

**CITY OF MERRILL  
PERSONNEL AND FINANCE COMMITTEE  
Monday, February 25<sup>th</sup>, 2013 at 6:00 P.M.**

**City Hall Basement Conference Room–  
1004 East First Street**

Voting members of Committee: Alderman Steve Hass (Chairperson),  
Alderwoman Anne Caylor, and Alderman Ryan Schwartzman

1. Call to order
2. Committee may convene in closed session pursuant to Wis. State Statutes Sec. 19.85(1)(c) and (f) for the purpose of consideration of employment status of City employees over which the Common Council exercises jurisdiction, discussion of specific personnel matters, including medical histories of specific persons
3. Committee will reconvene in open session on the following matters:
4. Vouchers
5. Consider Bill of Sale of 1990 Fire Truck to Northcentral Technical College
6. Consider Temporary Compensation Classifications for three employees during Finance/Technology Director's medical leave (per Section 6-9-4 of Employee Handbook)
7. Authorization for compensation rates for temporary part-time Clerk-Treasurer staff during an unpaid leave-of-absence (FMLA Equivalent) by Clerk-Treasurer Administrative Assistant
8. Update on City insurance program renewals for March 1<sup>st</sup>, 2013 coverage (From January 22<sup>nd</sup>, 2013 Personnel & Finance Committee meeting)
9. Consider resolution adopting Post-Issuance Compliance Policy for Tax-Exempt and Tax-Advantaged Obligations
10. Consider proposal for reclassifications of several Non-Union employees (Proposed by City Administrator Dave Johnson and in follow-up to January 29<sup>th</sup>, 2013 Personnel & Finance Committee meeting)
11. Monthly Reports
  - a. Municipal Court
  - b. Finance/Technology Director Unertl, including 2012 Non-Lapsing Accounts
  - c. City Attorney Hayden
  - d. City Clerk Heideman
  - e. City Administrator Johnson
  - f. City Building/Zoning Permits

12. Next Meeting Date

13. Public Comment

14. Adjournment

*NOTE: It is possible that a quorum of the Common Council will be present at this meeting. However, no Common Council action will be taken.*

Agenda prepared by Finance/Technology Director Kathy Unertl  
Agenda reviewed by Alderman Steve Hass

The Merrill City Hall is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Merrill City Hall at 536-5594.

*Date and time agenda was posted:* \_\_\_\_\_ *Posted by:* \_\_\_\_\_

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**BILL OF SALE**

This Bill of Sale from the City of Merrill, a Wisconsin Municipal Corporation, 1004 E. First Street, Merrill, Wisconsin 54452 ("City") to NorthCentral Technical College, 1000 W. Campus Drive, Wausau, WI 54401 (NTC).

The City, acting by its duly authorized officers, of the County of Lincoln, State of Wisconsin for and in consideration of the sum of One Dollar and other valuable consideration (\$1.00) the receipt of which is acknowledged here, has bargained, sold, transferred, assigned and delivered to NTC, Merrill Fire Department, a 1990 Fire Truck, Vin #4PICT01E9MA000262, Pierce ID #E-5932 aka Engine Number 2, more particularly described on the certificate of title attached hereto, is being transferred to NTC in an "as is" condition with no warranties of merchantability expressed or implied. Additional consideration for the transfer consists of the agreement by NTC that the City shall retain the right to use the vehicle in situations where, in the sole discretion of the City of Merrill, such use is required. NTC, by acceptance of this Bill of Sale, agrees and acknowledges that all repairs, maintenance, insurance and similar matters related to its ownership of this vehicle are its sole and exclusive responsibility.

Said vehicle is transferred to NTC to have and to hold together with all the rights and appurtenances and belonging to NTC, its successors and assigns forever, and City does by this document bind itself, its successors and assigns, to warrant and forever defend all the stated premises on behalf of the grantee, its successors and assigns, against every person lawfully claiming or to claim the property or any part of it.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2013

CITY OF MERRILL, WISCONSIN

By: \_\_\_\_\_  
William R. Bialecki, Mayor

Attest: \_\_\_\_\_  
William N. Heideman, City Clerk

STATE OF WISCONSIN     )  
  )ss.  
LINCOLN COUNTY         )

Before me the above William R. Bialecki, Mayor, and William N. Heideman, City Clerk, of the City of Merrill, Lincoln County, Wisconsin, a Wisconsin Municipal Corporation, known to me to be the persons whose names are subscribed to the above instrument, and acknowledged to me that they executed the instrument as the act and deed of the City of Merrill, a Municipal Corporation, and as Mayor and City Clerk for the purposes and considerations expressed, and in the capacities stated.

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

This instrument drafted by:  
Thomas N. Hayden, City Attorney  
1004 E. First Street  
Merrill, WI 54452  
(715) 539-3510

6-9-4

**TEMPORARY CLASSIFICATION.** When a Supervisory Employee is absent from his/her position for a period exceeding 20 working days for medical or other reasons (excluding vacations), and if a department employee, as designated by the Personnel Director, assumes those duties during that absence, that employee shall be paid at a rate equal to one compensation grade higher than their normal compensation. Such additional compensation shall be retroactive to the first day of assumption of additional duties. This adjustment shall cease upon the return to work by the Supervisory Employee. **Such temporary classifications will be reviewed by the Personnel and Finance Committee prior to payment.**

During the Finance/Technology Director's medical leave, three employees are recommended for Temporary Classification Pay:

Position	Employee	Current Pay Classification
Administrative Assistant	Kathy Seubert	Clerical/Support Grade 6 – Step F
Clerk-Treasurer Secretary	Brenda Grefe	Clerical/Support Grade 5 – Step F
IT Specialist	Ron Turner	Adm./Professional/Tech Grade 9 – Step D

To maintain separation of City fiscal duties, both Kathy Seubert and Brenda Grefe will be assuming additional duties/responsibilities.

As far as economic development and Redevelopment Authority (RDA) activities, Mayor Bill Bialecki, City Administrator Dave Johnson, and City Attorney Tom Hayden will be coordinating activities. If needed for fiscal review of potential TIF development incentives, Ehlers & Associates will be available to assist.

## REQUEST TO INCLUDE ITEM ON AGENDA

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Board or Committee: Personnel & Finance Committee

Date of Meeting: February 25<sup>th</sup>, 2013

Request by: Kathy Unertl, Finance Director

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

**Authorization for compensation rates for temporary part-time Clerk-Treasurer staff during unpaid leave-of-absence (FMLA Equivalent) by Clerk-Treasurer Administrative Assistant:**

During the up to twelve (12) week unpaid leave, we have hired two individuals to fill-in. Kathy Seubert will be coordinating their work schedules.

We are thrilled to have former Payroll/Election Specialist Sally Tesch interested and available to assist up to two days per week. Although we have changed some things since her March 2<sup>nd</sup>, 2012 retirement, it is great to have an experienced fill-in employee.

Tesch previously was paid at Clerical/Support Grade 5/Step F with the new Payroll Specialist hired at Grade 6. **Requesting authorization to pay Tesch at Grade 6/Step F** – same as Payroll Specialist Mary Maluegge.

We look forward to having Parks & Recreation part-time employee Samantha Kohnhorst also fill-in at the Clerk-Treasurer's Office. **Requesting authorization to pay Kohnhorst same rate as currently receiving as part-time Assistant Recreation Specialist.**

**Clerical and Other Support Staff**

Position	Grade for Position	Salary Range For Grade		Step in Grade	PT %	Hours	Amount - 12/31/12	Rate per Hour	
		Minimum	Maximum						
Adm. Assistant-Clerk-Treasurer	6	32,962.07	41,202.59	F			41,202.59	19.809	
Adm. Assistant-Police	6	32,962.07	41,202.59	F			41,202.59	19.809	
Adm. Assistant-Community Dev.	6	32,962.07	41,202.59	F			41,202.59	19.809	
Transit Coordinator	6	32,962.07	41,202.59	F			41,202.59	19.809	
<b>Payroll Specialist</b>	<b>6</b>	<b>32,962.07</b>	<b>41,202.59</b>	<b>F</b>	<b>75%</b>	<b>1,560</b>	<b>30,902.04</b>	<b>19.809</b>	<b>Maluegge</b>
Clerk/Transcriber (Police) (2)	5	31,406.62	39,258.28	F			39,258.28	18.874	
Utility Secretary	5	31,406.62	39,258.28	F			39,258.28	18.874	
Utility Secretary - PT	5	31,406.62	39,258.28	H - PT	50%	1,040	18,770.96	18.049	Klug, M.
Clerk-Treasurer Secretary	5	31,406.62	39,258.28	F			39,258.28	18.874	
Clerk-Treasurer Secretary - PT	5	31,406.62	39,258.28	F	75%	1,300	24,536.20	18.874	Bostrom
City Hall Secretary/Paralegal	5	31,406.62	39,258.28	F			39,258.28	18.874	
Bus Driver (3)	5	31,406.62	39,258.28	F			39,258.28	18.874	
Bus Driver (1) - PT	5	31,406.62	39,258.28	C - PT	46%	950	14,904.55	15.689	DeJarlais
Bus Driver (1) - PT	5	31,406.62	39,258.28	B - PT	46%	950	14,680.35	15.453	Seubert, N.
Bus Driver (1) - PT	5	31,406.62	39,258.28	B - PT	46%	950	14,680.35	15.453	Snyder
Recreation Secretary	5	31,406.62	39,258.28	F			39,258.28	18.874	
Municipal Court Clerk - PT	5	31,406.62	39,258.28	G - PT	50%	1,040	19,629.14	18.874	Poyer
Deputy Municipal Court Clerk - PT	5	31,406.62	39,258.28	D - PT	25%	520	8,219.64	15.807	Baacke
Senior Center Assistant - PT	2	27,165.58	33,956.98	G - PT	85%	1,762	28,764.65	16.325	
Recreation Specialist - PT	2	27,165.58	33,956.98	K - PT	39%	800	11,916.80	14.896	Annis, Joy
<b>Assistant Recreation Specialist - PT</b>	<b>1</b>	<b>25,884.08</b>	<b>32,355.10</b>	<b>F - PT</b>	<b>39%</b>	<b>1,000</b>	<b>14,097.00</b>	<b>14.097</b>	<b>Kohnhorst</b>
Janitor (1) - PT	1	25,884.08	32,355.10	C - PT	63%	1,300	16,809.00	12.930	Severt, A.
Enrichment Center Assistant - PT	1	25,884.08	32,355.10	C - PT	25%	500	6,708.00	13.416	Olson
Janitor (1) - PT	5	31,406.62	39,258.28	F	75%	1,560	29,151.72	18.687	Red-Circled

Note: PT employees adjusted per pro-rated step schedules unless already at top of Grade compensation schedule.

