

CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
Tuesday, May 28, 2013 at 5:15 P.M.
City Hall Basement Conference Room
1004 East First Street

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

AGENDA

1. Call to order
2. Vouchers
3. Discuss and consider increase in room tax from 4% to 8%. The City would control the additional revenue and it would be used for new and additional directional signs as well as business district beautification projects (agenda item requested by Mayor Bialecki)
4. City staff recommendation(s) regarding possible reorganization of the Information Technology Department and related City organizational chart (from April 23rd, 2013 Personnel & Finance Committee meeting)
5. City staff recommendation(s) on development of long-term plan for the Information Technology Department (from April 23rd, 2013 Personnel & Finance Committee meeting)
6. 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
7. Next Meeting
8. Public Comment

9. The Committee may convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(g) to confer with legal counsel who is rendering oral or written advice to discuss bargaining strategy for 2013 negotiations with the City's Fire and Police unions and related issues (agenda item requested by City Administrator Johnson)

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

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Date and time agenda was posted: _____ *Posted by:* _____

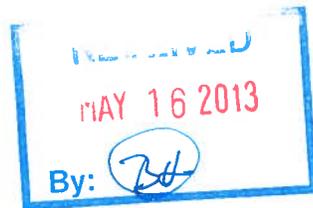
Heideman, Bill

From: Johnson, David
Sent: Thursday, May 16, 2013 12:24 PM
To: Heideman, Bill
Cc: Bialecki, Bill
Subject: Personnel & Finance Agenda

