

CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
Tuesday, March 25, 2014 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. Consider vacation accrual schedule for Building Inspector/Zoning Administrator Pagel, effective April 1st upon his return to City employee status
4. Consider City donation policy drafted by City Attorney Hayden
5. Consider request from Fire Chief Savone to dispose of two pieces of equipment (Rescue 1 and Tender 5) that are being replaced
6. 2015 budget considerations
7. 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
8. Next Meeting
9. Public Comment

10. 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
11. The Committee may reconvene in open session for possible action(s) on closed session issues
12. 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:* _____

3-10-14

To: Common Council
Personnel and Finance Committee

From: Darin Pagel, Building Inspector

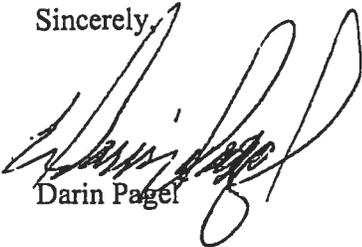
Dear Council and Committee Members,

In February, the Common Council approved Me returning to full time status, which I very much appreciate and would like to thank all of you for very much. I had assumed that I would be returned to my previous status of 11 years of service with 3 weeks of vacation as previously discussed. Recently, I received a letter from the City Administrator stating I would receive 2 weeks vacation. Upon discussing it with him, it was decided to bring it to the Personnel and Finance Committee.

The City Personnel Policy Handbook states "years of service" when calculating vacation, there are no statements in the policy about continuous "years of service" or requiring an employee to start over when a former employee returns. To my knowledge, there have been only two times that an employee has left employment and then returned at a later date, that is myself and an employee in the Clerk's office. The employee in the Clerk's office was returned to the same amount of vacation that had been accrued when she terminated full time employment. I can only assume she was given credit for years of service as stated in the Personnel Policies at time of return.

I am not requesting special treatment, only to be treated consistant with past practice and language in the Personnel Policies. Thank you for your consideration.

Sincerely,



Darin Pagel

PAID LEAVES

VACATIONS AND PAID LEAVES

12-1 ELIGIBILITY. Regular full-time employees are eligible for full leave benefits. Regular part-time employees, working twenty (20) or more hours per week (excluding summer recreation employees) are eligible for pro-rated leave benefits.

12-2 VACATION. The City accrues vacation on a monthly basis based upon anniversary date of hire. New employees are not allowed to take vacation time during their first six (6) months of employment.

The City believes that adequate time must be provided to employees annually for rest and relaxation. For this reason, all employees are encouraged to take their full allotment of vacation days each year.

Additional vacation time is not generally granted if the employee is sick during the vacation period. If, however, the employee becomes seriously ill and requires hospitalization, the Personnel & Finance Committee, upon recommendation of the department head or the City Administrator/Personnel Director may consider this as sick time and not vacation time.

12-2-1 *Non-union personnel including Police Support Positions.*

The following vacation schedule applies to all non-union City personnel (except for Administrative, Professional, Supervisory, Technical Personnel and police and fire non-union personnel working other than a standard 40 hour per week Monday through Friday schedule). A work week is defined as five working days.

1 st year of service	40 hours
2 nd to 8 th years of service	80 hours
9 th to 13 th years of service	120 hours
14 th to 17 th years of service	160 hours
18 th and after years of service	208 hours

 **12-2-2**

Administrative, Professional, Supervisory and Technical Personnel.

The following vacation schedule applies to all Administrative, Professional, Supervisory and Technical Personnel (except for police and fire non-union personnel working other than a standard 40 hour per week Monday through Friday schedule). A work week is defined as five working days.

1 st year of service	40 hours
2 nd to 6 th years of service	80 hours
* 7 th to 13 th years of service	120 hours
14 th to 17 th years of service	160 hours
18 th and after years of service	208 hours

12-2-3 Non-union police personnel (except Support Positions).

The Chief of Police reserves the right to determine the number of personnel on vacation at any one time in order to insure maximum protection and safety of the City. A work week for Police Department Supervisors working the same shift as union police personnel shall be defined consistent with the definition of the work week in the police union contract and this policy shall be applied consistent with the police union contract. Police supervisors, on a Monday-Friday, 40 hours schedule, have a five (5) day work week, said work week being defined as 40 hours. The vacation policy for the Police Department Supervisors is as follows:

1 st year of service	40 hours
2 nd to 6 th years of service	80 hours
7 th to 13 th years of service	120 hours
14 th to 17 th years of service	160 hours
18 th and after years of service	208 hours

12-2-4 Non-union fire personnel.

The Fire Chief reserves the right to determine the number of personnel on vacation at any one time in order to insure maximum protection and safety of the City.

1 st year of service	40 hours
2 nd to 6 th years of service	80 hours
7 th to 13 th years of service	120 hours
14 th to 17 th years of service	160 hours
18 th and after years of service	208 hours

12-2-5 When a holiday falls during an employee's vacation, he/she receives an additional day of vacation. This subsection does not apply to non-union police and fire personnel eligible for holiday pay.



City of Merrill Donations Policy

March 2014



1. General

In the event donations are made to the City for general or specific purposes, this policy shall serve as a guideline for handling such donations.

Donations may consist of cash or real or personal property. Real property donations shall be reviewed by the City Attorney, City Administrator and approved by the Common Council before such donations may be accepted.

Cash donations may be accepted by the City. When made for a particular department or service, the Finance Director shall ensure that the proper accounts are created and credited. If for general City purposes, donations \$5,000 or more will be reviewed by the City Administrator with recommendation to Personnel and Finance Committee on potential service allocation.

Donations of personal property may benefit, or be for the use of a specific department. If any conditions are attached to the donations, the City Administrator shall determine if the benefits to be derived warrant the acceptance of the donations.

The Finance Director will provide a quarterly report on fiscal status of donations to the Personnel and Finance Committee.

Seubert, Kathy

From: Savone, Dave
Sent: Friday, March 21, 2014 12:03 PM
To: Heideman, Bill
Cc: Seubert, Kathy; Johnson, David
Subject: Agenda Item

Bill

Can you please create an agenda item for the disposal of fire department equipment.

The fire department wishes to dispose of the current Rescue one and Tender five. Both of these pieces of equipment are being replaced with funding from the Bierman Family Foundation Grant secured by the Fire Department.

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





**MERRILL
WISCONSIN**
City Of Parks

CITY OF MERRILL

Police Department

6

Chief Kenneth J. Neff
Captain Corey A. Bennett

1004 East First Street • Merrill, Wisconsin • 54452-2586
Phone (715) 536-8311 • FAX (715) 536-5930

The following plan was prepared at the direction of the City Administrator and the Common Council. It is by no means a recommendation by the administration of the Merrill Police Department. Reductions in budget to the levels requested in the directive would dramatically affect the operations of the Police Department and the services offered to the community.

The Merrill Police Department can only reach reductions of 5% and 10% in the departmental budget by a sheer sacrifice of staffing levels. The budget items supporting operations would have to be sacrificed in whole, in order to reach the goal of these cuts. Simply stated, we cannot function at all without cars, fuel, and paper. Therefore we must examine staffing.

