



Review and discuss office hours for utility administrative assistants

Information was in the meeting packet. Alderman Hass had requested that this item be placed on the agenda.

At a meeting on September 29th, 2011, the Personnel and Finance Committee reached consensus that City Hall office hours are from 8:00 A.M. to 4:30 P.M., and that City Hall staff should plan their work schedule based on those hours. At that time, the water utility office was located at City Hall. The water utility office was subsequently relocated to the water utility facility.

On November 1st, 2012, Utility Superintendent Kriewald sent an e-mail stating that the full-time utility administrative assistant would be working from 7:00 A.M. to 3:30 P.M. The other, part-time assistant would be available until 4:00 P.M.

Alderman Hass stated that the Personnel and Finance Committee members were never notified or consulted on this change in hours. Utility Superintendent Kriewald explained that he did notify the members of the Water and Sewage Committee, since that is his oversight committee. He reported that he changed the hours to provide expanded customer service at no extra cost. It was noted that there are other departments outside of City Hall that do not work a normal 8:00 A.M. to 4:30 schedule.

Alderwoman Caylor suggested that research be conducted to determine the volume of early-morning phone calls at the water utility. At a future meeting, Finance/Technology Director Unertl will submit a report showing the volume of phone calls that are received by the water utility in the early morning hours.

Also, Utility Superintendent Kriewald will prepare a report on the additional duties being performed at the water utility since the relocation of their office from City Hall to the water utility facility. No action was taken at this time.

To: Personnel & Finance Committee
From: Dave Johnson, City Administrator
Subject: Utility Department Hours
Date: 1/14/13

Under "Operations", the City's Policy Manual states that: *Notwithstanding the foregoing, regular full-time employees may arrange an alternative schedule with the approval of the Department Head and Personnel Director, provided that the schedule allows for 40 hours per week and service to the public is not diminished.*

This statement would give Kim and me the ability to change the hours of individual employees in the Utility Department, so long as service to the public is not diminished. Having given the ability to change employee hours to the Department Head and Personnel Director should keep employees from contacting and lobbying Council members if Council members refer employees back to us rather than advocating for whoever contacted them.

Kim changing Angie's hours to earlier in the day to have the office open earlier falls within his authority under the Council adopted policies of the City. In offices where there is only one employee starting earlier would change the hours that the office is open either at the beginning or ending of the day in order to stay within an 8-hour day. However, in the case of Utilities there are two individuals and all that happens is that the hours are expanded earlier in the day and remain the same in the afternoon. Thus, rather than diminished services there are expanded services.



merrill

Location. Nature. People.

Smart Move

CITY OF MERRILL

Finance Director/City Treasurer

Kathy Unertl, Finance Director

1004 East First Street • Merrill, Wisconsin • 54452

Phone (715) 536-5594 • FAX (715) 539-2668

e-mail: Kathy.Unertl@ci.merrill.wi.us

Date: January 14th, 2012

To: Personnel & Finance Committee

From: Kathy Unertl, Finance Director

RE: Inbound Phone Calls – Water Garage

We did not initially have any monitoring software installed when the VOIP phone system was implemented at the end of October 2012.

Attached is inbound phone call information beginning Friday, December 20th, 2012 through about Noon on Monday, January 14th, 2013 for your review.

Inbound calls to Water Garage 12/20/2012 - 01/14/2013

City of Merrill
Call Detail Search

Call Detail Search

From 12/20/2012 through 01/14/2013

Data Source	Ext.	Date	Time	Duration	Call Cost	Type	Facility	Phone Number	Location	Account/Matter
MERRILL (1)	310	12/20/2012	07:11	0:00:36	0.00	INB	DEFAULT		WAUSAU, WI	
MERRILL (1)	310	12/20/2012	08:06	0:00:32	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/20/2012	08:09	0:02:18	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/20/2012	08:23	0:00:49	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/20/2012	08:37	0:01:25	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/20/2012	09:16	0:00:15	0.00	INB	DEFAULT		WAUSAU, WI	
MERRILL (1)	310	12/20/2012	09:30	0:00:06	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/20/2012	09:31	0:00:02	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/20/2012	10:14	0:01:37	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/20/2012	10:34	0:01:13	0.00	INB	DEFAULT		WAUSAU, WI	
MERRILL (1)	310	12/20/2012	12:15	0:00:28	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/20/2012	13:33	0:00:14	0.00	INB	DEFAULT		KIRKLAND, WA	
MERRILL (1)	310	12/20/2012	13:46	0:00:36	0.00	INB	DEFAULT		WAUSAU, WI	
MERRILL (1)	310	12/20/2012	14:15	0:00:35	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/20/2012	14:25	0:01:39	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/20/2012	15:58	0:00:43	0.00	INB	DEFAULT		SHEBOYGAN, WI	
MERRILL (1)	310	12/20/2012	16:25	0:01:31	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/21/2012	07:48	0:01:33	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/21/2012	09:02	0:00:32	0.00	INB	DEFAULT		WAUSAU, WI	
MERRILL (1)	310	12/21/2012	09:20	0:01:32	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/21/2012	10:37	0:01:28	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/21/2012	10:38	0:06:06	0.00	INB	DEFAULT		ROSELLE, IL	
MERRILL (1)	310	12/21/2012	10:42	0:00:26	0.00	INB	DEFAULT		GREEN BAY, WI	
MERRILL (1)	310	12/21/2012	10:44	0:02:12	0.00	INB	DEFAULT		GREEN BAY, WI	
MERRILL (1)	330	12/21/2012	11:49	0:02:22	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/21/2012	11:53	0:03:00	0.00	INB	DEFAULT		GREEN BAY, WI	
MERRILL (1)	331	12/21/2012	11:56	0:06:32	0.00	INB	DEFAULT		GREEN BAY, WI	
MERRILL (1)	310	12/21/2012	12:11	0:00:36	0.00	INB	DEFAULT		ROSELLE, IL	
MERRILL (1)	310	12/21/2012	13:02	0:01:16	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/21/2012	13:14	0:01:27	0.00	INB	DEFAULT		CLEARWATER, FL	
MERRILL (1)	310	12/21/2012	15:10	0:01:21	0.00	INB	DEFAULT		WAUSAU, WI	
MERRILL (1)	310	12/24/2012	16:17	0:00:23	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/26/2012	07:54	0:01:35	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/26/2012	08:17	0:03:26	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	330	12/26/2012	09:02	0:00:38	0.00	INB	DEFAULT		EAU CLAIRE, WI	
MERRILL (1)	310	12/26/2012	09:10	0:01:32	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/26/2012	10:35	0:00:29	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/26/2012	11:24	0:01:12	0.00	INB	DEFAULT		MERRILL, WI	

City of Merrill
Call Detail Search

Call Detail Search

From 12/20/2012 through 01/14/2013

Data Source	Ext.	Date	Time	Duration	Call Cost Type	Facility	Phone Number Location	Account/Matter
MERRILL (1)	329	12/26/2012	11:25	0:00:49	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	12/26/2012	12:17	0:01:20	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	12/26/2012	12:26	0:02:25	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	12/26/2012	12:49	0:00:17	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	12/26/2012	13:06	0:03:30	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	12/26/2012	15:03	0:00:19	0.00 INB	DEFAULT	GLEASON, WI	
MERRILL (1)	310	12/26/2012	16:09	0:00:12	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	12/27/2012	06:09	0:00:36	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	12/27/2012	08:42	0:00:18	0.00 INB	DEFAULT	STEVENS PT, WI	
MERRILL (1)	329	12/27/2012	08:42	0:02:51	0.00 INB	DEFAULT	STEVENS PT, WI	
MERRILL (1)	310	12/27/2012	08:45	0:00:14	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	329	12/27/2012	08:46	0:13:12	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	12/27/2012	08:53	0:00:07	0.00 INB	DEFAULT	NEWBURGH, NY	
MERRILL (1)	310	12/27/2012	09:20	0:10:42	0.00 INB	DEFAULT	GLEASON, WI	
MERRILL (1)	310	12/27/2012	10:34	0:00:49	0.00 INB	DEFAULT	RHINELANDER, WI	
MERRILL (1)	310	12/27/2012	10:58	0:00:17	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	12/27/2012	11:14	0:01:54	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	12/27/2012	11:31	0:03:36	0.00 INB	DEFAULT	INBOUND	
MERRILL (1)	310	12/27/2012	13:27	0:03:20	0.00 INB	DEFAULT	MADISON, WI	
MERRILL (1)	310	12/27/2012	13:32	0:01:20	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	12/27/2012	13:48	0:02:59	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	12/27/2012	14:11	0:00:07	0.00 INB	DEFAULT	INBOUND	
MERRILL (1)	310	12/27/2012	14:21	0:02:00	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	12/27/2012	14:50	0:14:10	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	12/27/2012	15:08	0:00:43	0.00 INB	DEFAULT	TOMAHAWK, WI	
MERRILL (1)	310	12/27/2012	15:30	0:00:20	0.00 INB	DEFAULT	APPLETON, WI	
MERRILL (1)	310	12/27/2012	15:37	0:08:29	0.00 INB	DEFAULT	MINNEAPOLS, MN	
MERRILL (1)	310	12/27/2012	16:06	0:00:05	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	12/27/2012	16:27	0:00:12	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	12/29/2012	11:38	0:01:06	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	12/29/2012	15:29	0:01:06	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	12/31/2012	07:41	0:03:11	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	12/31/2012	07:52	0:03:47	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	12/31/2012	08:13	0:00:25	0.00 INB	DEFAULT	TOLL FREE	
MERRILL (1)	310	12/31/2012	08:18	0:07:34	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	12/31/2012	08:22	0:00:57	0.00 INB	DEFAULT	TOLL FREE	
MERRILL (1)	310	12/31/2012	08:31	0:03:08	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	12/31/2012	08:37	0:03:15	0.00 INB	DEFAULT	MERRILL, WI	

