\$131.94
88761	9/7/2016	FASTENAL COMPANY	\$431.97
88762	9/7/2016	FESTIVAL FOODS	\$96.43
88763	9/7/2016	FRED KOLKMANN TENNIS & SPORT SURFACES, LLC	\$3,500.00
88764	9/7/2016	FRONTIER	\$414.16
88765	9/7/2016	GANNETT WISCONSIN MEDIA	\$288.03
88766	9/7/2016	GENERAL FARM SUPPLY INC	\$134.25
88767	9/7/2016	L F GEORGE INC	\$467.22
88768	9/7/2016	GIVING USA FOUNDATION	\$119.95
88769	9/7/2016	HANES GEO COMPONANTS	\$2,480.00
88770	9/7/2016	ADAM HERKERT	\$500.00
88771	9/7/2016	HILLER'S HARDWARE INC	\$137.14
88772	9/7/2016	JEFFERSON FIRE AND SAFETY INC	\$244.95
88773	9/7/2016	E O JOHNSON COMPANY	\$257.51
88774	9/7/2016	E O JOHNSON COMPANY	\$162.51
88775	9/7/2016	LISA JOHNSON	\$100.00

Check #	Check Date	Vendor Name	Amount
88776	9/7/2016	LEFTOA	\$210.00
88777	9/7/2016	MAHER WATER CORPORATION	\$84.00
88778	9/7/2016	MARAWOOD CONSTRUCTION SERVICES, INC.	\$105.00
88779	9/7/2016	MARSHFIELD AREA PET SHELTER, INC	\$1,323.00
88780	9/7/2016	MARSHFIELD CLINIC	\$2,954.49
88781	9/7/2016	MARSHFIELD FIRE DEPARTMENT	\$24.62
88782	9/7/2016	MARSHFIELD MALL	\$2,914.63
88783	9/7/2016	MARSHFIELD MONUMENT	\$10,000.00
88784	9/7/2016	MARSHFIELD PARKS & REC DEPT	\$13.58
88785	9/7/2016	MARSHFIELD POLICE DEPT INVESTIGATIVE FUND	\$1,790.00
88786	9/7/2016	MARSHFIELD POLICE DEPT PETTY CASH	\$206.40
88787	9/7/2016	MENARDS	\$1,520.31
88788	9/7/2016	MERRILL GRAVEL & CONST CO INC	\$96,857.45
88789	9/7/2016	MID WISCONSIN SUPPLY, LLC	\$349.10
88790	9/7/2016	MIDSTATES EQUIPMENT INC	\$138.76
88791	9/7/2016	MILLER BRADFORD AND RISBERG	\$185.95
88792	9/7/2016	MINISTRY ST JOSEPH'S HOSPITAL	\$1,678.28
88793	9/7/2016	MINNESOTA LIFE INSURANCE CO	\$646.80
88794	9/7/2016	MPPA LE SUPPLY	\$492.36
88795	9/7/2016	NAPA AUTO PARTS	\$1,189.56
88796	9/7/2016	NELSON MANUFACTURING COMPANY	\$40.65
88797	9/7/2016	JACOB NERNBERGER	\$133.00
88798	9/7/2016	NORTHERN LAKE SERVICE INC	\$626.45
88799	9/7/2016	OFFICE DEPOT	\$171.72
88800	9/7/2016	OFFICE MAX INCORPORATED	\$24.99
88801	9/7/2016	MONICA PAWELKO	\$100.00
88802	9/7/2016	PAUL KNAUF	\$2,076.68
88803	9/7/2016	PROVISION PARTNERS	\$858.16
88804	9/7/2016	JEFFREY NIKOLAI	\$49.24
88805	9/7/2016	RENT A FLASH OF WISCONSIN INC	\$925.60
88806	9/7/2016	THE SAMUELS GROUP	\$262.60
88807	9/7/2016	SCAFFIDI TRUCK CENTER	\$8.36
88808	9/7/2016	SCHALOWS NURSERY, INC.	\$695.50
88809	9/7/2016	HENRY SCHEIN ANIMAL HEALTH	\$72.54
88810	9/7/2016	SCHWAAB INC	\$23.50
88811	9/7/2016	ZEKE SEBASTIAN	\$100.00
88812	9/7/2016	SECURITY HEALTH PLAN	\$247.50
88813	9/7/2016	SECURITY OVERHEAD DOOR INC	\$125.00
88814	9/7/2016	STAAB CONSTRUCTION CORPORATION	\$12,191.42
88815	9/7/2016	CATHERINE STANLEY	\$15.00
88816	9/7/2016	STERNWEIS & SONS INC	\$81.00
88817	9/7/2016	STREICHER'S POLICE EQUIPMENT	\$320.00
88818	9/7/2016	TASER INTERNATIONAL	\$450.43
88819	9/7/2016	TDS TELECOM	\$353.52
88820	9/7/2016	TEAM SPORTING GOODS INC	\$1,723.35
88821	9/7/2016	DAVE TIFFANY	\$32.83
88822	9/7/2016	TREEHOUSE WOOD CREATIONS, LLC	\$137.00
88823	9/7/2016	TRIERWEILER CONSTRUCTION	\$32,817.48
88824	9/7/2016	TRIMPAC	\$15,028.00
88825	9/7/2016	TRIPLE R BUSINESS SERVICES, LLC	\$4,694.61
88826	9/7/2016	TRAVIS LINDEKUGEL	\$130.00
88827	9/7/2016	UNIFIRST CORPORATION	\$252.91

Check #	Check Date	Vendor Name	Amount
88828	9/7/2016	UNIQUE MANAGEMENT SERVICES INC	\$62.65
88829	9/7/2016	UNITED MAILING SERVICE INC	\$270.99
88830	9/7/2016	BOARD OF REGENTS	\$375.00
88831	9/7/2016	VALLEY SEALCOAT, INC	\$42,599.00
88832	9/7/2016	VISU-SEWER CLEAN & SEAL INC	\$324,532.85
88833	9/7/2016	VITAL COMMUNICATION	\$37.95
88834	9/7/2016	WEILER ENTERPRISES	\$47.98
88835	9/7/2016	WEILER TRANSPORTATION LLC	\$1,030.48
88836	9/7/2016	ERLAN R. WENZEL	\$40.00
88837	9/7/2016	WEPAK-N-SHIP	\$24.50
88838	9/7/2016	WI APA	\$235.00
88839	9/7/2016	WI DEPARTMENT OF JUSTICE	\$378.00
88840	9/7/2016	STATE OF WISCONSIN	\$50.00
88841	9/7/2016	WI IAAI	\$600.00
88842	9/7/2016	WSFCA	\$285.00
88843	9/7/2016	WISNET	\$2,000.00
88844	9/7/2016	WISCONSIN ECONOMIC DEVELOPMENT ASSOCIATION	\$215.00
88845	9/7/2016	WISCONSIN MEDIA	\$766.84
88846	9/7/2016	ZOLL DATA SYSTEMS, INC	\$7,100.00
		TOTAL PREPAID BILLS PAID BY CHECK	\$742,592.32
		TOTAL PREPAID BILLS	\$272,268.66
		TOTAL DIRECT WIRE TRANSFERS	\$441,940.63
		TOTAL ACH PAYMENTS	\$1,116.62
		TOTAL CURRENT BILLS	\$908,077.59
		GRAND TOTAL	\$1,623,403.50

