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To: Merrill Common Council

From: David Johnson, City Administrator

Subject: Lifting hiring freeze to hire new Merrill Area Community Enrichment Center Director

Date 5/23/14

On June 29, 2014, Jane Deau will be retiring from city service as the long-time director of the Merrill Area Community Enrichment Center. The Center is an integral part of the services provided by the city for its residents. Jane has suggested that her position be filled on a limited basis of 30-32 hours a week and that the Center be operated four days per week. This will still allow the Center to provide the services that residents want and need while containing costs.

Attached you will find the job description for this position.

It is my recommendation that the Common Council lift the hiring freeze and allow this position to be filled on a 30-32 hour per week basis.

CITY OF MERRILL

JOB DESCRIPTION

JOB TITLE: Merrill Area Community Enrichment Center Director

STATUS: Exempt

REPORTS TO: City Administrator

DATE: May 15, 2014

Position

Summary:

Directs the operation of the Merrill Area Community Enrichment Center, and is responsible for planning and coordinating all tasks involved in the operating the Center. This is a management position with significant administrative responsibilities for planning and delivering program services, and supervising staff and volunteer personnel.

Principal Duties and Responsibilities:

- Administer, create, implement and promote programs and services to meet the needs of the older adults in the community.
- Supervise part-time employee(s) and volunteers.
- Perform scheduling and payroll duties
- Prepare operational budgets
- Report financial billings in a timely manner
- Recruit, train and supervise 100+ volunteers
- Develop, promote and oversee programs that meet general and specific needs of population to be served
- Research and prepare grants for possible funding
- Communicate efficiently and effectively with clients, vendors, related government and service agencies and the community at large
- Create, and distribute 1,700 newsletters and annual directory of services
- Handle public relations, news media, and radio/tv programming
- Work closely with local agencies to better serve those in need
- Collaborate with local schools and service groups to provide intergenerational opportunities
- Handle emergency situations with efficiency and compassion
- Assist families in need
- Develop and maintain positive and effective working relationships with employees, city officials and the general public
- Maintain active involvement with local civic agency committees concerning community needs for adults
- Develop and maintain memberships in national, state and local professional organizations related to the operation and development of senior centers
- Network regularly with professionals counterparts
- Other duties as may be necessary to fulfill the responsibilities of this position.

Work Relationships and Scope:

Reports to: City Administrator

Supervises: Part-time employee and volunteers

Work Relationships: Works very closely with city employees, service agency employees and volunteers, service clientele and the general public.

Knowledge, Skills and Abilities, Qualifications Required:

Education/Experience: High School education or GED with a minimum of 5 years of experience in a related field. Two or four year college is preferred.

Skills/Abilities:

- Ability to plan and supervise the work of others;
- Ability to effectively express ideas orally and in writing;
- Ability to write reports and plans;
- Possess good judgment, thoroughness, and dependability;
- Ability to establish effective working relationships with City officials, employees and residents;
- Ability to meet and interact effectively with the public;
- Experience in programming, business management skills and administration;
- Be able to develop programs to meet specific needs;
- Understanding of the aging process with at least two years' experience in working with or on behalf of older adults on either a paid or volunteer basis;
- Willingness to pursue continuing education related to older adults and those with special needs;
- Computer skills in MS Word, Print Shop, Publisher, Excel, etc.;
- Hold a valid Wisconsin driver's license;
- Have a personal vehicle for job-related travel (reimbursement for mileage);
- Knowledgeable of, and willingness to work with, adults with dementia;
- Some knowledge of kitchen/cooking for large groups (60 – 100 +);
- Ability to develop and maintain effective working relationships with employees, City Officials and the general public;
- Possess good judgment, thoroughness and dependability;
- Ability to be positive, patient, supportive, compassionate and encouraging with clients and all other job contacts.

Qualifications

Candidates are required to pass physical examination once job is offered. Physical examination is paid for by the City. Until physical examination has been conducted and records turned over to the City of Merrill, applicant chosen is not officially hired.

Working Conditions:

Job Conditions/Work Location: Work is performed largely in a pleasant office environment with minimal chance for personal injury. Work hours are normally during regular business hours and

average 30 hours weekly. May be required to travel out of town for education and professional development.

Physical Requirements: Requires sitting and standing extensively, talking, with some walking, stooping, kneeling, reaching, and bending. Requires excellent vision and use of keyboard and telephone.

Equipment Operated: General office equipment including computer, calculator, copy machine, and telephone.

Salary Grade: Starting at grade 5, step on pay scale depends upon experience, plus fringes. Upon satisfactory completion of six months, salary increases as per the established pay scale.

Employee Acknowledgment:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

Employee's Signature

Date

Approved by

14052605

Heideman, Bill

From: Johnson, David
Sent: Tuesday, May 20, 2014 9:46 AM
To: Heideman, Bill
Cc: Bialecki, Bill; Unertl, Kathy; Hayden, Tom
Subject: FW: Merrill - MADC Proposed Net \$203,634.53

Bill H.

We need an agenda item for the meeting on the 29th to approve settling the 201 S. Prospect loan and Zastrow development incentive with MADC. The info. was provided by Kathy for the last meeting but not acted upon.

