

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
Tuesday, July 22, 2014 at 5:00 P.M.
City Hall Basement Conference Room
1004 East First Street**

Voting members: Alderman Ryan Schwartzman (Chairperson),
Alderman John Burgener and Alderman Tim Meehean

AGENDA

1. Call to order
2. Vouchers
3. Consider request from City Clerk Heideman to decline his 1% salary increase (effective date of 6/30/2014)
4. Review tax settlement (2013 tax levy/2014 collection – agenda item requested by Finance Director Unertl)
5. Review of non-lapsing accounts as of June 30th, 2014 (agenda item requested by Finance Director Unertl)
6. Finance Director mid-year fiscal status report (agenda item requested by Finance Director Unertl)
7. Monthly Reports:
 - a. Municipal Court
 - b. Finance Director Unertl
 - c. City Attorney Hayden
 - d. City Clerk Heideman
 - e. City Administrator Johnson
8. Next Meeting
9. Public Comment

10. 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 Ryan Schwartzman

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:* _____

To the Personnel & Finance Committee:

Please consider this a request to decline the 1% salary increase for the City Clerk position, which was approved by Ordinance 2013-19 and became effective June 30th, 2014. In 2013, I stated that, if still in office, I would decline any salary increases in 2014. Taking an increase now would be contrary to that statement. In other words, it would constitute a lie to the City of Merrill taxpayers, the people that pay my salary.

The statement was not made at the time to seek publicity, but rather to attempt, in some small way, to address genuine concerns related to the City budget. I have already suggested that this matter be handled internally, perhaps through a document, signed by me, that would indicate my desire to decline the increase. The response was that, because the ordinance was passed approving the increase, I "had" to accept it. At that point, it seemed that the only option was to submit this request to the Personnel and Finance Committee.

Your consideration of this request is appreciated.



City Clerk Bill Heideman, CMC, WCMC

PAYROLL CHANGE NOTICE

Date of Change
06/30/2014

Employee No.
01-0414

Department
City Clerk

Name
Heideman, William N

THE CHANGE(S)

	<u>From</u>	<u>To</u>
<u>Position</u>	City Clerk	City Clerk
<u>Grade/Step for Position</u>		
Hourly		
Bi-weekly	2,089.98	2,110.88
Annually	54,339.47	54,882.86

THE REASON FOR THE CHANGE(S)

- | | |
|-------------------|-------------------------------|
| Hired | Probationary Period Completed |
| Re-Hired | Length of Service Increase |
| Promotion | Re-Evaluation of Existing Job |
| Demotion | Resignation |
| Transfer | Retirement |
| Merit Increase | Layoff |
| Wage Scale Change | Discharge |

Leave of Absence: From _____ to _____

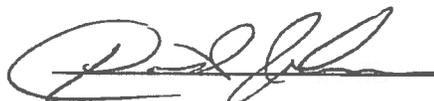
Type of Leave:

Ordinance No. 2013-19 (11/12/2013)

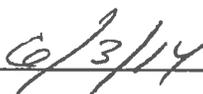
Other:

Same 1.0% as other Non-Union employees

AUTHORIZATION



Human Resources Manager



Date

1311252

CITY OF MERRILL

1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: By Personnel and Finance
Committee
Re: Salary for Elected City Clerk

ORDINANCE NO. 2013-19

Introduced: November 12, 2013

1st Reading: November 12, 2013

2nd Reading: November 12, 2013

3rd Reading: November 12, 2013

Committee/Commission Action:

RECOMMENDED FOR PASSAGE

AN ORDINANCE

The Common Council of the City of Merrill, Wisconsin, does ordain as follows:

Section 1. City Clerk. Pursuant to Wis. Stats. Sec. 62.09(6)(b), Sec. 2-109(b)(1) of the Code of Ordinances for the City of Merrill is amended to provide the annual salary for the elected City Clerk shall be increased to \$54,339.47 effective May 1, 2014, annually from \$53,801.46. ~~Effective May 1, 2015, and each year thereafter,~~ the annual salary for the City Clerk shall be increased by the same percentage amount afforded all non-union city employees. The elected City Clerk shall also be entitled to all fringe benefits afforded all non-union city employees as permitted by law.

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect on May 1, 2014.

Moved by: Alderman Hass

Adopted: November 12, 2013 6-2

Approved: _____

Published: November 22, 2013

Approved:

William R. Bialecki
William R. Bialecki, Mayor

Attest:

William N. Heideman
William N. Heideman, City Clerk

4, 5, 6

REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: July 22nd, 2014

Requested By: Finance Director Kathy Unertl



Describe below the item(s) you wish to have put on the agenda:
(please attach any pertinent information)

Review and discuss mid-year fiscal status, including:

- a. Tax settlement (2013 tax levy/2014 collection);
- b. Review of non-lapsing accounts as of June 30th, 2014; and
- c. Finance Director mid-year fiscal status report.