City of Merrill
Call Detail Search

Call Detail Search

From 12/20/2012 through 01/14/2013

Data Source	Ext.	Date	Time	Duration	Call Cost	Type	Facility	Phone Number	Location	Account/Matter
MERRILL (1)	310	12/31/2012	09:05	0:02:01	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/31/2012	09:07	0:03:07	0.00	INB	DEFAULT		WAUSAU, WI	
MERRILL (1)	310	12/31/2012	10:20	0:01:32	0.00	INB	DEFAULT		WAUSAU, WI	
MERRILL (1)	310	12/31/2012	10:55	0:01:14	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/31/2012	10:58	0:10:01	0.00	INB	DEFAULT		WAUSAU, WI	
MERRILL (1)	310	12/31/2012	11:05	0:01:05	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/31/2012	11:15	0:02:35	0.00	INB	DEFAULT		LAS VEGAS, NV	
MERRILL (1)	310	12/31/2012	11:39	0:00:24	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/31/2012	11:40	0:00:19	0.00	INB	DEFAULT		WAUSAU, WI	
MERRILL (1)	310	12/31/2012	11:54	0:01:31	0.00	INB	DEFAULT		GLEASON, WI	
MERRILL (1)	310	12/31/2012	12:07	0:01:01	0.00	INB	DEFAULT		GLEASON, WI	
MERRILL (1)	310	12/31/2012	12:21	0:00:45	0.00	INB	DEFAULT		WAUSAU, WI	
MERRILL (1)	310	12/31/2012	12:38	0:00:31	0.00	INB	DEFAULT		APPLETON, WI	
MERRILL (1)	329	12/31/2012	12:39	0:00:37	0.00	INB	DEFAULT		APPLETON, WI	
MERRILL (1)	310	12/31/2012	12:55	0:01:14	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/31/2012	13:22	0:01:00	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	328	12/31/2012	13:40	0:03:29	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/31/2012	13:47	0:00:43	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	12/31/2012	13:51	0:01:10	0.00	INB	DEFAULT		GLEASON, WI	
MERRILL (1)	310	12/31/2012	14:42	0:00:58	0.00	INB	DEFAULT		WAUSAU, WI	
MERRILL (1)	310	12/31/2012	15:11	0:01:38	0.00	INB	DEFAULT		WAUSAU, WI	
MERRILL (1)	310	01/02/2013	09:07	0:02:43	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	01/02/2013	09:17	0:07:32	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	01/02/2013	09:39	0:02:22	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	01/02/2013	10:00	0:01:20	0.00	INB	DEFAULT		WAUSAU, WI	
MERRILL (1)	310	01/02/2013	10:02	0:06:07	0.00	INB	DEFAULT		WAUSAU, WI	
MERRILL (1)	310	01/02/2013	10:09	0:01:21	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	01/02/2013	10:12	0:01:02	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	01/02/2013	10:26	0:01:54	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	01/02/2013	10:27	0:00:22	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	01/02/2013	10:28	0:01:30	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	01/02/2013	10:39	0:01:14	0.00	INB	DEFAULT		WAUSAU, WI	
MERRILL (1)	310	01/02/2013	10:54	0:00:37	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	01/02/2013	12:20	0:01:04	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	01/02/2013	12:26	0:04:01	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	01/02/2013	12:51	0:02:17	0.00	INB	DEFAULT		MERRILL, WI	
MERRILL (1)	310	01/02/2013	13:29	0:01:03	0.00	INB	DEFAULT		WAUSAU, WI	
MERRILL (1)	310	01/02/2013	13:34	0:00:44	0.00	INB	DEFAULT		MERRILL, WI	

City of Merrill
Call Detail Search

Call Detail Search

From 12/20/2012 through 01/14/2013

Data Source	Ext.	Date	Time	Duration	Call Cost Type	Facility	Phone Number Location	Account/Matter
MERRILL (1)	329	01/02/2013	13:35	0:00:33	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/02/2013	13:47	0:01:43	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/02/2013	14:38	0:02:23	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/02/2013	14:57	0:11:12	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/02/2013	15:39	0:00:35	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/03/2013	07:43	0:01:38	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	01/03/2013	08:18	0:01:53	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	01/03/2013	08:24	0:00:49	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	01/03/2013	08:37	0:00:30	0.00 INB	DEFAULT	ANTIGO, WI	
MERRILL (1)	310	01/03/2013	08:55	0:01:02	0.00 INB	DEFAULT	RHINELNDER, WI	
MERRILL (1)	310	01/03/2013	09:03	0:00:59	0.00 INB	DEFAULT	GLEASON, WI	
MERRILL (1)	310	01/03/2013	09:21	0:01:16	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/03/2013	10:28	0:00:53	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/03/2013	10:31	0:01:31	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/03/2013	11:39	0:02:21	0.00 INB	DEFAULT	GLEASON, WI	
MERRILL (1)	310	01/03/2013	13:20	0:00:36	0.00 INB	DEFAULT	JONESBORO, AR	
MERRILL (1)	310	01/03/2013	13:25	0:01:51	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/03/2013	13:36	0:00:26	0.00 INB	DEFAULT	TORRANCE, CA	
MERRILL (1)	310	01/03/2013	13:37	0:00:06	0.00 INB	DEFAULT	TORRANCE, CA	
MERRILL (1)	310	01/03/2013	13:59	0:00:56	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/03/2013	14:04	0:02:27	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/03/2013	14:21	0:01:13	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	01/03/2013	14:35	0:01:48	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/03/2013	14:50	0:00:54	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/03/2013	15:20	0:02:25	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	01/03/2013	15:58	0:00:09	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	01/03/2013	19:28	0:00:59	0.00 INB	DEFAULT	TOMAHAWK, WI	
MERRILL (1)	310	01/04/2013	07:52	0:00:53	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/04/2013	08:33	0:02:36	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/04/2013	10:46	0:00:45	0.00 INB	DEFAULT	LAS VEGAS, NV	
MERRILL (1)	310	01/04/2013	11:11	0:00:19	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	01/04/2013	11:17	0:03:33	0.00 INB	DEFAULT	MADISON, WI	
MERRILL (1)	310	01/04/2013	11:43	0:00:43	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	01/04/2013	11:46	0:03:38	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/04/2013	12:08	0:01:10	0.00 INB	DEFAULT	MINNEAPOLS, MN	
MERRILL (1)	310	01/04/2013	12:48	0:02:16	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/04/2013	12:51	0:00:23	0.00 INB	DEFAULT	MADISON, WI	
MERRILL (1)	327	01/04/2013	12:51	0:06:14	0.00 INB	DEFAULT	MADISON, WI	

City of Merrill
Call Detail Search

Call Detail Search

From 12/20/2012 through 01/14/2013

Data Source	Ext.	Date	Time	Duration	Call Cost Type	Facility	Phone Number Location	Account/Matter
MERRILL (1)	310	01/04/2013	13:00	0:02:57	0.00 INB	DEFAULT	GLEASON, WI	
MERRILL (1)	310	01/04/2013	13:17	0:00:36	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/04/2013	13:40	0:01:52	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/04/2013	14:06	0:02:12	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	01/04/2013	14:16	0:01:51	0.00 INB	DEFAULT	GLEASON, WI	
MERRILL (1)	310	01/04/2013	14:58	0:00:28	0.00 INB	DEFAULT	INBOUND	
MERRILL (1)	310	01/04/2013	15:34	0:01:27	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	01/04/2013	15:55	0:03:37	0.00 INB	DEFAULT	SUPERIOR, WI	
MERRILL (1)	310	01/04/2013	16:49	0:00:12	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	01/07/2013	07:03	0:01:32	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	07:40	0:01:57	0.00 INB	DEFAULT	TOMAHAWK, WI	
MERRILL (1)	310	01/07/2013	08:00	0:00:40	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	08:05	0:00:44	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	08:38	0:02:14	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	09:15	0:02:14	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	09:41	0:01:57	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	01/07/2013	09:47	0:01:37	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	09:49	0:04:12	0.00 INB	DEFAULT	MADISON, WI	
MERRILL (1)	310	01/07/2013	09:55	0:01:14	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	10:10	0:00:34	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	01/07/2013	10:30	0:01:04	0.00 INB	DEFAULT	ANOKA, MN	
MERRILL (1)	310	01/07/2013	11:06	0:01:05	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	11:17	0:02:14	0.00 INB	DEFAULT	METIGOSHE, ND	
MERRILL (1)	310	01/07/2013	11:20	0:00:59	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	11:21	0:00:11	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	11:39	0:00:40	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	11:40	0:02:15	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	01/07/2013	11:46	0:02:33	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	11:47	0:00:13	0.00 INB	DEFAULT	GLEASON, WI	
MERRILL (1)	310	01/07/2013	11:48	0:00:08	0.00 INB	DEFAULT	GLEASON, WI	
MERRILL (1)	310	01/07/2013	13:30	0:00:22	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	330	01/07/2013	13:31	0:01:03	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	13:33	0:01:11	0.00 INB	DEFAULT	MINNEAPOLS, MN	
MERRILL (1)	310	01/07/2013	13:42	0:01:13	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	14:02	0:02:32	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	01/07/2013	14:17	0:01:06	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	14:35	0:01:22	0.00 INB	DEFAULT	GLEASON, WI	
MERRILL (1)	310	01/07/2013	14:44	0:03:39	0.00 INB	DEFAULT	WAUSAU, WI	

