

**CITY OF MERRILL**  
**PERSONNEL AND FINANCE COMMITTEE**  
**Tuesday, January 27, 2015 at 5:15 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 ordinance amending the Administrative Procedure Manual at Chapter 1-3(b) to place the "Public Comment" period after Roll Call on Common Council meeting agendas (agenda item from Alderman Schwartzman)
4. Consider resolution amending the Non-Union Personnel Policies Manual: Miscellaneous conditions of employment for non-union fire personnel (Section 23-23-2) to add language to follow the union contract (agenda item from Alderman Schwartzman)
5. Consider draft of Request for Proposal document for Compensation Study (agenda item requested by City Administrator Johnson)
6. Monthly Reports:
  - a. Municipal Court
  - b. Finance Director Unertl
  - c. City Attorney Hayden
  - d. City Clerk Heideman
  - e. City Administrator Johnson
7. Next Meeting
8. Public Comment

9. 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 a City employee.
10. The Committee may reconvene in open session for potential action(s) on closed session issue(s).
11. Adjournment

*NOTE: It is possible that a quorum of the Common Council will be present at this meeting. However, no Common Council action will be taken.*

Agenda prepared by City Clerk Bill Heideman  
Agenda reviewed by Alderman Ryan Schwartzman

The Merrill City Hall is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Merrill City Hall at 536-5594.

*Date and time agenda was posted:* \_\_\_\_\_ *Posted by:* \_\_\_\_\_

<<ENTER YR>><<ENTER MONTH>><<ENTER AGENDA NO.>>

**CITY OF MERRILL**  
1004 EAST FIRST STREET  
MERRILL, WI 54452-2586

AN ORDINANCE: By Personnel and Finance  
Committee  
Re: Amending the Administrative Procedure  
Manual at Chapter 1-3(b) Meetings – Order of  
Business

ORDINANCE NO. 2015-  
Introduced: \_\_\_\_\_  
1st Reading: \_\_\_\_\_  
2nd Reading: \_\_\_\_\_  
3rd Reading: \_\_\_\_\_  
Committee/Commission Action: \_\_\_\_\_

**AN ORDINANCE**

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

**Section 1.** Chapter 1, Section 2(b) of the Administrative Procedure Manual for the City of Merrill is amended as follows:

1-3(b) Meetings--Order of Business. The business of the Council shall be conducted in the following order:

- (1) Call to order by the Mayor or presiding officer;
- (2) Invocation;
- (3) Pledge of Allegiance;
- (4) Roll call;
- (5) Any other business allowed by law and/or public comment;
- (6) Reading of the minutes of the preceding meeting and approving the same if correct and rectifying the mistakes, if any;
- (7) Presentation of accounts and other claims against the City;
- (8) Hearings;
- (9) Communications and/or special and extraordinary business;
- (10) Reports of committees;
- (11) Ordinances and resolutions;

(12) Communications and miscellaneous business from the City Clerk or Treasurer;

(13) New business;

(14) Communications and recommendations from the Mayor;

~~Any other business allowed by law and/or public comment;~~

(15) Adjournment.

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

**Section 3. Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Moved by: \_\_\_\_\_

Adopted: \_\_\_\_\_

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

Approved:

\_\_\_\_\_  
William R. Bialecki,  
Mayor

Attest:

\_\_\_\_\_  
William N. Heideman, City Clerk

{enter agenda no.}

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AMENDING MISCELLANEOUS CONDITIONS OF EMPLOYMENT – NON-UNION FIRE PERSONNEL AT SECTION 23-22-2 TO ADD LANGUAGE TO FOLLOW THE UNION CONTRACT.**

WHEREAS, the Common Council of the City of Merrill adopted a Personnel Policies, Employee Handbook for the City of Merrill non-union employees by Resolution No. 2226; and

