

## 2014 MERRILL MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	YTD
<b>INITIAL APPEARANCES (Docket)</b>				
1. Total Citations	167	83	150	400
2. Adult Citations	154	83	142	379
3. Juveniles Citations	13	0	8	21
4. Not Guilty Pleas (potential trials)	19	11	10	40
<b>TRIALS</b>				
1. Scheduled	0	0	0	0
2. Held	0	0	0	0
3. Rescheduled	0	0	0	0
4. Settled	0	0	0	0
<b>CASES DISPOSED</b>				
1. # Citations	149	76	138	363
<b>GOOD CAUSE/INDIGENCY HEARINGS</b>				
1. # Days Hearings Held	2	2	2	6
2. # Citations Summoned	48	45	38	131
3. # Citations Scheduled for Status Hearings or Payment Plans	55	51	78	184
<b>WRITS ISSUED</b>				
1. # Citations	8	9	6	23
<b>FINANCIALS</b>				
1. Amount Collected (Reported to State)	\$12,066.43	\$23,246.48	\$16,309.23	\$51,622.14
2. Amount Paid to County & State	(\$4,347.45)	(\$8,633.87)	(\$6,429.12)	(\$19,410.44)
3. Forf & Cost Retained by City	\$7,718.98	\$14,612.61	\$9,880.11	\$32,211.70
4. Add. Misc. fees collected	\$0.00	\$0.00	\$0.00	\$0.00
5. Add. Forf. Receipts from LCCC	\$0.00	\$0.00	\$0.00	\$0.00
<b>6. Total Revenue to the City</b>	<b>\$7,718.98</b>	<b>\$14,612.61</b>	<b>\$9,880.11</b>	<b>\$32,211.70</b>
7. Municipal Court Expenses	(\$8,229.72)	(\$3,668.13)	(\$3,768.13)	(\$15,665.98)
<b>8. Net Revenue to City</b>	<b>(\$510.74)</b>	<b>\$10,944.48</b>	<b>\$6,111.98</b>	<b>\$16,545.72</b>
9. Restitution Collected	\$212.87	\$948.46	\$235.37	\$1,396.70



# CITY OF MERRILL

Finance Director/City Treasurer

Kathy Unertl, Finance Director

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Date: April 22<sup>nd</sup>, 2014

To: Personnel and Finance Committee

From: Kathy Unertl, Finance Director 

RE: **March/April Activities & 3/31/2014 Non-Lapsing Account Balances**

**2013 Audit:** Wisconsin Public Service Commission (PSC) Water Utility report submitted timely. I will continue to respond to auditor inquiries and review draft reports when available.

**3/31/2014 Non-Lapsing Account Balances:** Attached is 3/31/2014 information with Parks & Recreation beginning balances adjusted for the reallocation of Timber Salvage Revenue.

**April 1<sup>st</sup>. 2014 Election:** Thanks to Clerk-Treasurer staff team! Process seemed to go smoothly. Thanks to IT Manager Ron Turner and Pete Lokemoen for testing election machines. Turner also troubleshoots during the election day/evening reporting process.

It was great to have Brenda Grefe and Jill Bostrom at the Lincoln County Service Center to assist and learn about the reporting process. Grefe ended up returning to City Hall to coordinate with Turner on election machine reporting problem. For future elections, one of Clerk-Treasurer staff team will assist City Clerk after polls close.

**Economic Development, RDA, and TIF Issues:** Continued economic team involvement in responding to numerous inquiries related to development, redevelopment, and potential TIF assistance.

