



CITY OF MARSHFIELD

MEETING NOTICE

FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING

TUESDAY, DECEMBER 6, 2016

Common Council Chambers, City Hall Plaza

5:30 p.m.

1. Call to Order – Alanna Feddick, Chairperson

2. Citizen Comments

3. Consent Agenda

a) Approval of Minutes of November 15, 2016 meeting

b) Approve Bills and Payroll

c) 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 approval to the Common Council of Budget Resolution No. 27-2016, transferring \$1,900 to cover Unemployment Compensation Claims. Presented by Keith Strey, Finance Director

Recommended Action: Recommend approval of Budget Resolution No. 27-2016 to the Common Council

6. Request to recommend approval to the Common Council of Budget Resolution No. 28-2016, transferring \$4,600 from the General Fund, Contingency Budget to the General Fund, Assessor Budget. Presented by Steve Barg, City Administrator

Recommended Action: Recommend approval of Budget Resolution No. 28-2016 to the Common Council

7. Request to recommend approval to the Common Council of Budget Resolution No. 29-2016, transferring \$70,000 from the Snow and Ice Control Budget to the Forestry Budget. Presented by Mike Winch, Street Division Superintendent

Recommended Action: Recommend approval of Budget Resolution No. 29-2016 to the Common Council

8. Request to recommend approval to the Common Council of Resolution No. 2016-65 approving the taxi contract with Running, Inc. for calendar year 2017. Presented by Keith Strey, Finance Director

Recommended Action: Recommended approval of Resolution No. 2016-65 to the Common Council

FINANCE, BUDGET AND PERSONNEL COMMITTEE
DECEMBER 6, 2016

9. Request to recommend approval to the Common Council of Resolution No. 2016-66 approving Committed Fund Balance classifications for continuing certain appropriations related to fiscal year 2016 to be carried over into 2017. Presented by Keith Strey, Finance Director

Recommended Action: Recommend approval of Resolution No. 2016-66 to the Common Council

10. Presentation of EBS Assessment Report. Presented by Keith Strey, Finance Director

Recommended Action: None, for information only

11. Suggested items for future agendas

12. Adjourn

Posted this day, December 2, 2016 at 10:00 a.m. by Lori 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 NOVEMBER 15, 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, City Administrator Barg and City Personnel (Jennifer Rachu, Keith Strey, Jason Angell, Amy VanWyhe, Bob Haight and Deb M. Hall)

Citizen Comments

None

FBP16-098 Motion by Spiros, second by Zaleski to approve the items on the consent agenda:

1. Minutes of the November 1, 2016 meeting.
2. Payroll in the amount of \$839,878.95 and the Bills in the amount of \$1,536,334.91.
3. October 2016 Treasury Report.

Motion carried

No items were removed from the consent agenda.

FBP16-099 Motion by Hendler, second by Witzel to recommend approval of Resolution No. 2016-59 to the Common Council, adopting the City of Marshfield Fee Schedule.

Motion carried

FBP16-100 Motion by Zaleski, second by Witzel to recommend approval of Resolution No. 2016-60 to the Common Council, adopting an ambulance rate schedule to be effective January 1, 2017.

Motion carried

FBP16-101 Motion by Hendler, second by Spiros to recommend approval of Resolution No. 2016-61 to the Common Council, writing off various uncollectible ambulance accounts receivable totaling \$29,000.

Motion carried

FBP16-102 Motion by Zaleski, second by Witzel to approve the 2017 ambulance contracts with 13 surrounding towns and villages.

Motion carried

FBP16-103 Motion by Hendler, second by Zaleski to recommend approval of Resolution No. 2016-62 to the Common Council, writing off various non-ambulance general fund accounts totaling \$63,813.22.

Motion carried

FBP16-104 Motion by Witzel, second by Zaleski to recommend approval of Budget Resolution No. 26-2016 to the Common Council, transferring \$38,817 from General Fund Contingency and \$15,000 from General Fund Building Services & Inspection to General Fund Uncollectible accounts.

Motion carried

FBP16-105 Motion by Spiros, second by Zaleski to approve revised Policy #3.960, Safety Shoe, Safety Glasses, Tools and Clothing.

Motion carried

FBP16-106 Motion by Witzel, second by Hendler to approve the revised Request for Proposals for assessing services.

Motion carried

FBP16-107 Motion by Hendler, second by Zaleski to approve keeping the assessing function under the City Administrator.

