

CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
Tuesday, January 28, 2014 at 5:15 P.M.
City Hall Basement Conference Room
1004 East First Street

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

AGENDA

1. Call to order
2. Vouchers
3. Consider request from Finance Director Unertl to write off duplicate 2013 personal property tax bill for 2417 East Main Street (G & G Auto - \$272.30)
4. Review/discussion/recommendation(s) on duties of Deputy City Clerk during elections when City Clerk is on ballot (agenda item requested by Alderman Hass)
5. 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
6. Next Meeting
7. Public Comment
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:* _____

REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: January 28th, 2014 (or next meeting)

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 writing off duplicate 2013 personal property bill for 2417 East Main Street (G & G Auto) - \$272.30

Per City Assessor Kitt Koski, two personal property accounts/bills exist for 2417 East Main Street business.

251-001099 \$272.30 should be written off as duplicate

251-000747 \$828.96 is correct 2013 personal property tax bill

Signed: *Kathy Unertl*

Date: 1/20/2014

IMPORTANT: Correspondence should refer to tax number
 See reverse side for important information
 Be sure this description covers your property. This description is for
 property tax bill only and may not be a full legal description.

G & G AUTO
 BOB GALELLA
 2417 E MAIN ST

251-000-001099

G & G AUTO
 ATTN: BOB GALELLA
 W4769 COUNTY RD G
 MERRILL WI 54452

*This P.P. is a double assessment for
 2014 G & G Auto needs to be written off
 for 2013*

Witt Kocher 1-20-14

| | | | | | |
|--|---|--|---|---|-----------------|
| Assessed Value Land | Ass'd Value Improvements | Total Assessed Value | Ave Assmt Ratio | Net Assessed Value Rate (Does NOT reflect Credits) | |
| | | 9,710 | 105.26% | .028043159 | |
| Est Fair Mkt Land | Est Fair Mkt Improvements | Total Est Fair Mkt | Assmt in This Box Means Upward From Year To 1st | School taxes reduced by school levy tax credit | |
| | | 9,200 | | 13.83 | |
| Taxing Jurisdiction #06 STATE OF WISCONSIN LINCOLN COUNTY CITY OF MERRILL MERRILL SCHOOL NORTHCENTRAL TECH Total | 2012 Est. State Aids Allocated Tax Dist. | 2013 Est. State Aids Allocated Tax Dist. | 2012 Net Tax | 2013 Net Tax | % Tax Change |
| | | | | | |
| | | 10,492,734 | | 272.30 | |
| | First Dollar Credit Lottery & Gaming Credit Net Property Tax | | | 272.30 | |
| Make Check Payable to: CITY OF MERRILL CITY OF MERRILL TREASURER CITY HALL 1004 E 1ST ST MERRILL WI 54452-2560 | Full Payment Due On or Before January 31 2014 \$ 272.30 Or pay the following Installments 1/31/2014 272.30 | Net Property Tax 272.30 | TOTAL DUE FOR FULL PAYMENT PAY BY JANUARY 31 2014 \$ 272.30 Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty. Failure to pay on time. See reverse. | | |

G & G AUTO
 ATTN: BOB GALELLA
 W4769 COUNTY RD G
 MERRILL WI 54452

Return this portion with payment.

G & G AUTO
 ATTN: BOB GALELLA
 W4769 COUNTY RD G
 MERRILL WI 54452

Total Due for Full Payment: **272.30**
 Installment Payment: 272.30
 Payment Date: 1/31/2014

Amount Enclosed \$ _____

Check For Billing Address Change

Make check payable and mail payments to:
 MERRILL CITY TREASURER
 1004 E 1ST ST
 MERRILL WI 54452-2560

251-000-001099



PERSONAL STATE OF WISCONSIN
PROPERTY TAX BILL FOR 2013
CITY OF MERRILL
LINCOLN COUNTY

Bill / Page No. 117

IMPORTANT: Correspondence should refer to tax number
See reverse side for important information
Be sure this description covers your property. This description is for
property tax bill only and may not be a full legal description.
MUFFLER & BRAKE SPECIALISTS
GM LTD/ROBERT GALELLA
2417 E MAIN ST

