

CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
Tuesday, January 6, 2015 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 proposed grant acceptance policy (agenda item requested by City Administrator Johnson)
4. Consider filling recently vacated Administrative Assistant in the Police Department
5. Consider creating and filling part-time Administrative Assistant position in the Fire Department
6. Consider reclassification of Legal Administrative Assistant, from Clerical and Other Support Personnel Grade 5 to Grade 6 (reclassification requested by City Attorney Hayden)
7. Consider reclassification of Utility Assistant/Billing Clerk, from Clerical and Other Support Personnel Grade 5 to Grade 6 (reclassification requested by Utility Superintendent Kriewald) and retitling of position to Utility Specialist/Billing Coordinator (retitling recommended by City Administrator Johnson)
8. Consider reclassification of Finance Administrative Assistant, from Clerical and Other Support Personnel Grade 6 to Grade 7 (reclassification requested by Finance Director Unertl) and retitling of position to Office/Accounting Manager or Coordinator (retitling recommended by City Administrator Johnson)

9. Consider reclassification of 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 (reclassification requested by Building Inspector/Zoning Administrator Pagel) and retitling of position to CDP Coordinator/Building & Zoning Assistant (retitling recommended by City Administrator Johnson)
10. Consider reclassification of Finance Secretary, from Clerical and Other Support Grade 5 to Grade 6 (reclassification requested by Finance Director Unertl) and retitling of position to Clerk/Treasurer Administrative Assistant (retitling recommended by City Administrator Johnson)
11. Consider reclassification of Clerk/Treasurer Administrative Assistant (part-time), from Clerical and Other Support Grade 5 to Grade 6 (requested by Finance Director Unertl)
12. Monthly Reports:
 - a. Municipal Court
 - b. Finance Director Unertl
 - c. City Attorney Hayden
 - d. City Clerk Heideman
 - e. City Administrator Johnson
13. Next Meeting
14. Public Comment
15. The Committee may convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(g), to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, to consider possible settlement related to pending litigation related to zoning regulations and enforcement.
16. 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, to discuss medical histories, medical conditions and related items, for two City employees.
17. The Committee may reconvene in open session for potential action(s) on closed session issue(s).
18. 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

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Date and time agenda was posted: _____ *Posted by:* _____

Grant Policy

This policy shall serve as a guideline for applying for, and accepting, grants for the City of Merrill.

Prior to grant application submittal, the submitting City Department shall meet with the City Administrator and review the nature of the grant application. At that time a determination will be made as to whether the grant being applied for is advantageous to the City long-term (ie. match and long-term legal requirements). If so deemed, the application process may proceed. When deemed necessary, the Finance Director will be included in this initial determination.

Grants received shall be reported to the City Administrator who in turn will report their receipt to the Common Council. The Finance Director will provide the Personnel & Finance Committee with a quarterly report on the fiscal status of grants received.

4-5



CITY OF MERRILL
City Administrator

David Johnson, City Administrator

1004 East First Street
Merrill, Wisconsin 54452
Phone (715) 536-5594
FAX (715) 539-2668

e-mail: David.Johnson@ci.merrill.wi.us

To: Personnel & Finance Committee Members
From: David Johnson
Subject: Necessity for Police and Fire Department clerical positions
Date: 12/31/14

I was tasked by the Common Council at a budget meeting to work with the Police and Fire Chiefs to determine the need for filling the Police Department vacant Administrative Assistant and creating a part-time Administrative Assistant in the Fire Department. To fulfill this task I met with the Police Chief, Captain, the two Clerk/Transcribers and the Fire Chief on numerous occasions.

Police Department

While I thought that I had a good understanding of what duties the three clerical positions in the Police Department were responsible for performing I was mistaken. The amount of work and range of duties, much of which is mandated, is greater than I realized. Ken has provided you with a detailed explanation of what these positions do (attached) so I will not reiterate that here. Let it suffice to say that while technological advances have made office work easier to some degree, new mandated paperwork and reporting requirements have more than offset these technological advances. The increased volume and complexity of the required work over the past 25 years boggles the mind.

From my discussions and investigation I am convinced that we do need the third clerical position in the Police Department. I do not see entirely eliminating the position as a viable option. The question to be answered is whether or not the position should be full-time or part-time. From a service perspective the position should be full-time. A full-time position allows for a full 40 hours of service window time.

From a fiscal perspective the position should be part-time (less than 30 hours) to save on salary and benefit costs. However, a part-time position will limit the hours that the service desk will be open and to some extent limit CVR revenue. Savings from this position could fund the part-time position (20 hours/week) in the Fire Department.

The City does realize approximately \$10,000 from WISDOT for the CVR services we provide to the public, However, the amount taken in has been declining. If we do not provide this service locally residents will have the option of performing their transactions via mail or driving to Wausau. A fact to consider is that a large number of the individuals utilizing this service at the

Police Department are not Merrill residents, but come from the surrounding area of Lincoln County. We also have many Marathon County residents coming to Merrill for this service rather than stand in line in Wausau. While not offering this service on a full Monday through Friday eight hours per day basis would decrease revenue it would not eliminate it, people would just have to adjust to more limited hours. This is no different than the License Branch in Merrill which has limited hours. The same adjustment to expectations would also be the case with limiting service window hours overall.

Fire Department

There seems to be a misconception by some that firemen spend their days lounging around the station, this is not the case. In addition to ambulance and fire runs, there is on-going mandated training, vehicle and equipment maintenance, building and grounds maintenance, fire inspections, fire station tours, as well as mandatory reports that must be completed. The aforementioned reports do not take into account the reports and paperwork that must be completed by the Fire Chief and Captains. We now have a Chief, four Captains, and 18 firefighter/paramedics to cover the shifts 24 hours per day. Until 2012 the Fire Department had a Chief, Assistant Chief, 3 Captains and 3 Lieutenants. In a reorganization of the department we eliminated the rank of Assistant Chief and Lieutenant in 2012. This reorganization removed two layers of supervisory positions, and was a cost savings to the City.

As with the Police Department, the amount of paperwork that is now mandated by outside sources is beyond reasonable, and this does not take into account our own internal paperwork. In talking with the Chief, one of the Captains, and the individual who has been volunteering (my wife) at the Fire Department since April, I am convinced of the need for a part-time clerical position in the fire department. The amount of work justifies the position. Attached is Chief Savone's list of duties and responsibilities for this position.

Recommendation

It is my recommendation that both the Police Department Administrative Assistant and Fire Department Administrative Assistant be filled on a part-time basis, 28 hours/week for the Police Department and 20 hours/week for the Fire Department. The Police Department is recommended to be filled at a Grade 5 and the Fire Department filled at a Grade 4. The cost of both positions would be less than the single full-time position in the Police Department that was recently vacated. That Administrative Assistant position was a Grade 6 receiving full benefits, including family health insurance.



CITY OF MERRILL

Police Department

Chief Kenneth J. Neff
Captain Corey A. Bennett

1004 East First Street • Merrill, Wisconsin • 54452

Phone (715) 536-2311 • FAX (715) 536-5930

4

December 31, 2014

Dave Johnson, City Administrator

RE: Replacement of Police Department Administrative Assistant

With this letter, I am requesting that you consider approving and supporting the replacement of the Administrative Assistant position, now vacated by the retirement of Kaye Severt, with a full-time employee.

I have included with this letter, a document supporting the need for a full-time position.

In the summer months of 2014, just prior to the 2015 budget preparation, I agreed with both you and Finance Director, Kathy Unertl, that in order to realize some savings within the police department budget in 2015, we should consider replacing Kaye Severt's Administrative Assistant position at grade 6 with an Administrative Assistant at grade 5.

Later, I offered to you that the police department could take a look at whether or not we could eliminate or reduce our civilian staff by not filling the soon-to-be vacant position, or to fill it with a part-time person. This was after I discussed the possibility with my clerical staff and it was still during the budget preparation time when it I was informed that the police department may need to further cut budget dollars. At that time, my clerical staff indicated to me, if we were able to reduce some of the office responsibilities, specifically municipal warrant management and required TIME system management, and perhaps Computerized Vehicle Registration, the remaining two clerk/transcriptionists would be able to handle all of the other tasks and responsibilities required of them. However, this option would require reducing the level of service we are currently able to deliver to citizens coming into the police department and it would require eliminating some of the other tasks they are assigned currently.

We need to replace Kaye Severt with a full time position.

If we cannot, our ability to perform a list of several mandated responsibilities and many timely functions that are now performed by our civilian staff will be significantly impacted. Please see the attached report with a list of some of those mandated and timely responsibilities.

In addition to the impact on performing our mandated and timely functions, we likely would have to reduce the number of open office hours at the front desk of the police department

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significantly impacting the level of service we provide to the public. We experience a significant stream of people coming into the police department lobby every week day. There are a number of reasons people come to us. The public comes to the police department to speak with officers as a matter of follow-up, file complaints in person rather than call dispatch, and they visit us to take advantage of our prescription drop-box, to make payments, etc. The most popular reason seems to be to utilize our Computerized Vehicle Registration service. Devoting time to serving our "customers" at the front desk, in the manner they have come accustomed to, makes it difficult for our civilian staff to accomplish those mandated and timely tasks that they are responsible for. When we had the third civilian employee, she handled the front desk duties and distractions while also performing a number of the mandated and time sensitive tasks. This allowed the Clerk/Transcribers to perform their duties including the important task of dictating and organizing officer reports.