Motion carried

FUTURE AGENDA ITEMS

None

Motion by Witzel, second by Spiros to adjourn at 6:12 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 **\$893,462.79** and General Expense Bills for **NOVEMBER, 2016** amounting to **\$1,162,361.98** 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
89524	11/10/2016	SECURIAN FINANCIAL GROUP, INC.	\$5,663.88
89525	11/10/2016	SECURITY HEALTH PLAN	\$227,970.89
89526	11/10/2016	AXIOM SYSTEMS INC	\$221.40
89527	11/18/2016	ADVANCED DISPOSAL SERVICES LLC	\$75,510.45
89528	11/18/2016	FRONTIER	\$863.01
89529	11/18/2016	TELINJECT USA INC	\$177.57
89530	11/18/2016	TELRITE CORPORATION	\$348.99
89531	11/18/2016	WE ENERGIES	\$3,404.81
89532	11/25/2016	CHARTER COMMUNICATIONS	\$164.56
89533	11/25/2016	CONVENTION & VISITORS BUREAU	\$66,445.59
89534	11/25/2016	MARSHFIELD UTILITIES	\$28,477.36
89541	11/28/2016	DELTA DENTAL OF WISCONSIN	\$11,994.10
89542	11/28/2016	NVA FIDUCIARY TRUST FOR FSLI	\$1,479.58
		TOTAL PREPAID BILLS PAID BY CHECK	\$422,722.19

ACH PAYMENTS

11/30/2016	WI DEPT OF REVENUE	\$1,035.40
	TOTAL ACH PAYMENTS	\$1,035.40

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000006735	12/7/2016	ACCESSDATA GROUP LLC	\$2,684.64
EFT000000006736	12/7/2016	AMERICAN WELDING & GAS INC	\$99.91
EFT000000006737	12/7/2016	JASON ANGELL	\$261.36
EFT000000006738	12/7/2016	ARAMARK UNIFORM SERVICES	\$175.66
EFT000000006739	12/7/2016	ARAMARK UNIFORM SERVICES	\$40.99
EFT000000006740	12/7/2016	ATHENS VETERINARY SERVICE INC	\$423.97
EFT000000006741	12/7/2016	AUDIO EDITIONS	\$416.51
EFT000000006742	12/7/2016	B & B LAWN CARE LLC	\$28,780.30
EFT000000006743	12/7/2016	BRIAN BARNES	\$19.62
EFT000000006744	12/7/2016	BATTERIES PLUS BULBS # 072	\$100.80
EFT000000006745	12/7/2016	BAUERNFEIND BUSINESS TECH	\$2,543.31
EFT000000006746	12/7/2016	BEAVER OF WISCONSIN INC	\$129.00
EFT000000006747	12/7/2016	LORI BELONGIA	\$1,072.35
EFT000000006748	12/7/2016	STEVE BURNS	\$53.35
EFT000000006749	12/7/2016	CARQUEST AUTO PARTS	\$556.83
EFT000000006750	12/7/2016	JUSTIN CASPERSON	\$626.13
EFT000000006751	12/7/2016	CAVU LLC	\$3,500.00
EFT000000006752	12/7/2016	CDW GOVERNMENT INC	\$468.40
EFT000000006753	12/7/2016	CENTRAL STATE SUPPLY CORP	\$687.35
EFT000000006754	12/7/2016	CTL COMPANY INC	\$290.58

Check #	Check Date	Vendor Name	Amount
EFT000000006755	12/7/2016	DALCO ENTERPRISES, INC.	\$459.89
EFT000000006756	12/7/2016	DIGITAL HIGHWAY INC	\$6,594.74
EFT000000006757	12/7/2016	DOINE TRANSPORT INC	\$612.00
EFT000000006758	12/7/2016	JEFFREY DOLGNER	\$178.20
EFT000000006759	12/7/2016	EBSCO INDUSTRIES, INC.	\$32.81
EFT000000006760	12/7/2016	EMPLOYEE BENEFITS CORPORATION	\$709.25
EFT000000006761	12/7/2016	FAHRNER ASPHALT SEALERS LLC	\$19,411.00
EFT000000006762	12/7/2016	FIRE & SAFETY EQUIPMENT IV INC	\$461.00
EFT000000006763	12/7/2016	JASON FOEMMEL	\$10.00
EFT000000006764	12/7/2016	DEB HALL	\$57.78
EFT000000006765	12/7/2016	HALRON LUBRICANTS INC	\$99.35
EFT000000006766	12/7/2016	HATCH BUILDING SUPPLY	\$4,843.99
EFT000000006767	12/7/2016	HEINZEN PRINTING INC	\$345.00
EFT000000006768	12/7/2016	HOUSE OF HEATING INC	\$8.64
EFT000000006769	12/7/2016	INGRAM LIBRARY SERVICES INC	\$537.30
EFT000000006770	12/7/2016	KIEFFER/GREG	\$147.59
EFT000000006771	12/7/2016	KROKSTROM/LORRIE	\$66.30
EFT000000006772	12/7/2016	LAWSON PRODUCTS INC	\$118.07
EFT000000006773	12/7/2016	MAC TOOLS	\$8,903.97
EFT000000006774	12/7/2016	MARAWOOD REAL ESTATE 200 LLC	\$3,072.30
EFT000000006775	12/7/2016	MCMASTER-CARR	\$275.81
EFT000000006776	12/7/2016	MERKEL COMPANY INC	\$17,156.61
EFT000000006777	12/7/2016	JAMES MEYER	\$24.53
EFT000000006778	12/7/2016	MIDWEST TAPE	\$2,436.89
EFT000000006779	12/7/2016	MONROE TRUCK EQUIPMENT	\$169.50
EFT000000006780	12/7/2016	MSA PROFESSIONAL SERVICES INC	\$829.25
EFT000000006781	12/7/2016	NELSON JAMESON INC	\$257.72
EFT000000006782	12/7/2016	NORTH CENTRAL LABORATORIES	\$1,038.66
EFT000000006783	12/7/2016	SHAWN OLSON	\$150.00
EFT000000006784	12/7/2016	THOMAS OTT	\$100.00
EFT000000006785	12/7/2016	ANDREW OTT	\$100.00
EFT000000006786	12/7/2016	SCOTT OWEN	\$54.00
EFT000000006787	12/7/2016	LORI PANZER	\$41.04
EFT000000006788	12/7/2016	POMP'S TIRE SERVICE INC	\$3,336.29
EFT000000006789	12/7/2016	POWER PAC INC	\$99.75
EFT000000006790	12/7/2016	PREMIER PRINTING, INC	\$594.86
EFT000000006791	12/7/2016	QUARLES & BRADY LLP	\$16,000.00
EFT000000006792	12/7/2016	REIGEL PLUMBING & HEATING INC	\$293.54
EFT000000006793	12/7/2016	ROCK OIL REFINING INC	\$50.00
EFT000000006794	12/7/2016	DAN ROGERS	\$150.00
EFT000000006795	12/7/2016	SAFE FAST INC	\$177.60
EFT000000006796	12/7/2016	DANIEL A SALACINSKI	\$35.00
EFT000000006797	12/7/2016	SAMUEL SON & CO INC	\$539.48
EFT000000006798	12/7/2016	SCHOOL DISTRICT OF MARSHFIELD	\$2,223.88
EFT000000006799	12/7/2016	ROBERT SCHOOLEY JR	\$55.08
EFT000000006800	12/7/2016	SHERWIN WILLIAMS COMPANY	\$138.58
EFT000000006801	12/7/2016	CASSANDRA SIIRILA	\$11.20

