

CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
Tuesday, February 25, 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. Review all City purchasing policies, including policies related to purchases made with donated funds/gifts (agenda item requested by Alderman Hass)
4. Consider request from Fire Chief Savone to authorize him to schedule auction/sale to dispose of excess equipment currently at the former fire station.
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.

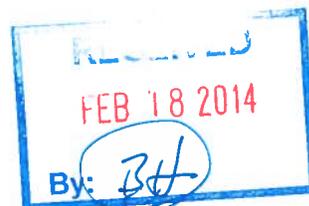
Date and time agenda was posted: _____ *Posted by:* _____

4

Heideman, Bill

From: Savone, Dave
Sent: Tuesday, February 18, 2014 4:23 PM
To: Heideman, Bill
Subject: Fwd: Disposal Of Excess Fire Department Equipment.
Attachments: image003.jpg

Dave Savone
847-602-1297



Begin forwarded message:

From: "Savone, Dave" <Dave.Savone@ci.merrill.wi.us>
Date: February 17, 2014 at 4:25:21 PM CST
To: "Johnson, David" <David.Johnson@ci.merrill.wi.us>
Subject: Disposal Of Excess Fire Department Equipment.

Dave

I would like to dispose of the excess equipment at the old fire station. I would like to have an auctioneer come in and schedule a sale.

There is many different items,
Household: beds, lockers, TV's, pots, pans, kitchen chairs & table,
Officer equipment: desks, chairs, filing cabinets, cabinets
Fire equipment: nozzles, hoses, fire prevention posters, turnout.
Christmas decorations,

There is quite a list, and to make an individual itemized list would not be cost effective.

As you recall I offered equipment to the other department heads at the last meeting. PD, and Parks have taken or reserved equipment.

While I don't expect a great deal of money from this sale, I would recommend we set the proceeds into a non-lapsing account for fire apparatus replacement.

Should we have an agenda item for the finance committee ?

Dave Savone,
Fire Chief
City of Merrill
Office: 715-722-1121
Fax: 715-536-2973
Mobile: 847-602-1297.

4a

2014 MERRILL MUNICIPAL COURT

	JANUARY	YTD
INITIAL APPEARANCES (Docket)		
1. Total Citations	167	167
2. Adult Citations	154	154
3. Juveniles Citations	13	13
4. Not Guilty Pleas (potential trials)	19	19
TRIALS		
1. Scheduled	0	0
2. Held	0	0
3. Rescheduled	0	0
4. Settled	0	0
CASES DISPOSED		
1. # Citations	149	149
GOOD CAUSE/INDIGENCY HEARINGS		
1. # Days Hearings Held	2	2
2. # Citations Summoned	48	48
3. # Citations Scheduled for Status Hearings or Payment Plans	55	55
WRITS ISSUED		
1. # Citations	8	8
FINANCIALS		
1. Amount Collected (Reported to State)	\$12,066.43	\$12,066.43
2. Amount Paid to County & State	(\$4,347.45)	(\$4,347.45)
3. Forf & Cost Retained by City	\$7,718.98	\$7,718.98
4. Add. Misc. fees collected	\$0.00	\$0.00
5. Add. Forf. Receipts from LCCC	\$0.00	\$0.00
6. Total Revenue to the City	\$7,718.98	\$7,718.98
7. Municipal Court Expenses	(\$8,229.72)	(\$8,229.72)
8. Net Revenue to City	(\$510.74)	(\$510.74)
9. Restitution Collected	\$212.87	\$212.87



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

5b

Date: February 18th, 2014

To: Personnel and Finance Committee

From: Kathy Unertl, Finance Director

RE: January/February Activities

2013 Audit Preparation:

Schenck auditors will be back in mid-March 2014. My priority continues to be 2013 fiscal close-out and audit preparation.

2014 Tax Collection and Budget – On-Going:

Clerk-Treasurer staff continues with on-going property tax collection process. This is priority through early July tax settlement process.

Massive numbers of compensation and benefit changes (such as Health Savings Account – HSA) implemented through payroll system and BMO – Harris Bank ACH system.