Staffing:

Before we can prioritize the positions to sacrifice, we must understand which positions are available to be eliminated. This is accomplished through the prism of permanency in the plan. Not eliminating (in whole) any primary facet of the department, moving forward with a reasonable facsimile of department operations, and not assuming any additional costs (potential contractual disputes/statute violations- see appendix B for reference). Understanding those principles the following three options exist:

- Demotion of Patrol Lt's to PO2 position, determined by seniority
- Elimination of Administrative Assistant position and certain public (front desk) functions such as CVR(Computerized Vehicle Registration)
- Dismissal (permanent and/or temporary) of Patrol Officers, determined by seniority

As stated prior, we will not eliminate whole facets of our Department in an attempt to maintain a reasonable facsimile of current operations. Therefore, the likely solutions would involve blending various levels of the three options above to attain the required reductions.

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Explanation of reductions in 4 stages:

The following reductions, whether at the 5% or 10% levels, would happen in two stages due to the applicability of unemployment compensation paid by the city in the first calendar year. As this cost would likely not exist in year 2, the amount of savings changes and the respective plan is slightly altered. (See appendix A for reference)

5% reduction in year 1

Year 1 reductions entail the demotion of the 2 least senior Patrol Lt's to PO2 level, the elimination of the Administrative Assistant position along w/ CVR revenue, the elimination of the least senior Patrol Officer position, and the partial year layoff of the next least senior Patrol Officer.

5% reduction in year 2 and beyond

Year 2 reductions include the stated reductions of year 1. However, 1 Patrol Lt. is returned to rank and the second least senior Patrol Officer is returned to full employment.

10% reduction in year 1

Year 1 reductions include the demotion of all 3 Patrol Lt's to PO2 level, the elimination of the Administrative Assistant position along w/ CVR revenue, and the elimination of the 3 least senior Patrol Officers.

10% reduction in year 2 and beyond

Year 2 reductions include the reductions indicated in year 1 with the exception of a Patrol officer being recalled and returned to full employment.

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Contingencies and considerations:

The previous reductions may also involve a change in the operational schedule in order to maintain adequate levels of service. As the City is contractually bound to the 12 hour shift system (see appendix C for reference), alterations would have to be attempted to the existing schedule at the beginning the next calendar year, prior to knowingly abandoning the 12hr shift system. Further, due to our current staffing levels getting matched with the level of calls for service over the last several decades, it is reasonable to assume that any reduction in Patrol will result in increased overtime. This is a reasonable assumption regardless of the schedule applied. Overtime increases cannot be effectively predicted due to the unpredictable nature of the level of calls for service. However, a base line cost increase could be anticipated, returning to the highest overtime budget in the last 10 years.

The likely increase in overtime costs, along with potential union contract disputes over "layoff" language (see appendix D for reference), may render the aforementioned options moot. In that case, the reductions will go deeper into the seniority list, as well as, draw from additional sources.

Respectfully submitted,

Corey Bennett, Captain

Kenneth Neff, Chief

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MERRILL POLICE DEPARTMENT Appendix A

Positions and associated costs				5% Cost Savings Plan		10% Cost Savings Plan	
Position	Total wages/benefits	Transitioned to PO2 wages/benefits	Demotion to PO2 savings	Yr 1 cuts to meet 5% (Unemployment Comp applies)	Yr 2 cuts and beyond to meet 5%	Yr 1 cuts to meet 10% (Unemployment Comp applies)	Yr 2 and beyond cuts to meet 10%
Patrol Lt 1	\$102,570.00	\$90,555.00	\$12,015.00			\$ 12,015.00	\$ 12,015.00
Patrol Lt 2	\$87,032.00	\$75,314.00	\$11,718.00	\$ 11,718.00	returned to rank	\$ 11,718.00	\$ 11,718.00
Patrol Lt 3	\$102,570.38	\$90,555.00	\$12,015.00	\$ 12,015.00	\$ 12,015.00	\$ 12,015.00	\$ 12,015.00
		Total	\$35,748.00	\$ 23,733.00	\$ 12,015.00	\$ 35,748.00	\$ 35,748.00
Position	Total wages/benefits Yr 2 savings	Unemployment est. costs-yr 1	Savings in yr 1 (Unemployment Comp applies)				
Adm Asst	\$67,527.00	\$19,240.00	\$48,287.00	\$ 48,287.00	\$ 67,527.00	\$ 48,287.00	\$ 67,527.00
Clerk 1	\$64,106.00	\$19,240.00	\$44,866.00				
Clerk 2	\$64,106.00	\$19,240.00	\$44,866.00				
PO	\$86,316.00	\$19,240.00	\$67,076.00				
PO	\$82,685.00	\$19,240.00	\$63,445.00			\$ 52,500.00	recalled to work
PO	\$70,082.00	\$19,240.00	\$50,842.00	\$ 3,000.00	recalled to work	\$ 50,842.00	\$ 70,082.00
PO	\$68,685.00	\$19,240.00	\$49,445.00	\$ 49,445.00	\$ 68,685.00	\$ 49,445.00	\$ 68,685.00
CVR Revenue	\$ (12,500.00)			\$ (12,500.00)	\$ (12,500.00)	\$ (12,500.00)	\$ (12,500.00)
				\$ 111,965.00	\$135,727.00	\$224,322.00	\$ 229,542.00

(=) partial layoff to reach stated savings

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Appendix B

Wisconsin Legislature: 62.13(5m)

(5m) DISMISSALS AND RE-EMPLOYMENT.

(a) When it becomes necessary, because of need for economy, lack of work or funds, or for other just causes, to reduce the number of subordinates, the emergency, special, temporary, part-time, or provisional subordinates, if any, shall be dismissed first, and thereafter subordinates shall be dismissed in the order of the shortest length of service in the department, provided that, in cities where a record of service rating has been established prior to January 1, 1933, for the said subordinates, the emergency, special, temporary, part-time provisional subordinates, if any, shall be dismissed first, and thereafter subordinates shall be dismissed in the order of the least efficient as shown by the said service rating.

(b) When it becomes necessary for such reasons to reduce the number of subordinates in the higher positions or offices, or to abolish any higher positions or offices in the department, the subordinate or subordinates affected thereby shall be placed in a position or office in the department less responsible according to the subordinate's efficiency and length of service in the department.

(c) The name of a subordinate dismissed for any just cause set forth in this section shall be left on an eligible reemployment list for a period of 2 years after the date of dismissal, except that if the dismissal was for disciplinary reasons the subordinate may not be left on an eligible reemployment list. If any vacancy occurs, or if the number of subordinates is increased, in the department, the vacancy or new positions shall be filled by persons on the eligible reemployment list in the inverse order of the dismissal of the persons on the list.

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Appendix C

Excerpt from 2014-2015 Agreement between City of Merrill and Merrill Professional Police Association

ARTICLE 4 - HOURS

The work schedule shall be 2 days on duty, followed by 2 days off duty followed by 3 days on duty, followed by 2 days off duty, followed by 2 days on duty, followed by 3 days off duty, on a continuing 2-2, 3-2, 2-3 schedule. The schedule allows alternating weekends, Friday, Saturday and Sunday off. The work day shall be 12 hours in length. Overtime shall be paid or compensatory time be given for all hours which are worked in excess of the regular 12 hour day or the regular 2-2, 3-2, 2-3 schedule. Since officers will be scheduled to work an average total of 2190 hours per year, City will provide each officer working this schedule an additional 110 hours of Kelly time. Additionally, all Patrol Officers will receive 16 hours of Kelly time and in cases where an officer has 18 years of service, he/she will receive 8 additional hours of Kelly time, for a total of 24 hours after 18 years. All Kelly time shall be used within the calendar year received.