Check #	Check Date	Vendor Name	Amount
EFT000000006802	12/7/2016	SOLUTIONZ LLC	\$1,545.00
EFT000000006803	12/7/2016	BENJAMIN STEINBACH	\$523.71
EFT000000006804	12/7/2016	SVA CONSULTING LLC	\$1,370.90
EFT000000006805	12/7/2016	LORI TISCHENDORF	\$37.80
EFT000000006806	12/7/2016	TRI-MEDIA LLC	\$9,362.00
EFT000000006807	12/7/2016	LOCATE HOLDINGS INC	\$6,389.38
EFT000000006808	12/7/2016	V & H AUTOMOTIVE MARSHFIELD	\$62,584.15
EFT000000006809	12/7/2016	V & H INC	\$213.65
EFT000000006810	12/7/2016	VON BRIESEN AND ROPER, S.C.	\$184.00
EFT000000006811	12/7/2016	VORPAHL FIRE & SAFETY	\$507.14
EFT000000006812	12/7/2016	ERIK WESTMAN	\$1,132.42
EFT000000006813	12/7/2016	XYLEM WATER SOLUTIONS U.S.A., INC.	\$495.00
TOTAL CURRENT BILLS PAID BY EFT			\$220,284.66

CURRENT BILLS PAID BY CHECK

89543	12/7/2016	ABR EMPLOYMENTSERVICES	\$1,104.00
89544	12/7/2016	ADVANCED DISPOSAL SERVICES LLC	\$44.18
89545	12/7/2016	AGSOURCE COOPERATIVE SERVICES	\$657.75
89546	12/7/2016	ALTMANN BUILDERS, LLC	\$360.00
89547	12/7/2016	AMAZON	\$1,872.07
89548	12/7/2016	AMERICAN ASPHALT OF WI	\$305,590.52
89549	12/7/2016	AMERICAN AUTO SALES & SERVICE	\$80.95
89550	12/7/2016	AMERICAN LIBRARY ASSOCIATION	\$171.00
89551	12/7/2016	AMERIGAS-RUDOLPH	\$169.54
89552	12/7/2016	AQUATIC BIOLOGISTS INC	\$459.78
89553	12/7/2016	ARROW TERMINAL.COM VEHICLE & IND SU	\$75.08
89554	12/7/2016	ASSOCIATED SERVICE CENTER	\$1,208.24
89555	12/7/2016	AYRES ASSOCIATES INC	\$3,294.60
89556	12/7/2016	B & D LOCK SHOP	\$801.00
89557	12/7/2016	BRUCE TIBBETT JR.	\$90.00
89558	12/7/2016	BADGER STATE WASTE, LLC	\$30,862.30
89559	12/7/2016	BAKER AND TAYLOR CO-CONT ACCT	\$9.71
89560	12/7/2016	BAKER AND TAYLOR INC	\$4,896.26
89561	12/7/2016	BAY STEEL & FABRICATION LLC	\$30.30
89562	12/7/2016	BB COMMUNITY LEASING SERVICES INC	\$550.32
89563	12/7/2016	BESTIMATE LLC	\$315.00
89564	12/7/2016	ALVIN A BORNTREGER	\$54.75
89565	12/7/2016	I BRANDL INC	\$41.60
89566	12/7/2016	BROOKS TRACTOR INC	\$6,160.30
89567	12/7/2016	CAPITAL DATA INC	\$3,086.00
89568	12/7/2016	CASTLEROCK VETERINARY HOSPITAL	\$169.34
89569	12/7/2016	CENTRAL WI RABBIT BREEDERS	\$75.00
89570	12/7/2016	CHARTER COMMUNICATIONS	\$106.44
89571	12/7/2016	CITY OF WAUSAU	\$1,440.66
89572	12/7/2016	STEVE FUEHRER	\$500.00
89573	12/7/2016	COMPLETE OFFICE OF WISCONSIN	\$545.91
89574	12/7/2016	J P COOKE CO	\$382.71