251-000-000747

MUFFLER & BRAKE SPEC LLC
ATTN:GM LTD/R GALELLA
4201 CATER CREEK DR
AVON PARK FL 33825

| Assessed Value Land | Ass'd Value Improvements | Total Assessed Value | Ave. Assmt. Ratio | Net Assessed Value Rate (Does NOT reflect Credits) | | |
|---------------------|-----------------------------|---|--|---|---|-----------------|
| | | 29,560 | 105.26% | .028043159 | | |
| Est. Fair Mkt. Land | Est. Fair Mkt. Improvements | Total Est. Fair Mkt. | A Star in 17's (See Means Unpaid Prior 11 or 12 ss) | | School taxes reduced by school levy tax credit | |
| | | 28,100 | | | 42.11 | |
| Taxing Jurisdiction | #06 | 2012 Est. State Aids Associated Tax Dist. | 2013 Est. State Aids Associated Tax Dist. | 2012 Net Tax | 2013 Net Tax | % Tax Change |
| STATE OF WISCONSIN | | | | 5.56 | 4.77 | 14.2- |
| LINCOLN COUNTY | | 336,557 | 336,338 | 180.35 | 162.63 | 9.8- |
| CITY OF MERRILL | | 3,751,115 | 3,736,627 | 414.66 | 375.56 | 9.4- |
| MERRILL SCHOOL | | 6,857,789 | 6,265,310 | 241.96 | 227.44 | 6.0- |
| NORTHCENTRAL TECH | | 153,347 | 154,459 | 66.21 | 58.56 | 11.6- |
| Total | | 11,098,808 | 10,492,734 | 908.74 | 828.96 | 8.8- |
| | | First Dollar Credit Lottery & Gaming Credit | | 908.74 | 828.96 | 8.8- |
| | | Net Property Tax | | | | |

Make Check Payable to:
CITY OF MERRILL
CITY OF MERRILL TREASURER
CITY HALL
1004 E 1ST ST
MERRILL WI 54452-2560

| | |
|--|---------------|
| Full Payment Due On or Before January 31, 2014 | |
| \$ | 828.96 |
| Or pay the following installments | |
| 1/31/2014 | 828.96 |

Net Property Tax 828.96

MUFFLER & BRAKE SPEC LLC
ATTN:GM LTD/R GALELLA
4201 CATER CREEK DR
AVON PARK FL 33825

| | |
|---|-------------------------|
| TOTAL DUE | FOR FULL PAYMENT |
| PAY BY JANUARY 31 | 2014 |
| \$ | 828.96 |
| Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty. Failure to pay on time. See reverse. | |

Return this portion with payment.

MUFFLER & BRAKE SPEC LLC
ATTN:GM LTD/R GALELLA
4201 CATER CREEK DR
AVON PARK FL 33825

Total Due for Full Payment: **828.96**
Installment Payment: 828.96
Payment Date: 1/31/2014

Amount Enclosed \$ _____

Check For Billing Address Change

Make check payable and mail payments to:
MERRILL CITY TREASURER
1004 E 1ST ST
MERRILL WI 54452-2560

251-000-000747

5a

2013 MERRILL MUNICIPAL COURT

| | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | YTD |
|--|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|------|
| INITIAL APPEARANCES (Docket) | | | | | | | | | | | | | |
| 1. Total Citations | 120 | 186 | 106 | 92 | 167 | 116 | 243 | 105 | 108 | 155 | 109 | 148 | 1655 |
| 2. Adult Citations | 115 | 179 | 94 | 84 | 156 | 103 | 236 | 102 | 101 | 153 | 101 | 145 | 1569 |
| 3. Juveniles Citations | 5 | 3 | 12 | 8 | 11 | 13 | 7 | 3 | 1 | 2 | 8 | 3 | 76 |
| 4. Not Guilty Pleas (potential trials) | 14 | 15 | 19 | 8 | 13 | 4 | 27 | 5 | 18 | 17 | 19 | 18 | 177 |

| | | | | | | | | | | | | | |
|----------------|---|---|---|---|---|---|---|---|---|---|---|---|----|
| TRIALS | | | | | | | | | | | | | |
| 1. Scheduled | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 | 3 | 1 | 3 | 1 | 12 |
| 2. Held | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 2 |
| 3. Rescheduled | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 3 | 1 | 7 |
| 4. Settled | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 4 |

| | | | | | | | | | | | | | |
|-----------------------|-----|-----|-----|----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| CASES DISPOSED | | | | | | | | | | | | | |
| 1. # Citations | 104 | 169 | 100 | 77 | 150 | 109 | 218 | 102 | 140 | 148 | 102 | 137 | 1556 |

| | | | | | | | | | | | | | |
|---|-----|----|----|----|----|----|----|----|----|----|----|----|-----|
| GOOD CAUSE/INDIGENCY HEARINGS | | | | | | | | | | | | | |
| 1. # Days Hearings Held | 3 | 2 | 3 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 25 |
| 2. # Citations Summoned | 152 | 66 | 39 | 22 | 69 | 70 | 62 | 50 | 21 | 37 | 49 | 10 | 647 |
| 3. # Citations Scheduled for Status Hearings or Payment Plans | 58 | 63 | 66 | 29 | 80 | 38 | 23 | 38 | 50 | 41 | 59 | 16 | 561 |