Economic Development, RDA, and TIF Issues:

Continued economic team involvement in responding to numerous inquiries related to development, redevelopment, and potential TIF assistance.

Timeframe for potential TID No. 6 (Downtown) amendment impacted by roof collapse of former Guy's Shop/Karate building. If demolition is only option, potential TID amendment would be after 9/30/2014 so that 1/1/2015 valuation can be used.

CITY ATTORNEY - REPORT FOR FEBRUARY 18, 2014

PARKS & RECREATION: Continuing working with Dan on various and sundry issues. Hockey Contract is being reviewed

CITY STAFF: Busy with property inspections, economic development matters, court docket, various policy changes. Strategic Plan meeting postponed, but looking forward to further meetings.

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. Should be an exciting Spring.

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

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: Attended an OWI Seminar in Milwaukee on February 14, 2014.

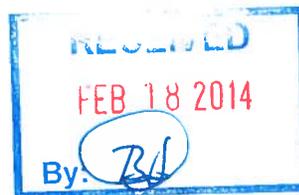
MUNICIPAL COURT: Many matters in progress.

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

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

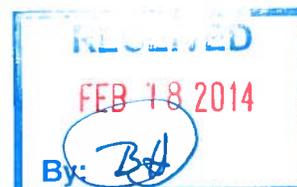
Other tasks as assigned.

*The differences between genius and stupidity, is that genius has its limits.
Albert Einstein*



City Attorney		CURRENT MONTH	LAST MONTH		
MONTHLY REPORT					
February 18, 2014					
		2/18/2014	1/24/2014		
MUNICIPAL COURT		3 weeks	3 week		
TOTAL ADULT		83	154		
Adult Ordinance		20	37		
Adult Traffic		63	117		
Total Adult Defendants		67	123		
Adult Closed		37	28		
Other Jurisdictions - Wausau (cases)			0		
TOTAL JUVENILE		0	13		
Juvenile Ordinance		0	13		
Juvenile Traffic		0	0		
Total Juvenile Defendants		0	13		
Juvenile Closed		1	4		
TRIALS		8	7		
Pending Municipal Trials		2	2		
Pending Circuit Court Trials		6	5		
Tomahawk Trials					
Other Court Matters		Beginning	New	Closed	Ending
Deferred Prosecution Agree.	Dec.	26	1	1	26
(Includes Tomahawk's Totals)	Jan.	26	4	1	29
	Feb	29	2	3	28
	March	28			
TOMAHAWK DPA's	January	5	1	0	6
	February	6	0	0	6
TOMAHAWK			January	Dec,	November
Total Tomahawk			9	39	No crt
Juveniles			0	2	1
Ordinances			1	7	1
Traffic			8	30	0
Not Guilty Plea			3	0	1
Jury Request			0	0	0
Closed Since Last Report			2	5	11

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





**MERRILL
WISCONSIN**
City Of Parks

CITY OF MERRILL

Office of the City Clerk

William N. Heideman, City Clerk
1004 East First Street • Merrill, Wisconsin • 54452
Phone (715) 536-5594 • FAX (715) 539-2668
e-mail address: bill.heideman@ci.merrill.wi.us

City Clerk Report – February 25th, 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. Major focus on continuing preparations for the April 1st election.
3. Working with Ron Turner on making changes, additions and deletions to City website as requested/necessary.
4. Working on insurance related issues as necessary
5. On February 19th, attended 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 2/21/14

Lincoln House

C&D Excavating is progressing with demolition of the Lincoln House as weather permits. The majority of the building has now been raised and the debris will be hauled away. Something to be considered would be the removal of the west foundation wall and the basement slab which is really two slabs, one from the original hotel that burned and the second slab poured over the first when the present building was constructed.

For an additional \$11,000 the west foundation wall and both floor slabs could be removed which should make the property more attractive to a potential developer. This idea was brought to me by a Council member and I obtained a price quote.