City of Merrill		Reserved and Designated Fund Equity			
Parks & Recreation 12/31/2013 reallocated Timber Salvage amounts		As of 3/31/2014			
Description	Balance Sheet #	12/31/13 Rev. Balance	2014 Revenues	2014 Expenses	03/31/14 Balance
2% Fire Dues	26-31-5223	\$57,931.35	\$1,817.23	\$0.00	\$59,748.58
LC Emergency Man. Grant	26-31-5800	\$557.52	\$0.00	\$0.00	\$557.52
Fire Department Donations	26-31-5711	\$78.32	\$0.00	\$0.00	\$78.32
Fire Prevention Donations	26-31-5815	\$88.39	\$0.00	\$0.00	\$88.39
Firefighters Memorial Donations	26-31-5224	\$11,810.62	\$925.00	\$380.00	\$12,355.62
State Grant - Fire Department (Act 102)	26-31-5222	\$11,628.95	\$0.00	\$893.41	\$10,735.54
EMS - Paramedic Grants/Donations	26-31-5712	\$9,136.75	\$0.00	\$0.00	\$9,136.75
DARE Account - Program	26-31-5210	\$2,930.58	\$0.00	\$919.78	\$2,010.80
Police Department Donations Account	26-31-5710	\$626.15	\$320.00	\$0.00	\$946.15
Police Technology (Court Bonds)	26-31-5213	\$13,201.18	\$3,420.00	\$8,383.00	\$8,238.18
School Safety Patrol	26-31-5215	\$1,921.25	\$500.00	\$177.05	\$2,244.20
NORDEG Investigations	26-31-5313	\$1,672.20	\$999.66	\$310.80	\$2,361.06
Police Vehicles/Equipment	26-31-5314	\$35,680.41	\$0.00	\$2,523.15	\$33,157.26
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 Program	26-31-5522	\$3,510.14	\$0.00	\$1,521.26	\$1,988.88
Intergenerational	26-31-5541	\$0.00	\$0.00	\$0.00	\$0.00
Memorials	26-31-5545	\$1,744.71	\$0.00	\$0.00	\$1,744.71
Senior Olympics	26-31-5550	\$6.37	\$0.00	\$0.00	\$6.37
Senior Activities	26-31-5530	\$1,292.15	\$1,687.25	\$1,268.98	\$1,710.42
Quilting Project	26-31-5531	\$155.62	\$1,030.00	\$0.00	\$1,185.62
Senior Crafts	26-31-5535	\$1,202.73	\$754.63	\$1,088.85	\$868.51
Sharing Christmas	26-31-5537	\$1,954.78	\$390.00	\$251.11	\$2,093.67
Library State Aid	26-31-5401	\$1,821.71	\$0.00	\$0.00	\$1,821.71
Library Cross-County Borrowing	26-31-5415	\$14,998.72	\$497.72	\$320.33	\$15,176.11
Library - Photocopier	26-31-5425	\$4,472.30	\$2,044.11	\$2,071.90	\$4,444.51
Library - Memorial Books	26-31-5455	\$11,867.63	\$1,716.00	\$1,990.52	\$11,593.11
Airport F84 War Memorial	26-31-5355	\$1,406.42			\$1,406.42
Airport Marketing/Airport Days	26-31-5351	\$0.00			\$0.00
Airport Special Rev (Improvements)	26-31-5352	\$1,388.01	\$400.00	\$700.00	\$1,088.01
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	\$22,000.00	\$0.00	\$0.00	\$22,000.00
City Forest - Timber Sales	26-31-5375	\$40,308.39	\$0.00	\$0.00	\$40,308.39
Bike Route	26-31-5367	\$10,000.00			\$10,000.00
Parks Events: Lager Barleyfest	26-31-5361	\$9,060.50	\$0.00	\$0.00	\$9,060.50
5th Quarter	26-31-5362	\$407.23	\$0.00	\$0.00	\$407.23
Normal Park Improvements	26-31-5363	\$11,988.92	\$0.00	\$0.00	\$11,988.92
Riverside/Gebert Park Improvements	26-31-5365	\$15,000.00			\$15,000.00
Wendorf Memorial Donations	26-31-5366	\$4,878.00	\$0.00	\$0.00	\$4,878.00
Park Endowment (Summer Stride)	26-31-5368	\$19,239.48	\$0.00	\$200.00	\$19,039.48
Lion's Park Improvements	26-31-5369	\$1,385.00	\$6,595.78	\$0.00	\$7,980.78
Athletic Park Improvements	26-31-5370	\$7,853.63	\$0.00	\$0.00	\$7,853.63
Smith Center - Future Roof	26-31-5364	\$6,128.00			\$6,128.00
Outdoor Pool - Future	26-31-5390	\$22,932.79			\$22,932.79
Recreation Programs - Tennis/Ladies	26-31-5385	\$7,451.05	\$3,420.00	\$0.00	\$10,871.05
Fireworks - July 4	26-31-5713	\$2,136.50	\$0.00	\$0.00	\$2,136.50