**Payroll Specialist - PT received step (to Step F of Grade 6 on 1/9/2013)**

- Utility Secretary - PT next step (to Step I-PT of Grade 5 on 11/5/2013)
- Bus Driver - PT next step (to Step D-PT of Grade 5) on 10/24/2013 - DeJarlais
- Bus Driver - PT next step (to Step C-PT of Grade 5) on 6/19/2013 - Seubert, N. and Snyder
- Deputy Municipal Court Clerk - PT Step E-PT on 6/1/2013
- Janitor - PT next step (to Step D-PT of Grade 1) on 9/12/2013

**The following support positions are not included within a Grade classification:**

Clerk-Treasurer Fill-In - PT	12.322
Crossing Guards (4) - PT	9.487

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After providing lots and lots of information, City staff are meeting with the two insurance representatives on Thursday, February 21<sup>st</sup>. So we will have update at the Personnel & Finance Committee meeting.

**Insurance renewal process update, consider special meeting to review proposals**

Finance/Technology Director Unertl and City Clerk Heideman reported that the insurance companies that currently provide insurance to the City have requested that they be allowed to bid on the other "lines" of insurance which they don't currently provide to the City. City staff has agreed to allow them to do this, in an effort to secure the best possible insurance portfolio for the City.

City staff was directed to continue work on various options related to these pending insurance renewals, and then report their recommendations to the Personnel and Finance Committee.

No formal action was taken at this time.

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{Enter agenda no.}

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING A POST ISSUANCE COMPLIANCE POLICY FOR TAX-EXEMPT AND TAX-ADVANTAGED OBLIGATIONS**

WHEREAS, the City's Bond Counsel, Quarles & Brady, has reviewed various policies and procedures utilized by the City of Merrill in the issuance of tax-exempt or tax-advantaged obligations; and,

WHEREAS, a review of those policies has suggested that adoption of a Post-Issuance Compliance Policy for Tax-Exempt and Tax-Advantaged Obligations is in the best interest of the City and purchasers of said obligations;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this \_\_\_\_ day of \_\_\_\_\_, 2013, that the Post Issuance Compliance Policy for Tax-Exempt and Tax-Advantaged Obligations, as previously presented, be approved.

Recommended by: Personnel and Finance

CITY OF MERRILL, WISCONSIN

Moved: \_\_\_\_\_

\_\_\_\_\_  
William R. Bialecki  
Mayor

Passed: \_\_\_\_\_

\_\_\_\_\_  
William N. Heideman  
City Clerk

## Post-Issuance Compliance Policy for Tax-Exempt and Tax-Advantaged Obligations

Adopted: \_\_\_\_\_, 20\_\_\_\_\_

### Statement of Purpose

This Post-Issuance Compliance Policy (the “Policy”) sets forth specific policies of the \_\_\_\_\_, Wisconsin (the “Issuer”) designed to monitor post-issuance compliance of tax-exempt obligations or tax-advantaged obligations (“Obligations”) issued by the Issuer with applicable provisions of the Internal Revenue Code of 1986, as amended (the “Code”), and regulations promulgated thereunder (“Treasury Regulations”).

The Policy documents practices and describes various procedures and systems designed to identify on a timely basis facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations in order that the interest on such Obligations continue to be eligible to be excluded from gross income for federal income tax purposes or that the Obligations continue to receive tax-advantaged treatment. The federal tax law requirements applicable to each particular issue of Obligations will be detailed in the arbitrage or tax certificate prepared by bond counsel and signed by officials of the Issuer and the post-closing compliance checklist provided by bond counsel with respect to that issue. This Policy establishes a permanent, ongoing structure of practices and procedures that will facilitate compliance with the requirements for individual borrowings.

The Issuer recognizes that compliance with applicable provisions of the Code and Treasury Regulations is an on-going process, necessary during the entire term of the Obligations, and is an integral component of the Issuer’s debt management. Accordingly, the analysis of those facts and implementation of the Policy will require on-going monitoring and consultation with bond counsel and the Issuer’s accountants.

### General Policies and Procedures

The following policies relate to procedures and systems for monitoring post-issuance compliance generally.

- A. The [Clerk] [Treasurer] [Business Manager] [Finance Director] [Administrator] (the “Compliance Officer”) shall be responsible for monitoring post-issuance compliance issues. [For utility issues, the Compliance Officer will coordinate with the Utility’s [Business Manager] with respect to monitoring post-issuance compliance.]
- B. The Compliance Officer will coordinate procedures for record retention and review of such records.
- C. All documents and other records relating to Obligations issued by the Issuer shall be maintained by or at the direction of the Compliance Officer. In maintaining such documents and records, the Compliance Officer will comply with applicable

Internal Revenue Service (“IRS”) requirements, such as those contained in Revenue Procedure 97-22.

- D. The Compliance Officer shall be aware of options for voluntary corrections for failure to comply with post-issuance compliance requirements (such as remedial actions under Section 1.141-12 of the Regulations and the Treasury’s Tax-Exempt Bonds Voluntary Closing Agreement Program) and take such corrective action when necessary and appropriate.
- E. The Compliance Officer will review post-issuance compliance procedures and systems on a periodic basis, but not less than annually.

### **Issuance of Obligations - Documents and Records**

With respect to each issue of Obligations, the Compliance Officer will:

- A. Obtain and store a closing binder and/or CD or other electronic copy of the relevant and customary transaction documents (the “Transcript”).
- B. Confirm that bond counsel has filed the applicable information report (e.g., Form 8038, Form 8038-G, Form 8038-CP) for such issue with the IRS on a timely basis.
- C. Coordinate receipt and retention of relevant books and records with respect to the investment and expenditure of the proceeds of such Obligations with other applicable staff members of the Issuer.

### **Arbitrage**

The following policies relate to the monitoring and calculating of arbitrage and compliance with specific arbitrage rules and regulations.

The Compliance Officer will:

- A. Confirm that a certification of the initial offering prices of the Obligations with such supporting data, if any, required by bond counsel, is included in the Transcript.
- B. Confirm that a computation of the yield on such issue from the Issuer’s financial advisor or bond counsel (or an outside arbitrage rebate specialist) is contained in the Transcript.
- C. Maintain a system for tracking investment earnings on the proceeds of the Obligations.
- D. Coordinate the tracking of expenditures, including the expenditure of any investment earnings. If the project(s) to be financed with the proceeds of the Obligations will be funded with multiple sources of funds, confirm that the Issuer

has adopted an accounting methodology that maintains each source of financing separately and monitors the actual expenditure of proceeds of the Obligations.

- E. Maintain a procedure for the allocation of proceeds of the issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures. This procedure shall include an examination of the expenditures made with proceeds of the Obligations within 18 months after each project financed by the Obligations is placed in service and, if necessary, a reallocation of expenditures in accordance with Section 1.148-6(d) of the Treasury Regulations.
- F. Monitor compliance with the applicable “temporary period” (as defined in the Code and Treasury Regulations) exceptions for the expenditure of proceeds of the issue, and provide for yield restriction on the investment of such proceeds if such exceptions are not satisfied.
- G. Ensure that investments acquired with proceeds of such issue are purchased at fair market value. In determining whether an investment is purchased at fair market value, any applicable Treasury Regulation safe harbor may be used.
- H. Avoid formal or informal creation of funds reasonably expected to be used to pay debt service on such issue without determining in advance whether such funds must be invested at a restricted yield.
- I. Consult with bond counsel prior to engaging in any post-issuance credit enhancement transactions or investments in guaranteed investment contracts.
- J. Identify situations in which compliance with applicable yield restrictions depends upon later investments and monitor implementation of any such restrictions.
- K. Monitor compliance with six-month, 18-month or 2-year spending exceptions to the rebate requirement, as applicable.
- L. Procure a timely computation of any rebate liability and, if rebate is due, to file a Form 8038-T and to arrange for payment of such rebate liability.
- M. Arrange for timely computation and payment of “yield reduction payments” (as such term is defined in the Code and Treasury Regulations), if applicable.

### **Private Activity Concerns**

The following polices relate to the monitoring and tracking of private uses and private payments with respect to facilities financed with the Obligations.

The Compliance Officer will:

- A. Maintain records determining and tracking facilities financed with specific Obligations and the amount of proceeds spent on each facility.

- B. Maintain records, which should be consistent with those used for arbitrage purposes, to allocate the proceeds of an issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures.
- C. Maintain records allocating to a project financed with Obligations any funds from other sources that will be used for otherwise non-qualifying costs.
- D. Monitor the expenditure of proceeds of an issue and investment earnings for qualifying costs.
- E. Monitor private use of financed facilities to ensure compliance with applicable limitations on such use. Examples of potential private use include:
  - 1. Sale of the facilities, including sale of capacity rights;
  - 2. Lease or sub-lease of the facilities (including leases, easements or use arrangements for areas outside the four walls, e.g., hosting of cell phone towers) or leasehold improvement contracts;
  - 3. Management contracts (in which the Issuer authorizes a third party to operate a facility, e.g., cafeteria) and research contracts;
  - 4. Preference arrangements (in which the Issuer permits a third party preference, such as parking in a public parking lot);
  - 5. Joint-ventures, limited liability companies or partnership arrangements;
  - 6. Output contracts or other contracts for use of utility facilities (including contracts with large utility users);
  - 7. Development agreements which provide for guaranteed payments or property values from a developer;
  - 8. Grants or loans made to private entities, including special assessment agreements; and
  - 9. Naming rights arrangements.

