

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
Tuesday, April 23rd, 2013 at 5:15 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. Vouchers
3. Consider auditing services contract renewal with Schenck, SC for audit years 2013 through 2017
4. Review and discussion on the Information Technology Department structure and the Information Technology Specialist position
5. Monthly Reports:
 - a. Municipal Court
 - b. Finance/Technology Director Unertl
 - c. City Attorney Hayden
 - d. City Clerk Heideman
 - e. City Administrator Johnson
 - f. City Building/Zoning Permits
6. Next Meeting
7. Public Comment
8. The Committee may convene in closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to conduct annual performance evaluation of City Administrator Johnson
9. The Committee may reconvene in open session for possible action(s) on closed session issues
10. 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 City Clerk Bill Heideman
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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Seubert, Kathy

From: Unertl, Kathy
Sent: Monday, April 15, 2013 2:53 PM
To: Seubert, Kathy
Subject: FW: P&F Agenda Item - 4/23rd Meeting - Scheck Auditing
Attachments: P&F-Schenck 2013-04-23.doc; Schenck Auditing - 2013-2017.pdf

Importance: High

The 2012 audit will be presented at COW/Council meetings on Tuesday, May 14th. Still waiting for draft copy to review.

However, the contract renewal for 2013 – 2017 is ready for P&F consideration.

Kathy U.

From: Unertl, Kathy
Sent: Monday, April 15, 2013 2:45 PM
To: Heideman, Bill
Cc: Johnson, David; Hayden, Tom
Subject: P&F Agenda Item - 4/23rd Meeting
Importance: High

Bill – Agenda item request for the Tuesday, April 23rd, 2013 Personnel & Finance Committee meeting – renewal of auditing services contract with Schenck, SC for another five years. Attached is agenda request form and background information.

Dave-Tom – Strongly recommend continuation of auditing services with Schenck. Greg Pitel and Dave Maccoux (and others) have been doing awesome job!

Kathy Unertl, Finance Director
City of Merrill
1004 E 1st St
Merrill WI 54452
(715) 536-5594
Kathy.Unertl@ci.merrill.wi.us

REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: April 23rd, 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 auditing services contract renewal with Schenck, SC for audit years 2013 through 2017

The audit year 2008 through 2012 contract with Schenck, SC expires with the 2012 audit presentation. For 2012, the not to exceed total amount was \$32,750.

This proposed contract extension continues the fiscal auditing relationship between Schenck, SC and the City of Merrill for another five audit years.

Fiscal Note:

Maximum increase for 2013 audit year is \$400 with potential \$600 annual increases thereafter. Actual expenses are based upon annual auditing service requirements and time/expenses.

Requested: Kathy Unertl, Finance Director

Date: 4/15/2013



Schenck
PC

CPAs AND SO MUCH MORE.

April 15, 2013

Mrs. Kathy Unertl, Finance Director
City of Merrill
City Hall
1004 East First St.
Merrill, WI 54452

Dear Kathy,

In accordance with our discussions, set forth below are proposed fees for an extension of our auditing services contract. This extension will extend to City of Merrill and Schenck SC the same conditions and requirements included in our original proposal for audit services.

Audit Year 2013	Audit Year 2014	Audit Year 2015	Audit Year 2016	Audit Year 2017
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Annual Services to be Provided:

Full-scope audit of all individual funds of the City; including additional compliance auditing required by the federal and state governments and additional auditing procedures required by GASB 34. See separate fees for water and sewer utilities below.

\$ 16,600 \$ 16,900 \$ 17,200 \$ 17,500 \$ 17,800

Compiling **Form C** required annually by the Wisconsin Department of Revenue.

1,250 1,275 1,300 1,325 1,350

Full-scope audit of the City's **water and sewer utility** funds.

9,000 9,150 9,300 9,450 9,600

Compiling the Wisconsin **Public Service Commission Report** Required annually for the City's Water Utility.

1,200 1,225 1,250 1,275 1,300

Subtotal

28,050 28,550 29,050 29,550 30,050

Additional Services, if Required:

Special audit of a City **TIF District** (if required by Wisconsin Law or if requested by the City of Merrill).

2,900 2,950 3,000 3,050 3,100

Federal and State Single Audit (if required).