Check #	Check Date	Vendor Name	Amount
89575	12/7/2016	CUMMINS NPOWER LLC	\$476.74
89576	12/7/2016	CUSTOM CAGE INC	\$1,480.00
89577	12/7/2016	W S DARLEY & CO	\$314.05
89578	12/7/2016	DIAMOND BUSINESS GRAPHICS	\$599.82
89579	12/7/2016	DIRECT NETWORKS INC	\$131.45
89580	12/7/2016	DISPLAY SALES	\$398.75
89581	12/7/2016	DUFFY'S AIRCRAFT SALES	\$4,117.63
89582	12/7/2016	EAU CLAIRE COUNTY CLERK OF COURTS	\$6.80
89583	12/7/2016	ENVIROTECH EQUIPMENT CO INC	\$1,175.00
89584	12/7/2016	ETCO ELECTRIC SUPPLY INC	\$45.89
89585	12/7/2016	FALCON ALTERNATOR & STARTER	\$225.46
89586	12/7/2016	FASTENAL COMPANY	\$288.07
89587	12/7/2016	FEHR GRAHAM & ASSOCIATES, LLC	\$2,400.00
89588	12/7/2016	FESTIVAL FOODS	\$38.80
89589	12/7/2016	JOYCE FISCHER	\$205.99
89590	12/7/2016	FRONTIER	\$682.79
89591	12/7/2016	GENERAL FARM SUPPLY INC	\$134.25
89592	12/7/2016	GRANITE STOCK REMOVAL INC	\$1,827.00
89593	12/7/2016	H & S PROTECTION SYSTEMS INC	\$138.55
89594	12/7/2016	H.C. MILLER COMPANY	\$586.95
89595	12/7/2016	HILLER'S HARDWARE INC	\$485.70
89596	12/7/2016	PETER HORVATH	\$4,735.00
89597	12/7/2016	JEFFERSON FIRE AND SAFETY INC	\$77.04
89598	12/7/2016	JFTCO, INC	\$58.76
89599	12/7/2016	E O JOHNSON COMPANY	\$205.75
89600	12/7/2016	E O JOHNSON COMPANY	\$325.02
89601	12/7/2016	K & C CLEANING LLC	\$850.00
89602	12/7/2016	GEORGI SARTAIN	\$60.00
89603	12/7/2016	ALMA LAMBERT	\$150.00
89604	12/7/2016	LWMMI	\$1,000.00
89605	12/7/2016	MAID TO ORDER	\$200.00
89606	12/7/2016	MARSHFIELD AREA CHAMBER	\$80.00
89607	12/7/2016	MARSHFIELD AREA PET SHELTER, INC	\$1,281.00
89608	12/7/2016	MARSHFIELD CITY GARAGE	\$25.48
89609	12/7/2016	MARSHFIELD FIRE DEPARTMENT	\$75.00
89610	12/7/2016	MARSHFIELD MALL	\$3,085.37
89611	12/7/2016	MARSHFIELD UTILITIES-2	\$16,075.77
89612	12/7/2016	TOWN OF MARSHFIELD	\$6,750.60
89613	12/7/2016	MEDFORD COOPERATIVE INC	\$120.86
89614	12/7/2016	MENARDS	\$1,580.49
89615	12/7/2016	RON MEYERS AND SON LLC	\$2,854.75
89616	12/7/2016	MID WISCONSIN SUPPLY, LLC	\$1,361.60
89617	12/7/2016	MIDWEST AUTO MOVERS, INC	\$15,000.00
89618	12/7/2016	MILLER BRADFORD AND RISBERG	\$229.22
89619	12/7/2016	MILWAUKEE MAP SERVICE INC	\$55.90
89620	12/7/2016	MINISTRY ST JOSEPH'S HOSPITAL	\$1,919.54
89621	12/7/2016	MINNESOTA LIFE INSURANCE CO	\$646.80