INVESTIGATOR/SRO: The SRO and Investigator's work week will be 5 days on followed by 2 days off. Each shift will be 8 hours in length. Additionally the SRO and Investigators will receive 32 hours of Kelly time and in cases where an officer has 18 years of service, he/she will receive 48 hours of Kelly time for a total of 48 hours after 18 years. All Kelly time shall be used with the calendar year received.

Officers will be entitled to a 30 minute lunch break and two 15 minutes breaks during their 12 hour shift. Officers will remain available for calls during their lunch/breaks.

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Police Department

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Captain Corey A. Bennett

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Appendix D

Excerpt from 2014-2015 Agreement between City of Merrill and Merrill Professional Police Association

ARTICLE 28 – STAFFING

In consideration of implementation of combined dispatch service between the City of Merrill and Lincoln County, the Captain, the Investigative Lieutenant, and Investigator(s) will not count toward patrol minimum staffing requirements.

Nothing in this Agreement constitutes the establishment of a minimum staffing requirement for the Police Department and any decision regarding the filling of vacancy on a shift shall be determined by the Police Chief or designee for each specific shift, in accordance with the collective bargaining agreement.

Despite the language in Article 3 of this agreement, there shall be no layoffs during the term of this contract, and the City shall maintain current staffing levels during this contract term.

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Merrill Fire Department 2015 Potential Budget Cuts

2014 Net		Potential Reductions	
		5%	10%
Cost			
\$1,178,714		\$58,936	\$117,871
SCBA required NFPA testing annually for the next ten years	Due to Bierman Grant we had the vendor included these items for the next ten years	\$ 2,000.00	\$ 2,000.00
Apparatus Maintenance	Due to Bierman Grant we will have three new apparatus that will not need as many repairs in year one	\$ 2,000.00	\$ 2,000.00
Fuel	Due to Bierman Grant new apparatus will be more fuel efficient	\$ 750.00	\$ 750.00
Public Education to the school Children (supplies and lunches)	Eliminate the school fire safety education program and eliminate the supplies needed.	\$ 1,000.00	\$ 1,000.00
Reduce Minimum manning to 4 1/2	Keep Minimum manning at five during peak times. Hire three part time /paid on premises FF's during peak times. No interior firefighting during four FF manning periods, until additional personnel from call backs or mutual aid arrive. Not as safe for the citizens and firefighters. Would require laying off three firefighters	\$ 57,000.00	
Reduce minimum manning to 4	Reduce minimum manning to four. No interior firefighting during minimum manning periods, until additional personnel arrive from call back or mutual aid. Not safe for the citizens and the firefighters. Would require laying off three firefighters		\$ 115,000.00
		\$ 60,750.00	\$ 118,750.00
		\$ (1,814.30)	\$ (878.60)

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

Merrill Parks & Recreation Budget Reduction Ideas

I have been asked to prepare (very quickly) a list of budget reductions to reflect what changes might look like in our department (or services) using a 5% model and a 10% model. The 5% model would equate to reducing our budget by \$28,451.00 and the 10% model would equate to \$56,900.00. ***I do not in any way/shape/form endorse these reductions as I would rather utilize "other means" to achieve more harmony within our municipal budget.***

5% Budget Reduction: \$28,451.00 elimination

*Eliminate all outdoor ice rinks with the exception of Normal Park. Includes outdoor rinks at Ott's Park, MARC, Lions, Memorial/6th St. Cost savings would include staffing at Lions & Memorial, heating in warming houses in Memorial and Lions, water for flooding rinks, fuel for flooding, brooming, and plowing, and clean up associated. **ESTIMATED COST SAVINGS: \$5,000**

*Eliminate weed control measures for MARC and other parks. **ESTIMATED COST SAVINGS: \$3,000**

*Eliminate irrigation to athletic fields that currently have capabilities (Athletic, Marc Varsity Soccer Field) **ESTIMATED COST SAVINGS: \$2,500**

*Reduce amount of exterior maintenance from current practices: mow less area in the parks and mow less often, drag baseball fields less often, reduce number of small park projects. **ESTIMATED COST SAVINGS: \$3,000**

*Eliminate Labor Day Parade and festivities (or give responsibilities to a labor organization or another entity) **ESTIMATED COST SAVINGS: \$10,000**

*Eliminate flower bed and basket watering. Saves wages, fuel, water, vehicle maintenance, etc. **ESTIMATED COST SAVINGS: \$5,000**

10% Budget Reduction: \$56,900.00 total elimination (\$28,449 in additional reductions added onto the list above)

*Do not build a new outdoor pool facility. **ESTIMATED COST SAVINGS: \$50,000+ PER YEAR**
This one would hurt as I would love to see a new outdoor pool constructed, but if we are going to continue with the current budget philosophy/trends, we will not be able to continually reduce and/or offset enough funding to support this each year. **OR . . . The following reductions could be substituted**

*Eliminate any weekend snow removal measures and consider as "non-essential" – our areas and responsibilities do not include public streets and can be handled within 48 hours after a snow event **ESTIMATED COST SAVINGS: \$3,000 *varies year to year but always a need in northern WI**

*Eliminate weakest performing recreation programs. Saves staff time, supplies, planning staff time, etc. **ESTIMATED COST SAVINGS: \$5,000**

*Reduce advertising for events, programs, happenings. **ESTIMATED COST SAVINGS: \$5,000**

*Cap number of Summer Playground registrants to eliminate one staff per age level. Reduces staff wages and supplies. **ESTIMATED COST SAVINGS: \$7,000**

*Eliminate lowest performing special events (defined by either number of participants or revenue). Those could include events such as 30+ year Colorama Bike Ride, Family Fun Nights, 5th Quarters, Business & Trade Show, etc. **ESTIMATED COST SAVINGS: \$10,000**

*Reduce funding for recreation programs. We would simply offer less programs to save on staffing, supplies, planning, etc. **ESTIMATED COST SAVINGS: \$5,000**

Dan Wendorf
Parks & Recreation Director
City of Merrill

**General Fund
City Attorney**

The City Attorney budget for 2014 is \$187,826 from the General Fund, of which \$12,500 is non-salary/benefit related for the City Attorney and Administrative Assistant, which is 6.65% of the total.

The only non-salary/benefit items are:

\$2,500 – Outside legal services

\$250 – Telephone

\$1,200 – E-Time – WI DOT

\$1,000 – Office supplies

\$500 – Postage

\$1,000 – Copier

\$300 – Filing Fees

\$2,750 - Education/conference

\$2,000 – West Law on-line

\$1,000 – Operating supplies

A 5% reduction would be \$9,391.30

A 10% reduction would be \$18,782.60

The only way to achieve a 5 % cut would be to take it all from the non-salary/benefits, and the only way to achieve a 10% cut would be by cutting all non-salary/benefit items and taking the rest from salary/benefits, which would require a pay cut.

CITY OF MERRILL 2014 Budget -

NET COST AND POTENTIAL REDUCTIONS

Finance Director/Treasurer & Clerk-Treasurer Staff

As detailed below, the majority of the budget is for Personnel Services. Non-personnel accounts are limited and reflect centralized operational expenses (such as Xerox machine, checks and related fiscal forms, and operational supplies).