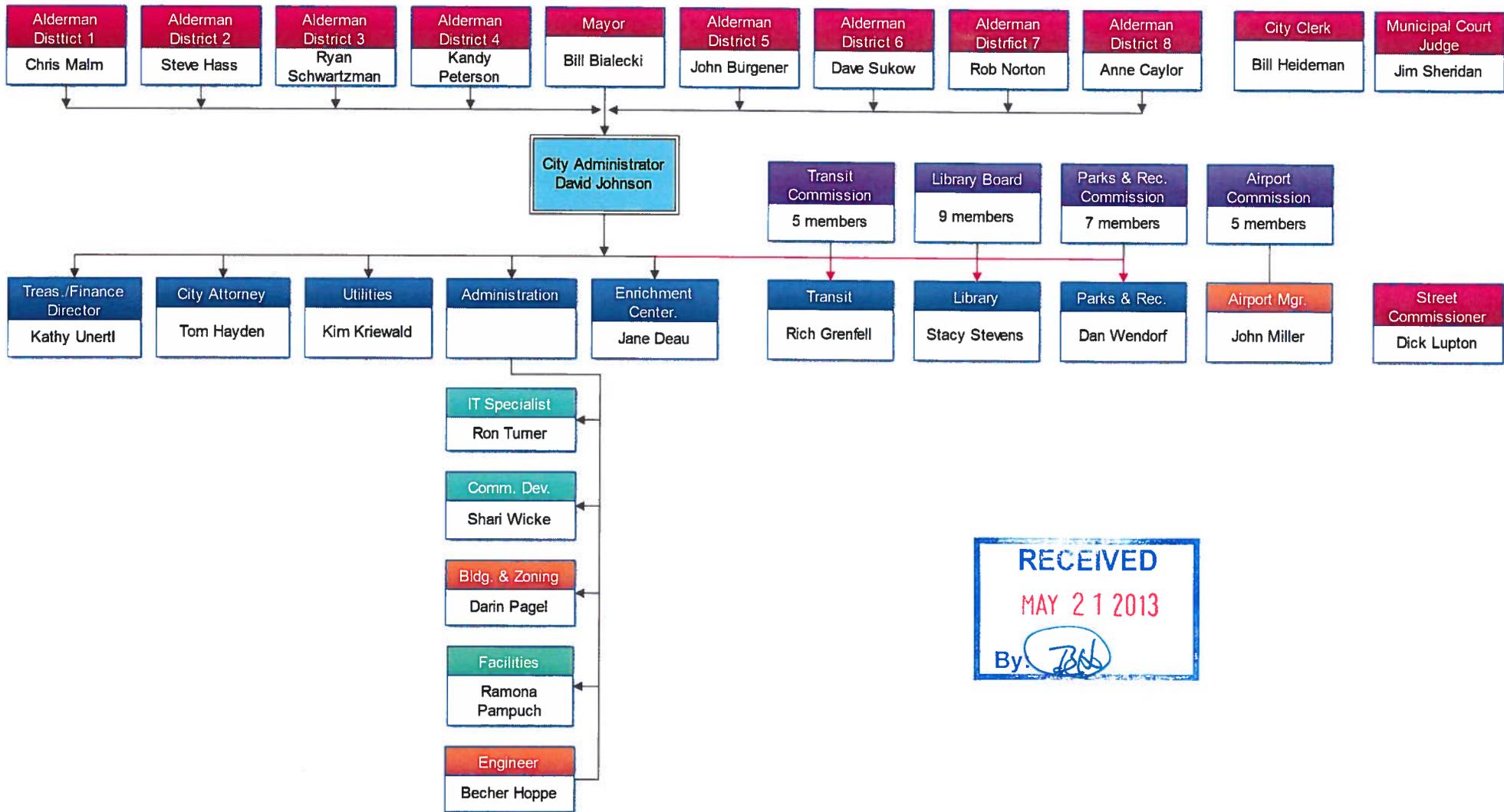
Bill,

The Mayor asked me to forward this request to you for inclusion on the next Personnel & Finance agenda. He wants discuss increasing the current 4% room tax to 8% and having the City use the additional revenue for new and additional directional signs and business district beautification projects. This increase would be under City control rather than the Chamber of Commerce, as the present 4% is. Thanks!

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



City of Merrill Organization Chart



RECEIVED
MAY 21 2013
By: *[Signature]*

1305141

Motion (Caylor/Schwartzman) to approve, as presented the 2013-2017 auditing services contract with Schenck SC. The proposed fees, payable from the City to Schenck SC, would be as follows: Audit year 2013, \$33,150; Audit year 2014, \$33,750; Audit year 2015, \$34,350; Audit year 2016, \$34,950; Audit year 2017, \$35,550. Carried.

Review & discuss Information Technology (IT) Dept. & IT Specialist position

Information was in the meeting packet.

This was placed on the agenda because committee members have concerns with the current organization of the Information Technology Department. Specifically, they are questioning the rationale of the Information Technology Specialist answering to the Finance Director, rather than to a committee or to the City Administrator.

Finance/Technology Director Unertl reported that Information Technology in the City has experienced extensive growth in the last few years.

Alderman Hass stated that he assumed that, when the Information Technology Specialist position was approved and filled, it would free up the Finance Director to concentrate on necessary financial duties. He stated that, at this time, he would probably prefer that the Information Technology Specialist would answer to either a City committee or to the City Administrator, rather than the Finance Director.

Alderwoman Caylor suggested that the Information Technology Department structure be reviewed, and that the Information Technology Department draft a long-range plan.

City staff was directed to prepare information on the possible reorganization of the Information Technology Department, as well as prepare material related to developing a long-range plan for the Information Technology Department. These issues will be discussed at the next regular Personnel and Finance Committee meeting. No formal action was taken at this time.

Monthly Report – Municipal Court

The report was in the meeting packet.

Monthly Report – Finance/Technology Director Unertl

The report was in the meeting packet. Finance/Technology Director Unertl reported that she will be attending a health insurance workshop on April 24th. At the next meeting, she will provide information related to the workshop.

Monthly Report – City Attorney Hayden

The report was in the meeting packet.