New Fire Station Project

We continue to work out problems with the new building. The roof on the north and south ends of the building continues to leak and will have to be replaced this Spring due to construction deficiencies. We are withholding sufficient funds for this partial roof replacement. Cabinetry deficiencies are in the process of being corrected. The drain line from the building was found to be blocked by debris and failure to install a complete trap system resulted in sewer gases entering the equipment bay. The painting contractor who deliberately damaged an overhead door will be replacing the door at a cost of \$4000. The second course of blacktop will be laid down this Spring and the landscaping will be completed.

Walmart Project

Walmart is in the process of hiring 50 additional employees for the new store. In response to their initial advertisements they received 18 applicants, only 4 of whom showed up for the mandatory drug test.

New Development and Blight elimination

We are pursuing demolition orders on the DC Motors property (Paige Milk). Susan Ryman has been attempting to work with the owner to relocate his business but he has not been responsive.

Merrill Area Development Corporation

The promised move of Universal Industries to 201 S. Prospect St. will not be occurring. Darren Harrington is now looking for other possible tenants and has provided no explanation for why the promised move is not occurring.

This morning a large section of roof on one of the buildings at 201 S. Prospect St. collapsed under the snow load. The fire department responded because of the rupture of a 3" natural gas main. The building is one of those that is to be demolished by MADC. Unfortunately, this building shares a common wall with a building that was not to be demolished and this wall damaged by the collapse of the roof. The extent of the damage will have to be further assessed.

River Bend Trail

The Construction Committee met again and continues to meet on a regular basis. At the last meeting we addressed plans for reworking the bridge over the Prairie River just above its confluence with the Wisconsin River. Funds for this phase of the project have been secured and we are working with Agra Industries to perform the metal work on the bridge.

Rural Fire Contracts

On February 7, Dave Savone, Bill Bialecki, Tom Hayden and I again 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 still working to come to agreement on a contract. They did present us with a proposal that was short of our expectations. Hopefully we can wrap this up with one more meeting and bring a contract to the Council for approval.

Utilities

The extremely cold weather has resulted in frost depths that are causing water services to freeze. We have had crews working to thaw water lines on a daily basis. We have put notices up on all the doors in City Hall, run public service announcements on radio, had an article in the newspaper, placed a notice on our website and gone door-to-door telling residents to run their water until further notice. With a few days of warmer weather it is expected that freeze-ups will increase as people turn off their water in the mistaken belief that lines will not freeze when the temperature rises without understanding that it is the frost depth, not the daily air temperature, that causes the freezing lines.

Wellness

On February 11, Kathy Unertl, Kathy Seubert, Tom Hayden and I met with representatives of M3 and Security Health Plan to discuss moving forward with a wellness program for individuals on City health insurance. While the wellness program would be voluntary, it is in the best interest of the City and employees to participate. To that end either an incentive program in the form of a lower insurance premium for participants or a disincentive program of higher insurance premiums for non-participants is being looked at. The first year the program would include employees only and in the second year would include employee and spouse for those on a family plan.

Participants would be medically evaluated at no cost to them or the City, health goals would be established based upon the medical evaluation and realistic goals would be set for individuals, such as blood pressure improvement, weight loss, exercise programs, smoking cessation, etc. Attainment of the goals would be measured annually. Wellness programs not tied to financial reward or cost are seldom effective.

Street Dept.

On January 28th, Dick Lupton and I conducted interviews for a Street Dept. vacancy. We interviewed 5 individuals from more than 40 applicants. Our first choice was offered the position but turned it down after comparing our pay and benefits with what he was currently making at a local business. Our second choice accepted the offer and was sent for his pre-employment physical.

Merrill Video

So far this month I have had 3 conference calls with CGI personnel to discuss particulars of the Merrill video they are producing. We will have 3 one minute segments; 1) Introduction (brief history and location), 2) Quality of Life (Parks, healthcare facilities, schools, attractions, restaurants, events), and 3) Business, Industry & Economic Development (local businesses and industries, economic development initiatives, blight elimination, TIDs). I have been gathering photos to use in the video.