

CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
Tuesday, October 28, 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. Update on and discussion of City's group health insurance program for 2015 and 2016 (agenda item requested by Finance Director Unertl)
4. Consider \$5,500 bid on the sale of the used generator at the Wastewater Treatment Plant (agenda item requested by Utility Superintendent Kriewald)
5. Consider request to accept DNR grant (\$7,366) for wildland freighting equipment. The grant is a 50/50 split, so the City cost would be \$3,683. This would be paid partially by 2% funding and partially by funds received from the townships for installation of dry hydrants. (agenda item requested by Fire Chief Savone)
6. City Administrator report on position reclassification/evaluation policy (requested by Committee of the Whole at their October 16th, 2014 meeting)
7. Consider reclassification request for Legal Assistant, from Clerical and Other Support Personnel Grade 5 to Grade 6 (agenda item requested by City Attorney Hayden)
8. Consider reclassification request for Utilities Assistant, from Clerical and Other Support Personnel Grade 5 to Grade 6 (agenda item requested by Utilities Superintendent Kriewald)

9. Consider reclassification request for Community Development Program Administrator/Building and Zoning Assistant from Clerical and Other Support Personnel Grade 6, Step J to Administrative, Professional, Supervisory and Technical Personnel Grade 5, Step J. (agenda item requested by Building Inspector/Zoning Administrator Pagel)
10. Consider reclassification and retitling request for Parks and Recreation Administrative Assistant. The reclassification would be from Clerical and Other Support Personnel Grade 5 to Grade 6, and the requested title would be Administrative Assistant/Program Coordinator. (agenda item requested by Parks and Recreation Director Wendorf)
11. Consider potential out-of-class pay adjustments in Public Works and Parks & Recreation Departments (agenda item requested by City Administrator Johnson, Street Commissioner Lupton and Parks & Recreation Director Wendorf)
12. Consider lifting the hiring freeze to replace firefighter/paramedic position being vacated by a pending retirement (agenda item requested by City Administrator Johnson)
13. General discussion related to the hiring freeze and related policies (agenda item requested by City Administrator Johnson)
14. Monthly Reports:
 - a. Municipal Court
 - b. Finance Director Unertl
 - c. City Attorney Hayden
 - d. City Clerk Heideman
 - e. City Administrator Johnson
15. Next Meeting
16. Public Comment
17. The Committee may convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(f), to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, for the purpose of considering a grievance filed by the Merrill Professional Police Association regarding residency

18. The Committee may reconvene in open session for possible action(s) on closed session issue(s)

19. 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:* _____

Heideman, Bill

From: Unertl, Kathy
Sent: Monday, October 20, 2014 2:32 PM
To: Schwartzman, Ryan; Heideman, Bill
Cc: Johnson, David; Hayden, Tom
Subject: P&F Item 10-28-2014 - COULD IT BE FIRST?
Attachments: P-F Health Ins - 2014-10-28.pdf

Aldersperson Schwartzman – Would it be possible to have health insurance as first P&F agenda item? Vickie from M-3 is planning on attending the meeting. Thanks!

Note: I will have historical and future projected costs available before agenda packet goes out.

Kathy Unertl, Finance Director
City of Merrill



REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: October 28th, 2014

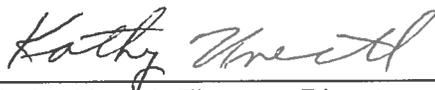
Request by: Finance Director Kathy Unertl

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

Update on and discussion of City's group health insurance program for 2015 and 2016

City's health insurance agent, Vickie Thoreson from M-3 Insurance will be attending to discuss the bid process, results, and health insurance trends.

- Renewal with Security Health Plan
- Employee contribution remains at 8.98% for 2015
- NO continued City HSA "seeding" for 2015
- New Wellness Incentive of \$150.00 (with November 2015 payment)
- City of Merrill health insurance-related historical expenses and projected future costs



Kathy Unertl, Finance Director

Date: 10/20/2014

City of Merrill - Security Health Plan (SHP) - 2015
For 2015 - No City HSA Seeding

With 3.94% Reduction

**HMO - High Deductible Health Plan
 - HSA Eligible Option**

The 2014 SHP - NO Change

	Monthly Premium		Annual Premium		Employee %
	Single	Family	Single	Family	
Deductible \$1,250/\$2,500 - then 80%/20% up to Maximum Out-of-Pocket \$1,650/\$3,300					
Security Health Plan - HMO - HSA Eligible	\$757.04	\$1,514.08	\$9,084.48	\$18,168.96	8.98%
Employee Co-Payment	(\$67.98)	(\$135.96)	(\$815.76)	(\$1,631.52)	
Net City Expense	\$689.06	\$1,378.12	\$8,268.72	\$16,537.44	
Employee Co-Payment	(\$33.99)	(\$67.98)	Pay Period		
Health Savings Account - City Seeding			\$760.83	\$1,521.66	
Total - City 2014			\$9,029.55	\$18,059.10	

The 2015 SHP - With 3.94% Reduction (With NO City HSA Seeding)

	Monthly Premium		Annual Premium		Employee %
	Single	Family	Single	Family	
Deductible \$1,250/\$2,500 - then 80%/20% up to Maximum Out-of-Pocket \$1,650/\$3,300					
Security Health Plan - HMO - HSA Eligible	\$727.18	\$1,454.36	\$8,726.16	\$17,452.32	8.98%
Employee Co-Payment	(\$65.30)	(\$130.60)	(\$783.60)	(\$1,567.20)	
Net City Expense	\$661.88	\$1,323.76	\$7,942.56	\$15,885.12	
City with Wellness \$150			\$8,092.56	\$16,035.12	
Employee Co-Payment	(\$32.65)	(\$65.30)	Pay Period		
Change in Premium	(\$29.86)	(\$59.72)	(\$358.32)	(\$716.64)	
Change in City Expense for 2015	(\$27.18)	(\$54.36)	(\$326.16)	(\$652.32)	

Employee Co-Pay Difference	
Monthly Premium	Family
Single	Family
(\$2.68)	(\$5.36)

Employee Co-Pay Difference	
Annual Premium	Family
Single	Family
(\$32.16)	(\$64.32)

Employee % Change
0.00%



City of Merrill
Effective date 1/1/2015

Health Carrier	Security Health Plan		WEA	
	Current		Option 6	
Insurance Type	HMO - HDHP		Essential PPO	
	< 100% LR NTE 8% , >100% LR NTE 12%		2nd Yr Rate Cap 8%	
Provider Network:	Security Health Plan 2015 HDHP Requirement		WEA	
Deductible	Single	Family	Single	Family
In Network	\$1,300	\$2,600	\$1,500	\$3,000
Out of Network	Not Applicable		\$3,000	\$6,000
Co-Insurance				
In Network	80% after Deductible		100% after Deductible	
Out of Network	Not Applicable		80% after Deductible	
Maximum Out-of-Pocket	Single	Family	Single	Family
In Network	\$1,700	\$3,400	\$1,500	\$3,000
Out of Network	Not Applicable		\$5,000	\$10,000
Office Visits				
In Network	80% after Deductible		100% after Deductible	
Out of Network	No Coverage		80% after Deductible	
Routine/Preventive Care				
In Network	Select Services Covered in Full		Select Services Covered in Full	
Out of Network	No Coverage		80% after Deductible	
Urgent Care				
In Network	80% after Deductible		100% after Deductible	
Out of Network	80% after Deductible		100% after Deductible	
Emergency Room				
	80% after Deductible		100% after Deductible	
Hospital Services				
In Network	80% after Deductible		100% after Deductible	
Out of Network	No Coverage		80% after Deductible	
Prescription Drugs				
	Deductible & Coinsurance Apply		Deductible Applies	
Rates	Current	Renewal		
Employee 28	\$757.04	\$727.18	\$723.04	
Family 66	\$1,514.08	\$1,454.36	\$1,446.04	
		-3.94%	-4.49% Decrease	
Monthly Totals	\$121,126.40	\$116,348.80	\$115,683.76	
Annual Totals	\$1,453,516.80	\$1,396,185.60	\$1,388,205.12	
	Annual Δ\$ from Current			
		(\$57,331)	(\$65,312)	

While every effort is made to illustrate the carriers' various benefits, discrepancies or errors are possible. In the event of an error, the actual product brochure furnished by the insurance carrier and approved by the Commissioner of Insurance will prevail. The master contract and policyholder certificates are more detailed and should be used for the determination of benefits. All plans will comply with state and/or federal requirements with regard to nervous and mental benefits.

Why I Believe Wellness Can Benefit Us All:
By Dave Johnson, City Administrator

Like anyone else, I want to be healthy and productive and I wish that each employee and spouse reach his or her best health and fullest productivity – at home, play and at work. For that reason I invite and encourage every employee and spouse with Security Health Plan coverage to participate in the wellness program starting January 1, 2015. By participating in the wellness program, you will learn ways you can be your healthiest. With help from Security Health Plan, we can create a healthful work environment that improves employee health, productivity and morale which is vital to our long-term success.

The City of Merrill will pay a \$150 Wellness incentive payment in November 2015. Both employees and spouses must participate to qualify for the wellness incentive payment. We will be encouraging the completion of an online health assessment and a preventive exam with your primary care provider, including biometric screenings.

An annual preventive exam including biometric screenings with your provider can help detect potential health problems before they become more serious. You will receive credit for your exam and biometrics by taking the Provider Fax Results form to your exam for your provider to complete and fax to Security Health Plan. This form will identify the specific screenings you need and necessary instructions for your provider to fax the form to Security Health Plan. Only forms completed and faxed by your provider on or before October 30, 2015 will be accepted. The Provider Fax Results form and all wellness program information can be found at www.securityhealth.org/cityofmerrill. The cost of your annual preventive exam, including biometric screenings is covered at 100 per cent. If additional tests or consultation occur beyond what is covered with your preventive exam, you might be responsible for out-of-pocket expenses.

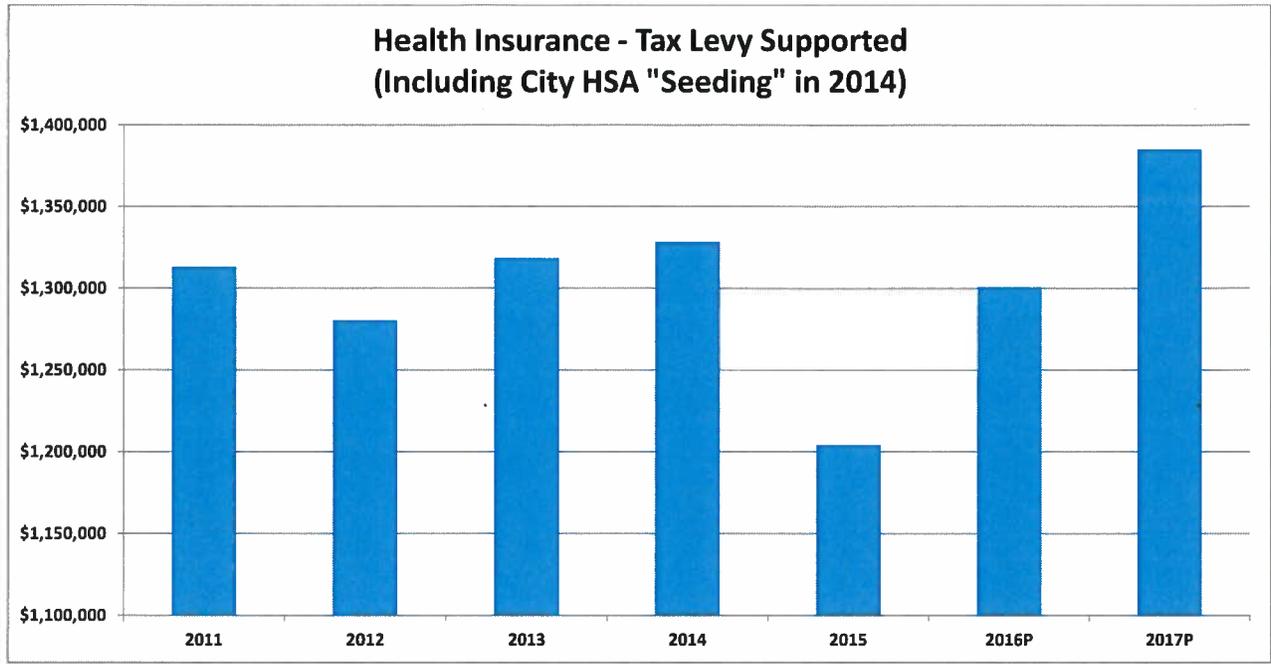
A health assessment is a private and confidential online survey about your health. All of the answers you provide about your lifestyle, health conditions and screening results are confidential and legally protected. Security Health Plan only shares a summary of the overall results for our group with the City of Merrill Wellness Committee. An annual health assessment helps us determine our overall health strategy and which programs to invest in to promote a positive wellness culture. Your health assessment is required to be completed between January 1 and October 30, 2015.

To get ready, remember that:

- None of your individual data is shared.
- Completing the online health assessment will take about 20 minutes and can be done in one or more sessions.
- It is a good idea to schedule your annual preventive exam well in advance so your provider can fax the form to Security Health Plan before the October 30, 2015 deadline.

- You and your spouse, if applicable, must complete the health assessment and preventive exam with biometric screening between January 1 and October 30, 2015 to receive the incentive.
- You can find the Provider Fax Results form and more wellness program information at www.securityhealth.org/cityofmerrill
- If you have questions, please contact Kathy Seubert, Administrative Assistant.

City of Merrill



Note: Projection for 2016 based upon 8.0% and for 2017 based upon 6.5% for illustration purposes

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2015 Budget	2016P Projection	2017P Projection
City Attorney	\$25,912	\$25,028	\$27,411	\$27,359	\$24,128	\$26,058	\$27,752
City Administrator	\$11,332	\$8,823	\$11,324	\$13,680	\$12,026	\$12,988	\$13,832
City Clerk	\$8,508	\$8,633	\$9,189	\$8,983	\$7,971	\$8,609	\$9,168
Clerk-Treasurer Staff	\$36,453	\$29,704	\$29,998	\$29,183	\$25,656	\$27,708	\$29,510
Elections	\$65	\$1,117	\$0	\$400	\$400	\$432	\$460
Finance Director	\$7,365	\$5,658	\$7,786	\$7,980	\$7,081	\$7,647	\$8,145
Information Technology	\$3,951	\$1,500	\$1,500	\$1,500	\$1,500	\$1,620	\$1,725
GIS Position - City 25%					\$4,009	\$4,329	\$4,611
City Hall Maintenance	\$16,134	\$13,182	\$13,260	\$20,519	\$18,096	\$19,544	\$20,814
Police	\$323,539	\$320,188	\$343,085	\$341,243	\$307,538	\$332,141	\$353,730
Police - SRO	\$18,097	\$18,026	\$18,658	\$18,240	\$16,500	\$17,820	\$18,978
Traffic Control	\$1,001	\$2,724	\$383	\$325	\$956	\$1,032	\$1,100
Fire Protection	\$201,867	\$196,885	\$180,576	\$180,000	\$163,000	\$176,040	\$187,483
Ambulance	\$151,652	\$144,821	\$131,678	\$160,000	\$153,000	\$165,240	\$175,981
Building Inspector/Zoning	\$6,327	\$5,259	\$5,164	\$6,972	\$7,811	\$8,436	\$8,984
Street Department	\$221,350	\$209,461	\$221,606	\$218,979	\$185,712	\$200,569	\$213,606
Transit	\$71,818	\$70,294	\$74,778	\$72,958	\$65,410	\$70,643	\$75,235
Enrichment Center	\$8,637	\$8,765	\$9,329	\$9,120	\$13,000	\$14,040	\$14,953
Library	\$124,237	\$130,270	\$144,363	\$144,723	\$132,540	\$143,143	\$152,448
Parks Maintenance	\$36,215	\$35,561	\$37,316	\$36,479	\$32,145	\$34,717	\$36,973
Recreation	\$26,066	\$26,472	\$27,987	\$27,359	\$24,500	\$26,460	\$28,180
Community Development	\$12,092	\$12,270	\$12,651	\$12,768	\$11,596	\$12,524	\$13,338
Various TIDs	\$413	\$5,663	\$10,601	(\$10,284)	(\$10,299)	(\$11,123)	(\$11,846)
Total - General Fund	\$1,313,029	\$1,280,303	\$1,318,643	\$1,328,486	\$1,204,276	\$1,300,618	\$1,385,158
Landfill	\$268	\$304	\$201	\$325	\$130	\$140	\$150
Water Utility	\$86,357	\$84,232	\$91,961	\$75,000	\$57,500	\$62,100	\$66,137
Sewer Utility	\$96,715	\$83,529	\$95,794	\$76,500	\$60,000	\$64,800	\$69,012
Total Utility	\$183,340	\$168,065	\$187,955	\$151,825	\$117,630	\$127,040	\$135,298
Total Health Insurance	\$1,496,369	\$1,448,369	\$1,506,598	\$1,480,311	\$1,321,906	\$1,427,658	\$1,520,456

4

Heideman, Bill

From: Kriewald, Kim
Sent: Monday, October 20, 2014 8:44 AM
To: Heideman, Bill
Subject: P & F

Bill, Could you include on the P & F agenda : Consider the bid offer of \$5500.00 for the used generator at WWTP.

Kim Kriewald
Utilities Superintendent
Merrill Water Utility
2401 River St
Merrill WI 54452
715-536-6561
kim.kriewald@ci.merrill.wi.us



5

Heideman, Bill

From: Savone, Dave
Sent: Friday, October 03, 2014 11:12 AM
To: Schwartzman, Ryan
Cc: Heideman, Bill; Sukow, Dave; Johnson, David
Subject: P&F Agenda Item

Ryan

On October 1st we were notified the Merrill Fire Department was awarded a DNR grant in the amount of \$7,366.00, for wildland freighting equipment. The grant is a 50/50 split, to fund the city's 50% (\$3683) , we will use 2% funding and some money coming from the townships for the dry hydrants that will be installed in their areas.

I would request approval of the acceptance of this grant be placed on the Personnel and Finance Committee agenda.

Thanks you for your consideration

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



6

Heideman, Bill

From: Johnson, David
Sent: Monday, October 20, 2014 4:22 PM
To: Heideman, Bill; Schwartzman, Ryan
Cc: Seubert, Kathy
Subject: P&F Agenda
Attachments: Job Re-classification Policy.docx

Bill,

Please put follow up item from budget session on P&F agenda - Draft Position Reclassification Policy. Info attached.

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



Position Reclassification/Evaluation Policy

The process of job classification/evaluation identifies those characteristics of jobs which make them essentially equal to, less than or greater than other jobs in importance, responsibility, authority, "size", scope and impact on the organization. It does not take into consideration the amount of work performed

The intent of job classification/evaluation is to establish the internal "rank" order relationships of one job to another based on the difficulty, size and impact of the job responsibilities, authority and other factors listed below - and the organizational "fit" of the job.

It is essential to keep in mind that the job evaluation process is not concerned with the qualifications or performance of the incumbent. Rather, the job evaluation process is concerned only with the responsibilities, qualifications (i.e., education and experience required) and duties of the position. To this end, a position should be considered to be "vacant" when preparing any position's job description and classification/reclassification.

Factors

- Education required
- Experience necessary
- Skills necessary
- Discretionary authority/decision finality
- Guidelines/guidance available
- Level of responsibility
- Complexity of work performed
- Consequence of error

Employees shall have the ability to request that their position be evaluated once annually if there has been significant change in four (4) or more of the factors listed above. This request must be submitted to the City Administrator **no later than August 1** of that year. This request requires the submission of a completed Reclassification Request Form signed by the employee and their department head.

The City Administrator shall determine if the request meets the criteria for further processing. If this is the case, the City Administrator shall forward the request, along with a recommendation, to the Personnel & Finance Committee for consideration. The Personnel & Finance Committee shall make a determination at their September meeting and forward approved reclassifications to the Common Council for action.

Reclassification Request Form

This form must be completed no later the August 1 of any year in which it is submitted. The form must be completed and signed by the employee and department head. Attach additional sheets if necessary.

How have the education requirements for your present position changed?

How has the minimum required experience necessary for your position changed?

How have the minimum required skills for your position changed?

How has the discretionary authority/decision finality of your position changed?

How have the guidance/guidelines available for your position changed?

How has the level of responsibility held by your position changed?

How has the complexity of the work performed by your position changed?

How have the consequences to the city of errors made by your position changed?

Position Title_____

Employee Signature_____

Dept. Head Signature_____

Heideman, Bill

From: Unertl, Kathy
Sent: Monday, October 20, 2014 2:34 PM
To: Schwartzman, Ryan; Heideman, Bill
Cc: Johnson, David; Hayden, Tom
Subject: P&F - Background 2014-10-28 Meeting
Attachments: P-F Background Non-Union Wages.pdf

This is **background information** related to COW 10/16/2014 request for P&F review of proposed reclassifications. Probably best fits with City Administrator report on position reclassification/evaluation policy.

Kathy Unertl, Finance Director
City of Merrill



Background Information

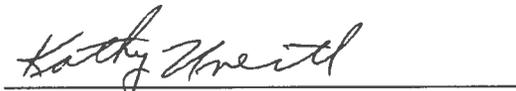
Board or Committee: Personnel & Finance Committee

Date of Meeting: October 28th, 2014

Request by: Finance Director Kathy Unertl

The following PER-1 summary was included in the 2015 Budget. The request at the Thursday, October 16th Committee of Whole was further review at the next Personnel & Finance Committee meeting.

For reference, I have provided Non-Union Compensation Schedules, as well list of 6/30/2014 personnel and compensation.



Kathy Unertl, Finance Director

Date: 10/20/2014

City of Merrill - 2015 Budget Requests

Personnel Services Changes

Utility

		Water	Sewer	General	Total
Reauthorize 1/2 time Administrative Assistant Plus vacation fill-in (Under 1,200 hours/year)	Clerical Grade 4	\$8,000	\$8,000		\$16,000
Reclass - Administrative Assistant Now at Clerical Grade 5	Clerical Grade 6	\$1,125	\$1,125		\$2,250
Proposed Full-Time GIS Position Also refill Utility Operator position after employee transfer into new position	Admin. Grade 9	\$30,975	\$30,975	\$20,000	\$81,950
	Total	\$40,100	\$40,100	\$20,000	\$100,200

General - Tax Levy

		Water	Sewer	General	Total
Police - Replace Administrative Assistant Retirement 2/11/2015 - now Clerical Grade 6	Clerical Grade 5			(\$2,250)	
Fire - Replacement Firefighter/Paramedic Retirement 1/1/2015 - MPO	Will be at 85%			(\$4,900)	
Fire - New 1/2 time Administrative Assistant	Clerical Grade 4			\$15,000	
City Attorney - Reclass - Administrative Assistant Now at Clerical Grade 5	Clerical Grade 6			\$2,250	
Parks & Rec - Reclass - Administrative Assistant Now at Clerical Grade 5	Clerical Grade 6			\$2,250	
Clerk-Treasurer - Reclass - Administrative Assistants Two now at Clerical Grade 5 - Personnel & Finance Committee 9/23/2014	Clerical Grade 6	\$357	\$357	\$2,994	\$3,707
	With GIS Position =			<u>\$35,344</u>	

City of Merrill Clerical and Other Support Personnel

2014 Compensation Schedule

Effective 6/30/2014

With 1.0% Wage Increase

Annual Equivalent

Step	A	B	C	D	E	F	G	H	I	J	Step
Grade											Grade
8	\$37,116.66	\$38,044.58	\$38,995.70	\$39,970.59	\$40,969.85	\$41,994.10	\$43,043.95	\$44,120.05	\$45,223.05	\$46,353.63	8
7	\$35,368.67	\$36,252.89	\$37,159.21	\$38,088.19	\$39,040.40	\$40,016.41	\$41,016.82	\$42,042.24	\$43,093.29	\$44,170.63	7
6	\$33,702.14	\$34,544.69	\$35,408.31	\$36,293.51	\$37,200.85	\$38,130.87	\$39,084.14	\$40,061.25	\$41,062.78	\$42,089.35	6
5	\$32,124.60	\$32,927.72	\$33,750.91	\$34,594.68	\$35,459.55	\$36,346.04	\$37,254.69	\$38,186.06	\$39,140.71	\$40,119.23	5
4	\$30,601.19	\$31,366.22	\$32,150.38	\$32,954.14	\$33,777.99	\$34,622.44	\$35,488.00	\$36,375.20	\$37,284.58	\$38,216.70	4
3	\$29,163.94	\$29,893.04	\$30,640.37	\$31,406.38	\$32,191.54	\$32,996.33	\$33,821.23	\$34,666.77	\$35,533.44	\$36,421.77	3
2	\$27,788.12	\$28,482.82	\$29,194.89	\$29,924.76	\$30,672.88	\$31,439.70	\$32,225.69	\$33,031.34	\$33,857.12	\$34,703.55	2
1	\$26,491.06	\$27,153.33	\$27,832.17	\$28,527.97	\$29,241.17	\$29,972.20	\$30,721.51	\$31,489.54	\$32,276.78	\$33,083.70	1

Hourly Equivalent

Step	A	B	C	D	E	F	G	H	I	J	Step
Grade											Grade
8	\$17.845	\$18.291	\$18.748	\$19.217	\$19.697	\$20.189	\$20.694	\$21.212	\$21.742	\$22.285	8
7	\$17.004	\$17.429	\$17.865	\$18.312	\$18.769	\$19.239	\$19.720	\$20.213	\$20.718	\$21.236	7
6	\$16.203	\$16.608	\$17.023	\$17.449	\$17.885	\$18.332	\$18.790	\$19.260	\$19.742	\$20.235	6
5	\$15.445	\$15.831	\$16.226	\$16.632	\$17.048	\$17.474	\$17.911	\$18.359	\$18.818	\$19.288	5
4	\$14.712	\$15.080	\$15.457	\$15.843	\$16.239	\$16.645	\$17.062	\$17.488	\$17.925	\$18.373	4
3	\$14.021	\$14.372	\$14.731	\$15.099	\$15.477	\$15.864	\$16.260	\$16.667	\$17.083	\$17.510	3
2	\$13.360	\$13.694	\$14.036	\$14.387	\$14.747	\$15.115	\$15.493	\$15.880	\$16.277	\$16.684	2
1	\$12.736	\$13.054	\$13.381	\$13.715	\$14.058	\$14.410	\$14.770	\$15.139	\$15.518	\$15.906	1

Pay Period Equivalent (80 Hours)

Step	A	B	C	D	E	F	G	H	I	J	Step
Grade											Grade
8	\$1,427.56	\$1,463.253	\$1,499.834	\$1,537.330	\$1,575.764	\$1,615.158	\$1,655.537	\$1,696.925	\$1,739.348	\$1,782.832	8
7	\$1,360.33	\$1,394.342	\$1,429.200	\$1,464.930	\$1,501.554	\$1,539.093	\$1,577.570	\$1,617.009	\$1,657.434	\$1,698.870	7
6	\$1,296.24	\$1,328.642	\$1,361.858	\$1,395.904	\$1,430.802	\$1,466.572	\$1,503.236	\$1,540.817	\$1,579.338	\$1,618.821	6
5	\$1,235.56	\$1,266.451	\$1,298.112	\$1,330.565	\$1,363.829	\$1,397.925	\$1,432.873	\$1,468.694	\$1,505.412	\$1,543.047	5
4	\$1,176.97	\$1,206.393	\$1,236.553	\$1,267.467	\$1,299.154	\$1,331.632	\$1,364.923	\$1,399.046	\$1,434.022	\$1,469.873	4
3	\$1,121.69	\$1,149.732	\$1,178.476	\$1,207.938	\$1,238.136	\$1,269.089	\$1,300.817	\$1,333.337	\$1,366.671	\$1,400.837	3
2	\$1,068.77	\$1,095.493	\$1,122.880	\$1,150.952	\$1,179.726	\$1,209.219	\$1,239.450	\$1,270.436	\$1,302.197	\$1,334.752	2
1	\$1,018.89	\$1,044.359	\$1,070.468	\$1,097.230	\$1,124.660	\$1,152.777	\$1,181.596	\$1,211.136	\$1,241.415	\$1,272.450	1

**City of Merrill
Administrative, Professional, Supervisory and Technical Personnel**

2014 Compensation Schedule

Effective 6/30/2014

With 1.0% Wage Increase

Annual Equivalent

Step	A	B	C	D	E	F	G	H	I	J	K	L	M	Step
Grade														Grade
14	\$76,254.27	\$78,160.63	\$80,114.64	\$82,117.51	\$84,170.45	\$86,274.71	\$88,431.58	\$90,642.36	\$92,908.42	\$95,231.13	\$97,611.91	\$100,052.21	\$102,553.52	14
13	\$70,553.40	\$72,317.24	\$74,125.17	\$75,978.30	\$77,877.75	\$79,824.70	\$81,820.31	\$83,865.82	\$85,962.47	\$88,111.53	\$90,314.32	\$92,572.18	\$94,886.48	13
12	\$65,349.16	\$66,982.89	\$68,657.46	\$70,373.89	\$72,133.24	\$73,936.57	\$75,784.99	\$77,679.61	\$79,621.60	\$81,612.14	\$83,652.45	\$85,743.76	\$87,887.35	12
11	\$60,527.83	\$62,041.02	\$63,592.05	\$65,181.85	\$66,811.40	\$68,481.68	\$70,193.72	\$71,948.57	\$73,747.28	\$75,590.96	\$77,480.74	\$79,417.75	\$81,403.20	11
10	\$56,068.10	\$57,469.81	\$58,906.55	\$60,379.21	\$61,888.69	\$63,435.91	\$65,021.81	\$66,647.36	\$68,313.54	\$70,021.38	\$71,771.91	\$73,566.21	\$75,405.37	10
9	\$51,936.22	\$53,234.62	\$54,565.49	\$55,929.63	\$57,327.87	\$58,761.06	\$60,230.09	\$61,735.84	\$63,279.24	\$64,861.22	\$66,482.75	\$68,144.82	\$69,848.44	9
8	\$48,111.74	\$49,314.53	\$50,547.40	\$51,811.08	\$53,106.36	\$54,434.02	\$55,794.87	\$57,189.74	\$58,619.49	\$60,084.97	\$61,587.10	\$63,126.77	\$64,704.94	8
7	\$44,593.93	\$45,708.77	\$46,851.49	\$48,022.78	\$49,223.35	\$50,453.93	\$51,715.28	\$53,008.17	\$54,333.37	\$55,691.70	\$57,084.00	\$58,511.10	\$59,973.87	7
6	\$41,289.05	\$42,321.27	\$43,379.31	\$44,463.79	\$45,575.38	\$46,714.77	\$47,882.64	\$49,079.70	\$50,306.69	\$51,564.36	\$52,853.47	\$54,174.81	\$55,529.18	6
5	\$38,250.10	\$39,206.35	\$40,186.51	\$41,191.17	\$42,220.95	\$43,276.48	\$44,358.39	\$45,467.35	\$46,604.03	\$47,769.13	\$48,963.36	\$50,187.44	\$51,442.13	5
4	\$35,436.38	\$36,322.29	\$37,230.34	\$38,161.10	\$39,115.13	\$40,093.01	\$41,095.33	\$42,122.72	\$43,175.78	\$44,255.18	\$45,361.56	\$46,495.60	\$47,657.99	4
3	\$32,834.73	\$33,655.60	\$34,496.99	\$35,359.42	\$36,243.40	\$37,149.49	\$38,078.22	\$39,030.18	\$40,005.94	\$41,006.08	\$42,031.24	\$43,082.02	\$44,159.07	3
2	\$30,423.85	\$31,184.45	\$31,964.06	\$32,763.16	\$33,582.24	\$34,421.79	\$35,282.34	\$36,164.40	\$37,068.51	\$37,995.22	\$38,945.10	\$39,918.73	\$40,916.70	2
1	\$28,190.74	\$28,895.51	\$29,617.90	\$30,358.34	\$31,117.30	\$31,895.23	\$32,692.61	\$33,509.93	\$34,347.68	\$35,206.37	\$36,086.53	\$36,988.69	\$37,913.41	1

Hourly Equivalent

Step	A	B	C	D	E	F	G	H	I	J	K	L	M	Step
Grade														Grade
14	\$36.66	\$37.58	\$38.52	\$39.48	\$40.47	\$41.48	\$42.52	\$43.58	\$44.67	\$45.78	\$46.93	\$48.10	\$49.30	14
13	\$33.92	\$34.77	\$35.64	\$36.53	\$37.44	\$38.38	\$39.34	\$40.32	\$41.33	\$42.36	\$43.42	\$44.51	\$45.62	13
12	\$31.42	\$32.20	\$33.01	\$33.83	\$34.68	\$35.55	\$36.44	\$37.35	\$38.28	\$39.24	\$40.22	\$41.22	\$42.25	12
11	\$29.10	\$29.83	\$30.57	\$31.34	\$32.12	\$32.92	\$33.75	\$34.59	\$35.46	\$36.34	\$37.25	\$38.18	\$39.14	11
10	\$26.96	\$27.63	\$28.32	\$29.03	\$29.75	\$30.50	\$31.26	\$32.04	\$32.84	\$33.66	\$34.51	\$35.37	\$36.25	10
9	\$24.97	\$25.59	\$26.23	\$26.89	\$27.56	\$28.25	\$28.96	\$29.68	\$30.42	\$31.18	\$31.96	\$32.76	\$33.58	9
8	\$23.13	\$23.71	\$24.30	\$24.91	\$25.53	\$26.17	\$26.82	\$27.50	\$28.18	\$28.89	\$29.61	\$30.35	\$31.11	8
7	\$21.44	\$21.98	\$22.52	\$23.09	\$23.67	\$24.26	\$24.86	\$25.48	\$26.12	\$26.77	\$27.44	\$28.13	\$28.83	7
6	\$19.85	\$20.35	\$20.86	\$21.38	\$21.91	\$22.46	\$23.02	\$23.60	\$24.19	\$24.79	\$25.41	\$26.05	\$26.70	6
5	\$18.39	\$18.85	\$19.32	\$19.80	\$20.30	\$20.81	\$21.33	\$21.86	\$22.41	\$22.97	\$23.54	\$24.13	\$24.73	5
4	\$17.04	\$17.46	\$17.90	\$18.35	\$18.81	\$19.28	\$19.76	\$20.25	\$20.76	\$21.28	\$21.81	\$22.35	\$22.91	4
3	\$15.79	\$16.18	\$16.59	\$17.00	\$17.42	\$17.86	\$18.31	\$18.76	\$19.23	\$19.71	\$20.21	\$20.71	\$21.23	3
2	\$14.63	\$14.99	\$15.37	\$15.75	\$16.15	\$16.55	\$16.96	\$17.39	\$17.82	\$18.27	\$18.72	\$19.19	\$19.67	2
1	\$13.55	\$13.89	\$14.24	\$14.60	\$14.96	\$15.33	\$15.72	\$16.11	\$16.51	\$16.93	\$17.35	\$17.78	\$18.23	1

Pay Period Equivalent

**City of Merrill
Administrative, Professional, Supervisory and Technical Personnel**

2014 Compensation Schedule

Effective 6/30/2014

With 1.0% Wage Increase

Step	A	B	C	D	E	F	G	H	I	J	K	L	M	Step
Grade														Grade
14	\$2,932.86	\$3,006.18	\$3,081.33	\$3,158.37	\$3,237.32	\$3,318.26	\$3,401.21	\$3,486.24	\$3,573.40	\$3,662.74	\$3,754.30	\$3,848.16	\$3,944.37	14
13	\$2,713.59	\$2,781.43	\$2,850.97	\$2,922.24	\$2,995.30	\$3,070.18	\$3,146.94	\$3,225.61	\$3,306.25	\$3,388.90	\$3,473.63	\$3,560.47	\$3,649.48	13
12	\$2,513.43	\$2,576.26	\$2,640.67	\$2,706.69	\$2,774.36	\$2,843.71	\$2,914.81	\$2,987.68	\$3,062.37	\$3,138.93	\$3,217.40	\$3,297.84	\$3,380.28	12
11	\$2,327.99	\$2,386.19	\$2,445.85	\$2,506.99	\$2,569.67	\$2,633.91	\$2,699.76	\$2,767.25	\$2,836.43	\$2,907.34	\$2,980.03	\$3,054.53	\$3,130.89	11
10	\$2,156.47	\$2,210.38	\$2,265.64	\$2,322.28	\$2,380.33	\$2,439.84	\$2,500.84	\$2,563.36	\$2,627.44	\$2,693.13	\$2,760.46	\$2,829.47	\$2,900.21	10
9	\$1,997.55	\$2,047.49	\$2,098.67	\$2,151.14	\$2,204.92	\$2,260.04	\$2,316.54	\$2,374.46	\$2,433.82	\$2,494.66	\$2,557.03	\$2,620.95	\$2,686.48	9
8	\$1,850.45	\$1,896.71	\$1,944.13	\$1,992.73	\$2,042.55	\$2,093.62	\$2,145.96	\$2,199.61	\$2,254.60	\$2,310.96	\$2,368.73	\$2,427.95	\$2,488.65	8
7	\$1,715.15	\$1,758.03	\$1,801.98	\$1,847.03	\$1,893.21	\$1,940.54	\$1,989.05	\$2,038.78	\$2,089.74	\$2,141.99	\$2,195.54	\$2,250.43	\$2,306.69	7
6	\$1,588.04	\$1,627.74	\$1,668.43	\$1,710.15	\$1,752.90	\$1,796.72	\$1,841.64	\$1,887.68	\$1,934.87	\$1,983.24	\$2,032.83	\$2,083.65	\$2,135.74	6
5	\$1,471.16	\$1,507.94	\$1,545.63	\$1,584.28	\$1,623.88	\$1,664.48	\$1,706.09	\$1,748.74	\$1,792.46	\$1,837.27	\$1,883.21	\$1,930.29	\$1,978.54	5
4	\$1,362.94	\$1,397.01	\$1,431.94	\$1,467.73	\$1,504.43	\$1,542.04	\$1,580.59	\$1,620.10	\$1,660.61	\$1,702.12	\$1,744.68	\$1,788.29	\$1,833.00	4
3	\$1,262.87	\$1,294.45	\$1,326.81	\$1,359.98	\$1,393.98	\$1,428.83	\$1,464.55	\$1,501.16	\$1,538.69	\$1,577.16	\$1,616.59	\$1,657.00	\$1,698.43	3
2	\$1,170.15	\$1,199.40	\$1,229.39	\$1,260.12	\$1,291.62	\$1,323.92	\$1,357.01	\$1,390.94	\$1,425.71	\$1,461.35	\$1,497.89	\$1,535.34	\$1,573.72	2
1	\$1,084.26	\$1,111.37	\$1,139.15	\$1,167.63	\$1,196.82	\$1,226.74	\$1,257.41	\$1,288.84	\$1,321.06	\$1,354.09	\$1,387.94	\$1,422.64	\$1,458.21	1

City of Merrill

Effective 6/30/2014

2014 - 1% Increase - Position Grades and Step Placement in Grade

Administrative, Professional, Supervisory and Technical Personnel

Position	Grade for Position	Salary Range		Step in Grade	Amount	Bi-Weekly Gross	Hourly Rate*	
		Minimum	Maximum					
City Administrator	14	76,254.27	102,553.52	K	97,611.91	3,754.30		Steps
City Attorney	13	70,553.40	94,886.48	K	90,314.32	3,473.63		Steps
Finance Director	11	60,527.83	81,403.20	M	81,403.20	3,130.89		
Fire Chief	11	60,527.83	81,403.20	M	81,403.20	3,130.89		
Police Chief	11	60,527.83	81,403.20	M	81,403.20	3,130.89		
Utility Superintendent	10	56,068.10	75,405.37	J	70,021.38	2,693.13		Steps
Police Captain	9	51,936.22	69,848.44	M	69,848.44	2,686.48		
Parks & Recreation Director	9	51,936.22	69,848.44	I	63,279.24	2,433.82		Steps
Information Technology Manager	9	51,936.22	69,848.44	J	64,861.22	2,494.66		Steps
Building Inspector/Zoning Adm.	9	51,936.22	69,848.44	H	61,735.96	2,374.46		Steps
Fire Captains (4)**	8	48,111.74	64,704.94	M	64,704.94	2,488.65	22.220	
Police Lieutenant (4)	8	48,111.74	64,704.94	M	64,704.94	2,488.65	31.108	
Transit Director	7	44,593.93	59,973.87	M	59,973.87	2,306.69		
Senior Center Director	5	38,250.10	51,442.13	M	51,442.13	1,978.54		
City Hall Maintenance Supervisor	5 - 75%	38,250.10	51,442.13	K	36,722.40	1,412.40	23.540	Steps

* Hourly Rate for Non-Exempt positions under Fair Labor Standards Act (FLSA).

**Operational Fire Captains work 2,912 hours and Administrative Fire Captain works 2,340 hours.

Positions with scheduled Step adjustments:

- City Administrator - Next step (to Step L of Grade 14) on 4/24/2015.
- City Attorney - Next Step (to Step L of Grade 13) on 1/1/2015
- City Hall Maintenance Supervisor - Next step (to Step L of Grade 5) on 7/12/2014
- Information Technology Manager - Next step (to Step K of Grade 9) on 3/28/2015
- Building Inspector/Zoning Administrator - Next step (to Step I of Grade 9) on 4/1/2015
- Parks & Recreation Director - Next Step (to Step J of Grade 9) on 1/1/2015
- Utility Superintendent - Next Step (to Step K of Grade 10) on 1/1/2015.

Clerical and Other Support Staff

Position	Grade for Position	Salary Range		Step in Grade	PT %	Hours	Amount 06/30/14	Rate per Hour	
		For Grade							
		Minimum	Maximum						
Adm. Assistant-Clerk-Treasurer	6	33,702.14	42,089.35	J			42,089.35	20.235	
Adm. Assistant-Police	6	33,702.14	42,089.35	J			42,089.35	20.235	
Adm. Assistant-Community Dev.	6	33,702.14	42,089.35	J			42,089.35	20.235	
Transit Coordinator	6	33,702.14	42,089.35	J			42,089.35	20.235	
Payroll Specialist	6	33,702.14	42,089.35	J	75%	1,560	31,567.01	20.235	Maluegge
Clerk/Transcriber (Police) (2)	5	32,124.60	40,119.23	J			40,119.23	19.288	
Utility Secretary	5	32,124.60	40,119.23	J			40,119.23	19.288	
Clerk-Treasurer Secretary	5	32,124.60	40,119.23	J			40,119.23	19.288	
Clerk-Treasurer Secretary - PT	5	32,124.60	40,119.23	J	75%	1,300	25,074.52	19.288	Bostrom
City Hall Secretary/Paralegal	5	32,124.60	40,119.23	J			40,119.23	19.288	
Recreation Secretary	5	32,124.60	40,119.23	J			40,119.23	19.288	Smith
Bus Driver (3)	5	32,124.60	40,119.23	J			40,119.23	19.288	
Bus Driver (1) - PT	5	32,124.60	40,119.23	D	55%	1,150	19,126.80	16.632	DeJarlais
Bus Driver (1) - PT	5	32,124.60	40,119.23	D	55%	1,150	19,126.80	16.632	Snyder
Municipal Court Clerk - PT	5	32,124.60	40,119.23	J	50%	1,040	20,059.62	19.288	Poyer
Deputy Municipal Court Clerk - PT	5	32,124.60	40,119.23	E	25%	520	8,864.96	17.048	Baacke
Recreation Specialist - PT	2	27,788.12	34,703.55	G	39%	700	10,845.10	15.493	Annis, Joy
Senior Center Assistant - PT	2	27,788.12	34,703.55	J	85%	1,762	29,397.21	16.684	Vandre
Enrichment Center Assistant - PT	1	26,491.06	33,083.70	D	25%	500	6,857.50	13.715	Olson
Assistant Recreation Specialist - PT	1	26,491.06	33,083.70	F	39%	1,000	14,410.00	14.410	Kohnhorst
City Hall Janitor (1) - PT	1	26,491.06	33,083.70	J+	75%	1,560	29,151.72	18.687	Red-Circled
City Hall Janitor (1) - PT	1	26,491.06	33,083.70	D	63%	1,300	18,275.40	14.058	Severt, A.
MARC Smith Center Janitor (1) - PT	1	26,491.06	33,083.70	B	63%	1,000	13,540.00	13.540	Szulcewski

Note: PT employees adjusted annually in January for step schedules unless already at top of Grade compensation schedule.

Bus Driver - PT next step (to Step E of Grade 5) on 10/24/2014 -DeJarlais

Bus Driver - PT next step (to Step E of Grade 5) on 6/19/2015 - Snyder

Deputy Municipal Court Clerk - PT next step (to Step F of Grade 5) on 6/1/2015

City Hall Janitor - PT next step (to Step E of Grade 1) on 9/12/2014

The following support positions are not included within a Grade classification:

Clerk-Treasurer Fill-In - PT	19.288
Crossing Guards (4) - PT	9.678

①

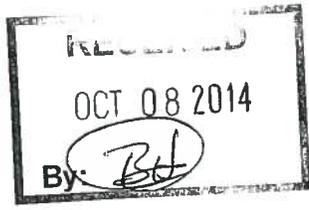
Heideman, Bill

From: Johnson, David
Sent: Wednesday, October 08, 2014 12:12 PM
To: Heideman, Bill
Cc: Hayden, Tom; Kriewald, Kim
Subject: P&F Committee Agenda

Bill,

We need an agenda item to address a reclassification request for the **Legal Assistant** position and Utilities Assistant position. Materials to follow.

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





CITY OF MERRILL

Office of the City Attorney
Thomas N. Hayden, City Attorney

1004 East First Street • Merrill, Wisconsin • 54452

Phone (715) 539-3510 • FAX (715) 536-0514

e-mail: tom.hayden@ci.merrill.wi.us

Dave Johnson, City Administrator
Members of the Common Council

October 1, 2014

RE: Re-Class Request – Diane Wais, Legal Assistant

Ladies and Gentlemen:

Diane Wais has been employed in the City Attorney's office for 16 years. The City organizational structure and the demands on the City Attorney's Office have changed dramatically during that time. There has been no serious consideration in a class upgrade in that position during that time.

Similar to the City Clerk staff, the City Attorney's Assistant position is involved with every department in the City. She has weekly contact to fulfill requests, do research, prepare matters for Council and perform general support work for other departments as well as assisting them in the "legal end" of City administration.

Diane Wais has been instrumental in the Municipal Code Recodification, and the Personnel Handbook and the Policy and Procedure Handbook preparation. These are never ending processes.

With the initiation of a Joint Court with Tomahawk, the office work load has increased. Diane has excellent rapport with Tomahawk, Lincoln County and other Police Departments, as well as the District Attorney's Office. She has expanded the duties of her position and has suggested many ways to streamline office, prosecution, and other City procedures. I know that various City Department heads have found her input, technical skills and follow through to be invaluable on all types of Municipal projects and issues.

Diane has excelled in collection of past due delinquent city accounts, an accomplishment which requires technical expertise, tact, and tenacity.

Diane has put in place various systems in the City Attorney's Office and is responsible for the high quality of work it produces, often in tight time restraints.

More than occasionally, it is necessary to deal with people who are not pleased with the action of a police officer or another City employee. She has a wonderful manner and style when dealing with those people.

In short, Ms. Wais, performs work above and beyond what was expected or envisioned when she took the position 16 years ago. A reclassification from Grade 5 to Grade 6 is appropriate. I am well aware of this extremely positive evaluation of Diane's work, and am pleased to offer it as justification for this reclassification.

Thank you.

Heideman, Bill

From: Johnson, David
Sent: Wednesday, October 08, 2014 12:12 PM
To: Heideman, Bill
Cc: Hayden, Tom; Kriewald, Kim
Subject: P&F Committee Agenda

Bill,

We need an agenda item to address a reclassification request for the Legal Assistant position and Utilities Assistant position. Materials to follow.

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



Request position wage reclassification for Utility Billing Coordinator/Clerk from salary grade 5 to grade 6.

- Job description from 2004 for utility/engineering admin. assistant compared to job description for 2013. See attached.
- Billing responsibilities are more complex and detailed because of city shut-off/disconnect policies with regard to no-pay. Payment arrangements are made and monitored for default. Responsible for customer accounts, resolving complaints, issues and inquiries, knowing procedures and legal requirements assuring compliance with governing bodies (i.e. city ordinances or policies, PSC, DNR)
- Utilities liaison with the Public Service Commission and responsible for billing portion of annual PSC report.
- Prepares annual Consumer Confidence Report, Updates private well permits, works on news letter (time permitting).
- Independently coordinates and/or schedules work of the utility billing function and ensuring accurate and timely completion of the billing process.
- All utilities are different, all cities and villages are different. It is the same with how municipalities handle billing responsibilities, one size doesn't fit all. Wisconsin Rural Water a few years ago attempted to create a manual for utility clerk/ billing coordinators and discovered that there are too many variables to consider, one size won't fit all approach.

From: Prindle, Jim [jprindle@cityofonalaska.com]
Sent: Wednesday, June 29, 2011 3:45 PM
To: Unertl, Kathy
Subject: Angie Holz

Ms. Unertl

I wanted to drop an email to the staff involved in supervising Angie Holz and pass on to them what an exceptional experience I have had interacting and corresponding with her in questions I had related to Municipal billing and software use. My first contact with her was when the City of Onalaska traveled to Merrill to understand the application of Tyler software as it related to Municipal operation/function. As the Water & Sewer Manager for Onalaska, I was to connect with a person who had knowledge in day to day operation for the water and sewer side of things and Angie was the contact person that I spent time with. I was extremely impressed with the knowledge and effectiveness of operation she displayed and how efficient her abilities were in structuring and managing the multiple tasks that she performs. I took some of her thoughts and procedural steps back to Onalaska to help facilitate and improve our billing/metering area. There were several areas that I needed specific information and direction in, and she was really helpful for myself and staff in making things easier to relate to. I would like to also add that I am involved with numerous systems around the state in training for both of the water groups and the DNR, and have the opportunity to communicate and visit with numerous individuals in Angie's position, and I can say without hesitation, that she is several levels above her counterparts. I have also asked her to help provide input for training seminars that we would offer statewide and people within the state are very appreciative and impressed with her thoughts. You have a person in Angie that I as a manager would certainly enjoy supervising, as I am sure it would be a very uncomplicated and enjoyable experience that would also provide the City with a highly relevant resource. Merrill certainly has a great asset in Angie Holz.

Jim Prindle
Water & Wastewater Manager
City of Onalaska
415 Main St. 54650
(608) 781-9545 ext. 404
jprindle@cityofonalaska.com

**CITY OF MERRILL
JOB DESCRIPTION**

DRAFT

JOB TITLE: Utility Clerk/Billing Coordinator **STATUS:** Non-exempt
REPORTS TO: Utility Superintendent **DATE:** February 2013

Position Summary:

This position is responsible for clerical and accounting work performed in the Utility Department of the City of Merrill. The position is responsible for maintenance of the Utility Department billing records and accounts, receipting and customer service. This position performs office functions of computer operations, billing, typing, filing, clerical, bookkeeping, required report preparation, customer service and functions, along with related work. This position provides professional, effective and efficient public service assistance to the general public.

Principal Duties and Responsibilities:

1. Accountable for the accurate input and implementation of efficient automated utility billing changes. This includes but not limited to analyzing, auditing, and making adjustments to customer accounts; responding to customer inquiries and complaints and resolving issues with dissatisfied customers and/or customers referred by other staff; making well-reasoned decisions to resolve account problems; explaining procedures and legal requirements to customers; accurately establishing and entering into the system new and/or revised information to accounts, assuring compliance with ordinances, policies and regulations;
2. Perform technical and analytical duties related to the automated utility billing system and assure the system is maintained in a manner that efficiently produces accurate utility bills and the efficient collection of revenue;
3. Provide technical expertise and assistance on utility billing software to resolve problems, provide information, explain procedures and communicate operating information with other employees; evaluate system or billing errors, trouble-shoot and diagnose software problems and contact vendors or information systems staff to initiate corrective measures; provide system user support, technical assistance and training;
4. Independently coordinates and/or schedules work of the utility billing function, for the purpose of ensuring accurate and timely completion of the utility billing process;

5. Performs a variety of bookkeeping/account tasks such as processing payments; maintaining accounts receivable; coding of vouchers with general ledger account numbers and entering data for check processing.
6. Prepares Annual Consumer Confidence Report and Utility Newsletter;
7. Responsible for inventory control program;
8. Provides information and assistance to customer inquiries and provides direct customer service;
9. Records daily cash receipts and balance financial records; prepares accounts payable;
10. Coordinates water meter installation and replacement program; maintains meter records and makes necessary changes relating to meter number, addresses and customer changes; processes service open and close requests;
11. Responsible for preparation of Public Service Commission, Department of Natural Resources and Environmental Protection Agency reports; serves as the Utility's liaison with the Public Service Commission;
12. Prepares correspondence and vouchers;
13. Responsible for processing private well permits;
14. Responsible for office operation and coordination of Utility Department daily functions;

Additional Duties and Responsibilities:

Other duties as may be necessary to fulfill the responsibilities of this position.

Work Relationships and Scope:

Reports to: Utility Superintendent

Supervises: None

Work Relationships: Works very closely with the Utility Superintendent, contract engineering firms, Sewer and Water employees, Finance Department, customers and the general public. Has contact with vendors, developers and other government agencies. Frequent contact with the Public Service Commission.

Knowledge, Skills and Abilities, Qualifications Required:

Education/Experience: Associates Degree in bookkeeping/accounting. A minimum of three years of applicable work experience in billing/bookkeeping/accounting and dealing with the public is required. An equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform tasks involved is acceptable.

Skills/Abilities:

- Thorough knowledge of office accounting/bookkeeping terminology, procedures, equipment and of the English language;
- Thorough knowledge of billing and receipting practices and principles;
- Ability to acquire a working knowledge of the terminology utilized in the Water and Wastewater Treatment field;
- Skill in the operation of a personal computer for correspondence, reports, graphs and charts using Word Excel and Access;
- Ability to maintain complex clerical and accounting/bookkeeping records and prepare reports from such records;
- Ability to coordinate and complete work with regular interruptions;
- Ability to make decisions in accordance with regulations and established policies and procedures;
- Possess clerical and accounting/bookkeeping aptitude;
- Ability to get along well with others;
- Ability to demonstrate tact and courtesy for customer service;
- This position requires attention to detail while dealing with a wide variety of situations.
- Possess good judgment, thoroughness, dependability and be in good physical condition.

Qualifications

Candidates are required to pass physical examination once job is offered. Physical examination will be scheduled and paid for by the City. Until the 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 an office environment with minimal chance for personal injury. Work hours are normally during regular business hours 7:00 a.m. - 3:30 p.m., 40 per week.

Physical Requirements: Requires sitting, standing and walking, talking, and bending. Requires excellent vision and use of keyboard and telephone.

Equipment Operated: General office equipment including computer, calculator, copy machine, fax machine, telephone, dictation equipment, typewriter and interrogator/programmer.

Salary Grade: Starting at position 6 on the pay scale for clerical and support staff depending on 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

Additional Duties and Responsibilities:

Other duties as may be necessary to fulfill the responsibilities of this position.

Work Relationships and Scope:

Reports to: City Engineer

Supervises: None

Work Relationships: Works very closely with the City Engineer, Engineering, Sewer and Water and other department employees, customers and the general public. Has occasional contact with vendors, developers and other government agencies.

Knowledge, Skills and Abilities, Qualifications Required:

Education/Experience: Considerable experience in complex secretarial work. Completion of standard high school bookkeeping and accounting courses is required. Completion of higher education business courses is highly desirable. An equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform tasks involved is preferred. This position requires attention to detail while dealing with a wide variety of situations.

Skills/Abilities:

- Thorough knowledge of office terminology, procedures, equipment and of the English language;
- Skill in the operation of a typewriter and computer, at a reasonable rate of speed;
- Ability to maintain complex clerical records and prepare reports from such records;
- Ability to coordinate work with interruptions;
- Ability to make decisions in accordance with regulations and established policies and procedures;
- Possess clerical and accounting aptitude;
- Ability to get along well with others;
- Demonstrates tact and courtesy for customer service;
- Possess good judgment, thoroughness, and dependability and be in good physical condition.
- Experience with Microsoft Word, Excel and Outlook Express.

Qualifications

Candidates will be required to take typing tests. The final Candidate is required to pass physical examination once job is offered. Physical examination will be scheduled and paid for by the City. Until the physical examination has been conducted and records turned over to the City of Merrill, the 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 8:00 a.m. – 4:30 p.m., 40 per week.

Physical Requirements: Requires sitting, standing and walking, talking, and bending. Requires excellent vision and use of keyboard and telephone.

Equipment Operated: General office equipment including computer, calculator, copy machine, fax machine, telephone, dictation equipment, typewriter and interrogator/programmer.

Salary Grade: Starting at position 5 on the pay scale for clerical and support staff depending on 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

9

Seubert, Kathy

From: Johnson, David
Sent: Monday, October 13, 2014 2:39 PM
To: Heideman, Bill
Cc: Seubert, Kathy
Subject: P&F Agenda info.
Attachments: Sheri Wicke Reclass Request.docx; Diane Wais Reclass. Request.pdf

Bill,

Attached are the reclassification requests for Sheri and Diane for the P&F agenda packet.

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



MEMO

To: Personnel and Finance Committee

From: Darin Pagel, Building Inspector

Dear Committee Members,

I am requesting reclassification for Shari Wicke, Community Development Program Administrator/Building and Zoning Assistant. The following is a summary of events and Department changes that I believe warrant the reclassification.

- In 2002, Mike Martin took over Zoning Administrator duties transferring the Zoning/Building Inspector Assistant duties to Shari, without any additional compensation.
- In June of 2006 after the retirement of Mike Martin, Shari was assigned with additional duties and designated as Community Development Program Administrator. She was reclassified from Grade 5 Step F to Grade 6 Step F of the Clerical and other Support Schedule with the condition of being reviewed in 6 months. That review never took place.
- In November of 2006 the Property Inspector resigned and the additional duties were given to Shari, saving the City \$6000.00 a year at that time without any increase.
- In March of 2007, per the City Administrator's direction, Shari was directed to update her job description to reflect the additional duties that were added. In March of 2007 the Administrator did a performance appraisal with a written conclusion. (correspondence enclosed with the permission of Ms. Wicke.)
- In July of 2007, Pete Lokemoen was reclassified for taking over Zoning Administrator duties including backpay to the beginning of those duties.
- In August of 2007, the Administrator put Shari's reclassification request on hold due to his intention that the Common Council have a professional wage study completed.
- In November 2008 the Common Council denied the wage study.
- In December 2008, the Personnel and Finance Committee considered wage reclassifications for Administrative Assistant Utility, Administrative Assistant Paralegal, Community Development Program Administrator, and Utilities Superintendent. To this date, the Utilities Superintendent has been reclassified and the Administrative Assistant Utility and Administrative Assistant Paralegal are requesting reclassification on the 10-28-14 P&F agenda.
- In 2013, current Administrator Dave Johnson did a wage survey resulting in his recommendation of no change for this position. I can somewhat understand his findings being this is a very unique position that is difficult to find a comparable for. Also, without having a history how the position has evolved over the years, it is difficult to make a determination. That is why I have provided the above history.

In summary, as you can see this position has undergone many changes over the years with Community Development and Building and Zoning. There have been many additional duties added, requiring greater responsibility for decision making and requiring an increased knowledge of codes, requirements, and procedures. Even though her title doesn't reflect it, Shari is actually the Director of the Community Development Department. She does all the initial inspections, sets up the projects, initiates the bidding process, manages the projects once approved, disperses funds, and mediates issues between contractors and homeowners. She oversees, prepares agendas, assembles all highly confidential documents, and presents potential candidates to the Community Development Committee. She also has the sole responsibility for reporting to the State and meeting all their requirements. Since 2002, the City has eliminated the Community Development Director, City Engineer, and Engineering Tech positions. Even though the City has contracted some of those services, the day to day duties of some of those positions are handled within our department.

As you can see, this is not a Clerical and other Support Personnel type of position, it extends far beyond that. The current classification is Grade 6 Step J. I am requesting reclassification to the Administrative, Professional, Supervisory, and Technical Personnel Schedule at Grade 5 Step J. I will be at the meeting if you have any questions, or feel free to give me a call at 715-536-4880. Thank you for your consideration.



Memorandum for Record
Performance Appraisal
May 21, 2007

Employee: Shari Wicke
Supervisor: City Administrator, Tony R. Chladek

RE: March 21st Personnel Review

The focus of my first year evaluation process was to establish goals. The goals would then be evaluated over the course of the next year. The experimental review model that we have developed as staff, incorporates goal setting or performance objectives and their related performance factors; knowledge, communication, decision making, teamwork and cooperation, leadership and motivation, resource management, professional development, mission and community relations, and equal opportunity participation. With that in mind I will share my observations and suggestions as they pertain to your performance and goals.

The observations of your work production and one-on-one conversations I have had with your colleagues suggest to me that your performance factors fall in the category of "Exceeds Expectations." I am hard pressed at this time to make a recommendation for any performance improvements. I am satisfied that performance is not an issue for you, which is good because then we can focus on goals and further accomplishments.

I applaud your willingness and ability to pick up several responsibilities that were not originally part of your job duties, specifically in community development, economic development, zoning, and exterior maintenance to include their corresponding financial and reporting duties. We identified that we will work on the monthly reports that you provide me for oversight purposes. We also discussed your compensation related to your duties and in particular the most recently added exterior maintenance duties. We discussed the compensation study as an opportunity to evaluate your duties and arrive at a comparable wage. If that strategy doesn't occur then we will develop an alternative approach for P&F consideration. In the mean time, should you identify any training opportunities that fall in your areas of responsibility please feel free to see me.

If I can be of any further service to you to help you accomplish any of these goals please feel free to contact me. With that being said, we shall evaluate from time to time your progress on the short term goals identified above. Continue your outstanding work.

10

Heideman, Bill

From: Johnson, David
Sent: Monday, October 13, 2014 2:30 PM
To: Heideman, Bill
Subject: FW: request for re-classification

Bill,

Please add this reclassification request from Dan for Dawn to the P&F agenda. You should already have had requests for Diane and Sheri.

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



From: Wendorf, Dan
Sent: Monday, October 13, 2014 2:04 PM
To: Johnson, David
Subject: request for re-classification

Good afternoon Dave,

I would like to request the reclassification of Administrative Assistant Dawn Smith from Grade 5 to Grade 6.

Dawn Smith was hired full-time 10 years ago as an Administrative Assistant. Her responsibilities have grown over the past ten years with the transformation of our department, we now have fewer employees doing the same work previously done by more employees. With the combining of the Buildings & Grounds/City Forester Position and Smith Center Arena Manager/Marketing into the current Parks & Recreation Director's position I currently hold, it has placed more responsibilities upon us all within the department. This has meant that greater responsibilities have been placed on Dawn to work with the multitude of programs and events that are run through the Parks & Recreation Department.

I now rely more heavily on Dawn to organize recreation programs and certain events within our department, as well as work with/schedule other staff to ensure tasks are set up and running smoothly. Dawn has handled this transition (and increased responsibility and work load) seamlessly. It has allowed our department to continue to improve without seeing any drop-off in services in other areas.

In comparing this position to others in the City, I believe this position should be graded higher than it currently is due to the factors listed above and should be re-titled more appropriately to Administrative Assistant/Program Coordinator to more accurately reflect the nature of the work that now needs to be performed.

Thank you for your consideration,

Dan Wendorf
Parks & Recreation Director
City of Merrill
www.merrillparkandrec.com
(715) 536-7313

11

Heideman, Bill

From: Unertl, Kathy
Sent: Monday, October 20, 2014 11:16 AM
To: Schwartzman, Ryan; Heideman, Bill; Johnson, David
Cc: Lupton, Dick; Wendorf, Dan
Subject: Potential Out-of-Class Pay (Public Works)
Attachments: P-F Item - PW Potential Out-of-Class.pdf; PW Streets-Parks 2014 Schedule.pdf

Aldersperson Schwartzman – If potential out-of-class pay is appropriate, it should probably apply to both Streets Department and Parks & Recreation Department to be consistent. I have provided the fiscal information.

As to specific “out-of-class” duties, more information is needed from Street Commissioner Lupton and Parks & Recreation Director Wendorf.

Kathy Unertl, Finance Director
City of Merrill



REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: October 28th, 2014

Request by: City Administrator Dave Johnson/
Street Commissioner Dick Lupton/
Parks & Recreation Director Dan Wendorf

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

Consider potential Public Works Out-of-Class-Pay
(Follow-up from 9/23/2014 P&F Meeting)

	6/30/14
	Hourly Rate
Lead Public Works	\$22.49
Public Works II	\$21.81
Out-Of-Class-Pay	<u>\$0.68</u>



Kathy Unertl, Finance Director

Date: 10/20/2014

Consider Merit Pay for City employees

Kortney Pike requested that this item be placed on the agenda. He explained that some City employees go “above and beyond” when performing their duties, and, in his opinion, these people should be rewarded accordingly.

After discussion, it appears that Mr. Pike’s request is not related to merit pay, but rather he is requesting that additional pay should be given to employees who perform additional duties.

Alderman Meehean stated that it is not possible to make a decision without any kind of concrete proposal.

Alderman Schwartzman suggested that, if any employee is of the opinion that they should be reclassified, they should speak to their department head and/or City Administrator Johnson.

No action was taken.

City of Merrill		2014 Compensation Schedule				
Street and Parks & Recreation Departments		Effective 6/30/2014				
	<u>12/30/2013</u>	<u>06/30/2014</u>	<u>2014 Annual</u>	<u># of</u>	<u>Current Employees</u>	
<u>Street Department</u>	<u>1.00%</u>	<u>1.00%</u>		<u>Employees</u>		
Lead Public Works	\$22.27	\$22.49	\$46,554	1	Drewek, Roger (01-0274)	
Public Works I	\$21.59	\$21.81	\$45,140	4	Pike, Kortney (01-0106), Graap, Chris (01-0270), Krucirek, Matthew (01-0822) & Gipple, Kody (01-0798)	
Lead Mechanic	\$23.82	\$24.05	\$49,785	1	Wistein, Tom (01-0234)	
Mechanic	\$22.98	\$23.21	\$48,032	2	Spoehr, Mark (01-0546) & Krueger, Robert (01-0842)	
Mechanic - New	\$22.48	\$22.71	\$46,998	0		
Public Works II	\$20.81	\$21.01	\$43,493	8	Saal, Michael (01-0254), Berndt, Craig (01-0936), Schultz, Scott (01-0948), Pankow, Jacob (01-0976), Conrad, Vincent (01-0228) , Weix, Michael (01-0236), Hooch, Geoffrey (01-0932), & Wayda, Lucas (01-0826)	
Public Works III	\$20.37	\$20.58	\$42,585	0		
Park & Recreation Department						
Lead Public Works	\$22.27	\$22.49	\$46,554	1	Yates, Jim (01-0230)	
Public Works II	\$20.81	\$21.01	\$43,493	1	Weckwerth, Joe (01-0734)	
Arena Specialist (About 720 Hours)	\$19.08	\$19.27	\$13,805	1	Block, Andrew (01-0766) (Part-Time Year-Round)	
Arena Specialist - New Hire		\$17.20	\$6,192	1	Brown, Joseph (01-1002) (Part-Time Year Round) - Started 8/23/2014	
Zamboni Operator (Winter Seasonal)	Seasonal Limited Term Employee Schedule			1	Hauswirth, William (01-0130) LTE Schedule	
Smith Center Cleaner	Clerical & Other Support Schedule - Grade 1			1	Szulczewski, Dan(01-0758) (Part-Time Year-Round) Grade 1 PT - 50%	
Flower Watering (Summer Seasonal)	Seasonal Limited Term Employee Schedule			1	Szulczewski, Dan (01-0758) LTE Schedule	
Public Works - New Hire	\$18.76	\$18.94		0		

12

Heideman, Bill

From: Johnson, David
Sent: Tuesday, October 21, 2014 12:11 PM
To: Heideman, Bill
Cc: Seubert, Kathy; Savone, Dave; Bialecki, Bill
Subject: P&F agenda

Bill,

Please add an item to the P&F Agenda to lift the hiring freeze to replace a retiring firefighter.

Also an item to discuss the hiring freeze in general.

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



14a

2014 MERRILL and TOMAHAWK MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	YTD
INITIAL APPEARANCES-Merrill (Docket)										
1. Total Citations	167	83	150	179	46	216	115	103	70	1129
2. Adult Citations	154	83	142	175	44	208	114	102	68	1090
3. Juvenile Citations	13	0	8	4	2	8	1	1	2	39
4. Not Guilty Pleas (potential trials)	19	11	10	24	16	6	4	8	6	104

INITIAL APPEARANCES-Tomahawk										
1. Total Citations							12	13	14	39
2. Not Guilty Pleas (potential trials)							3	0	2	5

TRIALS										
1. Scheduled	0	0	1	0	0	2	0	1	0	4
2. Held	0	0	0	0	0	0	0	0	0	0
3. Rescheduled	0	0	0	0	0	1	0	0	0	1
4. Settled	0	0	1	0	0	1	0	1	0	3

CASES DISPOSED										
1. # Citations	149	76	138	176	42	210	122	105	84	1102

GOOD CAUSE/INDIGENCY HEARINGS										
1. # Days Hearings Held	2	2	2	2	2	4	3	4	3	24
2. # Citations Summoned	48	45	38	11	0	72	62	62	31	369
3. # Citations Scheduled for Status Hearings or Payment Plans	55	51	78	42	26	23	52	71	137	535

WRITS ISSUED										
1. # Citations	8	9	6	6	10	36	29	16	0	120

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	\$16,163.85	\$12,092.98	\$10,588.75	\$134,710.88
2. Amount Paid to County & State	(\$4,347.45)	(\$8,633.87)	(\$6,429.12)	(\$7,254.02)	(\$4,037.40)	(\$4,197.09)	(\$5,606.62)	(\$3,905.35)	(\$3,570.92)	(\$47,981.84)
3. Forf & Cost Retained by City	\$7,718.98	\$14,612.61	\$9,880.11	\$13,251.15	\$7,396.02	\$8,107.48	\$10,557.23	\$8,187.63	\$7,017.83	\$86,729.04
4. Add. Misc. fees collected	\$0.00	\$0.00	\$0.00	\$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	\$261.25	\$30.61	\$0.00	\$54.35	\$488.51
6. Total Revenue to the City	\$7,718.98	\$14,612.61	\$9,905.95	\$13,311.35	\$7,452.28	\$8,368.73	\$10,587.84	\$8,187.63	\$7,072.18	\$87,217.55
7. Municipal Court Expenses	(\$8,229.72)	(\$3,668.13)	(\$3,768.13)	(\$4,884.18)	(\$6,072.48)	(\$6,770.65)	(\$7,105.06)	(\$6,396.26)	(\$5,764.79)	(\$52,659.40)
8. Net Revenue to the City of Tomahawk							(\$112.00)	(\$7.00)	\$139.80	\$20.80
9. Net Revenue to the City of Merrill	(\$510.74)	\$10,944.48	\$6,137.82	\$8,427.17	\$1,379.80	\$1,598.08	\$3,370.78	\$1,784.37	\$1,447.19	\$34,578.95
10. Restitution Collected	\$212.87	\$948.46	\$235.37	\$612.99	\$244.98	\$511.03	\$217.95	\$106.00	\$52.60	\$3,142.25

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

146



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: October 22, 2014

To: Personnel and Finance Committee

From: Kathy Unertl, Finance Director *Kathy Unertl*

RE: September/October Activities

Mail – Alderperson Box: There were two unopened envelopes postmarked in December 2013. 1) City issued a property tax delinquent interest refund of \$20.65 to a local business. 2) The money order had already been refunded to the utility customer by the issuer.

2015 Budget: Main work activity has been preparation of 2015 budgets and revisions after the October 16th Committee of Whole meeting.

Thank your for your input!

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

City’s team is beginning Downtown Planning process. Another major 2015 planning process will be a Housing Study (City Strategic Plan Item).

League’s Partnership for Prosperity: See following information.

[Back to Web Site](#)

League of WI Municipalities

Partnership for Prosperity:

An Agenda for a Competitive 21st Century Wisconsin

Thriving cities and villages are a key to Wisconsin's long-term economic success. To compete globally, Wisconsin needs to develop quality communities that can attract and retain talent and enterprise and spur job creation. Wisconsin cities and villages provide the core services that businesses and people expect and need from their local governments, including police and fire protection, sewer and water, roads and other transportation infrastructure, garbage collection, recycling, libraries, and parks.

At a time when our state and local resources are diminishing, it is imperative the state receive a strong return on its investment in local services. The state should invest its limited resources where most of the state's economic activity is already occurring and where the most jobs are being created. By doing so, the state is more efficiently targeting its resources to maximize job growth outcomes. The state should focus its support and limited resources for local government on cities and villages because:

- Wisconsin's metropolitan regions already account for 75% of the state's Gross Domestic Product.
- Wisconsin cities and villages are home to:
 - 70 percent of the state's population
 - 87 percent of the all manufacturing property
 - 89 percent of all commercial property
- Most of the small businesses created in Wisconsin get their start in cities and villages.
- Cities and villages are where nearly all technology based entrepreneurship and knowledge based economic activity occurs in Wisconsin.

This agenda proposes a commitment of action in partnership between the state and its municipalities to assist communities in providing key services and amenities that contribute to a high quality of life and facilitate Wisconsin's economic growth and job creation. The following proactive legislative agenda is designed to create a new state-local partnership for prosperity to drive the state's economy forward by:

- Helping communities continue to provide quality local services while controlling property taxes.
- Investing in local transportation infrastructure.
- Enhancing and promoting economic development best practices, like the expansion of the historic tax credit that was accomplished last session (2013 Wisconsin Act 62).

The Partnership for Prosperity Legislative Agenda for 2015-2016

1. Sustainable Funding for Local Services. Municipalities are responsible for providing the public services necessary for a high quality of life and economic vitality. The delivery of quality services depends on having reliable and sufficient revenues. Wisconsin municipalities receive most of their revenue from two sources: property taxes and state revenue sharing programs. We recommend the following policy changes to ensure financial stability and flexibility for municipalities:

A. REDI for Jobs Plan. Create a new Regional Economic Development Incentive (REDI) program to supplement and ultimately replace shared revenue. A version of REDI was originally introduced as 2009 Assembly Bill 833/Senate Bill 532. REDI calls for increasing funding for the shared revenue program annually by the same percentage that the state general fund expenditures grew over the previous

budget. Under REDI, the current shared revenue appropriation would continue to be distributed to municipalities in the same manner it has been in recent years. Any new dollars added to the program would be distributed to cities, villages and towns according to the following formula:

Distribute any additional dollars to shared revenue according to the following formula:

1. 1/3 to be distributed by economic regions based on the percentage growth in **new private sector jobs** created from the previous year.
2. 2/3 to be distributed statewide on a per capita basis to cities, villages, and towns that levy at least 1 mill. Percentage adjustments would be made to each municipality's population based on an average of the following two factors: per capita property value and per capita adjusted gross income.

B. Allow Levies to Grow by Rate of Inflation. The current state imposed levy limit allows a municipality to increase its levy over the prior year by the percentage increase in equalized value from net new construction. While every community is different, in 2014, the growth in the state's total equalized value from net new construction was 1.12%. Levy limits this strict are unsustainable and are negatively impacting the ability of municipalities to provide the services necessary for economic development and job growth. The minimum allowable annual growth in a community's tax levy should be at least the rate of inflation.

C. Modify New Construction Adjustment for Levy Limits. A municipality's current maximum allowable levy is the percentage increase in equalized value from *net* new construction. Net new construction is new construction minus buildings demolished. A limit based on net new construction negatively impacts older urban areas engaged in redevelopment projects. The maximum allowable levy should be the percentage change in the municipality's equalized value due to new construction, not *net* new construction.

D. Create Economic Development Exemption from Levy Limits. Exempt from levy limits the amount municipalities spend on economic development.

Define "economic development" to include development incentives and grants, recruitment and retention efforts, community branding and marketing, urban service area extensions, land acquisition, brownfields clean-up, infrastructure improvements necessary for particular developments, and salaries for staff engaged in economic development.

E. Create an Incentive for Closing TIDs Early by Allowing Municipalities to treat more of the growth in value within a terminated TID as Net New Construction for Levy Limit Purposes. When a TIF district terminates, allow up to 85 percent of the value increment of the former district to be treated as net new construction and added to the municipality's allowable levy. Current law allows up to 50 percent of the value increment to be added to the allowable levy.

F. Encourage Municipalities to hold down spending by expanding the Expenditure Restraint Program. To receive payments under the Expenditure Restraint Program (ERP), municipalities must limit the year-to-year growth in their budgets to a percentage equal to CPI plus 60% of the percentage change in the municipality's equalized value due to net new construction. To receive aid, a municipality must also have a municipal purpose tax rate in excess of five mills.

To be eligible for a 2014 payment, municipalities had to limit their 2013 general fund increases to 2.4% plus 60% of the percentage change in the municipality's equalized value due to net new construction. There are over 1,800 cities, villages and towns in Wisconsin. Out of the 454 municipalities that had tax rates exceeding 5 mills and were potentially eligible for a 2014 payment, only 359 met the budget test. The other 95 municipalities either did not meet the test or did not submit budget worksheets to DOR in a timely manner.

We recommend increasing funding for this successful program, which has been frozen at \$58 million since 2003. Increased funding will create more of a financial incentive for eligible communities to strive to meet the program's spending limits and qualify for ERP dollars. We also recommend that a portion of any funding increase be set aside in a separate pot as a bonus payment available only to those communities

that limit their general fund increases a certain percentage (e.g., 5%) below the current budget test of CPI plus 60% of net new construction.

2. Transportation Funding. The State's Transportation Fund must be adequately funded to build and maintain a modern transportation system that works seamlessly to move commerce and people. A safe, efficient and well-maintained transportation system, including transit, is critical to Wisconsin's economic prosperity and quality of life. Wisconsin needs to reverse its chronic underfunding of our state and local transportation systems.

According to the most recent (2012) figures available, the condition of Wisconsin's highway system is below average. The pavement on less than half of it is rated "good" based on smoothness. Thirty-five states had highways in better condition, including three neighboring states. The situation is significantly worse in the state's 15 urbanized areas. There, only 15% of the highway system is rated good; just over half is considered "acceptable." (Source: *Filling the Potholes: Addressing Local Transportation Funding in Wisconsin*; A Wisconsin Taxpayers Alliance Study for the Local Government Institute.)

If Wisconsin is to compete successfully with other states for jobs and workers over the next 30 years, it will need high-quality infrastructure. That means the system of state and Interstate highways needs to be modern and efficient for producers looking to deliver their goods to consumers. It also means local transportation infrastructure must be able to move workers efficiently from where they live to where jobs are.

Yet, the percentage of local transportation related costs that the state reimburses has steadily declined, shifting ever more of the cost onto property taxpayers. When the current general transportation aid formula was established in 1988, cities and villages received payments covering 24 percent of their costs. Today, general transportation aid payments equal on average about 13 percent of municipal costs.

To counter this unsustainable trend we propose the following recommendations:

A. Increase funding for GTA. At a minimum, restore the \$30 million cut that was made to the share of cost component of the program in the 2011-2012 state budget.

B. Modify GTA Distribution Formula. The current method of distributing GTA is based on 20th century goals of making sure dairy and other farm products get to market. Such an exclusive focus no longer makes sense if Wisconsin is to succeed in today's global economy. The formula should be modified to direct more resources to where most job creation and economic activity takes place, which is in Wisconsin cities and villages. GTA currently covers nearly 40% of towns' reported costs and only 13% of municipal transportation related costs. **The proposed solution:** Eliminate the rate per-mile payment option and distribute GTA to all local governments, including towns, exclusively on a share of cost basis.

C. Realign Distribution of Local Road Improvement Program (LRIP) dollars to Prioritize Spending in Cities and Villages, where 70% of state's population resides and most of the state's economic activity occurs. The state should reprioritize how it distributes limited LRIP dollars to better reflect where the state's population lives and works. LRIP was established in 1991 to assist local governments in improving seriously deteriorating local streets and roads. Total funding for the program is \$59 million. LRIP has an entitlement and a discretionary component.

- The \$27 million **discretionary component** is currently distributed as follows: 43% to counties; 48% to towns; and 8.3% to municipalities. A portion of the program is also earmarked for certain specific projects.
- The \$32 million **entitlement program** is currently distributed as follows: 43% to counties; and 28.5% to municipalities; and 28.5% to towns.

A higher percentage of LRIP dollars should be allocated to projects in cities and villages where the economic payoff will be greater and the investment is more likely to stimulate additional economic opportunities and job creation.

D. Enact Regional Transportation Authority Enabling Legislation similar to 2009 Assembly Bill 282/Senate Bill 205, authorizing local governments to create RTAs with ability to levy a sales tax to raise sufficient revenue to finance both road and transit capital costs and operations.

Strong Communities Make Wisconsin Work

14c

CITY ATTORNEY

REPORT FOR OCTOBER 23, 2014

PARKS & RECREATION: Continuing working with Dan on various and sundry (yes, Dave, sundry) issues, including new pool and related items.

CITY STAFF: Busy with property inspections, economic development matters, court docket, various policy changes, working on several ordinance changes from several departments.

AIRPORT: Working with Airport Commission Chairman on transition to new Airport Manager.

DEVELOPMENT PROJECTS: We currently are working on development projects in virtually every part of the City. Several items in the hopper, hopefully a good portion of them come to fruition. Spending a fair amount of time brainstorming with City Officials and contractors.

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. More litigation coming. Assisting Fire Chief and Building Inspector on various open matters and inspections

COMMON COUNCIL: Business as usual.

SEMINARS: None

MUNICIPAL COURT: We wish Nancy Baacke the best in her new endeavors.

CITY OF TOMAHAWK: Going well.

LINCOLN COUNTY: 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.

Money is better than poverty, if only for financial reasons....Woody Allen



City Attorney		CURRENT MONTH	LAST MONTH			
MONTHLY REPORT						
October 23, 2014						
		10/23/2014	9/16/2014			
MUNICIPAL COURT		1 week	1 week			
TOTAL ADULT		88	68			
Adult Ordinance		16	68			
Adult Traffic		72	22			
Total Adult Defendants		68	46			
Adult Closed		19	23			
Other Jurisdictions - Wausau (cases)		0	0			
TOTAL JUVENILE		1	2			
Juvenile Ordinance		1	1			
Juvenile Traffic		0	1			
Total Juvenile Defendants		1	2			
Juvenile Closed		0	1			
TRIALS		5	6			
Pending Municipal Trials		1	4			
Pending Circuit Court Trials		4	2			
Tomahawk Trials		0	1			
Other Court Matters		Beginning	New	Closed	Ending	
Deferred Prosecution Agree.		August	21	4	1	24
(Includes Tomahawk's Totals)		September	24	2	5	21
		October	21	3	2	22
TOMAHAWK DPA's		September	4	0	1	3
		October	3	1	0	4
TOMAHAWK		November	October	September	August	
Total Adult & Juvenile			47	14	13	
Total Adult Defendants			37	6	10	
Ordinances			3	3	1	
Traffic			33	6	12	
Total Juveniles Defendants			10	5	0	
Total Adult & Juvenile Not Guilty Pleas			1	2	0	
Closed Since Last Report			3	0	2	



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 OCT 23 2014
 By: *[Signature]*



MERRILL
WISCONSIN
City Of Parks

CITY OF MERRILL

Office of the City Clerk

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14d

City Clerk Report – October 28th, 2014

1. Work related to the November 4th, 2014 Fall General Election continues. Poll workers have been scheduled. Early voting in the City Clerk's office has begun and will run through October 31st.
2. On October 7th, attended Baseline Chief Inspector training session at the Lincoln County Service Center
3. Reviewed and tested the upgrade to NovusAgenda (agenda management software). Waiting to hear what the next step(s) are.
4. Relocated office to the former Information Technology office. Move is still a "work in process".
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

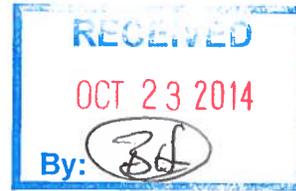
A handwritten signature in purple ink that reads "Bill".

City Clerk Bill Heideman, CMC, WCMC

"Focusing on the Future"

An equal opportunity/affirmative action employer.

14e



Administrator's Monthly Report 10/23/14

New Fire Station Project

We are still waiting for a final resolution to the leaking roof issue. There are issues with the heating system that we had problems getting addressed because the HVAC contractor refused to honor warranty work because of not being paid by Ellis-Stone. The HVAC issue has now been addressed for the moment. We are still holding \$200K due to the leaking roof and apparently Ellis-Stone is using that as a reason not to pay their subs.

Walmart Project

The sidewalk in front of McDonald's on Pine Ridge Ave. is being completed now that McDonald's and Walmart have finally come to terms. This will allow for completion of the cross-walks between McDonald's and Walmart, and McDonald's and Arby's

New Development and Blight elimination

Construction continues to progress rapidly on the new Arby's restaurant that is being added to the Mobil station at 64 and Pine Ridge. The Arby's is scheduled to open November 1. The new Kwik Trip building is now up and the fueling canopies are in place.

Demolition of the old Anson-Gilkey buildings has begun and is progressing rapidly. One of the two steel buildings we sold has been removed and the second one is 75% gone. Three buildings have already been removed by C&D Excavating, with the rest to follow. A union funded watchdog group, Construction Business Group, has accused the City of failure to comply with state prevailing wage and competitive bid law. While we did not obtain a wage determination prior to bidding we have subsequently obtained this determination from the state. This organization wants us to stop work and re-bid the project, which could significantly increase the cost of the project. In talking with Dave Newman, with the Department of Workforce Development, I was told that all we need to do is obtain the wage determination, which we have done, and if the contractor agrees to pay the prevailing wage we need do nothing further. Our only exposure is if the contractor makes a claim for the difference between his bid labor costs without the wage determination and what the wage determination actually is. We would then be responsible for the difference, which in this case is about \$15,000. Even if we have to pay the \$15,000 we are much better off sticking with the \$112,300 bid plus \$15,000 rather than re-bidding given that the other four bids ranged from \$267,850 to \$316,230 and also did not have the wage determination when submitted.

The final asbestos removal is underway and will cost an additional \$11,000+ which is not part of the demolition contract with C&D Excavating. This covers asbestos abatement on the water tower, press machine, and a small amount of office building siding identified by the DNR. This work is being performed by Mavo Systems.

I spoke with AT&T this week concerning their new cell tower and removal of their equipment from the water tower. This new tower will not be installed until sometime in 2015 at the earliest and by contract does not have to be done until June of 2016.

On 10/21/14, the Mayor, Mike Morrissey, Mary Rajek, Stacy Ness, and I did a walking tour of the downtown area – Park St. to Cleveland St. on 1st St., Main St. and behind Main St. along the Canadian National tracks. We are looking for what can be done to improve the look of the downtown area to make it more attractive for businesses, shoppers and out of town visitors. Among the items being discussed are decorative lighting, as Wausau and Tomahawk have done, bump-outs with plantings,

angle parking on one side of Main St., a decorative retaining wall behind the Nienow property at the entrance to the lower parking area, and other ideas to make the downtown area more attractive. If the city does not fund some improvements and take the lead in this area nothing is likely to occur, if the city does make an investment in downtown improvements we can expect business owners to follow with their properties. This is something that the city needs to do.

River Bend Trail

The access issue with Canadian National has been resolved, at significant additional cost to the project, so work has resumed on the trail behind the Cosmo Theater. The trail segment currently under construction is not scheduled for official opening until spring of 2015.

New Aquatic Center

Clark Dietz/Water Technologies performed the soil borings and test pits at the MARC this week and we are waiting for the soil analysis report. Site survey work is underway. On 10/22/14, I received a check for \$1,125,000 as the first installment for the aquatic center.

Old Ranger Station

We are preparing the paperwork for closing on the sale and should be closing in about 30 days.