Signed: *Kathy Unertl*

Date: 7/14/2014



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

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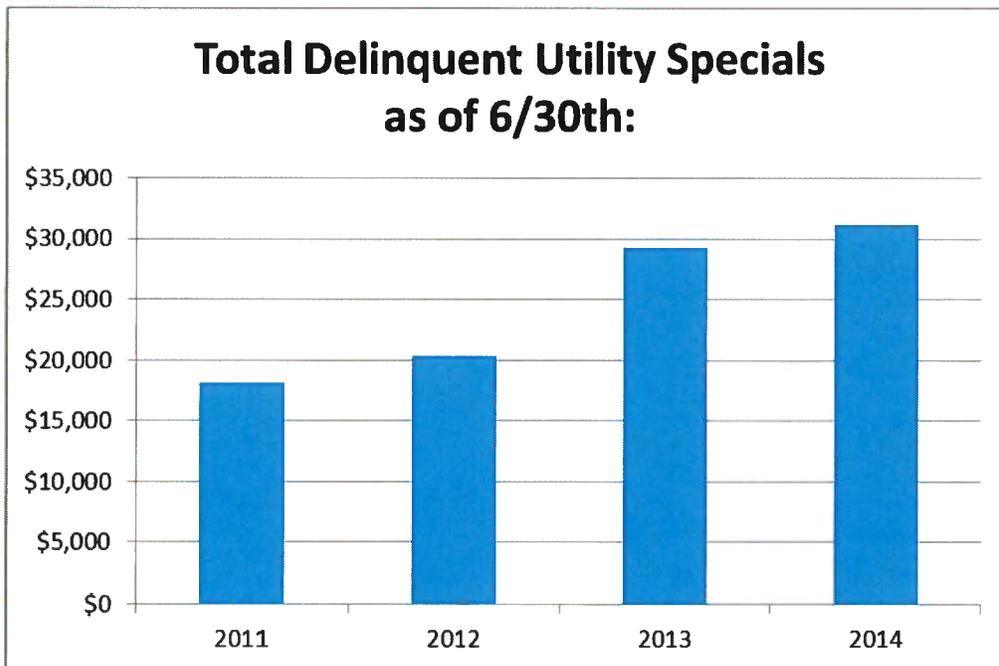
Date: July 14th, 2014

To: Personal & Finance Committee

From: Kathy Unertl, Finance Director *Kathy Unertl*

RE: Tax Settlement Overview

- 1) Attached is 2013 Levy (2014 Collection) Tax Settlement
- 2) Amounts are consistent with prior years. Positive trend is that the delinquent real estate amount continues to decrease.
- 3) City Attorney Office (i.e. Diane Wais) continues with outstanding collection efforts related to Personal Property Taxes. Collection efforts continue on the remaining outstanding bill.
- 4) With increasing annual amounts placed on the tax roll, the total Utility Delinquent Specials continue to increase. City Utility revenue is dependent upon Lincoln County collections.



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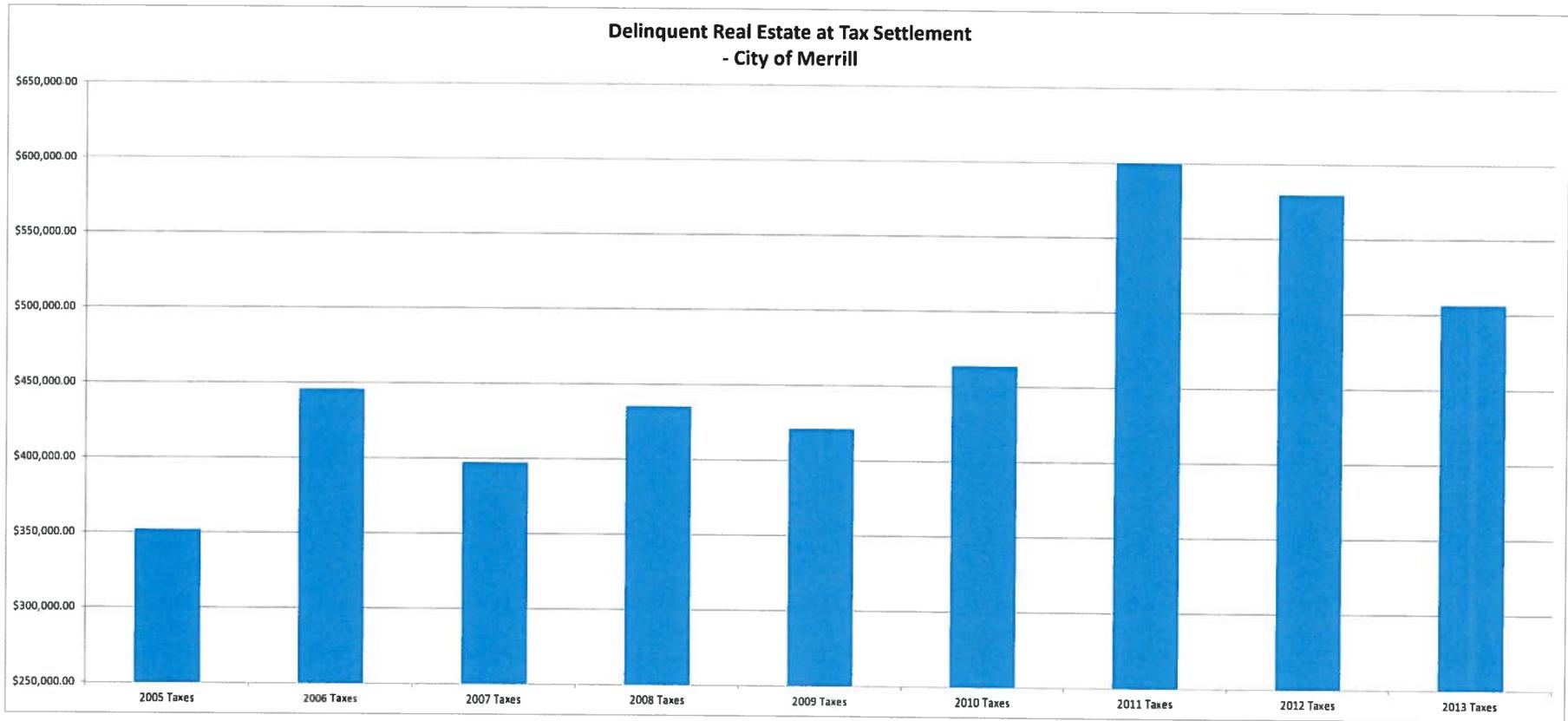
Municipal Treasurer's Settlement - Lincoln County				
			2013 Levy for 2014 Collection	
Cash Collections:				
Real Estate Taxes	\$9,624,289.95			
Lottery Credit Claimed	\$254,330.23	State CK Amount	Total RE Collections	\$9,878,620.18
		\$104.63	over Statement of Taxes	
Personal Property Taxes	\$452,222.86			
Omitted Property Taxes	\$0.00			
Special Assessments	\$7,391.94			
			Total Specials Paid	\$42,833.74
Special Charges	\$14,443.59	\$21,835.53		
			Need to recognize as revenue for Utility - See Tax Roll Transfer %	
			58.3%	41.7%
Delinquent Utility Charges	\$20,998.21		\$12,241.96	\$8,756.25
		10-12-1000 DB	Water - 62-14-4250	Sewer - 63-14-4250
Occupational Tax	\$0.00			
			Payment %	
Total Cash Collections with Lottery Credit		\$10,373,676.78	88.8%	
Unpaid Taxes and Credits Applied:				
School Tax Levy Credit - RE	\$538,605.39		Statement of Taxes	
School Tax Levy Credit - PP	\$23,041.13		Statement of Taxes	Total School CR
				\$561,646.52
1st Dollar Credit	\$217,007.24		Statement of Taxes	
Delinquent Real Estate	\$506,428.16		Calculated Amount	
Delinquent Omitted Property	\$0.00			
Delinquent Personal Property	\$1,325.04		City Attorney pursuing collection efforts	
Delinquent Mfg. Penalty on PP	\$0.00			
Delinquent Special Assessments	\$1,260.63	10-12-1000 CR	10-12-2510 DB	
Delinquent Special Charges	\$7,312.82	10-12-1000 CR	10-12-2520 DB	
			Total Specials Unpaid	\$23,858.63
Unpaid Delinquent Utility Charge	\$15,285.18			
Total Unpaid Taxes and Credits		\$1,310,265.59		
TOTAL TAX ROLL		\$11,683,942.37		