As I stated earlier, my clerical staff felt that if absolutely necessary, they could handle the added level of tasks, provided that some key responsibilities were eliminated. Specifically, those tasks associated with municipal warrant management. In subsequent conversations with Municipal Judge Ned Seubert, I know now that the Municipal Court will not be eliminating the issuance of municipal warrants any time soon. Without eliminating the municipal warrant responsibility, the reduction in civilian staff will not work.

If consideration is being given to replacing the full time Administrative Assistant with a part time position, I consider that a much less preferred option. If it is necessary to bring the Administrative Assistant to less than full time, we would have to adjust the counter service hours at the police department, reducing the level of service provided to the public. If this option is considered, we would need to look at the maximum possible part time hours to keep our front desk open as much as possible.

Thank you for your consideration.

Kenneth Neff, Chief of Police

MERRILL POLICE DEPARTMENT Civilian Staffing 2014-2015

Objective:

The objective is to fill the vacant position of Administrative Assistant on the staff of the Police Department as a full time position. The position of Administrative Assistant was recently vacated by the retirement of Kaye Severt.

Civilian Staffing History:

Historical records indicate that the first civilian secretary was added to the Merrill Police Department staff in 1978 for approximately one year, at which time the position was terminated. In 1979 two civilian parking control/school crossing guards were added to the staff. One of the civilian positions was eliminated in 2002. In 1985 an administrative assistant was added. That position has been held by Kaye Severt as a full time position until her pending retirement in February, 2015. In 1986, two civilian dispatcher positions were added. In 1995, with the aid of a federal grant, the Merrill Police Department had a total of 22 sworn officers and 4 civilian employees including 2 dispatchers, 1 clerk and 1 parking control/school crossing guard. Three additional civilian staff positions were added in 1998, bringing the total civilian staff to 7, including 3 as dispatchers, 1 administrative assistant, 2 clerk/transcribers, and 1 parking control/crossing guard. In 2002, 2 dispatchers were eliminated, as well as the parking control/crossing guard. In 2005, the last dispatcher was eliminated, bringing the Police Department to the current level of 3 civilian employees.

<u>Year</u>	<u># of Civilian Staff</u>	<u>Breakdown of Civilian Assignments</u>
1978	1	Secretary
1979	2	Parking Control/Crossing Guards
1985	2	1 Parking Control/Crossing Guard, 1 Admin Assist
1986	4	1 Parking/Crossing, 1 Admin Assist, 2 Dispatch
1998	8	1 Parking/Crossing, 1 Admin Assist, 2 Clerks, 4 Dispatch
2002	4	1 Admin Assist, 2 Clerks, 1 Dispatch
2005	3	1 Admin Assist, 2 Clerks

Background:

Administrative Assistant Kaye Severt announced in May, 2014, that she would be retiring from the Merrill Police Department in February 2015. After further discussion, it was determined that Kaye would no longer be working after December 12, 2014, and would officially be retired from the Police Department in the first week of February, 2015.

Sometime during the late summer, I was advised by Finance Director, Kathy Unertl, and City Administrator, Dave Johnson, that I should consider the modification in classification of the replacement of Administrative Assistant, Kaye Severt (Pay Grade 6J), with someone in the next grade lower (Grade 5), as a necessary cost-saving measure in consideration of the 2015 budget. As the 2015 budget preparation began to occur, I was informed the Police Department may need to consider further reductions as well. I met with the clerical staff and with Administrative Assistant, Kaye Severt, to discuss the ability for us, as an agency, to continue to deliver the level of service, as we do now, if Kaye were not replaced, or if she was replaced with a part time position, upon her retirement. The consensus of the clerical staff, at that time, was we could function with only 2 clerk/transcribers, and/or, with a part time person, provided we reduced some critical functions or services the Police Department currently provides. Two specific functions identified include the CVR (Computerized Vehicle Registration) and management of municipal warrants. *(See attached description of each service)*

In the spirit of problem-solving, when it came to projected cost-saving measures necessary for the 2015 budget, I offered that the Police Department could potentially function with less clerical staff if needed. This offer was based on my conversations with my staff and was made solely on the fact that projections indicated a need to cut bottom line spending in the 2015 Police Department budget, and in doing so, counter services provided to the public would need to be reduced. Additionally, in order to eliminate management of municipal warrant service, a decision to eliminate writs of commitment had to come from the Merrill Municipal Court.

In subsequent conversations with City of Merrill Municipal Judge Ned Seubert, I was informed that the Municipal Court would not be considering eliminating municipal warrants/writs of commitment anytime in the near future.

Justification for maintaining current clerical staff level:

As indicated in the civilian staffing history above, when the two current Clerk/Transcriptionists were hired in 1998, there were eight civilian staff members working for the Merrill Police Department. Since then, the number of civilian staff has been reduced to three. Except for some specific dispatch duties that had been performed by the three dispatchers, and the issuance of parking tickets and crossing guard duties performed by the parking control/crossing guard, all of the tasks and services we provided in 1998 are generally still performed today with three civilian personnel. In fact, there are more tasks and functions that have been added to the list of what is expected of our three civilians.

Another factor to consider in the question of civilian staffing level is the two current civilian employees have each been employed by the City of Merrill for close to 17 years. Because of their tenure with the city, both employees are entitled to a considerable amount of benefit time off, translating into significant occasions when only one civilian employee is available for duty, while the other is off on benefit time.

Adding to the difficulty of defining those tasks is the fact that many times, the level of activity that the clerical staff responds to is completely unpredictable. The Clerk/Transcriber's number one function is that of transcription and organization of officers' reports. Beyond that primary duty, they are expected to perform a number of other functions. The level of transcription and clerical duties is directly correlated with the level in criminal activity or officer activity on any given day or night. Adding all of the specific duties previously performed by the Administrative Assistant will limit their ability to perform certain service functions directly related to the operation of the front desk during our current office hours.

The following is a list of tasks, functions, and duties that are performed by the civilian staff taken from the job description for the Clerk/Transcriber and the Administrative Assistant:

1. Prioritize criminal and juvenile referral cases for proper retrieval and/or dissemination of paperwork to the District Attorney, Probation and Parole, Corporation Counsel, or Social Services as well as data entry for citizen or civil complaints, ordinance citations and/or warnings, and accidents into the records management system.
2. Transcribe officer's reports, letters, memorandums and various other reports and policies for department employees.
3. Record confidential information, maintain complete confidentiality, prepare confidential reports for the Chief of Police and North Central Drug Enforcement Group.
4. Responsible for compiling and entering all drug cases into the ACISS (law enforcement tool) website to gain grant monies and assist with investigations.
5. Prepare monthly reports, annual reports, and special assignments such as DARE graduation multimedia presentation.
6. Maintain digital, audio, and media files, and evidence integrity of the files, provide copies of DVD's, photos, CD's and audio files to the District Attorney, defense attorneys, or others who may be requesting information.
7. Categorize digital photos to correct case file for ease in later retrieval.
8. Perform other related duties as assigned.

Additional Duties and Responsibilities of Clerk Transcriptionist:

1. Troubleshoot computer and printer problems.
2. Assist in maintaining and recording inventory of all department equipment and supplies as well as forms needed by officers and administration.
3. Create business cards for all officers as needed.

Perform other duties as necessary to fulfill the responsibilities of this position.

Principal Duties and Responsibilities specific to former Administrative Assistant including some duties that are performed by Clerk/Transcriber in the absence of the Administrative Assistant:

1. Daily reconciliation of cash register to include running INCODE report and ensuring transactions for the previous day's balance.
2. Complete vehicle registrations and renewals maintaining vast knowledge of D.O.T. procedures. Also complete and mail daily reports to CVR as well as completing monthly reports of CVR transactions to the clerk's office. Responsible for maintaining and ordering supplies such as license plates, vehicle registration stickers and other supplies.
3. Front desk duties include fielding inquiries and complaints from the public to obtain information and offering assistance and/or resources available to include problem solving without having to pull an officer off the road.
4. Dispatching functions including dispatching of officers and other dispatch duties as needed.
5. Enter parking tickets into INCODE for payment. Responsible for sending out late notices on parking tickets and also completing suspensions to the State of Wisconsin for unpaid fines.
6. Process payments into cash register, validate and cancel warrants if needed out of TIME and Records Management System. ***(See additional information regarding municipal warrants)***
7. Writ of Commitment entries. Responsible for entering warrants into the TIME system to include address checks and running criminal histories before warrants are prepared. Responsible for monthly validations with the State of Wisconsin and also with the Municipal Court Clerk. Also responsible for cancelling served warrants. ***(See detailed report below regarding Municipal warrants)***
8. Responsible for monthly UCR (Uniform Crime Reporting) reports sent to the State of Wisconsin including categorizing each type of crime and event reported to the Merrill Police Department and detailing a number of incidents under each category.
9. Process, sort and deliver daily department mail.