WHEREAS, the Personnel and Finance Committee has reviewed that manual as it relates to Miscellaneous Conditions of Employment – Non-Union Fire Personnel at Section 23-22-2, to add “as per the current contract with the Merrill Firefighters Local 847, International Association of Firefighters”; and,

WHEREAS, the Personnel and Finance Committee has recommended a change to that policy as follows:

- 23-22-2 Firefighters who have obtained at least an Associates Degree in Fire Administration, Fire Prevention Technology, Fire Science or a related field shall receive an annual education benefit **as per the current contract with the Merrill Firefighters Local 847, International Association of Firefighters** ~~of \$360.00 to be paid at the same time as union personnel receive such pay.~~

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 10<sup>th</sup> day of February, 2015, that the Personnel Policies Employee Handbook is amended by adding the highlighted language as follows at Section 23-22-2

- 23-22-2 Firefighters who have obtained at least an Associates Degree in Fire Administration, Fire Prevention Technology, Fire Science or a related field shall receive an annual education benefit **as per the current contract with the Merrill Firefighters Local 847, International Association of Firefighters** ~~of \$360.00 to be paid at the same time as union personnel receive such pay.~~

Recommended by: Personnel  
Committee

CITY OF MERRILL, WISCONSIN

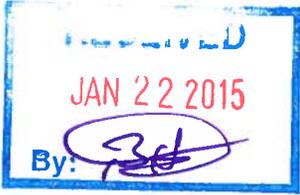
Moved: \_\_\_\_\_

\_\_\_\_\_  
William R. Bialecki, Mayor

Passed : \_\_\_\_\_

\_\_\_\_\_  
William N. Heideman, City Clerk

DRAFT



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# City of Merrill, Wisconsin

REQUEST FOR PROPOSALS

COMPENSATION STUDY

Submittal deadline:???????????, 2015 at 2:00 P.M.

## SECTION 1 - GENERAL INFORMATION FOR POTENTIAL CONSULTANTS

### A. PURPOSE AND BACKGROUND:

The purpose of this Request for Proposals (RFP) is to solicit proposals for review/modification of existing job descriptions and conducting a compensation study analysis for City of Merrill non-union employees, excluding T.B. Scott Free Library employees.

The City has two compensation schedules that were developed through human resources consulting provided by Wipfli, Ullrich, Bertelson in 1997/1998, as well union contracts for police and fire employees and a schedule for former AFSCME represented employees. These schedules are titled: 1) Administrative, Professional, Supervisory and Technical Personnel and 2) Clerical and Other Support Staff. There are also two full-time and one part-time elected official who manage City departments whose compensation is established via ordinance, these being the Street Commissioner, City Clerk and Municipal Judge respectively.

The City compensation schedules for 2015 are included in Appendix A. Former AFSCME represented employee and Limited Term Employee wage schedules are also included in Appendix A, as are the two remaining union contract wage schedules. An overview of employment classifications and benefit eligibility is included in Appendix B.

The City's step progression is based upon length of service (such as six-months, one year, etc.). There are fourteen grades and thirteen steps in the Administrative schedule and eight grades and ten steps in the Clerical and Other Support schedule. Prior to 2013 there were fifteen grades and seven steps in the Administrative schedule and eight grades and six steps in the Clerical and Other Support schedule. This change was made as a cost savings measure by lengthening the time it takes to progress through the steps without changing the top end of each grade. In 2013, the Utility Superintendent and Parks & Recreation Director were advanced in grade as a result of a salary study of 28 cities conducted by the City Administrator, but other positions were not changed at that time.

Effective January 2007, regular part-time employees were slotted based upon percentage of time and length of service (instead of never advancing beyond Step A). In addition, four part-time positions in the Parks & Recreation Department were classified within the Clerical and Other Support Staff schedule since these positions have evolved into year-round part-time employees. The part-time Grade/Step schedules are also included in Appendix A.

During the past decade, there have been changing duties and responsibilities for City employees and re-allocation of functions when positions have been eliminated. There has also been expanded use of regular part-time employees. Many job descriptions have been modified over time and some have evolved into individualized job descriptions rather than being more generic in content.