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City of Merrill - Tax Settlement Historical Overview

Cash Collections & Lottery Credit:	2005 Taxes	2006 Taxes	2007 Taxes	2008 Taxes	2009 Taxes	2010 Taxes	2011 Taxes	2012 Taxes	2013 Taxes
Real Estate Taxes	\$8,991,092.43	\$8,488,270.64	\$8,992,970.64	\$8,784,384.36	\$9,100,830.71	\$9,731,486.50	\$9,553,443.79	\$9,558,359.88	\$9,624,289.95
Lottery Credit Claimed	\$205,018.98	\$224,226.24	\$208,195.90	\$175,113.60	\$175,009.36	\$212,537.25	\$205,653.52	\$198,604.53	\$254,330.23
Personal Property Taxes	\$360,373.97	\$352,132.78	\$388,759.01	\$426,572.17	\$437,825.84	\$453,974.60	\$450,661.51	\$428,666.73	\$452,222.86
Omitted Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.00	\$9.00
Special Assessments	\$21,746.21	\$21,572.95	\$33,107.44	\$15,244.47	\$12,896.62	\$7,962.19	\$1,550.61	\$10,402.16	\$7,391.94
Special Charges	\$3,083.86	\$5,268.24	\$3,894.19	\$4,960.65	\$7,478.15	\$9,168.42	\$13,534.74	\$14,457.11	\$14,443.59
Delinquent Utility Charges	\$4,544.17	\$6,422.66	\$10,832.02	\$12,212.60	\$17,289.37	\$23,052.44	\$16,524.46	\$21,540.93	\$20,998.21
Total Cash Collections with Lottery Credit	\$9,585,859.62	\$9,097,893.51	\$9,637,759.20	\$9,418,487.85	\$9,751,330.05	\$10,438,181.40	\$10,241,368.63	\$10,232,040.34	\$10,373,685.78
State Credits:									
School Tax Levy Credit - RE	\$485,518.41	\$573,523.82	\$593,097.57	\$593,929.93	\$543,095.34	\$528,477.31	\$529,378.03	\$538,324.71	\$538,605.39
School Tax Levy Credit - PP	\$18,357.30	\$22,064.08	\$24,102.90	\$26,738.59	\$24,170.41	\$22,690.94	\$22,623.37	\$21,889.81	\$23,041.13
1st Dollar Credit	\$0.00	\$0.00	\$0.00	\$106,464.80	\$213,803.19	\$233,914.62	\$219,754.64	\$205,641.22	\$217,007.24
Total State Credits	\$503,875.71	\$595,587.90	\$617,200.47	\$727,133.32	\$781,068.94	\$785,082.87	\$771,756.04	\$765,855.74	\$778,653.76
Unpaid Taxes at Settlement:									
Delinquent Real Estate (Lincoln County)	\$351,817.85	\$445,748.91	\$397,143.34	\$435,251.76	\$421,058.89	\$463,672.92	\$600,215.16	\$579,375.22	\$506,428.16
Delinquent Omitted Property (City of Merrill)	\$0.00	\$0.00	\$0.00	\$3,887.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Delinquent Personal Property (City of Merrill)	\$629.11	\$195.11	\$1,306.79	\$1,169.88	\$3,250.17	\$2,935.07	\$1,442.36	\$0.00	\$1,325.04
Delinquent Special Assessments	\$3,880.62	\$6,243.92	\$15,157.35	\$5,244.61	\$1,437.85	\$3,307.92	\$0.00	\$2,801.89	\$1,260.63
Delinquent Special Charges	\$1,284.43	\$492.25	\$1,175.31	\$1,669.27	\$1,165.98	\$843.63	\$2,762.09	\$7,091.88	\$7,312.82
Delinquent Special Charges - Building Demos								\$43,898.22	
Unpaid Delinquent Utility Charges	\$2,682.36	\$3,553.58	\$12,996.24	\$12,951.10	\$11,241.13	\$9,427.59	\$9,347.66	\$15,813.66	\$15,285.18
Total Unpaid Taxes at Settlement	\$360,294.37	\$456,233.77	\$427,779.03	\$460,174.40	\$438,154.02	\$480,187.13	\$613,767.27	\$648,980.87	\$531,611.83
Total Tax Roll	\$10,450,029.70	\$10,149,715.18	\$10,682,738.70	\$10,605,795.57	\$10,970,553.01	\$11,703,451.40	\$11,626,891.94	\$11,646,876.95	\$11,683,951.37

Note: Lincoln County Treasurer collects delinquent Assessments and Charges and forwards to City of Merrill monthly.