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2013 MERRILL MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	APRIL	YTD
INITIAL APPEARANCES (Docket)					
1. Total Citations	120	186	106	92	504
2. Adult Citations	115	179	94	84	472
3. Juveniles Citations	5	3	12	8	28
4. Not Guilty Pleas (potential trials)	14	15	19	8	56

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

CASES DISPOSED					
1. # Citations	104	169	100	77	450

GOOD CAUSE/INDIGENCY HEARINGS					
1. # Days Hearings Held	3	2	3	1	9
2. # Citations Summoned	152	66	39	22	279
3. # Citations Scheduled for Status Hearings or Payment Plans	58	63	66	29	216

WRITS ISSUED					
1. # Citations	10	10	9	14	43

FINANCIALS					
1. Amount Collected (Reported to State)	\$14,566.41	\$25,022.28	\$20,745.74	\$15,005.81	\$75,340.24
2. Amount Paid to County & State	(\$4,697.49)	(\$6,793.29)	(\$7,119.10)	(\$5,626.70)	(\$24,236.58)
3. Forf & Cost Retained by City	\$9,868.92	\$18,228.99	\$13,626.64	\$9,379.11	\$51,103.66
4. Add. Misc. fees collected	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
5. Add. Forf. Receipts from LCCC	\$25.00	\$10.87	\$111.40	\$140.87	\$288.14
6. Total Revenue to the City	\$9,918.92	\$18,239.86	\$13,738.04	\$9,519.98	\$51,416.80
7. Municipal Court Expenses	(\$6,028.55)	(\$4,417.03)	(\$5,825.16)	(\$4,272.00)	(\$20,542.74)
8. Net Revenue to City	\$3,890.37	\$13,822.83	\$7,912.88	\$5,247.98	\$30,874.06
9. Restitution Collected	\$412.40	\$1,608.26	\$549.84	\$240.23	\$2,810.73

Adj for LCCC
Forf Rec'ts

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: May 20th, 2013

To: Personnel and Finance Committee

From: Kathy Unertl, Finance/Technology Director

RE: May Activities

2013 Fiscal and 2014 Budget: Reviewed 2013 fiscal reports in detail and resolved issues as needed. Still need further review of capital expenditures to facilitate upcoming borrowing. Will continue working with Ehlers & Associates and Quarles & Brady on borrowing process.

I have begun analysis and preparation of 2014 personnel services budgets for departments. This is much earlier than prior years so that City Administrator Dave Johnson and I can prepare options for Council policy review. Using the following for **preliminary** budgeting:

- Non-Union compensation – potential 1.0% increase;
- WRS – Retirement* – potential 0.10% (from 6.65% to 6.75%) increase for General employees with about 1.00% increase projection for Police/Fire;
- Health Insurance – potential 15.0% increase. Trend is 2.5% increase just for Federal Affordable Care Act. We will have better idea of City of Merrill health claims experience by early August. Serious consideration of potential High Deductible Health Plan with employee HSA will probably be necessary.

*Hopefully, Wisconsin Department of Employee Trust Funds will have 2014 rates available by end of June. My projections based upon analysis of rates beginning in 2005. The 2013 major increase reflected the five-year averaging of investments losses of fall 2008.

Economic Development, RDA, and TIF Issues:

City management team and Redevelopment Resources continue working on various projects and potential developments. Prepared Request for Proposal for sale/redevelopment of 318 Grand Ave. with May 30th Noon response deadline.

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CITY ATTORNEY - REPORT FOR MAY 21, 2013

AIRPORT: Working with Airport staff and others.

PARKS & RECREATION: Continuing working with Dan on various and sundry issues. Hockey Contract out for signatures. 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. Only one individual remains with two bills outstanding totaling \$204.82. This individual had some health issues and has assured us he will be paying in the near future. No loss anticipated.