Monitoring of private use should include the following:

- 1. Procedures to review the amount of existing private use on a periodic basis; and
- 2. Procedures for identifying in advance any new sale, lease or license, management contract, sponsored research arrangement, output or utility contract, development agreement or other arrangement involving private use of financed facilities and for obtaining copies of any sale agreement,

lease, license, management contract, research arrangement or other arrangement for review by bond counsel.

If the Compliance Officer identifies private use of facilities financed with tax-exempt or tax-advantaged debt, the Compliance Officer will consult with the Issuer's bond counsel to determine whether private use will adversely affect the tax status of the issue and if so, what remedial action is appropriate. The Compliance Officer should retain all documents related to any of the above potential private uses.

### **Qualified Tax-Exempt Obligations**

If the Issuer issues "qualified tax-exempt obligations" in any year, the Compliance Officer shall monitor all tax-exempt financings (including lease purchase arrangements and other similar financing arrangements and conduit financings on behalf of 501(c)(3) organizations) to assure that the \$10,000,000 "small issuer" limit is not exceeded.

### **Federal Subsidy Payments**

The Compliance Officer shall be responsible for the calculation of the amount of any federal subsidy payments and the timely preparation and submission of the applicable tax form and application for federal subsidy payments for tax-advantaged obligations such as Build America Bonds, New Clean Renewable Energy Bonds and Qualified School Construction Bonds.

### **Reissuance**

The following policies relate to compliance with rules and regulations regarding the reissuance of Obligations for federal law purposes.

The Compliance Officer will identify and consult with bond counsel regarding any post-issuance change to any terms of an issue of Obligations which could potentially be treated as a reissuance for federal tax purposes.

### **Record Retention**

The following policies relate to retention of records relating to the Obligations issued.

The Compliance Officer will:

- A. Coordinate with staff regarding the records to be maintained by the Issuer to establish and ensure that an issue remains in compliance with applicable federal tax requirements for the life of such issue.
- B. Coordinate with staff to comply with provisions imposing specific recordkeeping requirements and cause compliance with such provisions, where applicable.

- C. Coordinate with staff to generally maintain the following:
1. The Transcript relating to the transaction (including any arbitrage or other tax certificate and the bond counsel opinion);
  2. Documentation evidencing expenditure of proceeds of the issue;
  3. Documentation regarding the types of facilities financed with the proceeds of an issue, including, but not limited to, whether such facilities are land, buildings or equipment, economic life calculations and information regarding depreciation.
  4. Documentation evidencing use of financed property by public and private entities (e.g., copies of leases, management contracts, utility user agreements, developer agreements and research agreements);
  5. Documentation evidencing all sources of payment or security for the issue; and
  6. Documentation pertaining to any investment of proceeds of the issue (including the purchase and sale of securities, SLGs subscriptions, yield calculations for each class of investments, actual investment income received by the investment of proceeds, guaranteed investment contracts, and rebate calculations).
- D. Coordinate the retention of all records in a manner that ensures their complete access to the IRS.
- E. Keep all material records for so long as the issue is outstanding (including any refunding), plus seven years.

### **Continuing Disclosure**

Under the provisions of SEC Rule 15c2-12 (the "Rule"), underwriters are required to obtain an agreement for ongoing disclosure in connection with the public offering of securities in a principal amount in excess of \$1,000,000. Unless the Issuer is exempt from compliance with the Rule as a result of certain permitted exemptions, the Transcript for each issue of Obligations will include an undertaking by the Issuer to comply with the Rule. The Compliance Officer of the Issuer will monitor compliance by the Issuer with its undertakings, which may include the requirement for an annual filing of operating and financial information and will include a requirement to file notices of listed "material events."

### **Conduit Bond Financings**

In conduit bond financings, such as industrial revenue bonds or Midwestern Disaster Area Bonds, the Issuer is not in a position to directly monitor compliance with arbitrage requirements and qualified use requirements because information concerning and control of those activities lies with the private borrower. The Issuer's policy in connection with conduit financings is to

require that the bond documents in such financings impose on the borrower (and trustee or other applicable party) responsibility to monitor compliance with qualified use rules and arbitrage and other federal tax requirements and to take necessary action if remediation of nonqualified bonds is required.

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To: Personnel and Finance Committee  
From: David Johnson, City Administrator  
Subject: Salary Survey and Recommendations  
Date: 2/18/2013

At the request of the Personnel & Finance Committee I have reviewed Department Head positions and all clerical positions and conducted a salary survey for these positions. The survey was sent to 26 Wisconsin cities with 16 responses being received. The positions surveyed were Police Chief, Fire Chief, Finance Director, and Parks & Recreation Director. In addition, we surveyed the positions of Deputy Clerk, Finance Assistant, Administrative Assistant, Administrative Assistant/Police, Administrative Assistant/Legal, Administrative Assistant/Parks, Utility Clerk/Administrative Assistant, Payroll Specialist and Inspection Assistant. I had previously done the Utility Superintendent, which is what brought about the request for the other positions to be reviewed so that any necessary adjustments could take place at one time.

From my own experience, and from the results of the salary survey, Police Chiefs tend to be a pay grade higher than Fire Chiefs, especially as you look at larger cities. A case can be made for moving the Police Chief up one pay grade from a grade 11 to a grade 12. However, there is not a compelling reason to either leave it a grade 11 or move it up to a grade 12, this one is strictly a judgement call. I will point out that the a Police Captain is one pay grade above a Fire Captain so making the Police Chief one grade higher than the Fire Chief follows that model.

The position of Finance Director in Merrill is more complex than the position seen in other cities our size. As well as being Finance Director, Kathy Unertl is IT Director, and not just in name only, she stays on top of what is going on in IT and new developments in the field. She also serves as secretary for the Redevelopment Authority, a position generally covered by a city's Economic Development Director, a position that Merrill chose to eliminate. Without Kathy there would not have been a RDA in Merrill, she pushed for it and has kept it going. The fact that Kathy's position has these additional duties and responsibilities makes her position more valuable than a Finance Director alone. It is my recommendation that this position be moved from a grade 11 to a grade 12 and the salary be increased from a grade 11 step G to a grade 12 step F, an increase of \$2,031.01. This increase was budgeted for 2013.

As stated in my previous report, Merrill previously had a City Engineer and/or Utility Director who was responsible for the Water and Wastewater Utility with Kim Kriewald reporting to that individual. Since neither of those positions exists anymore Kim has been tasked with numerous additional duties over time, and he has stepped up to the plate and performed those duties without complaint. Even though he has taken on more administrative duties he has not been compensated for these additional duties and responsibilities.

The Wisconsin Rural Water Association does an annual salary survey for superintendents, operators and clerks. The survey is structured for communities of 1-1500, 1501-3000, 3001-5000 and over 5000, with Merrill fitting in the last category. The City of Rhinelander recently hired a new Water/Wastewater Superintendent with a starting wage of \$70,000. Merrill is paying Kim \$58,287 while we are paying our Street Commissioner \$68,745.

The attached sheet shows the results of the 2012 salary survey by WRWA district, as well as state-wide results. The results indicate that we are in the ball park on the salaries for our operators but our

Superintendent salary shows that we are out outside the ball park looking in through the fence. Merrill is in District 1 where the average salary for a water/wastewater superintendent in cities over 5,000 population is \$33.55 an hour. Salaries in District 1 range from \$27.50 to \$38.00 an hour, with Merrill paying \$27.74, which is \$12,085/year less than the average for District 1. You will notice on the table that Districts 2-4 all have a higher top rate due to the larger communities in those districts.

Many cities have a separate water and wastewater superintendent, which means those communities are paying the rate indicated times two, Kim covers both areas for Merrill and is at the very low end of the surveyed salaries. Kim is a state licensed water and wastewater treatment plant operator in Wisconsin and carries 12 specialty certifications, this makes Kim very marketable throughout the state. We could not hire someone who is qualified in water and wastewater treatment to replace Kim for what the City is paying him today.

Given the duties and responsibilities of this position, it is my recommendation that the Utility Superintendent position be moved from a grade 7, step G, to a grade 9, step F, an increase of \$6,202.63. If all other recommendations made here are not implemented, in the interest of consistency and fairness, this adjustment cannot be ignored.

Our Parks & Recreation Director position is another position where we trail other cities of our size. As a Department Head responsible for millions of dollars of infrastructure and many programs that affect the community, our Parks & Recreation Director is underpaid in relation to other City of Merrill Department Heads and Parks & Recreation Directors in comparable sized Wisconsin communities. Only two communities that responded had a lower salary grade top end than Merrill, they were both smaller and one of the two was only \$68/year lower. Our Parks & Recreation Director also serves as the City's Arborist/Forester, a separate full-time, or contracted part-time, position in most cities.

Our Parks & Recreation Director is 2 pay grades lower than our IT Specialist and one pay grade lower than a Police Lieutenant and a Fire Captain. In the interest of consistency it is my recommendation that the position of Parks & Recreation Director be moved from grade 7, step G, to grade 8, step F, an increase of \$1,453.75. Funds to cover this adjustment were included in the 2013 budget.

This concludes the management level position adjustments that I would recommend making. In clerical/support positions we presently have two pay grades for staff, one topping out at \$18.87/hour and the other topping out at \$19.81/hour. These positions serve the Finance, City Clerk, Police, Transit, City Attorney, Building & Zoning, Parks & Recreation and Utility Departments. The duties and responsibilities vary from office to office.