10. Maintain front desk resource binders to include warrants, served warrants, missing persons, stolen articles/vehicles, restraining orders/injunctions, important phone numbers, etc.
11. Transmit citations to the State of Wisconsin. This task includes ensuring the correct data is on the citations prior to transmitting such as name, date of birth, court date and bond amount. Also responsible for sending out parent notices to parents of juveniles. In addition, each transmitted citation to RMS needs age of defendant and UCR code updated manually and then each citation needs to be placed in appropriate month folder.
12. Prepares monthly crash report spreadsheet for Emergency Management Director.
13. Maintains files of all police reports and ensures that the reports are copied disseminated to the proper agency such as District Attorney's office and Social Services.
14. Responsible for records request of digital, audio and paper files and evidence integrity of the files, providing copies of these files to insurance companies and attorney's office or others who may be requesting information to include obtaining copies and sending out proper billing.
15. Records confidential information, maintains complete confidentiality, prepares confidential reports.
16. Keeps in daily contact with the District Attorney's office for officer court notifications as well as responsible for notifying officers of cancelled court and maintaining the court notice log.
17. Maintains municipal court citation books to provide city attorney with court citations.
18. Responsible for weekly tornado siren test to ensure all sirens are functioning properly. Also involved with annual tornado awareness drills.
19. Bicycle registration entry and payments.
20. Process worthless check notice letter and follow up. Prepare citations if payment not made.
21. Certified in Advanced TIME system for querying and entering data such as warrants, criminal history, driving status and vehicle information. Proficient in Tritech CAD, Tritech Inform, Tritech RMS, E-time, TRACS, CLUES, transcription module, Microsoft Word, Excel, Publisher, PowerPoint, Access, Adobe X-Pro, Crystal Reports, Express Accounts, and Roxio Media Creator.

Additional Duties and Responsibilities that both Clerk/Transcriptionist and Administrative Assistant performed or were cross-trained for:

1. Assist officers/investigators in linking prior cases by recalling names, stolen property, etc.
2. File, organize, and maintain department records.

3. Distribute and process payments, crash reports, and daily mail correspondence when needed.
4. Retrieve, disseminate, copy police records for other governmental agencies, insurance companies, and general public.
5. Assist in processing open records requests when needed.
6. Issue parking permits for municipal lots and process fees.
7. Assist with the processing of worthless checks and preparation of citations.
8. Issue bike licenses by gathering and entering data and process fee where applicable.
9. Prepare monthly reports, charts or graphs as directed.
10. Maintain computerized files of issued parking tickets, send payment notices and requests to the state to suspend vehicle registration of unpaid tickets, and process money for paying tickets.

Note: Several of the tasks or responsibilities are shared between the two positions so that when any one of the employees are absent, or when the volume of any given task or responsibility requires addressing, we are able to handle the demand.

Mandated and/or Time Sensitive Responsibilities or tasks

- UCR (Uniform Crime Reporting) We are in transition to a new format of statistical reporting to the FBI. UCR is mandatory, sent on a monthly basis to the FBI. Statistical information must be tallied and organized in a manner specific to the FBI based on criminal arrests in the City of Merrill.
- TIME system (Transaction Information for the Management of Enforcement) is a computerized system managed by the Wisconsin Department of Justice. The TIME system requires users to be certified every two years and the DOJ mandates specific functions and protocols in its use. The Merrill Police Department maintains a terminal and we must comply with all TIME system mandates which include, timely responses to messages sent to use, and monitoring of the terminal during our business hours. Lincoln County Communications takes over our messages when our office is not staffed during non-business hours.
- Management of Municipal warrants as well as other warrants and stolen property entered into the TIME system. Hit requests from other law enforcement agencies to our warrants or other entries by our agency require a timely response of 10 minutes or less.
- Timely transmission of traffic citations and crash reports entered into the TraCs (Traffic and Criminal Software Application) managed by the Wisconsin Department of Transportation. Transmission of citations and crash reports connects our activities with the Lincoln County Circuit Court, the Merrill Municipal Court and the Wisconsin Department of Transportation.

- Timely and proper entry of digital evidence for preservation and availability to the District Attorney, and public records requests. Digital evidence is produced by squad cameras and interview room systems and includes photographs taken by officers in criminal and civil cases.
- Reconciliation of cash register at from desk on a daily basis.
- Parking ticket and parking permit processing. From the time the ticket is issued by and officer to the point at which suspensions are submitted to the DOT for unpaid parking tickets.
- Processing officer reports generated from criminal arrests. If a subject is incarcerated, requests for criminal complaints must be submitted to the District Attorney's office by 10:00 a.m. on the day following the arrest.
- Computerized Vehicle Registration requires daily reports from transactions handled by the police department.
- Entry into the ACISS database which provides statistical data associated with drug enforcement and the Northern Wisconsin Drug Task Force. Following a drug related incident, the data is entered into the shared database providing the specific type of drug and the quantity seized or encountered by officers.

Municipal Warrant Management Detail

Note- The following process must be initiated within 72 hours of the police department receiving documentation from the Municipal Court relevant to issuance of a writ of commitment.

Steps required by the Wisconsin Department of Justice for warrant entry into the TIME system including submission to CIB and NCIC:

1. Municipal Court issues warrant or writ of commitment
2. Verification of most recent known address of the subject from RMS, CCAP, CAD and DOT.
3. Enter warrant information in Records Management System.
4. Enter warrant on MPD warrant Excel spreadsheet.
5. Run criminal history of the subject through TIME system.
6. Review criminal history records received, Department of Corrections responses, and Department of Transportation responses to look for any previous out-of-state residency or out-of-state identification numbers.
7. Run all Wisconsin and any out-of-state ID's and Department of Transportation records from previous states of residence. Note: Typically all states use a variety of formats different from Wisconsin making this process time consuming.
8. Complete warrant worksheet- required by Wisconsin Department of Justice.
9. Begin warrant entry into TIME system. All fields must be accurately completed. Note: Individuals might have multiple Driver's License numbers or other information, multiple aliases, multiple scars, marks and tattoos. All multiple information must be entered separately in

supplemental warrant worksheets. Additionally, all criminal histories and any Department of Corrections responses must be reviewed and assessed for differing or contradictory information. The correct and most current information is to be entered.

10. Disseminate email list of new warrant entries to Merrill Police personnel.

Mandatory monthly warrant validation process:

The Wisconsin Department of Justice mandates that monthly random validations of warrants and other TIME system entries be completed. The DOJ sends a random list of approximately 25 warrant and other entries that are to be validated per month. The validation process includes all of the steps listed above for warrant entry except for the actual data entry into the system. Validations require verification that items entered as stolen are still valid and information is accurate and up-to-date. Warrant validation requires verification that the warrant entered is still active and information is up-to-date.

Warrant Hit Confirmation/Verification/Response:

When another law enforcement agency has contact with a subject we have entered a warrant for, they must contact us to verify that the warrant is valid. There are strict rules that apply to the process by which we respond to a warrant hit confirmation request. Once a hit confirmation request reaches us, we have 10 minutes to respond. We are mandated to respond to a request with these steps.

Because the Lincoln County Sheriff's Office serves as our 24-hour dispatch center, they receive the warrant hit confirmation request from the agency that has contact with our wanted subject. The Sheriff's Office contacts us by phone and then sends us a fax containing the required information on the hit confirmation. Our civilian staff, if the hit confirmation is received during normal business hours, then locates the warrant file, including the warrant worksheet, and verifies that the warrant is valid. Within 10 minutes, our staff must respond to the requesting agency via the TIME system. Several fields on the form must be completed, including specific information such as, the subject's identifying information, the warrant number, the system ID number, the corresponding case number, etc. Additionally, the notes section must be completed indicating the bond amount that can be paid by the subject, the description of the violation, and an inquiry as to whether or not the subject is able to post the bond, and if not, advising the agency the number of days the subject is to be incarcerated if unable to post a bond. Once the warrant is satisfied, the warrant must be immediately removed from the TIME system. The warrant information is then removed from our in-house spreadsheet and the records management warrant file. The appropriate paperwork must then be properly completed and submitted to Merrill Municipal Court.

In the event we respond to the requesting agency with a hit confirmation and the agency does not confirm that they have satisfied the warrant by 4:30 p.m. on the day we receive the request, a

Lieutenant or Officer in charge of the shift at the time must be notified of the pending warrant verification so that it can be removed properly from the TIME system.

Warrant entry, modification, validation and cancellation must be documented completely. Any mistakes in the process can result in sanctions levied by the Department of Justice, and/or civil sanctions from any potential civil action resulting from failure to remove a subject from the system or from actions taken by another law enforcement agency because a subject was not properly removed from the TIME system, was misidentified or was mistakenly entered into the system by us.

Notes on staff time committed to municipal warrant management:

It takes approximately 2 hours to enter one warrant.

We are required to perform approximately 25 warrant and other entry validations per month. The average time allocated for each validation is 1.5 hours.

We currently have 207 warrants (Writs of Commitment) that are pending service. These are subjects that are incarcerated somewhere or are from out of state and we are unable to serve.

Parking Enforcement Ticket Management Detail

Another function that the Administrative Assistant assumed several years ago, following the discontinuation of a Parking Control position in the police department, is that of managing the processing of parking tickets written by officers and the issuance of parking permits at the front desk. The Clerk/Transcriptionists have been cross-trained in the process and have now assumed the responsibility.

Once an officer issues a parking ticket, the ticket is submitted for processing, following these steps:

1. License plate number for the vehicle ticketed, or the VIN number, is queried via ETIME or via TIME system.
2. Appropriate data is entered into INCODE. Data includes vehicle owner name, address, date of birth, location of the violation, specific violation, etc.

Once payment is received for the ticket, the actual ticket is pulled from the file and the information is entered into INCODE.

If the ticket goes unpaid, late notices are printed and mailed to the vehicle owner. This step is performed by querying the information through INCODE.