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 three more Development Agreements. Working on the collection of a past due payment for a Right-of-Way Agreements, sale of downtown building has been completed, , Grand Avenue property transfer from Lincoln County is now complete, now working on the resale of this lot, 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. Under the directive from the Common Council notices were sent to the three entities notifying them that their leases are done and they will need to be out by July 31st. Presently working on the logistics for the relocation of the tenants.

POLICE AND FIRE DEPARTMENTS: Union negotiations will be starting soon.

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: Attended the State Bar Institute in Milwaukee, *Litigation, Dispute Resolution & Appellate Practice Tuition* on May 16th. Will be attending the Municipal Attorney's Institute on June 20th and 21st.

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).

CITY OF TOMAHAWK. Business as usual, busy court docket. Several contested matters. Working out details on how to proceed to establish a Joint Municipal Court with Tomahawk.

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

Other tasks as assigned.

"Logic is the art of going wrong with confidence"

City Attorney		CURRENT MONTH	LAST MONTH		
MONTHLY REPORT					
May 22, 2013					
		4-18 to 5-21	3-13 to 4-17		
MUNICIPAL COURT		4 weeks	2 weeks		
TOTAL ADULT		190	74		
Adult Ordinance		31	20		
Adult Traffic		159	54		
Total Adult Defendants		151	62		
Adult Closed		26	18		
Other Jurisdictions - Wausau (cases)					
TOTAL JUVENILE		14	7		
Juvenile Ordinance		13	7		
Juvenile Traffic		1	0		
Total Juvenile Defendants		13	7		
Juvenile Closed		2	0		
TRIALS		3	2		
Pending Municipal Trials		0	1		
Pending Circuit Court Trials		3	1		
Pending Other Jurisdictions		0	0		
Other Court Matters		Beginning	New	Closed	Ending
Deferred Prosecution Agree.	March	15	3	0	18
	April	18	2	1	19
	May	19			
TOMAHAWK DPA's	MAY	1		1	1
TOMAHAWK		MAY	April	March	February
		No Court		No Court	
Total Tomahawk			20		24
Juveniles			0		0
Ordinances			2		6
Traffic			18		18
Not Guilty Plea			7		0
Jury Request			0		0
Closed Since Last Report			5		4
Deferred Prosecution Agreements			0	1-Complied	0

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

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**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

City Clerk Report – May 28th, 2013

1. Board of Review meeting has been scheduled for 4:00 P.M. on Monday, June 3rd. Materials have been distributed to Board of Review members.
2. All liquor license renewal applications have been returned. On May 20th, the Health and Safety Committee recommended that all the licenses be approved by the Common Council at their June 11th meeting. Between now and June 30th (current license expiration date), we will ensure that there are no compelling reasons to delay issuance of any licenses which will be approved by the Common Council in June (e.g., debts to the City, safety concerns).
3. Completed NTC online class "Web Site Design" and earned an "A".
4. Working with Ron Turner on making changes, additions and deletions to City website as requested/necessary.
5. Other duties as assigned and/or requested

A handwritten signature in blue ink, appearing to read "Bill", is positioned above the typed name of the City Clerk.

City Clerk Bill Heideman, WCMC

"Focusing on the Future"

An equal opportunity/affirmative action employer.

6e



April-May 2013 City Administrator's Monthly Report

811-813 E. 1st St.

We are in the process of closing on this property.

Lincoln House

I have prepared an RFP, as directed, for the sale of the Lincoln House for \$1 with the condition that the property be redeveloped in a manner acceptable to the Common Council. The first advertisement will appear in the newspaper of record on May 24, and be repeated in May 31. It will also appear on the City's website. Proposals will be due 30 days after the second ad appears.

New Fire Station Project

Construction of the new fire station is proceeding on schedule. On Monday of last week the contractor began earthwork on the site. Frontier still has to remove their wires from the poles on the property. Until this is completed the contractor will have to work around the poles.