City of Merrill
Call Detail Search

Call Detail Search

From 12/20/2012 through 01/14/2013

Data Source	Ext.	Date	Time	Duration	Call Cost Type	Facility	Phone Number Location	Account/Matter
MERRILL (1)	310	01/07/2013	14:55	0:01:07	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	15:06	0:00:17	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	15:07	0:00:30	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	15:19	0:03:00	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	01/07/2013	15:22	0:05:22	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	15:25	0:00:52	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	15:29	0:00:57	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	15:30	0:00:41	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	15:37	0:01:47	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	16:16	0:01:02	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/07/2013	16:29	0:01:38	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/08/2013	06:57	0:01:01	0.00 INB	DEFAULT	INBOUND	
MERRILL (1)	310	01/08/2013	07:05	0:01:52	0.00 INB	DEFAULT	SUPERIOR, WI	
MERRILL (1)	310	01/08/2013	07:54	0:02:35	0.00 INB	DEFAULT	SUPERIOR, WI	
MERRILL (1)	310	01/08/2013	08:18	0:00:47	0.00 INB	DEFAULT	GORDON, WI	
MERRILL (1)	310	01/08/2013	09:38	0:00:40	0.00 INB	DEFAULT	SUPERIOR, WI	
MERRILL (1)	310	01/08/2013	09:52	0:00:44	0.00 INB	DEFAULT	SUPERIOR, WI	
MERRILL (1)	310	01/08/2013	10:20	0:00:27	0.00 INB	DEFAULT	MAPLE, WI	
MERRILL (1)	310	01/08/2013	10:43	0:15:34	0.00 INB	DEFAULT	GORDON, WI	
MERRILL (1)	310	01/08/2013	10:45	0:00:43	0.00 INB	DEFAULT	HULLOTTAWA, QC CA	
MERRILL (1)	310	01/08/2013	10:45	0:00:40	0.00 INB	DEFAULT	SUPERIOR, WI	
MERRILL (1)	310	01/08/2013	10:47	0:09:08	0.00 INB	DEFAULT	SUPERIOR, WI	
MERRILL (1)	310	01/08/2013	11:21	0:05:46	0.00 INB	DEFAULT	WASHBURN, WI	
MERRILL (1)	310	01/08/2013	11:24	0:01:33	0.00 INB	DEFAULT	SUPERIOR, WI	
MERRILL (1)	310	01/08/2013	12:51	0:00:22	0.00 INB	DEFAULT	SUPERIOR, WI	
MERRILL (1)	330	01/08/2013	12:51	0:01:07	0.00 INB	DEFAULT	SUPERIOR, WI	
MERRILL (1)	310	01/08/2013	13:09	0:03:13	0.00 INB	DEFAULT	SUPERIOR, WI	
MERRILL (1)	310	01/08/2013	13:30	0:00:27	0.00 INB	DEFAULT	SUPERIOR, WI	
MERRILL (1)	310	01/08/2013	13:34	0:03:20	0.00 INB	DEFAULT	SUPERIOR, WI	
MERRILL (1)	310	01/08/2013	14:47	0:00:57	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/08/2013	15:32	0:06:14	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/08/2013	15:53	0:02:21	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/08/2013	17:27	0:01:13	0.00 INB	DEFAULT	INBOUND	
MERRILL (1)	310	01/09/2013	07:54	0:00:23	0.00 INB	DEFAULT	GLEASON, WI	
MERRILL (1)	310	01/09/2013	07:56	0:00:11	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	329	01/09/2013	07:56	0:06:48	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/09/2013	07:57	0:02:03	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/09/2013	09:06	0:02:42	0.00 INB	DEFAULT	MERRILL, WI	

City of Merrill
Call Detail Search

Call Detail Search

From 12/20/2012 through 01/14/2013

Data Source	Ext.	Date	Time	Duration	Call Cost Type	Facility	Phone Number Location	Account/Matter
MERRILL (1)	310	01/09/2013	10:10	0:00:09	0.00 INB	DEFAULT		KIRKLAND, WA
MERRILL (1)	310	01/09/2013	11:23	0:01:58	0.00 INB	DEFAULT		MERRILL, WI
MERRILL (1)	310	01/09/2013	11:23	0:00:08	0.00 INB	DEFAULT		MERRILL, WI
MERRILL (1)	310	01/09/2013	11:26	0:00:39	0.00 INB	DEFAULT		MERRILL, WI
MERRILL (1)	310	01/09/2013	11:59	0:00:15	0.00 INB	DEFAULT		MERRILL, WI
MERRILL (1)	310	01/09/2013	12:00	0:01:17	0.00 INB	DEFAULT		MERRILL, WI
MERRILL (1)	310	01/09/2013	12:24	0:00:16	0.00 INB	DEFAULT		WAUSAU, WI
MERRILL (1)	329	01/09/2013	12:24	0:00:29	0.00 INB	DEFAULT		WAUSAU, WI
MERRILL (1)	310	01/09/2013	12:34	0:16:59	0.00 INB	DEFAULT		WAUSAU, WI
MERRILL (1)	310	01/09/2013	13:29	0:07:17	0.00 INB	DEFAULT		MANITOWOC, WI
MERRILL (1)	310	01/09/2013	13:48	0:01:17	0.00 INB	DEFAULT		GLEASON, WI
MERRILL (1)	310	01/09/2013	14:34	0:04:26	0.00 INB	DEFAULT		MERRILL, WI
MERRILL (1)	310	01/09/2013	14:50	0:02:51	0.00 INB	DEFAULT		ANTIGO, WI
MERRILL (1)	310	01/09/2013	14:53	0:00:36	0.00 INB	DEFAULT		ANTIGO, WI
MERRILL (1)	310	01/09/2013	14:55	0:03:28	0.00 INB	DEFAULT		MERRILL, WI
MERRILL (1)	310	01/09/2013	15:40	0:00:09	0.00 INB	DEFAULT		WAUSAU, WI
MERRILL (1)	310	01/10/2013	08:04	0:01:26	0.00 INB	DEFAULT		BAYSTLOUIS, MS
MERRILL (1)	310	01/10/2013	08:29	0:00:04	0.00 INB	DEFAULT		TOLL FREE
MERRILL (1)	310	01/10/2013	09:18	0:01:06	0.00 INB	DEFAULT		WAUSAU, WI
MERRILL (1)	310	01/10/2013	09:20	0:03:32	0.00 INB	DEFAULT		WAUSAU, WI
MERRILL (1)	310	01/10/2013	10:20	0:00:13	0.00 INB	DEFAULT		MERRILL, WI
MERRILL (1)	330	01/10/2013	11:05	0:00:40	0.00 INB	DEFAULT		MERRILL, WI
MERRILL (1)	310	01/10/2013	11:27	0:00:44	0.00 INB	DEFAULT		MERRILL, WI
MERRILL (1)	310	01/10/2013	13:31	0:00:21	0.00 INB	DEFAULT		GLEASON, WI
MERRILL (1)	310	01/10/2013	15:28	0:01:04	0.00 INB	DEFAULT		TOMAHAWK, WI
MERRILL (1)	310	01/11/2013	09:30	0:00:23	0.00 INB	DEFAULT		MERRILL, WI
MERRILL (1)	310	01/11/2013	09:34	0:03:33	0.00 INB	DEFAULT		ANTIGO, WI
MERRILL (1)	310	01/11/2013	09:52	0:00:20	0.00 INB	DEFAULT		MERRILL, WI
MERRILL (1)	329	01/11/2013	09:52	0:07:45	0.00 INB	DEFAULT		MERRILL, WI
MERRILL (1)	310	01/11/2013	10:21	0:03:41	0.00 INB	DEFAULT		GLEASON, WI
MERRILL (1)	310	01/11/2013	10:36	0:00:38	0.00 INB	DEFAULT		WAUSAU, WI
MERRILL (1)	310	01/11/2013	10:43	0:00:30	0.00 INB	DEFAULT		WAUSAU, WI
MERRILL (1)	310	01/11/2013	11:16	0:01:41	0.00 INB	DEFAULT		MERRILL, WI
MERRILL (1)	310	01/11/2013	12:48	0:01:33	0.00 INB	DEFAULT		GREEN BAY, WI
MERRILL (1)	310	01/11/2013	14:29	0:00:04	0.00 INB	DEFAULT		GLEASON, WI
MERRILL (1)	310	01/11/2013	14:45	0:02:13	0.00 INB	DEFAULT		GLEASON, WI
MERRILL (1)	310	01/11/2013	15:38	0:14:30	0.00 INB	DEFAULT		GREEN BAY, WI
MERRILL (1)	310	01/12/2013	11:46	0:00:17	0.00 INB	DEFAULT		MERRILL, WI

**City of Merrill
Call Detail Search**

Call Detail Search

From 12/20/2012 through 01/14/2013

Data Source	Ext.	Date	Time	Duration	Call Cost Type	Facility	Phone Number Location	Account/Matter
MERRILL (1)	310	01/14/2013	07:49	0:01:14	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	01/14/2013	08:17	0:00:28	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/14/2013	09:05	0:01:17	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/14/2013	09:10	0:00:22	0.00 INB	DEFAULT	INBOUND	
MERRILL (1)	310	01/14/2013	09:53	0:00:46	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/14/2013	09:54	0:00:14	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	310	01/14/2013	09:54	0:00:20	0.00 INB	DEFAULT	MINNEAPOLS, MN	
MERRILL (1)	329	01/14/2013	09:55	0:01:44	0.00 INB	DEFAULT	WAUSAU, WI	
MERRILL (1)	329	01/14/2013	09:55	0:00:51	0.00 INB	DEFAULT	MINNEAPOLS, MN	
MERRILL (1)	310	01/14/2013	10:37	0:01:24	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/14/2013	10:48	0:01:24	0.00 INB	DEFAULT	MERRILL, WI	
MERRILL (1)	310	01/14/2013	11:41	0:00:51	0.00 INB	DEFAULT	JANESVILLE, WI	

Grand Totals

Call Count	278
Cost	0.00
Duration	9:03:13

Unertl, Kathy

From: Hass, Steve
Sent: Saturday, November 17, 2012 3:47 PM
To: Unertl, Kathy
Subject: Fwd: Information
Attachments: doc20121018110946.pdf; ATT00001.htm

Kathy,

Please put review and discussion of hours worked by water utility administrative assistants on the P&F agenda include the info supplied by the Superintendent included in this email also that the last time P&F reviewed this we recommended City Hall hours for these positions. Thank you.