| | | | | | | | | | | | | | |
|---------------------|----|----|---|----|----|----|----|----|---|----|---|---|-----|
| WRITS ISSUED | | | | | | | | | | | | | |
| 1. # Citations | 10 | 10 | 9 | 14 | 16 | 18 | 19 | 21 | 9 | 13 | 4 | 9 | 152 |

| | | | | | | | | | | | | | |
|---|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| FINANCIALS | | | | | | | | | | | | | |
| 1. Amount Collected (Reported to State) | \$14,566.41 | \$25,022.28 | \$20,745.74 | \$15,005.81 | \$15,514.21 | \$15,568.15 | \$11,237.67 | \$12,309.64 | \$16,174.00 | \$15,104.19 | \$12,791.83 | \$12,963.34 | \$187,003.27 |
| 2. Amount Paid to County & State | (\$4,697.49) | (\$6,793.29) | (\$7,119.10) | (\$5,626.70) | (\$5,564.70) | (\$6,257.40) | (\$3,824.48) | (\$4,940.23) | (\$5,633.46) | (\$5,554.12) | (\$4,556.43) | (\$4,597.41) | (\$65,164.81) |
| 3. Forf & Cost Retained by City | \$9,868.92 | \$18,228.99 | \$13,626.64 | \$9,379.11 | \$9,949.51 | \$9,310.75 | \$7,413.19 | \$7,369.41 | \$10,540.54 | \$9,550.07 | \$8,235.40 | \$8,365.93 | \$121,838.46 |
| 4. Add. Misc. fees collected | \$25.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$25.00 | \$0.00 | \$0.00 | \$25.00 | \$75.00 |
| 5. Add. Forf. Receipts from LCCC | \$25.00 | \$10.87 | \$111.40 | \$140.87 | \$10.87 | \$0.00 | \$1.74 | \$0.00 | \$13.59 | \$3.96 | \$12.93 | \$0.00 | \$331.23 |
| 6. Total Revenue to the City | \$9,918.92 | \$18,239.86 | \$13,738.04 | \$9,519.98 | \$9,960.38 | \$9,310.75 | \$7,414.93 | \$7,369.41 | \$10,579.13 | \$9,554.03 | \$8,248.33 | \$8,390.93 | \$122,244.69 |
| 7. Municipal Court Expenses | (\$6,028.55) | (\$4,417.03) | (\$5,825.16) | (\$4,272.00) | (\$3,829.36) | (\$4,458.50) | (\$3,775.29) | (\$5,475.07) | (\$4,157.00) | (\$4,371.64) | (\$3,747.23) | (\$5,887.60) | (\$56,244.43) |
| 8. Net Revenue to City | \$3,890.37 | \$13,822.83 | \$7,912.88 | \$5,247.98 | \$6,131.02 | \$4,852.25 | \$3,639.64 | \$1,894.34 | \$6,422.13 | \$5,182.39 | \$4,501.10 | \$2,503.33 | \$66,000.26 |
| 9. Restitution Collected | \$412.40 | \$1,608.26 | \$549.84 | \$240.23 | \$311.85 | \$300.09 | \$229.12 | \$130.00 | \$14.40 | \$412.51 | \$277.08 | \$91.50 | \$4,577.28 |

Adj for LCCC
Forf Rec'ts



merrill

Location. Nature. People.

Smart Move

CITY OF MERRILL

Finance Director/City Treasurer

Kathy Unertl, Finance Director

1004 East First Street • Merrill, Wisconsin • 54452

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

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

Date: January 22nd, 2014

To: Personnel and Finance Committee

From: Kathy Unertl, Finance Director *Kathy Unertl*

RE: **December/January Activities**

2014 Budget – Continued Implementation:

Clerk-Treasurer staff and I continued with 2014 budget implementation, including health insurance changes, compensation adjustments, and Police/Fire union contract provisions.

Eligible employees received City Health Savings Account (HSA) "seeding" funds on Friday, January 17th except for:

- Three employees whom failed to provide HSA account information; and
- Seven employees still had medical Flexible Spending Account (FSA) funds from 2013 available.

Separate future payroll runs (during non-payroll weeks) will be made to complete the HSA "seeding" process. If 2013 FSA funds are being forfeited to the City of Merrill, some employees will not be eligible for HSA "seeding" under IRS regulations until after March 31st.