Over the past five years, there has been better cost allocation to Water and Sewer Utility and Tax Increment Districts (TIDs). It is unrealistic to project additional cost allocations. Thus, potential reduction in Clerk-Treasurer staff hours (i.e. two part-time employees) may be the only potential reduction option. However, this would adversely impact upon City fiscal management. Further, there would need to be serious policy consideration of eliminating the current six installment payment option for property tax collection.

Department	2014				Potential Reductions		Expenditures			
	Expenditures	Revenues	Non-Dept. Revenues	2014 Net Cost	5%	10%	Personnel Services \$	%	Non-Personnel \$	%
TIDs										
Clerk/Treasurer Staff*	\$140,755	\$2,200	\$67,166	\$71,389	\$3,569	\$7,139	\$139,755	99.29%	\$1,000	0.71%
Treasurer/Finance Director*	\$119,376	\$17,995	\$19,200	\$82,181	\$4,109	\$8,218	\$89,976	75.37%	\$29,400	24.63%
Total	\$260,131	\$20,195	\$86,366	\$153,570	\$7,679	\$15,357	\$229,731	88.31%	\$30,400	19.80%
TIDs										
*All positions have some additional Personnel Services expenses directly allocated to Water and Sewer Funds.										
This department is averaged since varying annual expenses. If reduced, a General Fund Transfer would be required every other year.										
Elections (Averaged)	\$31,500			\$31,500	\$1,575	\$3,150	\$18,461	58.61%	\$13,039	41.39%
All the following are contractual obligations, so unrealistic to have any reductions:										
Assessment of Property	\$31,900			\$31,900	\$1,595	\$3,190	\$0	0.00%	\$31,900	100.00%
Independent Auditing	\$15,500			\$15,500	\$775	\$1,550	\$0	0.00%	\$15,500	100.00%
Insurance/Employee	\$285,000			\$285,000	\$14,250	\$28,500	\$0	0.00%	\$285,000	100.00%
City Sealer	\$4,000			\$4,000	\$200	\$400	\$0	0.00%	\$4,000	100.00%
Hydrant Rental (PSC Rate)	\$114,540			\$114,540	\$5,727	\$11,454	\$0	0.00%	\$114,540	100.00%
Economic Development**	\$19,700			\$19,700	\$985	\$1,970	\$0	0.00%	\$19,700	100.00%
Total (Contractual)	\$470,640	\$0	\$0	\$470,640	\$23,532	\$47,064	\$0	0.00%	\$470,640	100.00%

**Additional \$3,500 for 2014 (and increasing amounts in future years) allocated/paid by various Tax Increment Districts (TIDs).



CITY OF MERRILL

Street Department

315 East First Street • Merrill, Wisconsin • 54452

Phone (715)536-4222

March 17, 2014

To: Mayor Bialecki
& City Council Members

I am writing this letter in response to the councils request for the departments to look for a 5% to 10% saving in the Street Department budgets. The Street Department strives to give the City and its taxpayers the most for their money. There are several places in the Street Department budgets that not only do we propose that we can save money in 2015 budget but steps have been taken to assure that we will be saving money in the 2015 budget.

The Christmas Decoration budget can be lowered by \$8,000. We made the last payment on the new Christmas decorations in January of 2014, so the money in the budget for this payment is not needed. Before we purchased our own decorations the city was paying \$8,000 annually to rent Christmas decorations. In addition the new decorations are LED lights so they use 80% less electricity than the old decorations.

The Recycling budget can be lowered by \$9,500 that is the amount for tipping fees in the 2014 budget. In addition we will be receiving \$20 per ton revenue for our recyclables. I estimate that we can receive \$8,000 plus annually for our recyclables.

The Garbage budget will see a savings in direct response to the increase in recycling. For every additional ton of recyclables we collect the City saves \$56 in landfill tipping fees. If we collect an additional 2 to 3 tons of recyclable a week the savings will be about \$7,500. If we recycle 20% of what we currently haul to the landfill the savings could be \$15,000 to \$20,000 annually. Recycling 15 to 20 percent of what we currently landfill is a realistic goal.

Another place we have been working on reducing the budget is in the street lighting budget. In the last couple of years we have been changing over the city owned street lights from a monthly charge to a metered system. By doing this the city is only charged for the electricity used to operate these lights. Once the project at the E Main St & Pine Ridge Ave intersection is completed and the four street lights on 800 block of E Main Street have been replaced all of the city owned street lights will have been changed over to the metered system. In addition to this we have changed several areas of the city over to LED street light heads. These upgrades to the street lights were estimated to have an annual savings of over \$8,000 annually.

Christmas Decoration Budget	59% annual savings
Garbage and Recycling Budget	5.5% to 9.5% annual savings
Street Lighting Budget	4% annual savings

The annual savings from these budgets is between \$41,000 and \$59,000. That is an overall budget savings of 2.5% to 3.5%.



CITY OF MERRILL

Street Department

315 East First Street • Merrill, Wisconsin • 54452

Phone (715)536-4222

I have reviewed the rest of the Street Department budgets and I feel I cannot justify a 5% to 10% cuts in these budgets. These other budgets are all related to the maintenance of the City's infrastructure and vehicles. A 5% to 10% budget cut would be detrimental to the City's assets and to public safety. At the current time I feel that the Street Department is below the minimum staffing and funding required to fully perform all the duties required of this department.

The only way to cut the rest of these budgets is to reduce the amount of maintenance being done to the City's infrastructure and vehicles. I do not feel this is a viable option for the City of Merrill or its taxpayers.

Sincerely,

Dick Lupton
Merrill Street Commissioner

**General Fund
City Administrator**

The City Administrator budget for 2014 is \$98,875 from the General Fund, of which \$2,600 is non-salary/benefit related, which is 2.7% of the total.

The only non-salary/benefit items are:

\$650 – telephone

\$450 – office supplies

\$250 – mileage

\$1250- education/conference

A 5% reduction would be \$4,943.75

A 10% reduction would be \$9,887.50

The only way to achieve either of these percentage cuts is from salary/benefits and the four items listed above.

Merrill Area Community Enrichment Center

Potential Reductions

Potential Reductions;	\$101,505 Expenditures	
	5%	\$5,075
Personal Services;	5%	94.61%
Non-Personal;	5%	5.39%
Potential Reductions;	10%	\$10,151
Personal Services;	10%	94.61%
Non-Personal;	10%	5.39%

Consideration for Potential Reductions;

2014 - The center currently is open Monday - Friday; 8:00 am - 4:30 pm.

Merrill Area Community Enrichment Center current staff is one full-time Director, one part-time Activity Assistant 32 hr. a week.

2015 - The center would remain open Monday - Thursday; 8:00 am - 4:30 pm. Friday closed.

This would be a reduction of staff;

40 hr. work week reduced to **32 Hr. work week for Director;**

Reduction - \$8,320.00 approx. not including benefits

**Merrill Area Community Enrichment Center
"Celebrating Life"**

*Our Mission Statement;
To serve mature adults and people in need;
To bring people of all ages together with compassion and
A welcoming spirit;
To show respect and honor differences.*

Jane A. Deau, Director
Lorri Vandre, Activity Assistant
Kathy Olson, Mind Joggers Instructor
Senior Aide
Volunteers

The Merrill Area Community Enrichment Center takes great pride in reaching out to those in need. Our center continues to change as the needs change. Look for some wonderful additions to our center in 2014. We are proud to announce a shuttle van to assist with transportation outside the Merrill Area. This will offer a wonderful opportunity to grow through educational programs offered outside the area.