David Johnson, City Administrator
City of Merrill
1004 E. 1st St.
Merrill WI 54452
715-536-5594



From: Bialecki, Bill
Sent: Monday, May 19, 2014 10:16 AM
To: Johnson, David
Cc: Hayden, Tom; Unertl, Kathy; Wais, Diane
Subject: RE: Merrill - MADC Proposed Net \$203,634.53

WE can include this on our special meeting agenda on the 29th.

Mayor

From: Jack Sroka <ils1589@gmail.com>
Date: May 15, 2014, 8:53:47 AM CDT
To: Tom Hayden <Tom.Hayden@ci.merrill.wi.us>
Subject: FW: Merrill - MADC Proposed Net \$203,634.53

Tom the MADC Board approved accepting the payment that was proposed below.

Jack Sroka
Management Strategies
715.432.0156

From: Unertl, Kathy [<mailto:Kathy.Unertl@ci.merrill.wi.us>]
Sent: Friday, May 09, 2014 10:22 AM
To: Jack Sroka; SRyman@co.lincoln.wi.us
Cc: Johnson, David; Hayden, Tom; Bialecki, Bill
Subject: Merrill - MADC Proposed Net \$203,634.53
Importance: High

Since I don't do this type of fiscal calculations for a living, I requested assistance from Ehlers & Associates (the City's independent financial consultant). Proposed \$203,634.53 net payment from City of Merrill to

MADC related to the Zastrow's and 201 S. Prospect St. development agreements.

- For \$200,000 loan from City to MADC – 2% interest (for what was to be 10 year term) – What would be the interest from January 1st, 2014 through end of May 2014? Objective is full payoff (\$200,000 plus interest) since MADC is selling the property to third party. NO 2014 quarterly payment received by the City.
- For \$390,000 development incentive owed by City to MADC – which had NO term and NO interest rate in the 2009 development agreement.

Calculation based upon 4% interest – Interest from May 15th, 2008 when the Merrill Common Council authorized development agreement which wasn't signed until mid-2009. The City of Merrill made the following \$75,000 in payments: 11/15/2011 - \$5,000, 8/24/2012 - \$35,000, and 8/29/2013 - \$35,000.

This is the fiscal background information going into the May 13th Merrill Common Council agenda packet.

Kathy Unertl, Finance Director/RDA Secretary
City of Merrill
1004 E. 1st St.
Merrill WI 54452
Phone: (715) 536-5594

<Merrill payment calculations.pdf>

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Exhibit 1

For Discussion Only

City of Merrill, WI

Payment Calculation for \$200,000 Loan to MADC

Principal: 200,000.00
Interest Rate: 2.00%

Month	Days	Interest	Balance
January	31	339.73	339.73
February	28	306.85	646.58
March	31	339.73	986.30
April	30	328.77	1,315.07
May	31	339.73	1,654.79

Amount Required for Payoff as of 5/31/2014:

201,654.79

Exhibit 2

City of Merrill, WI

Payment Calculation for \$390,000 Development Incentive Owed by City to MADC

Principal: 390,000.00
Interest Rate: 4.00%

A	B	C	D	E	F = (D - E)	G = D * (4.00% / 365 * C)	H
Period Start	Period End	Days In Period	Beginning of Period Principal Outstanding	Principal Payment	End of Period Principal Outstanding	Interest Due This Period	Total Interest Due
5/15/2008 - 11/15/2011		1279	390,000.00	5,000.00	385,000.00	54,664.11	54,664.11
11/15/2011 - 8/24/2012		283	385,000.00	35,000.00	350,000.00	11,940.27	66,604.38
8/24/2012 - 8/29/2013		370	350,000.00	35,000.00	315,000.00	14,191.78	80,796.16
8/29/2013 - 5/31/2014		275	315,000.00	-	315,000.00	9,493.15	80,289.32

Amount Required for Payoff as of 5/31/2014 (F + H):

405,289.32

← 201,654.79 →

\$203,634.53

1405260S

RESOLUTION NO. _____

A RESOLUTION SETTING FORTH AND AUTHORIZING LOAN REPAYMENT PROVISIONS PERTAINING TO THE "ZASTROW DEVELOPMENT" AND "201 SOUTH PROSPECT STREET" PROPERTY

WHEREAS, The City of Merrill ("City") is indebted to Merrill Area Development Corporation ("MADC") for \$315,000 for a development incentive, plus accrued interest, that facilitated land acquisition and infrastructure for the Zastrow The Beer Man Distribution facility, and;

WHEREAS, the City desires to pay off the balance of that indebtedness and satisfy all obligations stemming from the Development Agreement related thereto, and;

WHEREAS, MADC is indebted to the City in the amount of \$200,000, plus accrued interest, such indebtedness stemming from a Development Agreement related to the project at 201 South Prospect Street, and the City desires that such indebtedness be repaid to the City, making funds available for other projects in the City of Merrill;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 29th day of May, 2014, that the City of Merrill shall make a net payout to MADC in the amount of \$203,634.53.

Recommended by: Committee of the Whole

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk