

CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
Monday, December 16, 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. Monthly Reports:
 - a. Municipal Court
 - b. Finance Director Unertl
 - c. City Attorney Hayden
 - d. City Clerk Heideman
 - e. City Administrator Johnson
 - f. City Building/Zoning Permits
4. Next Meeting
5. Public Comment
6. The Committee may convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(f) to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon any person referred to in such histories or data, or involved in such problems or investigations, to discuss potential disciplinary action for employees.
7. The Committee may reconvene in open session for potential action(s) on closed session issue(s).
8. 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:* _____



CITY OF MERRILL
Finance Director/City Treasurer

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Kathy Unertl, Finance Director

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

Date: December 11th, 2013

To: Personnel and Finance Committee

From: Kathy Unertl, Finance Director *Kathy Unertl*

RE: **November/December Activities**

FICA Alternative – Distribution Paperwork:

Paperwork mailed to the about forty remaining FICA Alternative participants. As signed forms returned to the City of Merrill, we will forward to Life Insurance Company of the Southwest for processing.

2014 Budget – Continued Implementation:

Clerk-Treasurer staff and I continue with 2014 budget implementation, including changes in health insurance and new non-union payroll grids. Various required State reports completed and submitted.

I have begun preliminary 2013 fiscal close-out which will be my priority over the next three months. Schenck auditors will be back in mid-March, 2014.

Economic Development, RDA, and TIF Issues:

Redevelopment Resources representatives, Susan Ryman from Lincoln County Economic Development Corp. (LCEDC), and City staff involved in numerous inquiries related to development, redevelopment, and potential TIF assistance.

The development team has had a series of meetings in December to review status and discuss priorities for 2014. Positive to report – lots of inquiries and potential projects!

CITY ATTORNEY - REPORT FOR DECEMBER 16, 2013

PARKS & RECREATION: Continuing working with Dan on various and sundry issues.

CITY STAFF: Busy with property inspections, economic development matters, court docket, various policy changes. Looking forward to a prosperous, busy 2014.

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

CONTRACTS/AGREEMENTS: Working out details on potentially multiple Development Agreements, the preparation for the sale of lots along Alexander Road, informal appraisals being developed. Assisting in drafting intergovernmental cooperation agreements.

LINCOLN HOUSE: Demolition has started

POLICE AND FIRE DEPARTMENTS: Union negotiations talks continuing.

BUILDING INSPECTION/ZONING: Working with Darin on several matters. These include court proceedings, 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. Razing orders are prepared and served for two properties. Buildings to be razed after January, 2014.

COMMON COUNCIL: Business as usual.

SEMINARS: None

MUNICIPAL COURT: A productive year comes to an end.

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.

*“A Very Merry Christmas and Happy New Year to Everyone”
from Tom and Diane*



City Attorney		CURRENT MONTH	LAST MONTH		
MONTHLY REPORT					
December 16, 2013					
		11-26 to 12-16	10-23 to 11-25		
MUNICIPAL COURT		3 weeks	2 week		
TOTAL ADULT		145	101		
Adult Ordinance		30	32		
Adult Traffic		115	69		
Total Adult Defendants		107	77		
Adult Closed		16	28		
Other Jurisdictions - Wausau (cases)		0	0		
TOTAL JUVENILE		3	8		
Juvenile Ordinance		3	8		
Juvenile Traffic		0	0		
Total Juvenile Defendants		3	8		
Juvenile Closed		1	1		
TRIALS		7	7		
Pending Municipal Trials		2	2		
Pending Circuit Court Trials		5	5		
Tomahawk Trials					
Other Court Matters		Beginning	New	Closed	Ending
Deferred Prosecution Agree.	October	21	4	2	23
	Nov.	23	5	2	26
	Dec.	26	1	1	26
TOMAHAWK DPA's	October	3	0	1	2
	November	2	3	0	5
TOMAHAWK			November	October	September
Total Tomahawk			No crt	61	12
Juveniles			1	1	0
Ordinances			1	8	3
Traffic			0	52	9
Not Guilty Plea			1	9	3
Jury Request			0	0	0
Closed Since Last Report			11	7	7

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

3d

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City Clerk Report – December 16th, 2013

1. Continue reviewing files to ensure that meeting minutes from all committees, commissions and boards have been submitted and published on the City website.
2. Type A Notice for the Spring Election has been published.
3. Candidate packets for the April 1st, 2014 Spring Election are now available. All materials must be completed and returned by 5:00 P.M. on Tuesday, January 7th, 2014, in order for a candidate's name to appear on the ballot. Since it appears I will have competition for my position, my involvement in the spring elections will be minimal.
4. Did not receive a list of poll workers for the 2014-2015 elections from either major political party. Therefore, all names approved at the December 10th, 2013 Common Council meeting will be appointed as nonpartisan.
5. Did calculations necessary to generate tax bills, related documents and Statement of Taxes
6. Working with Ron Turner on making changes, additions and deletions to City website as requested/necessary.
7. Completed Northcentral Technical College online class "Content Creation" and earned at "A"
8. Other duties as assigned and/or requested

City Clerk Bill Heideman, CMC, WCMC

"Focusing on the Future"

An equal opportunity/affirmative action employer.

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Administrator's Monthly Report

Lincoln House

C&D Excavating has begun demolition of the Lincoln House but the project is on hold due to the unseasonably cold temperatures which play havoc with the equipment hydraulic systems. Dan Kolehouse says he still plans to have the structure demolished by Christmas if we get a break in the weather.

We are still waiting for the radio station to submit their final invoices from the move for payment, they have not been very responsive to our requests for this information.