Also in 2014 you will see an educational and social time at the center offered with a meal. Thursdays will be set aside for a noon meal and social time to follow. We are hopeful to have the first meal served in March.

Through the generous donation from the Bierman Family Foundation we will be offering educational outings, trips, specialized art classes and a wonderful meal to be served through the center to assist those in need throughout our community. We are also hoping to share a weekly lunch during the summer months for children.

**MERRILL AREA COMMUNITY
ENRICHMENT CENTER
CALENDAR
2014**

January;
Red Hatter's Anniversary
Happy New Year Dinner and Bingo

February
Sweetheart Dinner, Photo Shoot and Bingo
"One Stroke" Art Classes Begin
AARP Tax Assistance - Phone 211

March

"Community Table" Meal Program begins - Every Thursday

St. Patrick's Dinner and Bingo

AARP Tax Assistance - Phone 211

Monthly Outings

April

Spring Gathering Dinner and Bingo

AARP Tax Assistance

Monthly Outings

May

Older American Month Celebration

Luau Party, Dinner and Bingo

Monthly Outings

Father and Daughter Dance

June

Summer Picnic "Fish Boil" in the

Park and Bingo

Leaf Casting Classes - "Leaf Casting Classes" Leaf Casting Classes are offered through the MACEC June through September depending on the quality of our leaves.

Monthly Outings

July

Picnic "Fish Boil" in the Park and Bingo

Leaf Casting Classes

Monthly Outings

August

Summer Picnic "Fish Boil" in the Park and Bingo

Leaf Casting Classes

Relay for Life

Monthly Outings

Crazy Days

September

Special Dinner and Bingo

"Caring for those we love"

Monthly Outings

October

Adult Expo

Fall Dinner and Bingo

Annual Attic Sale

Monthly Outings

November

Thanksgiving Day Dinner

Christmas Craft Fair

Monthly Outings

December

Christmas Gathering and Bingo

Sharing Christmas Spirit

Volunteer Opportunities

Through the dedication and hard work of our 110+ volunteers we are able to 'give back' to the community. The list of opportunities is endless and more volunteers are always welcome.

Multi - generational Programs

- Playing games, doing crafts & interacting with school children of all ages
- Reading to pre – school children
- Help with activities for 'special needs' children

Telephone Reassurance Callers phone home -bound 365 days a year

- Security blankets and tote bags for children
- Crochet squares for afghans
- Knit mittens and scarves for children
- Cancer scarves and chemo blankets
- Quilts - cutting squares, assembling and sewing

Entertaining for Center Gatherings

- Playing piano or other instruments
- Singing
- Storytelling

Sharing a special talent, Crafts

- Teaching or assisting craft classes
- Work on completing fundraising craft projects

Transportation

- Delivering meals on Thanksgiving Day
- Delivering meals /gifts for 'Sharing Christmas Spirit'

General Helping at the Center

- Event preparation & set -up
- Helping in the kitchen
- Serving for events
- Assembling or delivering monthly newsletters • Craft shop inventory and cleaning

Support Groups;

ALASO — Always loving and Supporting others. ALASO group will meet at the MACEC at 1:00 p.m. the first Thursday of every month. ALASO will also be held the 4th Tuesday of the month at 6:00 p.m. in the cafeteria area at Ministry Health Center Good Samaritan in Merrill. Each meeting focuses on dealing with losses and life changes that significantly impact a person's life loss of health, relationships, employment, "home" control, identity, potential hopes and dreams. There are many types of loss but there is life beyond the pain. Recovering from loss doesn't mean forgetting but knowing that others have lost and survived allow us to heal as well. No one is alone in this life ... we are here to listen and to care. Women of all ages are encouraged to attend. Contact Jane at 715 - 536 -4226 for meeting times and more information.

Merrill Area Community Enrichment Center 2014

Thanksgiving Day Dinner; St. John's Church of Merrill hosted the Annual Thanksgiving Day Dinner 2013. This could not have happened if not for the wonderful volunteers who came forward to give of their time the week of Thanksgiving to prepare the turkeys and all the fixings! In all, 20+ volunteers assisted at the church and 22 volunteer drivers delivered over 220 meals. A warm and most grateful heart felt "Thank you to everyone who helped make this holiday season brighter for those in our community. Your kindness and generosity are greatly appreciated by all!

"Sharing Christmas Spirit" 2013 . For the past 13 years the center has been providing meals and gifts for adults in the Merrill Community who would be spending the Christmas Holidays alone. With the help of 45+ volunteers assisting with shopping, preparing meals, wrapping gifts and delivering the boxes this project has been a huge success. Each year the number of recipients grows ... 125 in 2012 to 149 in 2013. We can't thank the community and private donors enough! It is through their generosity that we are able provide for those in need and those who are alone. Thank you just isn't enough ... but that is all we have!

ABLE Bodies Balance

Training program pleased to offer ABLE Balance Training at the Center.

Classes will be held for 16 weeks on Mondays from 9:30 10:30 am. Each class will include activities to help improve flexibility, posture and core stability, strength, balance, mobility and endurance. Much of the class can be done from the seated position. Jane Francoeur, an experienced educator and exercise instructor, Francoeur is a National Exercise Trainer. Certified in group exercises and CPR. For more information to reserve your spot you can phone the center at 715 - 536 -4226. Class donation is \$4.00 per session

MACEC; Special Projects

Since, 2002, the MACEC has created over 8,000 handmade items that have been made their way as far as Iraq, Afghanistan and Nassau in the Bahamas! It doesn't stop there! Each year volunteers work from their homes and the center to create the much needed items for local hospitals, nursing homes as well as veterans homes. Donated items include children's security blankets, tote bags with coloring books and crayons, chemo quilts and scarves and pillows. "Comfort quilts" are also donated to patients in palliative care units to provide comfort for the patients, as well as their families. The most recent project has been wheelchair totes and walker totes for the veterans and local homes. If you would like to be a part of our team of volunteers stop in and we will be happy to get you started! This project is made available through the financial support from the local Eagles Club of Merrill, Lions Club and private donations.

Mind Joggers Class The Merrill Area Community Enrichment Center will be hosting a Mind Jogger Class in April 2014. The class was created to offer you the opportunity to sharpen your memory skills. Mind jogger incorporates exercise, nutrition, social and mental activities for people of all ages. The class will cover topics such as learning styles, strategies for memory improvement, brain dominance, stress, optimism and humor! For more information call the center at 715 - 536-4226 for dates and times.

"National Memory Screening Day" will be held in November 2014. If you have concerns or would like more information please watch for dates and times for your free Memory Screening Supported by Ministry Good Samaritan Health Center.