2,200 2,250 2,300 2,350 2,400

Subtotal

5,100 5,200 5,300 5,400 5,500

Total All Services - Not to Exceed

\$ 33,150 \$ 33,750 \$ 34,350 \$ 34,950 \$ 35,550



Mrs. Kathy Unertl, Finance Director
City of Merrill
April 15, 2013
Page 2

The above fees are all-inclusive in that they include all costs, including travel related expenses and meeting with various City committees and its council. Should unforeseen circumstances come to our attention during the course of the audit which would require supplemental procedures which are in addition to those quoted above, we will consult with you before agreeing to incur additional costs on behalf of the City.

If our proposal is accepted, Schenck SC would submit annual engagement letters to the City to detail the scope of the audit and to outline the responsibilities of each party.

We sincerely appreciate the opportunity to continue our relationship with the City of Merrill. We currently provide auditing services to over 300 Wisconsin municipalities. Because of our experience and extensive background with municipal government, we believe the auditing services we deliver to our municipal clients provide benefits that exceed those provided by other CPA firms.

If you have any questions or desire any additional information, please do not hesitate to contact us.

Sincerely,



Schenck S.C.

The above proposed fees are accepted to extend the auditing services contract to the 2013, 2014, 2015, 2016 and 2017 audits, with the City of Merrill.

City of Merrill, Wisconsin

Signature: _____

Title: _____

Date: _____

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REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: April 23rd, 2013

Request by: Finance/Technology Director Kathy Unertl

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

Review and discuss City Information Technology (IT) Organizational Structure

In a March 14th, 2013 e-mail to City Administrator Dave Johnson, Alderperson Steve Hass requested information on what is the purpose of the IT Specialist position and why that position reports to the Finance/Technology Director.

Attached are the following for review:

- Organization Chart – Finance/Technology
- Job Description for the IT Specialist (Position authorized in 2011 Budget)
- IT Specialist Ron Turner overview of duties/responsibilities, IT work that is being handled in-house, and reporting relationships

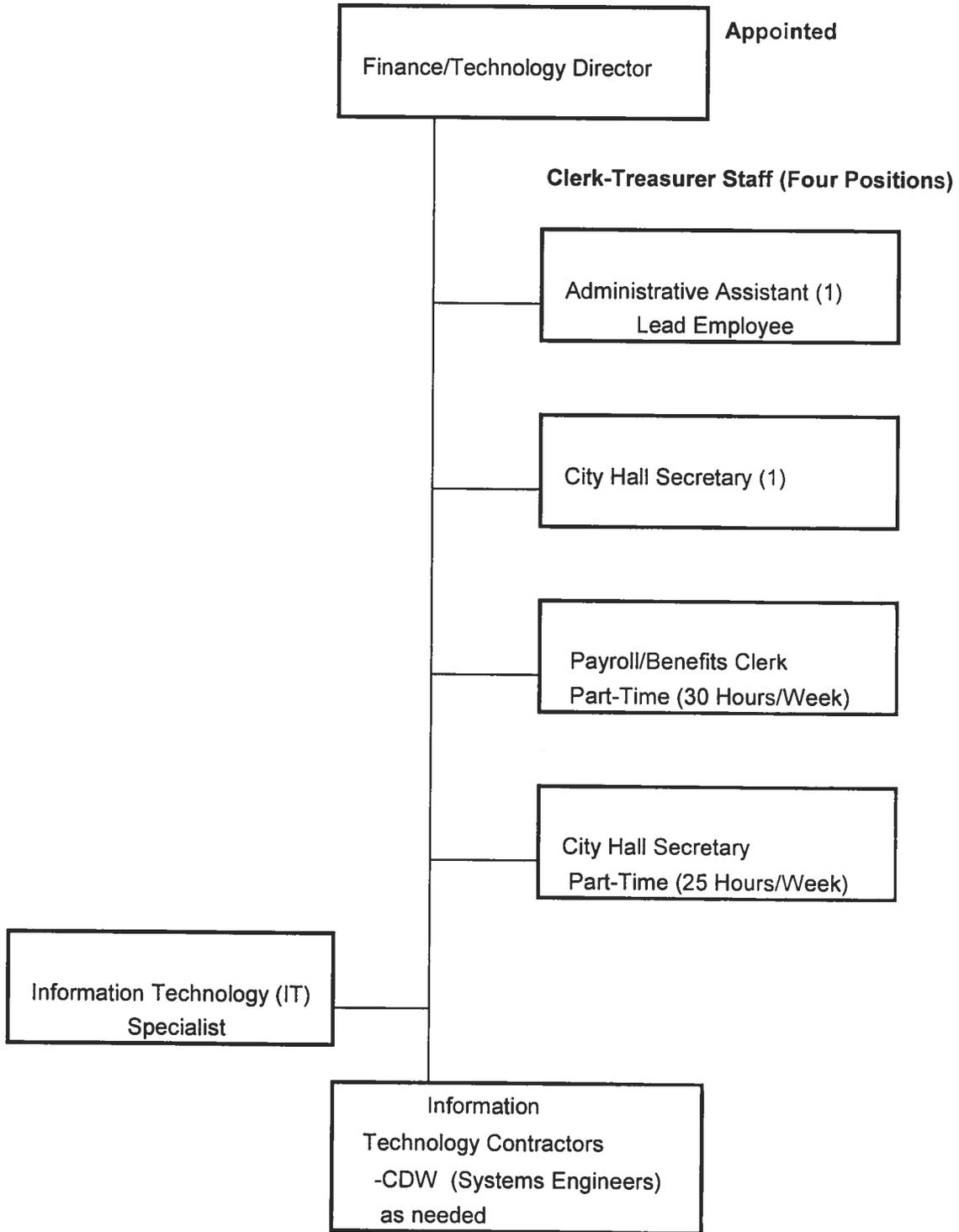
Potential Future Follow-Up:

Potential future Personnel & Finance Committee or Committee-of-Whole item, perhaps you would like overview presentation and demonstration on the City's IT systems and future directions?

Requested: Kathy Unertl, Finance Director

Date: 4/17/2013

Department - Finance/Technology Director
- Clerk-Treasurer Staff
- Information Technology



Note: The Clerk-Treasurer staff also provide support for the Common Council, Mayor, City Clerk, and City Administrator.

City of Merrill – Information Technology Specialist

Position Summary:

This position requires a self-motivated, energetic individual; with ability to identify, troubleshoot, and resolve technical issues; with strong customer service and communication skills to interact with computer users with varying levels of technical skills; and ability to assist in planning and implementing technology improvements.

Responsible for designing, installing, maintaining, and administering computer systems used through City of Merrill government. In coordination with Information Technology contractors, position is responsible for maintaining file server operating systems and hardware (including virtual file servers), switches, wireless units, and future VOIP equipment.

Primary work location is Merrill City Hall (1004 East 1st Street). There are also six City remote facilities located throughout the City of Merrill.

Position reports to the City Finance/Technology Director.

Qualifications:

Preference for a bachelor's degree in Management Information Systems (MIS) or Computer Information Science (CIS). At least three years experience in computer network administration including Microsoft server operating systems, Active Directory, HyperV-Net/App virtual servers, Exchange 2010, Citrix XenApp, and familiarity with networking switches and wireless equipment. Also, at least three years experience in installing and maintaining desktop software and information management systems.

Any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Examples of Work Performed:

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Reviews file servers for updates, space, and error messages on regular basis. Also ensures regular review of antivirus reports and alerts. Monitors network performance.

Responsible for installation and maintenance of network and desktop equipment and software.

Examples of Work Performed (Continued):

Assists in planning and implementation of network expansion and changes. Maintains documentation of the network systems and inventory of computer equipment/software.

Ensures network security and recommends network policies and procedures.

Troubleshoots network and user computer problems. Corrects problems or facilitates outside contractor assistance to restore service.

Provides basic training on network systems and software applications.

Assists Finance/Technology Director in researching future needs. Evaluates vendor products to determine those which meet City needs. Provides recommendations for the purchase and installation of hardware and software.

Knowledge, Skills, and Abilities:

Must provide excellent customer service using strong written and verbal communication and interpersonal skills.

Ability to evaluate critical systems, prioritize work, troubleshoot, and determine solutions.

Ability to work as part of a team effectively, including with various Information Technology contractors and consultants.

Ability to interpret and apply regulations and policies.

Be willing to accept new responsibilities and learn new technology systems.

Ability to maintain confidentiality.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions:

Physical Requirements

Ability to operate a variety of computer equipment including file servers, printers, backup storage disks and tape unit, switches, and other related equipment.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions (Continued):

Mathematical Ability

Ability to add, subtract, multiply, and divide, calculate percentages and decimals and interpret descriptive statistics.

Language Ability and Interpersonal Communication

Ability to comprehend and interpret a variety of documents such as flow chart diagrams, network diagrams, program documentation, purchase orders, computer magazines, and network, computer, and programming manuals.

Ability to prepare a variety of documents such as flow chart diagrams, network diagrams, and program documentation.