Steve J. Hass
City of Merrill
Council President

Begin forwarded message:

From: "Kriewald, Kim" <Kim.Kriewald@ci.merrill.wi.us>
Date: October 18, 2012, 10:56:16 AM CDT
To: "Hass, Steve" <Steve.Hass@ci.merrill.wi.us>
Subject: Information

Steve,

Per our conversation yesterday here is the information we had discussed.

If you have any more questions, please feel free to call me.

Thanks.

Kim Kriewald
Utilities Superintendent
2401 River St
Merrill WI 54452
715-536-6561
kim.kriewald@ci.merrill.wi.us

Other Departments outside City Hall

Parks & Recreation 7:30 AM - 4:00 PM

Streets

- 1) 7:00 AM - 3:30 PM
- 2) 6:30 AM - 4:30 PM
(Summer - 4 10 hr days)

Unertl, Kathy

From: Johnson, David
Sent: Thursday, November 01, 2012 2:02 PM
To: Kriewald, Kim; Norton, Rob; Peterson, Kandy
Cc: Unertl, Kathy
Subject: RE: FYI: Increase of billing service hours

Kim and I have discussed this and I have no problem with the change in hours, more service at no additional cost is a good thing.

David Johnson, City Administrator
City of Merrill
1004 E. 1st St.
Merrill WI 54452
715-536-5594

From: Kriewald, Kim
Sent: Thursday, November 01, 2012 1:50 PM
To: Norton, Rob; Peterson, Kandy
Cc: Johnson, David; Unertl, Kathy
Subject: FYI: Increase of billing service hours

Greetings -

Notifying you as the over-site committee for the operations of the water & sewage utilities that starting November 5 the full time billing coordinator's hours will be 7:00 a.m. to 3:30 p.m. There will still be a person to accept payments and make payment arrangements until 4:00 p.m. The change of hours have no effect on the utilities budget but does improve customer service. With operations starting their day at 7:00 the increase of billing calls and change of service inquiries have been on the rise most noticeable the week before and the week after shut offs . With the utilities new phone service working there has been on average 2 calls on the answering machine at the start of the day these calls can be dealt with in a more timely fashion . Again this expanded service and efficiencies to the customer comes at NO EXTRA COST. If there are any questions or concerns please let me know. Alderman Burgener will be notified by phone.

Thanks

Kim

Kim Kriewald
Utilities Superintendent
Merrill Water Utility
2401 River St
Merrill WI 54452
715-536-6561
kim.kriewald@ci.merrill.wi.us

8/31/12 @ 2:45 p.m.

Christine Williams @ 2106 River St
stopped in to make PA, explained to
her that we were looking at expanding
our customer service & having someone here
before 7:00 to handle pay: ✓ or
no payments & it asked if that
would be something she would be
interested in. She said that would
be GREAT! She also asked about
debit paymts; explained that's all in
the works; she thought it was great
that we were trying to "look out"
for the customer; making things
more convenient for them.

(July)

Chad Sampo @ 1508 Jackson St
had also inquired as to why we
didn't have anyone at 6:30 anymore;
stated it was very convenient to
have that option to stop before work

(Either Billing location / City of Address)
Phone Calls prior
to 7:30
HHH 1
August
(customers either had to come back
or we tried getting a hold of them)

Asked customers } August
Yes HHH HHH HHH
No found it really
matterf ==

Review and/or clarify City Hall departmental office hours

Hass advised that he had requested this agenda item because he felt that the public needed to know that City Hall offices would be open from 8:00 a.m. till 4:30 p.m. Hass read a memo from Municipal Court Judge Jim Sheridan whose Court Clerk staff will shift some of their hours with the exception of Mondays when Municipal Court is in session beginning at 3:30 p.m.

Caylor supported the clarification of hours to accommodate public needs. Unertl reported that Transit Office is staffed from 7:00 a.m. till 5:00 p.m. due to Merrill Go-Round operations.

Committee member consensus that City Hall office hours are from 8:00 a.m. till 4:30 p.m. and City Hall staff should plan their work schedule using these hours effective Monday, October 3rd.

CITY OF MERRILL

Office of the City Attorney



Thomas N. Hayden, City Attorney

1004 East First Street • Merrill, Wisconsin • 54452

Phone (715) 539-3510 • FAX (715) 536-0514

e-mail: tom.hayden@ci.merrill.wi.us

* * MEMORANDUM * *

.....

DATE: September 30, 2011
TO: City Hall Department Heads and City Hall Employees
FROM: Thomas N. Hayden, City Attorney
RE: Work Hours

.....

The Personnel and Finance Committee, at their meeting last night, discussed uniformity in City Hall hours to better serve the citizens of Merrill.

Pursuant to the direction of the Personnel and Finance Committee, effective Monday, October 3, 2011, **ALL City Hall Departments will follow the schedule of opening at 8:00 a.m. and closing at 4:30 a.m.** as indicated in the Employee Personnel Handbook in section 7-2-1. There will be no exception to these times.

Please plan your schedule/work day utilizing these hours.

Thank you.

- Provide^s assistance and/or completes reports for PSC and responds directly to PSC with concerns to questions and/or inquiries.
- Independently coordinates and/or schedules work of the utility billing function and ensuring accurate and timely completion of the billing process.
- Responsible for customer accounts, resolving complaints, issues and inquiries; knowing procedures and legal requirements assuring compliance with governing bodies (i.e. city ordinances or policies, PSC, DNR)
- Day to day operations is within the discretion of this position completing work according to established procedures and guidelines.
- Relocation has increased knowledge in operation and how it relates to billing and PSC requirements; increasing customer service by answering general operational questions.

Work in progress:

- Process to set-up data entry for well/treatment information for the DNR – currently done by Superintendent/backup by operators (pending); AP/Inventory – link AP directly to inventory; Payroll – currently done by Superintendent/backup by Angie; Website contact - new



City of Merrill General Tuition Reimbursement Policy

January, 2013

1. General

The City of Merrill offers a number of opportunities to allow their employees to grow professionally.

CITY OF MERRILL – TUITION REIMBURSEMENT PLAN

Eligibility:

- You must be a regular full-time or a part-time employee with a regularly scheduled work week of 20 hours or more.
- You must be “satisfactorily” performing the duties and responsibilities of your present job.
- You must have six (6) months of continuous employment with the City of Merrill before the course of study begins.

Plan Guidelines

- An educational course or program must be directly related to your performance in your present position or enhance the potential for advancement in the City of Merrill to a position which you have a reasonable expectation to achieve.
- Courses or programs must be taken at an approved school, college, university or correspondence school. Approval of the institution will be determined by the City Administrator.
- Courses or programs must be scheduled outside of your regular working hours. All course work must be accomplished on your own time. In-service time requirements that can be performed during regular work hours will be paid.
- This policy is also intended to cover professional seminars or conferences which you attend at the direction of the City of Merrill.
- No commitment is made to provide reimbursement for all courses leading to a degree. Each course must be applied for separately and will be evaluated on its individual merits in accordance with the requirements of this policy.
- As a full-time employee, you may take up to six (6) credits per semester, with a maximum of 12 credits per year. For purposes of this Plan, the year runs from the beginning of December to the end of November. Credits are counted on the date of reimbursement, not at the start of the class. In the case of Paramedic training the entire program may be completed in a single semester.

- As a part-time employee, you may take up to three credits per semester, with a maximum of six (6) credits per year. Graduate degree reimbursement is not available to part-time employees. For purposes of this plan, the year runs from the beginning of December to the end of November. Credits are counted on the date of reimbursement, not at the start of the class.

Forms

Tuition reimbursement forms must be received by the City Administrator not less than two weeks **prior** to the start of classes. The form must include your signature along with that of your Department Head. Forms are available from the payroll clerk in the Clerk/Treasurer's office. In some cases, a course description may be requested before a course is approved.

Reimbursement

You are reimbursed for the costs of tuition and professional review courses which meet the requirements of this policy, with the following limitations:

- Proof of payment and a transcript are required prior to reimbursement. You will receive 100% reimbursement for qualified expenses with a grade of "B" or better and 75% reimbursement for qualified expenses with a grade of "C". There is no reimbursement for grades below a "C".
- Tuition costs must be deemed to be reasonable by the City Administrator in order to be approved and be reimbursable prior to course work beginning.
- If no grading system is used by your school, you must submit evidence of having satisfactorily completed the course.
- Books are considered to be personal property and the cost is your responsibility.
- Lab fees, parking, mileage, etc., are not reimbursable.

Benefits received under an Education Grant, Scholarship or the G.I. Bill must be disclosed on the reimbursement form. The per credit reimbursement will be adjusted based on the dollar value of the award. No double payment will be made under this policy. Non-disclosure on your part may result in disciplinary action.

Tuition reimbursements will be processed through City payroll. The City will process these reimbursements per IRS tax regulations.

- If you are terminated for reasons such as reduction in work force, reimbursement will be made for expenses authorized under this policy.
- If you voluntarily leave or are terminated for cause prior to completing a course, you are responsible for all expenses associated with that course. You will not be reimbursed by the City of Merrill.

REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: January 22nd, 2013

Request by: Finance Director Kathy Unertl

Describe below the item(s) you wish to have put on the agenda:
(please attach any pertinent information)

Consider Finance Director recommendation to transfer one the City's employee deferred compensation programs (457b Plan) from Nationwide Retirement Solutions to ING (with M3 Financial assistance)

The City of Merrill offers employees two different deferred compensation programs (IRS section 457b Plans). Thirty-nine (39) employees participate in the program through the State of Wisconsin.

Another twenty-seven (27) employees contribute their own funds into the Nationwide deferred compensation program. There is almost \$3 million in current and former employee funds in the Nationwide program.

There has been recent national litigation settlement regarding fees charged by Nationwide, as well as the lack of diversification and consistency (i.e. considerable Nationwide propriety investments). The League of Wisconsin Municipalities Annual Conference in October 2012 highlighted best practices and fiduciary responsibilities.

M3 representatives reviewed several options and I concur with their recommendation to transfer to ING. There will be future action to transfer the Police Union Post Employment Health Plan (PEHP) from Nationwide to another provider.

Signed: *Kathy Unertl*
Kathy Unertl, Finance Director

Date: 1/14/2013

City of Merrill 457(b) Plan



M3 recommends that the City change its 457(b) provider from Nationwide to ING for the following reasons:

- ✓ Reduction of fees. Estimated fee reduction from 1.66% to 1.1%. This is a savings of .56% annually.
- ✓ ING's platform provides access to top rated, non proprietary mutual funds
- ✓ Strong commitment to education and local service

In addition, ING provides both the City and its employees the following benefits:

- Wisconsin Presence – ING partners with employers across Wisconsin, such as Manitowoc County, The City of New Berlin, Milwaukee Public Schools, Affinity Health System, Wheaton Franciscan Healthcare.
- Proactive, Ongoing Local Support – In partnership, M3 and ING representatives will support all facets of your plan. This includes group enrollment meetings, one-on-one participant account review and planning meetings, educational seminars and more.
- Quarterly Plan Reviews – Quarterly investment and plan review with the Investment Committee.
- Technical and Compliance Support – Technical and compliance expertise to make running your retirement plan easier, including access to specimen plan documents and plan document support.
- "My Retirement Outlook" Planning – Prepares personalized retirement readiness analysis for employees by factoring different sources of expected retirement income, such as social security, Wisconsin Retirement System*, 457 savings, etc. We suggest one-on-one meetings with employees to discuss results and strategies to prepare for retirement.
- Transition Counseling for Retirees – We work with participants that are close to retirement to review their "retirement readiness" and educate them on the options available to access their hard earned retirement nest egg.
- Effective Employee Communications – We help all participants identify their retirement goals and meet with them regularly to keep them on their retirement target.

* A unique feature of this analysis is the ability to pull benefits data from the Wisconsin Retirement System.

About M3

Founded in 1968, M3 Insurance is Wisconsin's largest privately held commercial insurance agency, providing employer-sponsored retirement plans, employee benefits, property & casualty, executive benefits and personal lines. The professionals at M3 are aligned to specialized industry groups, serving clients across the country from five Wisconsin offices.

M3 is consistently ranked in the top 1% of insurance brokers nationwide and has been named to the list of Best Places to Work in Insurance by *Business Insurance* magazine.

M3 Financial

www.m3fi.com • 800.272.2443
3113 W. Bellline Hwy, Suite 201
Madison, WI 53713

Securities and investment advice offered through Coordinated Capital Securities, Inc. (CCS) Member FINRA/SIPC. M3 Financial is not a subsidiary or control affiliate of CCS.



457(b) Plan Administration

Adopt Best Practices from the Private Sector



Every public sector 457(b) plan administrator or team member in Wisconsin wants the best for their participants. Your plan's participants rely heavily on their employer-sponsored plan as a key part of their retirement savings. According to a recent Gallup Poll, 42% of Americans plan to rely on their tax-deferred retirement savings to fund retirement. Yet only 27% of workers are very confident they have adequately saved for retirement.¹

As the plan administrator, you want to achieve the best value possible, a common goal with your private sector peers. Private sector plans have new ERISA (US Department of Labor) regulations about fee transparency; this is one way for 401(k) plan administrators to demonstrate how they're looking out for their participants. It's easy to take the same steps and reap the same benefits on 457(b) plans.



In this article:

- Fee Transparency
- Fiduciary Responsibility
- Plan Reviews
- Best Practice Checklist

About the author:

Chris Henderson, CLU



Chris Henderson is Managing Director of M3 Financial, LLC. Chris earned a BA from Lawrence University and a MBA from Georgetown University. Prior to graduate school, Chris was a Regional Consultant for Strong Funds and worked as a Financial Consultant for Wells Fargo. He joined M3 in 2005.

Chris has Series 7, 24, 63, and Series 65 security licenses. He is also licensed in life and health insurance and has a Chartered Life Underwriter (CLU) designation. Chris is a registered representative of Coordinated Capital Securities, Inc. and is securities licensed in Colorado, Florida, Nebraska and Wisconsin.

FEE TRANSPARENCY: PERFECT TIME FOR ACTION

■ Fees are misunderstood.

A 2011 AARP study found that over 70% of Americans with retirement plans don't think they pay any fees at all². Your plan participants are part of that statistic. Financial fee disclosure is often a hot media topic. The new ERISA requirements will change the way 401(k) statements read. I would be surprised if retirement plan fees didn't creep back into the news. Your employees' awareness and questions about their 457(b) plan fees may increase overnight.

■ Communication about fees is key.

As 401(k) statements are being redesigned for transparency, firms are also creating communications programs to educate employees on how to read their plan statements and understand the concept of fees. Anyone who might have both an ERISA plan and a non-ERISA plan will make the crossover connection and expect the same from their 457(b) plans. Here's a chance to reach out to your participating employees and educate them about plan fees and expenses.

1 - Employee Benefit Research Institute and Mathew Greenwald & Associates, April, 2012

2 - AARP, February 2011

It really doesn't matter whether a plan is ERISA or non-ERISA. The bottom line is the best return for the employee and careful risk management. It's the perfect time to tell employees about what you're doing on their behalf. Even the IRS agrees! There are Best Practice discussions targeted to IRC 457(b) plan administrators on the IRS website³ stating that non-ERISA plans should be administered like ERISA plans.

WHAT'S THE LATEST ON 457(b) PLAN ADMINISTRATION?

Aside from fees, we get many questions about best practices and fiduciary responsibility. Within your institution, a Plan Sponsor maintains and administers the participant-directed defined contribution plans.

But the Plan Sponsor is more than a county, city, town or village; it's the person whose name is on the dotted line. *Plan fiduciaries include anyone named in the plan documents* – the administrator, plan board members, an administrative committee or anyone else with discretionary control over the investment of plan assets.

We see city and county managers, HR directors, mayors, financial directors and others with this responsibility.

"...A plan sponsor is more than a city, town or village; it's the person whose name is on the dotted line. Plan fiduciaries include anyone named in the plan documents..."

The checklist below is a good list of a Plan Sponsor's responsibilities.

Plan Sponsors Should Be:

- ✓ Acting solely in the interest of plan participants & their beneficiaries and with the exclusive purpose of providing benefits to them
- ✓ Carrying out fiduciary duties prudently
- ✓ Following properly drafted plan documents
- ✓ Diversifying plan investments
- ✓ Paying only reasonable plan expenses

Source: National Association of Government Defined Contribution Administrators

As individual functions, these principles can consume time and attention unless there are guidelines in place. Putting best practices into place can save plan administrators time in the long run.

3 - <http://www.employeebenefitsupdate.com/benefits-law-update/2012/3/19/participant-level-fee-disclosure-for-erisa-and-non-erisa-pla.html>, March, 2012

Participants know what they are saving; do they know what they are paying?

Every investment and every plan differs— in risk, return and fees. One way to look at fees is as an issue of balance. How does the investment return compare to the fee your employee is paying?

Here's a hypothetical "what if" situation to illustrate balance. What if County W's 457(b) plan, established fifteen years ago, was based on a moderate risk mutual fund with a slow, steady return rate of around 3%? And what if that plan included both management and wrap fees (to both the county and the participants) – each of .9%? That combined fee of 1.8% is a significant portion of the investment return. Such an example is possible.

For the employee who has money deducted from every paycheck, those funds are eating up a portion of their nest egg. While their current 457(b) statements don't show those fees, they're there. When the new 401(k) statements hit the mail and disclose fees on the private sector side, your employees may want to know what they're paying as well as what they're saving.

POTENTIAL PLAN FEE EXAMPLE:

3.0% Plan Average Return

-.9% Plan Management Fee

-.9% Participant Wrap Fee

1.2% Net Participant Return

A SIMPLE PLAN REVIEW CAN START YOU ON THE RIGHT COURSE

STEP 1: Initiate a simple plan review

With a plan review, you find out how your plan has been doing, how it might be improved, or how it might come more in line with best practices in terms of fees, process and results. It is important to have an objective party providing perspective. In a plan review, three components should be reviewed:

- A. Plan Document**
- B. Operations**
- C. Investments**

A thorough review is fee-free to you, with absolutely no obligation. In a review, we help untangle all the threads of your plan for you. Next, we benchmark the investments. Because we don't represent proprietary or specific investment instruments, we can show you how your current performance tracks against other options.

It's simple to initiate a plan review; all we need to get started is a conversation with you and a recent quarterly statement.