Lifetime Achievement Award The Wisconsin Assoc. of Senior Centers recently held its annual conference in Stevens Point with more than 80 directors in attendance. Also present was Bob Kellerman, Executive Director of the Greater Wisconsin Area Aging Resources who awarded Jane Deau, Director of the Merrill Area Community Enrichment Center with the Lifetime Achievement Award for her years of service to the older adults in the State of Wisconsin. The Wisconsin Association of Senior Centers also recognized Deau for her years of service to the state Association, having been on the board of directors for 20 years and serving as president in 1993-1995 and 2011 - 2013. Through the years, Deau has been known for creating new programs, grant writing and the willingness to help others. The MACEC was first in the state to offer a Social Respite Program, changing its name from being a Senior Center to an Enrichment Center and also known for being the center that gives more back to the community through the use of volunteers and special projects than any other in the state. "I have been blessed to have worked in this field since 1973 ". Starting while still in high school at Pine Crest Nursing Home and ending her career at the MACEC. Deau will be retiring mid -year 2014 with over 35 years in the field of aging.

Holiday Greeting Cards to our Service Men and Women. In 2013 we hit our all time high of 3,650 cards! Thanks to all the help from Nancy Wilde, Betty and her ladies in Woodruff and the wonderful volunteers here at the center. We would certainly like to

thank the community for their wonderful donations of cards to help us support this project!

The MACEC recently received the Golden Eagle Grant. The grant funding is used to purchase all of the materials needed for our "Caring Heart Project ". We are forever grateful for their continued support.

Craft Shop

Multigenerational Programs

Kate's Kids "Special Friends" Several years ago we asked a group of "special friends" to attend our center and participate with our volunteers in special projects. Here we are 15 years later still spending quality time with our "special friends ".

If you would like to volunteer your time and talents with school age children just give us a call. We have several opportunities throughout the year.

Merrill Area Community Enrichment Center Directory General Activities at the Center

Coffee hour	Daily
Telephone Reassurance	Daily
7 days a week Resource Center	Daily
Sheephead	Weekly
Bridge Club	Weekly
Hand and Foot	Weekly
Art Classes	Weekly
Craft Classes with Lorri	Weekly
Quilting Club	Weekly
Educational Programs	Monthly
Multi- Generational Programs	Monthly
Computer Classes	Monthly
Support Groups	Monthly
Book Club	Monthly
Walking Club	Seasonal
Writer's Club	Weekly
Leaf Casting Classes	Seasonal
"Get Away Days"	Monthly
"Community Table" Meal Program	Weekly

Crafts with Lorri

Watch our monthly calendar for special craft projects created at the MACEC. Classes include scrapbooking, bowling pin decorations and so much more. Call Lorri at 715 536 -4226 for upcoming projects. Classes will run all year round with seasonal ideas to brighten your space!

We are so excited to introduce "One Stroke" Painting class for the first time in the Merrill area starting in February 2014.

So many wonderful programs to serve you, the Merrill Area! Stop in and visit the Merrill Area Community Enrichment Center in the lower level of Merrill City Hall and discover one of the many treasures waiting for you to discover!

City Hall Maintenance Budget

Mandated Maintenance: Yearly Elevator Inspection/Permit Fee - State

Hydraulic Test on Elevator – State

At the least bi-monthly service inspections by 3rd party company as required by State.

Steam/Hot Water Boiler Inspection/Permit Fees (Every three years.) - State

Seasonal Snow and Ice Removal – City Ordinance

Seasonal Grass Cutting – City Ordinance

Maintenance – 5% and 10% Reductions from Budget

5% Reduction

Take funds from: Janitor Supplies (Would mean a cut back in cleaning and paper products for building.)

Repair/Maintenance Supply (Not doing yearly equipment start up checks on boilers, other equipment. Only fixing high priority items.)

Building Improvements (No more landscaping, or any upgrades of building items.)

10% Reduction

Staff Reduction (Would mean reduction in what maintenance staff would be capable of doing or going to a cleaning schedule of what will be done on what days.)

Going to outside cleaning service. (Would still need to keep one person for maintenance items, there would be an extra charge through a service for changing lights or ballasts and so on. There also may be an issue with Probation & Parole and Police Dept. concerning a services employees.)

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2014 MERRILL MUNICIPAL COURT

	JANUARY	FEBRUARY	YTD
INITIAL APPEARANCES (Docket)			
1. Total Citations	167	47	214
2. Adult Citations	154	47	201
3. Juveniles Citations	13	0	13
4. Not Guilty Pleas (potential trials)	19	11	30
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	149	76	225
GOOD CAUSE/INDIGENCY HEARINGS			
1. # Days Hearings Held	2	2	4
2. # Citations Summoned	48	45	93
3. # Citations Scheduled for Status Hearings or Payment Plans	55	51	106
WRITS ISSUED			
1. # Citations	8	9	17
FINANCIALS			
1. Amount Collected (Reported to State)	\$12,066.43	\$23,246.48	\$35,312.91
2. Amount Paid to County & State	(\$4,347.45)	(\$8,633.87)	(\$12,981.32)
3. Forf & Cost Retained by City	\$7,718.98	\$14,612.61	\$22,331.59
4. Add. Misc. fees collected	\$0.00	\$0.00	\$0.00
5. Add. Forf. Receipts from LCCC	\$0.00	\$0.00	\$0.00
6. Total Revenue to the City	\$7,718.98	\$14,612.61	\$22,331.59
7. Municipal Court Expenses	(\$8,229.72)	(\$3,668.13)	(\$11,897.85)
8. Net Revenue to City	(\$510.74)	\$10,944.48	\$10,433.74
9. Restitution Collected	\$212.87	\$948.46	\$1,161.33



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

76

Date: March 19th, 2014

To: Personnel and Finance Committee

From: Kathy Unertl, Finance Director *Kathy Unertl*

RE: February/March Activities & 12/31/2013 Non-Lapsing Account Balances

2013 Audit: Schenck auditors were here the week of March 17th for final 2013 audit field work. Thanks to all City staff involved in the audit preparation.

I will be reviewing draft reports as soon as available. Various audit reports to Wisconsin Public Service Commission (PSC) and Wisconsin Department of Revenue will be submitted electronically by State deadlines.

12/31/2013 Non-Lapsing Account Balances: Attached is 12/31/2013 information.

2014 Tax Collection and Budget Fiscal Status – On-Going: Clerk-Treasurer staff continues with on-going property tax collection process. This is priority through early July tax settlement process.

Attached is brief overview of fiscal impacts of severe winter weather – Street Department Overtime and City Building electrical/natural gas expenses. I have also attached Utility Superintendent Kim Kriewald's report for the 3/19/2014 Water & Sewage Committee.

I will continue to monitor and will provide updated mid-year 2014 fiscal status information. **Bottom-line:** The City and Utility finished 2013 in strong fiscal positions. Both Water and Sewer had minimal 2013 capital projects. The likely biggest impact will be on Sewer Fund and that fund's ability to transfer additional dollars into the Sewage Replacement Fund to reduce potential future borrowing requirements.

Economic Development, RDA, and TIF Issues: Continued economic team involvement in responding to numerous inquiries related to development, redevelopment, and potential TIF assistance. Key team priority is marketing of former Lincoln House site for redevelopment.