New Fire Station Project

The concrete floor still has not reached the moisture level necessary to apply the epoxy floor in the apparatus bay although the moisture is slower dropping, this has pushed back the expected move-in date. Flooring throughout the living quarters and offices is being installed and cabinetry work is almost complete.

Walmart Project

American Asphalt worked on completing paving of the access roads and parking lot even though the temperatures were below Walmart's paving standards of 36 degrees and rising.

The intersection of Pine Ridge Avenue and Highway 64 has been prepared to winter-over and the remaining construction and paving work will be completed in the Spring of 2014. Van Ert Electric will continue working on the traffic signals through the end of this year.

New Development and Blight elimination

We are continuing the demolition process for 108 S. Foster St. The City has been contacted by an attorney retained by the owner but no injunction to stop demolition has been received.

I talked with Gary Schwartzman today and the new Los Mescales Mexican Restaurant is scheduled to open December 26. The original opening date of December 15 had to be delayed due to countertops not being available when expected.

On December 9, the Mayor, Susan Ryman, Kristen Fish, Mike Morrissey, Tom Hayden, Kathy Unertl, and I met with Dan Rosenfeld, representing the owners of the old Walmart property. He told us that Walmart's lease runs until 1/31/18 and Drew's lease runs until 9/30/19. While Walmart is interested in finding a new tenant to take over their lease the property owner, from a financial perspective, is interested in running Walmart's lease to its conclusion since they stand to make more from the higher lease rate being paid by Walmart than from a lower per square foot lease by a new tenant in today's pricing market, especially when new tenants would necessitate a major investment by the owner to split the present Walmart store into two or more stores. However, there has been discussion with several potential retailers for space in the mall.

We asked that he convey the City's desire for the property owner to repair the potholes in the access road that runs east-west between McDonald's and the mall.

There is interest in having the strip mall owner create a separate out-lot along Highway 64 east of the carwash for development. There is the potential to extend the parking lot further to the east into the present grassed area to replace what would be displaced by a building east of the carwash.

Now that the City controls Highway 64 in front of the strip mall the Street Department will be taking down the ugly fence, brush and trees on the north side of Highway 64 from Highway 51 to Pine Ridge Ave.

Merrill Area Development Corporation

Merrill Renew LLC is in the process of reactivating the fire suppression system, and getting heat into the building they purchased to facilitate the move of Universal Industries to the 201 S. Prospect site. Merrill Renew currently has two other manufacturing firms interested in locating on the site.

MADC is scheduled to begin cleanup work on the remainder of the property in the Spring of 2014, to include environmental cleanup and demolition of several structures on the site to facilitate sale of the remainder of the site to Renew Merrill for future occupancy and development.

Landlord Association

On December 2, I attended the Merrill Landlord Association. I told them what new things were going on in Merrill and then answered questions for over an hour. I was surprised by the large turnout for the meeting and even more surprised by the overwhelming support for the City's current blight elimination efforts by those in attendance, as well as support for economic development. There was overwhelming support for a new city pool, with no one in attendance stating any opposition. There was an expressed desire to see new businesses on the west side, to see the downtown area remain prosperous, to see the River Bend Trail built, to see new restaurants and to see continued development of the Highway 64 corridor on the east side of Merrill.

There was unanimous opposition to licensing rental properties and conducting city inspections of rental properties. There was the same unanimous support for enforcing the ordinances presently in place.

River Bend Trail

The Construction Committee met on December 5th and will continue to meet on a regular basis. Fund raising for the project is continuing.

Strategic Planning

On December 6, I had a lengthy meeting with Art Lersch of the UW Extension to discuss strategic planning for the City. Art is willing to serve as facilitator for the strategic planning process at no cost to the City, a role he has played for other organizations.

The process would start with defining the City's vision, that is, creating a vision statement, deciding on core values and crafting a mission statement for the City. When these are completed goals and objectives will be developed.

Art has January 15, 23, or 29 at 5:30pm available to begin the process. The question now is when the Council would be available to meet with Art to start? Future sessions would be set at the first session.

2013 ZONING/BUILDING REPORT

PERMIT TYPE	FEES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	GRAND TOTAL
New Residence	\$685.00							3		2	1			6
Mobile Homes	\$75.00													0
Re. Remodel<500	\$375.00	1						2						3
Re. Remodel>500	\$475.00				1									1
Re. Remodel Small	\$65.00	2		1	1	2	1	1	1	1	1			11
Mechanical	\$65.00	2	3		2			3	1	3	3	3		20
Garages	\$175.00		1		3	4	1	3	2	2				16
Storage Bldg. w/o Elec	\$125.00			1	3	1		1	2	1		1		10
Wrecking	\$125.00	1			2	4		1		5	1	2		16
Decks/Porches	\$175.00		1			5		3	1	2	4			16
Signs	\$70.00	4	3		1	1	2	3			4			18
Fence	\$65.00				1	10	2	3	4	2	4	1		27
Commercial New	\$575.00					2								2
Comm. Remodel<500	\$385.00				1	1			2					4
Comm. Remodel>500	\$585.00													0
Comm. Remodel Small	\$115.00	2			1			2			1			6
Comm. Zoning Only	\$110.00				1		1	2		2	1			7
Moving	\$100.00													0
Swimming pools	\$75.00													0
Tel. Comm	\$50.00													0
														0
Darin's Hours Worked		177	160	152	176	176	160	152	163	152	184	104		1756
Number of Permits:		12	8	2	17	30	7	27	13	20	20	7	0	163
Total Permit Amount		\$1,085.00	\$580.00	\$190.00	\$3,105.00	\$2,850.00	\$620.00	\$5,900.00	\$1,870.00	\$3,880.00	\$2,645.00	\$310.00		\$23,035.00