## CITY ATTORNEY - REPORT FOR APRIL 22, 2014

**PARKS & RECREATION:** Continuing working with Dan on various and sundry issues. Hockey Contract still in process.

**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.

**PERSONAL PROPERTY TAX COLLECTION:** Sent out 27 letters for unpaid personal property taxes. Total outstanding is \$13,389.35.

**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. Welcome to Tim Meehan and Pete Lokemoen.

**SEMINARS:** None

**MUNICIPAL COURT:** Many matters in progress. Joint Court approved by Director of State Courts. Thanks & Congratulations to all involved.

**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.

*“Life is what happens to you when you’re busy making other plans.”  
John Lennon*

<b>City Attorney</b>		<b>CURRENT MONTH</b>	<b>LAST MONTH</b>		
<b>MONTHLY REPORT</b>					
<b>April 22, 2014</b>					
		04/22/2014	03/12/2014		
<b>MUNICIPAL COURT</b>		3 weeks	2 weeks		
<b>TOTAL ADULT</b>		191	66		
Adult Ordinance		45	28		
Adult Traffic		146	68		
Total Adult Defendants		156	75		
Adult Closed		51	37		
Other Jurisdictions - Wausau (cases)		1	1		
<b>TOTAL JUVENILE</b>		7	5		
Juvenile Ordinance		7	5		
Juvenile Traffic		0	0		
Total Juvenile Defendants		7	5		
Juvenile Closed		0	2		
<b>TRIALS</b>		7	7		
Pending Municipal Trials		1	5		
Pending Circuit Court Trials		6	2		
Tomahawk Trials		1	1		
<b>Other Court Matters</b>		<b>Beginning</b>	<b>New</b>	<b>Closed</b>	<b>Ending</b>
Deferred Prosecution Agree.	March	28	1	1	28
(Includes Tomahawk's Totals)	April	28	2	4	26
	May				
<b>TOMAHAWK DPA's</b>	<b>April</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>
<b>TOMAHAWK</b>			March	February	January
Total Tomahawk			11	13	9
Juveniles			1	0	0
Ordinances			2	3	1
Traffic			8	10	8
Not Guilty Plea			0	4	3
Jury Request			0	0	0
Closed Since Last Report			2	2	2

**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  
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### City Clerk Report – April, 2014

1. All work related to the April 1<sup>st</sup> election has been completed.
2. Liquor/cigarette license applications will be prepared and mailed the week of April 28-May 2. Returned applications will be reviewed at the Health and Safety Committee meeting in May. Final approvals/disapprovals will take place at the June Common Council meeting. Existing liquor licenses expire June 30<sup>th</sup>.
3. Will be attending WisLine class to be recertified Board of Review member. Board of Review meeting has been scheduled for Monday, June 2<sup>nd</sup> at 4:00 P.M.
4. Have been addressing several open records requests from the public and government officials
5. Working with Ron Turner on making changes, additions and deletions to City website as requested/necessary
6. Other duties as assigned and/or requested

A handwritten signature in blue ink, appearing to read 'Bill Heideman', is written over a horizontal line.

City Clerk Bill Heideman, CMC, WCMC

*“Focusing on the Future”*

An equal opportunity/affirmative action employer.

## **Administrator's Monthly Report 4/21/14**

### **Lincoln House**

Mike Morrissey and Kristen Fish met with the individual interested in developing the former Lincoln House property.

### **New Fire Station Project**

We had been scheduled to perform a roof inspection with the contractor, engineer and city representatives to address the on-going leaks on April 15 but had to cancel due to new snowfall that covered the roof. This has been re-scheduled for next week.