If the ticket remains unpaid after 28 days, the vehicle registration is suspended by the Department of Transportation following a proper request procedure submitted to DOT. In that request, we have to

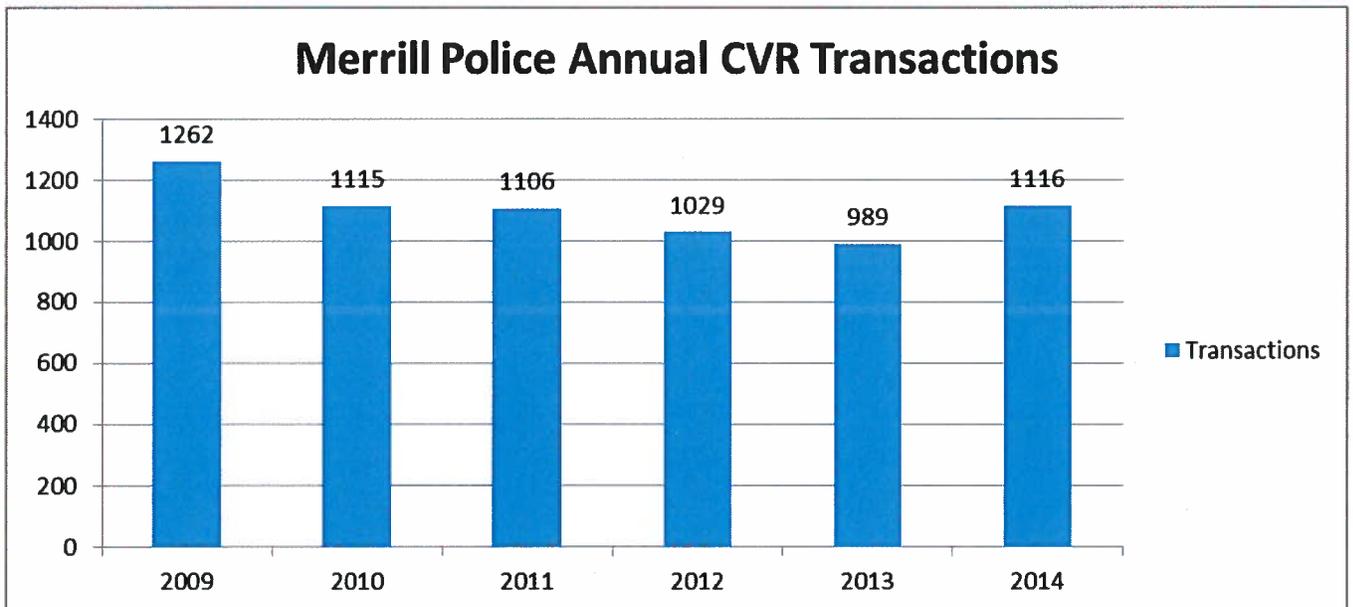
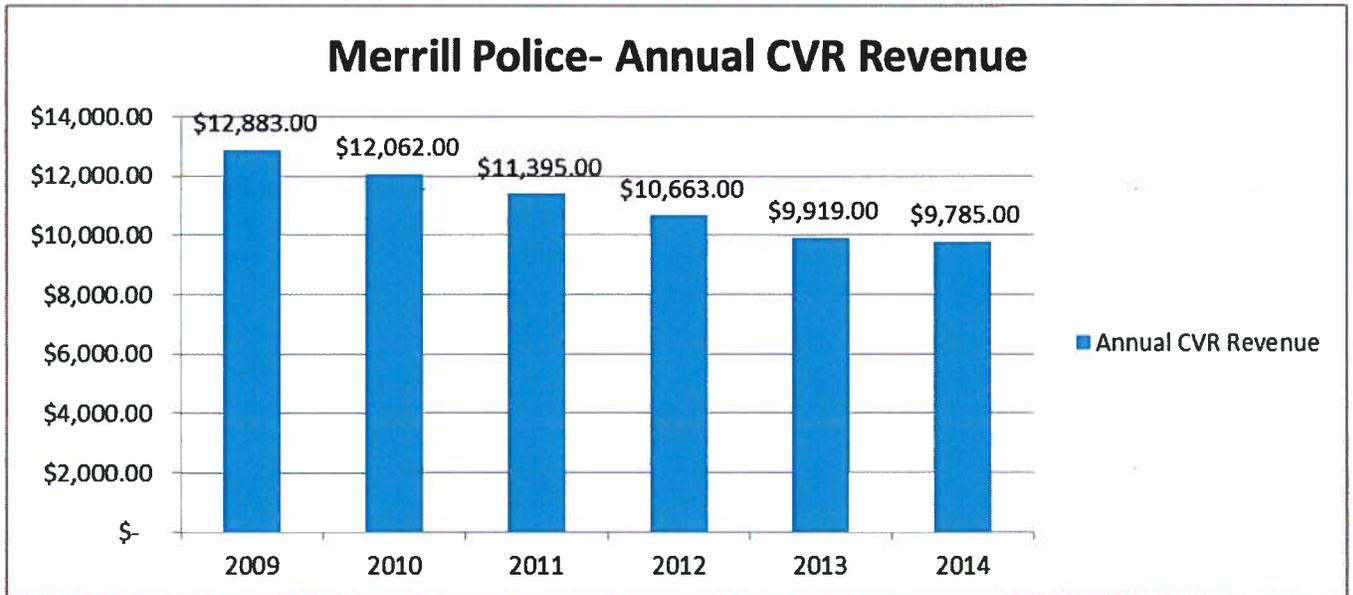
send payment to the DOT for each suspension. In order to complete the process, we must request a check be drafted to the DOT for the proper amount from the City Clerk's office. Then, the suspensions must be entered into INCODE and a DOT MV2502 form is printed for each suspension and sent separately to the Department of Transportation.

The Merrill Police Department issues and processes an average of 1,023 parking tickets annually over the past five years.

Officer Report Dictation Process Detail

A primary function of the Clerk/Transcriber is processing officer reports, including transcribing dictation, assembling, and submitting reports to the District Attorney's office. The vital part of that function is getting reports associated with arrests and incarcerations to the DA's office in a timely fashion. The DA's office requires that requests for criminal complaints and associated arrest data be sent to the DA's office by 10:00 a.m. of the day following a subject being locked up from a criminal arrest. The time required to process each arrest depends solely on the incident itself, factoring in the number of people involved and the severity of the crime. The DA requirement must be met regardless of the number of arrests that are made or the number of incidents that occur that must be processed. This function takes precedence over all other functions including responding to counter service demands at the front desk.

Computerized Vehicle Registration Detail



An average CVR transaction takes approximately 15 minutes to complete. The time varies based on whether it is a new application or a renewal and whether or not there are existing problems with the title or transaction with the Wisconsin Department on Transportation. Since 2009 we average 1103 transactions per year. Thus, the average annual time devoted to CVR transactions is 276 hours. The average annual revenue since 2009 is \$11,118. Our CVR service is a full service outlet meaning that we can perform some specific transactions that cannot be done by other outlets.



CITY OF MERRILL

Fire Department

5

Dave Savone, Fire Chief
110 Pier Street • Merrill, Wisconsin • 54452
Phone: 715.536.2233 • Fax: 715.536.2973
dave.savone@ci.merrill.wi.us

FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT

Overview

This position is responsible for coordinating the Fire Department administrative, clerical and computer functions. Provides clerical/administrative support to the Fire Chief.

Clerical Work

- Provide administrative support to the fire chief, which includes typing documents, correspondence, reports, minutes, etc.; maintaining filing systems and office records; receiving, opening and routing mail; taking, producing and distributing minutes;
- Greet, answer screen and respond to telephone and walk-in enquires for the fire chief; ensure public concerns are addressed either by the Fire Chief, Training Officer, Fire Prevention Officer and /or call a rerouted to other staff for response. Book station tours for school groups or visitors; book first aid and CPR classes for the public.
- Draft/compose letters/memo/reports and other secretarial and bookkeeping duties for the Fire Chief.
- Responsible for typing, filing, safekeeping of all confidential information and correspondence relating to personnel, union negotiations, legal procedures concerning fire related occurrences, grievance procedures, disciplinary matters and all other business that must be kept confidential.
- Work with Fire Chief and Police Department representative in maintaining City Emergency Operations Plan.
- Assist in preparing, updating, typing and distributing the Fire Departments Standard Operations Guidelines.
- Maintain current record on personnel addresses and telephone numbers.
- Work with Fire Chief and division heads to compile department statistical information and prepare monthly and annual reports.
- Assist with research, data collection and preparation of reports and other written or visual materials for grant applications, public presentations, news releases and special projects.
- Special projects assigned by Fire Chief

Payroll

- Enters payroll data for fire department employees into the computer system
- Generate and maintain record keeping of overtime, compensation time.
- Assist in recording and monitoring benefit time, vacation, Kelly days, sick leave and paid holidays.

Budget & Accounting

- Assists with budget preparation and accounts payable.
- Assist in procurement of department material and supplies
- Tracks and assigns budgets account numbers for purchases.

Ambulance Billing

- Input daily Ambulance billing
- Create Ambulance billing summary reports on a monthly basis;

Fire Prevention Bureau

- Update inspection binder books and tracking logs
- File reports
- Inspection paperwork
- Enter inspection information and violations into the computer programs
- Housing authority census
- Manage Address card system
- Monitor Liquor License Occupancies for renewal

Miscellaneous

- Maintain the Supra Key Box (lock box) program records
- Track Vaccinations of Employees; i.e. TB, Flu, Hepatitis
- Coordinate activities with Lincoln County EMS billing supervisor
- Oversee computer billing on Image Trend
- Oversee State of Wisconsin License renewal of all EMT, EMT-IV and paramedics
- Work with Fire Chief for special events planning such as County Fair, Labor Day, 4th of July, Badge Pinning, Rodeo, Christmas Parade, Community Night Out
- Double check weekly media reports
- Attend meetings as assigned by Fire Chief

6-11



CITY OF MERRILL
City Administrator

David Johnson, City Administrator

1004 East First Street
Merrill, Wisconsin 54452
Phone (715) 536-5594
FAX (715) 539-2668
e-mail: David.Johnson@ci.merrill.wi.us

To: Personnel & Finance Committee Members
From: David Johnson
Subject: Position Re-classification Results
Date: 12/31/14

At the request of the Personnel and Finance Committee I have reviewed and analyzed the Position Re-classification Request Forms submitted by support/administrative staff who felt that their positions fit the criteria for re-classification. In this process I talked with the employees and their Department Heads about each position, and updated job descriptions were prepared for all clerical/support staff positions, whether they submitted for a re-classification or not. Our approved policy requires significant change in four or more, of eight, factors to justify a re-classification. The burden of proof to substantiate significant change lies with the employee and department head.

The eight factors considered are:

- 1) Education required for the position
- 2) Experience necessary for the position
- 3) Skills necessary for the position
- 4) Discretionary authority/decision finality held by the position
- 5) Guidelines/guidance available for the position
- 6) Level of responsibility held by the position
- 7) Complexity of work performed by the position
- 8) Consequence of errors to the City made by the position

Those positions submitted for re-classification were:

- Legal Administrative Assistant (Gr. 5) - Diane Wais
- Utility Administrative Assistant/Billing Clerk (Gr. 5) - Angie Holtz
- Finance Administrative Assistant (Gr. 6) - Kathy Seubert
- Finance Secretary (Gr. 5) - Brenda Grefe
- Finance Secretary (PT) (Gr. 5) - Jill Bostrom
- CDP Administrator/Building & Zoning Assistant (Gr. 6) - Shari Wicke

Those positions not submitted for reclassification were:

- P&R Administrative Assistant (Gr. 5) - Dawn Smith
- Police Dept. Clerk/ Transcriber (Gr. 5) - Chris Brahos, Jenny Thorsen
- Payroll/Benefits Clerk (PT) (Gr. 6) - Mary Malluege

We are in the process of filling the Utility Billing Clerk (PT) at a Grade 4. If the position of Fire Department Administrative Assistant (PT) is approved to be filled it will be at a Grade 4. If approved to be re-filled the vacant Administrative Assistant in the Police Department will be filled at a Grade 5, whereas it had previously been a Grade 6.

My analysis of these positions was predicated upon looking at each position as though it were vacant rather than looking at the person in the position.

My findings, and recommendations, are as follows:

Legal Administrative Assistant

In looking at this position, I found that there were significant changes in the education and experience necessary for this position and in the level of responsibility held by this position. I did not find significant changes in the other five factors. Therefore, I would recommend that this position remain at a Grade 5.

Utility Administrative Assistant/Billing Clerk

This position was found to have significant changes in seven of the eight factors required. The only exception was in the guidelines available for the position. Therefore, I would recommend that this position be upgraded from a Grade 5 to a Grade 6. I would further recommend that this position's title be changed to Utility Specialist/Billing Coordinator to more accurately reflect the position's duties and responsibilities.

Finance Administrative Assistant

I found this position to have significant changes in seven of the eight factors. The only exception was in the guidelines available for the position. Therefore, I would recommend that this position be upgraded from a Grade 6 to a Grade 7. I would further recommend that the title be changed to Office/Accounting Manager (or Coordinator) as a result of position duties and responsibilities. This position is an office manager, or office coordinator, as well as a financial position.

Finance Secretary

This position is incorrectly titled, it is not a secretarial position, it is a finance position. I found this position to have significant changes in six of the eight factors. Therefore, I would recommend that this position be upgraded from a Grade 5 to a Grade 6. I would further recommend that this position be re-titled as Clerk/Treasurer Administrative Assistant.

Clerk-Treasurer Administrative Assistant (PT)

This part-time position was created in 2012 upon the retirement of the full-time Payroll/Benefit Clerk, along with a part-time Payroll Benefit Clerk. The incumbent began work the same day that I did, and much has changed with this position since that time. In looking at this position it was found to meet five of the eight factors required. Therefore, I would recommend that this position be upgraded from a Grade 5 to a Grade 6.

CDP Administrator/Building & Zoning Assistant

This position has seen much change since its inception, in 1997, due to organizational changes (reference memo from Darin Pagel). This position has previously reported to positions that have been cut or combined over the years, with some of those duties devolving to this position. Of the positions requesting re-classification, this is the only position for which this is the case. These unique changes do not lend themselves to the established reclassification request format. Originally set at a Grade 5, this position was upgraded to a Grade 6 in 2006.

The only way to view this position is by assessing its relationship to other positions in the City. This position is not a professional position, it is not managerial or supervisory, it is essentially a clerical/support position that ranks with other Grade 6 positions. While unique for its Community Development and property inspection duties, this position is still a clerical/support position. For this reason, and to ensure equity among positions, it is my recommendation that this position remain a Grade 6. I further recommend that this position be re-titled as CDP Coordinator/Building & Zoning Assistant to more accurately reflect the position's duties and responsibilities.

Financial Impact

Obviously there is a financial impact whenever a position is upgraded. In the case of a Grade 6 going to a Grade 7 the difference is \$1/hr. Moving upward from a Grade 5 to a Grade 6 would result in a \$.93/hr pay increase.

Summary

If all of the recommendations are followed our clerical/support staff would consist of one Grade 7, five Grade 6, four Grade 5 and one Grade 4. In addition, if approved to be re-filled the vacant Administrative Assistant in the Police Department will be filled at a Grade 5. If the position of Fire Department Administrative Assistant (PT) is approved to be filled it will be at a Grade 4. These recommendations, I believe, would give the City a fair and equitable range of pay grades for our clerical/support staff. Some of my recommendations came about after much consideration and agonizing, while some were not difficult. I knew that not everyone would be pleased with the results, but that was not the purpose of this exercise.

Recommendations

It is my recommendation that the recommendations above for each position be accepted by the P&F Committee and forwarded 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? YES

The Legal and Executive Administrative Assistant (Confidential) position (hereinafter Legal/Administrative Assistant), while not requiring a paralegal degree or training, does demand that the employee be highly motivated, detail oriented, and possess a high level of competency in office management, documentation, and a knowledge of personnel management principles. The position did not initially require a degree but now requires an Associate Degree. The employee must work with minimal supervision. The challenges presented by the City administrative hierarchy demand skills not necessarily enhanced by a college or other degree.

The City Attorney has made it a requirement that the Legal/Administrative Assistant avail herself of these and other Continuing Education opportunities. He also requires that seminars/periodicals be read, reviewed and attended in order to keep up with the latest information/law changes pertinent to municipal government and ever changing traffic laws and government issues.

Office technology, especially related to word processing and document management has provided opportunities for better office organization and efficiencies. Electronically based driver's license checks, vehicle registration verifications through the State of Wisconsin, and E-Time program are valuable tools in prosecution case preparation. Use of these programs requires training and licensing by the State of Wisconsin. I currently possess this license and need to be retested and certified every two years. I have maintained this license since asked to do so. The Titan Public Safety Solutions (TiPPS) is a Court based software program. In order to access court records I was required to be trained, through the program developer, with periodic updates. The Legal/Administrative Assistant position must use these tools and many others to operate the office efficiently.

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

This position has changed from a typist/receptionist position to a leadership support position, and has been given some decision making latitude by the incumbent City Attorney.

Management functions in the Merrill municipal setting have increased in complexity and number. The demands of the general public and the constantly changing statutory and other legal

requirements of the City Attorney's office require a Legal/Administrative Assistant with a well-rounded background in office procedure and public relations. This has to be supplemented with a sound knowledge of the municipal, county and state legal and governmental systems. Such a background could be the result of employment in a law office, or government office experience.

How have the minimum required skills for your position changed? NO

When hired, this job was strictly "court related" with additional dictation responsibilities and word processing duties assigned by the Building Inspector. Today the City Attorney's office handles much more than just court related paperwork and functions.

This position has evolved to provide administrative support to nearly every City department. This requires a working knowledge of those departments, and their regulations. It is essential that the Department heads feel confident in approaching the City Attorney's office with their inquiries and issues. The position often acts as ombudsman for the Mayor and City Administrator.

Timely and efficient service to all City Departments is always a top priority. The Legal/Administrative Assistant must possess the ability to process and prioritize work and to complete assignments on time, avoiding penalties and other consequences. The City Attorney Administrative Assistant must be able to retain and manage a large amount of information, knowledge, and institutional history given the broad scope and complex responsibilities of the City Attorney's office, and its work load.

How has the discretionary authority/decision finality of your position changed? NO

The City Attorney has the final decision making authority in the office. However, he has given the Legal/Administrative Assistant position the latitude to provide him with input and recommendations on many matters that find their way into the office. This requires investigation of the facts in ordinance prosecution cases and gathering background information and research for City Council and Administrative matters.

Often, the Legal/Administrative Assistant will give the City Attorney a recommendation based on information gathered and research results provided, as well as the background necessary for him to make the determination in a given situation.

The City Attorney and Legal/Administrative Assistant discuss cases, conduct fact finding investigations, do legal research and follow up with Police Department or affected department head and discuss possible solutions for court cases or other City issues. The Legal/Administrative Assistant is responsible for proper documentation, and maintaining a complete file and calendar on matters handled by the office.

How have the guidance/guidelines available for your position changed? NO

The City Attorney's office must remain non-political in an atmosphere that is at times, politically charged. Objective and well reasoned legal and other pertinent advice is our work product. The position always will require an individual who is a "self starter", and who can be trusted with information that is highly confidential, time sensitive, and privileged.