Check #	Check Date	Vendor Name	Amount
89622	12/7/2016	MITTEN'S HOME APPLIANCES	\$180.00
89623	12/7/2016	MPPA LE SUPPLY	\$253.81
89624	12/7/2016	NAPA AUTO PARTS	\$249.97
89625	12/7/2016	NORTHERN LAKE SERVICE INC	\$513.50
89626	12/7/2016	OPPORTUNITY DEVELOPMENT CENTER	\$40.00
89627	12/7/2016	PER MAR SECURITY SERVICES	\$756.00
89628	12/7/2016	JEAN ZYGARLICHE	\$20.00
89629	12/7/2016	PRECISE MRM LLC	\$30.99
89630	12/7/2016	PROVISION PARTNERS	\$856.20
89631	12/7/2016	SCHALOWS NURSERY, INC.	\$1,716.78
89632	12/7/2016	DELORES SCHEUER	\$193.00
89633	12/7/2016	SCHREINERS PLUMBING & HEATING, LLC	\$79.20
89634	12/7/2016	SCHWAAB INC	\$66.00
89635	12/7/2016	SCOTTY'S PIZZA	\$59.69
89636	12/7/2016	SECURITY HEALTH PLAN	\$270.40
89637	12/7/2016	SECURITY OVERHEAD DOOR INC	\$152.50
89638	12/7/2016	SHOWCASES	\$660.96
89639	12/7/2016	SNAP ON INDUSTRIAL	\$155.81
89640	12/7/2016	SPEE-DEE DELIVERY SERVICE INC	\$99.89
89641	12/7/2016	THE SPORTS DEN	\$435.96
89642	12/7/2016	STAPLES ADVANTAGE	\$121.95
89643	12/7/2016	STERNWEIS & SONS INC	\$84.60
89644	12/7/2016	STRAND ASSOCIATES INC	\$3,433.38
89645	12/7/2016	TAPCO	\$136.30
89646	12/7/2016	THE POND PEOPLE	\$1,292.00
89647	12/7/2016	TRANSUNION RISK AND ALTERNATIVE	\$36.50
89648	12/7/2016	TRIERWEILER CONSTRUCTION	\$7,671.67
89649	12/7/2016	TRIPLE R BUSINESS SERVICES, LLC	\$4,694.61
89650	12/7/2016	TRAVIS LINDEKUGEL	\$130.00
89651	12/7/2016	UMR	\$1,080.10
89652	12/7/2016	UNIFIRST CORPORATION	\$483.96
89653	12/7/2016	UNITED MAILING SERVICE INC	\$1,542.28
89654	12/7/2016	UNIVERSITY COMMISSION	\$6,590.50
89655	12/7/2016	VARITECH INDUSTRIES INC.	\$3,370.47
89656	12/7/2016	VERIZON WIRELESS	\$178.13
89657	12/7/2016	VERMEER WISCONSIN INC	\$30,575.00
89658	12/7/2016	BEATRICE VIERGUTZ	\$100.00
89659	12/7/2016	VIKING ELECTRIC SUPPLY INC	\$94.50
89660	12/7/2016	VITAL COMMUNICATION	\$2,150.00
89661	12/7/2016	WALMART COMMUNITY/GECRB	\$1,121.41
89662	12/7/2016	WALT'S PETROLEUM SERVICE INC	\$959.41
89663	12/7/2016	WCMA	\$161.03
89664	12/7/2016	WE ENERGIES	\$745.56
89665	12/7/2016	WE ENERGIES	\$37.76
89666	12/7/2016	WEILER TRANSPORTATION LLC	\$79.00
89667	12/7/2016	ERLAN R. WENZEL	\$190.00
89668	12/7/2016	WEPAK-N-SHIP	\$55.64

Check #	Check Date	Vendor Name	Amount
89669	12/7/2016	WHEELERS GM OF MARSHFIELD INC	\$296.12
89670	12/7/2016	STATE OF WISCONSIN	\$150.00
89671	12/7/2016	WI STATE LABORATORY OF HYGIENE	\$373.00
89672	12/7/2016	WISCONSIN MEDIA	\$3,096.24
89673	12/7/2016	DENISE MARIE ZELMS	\$313.00
89674	12/7/2016	DONNA ZYGARLICHE	\$416.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$518,319.73
		TOTAL PREPAID BILLS	\$422,722.19
		TOTAL ACH PAYMENTS	\$1,035.40
		TOTAL CURRENT BILLS	\$738,604.39
		GRAND TOTAL	<u>\$1,162,361.98</u>

MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF NOVEMBER 30, 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	MCMAMARA	NATHANIEL
Fire		Firefighter Paramedic	1.00	MILLER	ZACHARY
Fire		Firefighter Paramedic	1.00	PATTON	DAVID
Fire		Firefighter Paramedic	1.00	SADAUSKAS	JENI
Fire		Firefighter Paramedic	1.00	SCHAD	JASON