Lincoln County pays the other local taxing bodies for the delinquent real estate taxes (as of 6/30th tax settlement).

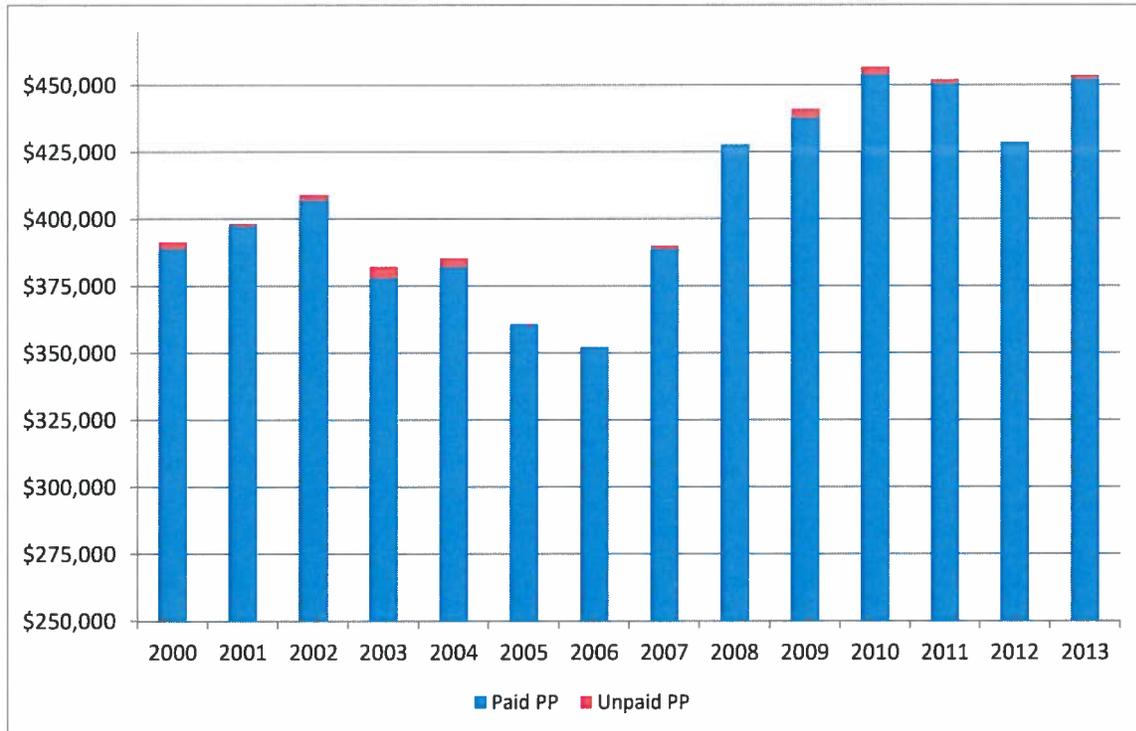
City of Merrill

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Personal Property Summary - At Tax Settlement (6/30th)

Tax Roll (Levy Year)	Total PP*	PP Paid	% Paid at Settlement	Delinquent PP	Delinquent % at Settlement
2000	\$391,578	\$388,895	99.3%	\$2,682	0.7%
2001	\$398,338	\$397,348	99.8%	\$990	0.2%
2002	\$409,101	\$407,066	99.5%	\$2,034	0.5%
2003	\$382,239	\$377,994	98.9%	\$4,245	1.1%
2004	\$385,498	\$382,102	99.1%	\$3,396	0.9%
2005	\$361,003	\$360,374	99.8%	\$629	0.2%
2006	\$352,328	\$352,133	99.9%	\$195	0.1%
2007	\$390,066	\$388,759	99.7%	\$1,307	0.3%
2008	\$427,742	\$427,742	100.0%	\$0	0.0%
2009	\$441,076	\$437,826	99.3%	\$3,250	0.7%
2010	\$456,910	\$453,975	99.4%	\$2,935	0.6%
2011	\$452,104	\$450,662	99.7%	\$1,442	0.3%
2012	\$428,667	\$428,667	100.0%	\$0	0.0%
2013	\$453,548	\$452,223	99.7%	\$1,325	0.3%