REPORT OF PERSONNEL ACTIONS
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
OF SEPTEMBER 6, 2016

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

Shawn Olson	Classification II Street Division	August 1, 2016
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John Schug	Wastewater Operator Wastewater Utility	August 29, 2016
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RETIREMENT:

Jerry Esser	Classification IV Street Division	September 1, 2016
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Resignation

None

Promotion

None

**COMPLETION OF
PROBATIONARY
PERIOD**

Anthony Luchini	Firefighter/Paramedic Fire & Rescue Department	August 10, 2016
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MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF AUGUST 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		Administrative Assistant II	1.00	UTHMEIER	CHERYL
Planning Total			6.00		
Police		Administrative Assistant III	1.00	LINDNER	PEGGY
Police		Custodian	1.00	TIBBETT	BRUCE
Police		Drug Officer	1.00	IVERSON	DEREK
Police		Drug Officer	1.00	SCHLEI	SCOTT
Police		Ordinance Enforcement Officer	1.00	LARSEN	ROBERT
Police		Ordinance Enforcement Officer	1.00	LEONARD	DANIEL
Police		PD Staff Services Supervisor	1.00	KROKSTROM	LORRIE
Police		Police Chief	1.00	GRAMZA	RICHARD

Department	Division	Position	FTE	Last Name	First Name
Police		Police Detective	1.00	FOEMMEL	JASON
Police		Police Detective	1.00	HAMILL	KEVIN
Police		Police Detective	1.00	NEINAST	ALLAN
Police		Police Detective	1.00	PARKS	JASON
Police		Police Lieutenant	1.00	LARSON	DARREN
Police		Police Lieutenant	1.00	ZEPS	PATRICK
Police		Police Officer	1.00	ABEL	LIBBY
Police		Police Officer	1.00	BEATHARD	ROBERT
Police		Police Officer	1.00	BEAUCHAMP	JARED
Police		Police Officer	1.00	BERG	CHRISTOPHER
Police		Police Officer	1.00	BORCHARDT	BLAKE
Police		Police Officer	1.00	BORNBACH	CALEB
Police		Police Officer	1.00	CHRISTIAN	CORY
Police		Police Officer	1.00	ENDRIES	TERRY
Police		Police Officer	1.00	FOX	SAMUEL
Police		Police Officer	1.00	GOODNESS	SARI
Police		Police Officer	1.00	GROSS	ROCHLEY
Police		Police Officer	1.00	GRUBER	TANNER
Police		Police Officer	1.00	HASZ	CHRISTOPHER
Police		Police Officer	1.00	KIZER	JAMIE
Police		Police Officer	1.00	KRAMER	LANDON
Police		Police Officer	1.00	LARSEN	JOSHUA
Police		Police Officer	1.00	LEU	JULIE
Police		Police Officer	1.00	MATTHEISEN	DAVID
Police		Police Officer	1.00	MEEK	STEVEN
Police		Police Officer	1.00	MITCHELL	ALEXANDER
Police		Police Officer	1.00	PUNKE	JASON
Police		Police Officer	1.00	SHERDEN	TRAVIS
Police		Police Officer	1.00	TOPNESS	MICHAEL
Police		Police Officer	1.00	WARGOWSKY	AARON
Police		Police Records Specialist	1.00	GAETZ	CINDY
Police		Police Records Specialist	1.00	KARL	DEBRA
Police		Police Records Specialist	1.00	STARGARDT	CHRIS
Police		Police School Liaison Officer	1.00	BERRES	MATTHEW
Police		Police School Liaison Officer	1.00	GIACOMINO	CHRISTINE
Police		Police Sergeant	1.00	ESSER	TRAVIS
Police		Police Sergeant	1.00	GEURINK	JODY
Police		Police Sergeant	1.00	KEFFER	DENNIS
Police		Police Sergeant	1.00	POESCHEL	DOMINIC
Police		Traffic Safety/Crime Prevention	1.00	SALACINSKI	DANIEL
Police Total			48.00		
Public Works	Administration	Public Works Director	1.00	KNOECK	DANIEL
Public Works	Administration	Administrative Assistant II	1.00	ANDERSON	MARY
Public Works	Facilities Management	Facilities Maint. Coordinator	1.00	MOLTER	JEFFREY
Public Works	Engineering	Assistant City Engineer	1.00	CASSIDY	TIMOTHY
Public Works	Engineering	City Engineer	1.00	TURCHI	THOMAS
Public Works	Engineering	Civil Engineer II	1.00	MAURITZ	JOSH
Development Services		GIS Coordinator	1.00	BUEHLER	DAVID
Public Works	Engineering	Engineering Technician	1.00	OLDHAM	LANCE
Public Works	Engineering	Engineering Technician	1.00	MILLER	SHAWN
Public Works	Engineering	Civil 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
Public Works	Street Services	Classification II	1.00	JOHNSON	JOSH