2013 Audit Preparation:

My priority is 2013 fiscal close-out. 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.

CITY ATTORNEY - REPORT FOR JANUARY 24, 2014

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. Strategic Plan meeting held last night, should be an interesting process.

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

CONTRACTS/AGREEMENTS: Several in the works.

LINCOLN HOUSE: Demolition is continuing, depending on the weather should be completed in the next two weeks.

POLICE AND FIRE DEPARTMENTS: Contracts are all signed.

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. Bidding process is started on one property and one contested matter in Circuit Court.

COMMON COUNCIL: Business as usual.

SEMINARS: None

MUNICIPAL COURT: Many matters in progress.

CITY OF TOMAHAWK: Business as usual, busy court docket.

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

Other tasks as assigned.

*“All Right Everyone, Line Up Alphabetical According To Your Height”
Casey Stengel*



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 – December 28th, 2014

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. Continue preparations for the April 1st election. There will NOT be a spring primary in February.
3. Working with Ron Turner on making changes, additions and deletions to City website as requested/necessary. We have created a message and related procedures to place a "Snow Emergency" on the City website in a timely manner.
4. Working on insurance related issues as necessary
5. On February 19th, will be attending WisLine class related to annexation
6. Other duties as assigned and/or requested

City Clerk Bill Heideman, CMC, WCMC

"Focusing on the Future"

An equal opportunity/affirmative action employer.

Administrator's Monthly Report 1/22/14

Lincoln House

C&D Excavating is progressing with demolition of the Lincoln House as weather permits. Most of the southern and center sections of the building have been demolished.

We have received the final invoices from the radio station move and are closing out that project.

New Fire Station Project

On the last day possible to complete the epoxy floor to allow City takeover of the building by January 31, Ellis Stone decided to pay the \$15,000 for the primer that I had refused to pay for to keep from paying liquidated damages to the City.

The primer and epoxy flooring have been installed, however, they did not properly apply the tape for painting the eight yellow stripes across the floor and ended up with bleed-over the entire length of all eight stripes. Since the floor is epoxy and the stripes are epoxy there is no way to fix the problem other than to paint the lines wider.

On January 15, Chief Savone, Melody Hamlin and I did the punch list inspection for the new fire station. Contractors will be required to repaint numerous areas, fix woodwork issues, adjust or replace poorly fitted cabinetry, replace cabinetry hardware to match, correct cabinetry alignment issues, recaulk numerous windows, fix window flashing, replace stained ceiling tiles, adjust electrical outlets to fit tightly against the walls. I will be seeking a credit for some work that was improperly performed and not authorizing payment until other is properly performed.

Walmart Project

Walmart is working on installing shelving and display fixtures in the building and are on track for their April 15 opening.

New Development and Blight elimination

We are continuing the demolition process for 108 S. Foster St. Tom Hayden, Randy Frojker and a judge met on site to inspect the building. We are expecting the demolition work to be held up until the judge can see the building without all the current snow and ice.

Merrill Area Development Corporation

Merrill Renew LLC is still in the process of reactivating the fire suppression system, and getting heat into the office and manufacturing buildings they purchased at 201 S. Prospect St.

River Bend Trail

The Construction Committee met again and will continue to meet on a regular basis. The first work to be performed will be on the bridge over the Prairie River just above its confluence with the Wisconsin River. Fund raising for the project is continuing.

Rural Fire Contracts

On January 10, Dave Savone, Bill Bialecki, Tom Hayden and I met with representatives of the Town of Merrill, Town of Scott and Town of Rock Falls to further discuss a new 5 year fire services contract. We are working to come to agreement on an acceptable formula for determining a contract rate that can be easily explained to the township residents.

ADA Suit

We have finally been served with a copy of the lawsuit against the City by Amber Schmidt for alleged Park Department ADA compliance violations. The good news is that our insurance carrier will defend the City for up to \$50,000 in legal fees.

Strategic Planning

I met with Art Lertsch again last week to finalize the material for the first of numerous future strategic planning sessions. Hopefully everyone involved will embrace this initiative.

5/8

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 | 3 | 23 |
| Garages | \$175.00 | | 1 | | 3 | 4 | 1 | 3 | 2 | 2 | | | | 16 |
| Storage Blg. 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 | | 1 | 8 |
| 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 | 166 | 1922 |
| Number of Permits: | | 12 | 8 | 2 | 17 | 30 | 7 | 27 | 13 | 20 | 20 | 7 | 4 | 167 |
| 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 | \$305.00 | \$23,340.00 |