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

This position was initially responsible for assisting the City Attorney in carrying out directives and operations of the department in an efficient and confidential manner, and was mainly clerical.

Now, this position not only assists the City Attorney, but also helps the Mayor and City Administrator in sometimes routine duties, as well as in time sensitive, highly confidential matters. The office handles requests for advice on, and implementation of, policies and processes related to Common Council, Mayor and City Administrator directives. The position has evolved from a "typist", completely supervised, to one with a good deal of autonomy and related responsibility. It is in this regard that the position most closely resembles a true paralegal position.

Many department heads, employees, outside agencies, and the public call this office/position for information and or questions relating to ordinances, contracts and leases. City policies and procedures are a constant source of inquiry, requiring a vast and up-to-date knowledge of City operations.

The position is now in charge of the Municipal Code of Ordinances. From 2008 to 2010 the entire code went through a re-codification process. The Legal/Administrative Assistant was in charge of that entire project, bringing together the various department heads to trouble-shoot and update the areas of interest to those departments. The Legal/Administrative Assistant is the prime City contact person with the Municipal Code Corporation. The position has taken on the responsibility to assure that the code books are kept up-to-date and current with all new codes and revisions passed by the Common Council. This is a continuing process.

The position was instrumental in up-dating and re-writing a new personnel handbook when Wisconsin ACT 10 took effect. This was a lengthy project which incorporated former union contract language into the City Personnel Handbook. The position has assumed the responsibility for distribution of all changes to the non-union book as they are implemented. This is illustrative of the tasks routinely handled.

This position is responsible for archiving job descriptions and updates them as needed. Advertisement of open positions, scheduling of job interviews, coordinating health/drug screens and preparing correspondence are additional duties assigned. This position attempts to stay

current on the ever changing rules and interpretations of the Family and Medical Leave Act. Occasionally, continuing education is necessary to do so.

The City Attorney's office, through the Administrative Assistant, has established a Policy and Procedure book for the City of Merrill covering various topics. Legal/Administrative Assistant ensures that all new policies and updates to existing policies and procedures are distributed to all Department Heads for reference and revised when appropriate. This position assists the City Administrator in his Personnel Director duties.

Coordination with the new Merrill Tomahawk Municipal Court requires knowledge of Merrill and Tomahawk ordinances, Merrill and Tomahawk Police Department procedures, and excellent public relation skills. It is necessary to deal with professional police staff of both cities, as well as their citizens. That is a task that falls usually to the Legal/Administrative Assistant.

How has the complexity of the work performed by your position changed? NO

The Legal/Administrative Assistant position is constantly taking on new projects and assuming new responsibilities. This will continue to be the case. The ability to keep many "balls in the air", while maintaining a pleasant work environment for City staff and serving an ever more demanding public requires tact, perseverance, and motivation.

Over the past six years, the City Attorney's office and Legal/Administrative Assistant has become immersed in economic and other development projects in the City. This has resulted in not only a different type of work being performed, but it is necessary that the Legal/Administrative Assistant acquaint herself with funding sources, including Tax Increment Financing, grants and loan sources, and assist in coordinating efforts among various economic development agencies. The City Attorney's Office and Legal/Administrative Assistant often acts as a clearing house of information, and as the repository of information related to ongoing projects. This is not strictly "legal" work but can be a major component of the work load.

How have the consequences to the city of errors made by your position changed? NO

Work prioritization is a "must", as many items coming through our office are "time sensitive" as to the filing of responses to various filings in Circuit and Municipal Court, and City Committee deadlines. Entry of default judgments and potential sanctions by Courts for missed deadlines are a constant reminder of the need for accuracy, calendar control, and attention to detail. A missed deadline will be at a minimum, embarrassing and, at the worst, catastrophic. The taxpayers expect and deserve high quality legal services. Failure to deliver those services is embarrassing and costly. The Legal/Administrative Assistant position is a key component in the delivery of these services.

NOTE: Tom is recommending that the Position Title should be:

Legal and Executive Administrative Assistant (Confidential)

Employee Signature _____ Date: 12/17/2014

Dept. Head Signature _____ Date: 12/17/2014

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.

Position Title: Administrative Assistant/Billing Clerk

How have the education requirements for your present position changed? YES

When this position was created the education requirement was a high school education with two years of clerical experience. The position job description, due to changes in skills and knowledge necessary now requires an Associate Degree and three years of related experience.

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

An additional year of related experience has been added to the requirement for this position. Also the required experience only specified "clerical" experience but now states "A minimum of three years of applicable work experience in billing/bookkeeping/accounting and working with the public is required.

How have the minimum required skills for your position changed? YES

Originally the job description listed mainly basic clerical skills, whereas the skills now required include accounting/bookkeeping.

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

I am now required to make discretionary decisions concerning billing adjustments, payment programs, and schedule/coordinate work to be performed.

How have the guidance/guidelines available for your position changed? NO

Initially my position performed fewer functions, most all had guidelines. The requirements of my position now provide greater guidelines, guidelines that have to be interpreted, than previously required. This includes the billing and Public Service Commission work.

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

Initially this position was essentially clerical in nature. Today it is much broader in scope, requires greater and more diverse skills, is relied upon to keep the Utility Department operating in the absence of the Superintendent, and function as the go-to person on PSC issues.

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

The accounting/bookkeeping work performed is at a higher level than when I started this position. The knowledge of water and wastewater treatment that I am today required to

possess is much greater. My Public Service Commission work was originally non-existent and is now very involved and detailed.

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

Initially this position had others on a higher level that checked the work, today this is not the case. Today if I make an error with billing, a discretionary decision or with the PSC the results can vary anywhere from being embarrassing for the department and/or city to costing the city lost revenue or potentially be fined for PSC issues.

Position Title _____

Employee Signature _____

Dept. Head Signature _____

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.

Position Title: NEW – Clerk-Treasurer Office Manager (Seubert, Kathy)

How have the education requirements for your present position changed? YES

The education requirements for my position initially required a High School education that was preferably supplemented by courses in Clerical or Business Administration. Presently, if an individual was hired for my position, the job description requirements are an Associate’s Degree in accounting or related field or comparable experience.

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

Initially the experience necessary for my position required considerable experience in secretarial work and work experience that involved complex secretarial duties in bookkeeping, with no reference to years of experience. Presently, if an individual was hired for my position, the experience required in the job description is a minimum of five (5) years of applicable work experience in billing/bookkeeping/accounting and working with the public.

How have the minimum required skills for your position changed? YES

Initial training and keeping current with technology has been a major change. Examples are: online banking for account management and transfers, ACH deposit payments, banking software for transmitting payroll direct deposits and health savings accounts, SAM registration in the Federal Government System for federal grants and contract payments, SVRS election software, scanning checks and invoices, and using Laserfiche for record management of official city records/documents.

With the retirement of our former full-time payroll clerk two plus years ago, our staff has changed from three full-time to two full-time and two part-time employees. This has changed the way in which office staff must have the ability to multi-task and prioritize work to complete assignments on time in order to avoid penalties and other consequences. At times, it may affect time off requests to meet office staff coverage requirements. Staff must be able to retain a large amount of information and knowledge given the broad scope and complex responsibilities of our office. Team work is essential. Work is no longer segregated by function, I must know what everyone else does and have the skills and abilities to perform the work.

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

Finance Director Kathy Unertl has the final decision making in our office. Kathy assigns projects and allows me to complete them at my discretion. In her words, “I’m giving it to you. It is in your hands now”. Due to my years of service and work history, Kathy relies on me to trouble shoot and make decisions, as well as make recommendations on problem solving solutions. Initially this authority and decision-making responsibility was not part of my position

How have the guidance/guidelines available for your position changed? NO

Significant expansion of health insurance-related requirements due to Federal COBRA and Medicare Notices and now the Federal Affordable Care Act (ACA).

Also significant changes in State of Wisconsin election law requirements with on-going new mandates from the State. These have resulted in more familiarity with rules and guidelines in more diverse areas being required.

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

I am responsible to provide smooth and effective administrative support for the City Clerk and City Treasurer. I assume various duties of both the City Clerk and City Treasurer in their absence. More duties have been assumed that were formerly the responsibility of the City Clerk. I am often the contact person for employees, department heads, outside agencies and the public, for items, such as: insurance claims, claim status and coverage inquiries, financial institutions for banking transactions and transfers, new applicants for liquor licenses and related liquor inquiries, health insurance coverage information, present and historical inquiries on Council action and city policies. This was not the case when I started in this position.

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

The accounting aspect of my position has become more complex. This involves posting various journal entries to the general ledger, providing revenue and expense reports to department heads and Council, providing detailed account information and analysis to department heads for budget purposes and/or grant applications, and knowledge of additional accounts that have been established for non-lapsing accounts, capital expenses/projects, Bierman funds, and TIF.

Cash management has become also more complex. I am responsible of daily cash flow for operating expenses, account transfers, requesting cashier's checks, wires for bond payments, establishing new bank accounts and closing accounts.

Health insurance is probably the area that has become the most complex. The constant change in laws/legislation and knowledge of the Federal Affordable Care Act (ACA) and how it affects the City of Merrill as employer and for City employees. Also, federal guidelines and restrictions in relation to Health Savings Accounts and payroll deductions/contributions. Updating of the required forms with correct language, employee notifications, payroll implications, researching Internal Revenue Service (IRS) regulations and reporting information. This requires attending seminars presented by M3 Insurance several times throughout the year.

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

Non-compliance with various Federal and State regulations could result in additional expenses to City taxpayers due to penalties and/or legal claims, as well as embarrassment to the City.