Reporting to the Finance Director, and assisting the City Clerk, we have an Administrative Assistant/Clerk-Treasurer, a Payroll Specialist, a Clerk-Treasurer Secretary and part-time Clerk-Treasurer Secretary. Both of these last two are misnomers, they are not really secretaries, they are Financial Assistants and should have their titles and compensation adjusted to reflect such. Ten of the thirteen respondents who have this position pay more than Merrill. It is my recommendation that the two Clerk-Treasurer Secretary positions be titled Finance Assistants and that their pay grade be adjusted from a grade 5 to a grade 6. This is a difference in pay of \$1,944.80. The Payroll Specialist is slotted as it should be and should remain the same.

The Administrative Assistant/Clerk-Treasurer is in reality the Office Manager and should have the title and compensation to reflect these duties and responsibilities. A job description for that position is

included for your review. It is my recommendation that this position be adjusted upward from a grade 6 to a grade 7. This is a difference in pay of \$2,043.37

The Police Department has an Administrative Assistant/Police (grade 6) and two Clerk/Transcribers (grade 5). These three positions are slotted correctly.

The Transit Department has a Transit Coordinator (grade 6). This is a position that does not exist in other cities the size of Merrill and appears to be slotted correctly in relation to other positions in Merrill.

The City Attorney has a City Hall Secretary/Paralegal (grade 5). This is another misnomer, she is not a paralegal, the position is more that of an Administrative Assistant. This position also serves the City Attorney, City Administrator and Mayor as a confidential secretary. This position in other cities is generally paid at a higher level than other Administrative Assistants due to the confidential nature of work performed. My recommendation is that the pay grade of this position be adjusted upward from a grade 5 to a grade 6. This is a difference in pay of \$1,944.80.

Building & Zoning has an Administrative Assistant/Community Development (grade 6). This position appears to be slotted correctly in relation to other cities and other Merrill positions.

Parks & Recreation has a Recreation Secretary (grade 5). This is another misnomer, she is more of an Administrative Assistant/Program Coordinator and appears to be slotted correctly in relation to other cities and other Merrill positions.

The Utilities Department has a Utility Secretary (grade 5) and a part-time Utility Secretary (grade 5). Both of these are misnomers, the Utility Secretary is really a Utility Clerk/Billing Coordinator and the part-time Secretary is really a Utility Clerk. The full-time Utility Secretary's position has become much more than a secretary, she deals more with utility billing, payment receiving and regulatory compliance. The Utility Clerk/Billing Coordinator positions in other cities surveyed all have a higher pay grade than Merrill's position. It is my recommendation that the part-time position remain slotted as is and be re-titled as a Utility Clerk and that the full-time position be re-titled as Utility Clerk/Billing Coordinator with a change in pay grade from grade 5 to grade 6. This is a difference in pay of \$1,944.80.

At this time, I would recommend that the adjustments for Utility Superintendent, Finance Director, Parks & Recreation Director, Utility Clerk/Billing Coordinator, Office Manager and the two (2) Finance Assistants and the Administrative Assistant/Legal take place at this time. The fiscal impact for the three (3) management position adjustments is \$9,687.39, two-thirds of which are for the Utility Superintendent., which will be paid by Utilities, as will the Utility Clerk/Billing Coordinator. The fiscal impact for the recommended support staff adjustments is \$9,822.57.

These are the only recommendations for adjustments that I can make given all available information.

**Salary Survey  
Maximum Salary**

City	Police Chief	Fire Chief	Finance. Dir.	P&R Dir.	Dep. Clerk	Fin. Asst.	Adm. Asst.	A.A. Police	A.A. Legal	A.A. Parks	Utility Clerk/A.A.	Payroll Spec	Insp. Asst.
Antigo	\$80,520	\$80,520	\$80,520	\$64,470	\$18.64	\$18.64	\$18.64	\$18.08	na	na	na	na	na
Ashland													
Baraboo													
Burlington	nr	nr	\$75,018	nr	\$19.28	na	\$17.43	na	na	na	na	\$18.90	na
Cedarburg	\$97,718	na*	\$82,914	\$71,445	\$26.54	\$26.54	na	na	na	na	\$26.54	\$26.54	\$21.03
Chippewa Falls													
Ft. Atkinson	\$79,360	\$75,139	\$75,139	\$65,863	\$18.33	\$18.33	\$16.90	na	na	\$16.90	na	na	na
Grafton	\$92,657	na**	\$83,586	\$70,545	\$23.13	\$23.76	\$22.11	na	na	\$22.11	\$23.13	na	\$22.11
Hartford	\$88,404	\$77,037	\$75,542	\$66,915	\$21.62	\$20.13	na	\$20.13	na	na	\$21.62	\$20.13	na
Hudson	\$86,963	na*	\$74,407	na	\$23.80	\$22.04	\$22.04	\$22.04	na	na	\$23.80	na	na
Little Chute	\$92,278	na*	\$81,536	\$72,284	\$19.63	\$19.63	na	na	na	\$20.94	na	\$19.63	na
Marinette	\$77,345	\$72,376	\$67,746	\$54,475	na	\$17.72	na	\$17.01	\$17.01	na	na	\$17.72	\$17.47
Marshfield	\$83,268	\$83,684	\$86,045	\$76,368	\$17.43	na	\$17.43	na	na	\$17.43	na	\$20.11	na
<b>Merrill</b>	<b>\$79,113</b>	<b>\$79,113</b>	<b>\$79,113</b>	<b>\$58,287</b>	<b>\$19.81</b>	<b>\$18.87</b>	<b>\$18.87</b>	<b>\$19.81</b>	<b>\$18.87</b>	<b>\$18.87</b>	<b>\$18.87</b>	<b>\$19.81</b>	<b>\$19.81</b>
Monroe													
Plover	\$82,837	\$83,811	\$76,604	na	na	\$21.35	\$20.46	na	na	na	na	na	na
Portage	\$83,379	\$83,379	\$69,194	\$69,194	na	\$22.49	\$15.05	\$19.63	\$21.91	\$19.63	\$22.49	na	na
Port Washington													
Rhineland	\$77,632	\$78,636	\$67,202	\$60,401	na	\$22.16	na	\$18.10	na	na	\$22.16	\$19.40	\$19.40
Ripon	\$75,050	nr	nr	nr	nr	nr	nr	nr	nr	nr	nr	\$15.80	nr
Shawano													
Sparta	\$80,891	na*	\$77,792	\$58,219	\$17.33	\$17.33	\$17.09	na	na	na	na	na	\$17.09
Stoughton	\$81,786	\$73,840	\$85,924	\$68,617	\$20.91	\$19.48	\$16.96	na	na	na	\$19.48	\$19.48	na
Sturgeon Bay													
Two Rivers													
Waupun													
Wisconsin Rapids	\$86,071	\$88,221	\$88,221	na	\$21.83	\$20.47	\$20.47	\$20.47	na	na	\$20.47	\$21.83	na

na - not applicable, no comparable position

na\* - volunteer department w/no EMS

Na\*\* - volunteer w/EMS

nr - no response

**City of Merrill - Present****Effective 12/31/2012**

2013 - 1% Increase - Position Grades and Step Placement in Grade

**Administrative, Professional, Supervisory and Technical Personnel**

Position	Grade	Salary Range		Step in Grade	Amount	Bi-Weekly Gross	Hourly Rate*
		Minimum	Maximum				
City Administrator	14	74,751.76	99,669.01	E	89,702.11	3,450.08	43.126
City Attorney	13	69,163.22	92,217.62	F	87,606.74	3,369.49	42.118
Finance/Technology Director	11	59,163.22	79,113.58	G	79,113.58	3,042.83	39.012
Fire Chief	11	59,163.22	79,113.58	F	75,157.99	2,890.69	36.134
Police Chief	11	59,163.22	79,113.58	F	75,157.99	2,890.69	36.134
Police Captain	9	50,912.87	67,883.82	F	64,489.63	2,480.37	31.004
Information Technology Splt.	9	50,912.87	67,883.82	D	57,701.25	2,219.28	27.741
Fire Captains (4)**	8	47,163.75	62,885.00	G	62,885.00	2,418.65	21.595
Police Lieutenant (4)	8	47,163.75	62,885.00	G	62,885.00	2,418.65	30.233
Parks & Recreation Director	7	43,715.25	58,287.00	G	58,287.00	2,241.81	28.022
Transit Director	7	43,715.25	58,287.00	G	58,287.00	2,241.81	28.022
Utility Superintendent	7	43,715.25	58,287.00	G	58,287.00	2,241.81	28.022
Senior Center Director	5	37,496.42	49,995.22	G	49,995.22	1,922.89	24.036
City Hall Maintenance Supv.	5 - 75%	37,496.42	49,995.22	E	33,746.78	1,297.95	21.633

\* Hourly Rate for Non-Exempt positions under Fair Labor Standards Act (FLSA).

\*\*Fire Captains work 2,912 hours instead of 2,080 hours annually (with 24 hour shifts).

**GIS Specialist - \$3.00 additional for WWSOS (Utility Operator) when performing this specialized activity.**Positions with scheduled Step adjustments:

Information Technology Specialist - Next step (to Step E of Grade 9) on 3/28/2013

Police Chief - Next step (to Step G of Grade 11) on 4/1/2013.

Police Captain - Next step (to Step G of Grade 9) on 4/1/2013.

City Hall Maintenance Supervisor - Next step (to Step F of Grade 5) on 7/12/2013.

Fire Chief - Next step (to Step G of Grade 11) on 12/4/13 - one-year)

City Administrator - Next step (to Step Mid-E-F of Grade 14) on 1/01/2014.