Department	Division	Position	FTE	Last Name	First Name
Public Works	Street Services	Classification II	1.00	KOZIK	KYLE
Public Works	Street Services	Classification II	1.00	LINZMEIER	BRYAN
Public Works	Street Services	Classification II	1.00	NIEHAUS	PATRICK
Public Works	Street Services	Classification II	1.00	SCHMIDT	PHILIP
Public Works	Street Services	Classification II	1.00	CHRISTIANSEN	CHRISTOPHER
Public Works	Street Services	Classification III	1.00	BABCOCK	MARK
Public Works	Street Services	Classification III	1.00	LANGFELDT	TIMOTHY
Public Works	Street Services	Classification III	1.00	MCCLUNG	BRIAN
Public Works	Street Services	Classification III	1.00	NEEDHAM	PAUL
Public Works	Street Services	Classification III	1.00	GUENSBURG	WILL
Public Works	Street Services	Classification III	1.00	SONNEMANN	LESTER
Public Works	Street Services	Classification III	1.00	TRUDEAU	MICHAEL
Public Works	Street Services	Classification IV	1.00	BECKER	JEFFREY
Public Works	Street Services	Classification IV	1.00	CHURKEY	MATTHEW
Public Works	Street Services	Classification IV	1.00	ESSER	JEROLD
Public Works	Street Services	Classification IV	1.00	NIKOLAI	HUGH
Public Works	Street Services	Classification IV	1.00	SCHERR	MICHAEL
Public Works	Street Services	Classification IV	1.00	SCHROEDER	WILLIAM
Public Works	Street Services	Classification IV	1.00	RASMUSSEN	TIMOTHY
Public Works	Street Services	Mechanic	1.00	BRUHN	TODD
Public Works	Street Services	Mechanic	1.00	WANTA	DUANE
Public Works	Street Services	Street Superintendent	1.00	WINCH	MICHAEL
Public Works	Wastewater	Asst Wastewater Superintendent	1.00	KIVELA	MARK
Public Works	Wastewater	Plumbing Insp/Asst Bldg Insp	1.00	OTT	THOMAS
Public Works	Wastewater	Administrative Assistant II	0.50	COY	JEAN
Public Works	Wastewater	Wastewater Operator	1.00	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			52.50		
Grand Total			191.400		



City of Marshfield Memorandum

TO: Finance, Budget and Personnel Committee
FROM: Keith Strey, Finance Director
DATE: September 6, 2016

RE: Budget Resolution 22-2016

At their August 23, 2016 regular meeting, the Common Council approved inclusion of the UW Marshfield / Wood County STEM project contribution in the fall 2016 debt issue plans. The Common Council approved funding commitment per Resolution 2015-20 is in the amount of \$1,000,000. The identified funding source for this contribution is long-term debt per the Council adopted Capital Improvement Program.

Therefore, attached is the necessary budget resolution required to authorize expenditure of these funds for this Council approved contribution when debt proceeds are received.

Recommendation

Recommend approval of Budget Resolution 22-2016 to the Common Council transferring \$1,000,000 from Long-term Debt proceeds to the UW Marshfield / Wood County STEM project.

Concurrence:

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

Steve Barg, City Administrator

BUDGET RESOLUTION NO. 22-2016

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 \$1,000,000 is hereby transferred from Long-term Debt proceeds, a/c #4054900008.080000 to the General Public Facilities Fund, UW STEM Project Budget, a/c #4055765064.647735.
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. 22-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

- 1. General Public Facilities Fund, a/c #4054900008.080000:
 - a. 49120 – Proceeds of Long-term Debt \$ 1,000,000

TRANSFERRED TO:

- 1. General Public Facilities Fund, UW STEM, a/c #4055765064.647335:
 - a. 58830 – Buildings \$ 1,000,000

* * * *



City of Marshfield Memorandum

TO: Finance, Budget and Personnel Committee
FROM: Jason Angell, Director of Development Services
DATE: September 6, 2016

RE: Budget Resolution 23-2016

At their August 23rd regular meeting, the Common Council approved entering into a development agreement with Midwest Auto Movers, Inc. for the construction of a 5,000 square foot freight distribution center within the Yellowstone Industrial Park. As part of the development agreement the City agreed to contribute \$82,000 toward the project. \$32,000 of the funds would be a reimbursement of the land cost and the remaining \$50,000 would be for development related incentives.

In order for the City to fulfill their obligations within the development agreement, the attached budget resolution is necessary. Funding for this project is broken down as follows:

- \$50,000 - Long-term Debt
- \$32,000 – Fund Balance Applied

Recommendation

I recommend approval of Budget Resolution 23-2016 as presented.

Concurrence:

Steve Barg, City Administrator

Keith R. Strey, Finance Director

BUDGET RESOLUTION NO. 23-2016

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 \$50,000 is hereby transferred from Long-term Debt proceeds, a/c #4324900008.080000 to the TID #7 Yellowstone Industrial Park Fund Urban Development, a/c #4325662008.080000.
2. That the sum of \$32,000 is hereby transferred from Fund Balance Applied, a/c #4324900008.080000 to the TID #7 Yellowstone Industrial Park Fund Urban Development, a/c #4325662008.080000.
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. 23-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

- 1. TID #7 Yellowstone Industrial Park Fund, a/c #4324900008.080000:
 - a. 49120 – Proceeds of Long-term Debt \$ 50,000
 - b. 49300 – Fund Balance Applied **(1)** 32,000

TRANSFERRED TO:

- 1. TID #7 Yellowstone Industrial Park Fund, a/c #4325662008.080000:
 - a. 57260 – Financial Incentives \$ 82,000

(1) Fund Balance Applied is from Land Sale proceeds related to the develop agreement.

* * * *



City of Marshfield Memorandum

Date: September 6, 2016
To: Finance, Budget and Personnel Committee
From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: Policy Revision-Compensation for Elected Officials (3.850)

BACKGROUND

The Compensation for Elected Officials policy was created in March 1987 and was last updated in September 2002.

ANALYSIS

Since the last update, several positions have changed from elected positions to appointed positions. The City Clerk became appointed effective May 2015 and the City Assessor in June 2016. The position of Assistant City Attorney is no longer active. As a result, these positions have been removed from the policy.

RECOMMENDATION

We are requesting approval of the revised Personnel Policy No. 3.850, Compensation for Elected Officials.

Concurrence: 
Steve Barg, City Administrator



CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES

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

CHAPTER: Compensation

SUBJECT: Compensation for Elected Officials

POLICY NUMBER: 3.850

PAGES: 1

EFFECTIVE DATE: March 1, 1987

REVISION DATE: ~~September 24, 2002~~[September 13, 2016](#)

PERMANENT DELETION DATE:

APPROVED BY: [Common Council](#)

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

The purpose of this policy is to identify a procedure for setting the compensation levels for positions with a defined term of office (~~City Clerk, City Assessor~~, City Attorney, ~~Assistant City Attorney~~, Alderman, Mayor). In order to comply with the appropriate Wisconsin Statutes, the salary levels for the elected positions will be determined by the Common Council prior to the formal announcement of these positions. The salary levels will be set for the complete term of office.

PROCEDURE

1. At the first meeting of the Finance, Budget, and Personnel Committee in October, the City Clerk will notify the committee members of those elective offices that will be filled in the upcoming year.
2. It will be at the discretion of the Committee whether they want to refer the matter to ~~the~~ Human Resources ~~Specialist~~ for a recommendation.
3. The salary levels will be recommended to the Common Council by the Finance, Budget, and Personnel Committee in advance of the formal announcement of these positions.