City of Merrill	Reserved and Designated Fund Equity					
					As of 12/31/2013	
	Balance	12/31/12	2013	2013		12/31/13
Description	Sheet #	Balance	Revenues	Expenses		Balance
2% Fire Dues	26-31-5223	\$52,270.89	\$27,736.06	\$22,075.60		\$57,931.35
LC Emergency Man. Grant	26-31-5800	\$0.00	\$557.52	\$0.00		\$557.52
Fire Department Donations	26-31-5711	\$78.32	\$0.00	\$0.00		\$78.32
Fire Prevention Donations	26-31-5815	\$1,695.00	\$0.00	\$1,606.61		\$88.39
Firefighters Memorial Donations	26-31-5224	\$0.00	\$22,876.96	\$11,066.34		\$11,810.62
State Grant - Fire Department (Act 102)	26-31-5222	\$6,778.86	\$6,269.19	\$1,419.10		\$11,628.95
EMS - Paramedic Grants/Donations	26-31-5712	\$0.00	\$107,396.00	\$98,259.25		\$9,136.75
DARE Account - Program	26-31-5210	\$4,177.13	\$1,645.00	\$2,891.55		\$2,930.58
Police Department Donations Account	26-31-5710	\$126.15	\$500.00	\$0.00		\$626.15
Police Technology (Court Bonds)	26-31-5213	\$14,509.73	\$12,300.00	\$13,608.55		\$13,201.18
School Safety Patrol	26-31-5215	\$1,988.37	\$1,320.00	\$1,387.12		\$1,921.25
NORDEG Investigations	26-31-5313	\$3,956.19	\$11,743.19	\$14,027.18		\$1,672.20
Police Vehicles/Equipment	26-31-5314	\$38,956.22	\$9,598.44	\$12,874.25		\$35,680.41
Vehicle Forfeitures	26-31-5315	\$1,215.00	\$0.00	\$0.00		\$1,215.00
Community Recognition	26-31-5523	\$108.55	\$0.00	\$0.00		\$108.55
Mind Joggers (&Our Time) Programs	26-31-5522	\$5,177.79	\$2,000.00	\$3,667.65		\$3,510.14
Intergenerational	26-31-5541	\$0.00	\$0.00	\$0.00		\$0.00
Memorials	26-31-5545	\$1,544.71	\$200.00	\$0.00		\$1,744.71
Senior Olympics	26-31-5550	\$6.37	\$0.00	\$0.00		\$6.37
Senior Activities	26-31-5530	\$2,841.20	\$4,369.96	\$5,919.01		\$1,292.15
Quilting Project	26-31-5531	\$0.00	\$1,559.00	\$1,403.38		\$155.62
Senior Crafts	26-31-5535	\$1,253.19	\$3,222.44	\$3,272.90		\$1,202.73
Senior - Sharing Christmas	26-31-5537	\$2,915.78	\$7,955.00	\$8,916.00		\$1,954.78
Senior -125th Birthday Cookbook	26-31-5536	\$0.00	\$0.00	\$0.00		\$0.00
Library State Aid	26-31-5401	\$2,762.56	\$0.00	\$940.85		\$1,821.71
Library Cross-County Borrowing	26-31-5415	\$18,567.01	\$1,188.16	\$4,756.45		\$14,998.72
Library - Photocopier	26-31-5425	\$2,126.18	\$8,094.50	\$5,748.38		\$4,472.30
Library - Vending Machines	26-31-5450	\$0.00	\$0.00	\$0.00		\$0.00
Library - Memorial Books	26-31-5455	\$13,931.02	\$8,041.14	\$10,104.53		\$11,867.63
Airport F84 War Memorial	26-31-5355	\$1,503.62		\$97.20		\$1,406.42
Airport Marketing/Airport Days	26-31-5351	\$0.00	\$1,155.50	\$1,155.50		\$0.00
Airport Special Rev (Improvements)	26-31-5352	\$15,036.91		\$13,648.90		\$1,388.01
Airport Improvements	26-31-5353	\$0.00				\$0.00
Transit - Blue Bird & Donations	26-31-5520	\$10,951.00				\$10,951.00
MARC Improvements	26-31-5360	\$0.00	\$0.00	\$0.00		\$0.00
City Forest - Timber Sales	26-31-5375	\$0.00	\$118,915.03	\$15,606.64		\$103,308.39
Bike Route	26-31-5367	\$10,000.00				\$10,000.00
Parks Events: Lager Barleyfest	26-31-5361	\$5,469.74	\$20,914.26	\$17,323.50		\$9,060.50
5th Quarter	26-31-5362	\$1,344.23	\$5,498.00	\$6,435.00		\$407.23
Normal Park Improvements	26-31-5363	\$0.00	\$988.92	\$0.00		\$988.92
Riverside Grant Improvements	26-31-5365	\$0.00				\$0.00
Wendorf Memorial Donations	26-31-5366	\$4,878.00	\$0.00	\$0.00		\$4,878.00
Park Endowment (Summer Stride)	26-31-5368	\$0.00	\$5,750.00	\$1,510.52		\$4,239.48
Lion's Park Improvements	26-31-5369	\$1,385.00	\$0.00	\$0.00		\$1,385.00
Athletic Park Improvements	26-31-5370	\$3,887.63	\$3,966.00	\$0.00		\$7,853.63
Smith Center - Future Roof	26-31-5364	\$0.00	\$6,128.00			\$6,128.00
Outdoor Pool - Future	26-31-5390	\$0.00	\$22,932.79			\$22,932.79
Recreation Programs - Tennis/Ladies	26-31-5385	\$5,396.45	\$7,100.00	\$5,045.40		\$7,451.05
Fireworks - July 4	26-31-5713	\$2,136.50	\$0.00	\$0.00		\$2,136.50
Community / Flower Watering Vehicle	26-31-5715	\$3,592.35	\$7,837.11	\$11,429.46		\$0.00
Historical Preservation	26-31-5716	\$762.70	\$500.00			\$1,262.70

City of Merrill	Reserved and Designated Fund Equity					
					As of 12/31/2013	
Description	Balance Sheet #	12/31/12 Balance	2013 Revenues	2013 Expenses	12/31/13 Balance	
Election Equipment	26-31-8000	\$0.00	\$5,000.00		\$5,000.00	
Bridges/Parking Lots - Streets	26-31-7500	\$2,447.67			\$2,447.67	
City Hall - Stair Treads/HVAC/Security	26-31-7550	\$21,097.53		\$21,097.53	\$0.00	
Cable Franchise - Unexpended	26-31-5714	\$211,256.24	\$7,636.77	\$45,774.85	\$173,118.16	
Total Reserved Amount		\$478,131.79	\$452,894.94	\$363,069.20	\$567,957.53	
See additional spreadsheet for revenue and expenditure summary detail.						
Bierman Foundation Donations						
	26-31-5720	Police - Dog	\$80,585.00	\$770.00	\$79,815.00	
	26-31-5546 to 26-31-5548	Enrichment	\$105,000.00	\$0.00	\$105,000.00	
	26-31-5225	Fire - Equip	\$983,700.00	\$261,874.31	\$721,825.69	
			\$1,169,285.00	\$262,644.31	\$906,640.69	

City of Merrill - Severe Winter

2014 Fiscal Implications

Street Department - Overtime (Jan. - March)

	2013	2014	Difference
Operations Support	\$1,670	\$2,423	\$753
Snow & Ice	\$16,101	\$29,676	\$13,575
Stormwater	\$0	\$1,448	\$1,448
Recycling	\$0	\$23	\$23
	<u>\$17,771</u>	<u>\$33,570</u>	<u>\$15,799</u>

Note: Entire annual budget for Overtime is **\$31,715**.