#### Job Descriptions    Employees

17	22	Administrative, Professional, Supervisory & Technical Personnel.
17	27	Clerical and Other Support Staff (Including part-time employees)
10	23	Former AFSCME represented employees
0	3	No Classification Schedule (Elected department heads)

There are a few part-time positions that do not have formal job descriptions (summer help).

**Positions not part of Study**

<u>Job Descriptions</u>	<u>Employees</u>	
15	20	T.B. Scott Free Library employees (Including part-time employees)
5	20	Police Department (Union)
2	18	Fire Department (Union)

**B. ISSUING OFFICE AND CONTACT PERSON:**

David Johnson, City Administrator      Phone: (715) 536-5594      Fax: (715) 539-2668  
City of Merrill      E-Mail: [david.johnson@ci.merrill.wi.us](mailto:david.johnson@ci.merrill.wi.us)  
1004 E. First St.  
Merrill, WI 54452

**C. DEADLINE:**

Receipt of Proposals: No later than **????????????????, 2015** by 2:00 P.M.

**D. QUESTIONS AND ADDENDA:**

Potential contractors should carefully examine this RFP and any addenda. Potential contractors should seek clarification of any perceived ambiguity, conflict, omission or other error in this RFP.

Questions should be addressed to City Administrator David Johnson. If the answer materially affects this RFP, the information will be incorporated into an addendum and e-mailed to potential contractors. Oral comments do not form a part of this RFP.

**E. CHANGES IN THE REQUEST FOR PROPOSALS:**

Any changes made in this RFP will be issued via addenda which will be numbered in sequence, dated as of the date of issue, and e-mailed to potential contractors.

**F. PROPOSAL PREPARATION GUIDANCE:**

Proposals should be prepared simply and economically, providing a straightforward, concise delineation of the capabilities for conducting compensation study services.

**G. PROPOSAL SUBMISSION:**

All proposals must be submitted to City Administrator David Johnson, City of Merrill, 1004 E. First St., Merrill, WI. 54452 by 2:00 P.M. local time on **????????????, 2015**. Proposals in the form of telephone calls, fax, or e-mail messages will not be accepted.

Eight copies of each proposal should be supplied.

Please do not disseminate copies of your RFP Response to any other City representatives except the City Administrator. Dissemination of the RFP Response, direct discussion with, or lobbying of the Mayor or alderpersons will result in disqualification of your proposal from consideration.

**H. EVALUATION PROCESS AND AWARD:**

The City intends to award a contract as soon as practicable after the RFP response submission deadline. The City's Personnel Team (which includes the City Administrator, City Attorney, and

Finance Director) will initially evaluate proposals and provide staff recommendations to the Personnel and Finance Committee on contractors whose services most closely meet the City's needs. Proposals will be evaluated on the basis of the written material provided, with clarification as needed through telephone calls or e-mail to potential contractors.

The Personnel and Finance Committee may choose to have presentations by potential contractors at the first meeting following the end of the submission process. The Personnel & Finance Committee will make a recommendation to the Common Council for consideration at the following Common Council meeting for potential contract authorization.

The award of a contract shall be at the sole discretion of the City. Award will be made to the Contractor whose proposal is determined to be most advantageous to the City of Merrill, taking into consideration the evaluation factors set forth in Section V, "Criteria for Proposal Evaluations".

The City reserves the right to accept or reject any or all proposals in whole or in part. The contents of the proposal of the selected Contractor will become a contractual obligation when the award is made.

**I. DISPOSITION OF PROPOSALS:**

All materials submitted in response to this RFP will become the property of the City of Merrill. One (1) proposal shall be retained for the City Clerk's official files and will become a public record after the proposal submission deadline and is open to public inspection.

**J. COST INCURRED IN RESPONDING:**

This solicitation does not commit the City to pay any costs incurred in the preparation and submission of proposals, nor to procure or contract for services.