*Without State Lottery Credit



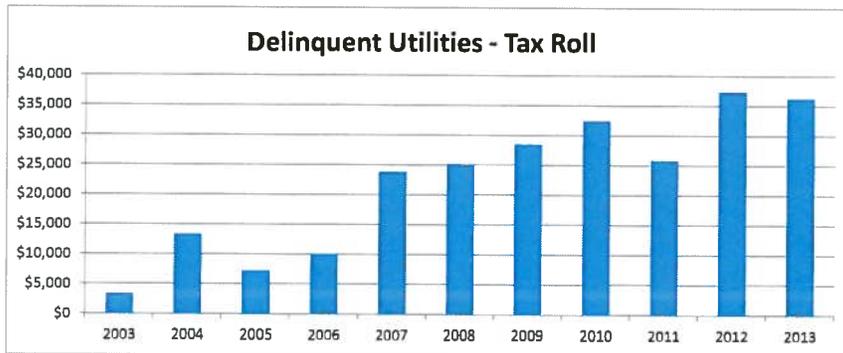
City of Merrill

Utility Delinquent Accounts - Tax Roll

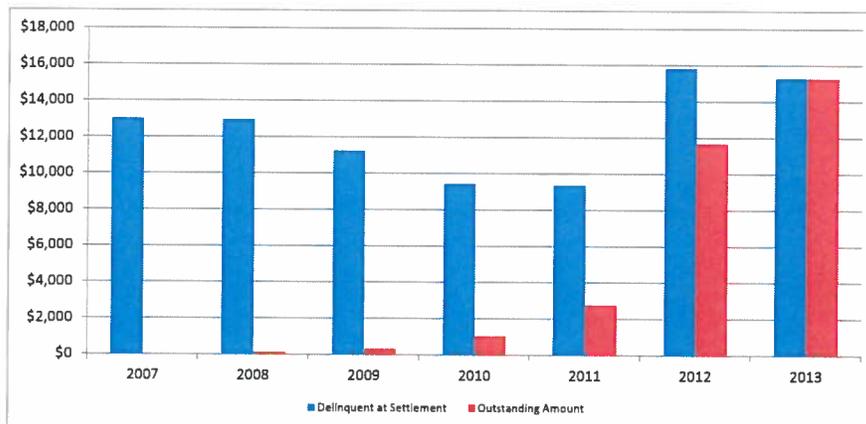
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	Total Tax Roll	Paid	Settlement - Delinquent*	% Delinquent at Settlement*		Outstanding 07/01/14	07/01/13 - % of Settlement Amt.
2000 Tax Roll	\$109,920	\$83,488	\$26,433	24.0%	County Reimbursed City		
2001 Tax Roll	\$125,357	\$86,421	\$38,936	31.1%	County Reimbursed City		
2002 Tax Roll	\$136,669	\$92,137	\$44,532	32.6%		\$0	0.0%
2003 Tax Roll	\$3,301	\$1,658	\$1,642	49.8%		\$0	0.0%
2004 Tax Roll	\$13,311	\$10,622	\$2,689	20.2%		\$0	0.0%
2005 Tax Roll	\$7,227	\$4,544	\$2,682	37.1%		\$0	0.0%
2006 Tax Roll	\$9,976	\$6,423	\$3,554	35.6%		\$0	0.0%
2007 Tax Roll	\$23,828	\$10,832	\$12,996	54.5%		\$0	0.0%
2008 Tax Roll	\$25,164	\$12,213	\$12,951	51.5%		\$123	0.9%
2009 Tax Roll	\$28,531	\$17,289	\$11,241	39.4%		\$330	2.9%
2010 Tax Roll	\$32,480	\$23,052	\$9,427	29.0%		\$1,020	10.8%
2011 Tax Roll	\$25,872	\$16,524	\$9,348	36.1%		\$2,767	29.6%
2012 Tax Roll	\$37,355	\$21,541	\$15,814	42.3%		\$11,675	73.8%
2013 Tax Roll	\$36,283	\$20,998	\$15,285	42.1%		\$15,285	100.0%
Unpaid Total =						\$31,200	

* Amount remaining delinquent at County Settlement (i.e. as of June 30th).

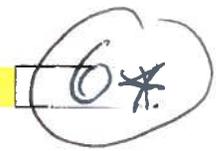


Delinquent Utilities Specials at Settlement & Remaining Amounts



City of Merrill		Reserved and Designated Fund Equity			As of 6/30/2014	
Parks & Recreation 12/31/2013 reallocated Timber Salvage amounts						
Description	Balance Sheet #	12/31/13 Rev. Balance	2014 Revenues	2014 Expenses	06/30/14 Balance	
2% Fire Dues	26-31-5223	\$57,931.35	\$1,817.23	\$5,748.29	\$54,000.29	
LC Emergency Man. Grant	26-31-5800	\$557.52	\$0.00	\$557.52	\$0.00	
Fire Department Donations	26-31-5711	\$78.32	\$1,000.00	\$777.49	\$300.83	
Fire Prevention Donations	26-31-5815	\$88.39	\$400.00	\$77.15	\$411.24	
Firefighters Memorial Donations	26-31-5224	\$11,810.62	\$3,194.56	\$2,538.38	\$12,466.80	
Fire - Equip Bierman Foundation		\$721,825.69	\$0.00	\$350,088.58	\$371,737.11	
State Grant - Fire Department (Act 102)	26-31-5222	\$11,628.95	\$0.00	\$5,535.41	\$6,093.54	
EMS - Paramedic Grants/Donations	26-31-5712	\$9,136.75	\$0.00	\$81.08	\$9,055.67	
Police - K-9 Dog		\$79,815.00	\$1,435.00	\$66,108.63	\$15,141.37	
DARE Account - Program	26-31-5210	\$2,930.58	\$680.00	\$1,505.72	\$2,104.86	
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	\$6,380.00	\$8,568.00	\$11,013.18	
School Safety Patrol	26-31-5215	\$1,921.25	\$1,284.00	\$1,341.68	\$1,863.57	
NORDEG Investigations	26-31-5313	\$1,672.20	\$999.66	\$310.80	\$2,361.06	
Police Vehicles/Equipment	26-31-5314	\$35,680.41	\$3,500.00	\$3,588.58	\$35,591.83	
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	\$3,472.89	\$37.25	
Intergenerational	26-31-5541	\$0.00	\$0.00	\$0.00	\$0.00	
Memorials	26-31-5545	\$1,744.71	\$0.00	\$245.58	\$1,499.13	
Senior Olympics	26-31-5550	\$6.37	\$0.00	\$0.00	\$6.37	
Senior Activities	26-31-5530	\$1,292.15	\$3,090.82	\$2,628.52	\$1,754.45	
Quilting Project	26-31-5531	\$155.62	\$1,130.00	\$144.33	\$1,141.29	
Senior Crafts	26-31-5535	\$1,202.73	\$1,395.45	\$2,030.15	\$568.03	
Sharing Christmas	26-31-5537	\$1,954.78	\$390.00	\$251.11	\$2,093.67	
Bierman Foundation Programs		\$105,000.00	\$3,042.00	\$67,597.68	\$40,444.32	
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	\$1,654.72	\$564.12	\$16,089.32	
Library - Photocopier	26-31-5425	\$4,472.30	\$3,930.96	\$2,839.25	\$5,564.01	
Library - Memorial Books	26-31-5455	\$11,867.63	\$2,921.00	\$4,574.10	\$10,214.53	
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	\$1,250.00	\$0.00	\$23,250.00	
MARC - Zambonie Replacement	26-31-	\$0.00	\$300.00	\$0.00	\$300.00	
City Forest - Timber Sales	26-31-5375	\$40,308.39	\$0.00	\$6,366.00	\$33,942.39	
Bike Route	26-31-5367	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	
Parks Events: Lager Barley fest	26-31-5361	\$9,060.50	\$3,375.00	\$193.20	\$12,242.30	
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	\$250.00	\$18,989.48	
Lion's Park Improvements	26-31-5369	\$1,385.00	\$156,595.78	\$1,610.04	\$156,370.74	
Athletic Park Improvements	26-31-5370	\$7,853.63	\$0.00	\$158.78	\$7,694.85	
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 - Ladies	26-31-5385	\$7,451.05	\$5,220.00	\$6,423.55	\$6,247.50	