City of Marshfield Memorandum

Date: September 6, 2016
To: Finance, Budget and Personnel Committee
From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: RFP for Assessment Services

BACKGROUND

In follow up to the May 17, 2016 meeting, the Finance, Budget and Personnel Committee approved staff review of outsourcing options for some or all assessing services, including a formal RFP for Assessing Services for the City of Marshfield. It was also approved that the City would overlap contracted and/or in-house services in early 2017 to ensure a successful transition to the new model.

ANALYSIS

Since the initial review, staff has developed a formal RFP for contracted assessment services. The RFP is attached for your review. The intent is to accept proposals through October 7, 2016 with final section by November 23, 2016. Contracted services would begin January 1, 2017 and would extend for complete of annual assessment years 2017, 2018 and 2019. The contract is anticipated to run through June 2020 once all 2019 tax rolls are complete. Overlap of our current Assessor and contracted services would run January-June 2017.

RECOMMENDATION

We are requesting approval submit the RFP for contracted Assessing Services for the City of Marshfield.

Concurrence: 
Steve Barg, City Administrator

**REQUEST FOR PROPOSAL
FOR
ASSESSMENT SERVICES
FOR THE
CITY OF MARSHFIELD, WISCONSIN**

DUE DATE: OCTOBER 7, 2016, AT 12:00 PM

CITY OF MARSHFIELD
REQUEST FOR PROPOSAL FOR
ASSESSMENT SERVICES
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I. INTRODUCTION

Purpose of Document

The City of Marshfield is seeking proposals from qualified assessment firms/individuals to provide annual assessment services for the City of Marshfield, Wisconsin, (hereafter, referred to as “City”) located in Wood and Marathon County, for the years 2017 through 2019. The City is seeking a firm/individual to serve as its statutory assessor and to provide annual maintenance work in a competent, timely, efficient, and cost effective and customer service-oriented manner.

Background Information

The City has a population of 19,186, and it is located in both Wood County and Marathon County, WI. The City’s 2016 Equalized Value (including manufacturing and TID) is \$1,462,938,600. The City has 7 active Tax Incremental Financing districts and one Business Improvement District. The assessment ratio for 2016 was 98.02% in Wood County, and 98.09% in Marathon County.

The City has the following parcel counts (from 2016 Statement of Assessment for Wood County and Marathon County):

	<u>Total Land</u>	<u>Improvements</u>
Residential	6,513	6092
Commercial	753	640
Manufacturing	72	63
Agricultural	68	0
Undeveloped	24	0
Agricultural Forest	4	0
Forest Lands	23	0
Other	<u>3</u>	<u>3</u>
Total	7460	6798
Exempt Value for PFP (Public Fire Protection roll)	364	188

Personal Property Accounts: For 2016, 949 accounts, including 13 buildings on leased land and airport hangars. In addition, there are 5 mobile home parks located in the city, with a total of 458 home sites.

A city-wide market revaluation was completed in 2010.

Due Date of Proposal

Proposals must be received by Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator, by 12:00 p.m. on October 7, 2016. The effective date when the contract work is to begin is January 1, 2017.

Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator
630 South Central Avenue
Marshfield, WI 54449

Cost of Information Preparation

The costs of developing and submitting a proposal, discussions required to clarify items related to the proposal, and/or future interviews is entirely the responsibility of the applicant. All proposals and other information provided to the City become the property of the City. The City reserves the right to use such proposals and other material or information and any of the ideas presented therein without cost to the City.

Acceptance/Rejection Process

The City may schedule discussions with applicants submitting proposals if it becomes necessary to clarify elements of the proposal. The City will award the contract for assessment services based upon the proposal that the City determines is in the best interests of the City.

The City reserves the right to reject any and/or all proposals received. The City will reject any proposal that does not meet all of the terms, services, and conditions requested in this RFP.

Amendments and Withdrawal

The City reserves the right to amend or withdraw this RFP at any time at its sole discretion prior to the due date of the RFP. If it becomes necessary to amend any part of the RFP, an addendum will be provided. **Responders must include acknowledgment of all addenda as part of the RFP.** Any withdrawal is effective upon issuance of such notice.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the respondent of the conditions contained in this RFP, unless clearly and specifically noted in a subsequent contract between the City and the selected applicant.

Questions/Surveying Premises

No pre-proposal meetings shall be scheduled. Questions regarding desired services or general operations are to be directed to:

Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator
City of Marshfield
630 South Central Avenue
Marshfield, WI 54449
Ph: (715) 486-2004
Fax: (715) 384-9310
Email: jennifer.rachu@ci.marshfield.wi.us

All site visits must be scheduled in advance and confirmed by contacting the Human Resource Manager/Assistant to the City Administrator.

Applicants are encouraged to carefully inspect the community and facilities of the City, and judge for themselves, the circumstances affecting the cost of the work and the time requirements for its completion. Failure to do so will not relieve the assessor of the

obligation to furnish and perform the work, to carry out the provisions of the contract or to complete the contemplated work for the consideration set forth in the proposal in a timely manner.

Term of Engagement

This proposal is for the term beginning January 1, 2017 and ending July 1, 2020.

II. TIME REQUIREMENTS

The following is a list of key dates up to and including the date proposals are due to be submitted:

Due date for proposals:	October 7, 2016
Selected firm notified (anticipated):	November 23, 2016
Coverage beginning date (no later than):	January 1, 2017

III. SPECIFIC SERVICES REQUIRED

1. The assessor will perform all of the work required to properly and professionally assess the real and personal property of the City in accordance with applicable Wisconsin State Statutes and in full compliance with all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue. The assessor shall designate a qualified and responsible employee to supervise the operation of the assessor's staff for the entire contract period. The individual shall be certified Assessor Level II. The individual designated as such shall be available to the City for the entire contract. Should the project supervisor be reassigned, that person shall be replaced by an equally qualified individual, subject to review and approval of the City.

The assessor shall be accountable to the City Council, with frequent reporting to the City Administrator or his/her designee. The assessor shall meet with the City Administrator or designee on a regularly scheduled basis as applicable (not less than monthly to discuss the progress of the work and to review the data and the reports completed. The City reserves the right to inspect the data and the progress of the work performed at any time without limitation.

2. The assessor and his/her City-approved designee(s) will maintain regular office hours at the Marshfield City Hall Plaza, 630 South Central Avenue, Marshfield, WI 54449, for at least eight (8) hours per week. (NOTE: City Hall will relocate to 207 West 6th Street sometime during 2018.) Office hours shall be during 8:00 AM to 5:00 PM Monday through Friday. Additional hours should be planned after assessment notices are sent out, during the open book review, and prior to the Board of Review. In addition, the assessor may be required to attend city meetings as requested.
3. The assessor shall oversee and assist in all assessment-related clerical duties and customer service, as needed.