Ability to analyze data using established criteria to define consequences and to consider and select alternatives.

Ability to communicate effectively with City department leadership, employees, sales representatives and technical support representatives.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions with periodic exposure to environmental factors such as temperature variations and hazards such as electrical currents.

Work Schedule: Primary schedule is Monday through Friday from 8 a.m. to 4:30 p.m.

At least monthly, there would be adjusted schedule to facilitate Microsoft updates on file servers which must be rebooted after 4:30 p.m. As of January 2011, there are two virtual file servers requiring this scheduling.

Potential for occasional remote troubleshooting on City-provided laptop after normal work hours (including weekends) since Police and Fire usage 24 hours x 7 days/week.

Potential for an annual early morning start (such as 6:00 a.m.) if major changes to "core" network are required.

Additional Hiring Provisions:

Background check, physical exam and drug screening will be conducted.

Must have valid Wisconsin driver's license and own transportation to City facilities located outside of Merrill City Hall. City of Merrill reimburses for actual mileage at IRS mileage rate.

Additional City employment background information:

Six (6) month probationary period.

City of Merrill residency is required no later than ninety (90) days after completion of the probationary period.

Compensation level - Grade 9 annual range of \$49,910 to \$66,546. Please see attached 2011 Administrative, Professional, Supervisory, and Technical Personnel compensation schedule.

To: City Administrator Dave Johnson

From: Information Technology Specialist Ronald Turner

Dave,

You asked me to provide you with a list of what my job duties/responsibilities are. The following list is pretty comprehensive, but I may have missed a few things. It should be reasonably representative of what I do on a day-to-day basis.

Manage and maintain computer and networking services for City of Merrill employees and officials including but not limited to: Internet access, email, network storage, wireless access to the City network and internet, remote access to the City network, software and hardware installation/configuration, network printing, and telephone/voicemail.

Provide technical support to employees and officials of the City of Merrill, including answering questions about technology and resolving computer software and hardware problems.

Monitor and maintain the computer network infrastructure for all City of Merrill buildings and facilities. Purchase new and replacement equipment to support the infrastructure and install/configure said equipment.

Monitor, download, and install critical software updates for all servers and end-user networked computers.

Implement, maintain, and monitor computer anti-virus/anti-malware systems for all networked computers and servers.

Implement, maintain, and monitor data back-up, email archiving, and disaster recovery systems.

Implement, maintain, and monitor security systems (security cameras and electronic door lock control).

Manage City-owned and employee-owned mobile devices that access City technology resources.

Develop, update, and enforce computer use policies for the City of Merrill.

Manage and maintain the City of Merrill's website.

Monitor computer and telephone activity/usage by employees and officials and provide weekly/monthly reports to department heads.

Develop strategic plans for implementing information technologies and organize City staff, contractors, and vendors to complete information technology projects.

Develop request for proposals and review/approve statements of work and quotes for technology projects and equipment.

Assist individual departments in planning and implementing their own technology projects.

Training City employees and officials in the use of our technology systems.

Work cooperatively with other government agencies to provide joint technology services to employees and officials.

The City of Merrill is currently deploying just over 80 workstations/laptop computers and 28 mobile devices to employees and officials. There are currently 29 servers supporting the infrastructure.

A recent GIPAW (Government Information Processing Association of Wisconsin) survey asked members about the number of workstations/servers they deploy and the number of IT employees needed to support these devices. The usual ratio of workstations/servers to IT employees ran between 50 and 60 to 1. As an example, Marathon County's response indicates that they support about 1500 workstations (both physical and virtual), and 116 servers (both physical and virtual), for a total of 1,616 machines. Their IT staff consists of 28 employees. This is a ratio of about 57 computers/servers for each employee.

The City of Merrill IT Department is supporting over 109 workstations and servers with 1 full time employee. I think this shows a great efficiency of staffing and most City employees will say they are very satisfied with the prompt, efficient, and courteous service provided to them by their full time IT Specialist and that they greatly value this level of service.

Ronald Turner

To: City Administrator Dave Johnson

From: Information Technology Specialist Ronald Turner

Dave,

You asked me to provide you with some reasons why I should report to Kathy Unertl in my capacity as the Information Technology Specialist for the City of Merrill.

The most obvious reason I should report to her is because she is the Technology Director for the City. I would like to provide you with some background on this.

Prior to my working for the City as a full time Information Technology Specialist, the City did not have a full time employee dedicated to the day-to-day tasks associated with this position. The City instead employed a few part time contractors to take care of the most critical tasks just to keep the City network infrastructure and end-user devices functioning.