Today we sold the old tanker for \$17,000, which is actually more than we expected to receive. This money will be deposited in the General Fund. We are hoping to do as well with the old rescue truck sale once we take delivery of the new rescue unit.

### **Walmart Project**

The new Walmart Super-Center opened on April 9, as scheduled.

On April 11, we met with Becher-Hoppe, Merrill Gravel, and did a teleconference call with Walmart's engineer, to discuss completing the intersection project. A tentative schedule was discussed and further discussions are scheduled to take place with the City, WISDOT and Becher-Hoppe on April 22. There is a two-week notice required by WISDOT before work can begin.

### **New Development and Blight elimination**

On April 14, the Mayor and I attended a Merrill Area Development Corporation meeting to discuss the 201 S. Prospect property and the status of the Zastrow the Beer Man property loan.

The Champ's Restaurant building is entirely gone and a new building is rapidly replacing it.

I was contacted by a local business interested in acquiring the old ranger station property to expand their existing business. They would retain the integrity of the historic building and incorporate it into their business. This will be going to the Board of Public Works and Park & Recreation Commission for discussion. If the property were to be sold it would need to be a public offering of the property in order to do so.

With the snow now gone Darin will be busy with new exterior maintenance orders and following up on existing orders from last year.

### **River Bend Trail**

The work on the railroad bridge crossing the Prairie River is progressing. Fund raising continues. The Packer Tailgate Party was last weekend and was a successful fund raising event for the trail.

### **Utilities**

Affective today we have cancelled the running water notice.

### **Wellness Program**

On April 17, we met with Wendy Rosenthal and Vicki Thorsen to further discuss the implementation of a Wellness Program for city employees and spouses on city health insurance. They will be coming back

with details of a program to be implemented at the beginning of 2015. We are looking at options such as charging employees more if they elect not to participate in the program, which starts with obtaining biometrics through their physician.

#### **Rural Fire Contracts**

We are still waiting for a response to our response on their proposal for a new contract. We have unofficially heard that the Town of Merrill is exploring setting up their own volunteer fire department. However, I believe that the cost of a station, fire apparatus, ancillary equipment, recruiting, training and retaining personnel will prove not to be cost effective for them.

#### **Department Head Meeting**

At the April 14 meeting we discussed the following items:

- Commission, Board and Committee meeting agenda standardization – list voting and non-voting members on each agenda
- Purpose and content of May 3<sup>rd</sup> COW meeting
- 2015 Budget
- Capital budget

#### **Memorial Drive Sidewalk**

On April 8 we met with the School Superintendent and County Coordinator to discuss installing a sidewalk along Memorial Dr. north from 6<sup>th</sup> St. The discussion went well, no one could argue against the safety issues that would be addressed by installing this sidewalk.

## 2014 ZONING/BUILDING REPORT

PERMIT TYPE	FEES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	GRAND TOTAL
New Residence	\$685.00													0
Mobile Homes	\$75.00													0
Re. Remodel<500	\$375.00													0
Re. Remodel>500	\$475.00													0
Re. Remodel Small	\$65.00	1	1											2
Mechanical	\$65.00													0
Garages	\$175.00		1											1
Storage Bldg. w/o Elec	\$125.00													0
Wrecking	\$125.00			1										1
Decks/Porches	\$175.00													0
Signs	\$70.00			1										1
Fence	\$65.00													0
Commercial New	\$575.00			1										1
Comm. Remodel<500	\$385.00													0
Comm. Remodel>500	\$585.00													0
Comm. Remodel Small	\$115.00			1										1
Comm. Zoning Only	\$110.00	1		1										2
Moving	\$100.00													0
Swimming pools	\$75.00													0
Tel. Comm	\$50.00													0
<b>Number of Permits:</b>		<b>2</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>
<b>Total Permit Amount</b>		<b>\$ 175.00</b>	<b>\$ 240.00</b>	<b>\$ 1,065.00</b>										<b>\$ 1,480.00</b>