STEP 2: Act on what you learn

In the public sector reviews we've done, we've seen some amazing opportunities for saved time, fiduciary risk reduction and optimized results. Ultimately, it's up to you and your team to decide what next steps you're going to take with the information we share.

Continued on next page...

STEP 3: Communicate with your plan participants

Most importantly, communicate with your participants directly about what you've done to help. Express the power of what the employee is doing and of your support. You should expect your plan provider to work directly with you and your employees at the right level;

with education, communications and one-on-one retirement planning. You should also expect help presenting and supporting you to explain the program and review quarterly results.

Common Elements of a Best Practice Model⁴

- ✓ A single Plan Document, authored by your team. This is not the same as the plan agreement you have with a brokerage.
- ✓ Designated responsibility for the Plan Document's accessibility at the principal office of the plan administrator or in an electronic format available for examination upon request.
- ✓ An up-to-date Summary Plan Description provided to all plan participants. Again, authored by your team, not the brokerage.
- ✓ Conformity between the Plan Document and Summary Plan Description.
- ✓ Education, training and communication to facilitate informed decisions.
- ✓ Training on how to read quarterly statements, especially if multiple investment options are offered.
- ✓ A written Investment Policy Statement that considers risk, balance and both proprietary and non-proprietary funds.
- ✓ Periodic, documented review of the plan's investments.
- ✓ Periodic review and renegotiation of plan fees in accordance with national public and private sector trends.

⁴Edited from trustedadvice@envoyfinancial.org

THE WIN-WIN FOR ALL

Employees expect and deserve an annual review of their retirement plan performance. The plan fiduciary has responsibilities to ensure they are performing appropriate due diligence regardless of laws and regulations. Taking a few lessons from ERISA plan practices can help you have the confidence you are managing your 457(b) plan in the best interest of all parties.

For more information on these best practices or to initiate a simple plan review, contact M3 Financial at 800-272-2443.

M3 Financial

www.m3fi.com • 800.272.2443
3113 W. Beltline Hwy.
Madison, WI 53713

Securities and investment advice offered through Coordinated Capital Securities, Inc. (CCS) Member FINRA/SIPC. M3 Financial is not a subsidiary or control affiliate of CCS.



PROPOSALS FOR
 City of Merrill
 December 12, 2012

		ING	Lincoln	Standard	CPI
COMMUNICATION SERVICES	WEIGHTED EXPENSE RATIO	1.1%	1.15%	1.25%	0.95%
	OPEN ARCHITECTURE	Yes	Yes	Yes	Yes
	SERVICE GUARANTEES	Yes	Yes	Yes	Yes
	CUSTOMIZED COMMUNICATION	Yes	No	No	No
	GAP ANALYSIS/RETIREMENT INCOME	Yes	Yes	Yes	No
	ONE-ON-ONE CONSULTATION	Yes	Yes	Yes	Yes
	CUSTOM PORTFOLIOS	No	Yes	Yes	Yes
	FIDUCIARY ROLE	No	Yes	Yes	Yes
	PROS	• Best in Class • Strong Service Team	• Strong Service Team • Stadium Product	• Strong Fiduciary Role	• Lowest Priced • Good Record Keeping System
	CONS				

All information assumes assets of \$2,716,188.66 as of 9/30/12

- * Does not include stable value account.
- ** Assumes 442 participants and 2 days of ground communication and education.
- *** November 2012

Securities and investment advice offered through
 Coordinated Capital Securities, Inc. Member FINRA/SIPC

Kurt Mihelich
800.272.2443
 3113 W. Beltline Hwy | Madison, WI
 53713



RETIREMENT SERVICE PLAN



Submitted by:

Kurt Mihelich
Financial Consultant
M3 Financial, LLC
262-524-4185
Kurt.Mihelich@m3fi.com

December 2012



December 2012

City of Merrill
1004 East First Street
Merrill, WI 54452

RE: Kurt Mihelich
M3 Financial Consultant

Dear City of Merrill:

The M3 Financial team is dedicated to helping you manage your retirement plan. As the plan sponsor, you have certain fiduciary responsibilities and legal obligations. We appreciate the opportunity to work with you and will outline our approach to servicing your plan in this document. It will serve as a roadmap for us to work from together.

With this in mind, we will focus on the following:

- Analyze plan fees and costs, benchmarking your expenses against similar plans to assure they are reasonable and prudent. This will assist you in meeting your requirements to provide due diligence, while documenting the process.
- Ensure that your communication and education strategy is relevant and effective.
- Review plan documents and discuss potential plan design enhancements.
- Examine fees, performance, style drift and manager strength.
- Assist with "best practices" policies and procedures for plan fiduciaries.

As we work through this service plan, we will review and make adjustments along the way. We look forward to working with you.

Sincerely,

Kurt Mihelich
Financial Consultant

Enclosures

M3 FINANCIAL RETIREMENT PLAN TEAM



Chris Henderson
Managing Director

P: 608-288-2731

chris.henderson@m3fi.com



Kurt Mihelich
Financial Consultant

P: 262-524-4185

kurt.mihelich@m3fi.com



Jerry Appleton
Financial Consultant

P: 608-288-2885

jerry.appleton@m3fi.com



Carol Rosenstock
*Retirement Plan
Relationship Manager*

P: 608-288-2861

carol.rosenstock@m3fi.com



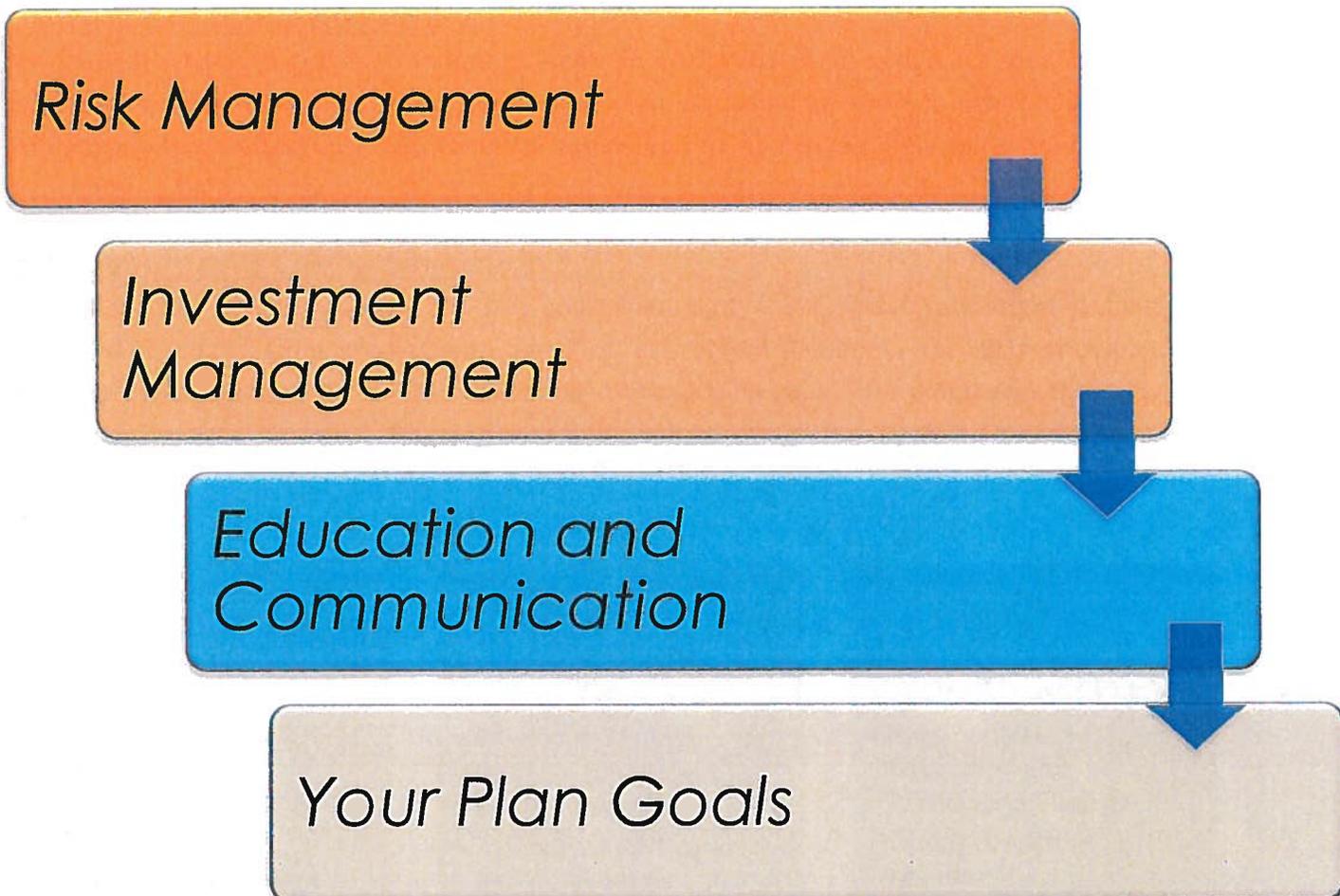
Natalie Peck
Account Manager

P: 608-288-2891

natalie.peck@m3fi.com

KEY AREAS OF PLAN MANAGEMENT

Helping you make the appropriate investments while managing your risk, adhering to required fiduciary responsibility, clearly communicating plan options and details, and educating you and your workforce, M3 Financial helps you realize **Your Plan Goals**.



Risk Management

*Investment
Management*

*Education and
Communication*

Your Plan Goals

RETIREMENT SERVICE PLAN

Risk Management

Risk Management is a crucial aspect of managing your plan. As the plan fiduciary, you are expected to perform a number of important roles on behalf of your plan and its participants. M3 Financial has a full understanding of these responsibilities and can assist you in meeting your fiduciary obligations.