Lincoln County Economic Development Corporation

On May 2nd I participated in an interview for the position of Lincoln County Economic Development Director. There were to have been two interviews held but one candidate did not appear for his interview. The candidate interviewed was deemed by the interview team not be a good fit for Lincoln County. The determining factors were that he did not directly answer some questions and had done no research on Lincoln County prior to the interview.

It has been decided to re-advertise the position and Jack has stated he will remain on the job until the position is filled. I suggested that we look at the proposal submitted by Redevelopment Resources to handle the position through a contract but was decided to attempt to fill the position with a full-time employee.

Rotary Club

On May 14, I spoke at the Rotary Club lunch at the Three's Company, the subject was "What is happening in Merrill in 2013".

Chamber of Commerce

On May 8th there was a morning bus tour of Merrill with Peter Kageyama and a group of Merrill residents in preparation for the May 9th session at the Eagle's Club, along with lunch and discussion at Church Mutual. On May 9th 60+ Merrill residents, business owners, and officials met for a presentation and workshop.

On May 15, I attended the Chamber of Commerce meeting for the Mayor.

River Bend Trail

We continue with efforts to come to an agreement with Canadian National right-of-way acquisition. We have received price quotes for the environmental assessment and the engineering assessment of the bridge over the Prairie River.

Discover Downtown

On the evening of May 21, I met with the members of Discover Downtown to talk about what is going on in Merrill and to answer questions from members. Concerns voiced centered around people riding

bicycles in the sidewalks downtown, lack of bike racks downtown, directional signage around the City, the fate of the Lincoln House (the consensus was that it should be demolished), and what will happen to the old fire station. I let them know the status of 811-813 E. 1st Street, the Lincoln House and the potential for paying for signage from an increased room tax that would not impact Merrill tax payers.

Blight Elimination

The SEMCO long red lumber shed east of the Center Ave. bridge is now completely leveled and the debris just needs to be removed. The boiler house on the former Anson-Gilkey property is has also been demolished and the debris needs to be removed. We can look forward to more of these blighted buildings being removed through 2015.

Swimming Pool

We are now tweaking the initial design concept of the swimming pool project. Three sites are under consideration – the existing Stange Park site, Streeter Square, and the MARC. We have prepared a list of pros and cons for each site to present to the Park & Recreation Commission.

Department Head Meeting

At the Department Head Meeting we discussed the City Logo redesign, IT reporting change and change in who prepares meeting agendas, status of the Lincoln House, the new El Mezcal restaurant, Walmart project status, the potential residency requirement change and our economic outlook for 2014.

Thursday, May 9, the Joint Committee on Finance, voted 12-4 to modify the ban on residency restrictions in the state budget bill to allow municipalities to require that police, fire, or emergency personnel reside within 15 miles of the community's jurisdictional boundaries. Municipalities would be prohibited from imposing residency restrictions on any other municipal employees.

The next meeting will address the potential impact of State actions on local government- new mandates without funding, more effort to keep local government from recovering increased costs of doing business.

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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				1									1
Re. Remodel Small	\$65.00	2		1	1									4
Mechanical	\$65.00	2	3		2									7
Garages	\$175.00		1		3									4
Storage Bldg. w/o Elec	\$125.00			1	3									4
Wrecking	\$125.00	1			2									3
Decks/Porches	\$175.00		1											1
Signs	\$70.00	4	3		1									8
Fence	\$65.00				1									1
Commercial New	\$575.00													0
Comm. Remodel<500	\$385.00				1									1
Comm. Remodel>500	\$585.00													0
Comm. Remodel Small	\$115.00	2			1									3
Comm. Zoning Only	\$110.00				1									1
Moving	\$100.00													0
Swimming pools	\$75.00													0
Tel. Comm	\$50.00													0
														0
Darin's Hours Worked		177	160	152	176									665
Number of Permits:		12	8	2	17	0	0	0	0	0	0	0	0	39
Total Permit Amount		\$ 1,085.00	\$ 580.00	\$ 190.00	\$ 3,105.00									\$ 4,960.00