4. The assessor will provide a phone number for City officials to contact the assessor during regular business hours, Monday through Friday, and shall return calls within twenty-four (24) hours.
5. The assessor will assist in the field review and assessment of all properties that were under partial construction as of January 1st of the previous year.
6. The assessor will assist in the field review and assessment of new construction as of January 1st of the current year.
7. The assessor will assist in the performance of interior inspections on all newly constructed homes, partially constructed homes from the previous year, any interior remodeling including kitchen, bath, basement remodeling, and additions.
8. The assessor will assist in the field visit and measurement of all properties with building permits for exterior remodeling and for detached buildings and decks, air conditioning and other miscellaneous permits.
9. The assessor will assist in the field review, as deemed necessary, for properties that have been sold, for which a building permit has not been issued.
10. The assessor will be diligent in discovering and assessing all personal property. Assessor will assist in the field visit of all personal property accounts annually to discover new accounts and account for business that may have closed prior to the assessment year. Assessor will cross reference personal property account with the corresponding real property and parcel number.
11. The assessor will oversee the mailing out of State approved Personal Property Forms to all holders of personal property in the City by January 15th of each year, audit the returned forms, and place the new values in the assessment roll. Assessor will assist in the collection of the name and address of each personal property contact person, separate from the business name. The assessor shall keep on file in the office a doorage listing prior to open book review.
12. The assessor will assist in the accounting of all buildings destroyed or demolished.
13. The assessor will assist in the implementing of use value assessments of agricultural lands per specifications set forth by the Wisconsin Department of Revenue.
14. The assessor will be responsible for determining whether an organization or individual meets the requirements for exemption in determining a property's tax exempt status.
15. The assessor will assist in the processing of parcel subdivisions, lot line adjustments, new subdivision plats, certified survey maps, and any other land divisions – forwarding any changes to the City's GIS Coordinator.
16. The assessor will assist in taking digital photographs of new construction on or about January 1st annually, and also during the review process if needed.

17. The assessor will assist in maintaining and annually updating property owner lists, with current name and address changes.
18. The assessor will assist in validating sales and providing assessment data through the Department of Revenue PAD System, and recording of sales information to property record cards electronically.
19. The assessor will annually update all property owner information with new legal descriptions electronically.
20. The assessor will assist in the mailing of Notice of Assessment to property owners and others as required by Wisconsin Statutes.
21. The assessor shall notify the City Clerk for the publication of open book and Board of Review notices prior to open book – at least 40 days prior to a revaluation year, or 25 days in a maintenance year.
22. The assessor will conduct open book sessions in accordance with Wisconsin State Statutes. Assessor shall prepare a written record of open book contacts to file with the State required AAR (Annual Assessor’s Report).
23. The assessor will be responsible for preparing for the annual Board of Review hearing proceedings as required by State Statutes. The assessor shall work with the City Clerk to arrange for the hearings. The assessor will prepare an annual report of assessment roll changes for the Board of Review. The assessor will attend the Board of Review hearings, serve as City staff at the hearings and defend the assessor’s valuations and work products. The assessor will promptly and adequately follow up and respond to any appeals made at the Board of Review hearing, incorporating assessment modifications as approved.
24. The assessor shall assist in the updating of City’s assessment computer records within fourteen (14) days of the final adjournment of the Board of Review.

The assessor shall oversee updating the City’s assessment computer data. Assessment roll summaries and totals shall be forwarded to the City Clerk, Finance Director, City Administrator, and County Treasurers.
25. The assessor will be responsible for providing the Wisconsin Department of Revenue with final reports as required by the DOR.
26. The assessor will assist in valuing all mobile homes as required by law.
27. The assessor will assist in valuing all airport hangers and buildings on leased land as required by law.
28. The assessor will assist in the coordination with the Register of Deeds/ Real Property Listing offices of both Wood and Marathon County to facilitate the digital and manual transfer of data and values.

29. The assessor will ensure all exempt properties are assessed at market values for purposes of PFP (Public Fire Protection).
30. The assessor shall also perform all other duties incidental to the normal duties of the assessor.
31. The assessor will be required to provide 100% performance bond or stand-by letter of credit to the City prior to the start of the contract in the amount of the full contract price.
32. All assessment files and records created and data collected by the assessor shall remain the property of the City. Records removed for work in progress shall be returned to the City offices.
33. The assessor shall communicate openly and in a timely manner with proper City personnel and the public regarding assessment matters. The assessor is encouraged to interface with the business and residential community and the media to provide greater clarity of the assessor's role in the property taxation and valuation process.
34. The assessor is expected to present a positive, professional image in both dress and conduct while interfacing with City staff and the public.
35. All assessment personnel shall carry proper photo identification provided by the city to assure the public of their identity and purpose for gaining access to private property.
36. The assessor is not permitted to assign, subcontract, or transfer the work without the written permission of the City.
37. All personnel providing services requiring Wisconsin Department of Revenue Certifications shall be currently certified in compliance with Wisconsin Statute Chapter 73.09 as prescribed in the Wisconsin Property Assessment Manual.
38. The assessor will provide and update the City with a listing of all personnel assigned. All personnel shall be approved by the City. Copies of each employee's certificate shall be supplied to the City.
39. The assessor shall review any complaint relative to the conduct of his/her employee(s). If the City deems the performance of any of the assessor's employees to be unsatisfactory, the assessor shall remove such employee(s) from working for the City upon written request from the City.
40. The assessor shall maintain insurance coverage to protect against claims, demands, actions, and causes of action arising from any act, error, or omission of the assessor, their agents and employees in the execution of work. Further, the assessor shall be responsible for any and all of their agents while performing acts under the terms of this contract. Certificates of insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the City, listing the City as an additional insured.
 - Limits of Liability shall not be less than:
 - a. Workers compensation statutory limits