Employee Signature _____ Date: 12/15/2014

Dept. Head Signature _____ Date: 12/15/2014

Reclassification Request Form

How have the education requirements for your present position changed?

The position originally required no degree and now requires an Associate Degree.

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

Previously did not require a minimum of 2 years of experience in bookkeeping, clerical, or administrative assistant experience in government, legal, or real estate office.

How have the minimum required skills for your position changed?

Work independently, independent decision making, must be familiar with the process of bidding and facilitating contracts, possess knowledge of construction practices, be able to understand business objectives, plans and financial statements. Dispute resolution. Comprehension and application of Codes.

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

Determine what work is to be done on specific projects prior to submitting to Committee. Determine if work is satisfactorily completed and issue payments. Determine and cite violations of the City Minimum Housing Code.

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

No longer have a Community Development Director overseeing the position. The position is responsible for the Direction and Administration of the Community Development Program.

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

Community Development Program Administrator. Assistant to the Building Inspector/Zoning Administrator. Exterior maintenance and nuisance inspection.

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

From being hired initially as an administrative assistant to the Community Development Director in 1997, the complexity of the work has substantially changed since 2002 with the addition of building, zoning, exterior maintenance, and sidewalk maintenance. I solely administer the Community Development Housing program. I also assist the Lincoln County Economic Development Director and Redevelopment Resources.

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

With sole internal discretion of Community Development Program, any decisions on work to be performed, completeness, quality of work, and finalization of contracts. With assisting in building inspection and zoning, I occasionally interpret building and zoning code requirements for customers.

Position Title: Community Development Program Administrator/Building & Zoning Assistant

Employee Signature: _____

Dept. Head Signature: _____

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.

- Started employment with the City in 1997 as the Assistant to the Community Development Director responsible for clerical and receptionists functions for the department.
- 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.
- 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.

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.

Position Title: NEW - Clerk-Treasurer Administrative Assistant (Grefe, Brenda) YES

How have the education requirements for your present position changed?

The initial education requirements for this position required a High School education, preferably supplemented by courses in Clerical or Business Administration. The job description today requires an Associate’s Degree in accounting or related field or comparable experience.

The main educational changes have been due to technology, policies, and Federal/State laws. I have worked with support from BMO to implement auto tax collection, Health Savings Account (HSA) transfers and now automatic payments of water bills. Payroll changes (benefits/deductions) are sometimes very complex with employment tax implications. An accounting background is essential

Due to ever-changing laws, there is at a minimum annual election training session required to perform my present job duties, this was not the case when I was hired.. These sessions typically require much discussion at the office as to how to implement the changes (i.e. form changes, voter ID, SVRS). Participation in a SVRS (State-Wide Voter Registration) required course is needed to obtain a log-in to the software program.

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

More accounting background is required due to working with the auditors (setting up fixed asset documentation) and the challenges that employment tax implications pose on payroll. It is also very beneficial to be exposed to as much technology as possible, so there is greater efficiency and a broader awareness of local and statewide changes (i.e. internet, Facebook). When I was hired there were no minimum years of related experience required as there is today.

How have the minimum required skills for your position changed? YES

Skills now cover a broader range of functions and are more technical in nature than when I started. When I started the accounting/bookkeeping skills necessary for this position were limited. Today financial skills are the major component of required skills to perform my job.

Over the years, multi-tasking skills have had to increase dramatically. Staff changes from 3 full-time to 2 part-time and 2 full-time have broadened duties, changed how staff interacts, and impacted on coverage of the office. My position now requires that I perform backup payroll clerk functions. Government requirements along with technology make changes much more complex (i.e. payroll, deposits and Accounts Payable now includes the additional steps of multiple transfers, scanning checks/invoices) all of this has led to many times when three to five tasks are in progress at one time. However, these steps do help when there is a discrepancy. Interpretation/implementation of changing laws and requirements has also increased. Communication and team work is now more important than ever.

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

Authority and final decision making remains with the department heads, however, Finance Director Kathy Unertl values our input regarding the communication of policies etc. with the public, employees, and vendors (i.e. Health Savings Account set up, info regarding tax/assessment info and water utility auto pay set up). The Finance Director provides direction and allows us to complete projects on our own, making decisions as we go, something that was not done when I started in this position.

City Clerk Bill Heideman also gives us permission to do projects on our own. He gives us input, then typically refers us to another department head (such as City Administrator, City Attorney, Police Chief, ETC) and we work with them to complete the task.

All of the support staff in the Clerk/Treasurer's Office rely on each other for input and work as a team which is mandatory for office efficiency.

How have the guidance/guidelines available for your position changed? NO

In the past, the main guidelines were given by the department heads. After years of working with the tasks, I believe now there is less guidance needed. More communication/guidance is working with outside agencies as to how to implement approved changes.

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

My position is responsible for many more functions than when I was hired. Kathy Seubert and I are looked to for answers/guidance as newer employees Mary Maluegge and Jill Bostrom learn the different tasks in the office. I am, as are other Clerk-Treasurer staff, responsible for completing all tasks to keep the office running efficiently. There is little supervision needed unless there is an issue. I am expected to do more different and more complex functions with less supervision being required than when I was hired.

There was much more oversight of what I did when I started in this position. There is less input needed from the supervisor day-to-day unless there are changes implemented. However, there are regular on-going changes and new requirements related to payroll and employee benefits. There are annually changes impacting upon elections.

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

Originally my functions were more routine and more simplistic in nature. The many government requirements and technology changes have been the main reason for an increase in complexity in our department over the past few years. I don't see that changing any time soon. Any time there are changes, multiple aspects are affected. There are always bugs to work out. Some of the complex changes have been fixed assets, Health Savings Accounts, and elections.

I am also the payroll backup and with that it is very difficult to keep up on all the changes. There have been very few payrolls that have not had changes in the past two years; some due to required changes and some due to having a new payroll clerk. When our past payroll clerk retired, there was no manual for the new payroll clerk to reference. I made a detailed manual for a "normal" payroll.

As backup payroll person, I try to enter a section of the City's payroll every pay period (except during peak property tax workload). Payroll is too complex to know all aspects. As backup, my role is someone who can complete required steps for a "normal" payroll to successfully get City employees paid.

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

Since all employees are paid by direct deposit now, if there is an error in the transfer, employees may not get paid on the appropriate day. With more auto payments (tax and water) there is a chance of error that the city may not receive their funds on time, if the transfer is not done correctly.

Registering voters directly into SVRS, there is a chance of data entry error, which could create issues for the count at the polls and/or provide an incorrect ballot to an elector.

The last few years I have been issuing not only approximately 200+ bartender licenses but also the liquor licenses for the city. If not done correctly, a business may not get their license timely or an establishment may get a license without meeting all the qualifications.

In addition, non-compliance with various Federal and State regulations could result in additional expenses to City taxpayers due to penalties and/or legal claims.

Employee Signature _____ Date: 12/17/2014

Dept. Head Signature _____ Date: 12/17/2014

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.

Position Title: NEW - Clerk-Treasurer Administrative Assistant (Bostrom, Jill)

How have the education requirements for your present position changed? YES

When hired the requirement for my position was a High School education, preferably supplemented by courses in Clerical or Business Administration. Today the job description for my position requires an Associate's Degree in accounting or related field or comparable experience.

There is at minimum an annual election training session. The constantly changing election revisions require discussion and coordination at the Clerk-Treasurer Office as to how to implement (i.e. form changes, voter ID required or not, SVRS). Participation in a SVRS (State Wide Voter Registration) required course is needed to obtain a log-in to the software program. This was not required when I was hired.

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

When hired my job description did not specify the amount of experience required, the job description now requires a minimum of two (2) years of experience in billing/bookkeeping/accounting and working with the public

I handle an extensive amount of online election work through the Statewide Voter Registration System (SVRS). I am responsible for processing voter registrations and absentee voter information, as well as recording voter participation and resolving any discrepancies.

More accounting background is required. This position requires a higher level of experience using the internet and navigating the various aspects of the SVRS than previously required.

How have the minimum required skills for your position changed? NO

I was hired as a secretary with some financial duties but my position has evolved into a financial position with very few secretarial duties. While I have developed the skills as the position has evolved, someone coming into the position would need to a different skill set than I was required to have.

Multi-tasking and team work skills have increased due to the impact of technology changes and especially due to ever changing election and payroll/employee benefits changes.

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

Finance Director Kathy Unertl provides direction and allows us to complete projects on our own.

City Clerk Bill Heideman also gives us permission to do projects on our own. He gives us input regarding elections, then often refers me to Government Accountability Board (GAB) or Lincoln County Clerk's Office to resolve issues or complete the task.

With the lead election work I have taken on from the City Clerk, I am required to make various judgment calls when it comes to registrations and various other election matters. All of the support staff in the Clerk/Treasurer's Office rely on each other for input and work as a team which is necessary for office efficiency.

How have the guidance/guidelines available for your position changed? NO

The Governmental Accountability Board (GAB) website and e-mail notices have significantly expanded due to constantly changing election law requirements, as well as litigation.

How has the level of responsibility held by your position changed? NO

Working with Information Technology Manager Ron Turner, I have taken the lead in implementing expanded on-line capabilities for use of the SVRS (such as voter registration and absentee ballot tracking) and LaserFiche. Continued expansion of technology to improve Clerk-Treasurer Office efficiency is on-going.

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

The election laws have become increasingly complex. I work closely with City Clerk Bill Heideman in keeping up-to-date on changing rules and regulations to ensure compliance.