City of Merrill		Reserved and Designated Fund Equity			As of 6/30/2014	
Parks & Recreation 12/31/2013		reallocated Timber Salvage amounts				
Description	Balance Sheet #	12/31/13 Rev. Balance	2014 Revenues	2014 Expenses	06/30/14 Balance	
Fireworks - July 4	26-31-5713	\$2,136.50	\$0.00	\$2,000.00	\$136.50	
Community / Room Tax	26-31-5715	\$0.00	\$2,250.13	\$0.00	\$2,250.13	
Historical Preservation	26-31-5716	\$1,262.70			\$1,262.70	
Election Equipment	26-31-8000	\$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	\$0.00			\$0.00	
Cable Franchise - Unexpended	26-31-5714	\$173,118.16		\$29,844.21	\$143,273.95	
Total Reserved Amount		\$1,474,598.22	\$217,956.31	\$588,720.82	\$1,103,833.71	
There is an additional spreadsheet for revenue and expenditure summary detail.						



Additional information will be available when 2015 budget reviewed in October & November 2014.

REVENUES - Including projected unbudgeted amounts:

All Department/Non-Department	Revenues consistent with budget projections	N/A
Hwy 64 - 2010 Project	Reimbursement for Right-of-Way Purchases	\$70,000
Transit - 2009 - 2013 Audits	WI DOT auditor will be here week of 7/21st	\$30,000

Projected Preliminary Revenue Status **\$100,000**

EXPENDITURES:

Street Department	As I reported in March 2014, entire Overtime budget expended for Snow & Ice work.	\$12,500	Est
Transit	Diesel fuel bit higher than projected - OK at mid-year	N/A	
Electric & Natural Gas	All departments likely to be over 2014 budget amounts: City Hall Maintenance @ 55.3% Street Garage @ 73.5% Smith Center @ 59.8% Airport @ 61.8% T.B. Scott Library @ 83.6% (Natural Gas Only)	\$12,500	Est
Police Department	Extremely positive Overtime - should be able to handle Health Insurance switch (i.e. Incentive to Family coverage)	N/A	
Fire Department	Monitoring; however, utility costs likely will be higher than previous fire station(s)	\$7,500	
Former Fire Station	Unbudgeted status since not transferred to Transit yet & if keeping older building, need to heat	\$5,000	???
Liability & Workers Comp. Insurance	Received 2013 dividend from League Mutual and significantly reduced WC experience %.	(\$15,000)	Est
Retiree Sick Leave/Health Ins.	Will have major payout(s) in 2014 - should be within \$95,000 budget amount	N/A	

Projected Preliminary Expenditure Status **\$22,500**

Based upon mid-year 2014 information, Finance Director Kathy Unertl anticipates any 2014 operating deficits will be covered by additional revenues.

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2014 MERRILL MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	YTD
INITIAL APPEARANCES (Docket)							
1. Total Citations	167	83	150	179	46	216	841
2. Adult Citations	154	83	142	175	44	208	806
3. Juveniles Citations	13	0	8	4	2	8	35
4. Not Guilty Pleas (potential trials)	19	11	10	24	16	6	86
TRIALS							
1. Scheduled	0	0	1	0	0	2	0
2. Held	0	0	0	0	0	0	0
3. Rescheduled	0	0	0	0	0	1	0
4. Settled	0	0	1	0	0	1	0
CASES DISPOSED							
1. # Citations	149	76	138	176	42	210	791
GOOD CAUSE/INDIGENCY HEARINGS							
1. # Days Hearings Held	2	2	2	2	2	4	14
2. # Citations Summoned	48	45	38	11	0	72	214
3. # Citations Scheduled for Status Hearings or Payment Plans	55	51	78	42	26	23	275
WRITS ISSUED							
1. # Citations	8	9	6	6	10	36	75
FINANCIALS							
1. Amount Collected (Reported to State)	\$12,066.43	\$23,246.48	\$16,309.23	\$20,505.17	\$11,433.42	\$12,304.57	\$95,865.30
2. Amount Paid to County & State	(\$4,347.45)	(\$8,633.87)	(\$6,429.12)	(\$7,254.02)	(\$4,037.40)	(\$4,197.09)	(\$34,898.95)
3. Forf & Cost Retained by City	\$7,718.98	\$14,612.61	\$9,880.11	\$13,251.15	\$7,396.02	\$8,107.48	\$60,966.35
4. Add. Misc. fees collected	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Add. Forf. Receipts from LCCC	\$0.00	\$0.00	\$25.84	\$60.20	\$56.26	\$0.00	\$142.30
6. Total Revenue to the City	\$7,718.98	\$14,612.61	\$9,905.95	\$13,311.35	\$7,452.28	\$8,107.48	\$61,108.65
7. Municipal Court Expenses	(\$8,229.72)	(\$3,668.13)	(\$3,768.13)	(\$4,884.18)	(\$6,072.48)	(\$6,770.65)	(\$33,393.29)
8. Net Revenue to City	(\$510.74)	\$10,944.48	\$6,137.82	\$8,427.17	\$1,379.80	\$1,336.83	\$27,715.36
9. Restitution Collected	\$212.87	\$948.46	\$235.37	\$612.99	\$244.98	\$511.03	\$2,009.69