**City of Merrill - Proposed**

2013 - 1% Increase - Position Grades and Step Placement in Grade

**Administrative, Professional, Supervisory and Technical Personnel**

Position	Grade	Salary Range		Step in Grade	Amount	Bi-Weekly Gross	Hourly Rate*
		Minimum	Maximum				
City Administrator	14	74,751.76	99,669.01	E	89,702.11	3,450.08	43.126
City Attorney	13	69,163.22	92,217.62	F	87,606.74	3,369.49	42.118
Finance/Technology Director	12	64,061.40	85,415.46	F	81,144.70	3,120.95	39.012
Fire Chief	11	59,163.22	79,113.58	F	75,157.99	2,890.69	36.134
Police Chief	11	59,163.22	79,113.58	F	75,157.99	2,890.69	36.134
Police Captain	9	50,912.87	67,883.82	F	64,489.63	2,480.37	31.004
Information Technology Splt.	9	50,912.87	67,883.82	D	57,701.25	2,219.28	27.741
Utility Superintendent	9	50,912.87	67,883.82	F	64,489.63	2,480.37	31.004
Fire Captains (4)**	8	47,163.75	62,885.00	G	62,885.00	2,418.65	21.595
Police Lieutenant (4)	8	47,163.75	62,885.00	G	62,885.00	2,418.65	30.233
Parks & Recreation Director	8	47,163.75	62,885.00	G	59,740.75	2,297.72	28.721
Transit Director	7	43,715.25	58,287.00	G	58,287.00	2,241.81	28.022
Senior Center Director	5	37,496.42	49,995.22	G	49,995.22	1,922.89	24.036
City Hall Maintenance Supv.	5 - 75%	37,496.42	49,995.22	E	33,746.78	1,297.95	21.633

\* Hourly Rate for Non-Exempt positions under Fair Labor Standards Act (FLSA).

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City Hall Maintenance Supervisor - Next step (to Step F of Grade 5) on 7/12/2013.

Fire Chief - Next step (to Step G of Grade 11) on 12/4/13 - one-year)

City Administrator - Next step (to Step Mid-E-F of Grade 14) on 1/01/2014.

**City of Merrill - Present**

**Effective 12/31/2012**

2013 - 1% Increase - Position Grades and Step Placement in Grade

**Clerical and Other Support Staff**

Position	Grade	Salary Range		Step in Grade	PT %	Hours	Annual		
		For Grade Minimum	Maximum				12/31/2012 Amount	Hourly Rate	
Adm. Assistant-Clerk/Treas.	6	32,962.07	41,202.59	F			41,202.59	19.809	Seubert, K.
Adm. Assistant-Police	6	32,962.07	41,202.59	F			41,202.59	19.809	Severt, K.
Adm. Asst.-Community Dev.	6	32,962.07	41,202.59	F			41,202.59	19.809	Wicke, S.
Transit Coordinator	6	32,962.07	41,202.59	F			41,202.59	19.809	
Payroll Specialist	6	32,962.07	41,202.59	E	75%	1,560	29,356.08	18.818	Mary M.
Clerk/Transcriber (Police) (2)	5	31,406.62	39,258.28	F			39,258.28	18.874	
Utility Secretary	5	31,406.62	39,258.28	F			39,258.28	18.874	Holz, A.
Utility Secretary - PT	5	31,406.62	39,258.28	H - PT	50%	1,040	18,770.96	18.049	Klug, M.
Clerk-Treasurer Secretary	5	31,406.62	39,258.28	F			39,258.28	18.874	Grefe
Clerk-Treasurer Secretary - PT	5	31,406.62	39,258.28	F	75%	1,300	24,536.20	18.874	Bostrom
City Hall Secretary/Paralegal	5	31,406.62	39,258.28	F			39,258.28	18.874	Wais, D.
Bus Driver (3)	5	31,406.62	39,258.28	F			39,258.28	18.874	
Bus Driver (1) - PT	5	31,406.62	39,258.28	C - PT	46%	950	14,904.55	15.689	DeJarlais
Bus Driver (1) - PT	5	31,406.62	39,258.28	B - PT	46%	950	14,680.35	15.453	Seubert, N.
Bus Driver (1) - PT	5	31,406.62	39,258.28	B - PT	46%	950	14,680.35	15.453	Snyder
Recreation Secretary	5	31,406.62	39,258.28	F			39,258.28	18.874	Smith, D.
Municipal Court Clerk - PT	5	31,406.62	39,258.28	G - PT	50%	1,040	19,629.14	18.874	Poyer
Dep. Municipal Court Clerk - PT	5	31,406.62	39,258.28	D - PT	25%	520	8,219.64	15.807	Baacke
Senior Center Assistant - PT	2	27,165.58	33,956.98	G - PT	85%	1,762	28,764.65	16.325	
Recreation Specialist - PT	2	27,165.58	33,956.98	K - PT	39%	800	11,916.80	14.896	Annis, Joy
Asst. Recreation Specialist - PT	1	25,884.08	32,355.10	F - PT	39%	1,000	14,097.00	14.097	Kohnhorst
Janitor (1) - PT	1	25,884.08	32,355.10	C - PT	63%	1,300	16,809.00	12.930	Severt, A.
Enrichment Center Asst. - PT	1	25,884.08	32,355.10	C - PT	25%	500	6,708.00	13.416	Olson
Janitor (1) - PT	5	31,406.62	39,258.28	F	75%	1,560	29,151.72	18.687	Red-Circled

Note: PT employees adjusted per pro-rated step schedules unless already at top of Grade compensation schedule.

Payroll Specialist - PT next step (to Step F of Grade 6 on 1/9/2013)

Utility Secretary - PT next step (to Step I-PT of Grade 5 on 11/5/2013)

Bus Driver - PT next step (to Step D-PT of Grade 5) on 10/24/2013 -DeJarlais

Bus Driver - PT next step (to Step C-PT of Grade 5) on 6/19/2013 - Seubert, N. and Snyder

Deputy Municipal Court Clerk - PT Step E-PT on 6/1/2013

Janitor - PT next step (to Step D-PT of Grade 1) on 9/12/2013

## City of Merrill - Proposed

2013 - 1% Increase - Position Grades and Step Placement in Grade

### Clerical and Other Support Staff

Position	Grade	Salary Range		Step in Grade	PT %	Hours	Annual	Hourly	
		For Grade Minimum	For Grade Maximum				Amount - 12/31/12	Rate	
Clerk/Treasurer Office Mgr.	7	34,596.77	43,245.96	F			43,245.96	20.791	Seubert, K.
Adm. Assistant-Police	6	32,962.07	41,202.59	F			41,202.59	19.809	Severt, K.
Adm. Asst.-Community Dev.	6	32,962.07	41,202.59	F			41,202.59	19.809	Wicke, S.
Transit Coordinator	6	32,962.07	41,202.59	F			41,202.59	19.809	
Payroll Specialist	6	32,962.07	41,202.59	E	75%	1,560	29,356.08	18.818	Maluegge, M
Clerk/Transcriber (Police) (2)	5	31,406.62	39,258.28	F			39,258.28	18.874	
Utility Coordinator	6	32,962.07	41,202.59	F			41,202.59	19.809	Holz, A.
Utility Secretary - PT	5	31,406.62	39,258.28	H - PT	50%	1,040	18,770.96	18.049	Klug, M.
Finance Assistant	6	32,962.07	41,202.59	F			41,202.59	19.809	Grefe
Finance Assistant	6	32,962.07	41,202.59	F			41,202.59	19.809	Bostrom
City Hall Secretary/Paralegal	6	32,962.07	41,202.59	F			41,202.59	19.809	Wais, D.
Bus Driver (3)	5	31,406.62	39,258.28	F			39,258.28	18.874	
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Bus Driver (1) - PT	5	31,406.62	39,258.28	B - PT	46%	950	14,680.35	15.453	Seubert, N.
Bus Driver (1) - PT	5	31,406.62	39,258.28	B - PT	46%	950	14,680.35	15.453	Snyder
Recreation Secretary	5	31,406.62	39,258.28	F			39,258.28	18.874	Smith, D.
Municipal Court Clerk - PT	5	31,406.62	39,258.28	G - PT	50%	1,040	19,629.14	18.874	Poyer
Dep. Municipal Court Clerk - PT	5	31,406.62	39,258.28	D - PT	25%	520	8,219.64	15.807	Baacke
Senior Center Assistant - PT	2	27,165.58	33,956.98	G - PT	85%	1,762	28,764.65	16.325	
Recreation Specialist - PT	2	27,165.58	33,956.98	K - PT	39%	800	11,916.80	14.896	Annis, Joy
Asst. Recreation Specialist - PT	1	25,884.08	32,355.10	F - PT	39%	1,000	14,097.00	14.097	Kohnhorst
Janitor (1) - PT	1	25,884.08	32,355.10	C - PT	63%	1,300	16,809.00	12.930	Severt, A.
Enrichment Center Asst. - PT	1	25,884.08	32,355.10	C - PT	25%	500	6,708.00	13.416	Olson
Janitor (1) - PT	5	31,406.62	39,258.28	F	75%	1,560	29,151.72	18.687	Red-Circle

Note: PT employees adjusted per pro-rated step schedules unless already at top of Grade compensation schedule.

Payroll Specialist - PT next step (to Step F of Grade 6 on 1/9/2013)

Utility Secretary - PT next step (to Step I-PT of Grade 5 on 11/5/2013)

Bus Driver - PT next step (to Step D-PT of Grade 5) on 10/24/2013 -DeJarlais

Bus Driver - PT next step (to Step C-PT of Grade 5) on 6/19/2013 - Seubert, N. and Snyder

Deputy Municipal Court Clerk - PT Step E-PT on 6/1/2013

Janitor - PT next step (to Step D-PT of Grade 1) on 9/12/2013



6. Provides information and assistance via phone from general public related to the Finance, Treasurer, City Clerk, Mayor and other general inquires.
7. Coordinates and assists with completing hearing requirements for Zoning Board of Appeals and City Plan Commission with Zoning Department. Also, annual hearing for Capital Improvements for special assessments. (Publication in legal newspaper, mailing of notices to property owners and posting procedures).
8. Coordinates with City Clerk, Finance Director, and other staff for distribution and procedures for agendas and pertinent information and enclosures to comply with Wisconsin State Statutes open meetings law. (Examples: Health & Safety Committee, Personnel & Finance Committee, Board of Public Works, Common Council, Committee of the Whole, etc. Posting, scanning and media notification).
9. Aids the City Clerk in administration of Elections. Assists voters with voter registration and casting of absentee ballots. Assist candidates with required forms for candidacy. Responds to inquiries from voters on district and polling locations. Works with scheduling poll workers for elections and prepares voucher for election compensation via accounts payable program.
10. Maintains records for miscellaneous payments (1099) to qualifying vendors in Accounts Payable System. (Example: non-employee compensation, attorneys, land purchase deeds/easements for right-of-way). Prepares annual 1099 Misc Income Statements and transmittal to Internal Revenue Service.
11. Maintains records and reports for petty cash system.
12. Process expense vouchers/invoices for payment for all city departments, with the exception of Water and Sewage Utility and T B Scott Library. Reviews general ledger accounts code on invoices. Assigns codes as necessary. (Expenses are posted to general ledger thru the accounts payable for accurate department budget reporting).
13. Completes monthly employee life insurance billing and reports related employee information to coordinate with Wisconsin Retirement System.
14. Completes monthly employee health insurance billing and related reports and administration of the program. Records sick leave accumulation premiums payments for retirees, eligibility for federal mandated COBRA provisions, termination and retirement options, health incentive program, Medicare Part D notification and annual CMS reporting.
15. Generates accounts receivable invoices for city services. (Examples: bus transportation, hangar rent, library materials, right-of-way leases, hockey concessions/ice time, contractual service agreements, rentals).

16. Completes and files insurance reports for department heads, employees, and general public. (Examples: liability claims, slips and falls, property damage, vandalism)
17. Generates special assessment invoices to property owners for improvements installed on their property, such as, sidewalk, curb and gutter, bituminous paving. Also special assessments for violations for garbage collection, weed control, and snow and ice removal. Completes monthly journal entry in general ledger to recognize revenues for paid invoices, balances open receivable report on a monthly basis to general ledger. Prepares annual report for unpaid special assessments for Lincoln County Property Tax Description office to place special charges on tax roll. Coordinates five year special installment agreements/invoices.
18. Assists customers with information and regulations for miscellaneous licenses and permits required by City of Merrill. (i.e. bartender/operator, picnic, cigarette, transient merchant, taxicab, street opening permits) Assists City Clerk to complete annual liquor licenses renewals/licensing for alcohol.
19. Provides general ledger account information to department heads and city personnel, upon request.
20. Records attendance and prepares report for Citizen Members who serve on Citizen Committees/Boards/Commissions to generate annual compensation payment.
21. Maintains records for mobile home park of approximately 130 units. Prepares monthly invoice to mobile home park owner for personal property on each unit. Computes quarterly payout of school levy portion to school district. Coordinates lottery credit certifications for mobile home owners and prepares annual report to the Wisconsin Department of Revenue.
22. Monitors Vehicle Registration Program through Police Department. Reconcile monthly checking account thru Check Reconciliation Program. Completes monthly account analysis and prepares journal entry for WI Dept of Transportation and CVR Sweeps from account, and deposits.
23. Maintains records and transactions for varied accounts at designated banks. (Checking, Savings, Certificate of Deposits, Investment Accounts). Assist with reconciliation of monthly statement of accounts. Coordinates bank wires for bond payments. Completes account transfers via on-line banking or thru bank representatives.
24. Monitors operating cash in checking account on a routine basis.
25. Completes journal entries on monthly, quarterly, and as needed basis. (Examples: inter-department fuel, street department work orders, copy/postage expenses).
26. Edits various Committee minutes/Council minutes. Publish Council minutes and Ordinances in legal newspaper, Laserfische documents, and file.

27. Backup for payroll processing of accounts payable checks for payroll deductions and benefits. Transmits payroll direct deposits thru bank software.
28. Prepares and submits monthly sales tax report to the Wisconsin Department of Revenue and corresponding journal entry.

***Additional Duties and Responsibilities:***

1. Performs various duties of City Clerk or City Treasurer/Finance Director in their absence.
2. All other duties as may be necessary to fulfill the responsibilities of this position.

***Work Relationships and Scope:***

Reports to: Finance Director

Supervises: Clerical employees.

Work Relationships: Works very closely with employees in the same and other departments, general public and vendors. Has contact with professional organizations and regulatory agencies.

***Knowledge, Skills and Abilities, Qualifications Required:***

Education/Experience: Associates Degree in bookkeeping/accounting. A minimum of five (5) years of applicable work experience in billing/bookkeeping/accounting and dealing with the public is required. An equivalent combination of experience and education/training which provides the required knowledge, skills and abilities to perform tasks involved in this position is acceptable.

**Skills/Abilities:**

- Knowledge of the election laws of the State of Wisconsin and related ordinances of the City;
- Knowledge of all procedures related to the office of Clerk/Treasurer;
- Knowledge of basic supervisory principles and practices;
- Knowledge of computer systems;
- Knowledge of bookkeeping, purchasing and inventory procedures;
- Ability to interpret new laws, ordinances and procedures and assist in implementation of revisions;
- Ability to plan and supervise the work of other employees;
- Ability to communicate effectively both orally and in writing;
- Ability to establish and maintain an effective working relationship with City and County Departments, State Agencies and the General Public;
- Possess good judgment, thoroughness, dependability and be in good physical condition.

Qualifications

Candidates are required to pass physical examination once job is offered. Physical examination is paid for by the City. Physical is administered by the City Health Officer. Until physical examination has been conducted and records turned over to the City of Merrill, applicant chosen is not officially hired.

***Working Conditions:***

Job Conditions/Work Location: Work is performed largely in a pleasant office environment with minimal chance for personal injury. Work hours are normally during regular business hours and average 40 hours weekly. May be required to travel out of town for education and professional development.

Physical Requirements: Requires sitting, standing and keyboarding extensively, and talking. Lift and carry up to 50 lbs. (file boxes) Requires excellent vision and use of keyboard and telephone.

Equipment Operated: General office equipment including computer, calculator, copy machine, fax machine, telephone, and scanning equipment.

Salary Grade: Starting at position 7 on the pay scale for clerical and support staff depending on experience, plus fringes. Upon satisfactory completion of six months work, salary increases as per the established pay scale.

***Employee Acknowledgment:***

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**CITY OF MERRILL  
JOB DESCRIPTION**

**DRAFT**

**JOB TITLE:** Utility Clerk/Billing Coordinator      **STATUS:** Non-exempt  
**REPORTS TO:** Utility Superintendent      **DATE:** February 2013

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***Position Summary:***

This position is responsible for clerical and accounting work performed in the Utility Department of the City of Merrill. The position is responsible for maintenance of the Utility Department billing records and accounts, receipting and customer service. This position performs office functions of computer operations, billing, typing, filing, clerical, bookkeeping, required report preparation, customer service and functions, along with related work. This position provides professional, effective and efficient public service assistance to the general public.

***Principal Duties and Responsibilities:***

1. Accountable for the accurate input and implementation of efficient automated utility billing changes. This includes but not limited to analyzing, auditing, and making adjustments to customer accounts; responding to customer inquiries and complaints and resolving issues with dissatisfied customers and/or customers referred by other staff; making well-reasoned decisions to resolve account problems; explaining procedures and legal requirements to customers; accurately establishing and entering into the system new and/or revised information to accounts, assuring compliance with ordinances, policies and regulations;
2. Perform technical and analytical duties related to the automated utility billing system and assure the system is maintained in a manner that efficiently produces accurate utility bills and the efficient collection of revenue;
3. Provide technical expertise and assistance on utility billing software to resolve problems, provide information, explain procedures and communicate operating information with other employees; evaluate system or billing errors, trouble-shoot and diagnose software problems and contact vendors or information systems staff to initiate corrective measures; provide system user support, technical assistance and training;
4. Independently coordinates and/or schedules work of the utility billing function, for the purpose of ensuring accurate and timely completion of the utility billing process;

5. Performs a variety of bookkeeping/account tasks such as processing payments; maintaining accounts receivable; coding of vouchers with general ledger account numbers and entering data for check processing.
6. Prepares Annual Consumer Confidence Report and Utility Newsletter;
7. Responsible for inventory control program:
8. Provides information and assistance to customer inquiries and provides direct customer service;
9. Records daily cash receipts and balance financial records; prepares accounts payable;
10. Coordinates water meter installation and replacement program; maintains meter records and makes necessary changes relating to meter number, addresses and customer changes; processes service open and close requests;
11. Responsible for preparation of Public Service Commission, Department of Natural Resources and Environmental Protection Agency reports; serves as the Utility's liaison with the Public Service Commission;
12. Prepares correspondence and vouchers;
13. Responsible for processing private well permits;
14. Responsible for office operation and coordination of Utility Department daily functions;

***Additional Duties and Responsibilities:***

Other duties as may be necessary to fulfill the responsibilities of this position.

***Work Relationships and Scope:***

Reports to: Utility Superintendent

Supervises: None

Work Relationships: Works very closely with the Utility Superintendent, contract engineering firms, Sewer and Water employees, Finance Department, customers and the general public. Has contact with vendors, developers and other government agencies. Frequent contact with the Public Service Commission.

***Knowledge, Skills and Abilities, Qualifications Required:***

Education/Experience: Associates Degree in bookkeeping/accounting. A minimum of three years of applicable work experience in billing/bookkeeping/accounting and dealing with the public is required. An equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform tasks involved is acceptable.

Skills/Abilities:

- Thorough knowledge of office accounting/bookkeeping terminology, procedures, equipment and of the English language;
- Thorough knowledge of billing and receipting practices and principles;
- Ability to acquire a working knowledge of the terminology utilized in the Water and Wastewater Treatment field;
- Skill in the operation of a personal computer for correspondence, reports, graphs and charts using Word Excel and Access;
- Ability to maintain complex clerical and accounting/bookkeeping records and prepare reports from such records;
- Ability to coordinate and complete work with regular interruptions;
- Ability to make decisions in accordance with regulations and established policies and procedures;
- Possess clerical and accounting/bookkeeping aptitude;
- Ability to get along well with others;
- Ability to demonstrate tact and courtesy for customer service;
- This position requires attention to detail while dealing with a wide variety of situations.
- Possess good judgment, thoroughness, dependability and be in good physical condition.

Qualifications

Candidates are required to pass physical examination once job is offered. Physical examination will be scheduled and paid for by the City. Until the physical examination has been conducted and records turned over to the City of Merrill, applicant chosen is not officially hired.

***Working Conditions:***

Job Conditions/Work Location: Work is performed largely in an office environment with minimal chance for personal injury. Work hours are normally during regular business hours 8:00 a.m. – 4:30 p.m., 40 per week.

Physical Requirements: Requires sitting, standing and walking, talking, and bending. Requires excellent vision and use of keyboard and telephone.

Equipment Operated: General office equipment including computer, calculator, copy machine, fax machine, telephone, dictation equipment, typewriter and interrogator/programmer.

Salary Grade: Starting at position 6 on the pay scale for clerical and support staff depending on experience, plus fringes. Upon satisfactory completion of six months, salary increases as per the established pay scale.

***Employee Acknowledgment:***

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

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Employee's Signature

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Date

# 2013 MERRILL MUNICIPAL COURT

	JANUARY	YTD
<b>INITIAL APPEARANCES (Docket)</b>		
1. Total Citations	120	120
2. Adult Citations	115	115
3. Juveniles Citations	5	5
4. Not Guilty Pleas (potential trials)	14	14
<b>TRIALS</b>		
1. Scheduled	0	0
2. Held	0	0
3. Rescheduled	0	0
4. Settled	0	0
<b>CASES DISPOSED</b>		
1. # Citations	104	104
<b>GOOD CAUSE/INDIGENCY HEARINGS</b>		
1. # Days Hearings Held	3	3
2. # Citations Summoned	152	152
3. # Citations Scheduled for Status Hearings or Payment Plans	58	58
<b>WRITS ISSUED</b>		
1. # Citations	10	10
<b>FINANCIALS</b>		
1. Amount Collected (Reported to State)	\$14,566.41	\$14,566.41
2. Amount Paid to County & State	(\$4,697.49)	(\$4,697.49)
3. Forf & Cost Retained by City	\$9,868.92	\$9,868.92
4. Add. Misc. fees collected	\$25.00	\$25.00
5. Add. Forf. Receipts from LCCC	\$0.00	\$0.00
<b>6. Total Revenue to the City</b>	<b>\$9,893.92</b>	<b>\$9,893.92</b>
7. Municipal Court Expenses		
<b>8. Net Revenue to City</b>		
9. Restitution Collected	\$412.40	\$412.40

(119)

NOTE: January expenses not received yet.

## 2012 MERRILL MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
<b>INITIAL APPEARANCES (Docket)</b>													
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
<b>TRIALS</b>													
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
<b>CASES DISPOSED</b>													
1. # Citations	132	114	122	91	112	188	148	87	104	225	102	109	1534
<b>GOOD CAUSE/INDIGENCY HEARINGS</b>													
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
<b>WRITS ISSUED</b>													
1. # Citations	9	16	11	12	8	12	7	11	10	9	14	0	119
<b>FINANCIALS</b>													
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	\$161.59	\$962.69
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	\$7,993.24	\$109,899.54
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)	(\$5,843.35)	(\$57,496.89)
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	\$2,149.89	\$52,402.65
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 Forf Receipt	Adj for LCCC Forf Reciept								Adj for LCCC Forf Rec'ts	



# CITY OF MERRILL

## Finance Director/City Treasurer

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**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: February 20<sup>th</sup>, 2013

To: Personnel and Finance Committee

From: Kathy Unertl, Finance Director

RE: **January - February Activities**

### **2012 Audit & Upcoming Borrowing:**

Focus for past month has been on 2012 audit preparation. Schenck auditors completed audit field work the week of February 18<sup>th</sup>. Various State and financial reports will be reviewed/generated by Schenck auditors.

Have begun preliminary analysis with Ehlers & Associates representatives on City borrowing process – including for the new fire station. Due to current interest rates, it may be advantageous to borrow now for the planned 11/1/2014 call/refinancing of GO2001 – Library debt service.

The resolution and post compliance policy for consideration at the February 25<sup>th</sup> Personnel & Finance Committee were recommended by Quarles & Brady, City bond counsel.

### **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.

IT Specialist Ron Turner has provided usage statistics on the City's redesigned website. City Clerk Bill Heideman and Turner continue to enhance the website.

The monitoring software is allowing weekly/monthly reports to department and City management on incoming and outgoing VOIP (Voice Over Internet Protocol) phone usage.

City of Merrill	Reserved and Designated Fund Equity					
					As of 12/31/2012	
	Balance	12/31/11	2012	2012	12/31/12	Net
Description	Sheet #	Balance	Revenues	Expenses	Balance	Change
2% Fire Dues	26-31-5223	\$34,895.25	\$28,655.73	\$11,280.09	\$52,270.89	\$17,375.64
LC Emergency Man. Grant	26-31-5800	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fire Department Donations	26-31-5711	\$112.82	\$45.00	\$79.50	\$78.32	(\$34.50)
Fire Prevention Donations	26-31-5815	\$0.00	\$1,695.00	\$0.00	\$1,695.00	\$1,695.00
State Grant - Fire Department (Act 102)	26-31-5222	\$3,780.64	\$6,532.22	\$3,534.00	\$6,778.86	\$2,998.22
EMS - Paramedic Grants/Donations	26-31-5712	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DARE Account - Program	26-31-5210	\$1,233.18	\$5,638.79	\$2,694.84	\$4,177.13	\$2,943.95
Police Department Donations Account	26-31-5710	\$76.15	\$50.00	\$0.00	\$126.15	\$50.00
Police Technology (Court Bonds)	26-31-5213	\$33,541.79	\$11,500.00	\$30,532.06	\$14,509.73	(\$19,032.06)
School Safety Patrol	26-31-5215	\$1,046.46	\$2,474.00	\$1,532.09	\$1,988.37	\$941.91
NORDEG Investigations	26-31-5313	\$5,519.93	\$1,721.26	\$3,285.00	\$3,956.19	(\$1,563.74)
Police Vehicles/Equipment	26-31-5314	\$31,579.88	\$9,730.00	\$2,353.66	\$38,956.22	\$7,376.34
Vehicle Forfeitures	26-31-5315	\$0.00	\$1,215.00	\$0.00	\$1,215.00	\$1,215.00
Community Recognition (Senior)	26-31-5523	\$0.00	\$320.00	\$211.45	\$108.55	\$108.55
Mind Joggers (&Our Time) Programs	26-31-5522	\$5,487.46	\$6,340.00	\$6,649.67	\$5,177.79	(\$309.67)
Intergenerational (Senior Center)	26-31-5541	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Memorials (Senior Center)	26-31-5545	\$1,322.91	\$550.00	\$328.20	\$1,544.71	\$221.80
Senior Olympics	26-31-5550	\$6.37	\$0.00	\$0.00	\$6.37	\$0.00
Senior Activities	26-31-5530	\$1,602.04	\$6,699.15	\$5,459.99	\$2,841.20	\$1,239.16
Quilting Project	26-31-5531	\$437.88	\$1,100.00	\$1,537.88	\$0.00	(\$437.88)
Senior Crafts	26-31-5535	\$739.03	\$2,687.60	\$2,173.44	\$1,253.19	\$514.16
Senior - Sharing Christmas	26-31-5537	\$3,300.48	\$2,230.00	\$2,614.70	\$2,915.78	(\$384.70)
Senior -125th Birthday Cookbook	26-31-5536	\$828.19	\$0.00	\$828.19	\$0.00	(\$828.19)
Library State Aid	26-31-5401	\$9,229.16	\$0.00	\$6,466.60	\$2,762.56	(\$6,466.60)
Library Cross-County Borrowing	26-31-5415	\$18,627.76	\$2,676.88	\$2,737.63	\$18,567.01	(\$60.75)
Library - Photocopier	26-31-5425	\$5,881.81	\$7,687.55	\$11,443.18	\$2,126.18	(\$3,755.63)
Library - Vending Machines	26-31-5450	\$30.00	\$0.00	\$30.00	\$0.00	(\$30.00)
Library - Memorial Books	26-31-5455	\$16,419.20	\$11,649.94	\$14,138.12	\$13,931.02	(\$2,488.18)
Airport F84 War Memorial	26-31-5355	\$2,129.58		\$625.96	\$1,503.62	(\$625.96)
Airport Marketing/Airport Days	26-31-5351	\$0.00	\$875.61	\$875.61	\$0.00	\$0.00
Airport Special Rev (Improvements)	26-31-5352	\$18,382.55	\$36.36	\$3,382.00	\$15,036.91	(\$3,345.64)
Airport Improvements	26-31-5353	\$0.00			\$0.00	\$0.00
Transit - Blue Bird & Donations	26-31-5520	\$10,951.00			\$10,951.00	\$0.00
MARC Improvements	26-31-5360	\$1,776.50	\$2,039.65	\$3,816.15	\$0.00	(\$1,776.50)
Bike Route	26-31-5367	\$10,000.00			\$10,000.00	\$0.00
Parks Events: Lager Barleyfest	26-31-5361	\$4,996.39	\$20,322.35	\$19,849.00	\$5,469.74	\$473.35
5th Quarter	26-31-5362	\$1,683.77	\$3,199.46	\$3,539.00	\$1,344.23	(\$339.54)
Normal Park Gazebo Project	26-31-5363	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Riverside Grant Improvements	26-31-5365	\$0.00			\$0.00	\$0.00
Wendorf Memorial Donations	26-31-5366	\$4,778.00	\$100.00	\$0.00	\$4,878.00	\$100.00
Lion's Park Improvements	26-31-5369	\$1,385.00	\$0.00	\$0.00	\$1,385.00	\$0.00
Athletic Park Improvements	26-31-5370	\$4,007.58	\$0.00	\$119.95	\$3,887.63	(\$119.95)
Parks Equipment	26-31-5364	\$11,999.10		\$11,999.10	\$0.00	(\$11,999.10)
Recreation Programs - Tennis/Ladies	26-31-5385	\$2,339.90	\$6,003.00	\$2,946.45	\$5,396.45	\$3,056.55
Fireworks - July 4	26-31-5713	\$2,136.50	\$0.00	\$0.00	\$2,136.50	\$0.00
Community (From 125th - 2008)	26-31-5715	\$0.00	\$3,655.35	\$63.00	\$3,592.35	\$3,592.35
Historical Preservation	26-31-5716	\$262.70	\$500.00		\$762.70	\$500.00
Bridges - Streets (PFP)	26-31-7500	\$530.28	\$2,500.00	\$582.61	\$2,447.67	\$1,917.39
City Hall - Stair Treads (State)	26-31-7550	\$0.00	\$21,097.53		\$21,097.53	\$21,097.53
Cable Franchise - Unexpended	26-31-5714	\$173,287.52	\$65,181.77	\$27,213.05	\$211,256.24	\$37,968.72
<b>Total Reserved Amount</b>		<b>\$426,344.76</b>	<b>\$236,709.20</b>	<b>\$184,922.17</b>	<b>\$478,131.79</b>	<b>\$51,787.03</b>
See additional spreadsheet for revenue and expenditure summary detail.						