- b. Comprehensive general liability, including personal injury and blanket contractual liability in the amount of \$2,000,000 per occurrence, combined single limit
 - c. Comprehensive auto liability, including property damage and non-ownership coverage in the amount of \$2,000,000 per occurrence, combined single limit
41. The assessor agrees to carry proper and sufficient insurance to cover loss of the City's records, as well as assessor's records in process under this agreement, which are in possession of the assessor. The assessor shall not be responsible for loss of records accidentally destroyed by fire, theft, or Act of God while kept in office space supplied by the City.
 42. The assessor shall be responsible for the proper completion of the assessment roll in accordance with State law. Final assessment figures for each property shall be provided by the assessor to the Register of Deeds/Land Description offices of Wood and Marathon Counties. All necessary measures and cooperation shall be exercised to balance said roll between the county and assessor. The assessor shall prepare and submit the Municipal Assessment Report (MAR) and the TID Assessment Reports to the Department of Revenue in a timely manner.
 43. It is the responsibility of the Assessor to produce and present the Annual Assessment Report (AAR) as required by the Wisconsin Department of Revenue.
 44. The assessor shall insure that employees maintain strict confidence regarding all privileged information received by reason of this contract. Disclosure of this or any appraisal information to any individual, firm, or corporation other than appropriate public officials or their authorized agents is expressly prohibited.
 45. The assessor shall be required to execute a contract with the City that incorporates the information included in this RFP.
 46. If during the term of the contract state statutes are amended regarding regulatory reporting for assessment liability, the contract may be altered or amended.

IV. ASSESSMENT SOFTWARE

The City of Marshfield is in the process of licensing Market Drive software for its assessment purposes. Conversion is currently taking place for future assessment roll work. The transition is from GVS (Global Valuation Systems). The City is also currently licensed to use APEX sketching software and the Marshall Valuation program from Core Logic.

V. CITY OBLIGATIONS

1. The City currently employs two full-time employees, currently a property appraiser and an administrative assistant. The property appraiser has an Assessor II Certification.

Currently, the property appraiser completes the field work and value for residential properties with oversight by the assessor. The City will consider alternate Assessing Department staffing models as recommended by the consultant.

2. The City shall furnish adequate space at City Hall at no cost to the assessor. Office space may include desks, tables, chairs, file cabinets, computer, printer, copier, fax machine, heating, lighting, telephone, and janitorial services.
3. The City shall allow access by the assessor to City records including, but not limited to, prior assessment rolls, sewer and water layouts, building permits, tax records, building plans, records of special assessments, plats or any other maps and property files at no cost.
4. The City shall furnish the name and correct address of the owner and block and lot number size or other identifying description of each parcel to be appraised.
5. The City shall furnish the name and correct address, if known, to the assessor for notices to be sent for changes in assessed values.
6. The City shall aid the assessor with a reasonable promotion of public information concerning the work under this agreement.
7. Postage and envelopes, with the City's return address, will be provided by the City, along with the typical office supplies.

VI. GENERAL PROPOSAL REQUIREMENTS

1. Submit six (6) copies of proposal, with one being unbound and single-sided.
2. All proposals must identify the firm name, address, and specific assessment service experience in Wisconsin. The proposals shall also include: the names, educational background, and municipal assessment experience of the person or persons to be assigned as the City's point of contact for the work to be performed; experience with conducting a revaluation process; identify experience with assessment evaluation of potential tax-exempt properties, demonstrate accuracy of assessment work.
3. The proposal shall include a listing of Wisconsin municipalities with a population that is reasonably comparable to the City of Marshfield for which your firm currently provides assessment services. Please indicate whether your firm provides the municipality with general annual assessment services, revaluation services, or both.
4. The proposal shall include the total annual compensation rate to provide the assessment services described in the above "Specific Services Required" and in accordance with the laws of the State of Wisconsin for assessment years 2017, 2018, and 2019, beginning not later than January 1, 2017. The City will pay the annual compensation pro-rata on a monthly basis.

5. Proposals shall clearly list the fee for each assessment year of the proposed contract 2017, 2018, and 2019 in a not-to-exceed sum to include all of the assessor's costs including but not limited to: labor, materials, supplies, equipment, transportation costs, meals, lodging, computer software, and Board of Review expenses. All expense reimbursements will be the responsibility of the firm/individual.
6. The assessor must keep regular office hours of at least eight (8) hours per week. These hours shall be during normal business hours of 8:00 AM – 5:00 PM Monday through Friday.
7. For future planning, the assessor shall provide a cost estimate for a future revaluation of City property. The assessor shall have successfully completed a revaluation in a municipality of similar size and stature. The assessor shall have Assessor Level II or higher staff competent to perform such a revaluation of commercial and residential property. The revaluation will not be part of the services for this contact, as this would be through a separate agreement.
8. All work shall be accomplished in accordance with the provisions of the laws of the State of Wisconsin and in full compliance with the rules and regulations promulgated by the Wisconsin Department of Revenue.
9. The proposal shall identify five (5) references from Wisconsin municipal clients of a size similar to the City of Marshfield for which the assessor and the person/persons to be assigned as the City's point of contact for the work to be performed and has provided assessment and/or revaluation services with the past two (2) years. References must include the name, title, address, and business phone number of the contact person.
10. The assessor shall provide a detailed resume of the person or persons assigned as the City's statutory assessor/point of contact for the work to be performed.
11. All personnel providing assessing services shall be currently certified in compliance with Wisconsin State Statutes and Administration rules of the Wisconsin Department of Revenue, and shall maintain certification throughout the duration of the assignment, and a valid driver's license.
12. The assessor is advised to carefully inspect the community, the assessment records, and facilities of the City of Marshfield and examine the above referenced specifications for the proposed work and judge for themselves the circumstances affecting the cost of the work or the time requirements for its completion. Failure to do so will not relieve the successful bidder of the obligation to furnish and perform the work, to carry out the provisions of the contract, and to complete the contemplated work for the consideration set forth in this bid on a timely basis.
13. The assessor is not permitted to assign, subcontract, or transfer the work of providing assessment services, without the prior written approval of the City.

14. The successful assessor will have five (5) years' experience in Wisconsin municipal government assessing, including re-evaluation, and will have advanced knowledge and experience in the utilization of computer applications for assessments.
15. The proposals will be reviewed and awarded to the assessor whose quote is the most responsive to the RFP and is the most advantageous to the City of Marshfield considering experience, price, and other factors. The City reserves the right to accept or reject any and all proposals received.
16. If a proposal is accepted, the assessor shall provide a certificate of insurance naming the City as additionally insured for the purposes of general and professional liability protection.
17. The assessor shall maintain insurance coverage to protect against claims, demands, actions, and causes of action arising from any act, error or omission of the assessor, their agents, and employees in the execution of work. Further, the assessor shall be responsible for any and all of their agents and employees while performing acts ostensibly under the terms of this contract. Certificates of Insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the City, listing the City as an additional insured.