**K. PRIME CONTRACTOR RESPONSIBILITIES:**

Contractors may propose services that are provided by others; however, any services proposed must meet all of the requirements of this RFP.

If the Contractor's proposal includes services provided by others, the Contractor will be required to act as the Prime Contractor for all such items and must assume full responsibility for the procurement, delivery and quality of such services. The Contractor will be considered the sole point of contact with regard to all stipulations, including payment of all charges and the meeting of all requirements of this RFP.

**L. LAWS AND REGULATIONS:**

The Contractors' attention is directed to the fact that all applicable laws of the State of Wisconsin, municipal ordinances and the rules and regulations of all authorities having jurisdiction over the contract shall apply to the contract throughout, and they will be considered to be included in the contract the same as though herein written out in full.

**M. POTENTIAL CONTRACTOR COMPENSATION:**

The City intends to negotiate a contract to provide compensation study services. Contract terms will be negotiated after the provider is recommended by the Personnel & Finance Committee.

## **SECTION II - COMPENSATION STUDY REQUIREMENTS**

### **A. SCOPE OF SERVICES:**

1. Review existing non-union job descriptions, interview employees and develop modified job descriptions, as needed.
2. Propose the proper number of job classifications.
3. Provide analysis of appropriateness of compensation plan structure and recommended changes to structure.
4. Recommend a market salary for each position based on internal comparisons, comparables in municipalities of similar size, the local job market, and knowledge of past compensation history.

Although included in the market analysis, elected officials will not be included within the recommended City compensation plan structure.

5. Recommend a system that will serve as the basis for compensation adjustments.
6. Recommend a method for evaluating positions on an ongoing basis.
7. Provide an analysis of potential cost/savings from implementation of any changes recommended.
8. Consultant is expected to meet with all appropriate City personnel and make presentations before and discuss recommendations with the Personnel and Finance Committee, and Common Council.

### **B. RECORDS - AUTOMATED**

Contractor will provide automated files to the City in WORD or EXCEL format as appropriate for the information obtained in the study.

### **C. SCHEDULE FOR SERVICES – POTENTIAL CONTRACT PERIOD(S):**

The City desires to complete the project between the months of April? – June?, 2015.

### **D. CONTRACTOR INSURANCE REQUIREMENTS:**

Contractor will need to obtain and keep in effect, general liability coverage in the amount of \$2,000,000 and professional liability in the amount of \$1,000,000.

As required by the State of Wisconsin, the Contractor will also need to obtain and keep in effect Workers Compensation Insurance coverage at the statutory limits which are currently \$100,000 each accident, \$100,000 each employee, and \$500,000 policy limit.

In the future contract, the Contractor will need to hold harmless the City of Merrill for ministerial and professional acts of the Contractor. Contractor must provide a Certificate(s) of Insurance, with the City of Merrill as an Additional Named Insured on the general liability and professional liability policies, to the Merrill City Clerk's Office.

## **SECTION III - CITY'S RESPONSIBILITY**

### **A. CITY'S RESPONSIBILITY**

City will provide access to DSL internet capabilities to facilitate contractor activities for this compensation study.

City will provide existing job descriptions in WORD format and compensation schedules in EXCEL format. The City will also provide an organizational chart.

### **B. CITY LIAISON:**

Merrill City Administrator David Johnson will serve as the City's contact person during the performance of the future contract.

## **SECTION IV - INFORMATION REQUIRED FROM POTENTIAL CONTRACTORS IN PROPOSALS**

Proposals should contain direct responses to the following questions and be organized so that the specific questions being responded to are readily identifiable. Responses should be as thorough and detailed as possible so that the City's Personnel Team and the Personnel and Finance Committee may evaluate Contractor capabilities to provide the required services.