Adj Forf rec'ts Adj for rec'ts
 fm LCCC fm LCCC



merrill

Location. Nature. People.

Smart Move

CITY OF MERRILL

Finance Director/City Treasurer

Kathy Unertl, Finance Director

1004 East First Street • Merrill, Wisconsin • 54452

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

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

Date: July 14th, 2014

To: Personnel and Finance Committee

From: Kathy Unertl, Finance Director *Kathy Unertl*

RE: June/July Activities

Capital Plan Development: Draft plan will cover 2015 through 2024. This draft Capital Plan and preliminary fiscal information will need Committee of Whole presentation, discussion, and then prioritization. First meeting is COW on Thursday, July 24th, 2014.

Standard & Poor's Bond Rating: After providing lots of information and participating in telephone conference earlier this year, City of Merrill received notice (May 29, 2014) that Standard & Poor's bond rating for the City of Merrill will **not** change as a result of new U.S. local government General Obligation criteria that was released on September 12th, 2013.

2015 Budget: Besides debt service review with Ehlers & Associates, I continue preliminary personnel service projections. Using the following from Police/Fire Union contracts:

- 1% wage increase as of 12/29/14 and another 1.0% wage increase as of 6/29/15
- WRS – Retirement **some reductions for 2015** – see following. Reduced from 7.0% to 6.8% for Employer (General), as well as larger % reductions for public safety.
- Health Insurance – preliminary budgeting same amounts as 2014. If there were potential 12.0% increase (with NO City HSA seeding) and Employee insurance premium contribution would increase from 8.98% to 10.50%.

The City's health insurance consultant (M-3) will be assisting the City in obtaining formal bids for 2015 (and potentially 2016) health insurance coverage. Target is review and consideration at the October 2014 Personnel & Finance Committee meeting.

Economic Development, RDA, and TIF Issues: Continued economic team involvement in responding to numerous inquiries related to development, redevelopment, and potential TIF assistance. Potential major manufacturing proposal for Tax Increment District No. 7 will require significant due-diligence review.

**WRS Employer Rates
Current / Future Rates Inquiry**

07/14/2014

This page allows you to view current and future employer rates.

Employer Selection:

Employer Name MERRILL, CITY OF
Employer Number 0997-000

General							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2014	7.00	0.00	7.00	0.00	0.00	0.00	14.00
2015	6.80	0.00	6.80	0.00	0.00	0.00	13.60

Elected Officials, Judges, State Executive Pay Plan							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2014	7.75	0.00	7.75	0.00	0.00	0.00	15.50
2015	7.70	0.00	7.70	0.00	0.00	0.00	15.40

Protective with Social Security							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2014	7.00	0.00	10.10	0.00	0.46	0.00	17.56
2015	6.80	0.00	9.50	0.00	0.38	0.00	16.68

Protective without Social Security							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2014	7.00	0.00	13.70	0.00	0.46	0.00	21.16
2015	6.80	0.00	13.10	0.00	0.38	0.00	20.28



CITY ATTORNEY - REPORT FOR JULY 16, 2014

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

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

PERSONAL PROPERTY TAX COLLECTION: On April 3rd sent out 27 letters for unpaid personal property taxes. Total outstanding at that time was \$13,389.35. ALL Personal Property taxes have been collected except for 1 in the amount of \$1,325.04. Contact has been made and it is anticipated this will be paid before the end of July. NO LOSS ANTICIPATED.

STREET DEPARTMENT: For the past few weeks have been assisting the Street Commissioner by sending out 118 certified letters in June, and 26 certified letters in July for grass cutting and weed removal.

DEVELOPMENT PROJECTS: Two development agreements were recently drafted and signed. We currently are working on development projects in virtually every part of the City.

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. I see more litigation coming. Assisting Fire Chief and Building Inspector on various open matters.

COMMON COUNCIL: Business as usual.

SEMINARS: On June 26th and 27th I attended the State Bar Annual Conference.

MUNICIPAL COURT: Many matters in progress. New Court schedule working well.

CITY OF TOMAHAWK. Business as usual, busy court docket. First session of Municipal Court in Tomahawk is scheduled for July 15th. Will be meeting with officials after court to iron out minor issues.

LINCOLN COUNTY: Looking forward to working with Lincoln County on interesting projects of mutual interest.

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

Other tasks as assigned.