Department	Division	Position	FTE	Last Name	First Name
Fire		Firefighter Paramedic	1.00	WEILAND	TROY
Fire		Firefighter Paramedic	1.00	WINISTORFER	PETER
Fire		Firefighter Paramedic	1.00	TACKES	PAUL
Fire		Administrative Assistant III	1.00	BERGER	SUZANNE
Fire Total			37.00		
Technology		Technology Analyst	1.00	WESTMAN	ERIK
Technology		Technology Analyst	1.00	SUTTON	MATTHEW
Technology		Technology Director	1.00	NG	ENG
Technology		Technology Technician	1.00	SCHROEDER	SHAWN
Information Technology Total			4.00		
Library		Adult Services Supervisor Lib	1.00	ADLER	MARY LOU
Library		Asst Dir./Tech. Svcs Supervisor	1.00	BAKER	KATHLEEN
Library		Children's' Services Supervisor	1.00	ROPSON	KIM
Library		Library Assistant II	0.625	AUSTIN	JANE
Library		Library Assistant II	0.5	CERA	JILL
Library		Library Assistant II	1.00	SMITH	PENNY
Library		Library Custodian	1.00	FRUEHBRODT	WILLIAM
Library		Library Director	1.00	BELONGIA	LORI
Library		Library Specialist I	0.50	BAKER	DAVID
Library		Library Specialist I	1.00	SMITH	DEBORAH
Library		Library Specialist I	1.00	DERFUS	MARY
Library		Library Specialist I	1.00	HILL	SANDRA
Library		Library Specialist II	0.725	SLADE	CHELSEA
Library		Library Specialist III	0.50	KRUSE	NATALIE
Library		Library Specialist III	0.5	APFEL	STEVE
Library		Library Specialist III	1.00	DUER	AMANDA
Library		Library Specialist III	1.00	SCHULTZ	ROBERT
Library		Library Specialist III	1.00	STEELE	PATRICIA
Library		Library Systems Analyst	1.00	MADER	ROBERT
Library Total			16.350		
Mayor		Administrative Assistant III	0.50	KROGMAN	AMY
Mayor		Mayor	0.50	MEYER	CHRISTOPHER
Mayor Total			1.00		
Municipal Court		Municipal Court Clerk	0.75	CARLSON	SUSAN
Municipal Court Total			0.75		
Parks & Recreation		Classification II	1.00	DOLGNER	JEFFREY
Parks & Recreation		Classification II	1.00	ROGERS	DANIEL
Parks & Recreation		Classification II	1.00	WEINFURTNER	JEFFREY
Parks & Recreation		Classification III	1.00	ADAMSKI	CHARLES
Parks & Recreation		Parks & Recreation Director	1.00	CASPERSON	JUSTIN
Parks & Recreation		Parks & Recreation Maint Supv	1.00	STEINBACH	BENJAMIN
Parks & Recreation		Parks & Recreation Supv II	1.00	CASSIDY	KELLY
Parks & Recreation		Administrative Assistant II	1.00	BEAUCHAMP	AMY
Parks & Recreation		Zoo Keeper	1.00	BURNS	STEVEN
Parks & Recreation Total			9.00		
Development Services		Director of Planning/Econ Dev	1.00	ANGELL	JASON
Development Services		Planner/Zoning Administrator	1.00	MILLER	JOSHUA
Development Services		Zoning Administrator	1.00	SCHROEDER	SAMUEL
Development Services		Building Inspector/Project Manger	1.00	POKORNY	RICHARD
Development Services		Electrical Inspector	1.00	KILTY	PATRICK
Development Services		Plumbing Insp/Asst Bldg Insp	1.00	OTT	THOMAS
Development Services		Administrative Assistant II	1.00	UTHMEIER	CHERYL
Planning Total			7.00		
Police		Administrative Assistant III	1.00	LINDNER	PEGGY
Police		Custodian	1.00	TIBBETT	BRUCE
Police		Drug Officer	1.00	IVERSON	DEREK
Police		Drug Officer	1.00	VACANT	
Police		Ordinance Enforcement Officer	1.00	LARSEN	ROBERT
Police		Ordinance Enforcement Officer	1.00	LEONARD	DANIEL
Police		PD Staff Services Supervisor	1.00	KROKSTROM	LORRIE

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

Department	Division	Position	FTE	Last Name	First Name
Public Works	Street Services	Classification II	1.00	JOHNSON	JOSH
Public Works	Street Services	Classification II	1.00	KOZIK	KYLE
Public Works	Street Services	Classification II	1.00	LINZMEIER	BRYAN
Public Works	Street Services	Classification II	1.00	NIEHAUS	PATRICK
Public Works	Street Services	Classification II	1.00	RAAB	NOAH
Public Works	Street Services	Classification II	1.00	CHRISTIANSEN	CHRISTOPHER
Public Works	Street Services	Classification III	1.00	BABCOCK	MARK
Public Works	Street Services	Classification III	1.00	LANGFELDT	TIMOTHY
Public Works	Street Services	Classification III	1.00	MCCLUNG	BRIAN
Public Works	Street Services	Classification III	1.00	NEEDHAM	PAUL
Public Works	Street Services	Classification III	1.00	GUENSBURG	WILL
Public Works	Street Services	Classification III	1.00	SONNEMANN	LESTER
Public Works	Street Services	Classification III	1.00	TRUDEAU	MICHAEL
Public Works	Street Services	Classification IV	1.00	BECKER	JEFFREY
Public Works	Street Services	Classification IV	1.00	CHURKEY	MATTHEW
Public Works	Street Services	Classification IV	1.00	SCHMIDT	PHILIP
Public Works	Street Services	Classification IV	1.00	NIKOLAI	HUGH
Public Works	Street Services	Classification IV	1.00	SCHERR	MICHAEL
Public Works	Street Services	Classification IV	1.00	SCHROEDER	WILLIAM
Public Works	Street Services	Classification IV	1.00	RASMUSSEN	TIMOTHY
Public Works	Street Services	Mechanic	1.00	BRUHN	TODD
Public Works	Street Services	Mechanic	1.00	WANTA	DUANE
Public Works	Street Services	Street Superintendent	1.00	WINCH	MICHAEL
Public Works	Wastewater	Asst Wastewater Superintendent	1.00	KIVELA	MARK
Public Works	Wastewater	Administrative Assistant II	0.50	COY	JEAN
Public Works	Wastewater	Wastewater Operator	1.00	SCHUG	JOHN
Public Works	Wastewater	Wastewater Operator	1.00	LUKANICH	JOHN
Public Works	Wastewater	Wastewater Operator	1.00	KUHLKA	LOUIS
Public Works	Wastewater	Wastewater Operator - Level 4	1.00	OTT	ANDREW
Public Works	Wastewater	Wastewater Operator	1.00	CHARRON	JACOB
Public Works	Wastewater	Wastewater Operator	1.00	GOHAM	JOEL
Public Works	Wastewater	Wastewater Operator	1.00	FISCHER	BRANDON
Public Works	Wastewater	Wastewater Operator	1.00	NOSBISCH	MITCHELL
Public Works	Wastewater	Wastewater Superintendent	1.00	WARP	SAMUEL
Public Works Total			51.50		
Grand Total			191.400		



City of Marshfield Memorandum

To: Finance, Budget and Personnel Committee

From: Keith Strey, Finance Director

Subject: Budget Resolution No. 27-2016

Date: November 29, 2016

SUMMARY:

The attached budget resolution, if approved, transfers \$1,900 from the General Fund Contingency budget to the identified budgets to cover costs of unemployment compensation claims for 2016 paid by the City. The contingency account has \$10,000 specifically allocated for this purpose in 2016.

RECOMMENDATION:

I recommend approval of Budget Resolution No. 27-2016.

Concurrence: _____

Steve Barg, City Administrator

BUDGET RESOLUTION NO. 27-2016

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 \$1,900 is hereby transferred from the Contingency Fund, a/c #1015156008.080000 to the following accounts:
 - a. School Crossing Guards, a/c #1015214020.200000 \$ 1,250
 - b. Aging/Senior Center, a/c #1015461050.500000 150
 - c. Recreation Programs, a/c #1015532162.620000 500

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. 27-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund Contingency, a/c# 1015156008.08000:

- 1. 51580 – Unemployment Compensation \$ 1,900

TRANSFERRED TO:

General Fund (101):

- 1. School Crossing Guards, a/c#1015214020.200000:
51580 - Unemployment Compensation \$ 1,250
- 2. Aging/Senior Center, a/c#1015461050.500000:
51580 - Unemployment Compensation \$ 150
- 3. Recreation Programs, a/c#1015532162.620000:
51580 - Unemployment Compensation \$ 500

* * * *

BUDGET RESOLUTION NO. 28-2016

A resolution changing the 2016 budget of the City of Marshfield, Wisconsin.

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the sum of \$4,600 is hereby transferred from the General Fund, Contingency Budget, a/c # 1015156008.080000 to the General Fund, Assessor Budget, a/c#1015153009.090000.
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. 28-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency	\$	4,600
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TRANSFERRED TO:

General Fund Assessor Budget, a/c# 1015153009.090000:

1. 51540 – Health Insurance	\$	4,600
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**City of
Marshfield**

Memorandum

November 28, 2016

TO: Members of the Finance, Budget and Personnel Committee
FROM: Dan Knoeck, Director of Public Works
SUBJECT: Budget Resolution 29-2016 Forestry and Snow & Ice Budget Transfers

BACKGROUND

With the mild winter at the beginning of the 2016 budget year, City crews were able to spend more time on forestry operations, specifically addressing ash tree removals as part of our Emerald Ash Borer readiness plan. In fact, crews were able to complete all of the planned removals in one year rather than over multiple years. This is especially important because there is not always enough time for forestry operations when we do get an extended or even normal winter. Getting a head start with EAB preparedness on street trees will put us in a better position to respond when EAB does arrive. As a result of this successful year, we are projecting a \$70,000 shortfall in the 2016 Forestry Budget.

ANALYSIS

The good news is that there will be an unspent balance in the Snow and Ice Budget. Staff is proposing that funds be transferred from the Snow and Ice budget to the Forestry Budget to make up the shortfall. The attached Budget Resolution 29-2016 shows the details of the proposed transfers.

RECOMMENDATION

Approval of Budget Resolution 29-2016 and refer to the Common Council for consideration.

Concurrence: 
Steve Barg, City Administrator


Keith Strey, Finance Director

DETAIL OF BUDGET RESOLUTION NO. 29-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

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

1. 51000 Series– Permanent Employee – Wages & Benefits	\$	20,000
2. 53310 – Motor Pool	\$	25,000
3. 54500 – Raw Materials	\$	25,000

TRANSFERRED TO:

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

1. 51000 Series – Permanent Employee – Wages & Benefits	\$	40,000
2. 53310 – Motor Pool	\$	30,000

* * * * *

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



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

TO: FINANCE, BUDGET & PERSONNEL COMMITTEE
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: RESOLUTION 2016-65 SHARED-RIDE TAXI SERVICE CONTRACT APPROVAL FOR 2017
DATE: 11/30/2016

BACKGROUND

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

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

On September 27, 2016, the Common Council approved exercising the option year for 2017 with Running, Inc. and directed staff to prepare the 2017 contract for approval. Attached are the resolution and 2017 contract for review and approval.

RECOMMENDATION

I recommend approval of Resolution 2016-65 authorizing execution of contract between the City of Marshfield and Running Inc. to provide Shared-ride Taxi Service for 2017.



Concurrence – Steve Barg, City Administrator

RESOLUTION NO. 2016-65

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

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

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

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

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

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

1. That the proposed contract between the City of Marshfield and Running Inc. in substantially the form attached hereto, for the year 2017 is hereby approved.
2. That the Mayor, City Clerk and Finance Director are hereby authorized and directed, to execute said contract in its final form, as approved by the Wisconsin Department of Transportation.

ADOPTED _____
Chris L. Meyer, Mayor

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

**2017 SHARED RIDE TAXI OPERATING CONTRACT
BETWEEN THE CITY OF MARSHFIELD AND
RUNNING INC.**

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

PRELIMINARY STATEMENT

The City sponsors a Shard-Ride Taxi Service as a public transportation program to serve its residents. On September 27, 2016, the City approved exercising the option year for 2017 per terms of the awarded RFP proposal from Running Inc. following WI DOT requirements for operation of this service from the period commencing January 1, 2017 and ending on December 31, 2017.

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

CONTRACT CONDITIONS

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

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

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

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

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

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

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

The maximum amount of funding for this contract shall be \$711,114 based on 29,278 hours of service at the rate of \$24.29 per hour as agreed to by City and Contractor documented in the signed Exercise of Option for 2017. This maximum contract amount is calculated based on the hours submitted to WI DOT for 2017 operating assistance grant funding. If these hours are reduced in the final grant funding awards, the City and Contractor will adjust this maximum amount to align with total grant funded hours for 2017 when provided by WI DOT.

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

Dated this 13th day of December, 2016,

CITY OF MARSHFIELD

RUNNING INC.

Chris L. Meyer, Mayor

Authorized Representative

Deb M. Hall, City Clerk

Authorized Representative

Keith R. Strey, Finance Director



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE & COMMON COUNCIL
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: RESOLUTION 2016-66 COMMITTED FUND BALANCE CLASSIFICATIONS
DATE: 11/30/2016

BACKGROUND

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

ANALYSIS

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

Several department/division heads have requested that various 2016 appropriations for specific general fund capital outlay, operations and projects be carried over to 2017 so they can be completed. When appropriate, the respective committees/boards have previously approved these items. The attached resolution summarizes the 2016 appropriation items and estimated amounts requested to be carried over into 2017 and classified as Committed Fund Balance.

RECOMMENDATION

I recommend approval of Resolution #2016-66 approving Committed Fund Balance classifications for 2016 continuing appropriations, as presented.

Concurrence- Steve Barg, City Administrator

RESOLUTION NO. 2016-66

A resolution of the Common Council approving Committed Fund Balance classifications for continuing certain appropriations related to fiscal year 2016 to be carried over into 2017.

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

- 1. The appropriations and accounts set forth in Exhibit "A" attached hereto are hereby classified as committed and carried forward into 2017; and
- 2. The Finance Director is hereby authorized to make the necessary entries in the ledgers of the City of Marshfield to reflect the foregoing.

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

ADOPTED _____

Mayor

APPROVED _____

Clerk

EXHIBIT "A"

	<u>ESTIMATED</u>
	12/31/16
	<u>AMOUNTS</u>
<u>General Fund #101</u>	
Building Services/Inspection:	
Nuisance Property Abatement	\$ 25,000
Information Systems	
Enterprise Business System Software Upgrade	46,976
Electronic Document Management System	53,882
Market Drive Assessment Software Implementation	11,644
Library	
Net Operations & Maintenance per WI Statutes Ch. 43.58(1)	37,736 (5 yr. average)
Parks and Recreation	
Special Recreation Programs	4,184
Tennis/Racquetball Center	20,926
Adult Athletics	2,648
Planning & Economic Development	
Comprehensive Plan Intern per approved motion FBP16-092	<u>7,500</u>
	<u>\$ 210,496</u> * *

* * Amounts listed are **preliminary estimates** for information only. Final amounts will be presented in February 2017 for approval