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CITY ATTORNEY

REPORT FOR FEBRUARY 20, 2013

AIRPORT: Working with Airport staff and others. Working on one new Hangar Lease, which was built last summer.

PARKS & RECREATION: Continuing working with Dan on various and sundry issues. Hockey Contract under review

CITY STAFF: Busy with property inspections, economic development matters,

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: Completing two Development Agreements.

LINCOLN HOUSE: Looking at additional options.

POLICE AND FIRE DEPARTMENTS: Business as usual. Assisting the new Chief in looking over various policies relevant to the Department

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 on several others.

CITY OF TOMAHAWK. Met the Chief of Police from Tomahawk. Discussed a possible combined Municipal Court with the City of Tomahawk and the City of Merrill.

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

Other tasks as assigned.

*Have you ever imagined a world with no hypothetical situations?*

<b>City Attorney</b>		<b>CURRENT MONTH</b>	<b>LAST MONTH</b>		
<b>MONTHLY REPORT</b>					
<b>February 20, 2013</b>					
		1-16 - 2-20	11-19 to 01-15		
<b>MUNICIPAL COURT</b>		4 weeks	5 weeks		
<b>TOTAL ADULT</b>		222	184		
Adult Ordinance		48	42		
Adult Traffic		174	142		
Total Adult Defendants		169	154		
Adult Closed		49	35		
Other Jurisdictions - Wausau (cases)		0	0		
<b>TOTAL JUVENILE</b>		9	15		
Juvenile Ordinance		9	15		
Juvenile Traffic		0	0		
Total Juvenile Defendants		9	15		
Juvenile Closed		3	0		
<b>TRIALS</b>		4	0		
Pending Municipal Trials		2	0		
Pending Circuit Court Trials		2	0		
Pending Other Jurisdictions		0	0		
<b>Other Court Matters</b>		<b>Beginning</b>	<b>New</b>	<b>Closed</b>	<b>Ending</b>
Deferred Prosecution Agree.	December	12	3	1	14
	January	14	4	2	16
	February	16			
<b>TOMAHAWK DPA's</b>		<b>2</b>			
<b>TOMAHAWK</b>		January	December	November	October
			No Court		
Total Tomahawk		36		15	30
Juveniles		0		0	0
Ordinances		6		3	7
Traffic		30		12	23
Not Guilty Plea		2		1	6
Jury Request		1		0	1
Closed Since Last Report		7		1	1
Deferred Prosecution Agreements		Failed 1		0	Failed 1

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



**MERRILL**  
**WISCONSIN**  
*City Of Parks*

# 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

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### City Clerk Report – February 25<sup>th</sup>, 2013

1. Post-election work related to the February 19<sup>th</sup> election has begun, as has pre-election work for the April 2<sup>nd</sup> election.
2. Working with City staff and insurance representatives on insurance renewals and providing input as necessary and/or requested.
3. Working with Ron Turner on making changes, additions and deletions to City website as requested/necessary.
4. Other duties as assigned and/or requested

City Clerk Bill Heideman, WCMC

*“Focusing on the Future”*

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## January - February 2013 City Administrator's Monthly Report

### Fire Department

I have been meeting regularly with Chief Savone. Things continue to be upbeat with the firefighters, they are pleased with the new chief. After failed attempts to sell it at a reasonable price, we are looking at selling our old pumper that was recently replaced to the Tech for \$1. They would use it for their classes and would store, maintain, and insure it, and it would be a reserve pumper for the City. This sale will be brought to committee for approval.

On February 15, the Mayor, Fire Chief and I met with Tonia and Melody from Becher-Hoppe and Tim Meeker and Mike Klubertanz from JDR Engineering to go over the electrical and mechanical plans for the new fire station. We are still on schedule with the new fire station project.

### Parks and Recreation

I have been working with Dan Wendorf on the proposed dog park, looking at location and size options. We have been discussing fencing the soccer areas to separate them physically from the other areas. We have been discussing trail options at the City Forest and Dan will write a grant proposal for some trail work there (50-50 grant). Dan has met with the County concerning connecting the City Forest trails with Prairie Dells Park. We will be starting the swimming pool project design soon, to be followed by a fund raising kickoff.

### Utilities

Our sediment problems in some water lines after starting the new manganese filtration system have decreased and should continue to do so as time passes. Kim was able to track the ongoing increased nitrate levels in the wastewater treatment plant to an internal process source. He is investigating ways to lower the nitrate levels.

### Human Resources

Since the last Personnel & Finance meeting I have been working on a salary and title survey of comparable Wisconsin cities. The results will be presented at the Personnel and Finance Committee meeting.

### Merrill Citizen Survey

The Citizen Survey was scheduled to be completed January 15, but we continued to get responses from the hard copies that were mailed out with each tax bill up to January 31. We received 369 on-line and hard copy responses. I have now evaluated the responses and have sent them to the other committee members for their review and analysis and am waiting for a response. A presentation will be made for the Mayor's Business retention Task Force and the Common Council.

### Lincoln House

The Building has been completely dried out and the asbestos abatement has been completed, along with the internal demolition of flooring, drywall, and ceilings that were impacted by the flooding. We now have to wait to see what kind of offer we receive from Crawford Insurance. In my opinion, it makes no sense to invest money to put the building back like it was since a developer would gut the building anyway, nor does it make any sense to invest money in the building if we are going to demolish it. This summer the City will have to either take the building down or invest substantial funds (unbudgeted) to paint and repair the exterior to meet the City's own external maintenance code. Since we have had

three developers assess the building and all came to the same conclusion, we should try to make the best deal we can with the insurance company to use our insurance settlement to demolish the building. This would give the City a marketable lot downtown that could be used for new downtown housing or a business development.

**February 12, 2013 Dept. Head Meeting**

- Need list of City Buildings with sprinkler systems –notify Kathy S.
- Preliminary survey results – discussed preliminary results. The Mayor’s Taskforce will meet to go over the results and the results will be provided to the Council.
- Blocked parking lot access for 2<sup>nd</sup> floor remodeling project – need to block drive between north and west parking lots with dumpster for a week facilitate loading it with demolition debris from 2<sup>nd</sup> floor window.
- Update on e-commerce – discussed where we are going with e-commerce.
- Lincoln House status – asbestos abatement and demolition of flooring, ceiling and walls completed. Waiting to hear from Crawford Insurance on what their offer is for repairs.
- Annual evaluations status – Due March 1.
- 2012 Audit – Federal Single Audit - Week of 2/18<sup>th</sup>
- Status of fire station design and timeframes for bidding/contracting - on track.
- Tentative plans for borrowing timeframes – evaluating various options.

## 2013 ZONING/BUILDING REPORT

PERMIT TYPE	FEES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	GRAND TOTAL
New Residence	\$685.00													0
Mobile Homes	\$75.00													0
Re. Remodel<500	\$375.00	1												1
Re. Remodel>500	\$475.00													0
Re. Remodel Small	\$65.00	2												2
Mechanical	\$65.00	2												2
Garages	\$175.00													0
Storage Bldg. w/o Elec	\$125.00													0
Wrecking	\$125.00	1												1
Decks/Porches	\$175.00													0
Signs	\$70.00	4												4
Fence	\$65.00													0
Commercial New	\$575.00													0
Comm. Remodel<500	\$385.00													0
Comm. Remodel>500	\$585.00													0
Comm. Remodel Small	\$115.00	2												2
Comm. Zoning Only	\$110.00													0
Moving	\$100.00													0
Swimming pools	\$75.00													0
Tel. Comm	\$50.00													0
														0
<b>Darin's Hours Worked</b>		<b>177</b>												<b>177</b>
<b>Number of Permits:</b>		<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>							
<b>Total Permit Amount</b>		<b>\$ 1,085.00</b>												<b>\$ 1,085.00</b>

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