Investment Management

Investment Management is an essential factor in your retirement program. Your role includes providing appropriate investment choices to plan participants, then mitigating your risk by monitoring them effectively. M3 Financial assists you to objectively determine how your plan's investments, fees and features stack up against other similar retirement plans.

Education and Communication

Education and Communication are key components of a successful retirement benefit. M3 Financial approaches this process with a goal of 'Retirement Readiness' for each participant. We will help you establish a customized education strategy, then guide your employees through group and individualized sessions. Ongoing re-enrollment meetings led by M3 Financial will allow participants to monitor progress and adjust based upon changes in their personal retirement needs.

Risk Management

- Fiduciary and 404(c) Review
- Plan Design and Enhancements
- Fund and Investment Policy Statement Review
- Legislative and Industry Updates

Investment Management

- Investment Fund Review
- Industry Design and Fee Benchmarking
- Active Plan Participant and Asset Totals
- Full Fee Disclosure

Education and Communication

- Communication, Education, and Participation Review
- Group Education Meeting
- One on One Employee Meetings
- Next Year Business Plan Review



RETIREMENT SERVICE PLAN

Service Offerings	Quarterly	Annual	Date Complete	Notes
Risk Management				
Fiduciary and 404(c) Review		<input type="radio"/>		
Plan Design and Enhancements		<input type="radio"/>		
Fund and Investment Policy Statement Review		<input type="radio"/>		
Legislative and Industry Updates		<input type="radio"/>		
Investment Management				
Investment Fund Review	<input type="radio"/>			
Industry Design and Fee Benchmarking		<input type="radio"/>		
Active Plan Participant and Asset Totals	<input type="radio"/>			
Full Fee Disclosure		<input type="radio"/>		
Education and Communication				
Communication, Education, and Participation Review	<input type="radio"/>			
Group Education Meetings		<input type="radio"/>		
One on One Employee Meetings	<input type="radio"/>			
Next Year Business Plan Review		<input type="radio"/>		



M3 Insurance was founded in 1968 and has grown one office and one employee at a time to serve the Wisconsin market. M3 Financial, LLC is a wholly owned subsidiary of M3 Insurance

With a thorough understanding of the investment and insurance needs of businesses and their owners, M3 Financial partners with you to design a comprehensive and customized retirement plan. Our experience in business retirement planning (both qualified and nonqualified), securities, financial markets, and economic trends allows M3 Financial to tailor your plan design to complement both your personal and business goals.

Plan Consulting Solutions

M3 Financial will help you analyze and understand plan options and ERISA requirements. Our design solutions include:

- 401(k)
- 403(b)
- 457(b)
- Cash Balance
- Defined Benefit
- Money Purchase Pension
- Profit Sharing
- SIMPLE IRA
- SEP IRA

In addition to Plan Consulting Solutions, our financial experts offer consultative advice on corporate-owned life insurance and executive benefits with your vision and goals in mind.

Insurance

- Life Insurance
- Key Person Protection
- Buy/Sell Funding
- Disability Income Insurance
- Long-Term Care Insurance

Executive Benefits

- Supplemental Disability
- Non-Qualified Retirement Planning
- Deferred Compensation
- Executive Bonus Arrangement

REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: January 22nd, 2013

Request by: Finance Director Kathy Unertl

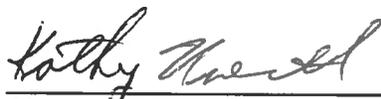
Describe below the item(s) you wish to have put on the agenda:
(please attach any pertinent information)

Update on City insurance evaluation process & need for additional Committee meeting due to March 1st renewal timeframe

The City of Merrill has property coverage through the State & Local Governmental Property Program (Office of Insurance Commissioner), liability through League of Wisconsin Municipalities Mutual Insurance, and Workers Compensation/Boiler & Machinery through Liberty Insurance.

Ron Seymour from Arthur J. Gallagher & Co. (representative from Liberty Insurance) advises that the discount for one-line insurance coverage, such as workers compensation, is decreasing. Since the WC insurance rates are set by the State of Wisconsin, it might be advantageous to review all options.

City will be providing both Ron Seymour (Gallagher) and Bill Barnes (League) to provide proposals for evaluation.

Signed: 
Kathy Unertl, Finance Director

Date: 1/14/2013

600

2012 MERRILL MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
INITIAL APPEARANCES (Docket)													
1. Total Citations	140	124	135	94	113	199	155	91	37	232	108	125	1553
2. Adult Citations	132	111	120	91	107	180	138	86	33	217	103	111	1429
3. Juveniles Citations	8	13	15	3	6	19	17	5	4	15	5	14	124
4. Not Guilty Pleas (potential trials)	26	9	12	3	17	38	3	10	7	21	15	14	175
TRIALS													
1. Scheduled	0	1	0	0	1	0	0	0	0	0	0	1	2
2. Held	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Rescheduled	0	1	0	0	0	0	0	0	0	0	0	0	1
4. Settled	0	0	0	0	1	0	0	0	0	0	0	1	2
CASES DISPOSED													
1. # Citations	132	114	122	91	112	188	148	87	104	225	102	109	1534
GOOD CAUSE/INDIGENCY HEARINGS													
1. # Days Hearings Held	2	2	3	1	3	2	2	2	2	2	2	1	24
2. # Citations Summoned	25	76	33	25	38	43	36	25	45	71	59	24	500
3. # Citations Scheduled for Status Hearings or Payment Plans	120	68	51	46	104	56	17	55	53	69	60	39	699
WRITS ISSUED													
1. # Citations	9	16	11	12	8	12	7	11	10	9	14	0	119
FINANCIALS													
1. Amount Collected (Reported to State)	\$14,790.92	\$26,081.26	\$18,002.41	\$11,571.62	\$13,413.10	\$13,824.81	\$11,406.20	\$12,840.62	\$12,787.98	\$11,207.61	\$9,669.63	\$11,641.50	\$167,237.66
2. Amount Paid to County & State	(\$5,139.85)	(\$9,416.42)	(\$6,294.41)	(\$4,040.70)	(\$4,628.33)	(\$4,912.88)	(\$4,234.90)	(\$4,250.62)	(\$4,484.23)	(\$4,205.79)	(\$2,964.19)	(\$3,809.85)	(\$58,382.17)
3. Forf & Cost Retained by City	\$9,651.07	\$16,664.84	\$11,708.00	\$7,530.92	\$8,784.77	\$8,911.93	\$7,171.30	\$8,590.00	\$8,303.75	\$7,001.82	\$6,705.44	\$7,831.65	\$108,855.49
4. Add. Misc. fees collected	\$20.00	\$0.00	\$0.00	\$61.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$81.36
5. Add. Forf. Receipts from LCCC	\$61.73	\$252.50	\$18.28	\$95.00	\$125.93	\$35.99	\$0.00	\$211.67	\$0.00	\$0.00	\$0.00	\$0.00	\$801.10
6. Total Revenue to the City	\$9,732.80	\$16,917.34	\$11,726.28	\$7,687.28	\$8,910.70	\$8,947.92	\$7,171.30	\$8,801.67	\$8,303.75	\$7,001.82	\$6,705.44	\$7,831.65	\$109,737.95
7. Municipal Court Expenses	(\$5,908.86)	(\$4,270.79)	(\$5,635.29)	(\$3,558.77)	(\$5,077.34)	(\$4,070.40)	(\$4,520.64)	(\$5,550.79)	(\$4,590.58)	(\$4,278.61)	(\$4,191.47)		
8. Net Revenue to City	\$3,823.94	\$12,646.55	\$6,090.99	\$4,128.51	\$3,833.36	\$4,877.52	\$2,650.66	\$3,250.88	\$3,713.17	\$2,723.21	\$2,513.97		
9. Restitution Collected	\$34.12	\$720.15	\$262.00	\$379.89	\$148.78	\$287.47	\$327.47	\$401.68	\$444.00	\$398.54	\$431.85	\$305.70	\$4,141.65

Adj for LCCC Adj for LCCC
Forf Receipt Forf Receipt

NOTE: December expenses not received yet.



CITY OF MERRILL
Finance Director/City Treasurer

66

Kathy Unertl, Finance Director

1004 East First Street • Merrill, Wisconsin • 54452

Phone (715) 536-5594 • FAX (715) 539-2668

e-mail: Kathy.Unertl@ci.merrill.wi.us

Date: January 14th, 2013

To: Personnel and Finance Committee

From: Kathy Unertl, Finance Director

RE: December - January Activities

2012 Audit & 2013 Budget:

December and January are peak workload months for Clerk-Treasurer staff. Incredible number of payroll changes required.

Besides assisting with payroll, my focus is on 2012 audit preparation. Schenck auditors will be here the week of February 18th.

Follow-up activities implementing 2013 budget. Will be working with Ehlers & Associates on City borrowing process.

Economic Development, RDA, and TIF Issues:

City management team and Redevelopment Resources continue working on various projects and potential developments.

There is considerable interest in both rehabilitation and some new development.

Technology: Continued to monitor network and resolve issues as they occur.

With additional software, we are able to provide VOIP (Voice Over Internet Protocol) phone system information.

6c

CITY ATTORNEY

REPORT FOR JANUARY 16, 2013

AIRPORT: Working with Airport staff and others. Worked on two new Hangar Leases. One is a sale/transfer and the other was a new hangar built last summer.

PARKS & RECREATION: Continuing working with Dan on various and sundry issues. Hockey Contract completion on the horizon.