Working with Information Technology Manager Ron Turner, I have taken the lead in implementing expanded on-line capabilities for use of the SVRS (such as voter registration and absentee ballot tracking) and LaserFiche. Continued expansion of technology to improve Clerk-Treasurer Office efficiency is on-going.

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

I handle a lot of confidential information when working with voter registrations and entering them directly into SVRS. If that information were mishandled or entered incorrectly, this could create issues for voters and/or provide an incorrect ballot to an elector.

In addition, non-compliance with various Federal and State regulations could result in additional expenses to City taxpayers due to penalties and/or legal claims.

Employee Signature _____ Date: 12/17/2014

Dept. Head Signature _____ Date: 12/17/2014

2014 MERRILL and TOMAHAWK MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	YTD
INITIAL APPEARANCES-Merrill (Docket)												
1. Total Citations	167	83	150	179	46	216	115	103	70	163	147	1439
2. Adult Citations	154	83	142	175	44	208	114	102	68	154	135	1379
3. Juvenile Citations	13	0	8	4	2	8	1	1	2	12	12	63
4. Not Guilty Pleas (potential trials)	19	11	10	24	16	6	4	8	6	12	9	125

INITIAL APPEARANCES-Tomahawk												
1. Total Citations							12	13	14	47	14	100
2. Not Guilty Pleas (potential trials)							3	0	2	2	0	7

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

CASES DISPOSED												
1. # Citations	149	76	138	176	42	210	122	105	84	198	150	1450

GOOD CAUSE/INDIGENCY HEARINGS												
1. # Days Hearings Held	2	2	2	2	2	4	3	4	3	1	3	28
2. # Citations Summoned	48	45	38	11	0	72	62	62	31	23	52	444
3. # Citations Scheduled for Status Hearings or Payment Plans	55	51	78	42	26	23	52	71	137	13	52	600

WRITS ISSUED												
1. # Citations	8	9	6	6	10	36	29	16	0	10	13	143

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	\$21,167.37	\$12,940.39	\$168,818.64
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)	(\$6,660.23)	(\$4,775.40)	(\$59,417.47)
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	\$14,507.14	\$8,164.99	\$109,401.17
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	\$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	\$0.00	\$0.00	\$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	\$14,507.14	\$8,164.99	\$109,889.68
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)	(\$7,012.34)	(\$3,964.97)	(\$63,636.71)
8. Net Revenue to the City of Tomahawk							(\$112.00)	(\$7.00)	\$139.80	(\$1,103.00)	(\$288.00)	(\$1,370.20)
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	\$6,391.80	\$3,912.02	\$44,882.77
10. Restitution Collected	\$212.87	\$948.46	\$235.37	\$612.99	\$244.98	\$511.03	\$217.95	\$106.00	\$52.60	\$608.20	\$364.36	\$4,114.81

Adj Forf rec'ts Adj for rec'ts Adj for rec'ts
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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: December 22nd, 2014

To: Personnel and Finance Committee

From: Kathy Unertl, Finance Director *Kathy Unertl*

RE: November/December Activities

2014 Audit: Schenck auditors will be back in mid-March 2015.

My primary focus over next couple months will be audit preparation.

Airport: As of 12/23/2014, City of Merrill purchased 1,551 gallons of 100LL fuel at \$7,550 from previous Airport FBO John Miller Aviation. Revenues from fuel sales will be going into new City of Merrill financial account.

2015 Budget: Continued follow-up to implementation of 2015 budget.

Health insurance open enrollment results:

2015 Status	
New Family Coverage	Waived 2014 coverage (New Employee)
Individual to Family coverage	One Employee
Moved to Health Incentive Program	One employee previously Individual coverage Four employees previously family coverage

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 continues with new Downtown Revitalization planning process with business/property owner meeting scheduled for 6 p.m. on Tuesday, January 20th, 2015.

CITY ATTORNEY
REPORT FOR DECEMBER 17, 2014



PARKS & RECREATION: Continuing working with Dan on various issues, including new pool, second exit, 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. Lots of potential economic development items on the horizon. Former DNR Building has been sold and all documents completed. Presently working on a right-of-Way Agreement for their sign. Will be working with the Housing Authority to transfer the former eastside fire station to them.

AIRPORT: Working with Airport Commission Chairman on transition with 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. Talks are in process on two downtown vacant parcels.

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. Have run across a couple of interesting issues regarding "foreclosed property".

COMMON COUNCIL: Business as usual. Looking forward to 2015.

SEMINARS: None

MUNICIPAL COURT: Several contested matters on the docket.

CITY OF TOMAHAWK. Going well. More contested matters ahead.

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

Other tasks as assigned.

"One good reason to only maintain a small circle of friends is that three out of four murders are committed by people who know the victim." George Carlin

RECEIVED

DEC 17 2014

By: *Red*

City Attorney		CURRENT MONTH	LAST MONTH		
MONTHLY REPORT					
December 17, 2014					
		12/17/2014	11/25/2014		
MUNICIPAL COURT		1-week	3 Weeks		
TOTAL ADULT		100	201		
Adult Ordinance		4	40		
Adult Traffic		96	161		
Total Adult Defendants		78	159		
Adult Closed		24	46		
Other Jurisdictions - Wausau (cases)		0	0		
TOTAL JUVENILE		4	20		
Juvenile Ordinance		4	18		
Juvenile Traffic		0	2		
Total Juvenile Defendants		4	19		
Juvenile Closed		0	4		
TRIALS		3	5		
Pending Municipal Trials		2	3		
Pending Circuit Court Trials		1	2		
Tomahawk Trials		0	0		
Other Court Matters		Beginning	New	Closed	Ending
Deferred Prosecution Agree.	November	22	0	5	17
(Includes Tomahawk's Totals)	December	17		2	15
	January	15			
TOMAHAWK DPA's	November	4	1	1	4
	December	4		3	1
	January	1			
TOMAHAWK		December	November	October	September
Total Adult & Juvenile		17	14	47	14
Total Adult Defendants		17	10	37	6
Ordinances		3	1	3	3
Traffic		14	9	33	6
Total Juveniles Defendants		0	4	10	5
Total Adult & Juvenile Not Guilty Pleas		3	0	1	2
Closed Since Last Report		1	2	3	0

12d



**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

City Clerk Report – January 6th, 2015

1. Post-election work related to the November 4th, 2014 Fall General Election has been completed.
2. Preliminary work has begun on the April 7th Spring Election. At this time, it is unclear whether there will be a Spring Primary. The deadline for submitting nomination papers is January 6th at 5:00 P.M. If a Spring Primary is necessary, that election will be on February 17th.
3. The 2014 Statement of Taxes and other tax-related documents have all been completed as necessary.
4. Have drafted a guide and "script" that could be used when conducting public hearings. Hopefully, providing the chairperson with these tools will ensure that hearings are conducted as efficiently as possible for both the public and City officials. Will be submitting these draft documents to City Administrator Johnson for consideration.
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

City Clerk Bill Heideman, CMC, WCMC

"Focusing on the Future"

An equal opportunity/affirmative action employer.

Administrator's Monthly Report 12/23/14

New Fire Station Project

Ellis-Stone has replaced an electronic sensor that was damaged and rendered inoperable by the leaking roof.

Walmart Project

We met with Walmart's attorney and engineer concerning the icing problem on S. Pine Ridge Ave. at the two Walmart entrances. Walmart has agreed to make changes to help resolve this problem.

New Development and Blight elimination

The new Kwik Trip on Pine Ridge Ave. is now open for business.

The Mayor, Kristen Fish, Ken Maule, and I attended the Community Venture Network meeting in St. Paul on December 19. We will be in further discussions with a start-up manufacturer of small sport airplanes and a start-up "aquaponic" vegetable grower. The airplane manufacturer would fit best in the industrial park, while the aquaponic facility could work at the industrial park or the former Anson-Gilkey Site.

On December 17, John Burgener and I had lunch with the President of Good Samaritan and St. Clare's Hospitals. She talked about the soon to be made decision of whether or not Good Samaritan would either be renovated or replaced with a new building on-site. It is great to hear that Ministry is willing to put that kind of money into their Merrill facility.

River Bend Trail

A potential problem arose with the DNR concerning some filling that was done in a low spot near the Cosmo Theater but it has apparently been resolved to DNR's satisfaction. Construction is suspended until spring due to weather but fund raising efforts for the River Bend Trail continue. At the last Park & Recreation Commission meeting a unanimous vote was taken on formally accepting the River bend Trail as a linear park. This will be forwarded to the Common Council for consideration.

New Aquatic Center

The Park & Recreation Commission approved the design of the aquatic center and the details of the bath house are to be worked out by the City's design team and WTI.

Old Ranger Station

We have closed on the sale of the old ranger station as scheduled on December 10. We are preparing a right-of-way lease for approval to allow for a sign on Center Ave.

Airport

We have hit a bump in the road with our new airport manager that we cannot go over or around, he is plainly in breach of his contract. We are in the process of severing ties with Dave Koch. At an Airport Commission meeting on December 22 he refused to answer questions from the Commissioners, did not keep a meeting appointment with the mayor, City Attorney, and me this morning, and did not get back to us by the time he agreed to do so by when we did reach him after he blew-off our meeting. While accepting payment for work performed by his employees from the City he did not pay them for any of the work performed.

Personnel

I have posted and advertised to fill the budgeted part-time Billing Clerk in the Water Utility. Applications will be accepted through Wednesday December 31, with interviews to follow.

We have been unsuccessful in filling the Deputy Clerk of Courts position. The position has been advertised twice, we have interviewed twice, and the only applicant we were willing to offer the position turned it down when offered.