Limits of Liability shall not be less than:

- a) Worker's compensation Statutory Limits
- b) Comprehensive general liability, including personal injury and blanket contractual liability in the amount of \$2,000,000 per occurrence, combined single limit.
- c) Comprehensive auto liability, including property damage and non-ownership coverage in the amount of \$2,000,000 per occurrence, combined single limit.

VII. OTHER INFORMATION

A "sealed" original (unbound and single-sided) and five (5) copies of the Assessment Services Proposal must be received at the address listed below by no later than 12:00 PM on October 7, 2016. Sealed envelopes shall be marked: City of Marshfield Assessor Services Proposal.

Include the dollar cost bid in a separate sealed envelope marked as follows: Sealed Dollar Cost Bid Proposal for City of Marshfield Assessment Services 2017, 2018, 2019.

Proposals shall be submitted to:

City of Marshfield
Attn: Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator
630 South Central Avenue
Marshfield, WI 54449

VIII. EVALUATION CRITERIA

The following evaluation criteria will be used to review the Assessment Services Proposals that are received and which meet the RFP specifications requirements:

1. Demonstration of successful experience in providing general assessment services and assessment software to Wisconsin municipalities of similar size as the City of Marshfield.
2. Personnel management experience.
3. Past experience with providing assessment and revaluation services.
4. Ability to provide and maintain a computerized database of property assessment records.
5. Demonstration of a high level of accuracy in assessment work for municipal clients.
6. Cost of Assessment Services.
7. Evidence of positive customer interaction.

IX. FINAL SELECTION

The City Council will select an assessment firm based upon the recommendation of the selection committee. It is anticipated that a firm will be selected on approximately November 15, 2016. Following notification of the respondent selected, it is expected a contract will be executed between both parties prior to January 1, 2017. It is anticipated that the work under the contract will begin on January 1, 2017. This Request for Proposal will serve as the basis of the initial services contract with the firm that is selected.

X. RIGHT TO REJECT PROPOSALS

By responding to this RFP an individual respondent accepts the process outlined in this RFP and fully acknowledges that the final determination of the City is binding and without appeal.

The City reserves the right to reject any or all proposals, without prejudice and/or waive any irregularities if deemed in the best interests of the City. In addition, the City reserves the right to reissue all or part of this Request for Proposal and/or not award any contract at its discretion and without penalty.

The City reserves the right to accept the proposal considered most advantageous to the City, which, in its opinion, meets the specifications of the RFP regardless of whether or not the terms are the lowest cost.

All respondents accept the preceding terms and procedures in submitting a proposal.



City of Marshfield Memorandum

DATE: August 31, 2016
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
Jen Rachu, Human Resources Manager/Assistant to City Administrator
RE: Possible creation of Administrative Services Department

Background

As you are aware, the 2014 staffing study contained a recommendation that we create an Administrative Services Department to oversee and direct internal service functions. Staff has discussed this with the Committee during the past 2 years, most recently on May 17th. At that time, Committee members asked that the following questions/issues be addressed:

- Give examples of things that have happened, and how they could have been solved if there was an Administrative Services Director.
- Who would be considered for this job? Can this person fit it in with his/her current job responsibilities? How much would this person have to “pass downstream”?
- How much would this cost? (This would be run past our compensation consultant.)
- How would the “director reporting to a director” concern be addressed?

Analysis

Last month, we met with the 4 affected department heads to review these questions. We agreed that, while having an Administrative Services Department might be beneficial, we couldn't think of past examples where an issue could have been resolved more effectively if this position were placed. It was also noted that these department heads have full plates, making it difficult for any of them to assume more responsibilities than they have now.

Changes in assessing

The current plan is to bid out our assessing service, seeking an independent contractor to perform this function, like other cities of similar size (Stevens Point, Wisconsin Rapids, etc.) While we would no longer have an assessor on staff, we would still have other staff to assist with daily assessing duties. In this model, someone must be charged with overseeing the assessing function (contractor, staff, etc.) to ensure that work is carried out in an efficient and effective manner. We feel that responsibility belongs under the Finance Department, with the Finance Director in this important supervisory role. (I have attached the Finance Director's present job description for review.) If this were pursued, staff would send a revised job description to our compensation consultant for review.

Recommendation

We recommend setting aside the Administrative Services Department approach for now, maybe to be revisited in the future, if appropriate. But we recommend that the Committee give conceptual approval to placing the assessing function under the Finance Department, at such time as we no longer have a City Assessor (expected in June 2017). Many details would still need to be resolved in the coming months, but we believe this would be the best approach for overseeing our assessing function at that point.



JOB TITLE: Finance Director
DEPARTMENT: Finance
SUPERVISOR: City Administrator
COMPENSATION GRADE: T

JOB SUMMARY

The Finance Director position is required to perform the State of WI statutory duties & responsibilities of both Comptroller and Treasurer for the City. The most important impact of this position on the organization overall is financial management for the City. Efficient financial management allows the City to provide services expected by citizens and regulatory agencies, construct and maintain public infrastructure and provide support of economic development efforts for the community. Sound financial management ensures the highest level of accountability possible with available resources utilizing effective internal controls and procedures to ensure the highest level of accountability to citizens, elected officials and regulatory agencies.

JOB DESCRIPTION

Task No.	Description	Frequency
1.	Accounting and financial reporting.	25%
2.	Development of annual budgets for the City that meet Common Council goals while complying with various legal requirements/obligations and City policy.	25%
3.	Accounting systems, procedures, and policies.	15%
4.	Provide sound TIF financial management, support negotiating Development Agreements, support efforts to effectively grow the City, improve business opportunities and active participation in local, regional and State level initiatives and legislation related to Economic Development.	10%
5.	Oversight of Finance Department operations.	10%
6.	Communication/working relations with elected officials, citizens, outside government and non-	5%

	government officials and City staff.	
7.	Debt management & city credit rating.	4%
8.	External and internal audits.	3%
9.	Grant management.	2%
10.	Risk management.	1%
11.	Cash and treasury management.	1%
12.	Perform other related tasks.	

REQUIRED QUALIFICATIONS

BS Accounting with 8 years governmental accountant and 6 years comptroller or BS Accounting with Governmental Accounting knowledge. Current license or accreditation as a Certified Public Accountant, Certified Public Finance Officer, or Certified Government Finance Manager. Knowledge of various software programs including Microsoft Word, Excel, PowerPoint, Access, and Adobe with an emphasis on web design. Ability to effectively use office equipment such as calculator, computer, telephone, and multi-function machine. Strong interpersonal and customer service skills. Ability to perform in an active work environment and handle multiple tasks in an organized and effective manner.