City Facilities - Electric & Natural Gas (January - February)

	2011	2013	2013	2014	Average
City Hall	\$11,166	\$9,402	\$9,543	\$11,471	\$10,396
Street Garage	\$9,613	\$8,117	\$7,944	\$10,296	\$8,992
Smith Center	\$12,121	\$12,395	\$10,699	\$12,225	\$11,860
	<u>\$32,900</u>	<u>\$29,914</u>	<u>\$28,186</u>	<u>\$33,992</u>	<u>\$31,248</u>

Note: T.B. Scott Library expenses for 2014 were still pending.

CURRENT IMPACT OF SEVERE WINTER WEATHER

Pumping & treating approximately 1,000,000 gallons per day more than normal.

Overtime hours as of the end of February 2014 – 310 total hours

Overtime hours TOTAL for 2013 – 244 hours

As of end of February 2014, 58% of water main maintenance budget spent; 146% of service maintenance budget spent

With extra water being pumped, the same amount of increase is realized at the Water Resource Recovery Facility; increased alum usage and operational changes with the biological phosphorus removal to keep up with increased hydraulic loading. Increased pumpage and energy usage.

Lift station pumping hours increased by 80% - 100% -- depending on station.

Dollar amount in lost revenue for sale of water estimated **\$97,200**

Dollar amount for increase of treating wastewater based off sewer rates estimated **\$136,000**

Water & Sewage Committee -
3/19/2014

Utility Superintendent Kim Kriewald

RECEIVED

FEB 11 2014

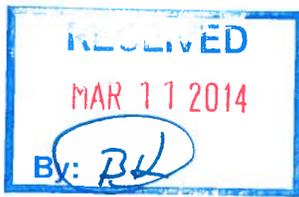
By:

City Attorney

7c,

		CURRENT MONTH	LAST MONTH		
MONTHLY REPORT					
March 12, 2014					
		3/12/2014	2/18/2014		
MUNICIPAL COURT		2 weeks	3 weeks		
TOTAL ADULT		66	83		
Adult Ordinance		28	20		
Adult Traffic		68	63		
Total Adult Defendants		75	67		
Adult Closed		37	37		
Other Jurisdictions - Wausau (cases)		1			
TOTAL JUVENILE		5	0		
Juvenile Ordinance		5	0		
Juvenile Traffic		0	0		
Total Juvenile Defendants		5	0		
Juvenile Closed		2	1		
TRIALS		7	8		
Pending Municipal Trials		5	2		
Pending Circuit Court Trials		2	6		
Tomahawk Trials		1			
Other Court Matters		Beginning	New	Closed	Ending
Deferred Prosecution Agree.	Feb	29	2	3	28
(Includes Tomahawk's Totals)	March	28	1	1	28
	April	28			
TOMAHAWK DPA's					
	January	5	1	0	6
	February	6	0	0	6
TOMAHAWK		February	January	Dec,	November
Total Tomahawk		13	9	39	No crt
Juveniles		0	0	2	1
Ordinances		3	1	7	1
Traffic		10	8	30	0
Not Guilty Plea		4	3	0	1
Jury Request		0	0	0	0
Closed Since Last Report		2	2	5	11

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



CITY ATTORNEY - REPORT FOR MARCH 12, 2014

PARKS & RECREATION: Continuing working with Dan on various and sundry issues. Met with the new Hockey Committee to review options for a new Hockey Contract. Those negotiations proceeding well. Met with the Soccer Committee, they will be donating their new Concession stand to the City of Merrill

CITY STAFF: Busy with property inspections, economic development matters, court docket, various policy changes.

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 should be completed in the next two weeks. A changing landscape!

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. One contested matter in Circuit Court and one in Municipal 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.

“Never Go To Doctor Whose Office Plants Have Died.”

Administrator's Monthly Report 2/20/14

Lincoln House

C&D Excavating has the Lincoln House down to ground level and is working on removing the foundation and basement floor.

New Fire Station Project

We continue to work out minor problems with the new building and equipment. The building is working very well for the Fire Department.

Walmart Project

Walmart is still in the process of hiring employees to fill its 50 new positions and is more successful than they were in their initial attempt. Internal electrical work is being completed, shelving and display racks are being installed and stocking has begun. The opening is still scheduled for April 9.

New Development and Blight elimination

We are pursuing demolition orders on the DC Motors property (Paige Milk), with the owner being notified that they must contact us since we have been notified by their former attorney that he no longer represents them.

Merrill Area Development Corporation

While the promised move of Universal Industries to 201 S. Prospect St. will not be occurring, we have been told that another manufacturing firm will be moving into the same building in July but we have no particulars as to who the company is.

More of the roof that had previously fallen in a building that was to have been demolished has fallen. This entire building is to be demolished this year.

River Bend Trail

The Construction Committee met again and continues to meet on a regular basis. The bridge over the Prairie River just above its confluence with the Wisconsin River is being worked at this time while the work can be done from the ice. 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

We are currently waiting for a response to our response on their proposal for a new contract.

Utilities

The extremely cold weather has resulted in frost depths that are continuing to cause water services to freeze. We still have crews working to thaw water lines on a daily basis. The volume of potable water that we are pumping due to customers running water 24/7 means that we are having to backwash our manganese filter system much more often. This volume of clear water coming into our wastewater treatment plant is having an adverse effect on our treatment process, our organic loading is down which makes it more difficult to balance our chemical usage and uses more chemicals at a higher cost.

Merrill Video

I am continuing to work on our video with CGI. I met with one of their people last week who was in Merrill to contact area businesses to purchase advertising on the video link page. I am in the process of

reviewing and editing their first draft of the text for the video and getting some winter photos to include in the video.

Annual Audit

On March 17, I met with the auditors to discuss the audit that is presently underway. I was told that everything was looking good and they thought this year's audit will as good, or better, than last year. Thus far, there was nothing to give them any concern.

MARC Concessions Contract

Dan Wendorf, Tom Hayden and I have met twice with representatives of the hockey association to work out a new concessions contract. The new leadership of the hockey association is being much more accommodating and reasonable to work with than their predecessors. We will shortly have a new contract to bring before the Parks & Recreation Board for approval.

Rotary

On February 25, I was the luncheon speaker for the Rotary Club meeting with the topic of "what's happening in Merrill."

Sr. Center

On March 7, I met with the monthly breakfast group to let them know what is going on in Merrill and then answer questions they had. More than questions, I received many interesting comments from this group. The pervasive opinion expressed was that we need to do more attract, and retain, young people in Merrill. They specifically suggested a new swimming pool and other amenities that young people want in a community, an emphasis on improving our schools, more and better restaurants, new businesses, more "tech" related jobs, continued blight elimination, and more support for the River Bend Trail. Not one person in attendance could name a service currently being provided by the city that they would like to see cut.

Interestingly, one individual brought up the need for many people in Merrill to shed the idea that Merrill should not change, he felt that it was this mode of thought that has kept Merrill from moving forward in past decades. There was universal agreement that Merrill needs to move forward and they felt that they were seeing more positive change in the last few years than they had seen in decades.

National History Day

On March 11, I participated in the Middle School's National History Day project judging. Eighth grade students prepared videos essays or stand-alone displays on the topic of "Rights and Responsibilities" for judging. Topics included gun rights, civil rights, voting rights, children's rights, smoking, animal rights, and alcohol. This was my second year of participating in the judging.