During this time period, Kathy Unertl was planning technology projects and organizing these contractors and other vendors to implement the projects. It is my belief that as demands for technology increased, this planning and implementation process became difficult for Kathy to juggle with her other many job duties.

When I was hired as the first full time Information Technology Specialist, I took on this planning and implementation role for technology projects in addition to the regular job duties of running a data center and supporting end-users.

Kathy Unertl continues to approve funding for technology projects and I keep her informed of major projects that I am planning. Kathy has an excellent knowledge and comprehension of technology in general and often has given me useful directions for planning projects.

In conclusion, if I need to report directly to someone, Kathy Unertl is well qualified to do so. If the City were to decide otherwise, I don't think there would be a significant impact on my ability to do my job.

Ronald Turner

2013 MERRILL MUNICIPAL COURT

	JANUARY	FEBRUARY	YTD
INITIAL APPEARANCES (Docket)			
1. Total Citations	120	186	306
2. Adult Citations	115	179	294
3. Juveniles Citations	5	3	8
4. Not Guilty Pleas (potential trials)	14	15	29

TRIALS			
1. Scheduled	0	0	0
2. Held	0	0	0
3. Rescheduled	0	0	0
4. Settled	0	0	0

CASES DISPOSED			
1. # Citations	104	169	273

GOOD CAUSE/INDIGENCY HEARINGS			
1. # Days Hearings Held	3	2	5
2. # Citations Summoned	152	66	218
3. # Citations Scheduled for Status Hearings or Payment Plans	58	63	58

WRITS ISSUED			
1. # Citations	10	10	20

FINANCIALS			
1. Amount Collected (Reported to State)	\$14,566.41	\$25,022.28	\$39,588.69
2. Amount Paid to County & State	(\$4,697.49)	(\$6,793.29)	(\$11,490.78)
3. Forf & Cost Retained by City	\$9,868.92	\$18,228.99	\$28,097.91
4. Add. Misc. fees collected	\$25.00	\$0.00	\$25.00
5. Add. Forf. Receipts from LCCC	\$25.00	\$10.87	\$35.87
6. Total Revenue to the City	\$9,918.92	\$18,239.86	\$28,158.78
7. Municipal Court Expenses	(\$6,028.55)	(\$4,417.03)	(\$10,445.58)
8. Net Revenue to City	\$3,890.37	\$13,822.83	\$17,713.20
9. Restitution Collected	\$412.40	\$1,608.26	\$2,020.66

Adj for LCCC

Forf Rec'ts



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

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Date: April 16th, 2013

To: Personnel and Finance Committee

From: Kathy Unertl, Finance/Technology Director *Kathy Unertl*

RE: **March – April Activities**

Medical Leave: Medical leave began on Tuesday, March 5th. Thanks for everyone assuming new duties and responsibilities.

Began expanded remote accounting and related work (about ½ time) on April 8th via e-mail, laptop/printer, and City Attorney Hayden delivery service. As my body tolerates, I plan on some limited hours in the office, at upcoming health insurance workshop, or for meetings.

2012 Audit, 2013 Fiscal, & Upcoming Borrowing:

Focus prior to medical leave was for 2012 audit preparation, as well as leaving the City's fiscal records in "solid" position as of end of February. Now reviewing March/April info.

Schenck auditors prepared and submitted Water Public Service Commission (PSC) report by the April 1st deadline. Committee-of-Whole and Common Council presentations of the 2012 audit reports tentatively scheduled for Tuesday, May 14th.

Have begun preliminary analysis with Ehlers & Associates representatives on City borrowing process – including for the new fire station.

Economic Development, RDA, and TIF Issues:

City management team and Redevelopment Resources continue working on various projects and potential developments. With City ownership of 318 Grand Avenue, WHEDA will be sending the \$20,000 "blight" elimination grant.

Technology: Continued to monitor next directions for City computer network and software.

CITY ATTORNEY - REPORT FOR MARCH 14, 2013

AIRPORT: Working with Airport staff and others. Working on one new Hangar Lease, which was built last summer. Another new Hangar (#29) will be built this summer. Working on collection of a T-Hangar rent.

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

CITY STAFF: Busy with property inspections, economic development matters. Helping out (I hope) during Kathy U's absence.