PREFERRED QUALIFICATIONS

Government Certification



City of Marshfield Memorandum

DATE: August 31, 2016
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Update on joint municipal court with the Village of Spencer

The City of Marshfield and Village of Spencer entered into an agreement (copy attached) for a joint municipal court, effective January 1, 2016. Things have generally gone well so far, despite the fact that the Village of Spencer has issued 50% more citations through the first 6 months of this year than they did in all of 2015. In fact, the Village of Stratford has now expressed interest in joining our municipal court as well.

On Tuesday night, I will provide more details and address any questions or concerns that you may have. This is an “information only” item, and no action is requested.

AMENDED

AGREEMENT TO OPERATE A JOINT MUNICIPAL COURT FOR THE CITY OF MARSHFIELD AND VILLAGE OF SPENCER

This AMENDED Agreement is entered into this _____ day of _____, 2016, by and between the City of Marshfield (Marshfield) and the Village of Spencer (Spencer), both municipal corporations which are organized and existing under the laws of the State of Wisconsin, hereinafter called the "Member Municipalities".

WHEREAS, Section 755.01(1) of Wisconsin Statutes provides that a municipality may establish a municipal court to be maintained at the expense of the municipality; and,

WHEREAS, Section 755.01(4) of Wisconsin Statutes provides that two or more cities, town or villages may enter into an agreement under Section 66.0301 of Wisconsin Statutes for the joint exercise of the power granted under Section 755.01(1), after enactment of identical ordinance by each affected city, town or village; and

WHEREAS, member municipalities have expressed a willingness to enter into an agreement for the joint operation of a municipal court pursuant to Section 66.0301 of Wisconsin Statutes.

NOW, THEREFORE, In consideration of the benefits expected to be realized by each municipality from joint operation of the municipal court, the member municipalities contract and agree as follows:

- 1) **TERM.** This agreement shall be in effect for the period beginning on the date when it has been duly executed by both member municipalities, and shall remain in effect until either party takes action to abolish the Court.
- 2) **GENERAL.** The Court shall be organized and shall operate pursuant to, and in full accordance, with Chapter 755 and Section 66.0301 of Wisconsin Statutes., ordinances adopted by the member municipalities, and the terms of this agreement. Should any conflicts arise, applicable portions of Wisconsin Statutes shall prevail.
- 3) **ORGANIZATION.** Except for matters required by Wisconsin Statutes to be determined by governing bodies of the respective member municipalities, general operations of the court shall be under the City of Marshfield, and the jurisdictional authority of the court shall be exercised by the Municipal Court Judge.
- 4) **CLERK AND JUDGE.** The Court Clerk and Judge shall both be employees of the City of Marshfield, with wages and any fringe benefits established by the Marshfield City Council. The clerk shall be appointed by the Judge, pursuant to Section 755.10 of Wisconsin Statutes.
- 5) **FORFEITURES, FEES, PENALTY ASSESSMENTS AND COST.** The Court Clerk shall pay over all forfeitures, fees, penalty assessments, and costs paid to the Court under a judgment to the City of Marshfield Finance Director by the close of business on the Tuesday of the week following receipt. At time of payment, the Judge shall provide supporting documents for receipts, including citation numbers, the offense for which forfeiture was imposed, and the total of all forfeitures, fees, penalty assessments, and costs, if any. The City shall create a separate special revenue fund to account for funds collected on citations issued by the Village of Spencer. The Finance Director shall credit this special revenue fund as monies are received from the Court. By the 10th day of each month, the Finance Director shall disburse all costs, assessments, and surcharges due by law to Wood and/or Marathon County, or the State of Wisconsin, and all forfeitures collected on Village of Spencer citations during the previous month.

- 6) BUDGET. The Judge’s office shall submit an annual budget to the City’s Finance Director by no later than July 31st of each year for the following year. Prior to submission, Village of Spencer representatives shall be given a reasonable opportunity to review and comment on the proposed budget. Once approved by the Marshfield City Council, the budget shall be officially established for Court operations for the following year.
- 7) ADVISORY COMMITTEE. An Advisory Committee shall be created to review issues or concerns relating to the Court, but the Committee shall have no formal power or authority. The Committee shall be comprised of five (5) members appointed by the City of Marshfield, and two (2) members appointed by the Village of Spencer. The Committee will meet only when deemed necessary and appropriate to address any issues or concerns.
- 8) EFFECTIVE DATE. This agreement shall not take effect until it has been approved by governing bodies of both municipalities, and both members have adopted substantially identical ordinances relating to establishment and operation of the Court. Once a joint municipal court is established, the Village of Spencer shall not create a separate municipal court under Wisconsin Statutes. Upon adoption, each municipality shall send a certified copy of its ordinance to the appropriate filing officer noted in Section 11.02(3)(e) of Wisconsin Statutes.
- 9) ELECTION OF JUDGE. As this agreement is being signed during the term of the current Judge, this Judge shall continue to serve in this capacity until the end of his term of office. At that time, an election shall be held as outlined in Section 755.01(4) of Wisconsin Statutes, with electors from each municipality eligible to vote. The judge must be a practicing attorney, currently licensed by the State of Wisconsin.
- 10) FINANCIAL PARTICIPATION. During the term of this agreement, the financial arrangement shall be as follows:
 - a) The City of Marshfield shall retain \$40 from all Village of Spencer citations; keeping \$35, and sending \$5 to the State of Wisconsin. The City reserves the right to adjust this annually as needed, depending on the actual cost of court services and revenues received, and to recoup the Village of Spencer’s share of necessary improvements (computer software, etc.) Adjustments can also be made as a result of any statutory changes impacting costs or fees.
 - b) The City of Marshfield reserves the right to assess an added charge each year for shortfalls that exist between funds retained from Village of Spencer citations and the amount required to cover any extra costs related to the Village of Spencer, including, but not limited to, staffing, technology needs, etc.
 - c) The Village of Spencer shall make its own arrangements for legal services, and shall bear the full cost associated with prosecuting all citations issues by the Village of Spencer’s Police Department.
- 11) TERMINATION. Either member may elect to withdraw from the joint municipal court at any time, and for any reason, if written notice is given to the other member at least 90 days in advance. Neither member may seek to abolish the Court while this agreement is in effect. If the Village of Spencer elects to withdraw, the Village will be required to reimburse the City of Marshfield for any existing net shortfall at the time of termination.

In Witness Whereof, the parties have executed this agreement under seal to take effect on the above written date.

CITY OF MARSHFIELD

Approved: _____
Date

By: _____
Mayor

Attest: _____
Clerk

Finance Director

VILLAGE OF SPENCER

Approved: _____
Date

By: _____
President

Attest: _____
Clerk

Treasurer