Buy Land. They've stopped making it. Mark Twain

City Attorney		CURRENT MONTH	LAST MONTH			
MONTHLY REPORT						
July 16, 2014						
		7/16/2014	6/19/2014			
MUNICIPAL COURT		4 weeks	2 weeks			
TOTAL ADULT		139	123			
Adult Ordinance		28	15			
Adult Traffic		111	108			
Total Adult Defendants		110	86			
Adult Closed		32	40			
Other Jurisdictions - Wausau (cases)		0	0			
TOTAL JUVENILE		6	3			
Juvenile Ordinance		6	3			
Juvenile Traffic		0	0			
Total Juvenile Defendants		6	3			
Juvenile Closed		2	1			
TRIALS		7	6			
Pending Municipal Trials		3	3			
Pending Circuit Court Trials		4	3			
Tomahawk Trials		1	1			
Other Court Matters		Beginning	New	Closed	Ending	
Deferred Prosecution Agree.		June	26	1	3	24
(Includes Tomahawk's Totals)		July	24	0	3	21
		August	21			
TOMAHAWK DPA's		JULY	6	0	2	4
TOMAHAWK		June	May	April	March	
Total Tomahawk		30	No Court	11	11	
Juveniles		1		1	1	
Ordinances		1		1	2	
Traffic		28		9	8	
Not Guilty Plea		0		0	0	
Jury Request		0		0	0	
Closed Since Last Report		0		0	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
1004 East First Street • Merrill, Wisconsin • 54452
Phone (715) 536-5594 • FAX (715) 539-2668
e-mail address: bill.heideman@ci.merrill.wi.us

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City Clerk Report – July 22nd, 2014

1. Liquor licenses approved by the Common Council at their June 10th meeting have been delivered.
2. Absentee ballots for the August 12th primary election have been mailed. In-office absentee voting at City Hall will begin on Monday, July 28th.
3. Letters to poll workers for the August 12th primary election have been mailed.
4. On July 23rd, will be participating in WisLine class related to budget development.
5. Working with Ron Turner on making changes, additions and deletions to City website as requested/necessary. "Older" data on the website has been deleted, to speed up processing time. Older data will be deleted on an ongoing basis, after ensuring that any data deleted will still be available elsewhere.
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 7/17/14

New Fire Station Project

We continue to resolve the minor problems that exist at the new fire station with work being performed regularly. We have not yet settled the major issue which is the leaking roof. At this point, with the Butler inspection report stating that the roof can be repaired we would potentially be entering into costly litigation, in which we might not prevail due to the report, if we were to keep insisting on a totally new roof. In order to move ahead the following conditions have been given to Ellis-Stone for the City to accept a roof repair:

- All repairs must be by a certified Butler installer.
- Provide inspection by a certified Butler Building installer during the repairs and final inspection after the repairs are completed.
- Provide an extended 5 year warranty on the roof system for a total of 30 years and an additional 5 years on workmanship. Original warranty to start the day all parties agree the roof is leak free.
- Provide method to be used to verify the condition of the roof cavity insulation, verify no damage, wet insulation, or mold is present.
- Scope of repairs documented before repairs begin with details of the solutions, alternate details that will be acceptable to Butler if suggested detail is not obtainable.
- Provide a method of cleaning the access material off of the roof panels that will not damage the remainder of the building. (Insulation, metal panels, CMU face shells, aluminum window frames, glass, rubber roofing membrane, roof equipment).
- Provide method of protection to the equipment while it remains in operation.
- Provide termination detail at the end of the parapet wall detail along the east and west elevations.
- Roof Fasteners – get them reset flush and straight with existing holes where possible.
- NO existing trim will be allowed to be reinstalled, provide new trim, extend past the edge of the roof panel by 4" min. to allow a consistent sealed joint.
- Explain how can the panel seams be opened slightly without destroying the panel edges? Provide method and inspection.
- Ridge to wall transition, provide new ridge hood per the standard details.
- Provide detail and method of parallel transition sealant.
- Provide uniflex coating at all visible scratches.
- Panel seams, it is noted to TRY to finish the panel seam, if this is unachievable use a repair cap.
- Cost of roof inspection credited to the owner (\$2,250)

Walmart Project

Although work is progressing on the Highway 64/Pine Ridge Ave. intersection the work will not be completed by the originally projected July 18th date. The sidewalk is being completed across the Badger Motel driveway, and cleanup landscaping work is being completed on the west end of the sidewalk from Eagle Dr. to Walmart.

Once all the intersection work is completed the Street Dept. will be removing the nasty old fence along the north side of Highway 64 and cutting the brush and scrub trees that line the fence.

New Development and Blight elimination

DC Motors is required to provide an acceptable schedule for moving from and demolishing the old Page Milk plant by the day of the next Board of public Works meeting. To date we have not heard from DC

Motors regarding their plans. This property continues to be the one that I receive the most questions about, namely asking when we are going to bring enforcement action against it and have it demolished.

The City is waiting for the 60 day notice to Kearn's (D&L's contractor) to vacate the property to expire so that we can bid the remaining demolition. As part of the demolition process we have made a deal with Three Chimney, Inc. of Viroqua to remove the remainder of the steel building on the east end of the property. This company will remove the building at no cost and pay the City the going price of steel at Schulz's. This saves the City the cost of demolishing the building with the grant funds and allows more funds to be applied to trail development.

The sale of the Ranger Station property will proceed as soon as we have the deed/title changed to reflect a 30 foot street right-of-way for a future 10th St. extension west of Center Ave.

The new Arby's is currently under construction on the northwest corner of Pine Ridge and Highway 64.

Merrill Area Community Enrichment Center

Interviews were held and a selection made to replace Jane Deau in her position of Director. Our new director, Tammie Mrachek, will be starting employment August 18. Tammie was the unanimous choice of the selection committee.

River Bend Trail

Plans are moving forward to pave the first section of the trail yet this year. Work continues on the walking loop along the river side of the old Hurd property (201 S. Prospect) that is being brushed out and covered with wood chips

Lincoln County Fairgrounds

The County will be letting a contract for the feasibility study of the fairgrounds. Any action by the County regarding the future use of fairgrounds will wait for the results of this study. At their request, meetings were held with representatives of the Fair Board and Rodeo to discuss the future use of the fairgrounds.

Old Fire Station

LaDonna Fermanich, the Housing Authority Director, came to talk with me on July 15. She wanted the City to know that the Housing Authority is interested in acquiring the old fire station property. Her idea is to house their maintenance functions in the apparatus bay, move their offices to the 1917 building , build two apartments on the second floor and build some new housing units on the lot south of the station.