PERSONAL PROPERTY TAXES: Sent out 22 letters for collection of delinquent personal property taxes totaling \$23,519.42. Also a long-term payment plan on a 2011 past due personal property tax account was been paid in full in month. All outstanding issues are now complete except for the new 22 accounts.

TRANSIT DEPARTMENT: Successful collection of a substantial past due Merrill-Go-Round Bus invoice.

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, which are currently out for signatures. Also working out details and holding RDA meeting on potentially four more Development Agreements.

LINCOLN HOUSE: Looking at additional options. Waiting for final report from insurance adjusters.

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 on several others.

LINCOLN COUNTY:

Working with Jack Sroka, Lincoln County Economic Development Corporation on several potential exciting developments (early stages).

Working with the County Clerk on Tax Deed Procedures.

CITY OF TOMAHAWK. Business as usual. Successful outcomes in 5 cases this month, one of which was set for a Court Trial and settled just prior to the trial.

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

Other tasks as assigned.

What's the difference between "fat chance" and "slim chance"?

City Attorney		CURRENT MONTH	LAST MONTH		
MONTHLY REPORT					
Match 14, 2013					
		2-21 to 3-12	1-16 - 2-20		
MUNICIPAL COURT		2 weeks	4 weeks		
TOTAL ADULT		70	222		
Adult Ordinance		20	48		
Adult Traffic		50	174		
Total Adult Defendants		56	169		
Adult Closed		33	49		
Other Jurisdictions - Wausau (cases)		0	0		
TOTAL JUVENILE		10	9		
Juvenile Ordinance		10	9		
Juvenile Traffic		0	0		
Total Juvenile Defendants		8	9		
Juvenile Closed		4	3		
TRIALS		3	4		
Pending Municipal Trials		1	2		
Pending Circuit Court Trials		2	2		
Pending Other Jurisdictions		0	0		
Other Court Matters		Beginning	New	Closed	Ending
Deferred Prosecution Agree.	December	12	3	1	14
	January	14	4	2	16
	February	16	0	1	15
	March	15			
TOMAHAWK DPA's		2			
TOMAHAWK				February	January
Total Tomahawk				24	36
Juveniles				0	0
Ordinances				6	6
Traffic				18	30
Not Guilty Plea				0	2
Jury Request				0	1
Closed Since Last Report				4	7
Deferred Prosecution Agreements				0	1-failed

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

CITY ATTORNEY - REPORT FOR APRIL 17, 2013

AIRPORT: Working with Airport staff and others. Working on one new Hangar Lease, which was built last summer and one new T-Hangar Lease. There is a possibility that two new Hangars (#29 and #30) will be built this summer.

PARKS & RECREATION: Continuing working with Dan on various and sundry issues. Hockey Contract under review. Going to be a busy summer.

CITY STAFF: Busy with property inspections, economic development matters. Helping out (I hope) during Kathy U's absence, looking forward to her return.

PERSONAL PROPERTY TAXES: Sent out 22 letters for collection of delinquent personal property taxes totaling \$23,519.42. ***In one month collected \$22,652.87*** with a remaining balance of \$1,052.24 to still collect. This \$1,052.24 represents seven accounts, two of which also have liquor licenses which cannot be renewed until paid in full, and five individuals.

REDEVELOPMENT AUTHORITY: Working with the RDA on several blighted properties, which may include city ownership, repair, demo and re-sale. Close to sale of one property.

CONTRACTS/AGREEMENTS: Working out details and holding RDA meeting on potentially four more Development Agreements. Working on the collection of two past due payments for Right-of-Way Agreements, potential sale of downtown building, easement and contracts with the new Fire building, Grand Avenue property transfer is now complete with City now owning, and miscellaneous final documents to complete older files.

LINCOLN HOUSE: Looking at various options. We currently have 1 business and 2 residents renting from us.

POLICE AND FIRE DEPARTMENTS: Assisting Chief Neff on formulating a Merrill Police Department Auxiliary and also several parking issues.

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. Progress is visible.

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

SEMINARS: None this past month, however will be attending the State Bar Institute in Milwaukee, *Litigation, Dispute Resolution & Appellate Practice Tuition* on May 16, and 17th.

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

LINCOLN COUNTY: Working with Jack Sroka, Lincoln County Economic Development Corporation on several potential exciting developments (early stages). Prospect Street Property in final stages of negotiations on development incentives.

CITY OF TOMAHAWK. Business as usual, busy court docket. Several contested matters.

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

Other tasks as assigned. Ready for Spring and Summer.

One nice thing about egotists – they don't talk about other people.

City Attorney		CURRENT	LAST		
MONTHLY REPORT		MONTH	MONTH		
April 17, 2013					
		3-13 to 4-17	2-21 to 3-12		
MUNICIPAL COURT		2 weeks	2 weeks		
TOTAL ADULT		74	70		
Adult Ordinance		20	20		
Adult Traffic		54	50		
Total Adult Defendants		62	56		
Adult Closed		18	33		
Other Jurisdictions - Wausau (cases)			0		
TOTAL JUVENILE		7	10		
Juvenile Ordinance		7	10		
Juvenile Traffic		0	0		
Total Juvenile Defendants		7	8		
Juvenile Closed		0	4		
TRIALS		2	3		
Pending Municipal Trials		1	1		
Pending Circuit Court Trials		1	2		
Pending Other Jurisdictions		0	0		
Other Court Matters		Beginning	New	Closed	Ending
Deferred Prosecution Agree.	February	16	0	1	15
	March	15	3	0	18
	April	18			
TOMAHAWK DPA's	March	2		1	1
TOMAHAWK			March	February	January
			No Court		
Total Tomahawk				24	36
Juveniles				0	0
Ordinances				6	6
Traffic				18	30
Not Guilty Plea				0	2
Jury Request				0	1
Closed Since Last Report				4	7
Deferred Prosecution Agreements			1-Complied	0	1-failed

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

5d

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

City Clerk Report – March 26th, 2013

1. Post-election work related to the February 19th election has been completed and pre-election work for the April 2nd election is in progress.
2. Testing of voting equipment will be in the Council Chambers on March 26th.
3. Attended meetings and performed software tests for NovusAgenda as necessary/requested.
4. Will be working by myself for nine straight hours on Good Friday (8:00 A.M. to 5:00 P.M.) to adhere to state statutes related to being open for voting
5. Will be attending Wisline Board of Review training class on April 23rd, to meet state requirements that one Board of Review member be trained.
6. Working with Ron Turner on making changes, additions and deletions to City website as requested/necessary.
7. Other duties as assigned and/or requested

City Clerk Bill Heideman, WCMC

“Focusing on the Future”

An equal opportunity/affirmative action employer.

5d

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 – April 23rd, 2013

1. Post-election work related to the April 2nd election has been completed.
2. Performed all software tests for NovusAgenda evaluation as necessary/requested.
3. Attending Wisline Board of Review training class on April 23rd, to meet state requirements that one Board of Review member be trained.
4. Still waiting for Bowmar Appraisal to provide the date(s) of open book and the Board of Review meeting date.
5. Working with Ron Turner on making changes, additions and deletions to City website as requested/necessary.
6. Other duties as assigned and/or requested

City Clerk Bill Heideman, WCMC

“Focusing on the Future”

An equal opportunity/affirmative action employer.

March-April 2013 City Administrator's Monthly Report

811-813 E. 1st St.

The City obtained this property through foreclosure for delinquent taxes. The decision was made in early 2012 to invest funds to save this building for redevelopment rather than demolish it. The façade and east exterior wall was renovated and the interior was cleaned out. Due to leaks in the rubber roof water from melting ice was entering the building. I took it upon myself to repair more than 30 holes I found in the rubber membrane and re-attach the rubber membrane along the south wall on a Saturday in March, which allowed the building to be shown in a dry condition. I also spent three hours on a Saturday scraping the large decal off the inside of the front window at 813.

In March, the City put out an RFP for the sale and redevelopment of this building with proposals due April 15. Two proposals were received, one from Brian Hoffman for \$35,000 and one from Don Swan for \$25,000. Hoffman proposed to utilize the building for an antique shop and asked for no TIF monies. The offer was contingent only upon an appraisal of the building. Swan proposed to utilize the 811 side of the building to expand their current adjacent business and rent out the 813 side of the building. Swan's offer was contingent upon a bank loan and the availability of TIF monies.

The City already invested funds in this property for the exterior renovation, to expend more funds in order to sell the building, when we have a legitimate offer at a higher sale price and not asking for more funds, does not make good business sense. The recommendation to the RDA will be to accept Hoffman's proposal.

By expending funds to save this building the City has demonstrated that certain blighted buildings are worth saving and that they can become a vital asset to the community rather than a vacant lot.

Lincoln House

Specifications were prepared and the City is now advertising for bids for the demolition of the Lincoln House, including asbestos abatement. Bids are due at the end of April and are expected to come in close to the preliminary estimate for demolition and abatement.

New Fire Station Project

Construction of the new fire station is proceeding on schedule. Utility relocation is currently underway so that construction may begin. Groundbreaking has been scheduled.

Lincoln County Economic Development Corporation

On April 9, I participated in preliminary phone interviews with candidates for the position of Lincoln County Economic Development Director to replace Jack Sroka when he retires. From those interviews it was decided to bring two candidates to Merrill for in-person interviews.

Community Venture Network

On April 19, the Mayor, Kristen Fish and I attended the meeting of the Capital Venture Network, of which Merrill is a member, in St. Paul, which is held three times yearly. We had lunch with representatives from a Norwegian company working on work fiber ethanol production looking for American partners and provided them with information about Agra. The Mayor and I met with Pat Hinner and Tim Gruling, of Agra, on April 15 to gauge their interest before meeting with the Norwegian company.

Optimist's Club

On March 27, I spoke at the Optimist lunch at the Eagle's Club, the subject was "What is happening in Merrill in 2013".

Chamber of Commerce

On April 11, I spoke to a group of people from Wisconsin Rapids hosted by the Chamber of Commerce. The subject was "The State of Merrill in 2013". I told them all the things that are presently going on in Merrill, it was actually a rather lengthy list. On April 17, I attended the Chamber of Commerce meeting for the Mayor.

River Bend Trail

I spoke for the City at the fund raising kick-off for the River Bend Trail project. The event was well attended, especially considering the inclement weather. Wisconsin Public Service presented a check for \$10,000 to kick-off the fund raising campaign.

On April 4, I was part of the negotiating team that met with Canadian National Railroad at the Chamber of Commerce. We were pleasantly surprised at the accommodation demonstrated by Canadian National. They are willing to sell only those portions of their property that are needed for the trail, rather than all their holdings west of Center Avenue as they originally proposed. Canadian National accepted the per-acre appraisal that was performed on the property and it was agreed that that would be the sale price. Canadian National will allow access to the property for a Phase I and Phase II environmental assessment. They will also supply any construction plans they have for the bridge over the Prairie River, which is the only bridge needed for the trail.

Discover Downtown

On the evening of April 16, I met with the members of Discover Downtown to talk about what is going on in Merrill and to answer questions from members.

Blight Elimination

We have taken another major step in blight elimination by coming to a preliminary agreement with Development & Leasing Corp. on cleanup of the old Anson-Gilkey property on Logan Ave. All but three of the buildings are to be demolished within the next 2 ½ years and the three remaining buildings will be renovated to meet the City Exterior Maintenance Ordinance. There is a schedule for the demolition and renovation of the buildings in 6 month increments. The first building to go in 2013 is the boiler house on the east end of the property, arguably the worst of the buildings on the property. The boiler house is to be down by August 31, 2013.

Swimming Pool

We now have an initial concept design drawing for a new swimming pool. When this is further refined it will be brought to the Parks & Recreation Commission for comment and any desired changes they wish to make. At that point we will be ready to begin a fund raising campaign for the new pool.

Department Head Meeting

At the April 10th Department Head Meeting we talked about Tornado Awareness Week beginning April 15. We conducted a tornado drill on April 18th. We also talked about the City website and the idea of having an annual photo contest to monthly replace the 3-arch bridge photo on the homepage with a photo submitted of Merrill activities, events, places, or things through the year. There was also a

discussion about new ID cards with chips that let them function to open fob access locks. We also discussed the City's logo. The contest we tried to hold in the schools netted zero entries.

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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	3											5
Garages	\$175.00		1											1
Storage Bldg. w/o Elec	\$125.00													0
Wrecking	\$125.00	1												1
Decks/Porches	\$175.00		1											1
Signs	\$70.00	4	3											7
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
Darin's Hours Worked		177	160											337
Number of Permits:		12	8	0	0	0	0	20						
Total Permit Amount		\$ 1,085.00	\$ 580.00											\$ 1,665.00

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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		1										3
Mechanical	\$65.00	2	3											5
Garages	\$175.00		1											1
Storage Bldg. w/o Elec	\$125.00			1										1
Wrecking	\$125.00	1												1
Decks/Porches	\$175.00		1											1
Signs	\$70.00	4	3											7
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
Darin's Hours Worked		177	160	152										489
Number of Permits:		12	8	2	0	0	0	0	0	0	0	0	0	22
Total Permit Amount		\$ 1,085.00	\$ 580.00	\$ 190.00										\$ 1,855.00