CITY STAFF: Busy with property inspections, economic development matters, meeting Tomahawk Police Department.

Street vacation for Agra - Hearings and appropriate committee activities scheduled.

REDEVELOPMENT AUTHORITY: Working with the RDA on several blighted properties, which may include city ownership, repair, demo and re-sale. These properties are included in several different TIF areas.

CONTRACTS/AGREEMENTS: Have been working with Parks and Recreation, DOT, Water Utility, and, Court on various contracts, intergovernmental agreements.

LINCOLN HOUSE: Looking at additional options. Recently collected a past due rent in the amount of \$345.00 from a tenant who left about 1-year ago.

POLICE AND FIRE DEPARTMENTS: Business as usual.

BUILDING INSPECTION/ZONING: Working with Darin on several matters. These include court proceedings, four possible demolitions along with various other issues on East side of City, West side and the Downtown area in regard to blighted/abandoned buildings.

COMMON COUNCIL: Various proposed ordinances, etc., in the works from several Committees/Departments.

SEMINARS: None this past month.

MUNICIPAL COURT: Business as usual. I have several Hearings/Trials scheduled in Circuit Court and one hearing scheduled in Municipal Court. Successful resolutions.

CITY OF TOMAHAWK. Will be holding a pretrial conference in Tomahawk on the 17th, Diane and I will be finally meeting their new Chief and going over various things in regards to citations, prosecutions and other items.

CITY HALL: Worked with all Department Heads on issues and answered questions.

Other tasks as assigned.

A TV can insult your intelligence, but nothing robs it in like a computer.

City Attorney		CURRENT MONTH	LAST MONTH		
MONTHLY REPORT					
January 16, 2013					
		11-19 to 01-15	10/18 to 11-19		
MUNICIPAL COURT		5 weeks	3 Weeks		
TOTAL ADULT		184	145		
Adult Ordinance		42	31		
Adult Traffic		142	114		
Total Adult Defendants		154	101		
Adult Closed		35	29		
Other Jurisdictions - Wausau (cases)		0	0		
TOTAL JUVENILE		15	6		
Juvenile Ordinance		15	6		
Juvenile Traffic		0	0		
Total Juvenile Defendants		15	6		
Juvenile Closed		0	0		
TRIALS		0	5		
Pending Municipal Trials		0	1		
Pending Circuit Court Trials		0	4		
Pending Other Jurisdictions		0	0		
Other Court Matters		Beginning	New	Closed	Ending
Deferred Prosecution Agree.	November	12	1	1	12
	December	12	3	1	14
	January	14			
TOMAHAWK DPA's		3			
TOMAHAWK			December	November	October
			No Court		
Total Tomahawk				15	30
Juveniles				0	0
Ordinances				3	7
Traffic				12	23
Not Guilty Plea				1	6
Jury Request				0	1
Closed Since Last Report				1	1
Deferred Prosecution Agreements				0	Failed 1

CITY OF MERRILL IS NOW HANDLING ALL OF THE CITY OF TOMAHAWK CASES

6d



CITY OF MERRILL

Office of the City Clerk

William N. Heideman, City Clerk

1004 East First Street • Merrill, Wisconsin • 54452

Phone (715) 536-5594 • FAX (715) 539-2668

e-mail address: bill.heideman@ci.merrill.wi.us

**MERRILL
WISCONSIN**
City Of Parks

City Clerk Report – January 22nd, 2013

1. Data entry related to the November 6th election has been completed. Have begun work related to the February 19th and April 2nd elections. Ballot placement drawing for Sixth District Alderperson has been done. Two candidates for that office, David Sukow and Mary Ball, will be on the April 2nd ballot.
2. In December, completed online NTC class "Principles of Information Security" and earned an A (476 points out of a possible 477). On January 28th, will begin online NTC class "Website Design".
3. Working on insurance renewals and providing input as necessary and/or requested.
4. Providing input, when requested, on the revamping of the City website. Also, along with Ron Turner, am making changes, additions and deletions to website.
5. Other duties as assigned and/or requested

City Clerk Bill Heideman, WCMC

"Focusing on the Future"

An equal opportunity/affirmative action employer.

Dec. 2012 – Jan. 2013 City Administrator's Monthly Report

Fire Department

Since December 6, I have been meeting regularly with the new fire chief. We have talked about policies, personnel, township fire service contracts and the new fire station project. We have met with Becher-Hoppe to tweak the fire station plans. I met with the chief and captains during the chief's retreat with the captains to answer questions and give a statement of support for the new chief. Thus far the Fire Department personnel have been very complimentary of Dave Savone, commenting favorably on his management style and firefighting expertise and experience.

Parks and Recreation

I have been working with the River Trail Foundation (Phil Valitchka) to modify their resolution of support from the Park and Recreation Commission to the Common Council for the first phase of the trail from Center Ave. to Council Grounds State Park, and an outline of the framework in which the City and the Foundation can work together to bring this project to fruition. After at least 5 iterations I believe we have something that the Council can accept Throughout, my message to the Foundation has been unchanged – the City cannot afford to purchase the land, develop the trail and maintain the trail, this can only be done with funding provided by the Foundation.

Utilities

We continue to have some relatively minor issues with the startup of the new manganese filtration system. We are still getting some reports of periodic black sediment coming through the system as it is broken loose by the backwashing process.

Since we budgeted funds for an increase for Kim Kriewald in 2013 I worked on data to justify the increase for the Council.

Department Head Meeting

- Holiday pay for Part-time employees – consistency – work day before and day after holiday get prorated holiday pay. We have not been following the approved policy in all departments , this has now been resolved.
- Performance evaluations – talk with Commissions – who does them? Due March 1. Who do the individual commissions want to do the performance evaluations for the department head they are responsible for? For Police & Fire and Parks & Recreation it seems to make the most sense for me to do them and have the commissioners review them since I deal with the department heads on a much more frequent basis.
- Info for Boards and Commissions – I instructed Bill Heideman and Kathy Unertl not to accept items for Council, COW, commission committee, or board meetings without an attached information packet for the members to review prior to the meetings.
- Insurance – Kathy Unertl and I met with our Workers Compensation insurance carrier. There is a push by some carriers to have more than single line coverage with customers, they want a bigger slice of the pie.
- Long-term leave notice/approval – I found that a fire department employee was off for several weeks without me knowing about it. Whenever someone is off for a week or more I need to know.
- Accumulated Vacation and Time Issues – we presently have numerous employees with 100-200 or more hours of accumulated vacation time carried over. I understand that there was an effort a few years ago knock this number down to the 40 hour carryover limit set by policy. In order to

make this happen I have instructed department heads to take an extra week more than they earn yearly until they are down to 40 hours. Since they have been allowed to carry over more than 40 hours on a regular basis we cannot suddenly take away the accrued time.

- Pending issues by Dept. for 2013 – each department briefly described what they have going on for 2013 for the information of the other departments.

I have a separate report on issues and projects for 2013 that will be distributed to all Council members .

LaDonna, with the Housing Authority, came to see me with some property questions. They are looking at defining some property lines. She wanted to know who owns Cenotaph Park (City does). They have a waiting list for Jenny Towers but cannot fill Park Place because the units are so small. They are looking at taking out walls and making the units larger and having fewer of them to attract more tenants. They will still have an issue with parking as most of it is across the street and is uncovered.

On December 18th we held interviews to fill two vacancies in the Street Department. While we had good applicants our applicant pool is limited by our residency requirement. I had numerous inquiries from individuals in this area but they were not willing to move into the city to get a job.

There were numerous meetings with other city staff and outside individuals concerning various aspects of potential economic development – façade upgrades, Lincoln House, former Hurd property, potential restaurants on east side and west side, fairground development, Lincoln County Economic Development Corp., potential new manufacturing facility, blight elimination.

Becher-Hoppe informed me that Josh Johnson will be leaving the firm for another position. I spoke with Melody and Tanya about firms to do a pool design.

2012 Building / Zoning Permit Issued

6f

PERMIT TYPE	Fees	January	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	GRAND TOTALS
New Residence	\$685.00							1						1
Mobile Homes	\$75.00													0
Res. Remodel <500	\$375.00					1			1			1		3
Re. Remodel >500	\$475.00					1							1	2
Re. Remodel Small	\$65.00			3	2			1	2	2	2	2		14
Mechanical	\$65.00	2	4	1		2	2	4	3	1	3	1	2	25
Garages	\$175.00					1		1		2				4
Storage Bldg. w/o Elec.	\$125.00			1	1	5	2		1	1	1	2		14
Wrecking	\$125.00			1	1		1		1	3	1			8
Decks/Porches	\$175.00			2	2	2	3	4	2	1		1	2	19
Signs	\$70.00	1	1	3	1	1	2	2		1	1	1	1	15
Fence	\$65.00			2	1	7	3	4	5	1	3			26
Commercial New	\$575.00													0
Comm. Remodel <500	\$385.00			1		1	1						2	5
Comm Remodel >500	\$525.00													0
Comm. Remodel Small	\$115.00						1				1			2
Comm. Zoning Only	\$110.00	1					1	2	1		2		1	8
Moving	\$100.00													0
Swimming Pools	\$75.00													0
Tel. Comm	\$50.00			2	2	1							1	6
Tornado Permits	\$0.00		1	1										
Darin's Hours Worked		54	68	63	96	102	118	106	86	80	116	100	118	1,107
Number of Permits:		4	6	14	10	22	16	19	16	12	14	8	10	151
Total Permit Amount:		\$310.00	\$330.00	\$1,575.00	\$890.00	\$2,860.00	\$1,900.00	\$2,870.00	\$1,670.00	\$1,295.00	\$985.00	\$1,065.00	\$1,395.00	\$17,145.00