**(PLEASE USE A SEPARATE PAGE FOR EACH NUMBERED ITEM BELOW)**

Proposals should provide the following information:

#### **1. Letter of Transmittal**

Each proposal should be accompanied by a letter of transmittal not exceeding two pages which summarizes key points of the proposal.

#### **2. Basic Information Requirements**

Provide the following:

- a. Name of the firm or individual(s) making the proposal.
- b. Name and title of individual(s) preparing and responsible for the proposal. This person may be different from the individual signing the transmittal page.
- c. Mailing Address and E-Mail Address for contact person.
- d. Telephone and fax number of contact person.

#### **3. Basic Qualifications and Experience**

- a. Describe the Contractor's qualifications
  - 1) Describe the Contractor's organizational structure with respect to providing compensation studies.
  - 2) Describe previous experience conducting compensation studies with Wisconsin cities or villages. Please provide a list of similar studies, when conducted, and number of job descriptions and number of employees reviewed.

b. Expertise of Contractor's personnel:

- 1) Who would be the primary management contact person for the Contractor?
- 2) If different, who would be the day-to-day contact person for the Contractor?
- 3) What other staff for the Contractor would be involved (or hired) and their role?

Please include resumes of the Contractor's personnel that will be involved in the City of Merrill compensation study.

- c. What are the factors the Contractor believes the City's Personnel Team and Personnel and Finance Committee should emphasize in selecting a compensation study provider?
- d. Why does the contractor best meet the City's needs?

**4. Provide Contractor's Service Plan and Proposed Rates**

- a. Outline your plan to provide services requested in Section II - Scope of Work including proposed time frames and expected completion date.
- b. Provide proposed fees for all consultant services to be provided, with total for project.

**SECTION V - CRITERIA FOR PROPOSAL EVALUATIONS**

**A. The following criteria will be used to evaluate proposals received:**

1. Contractor's Qualifications - These criteria includes the ability of the Contractor to meet the terms of this RFP and provide compensation study services based upon responses to the questions and request for information in Section IV.
2. Reasonableness of Costs- Efficiency and economy are very important to the Personnel & Finance Committee and the Common Council. This area will not necessarily be the primary deciding factor in the evaluation and selection process.

# **APPENDIX A**

## **POSITIONS & COMPENSATION**

### **Elected Officials**

1. List of Positions and salary by ordinance

### **Administrative, Professional, Supervisory and Technical Personnel**

1. List of positions, FLSA status, current incumbent step, and current salary
2. Compensation schedule (annually and hourly)

### **Clerical and Other Support Staff**

1. List of positions, current incumbent step, and current salary
2. Compensation schedule (annually & hourly)

### **Former AFSCME Staff**

1. List of positions and current salary (hourly & annually)
2. Includes water and wastewater treatment certifications for Utility positions

### **T.B. Scott Library Staff**

1. List of position and current Salary (hourly, bi-weekly and annually)
2. Compensation schedule

### **Limited Term Employees**

1. List of positions and compensation schedule

### **Police Employees**

1. List of positions and compensation schedule

### **Fire Employees**

1. List of positions and compensation schedule

# APPENDIX B

## City Employment Classifications and Eligibility for Benefits

### Regular Full-Time Employees - Eligible for City Benefits

Non-Union: Administrative, Professional, Supervisory & Technical Compensation Schedule

Non-Union: Clerical & Other Support Staff Compensation Schedule

Non-Union: Library Compensation Schedule

Non-Union: (Former AFSCME): Compensation Schedule

Union (Police & Fire): Per Contracts

### Regular Part-Time Employees - Eligible for Pro-Rated City Benefits

Eligible for Health Insurance > 29 Hours/Week

Eligible for Leave > 20 Hours/Week

Non-Union: Clerical & Other Support Staff Compensation Schedule - Pro-Rated as of 1/1/2015

Non-Union: Library Compensation Schedule

Non-Union: Some Not Included in Compensation Schedule (Cost-of-Living %)

- School Crossing Guards
- Janitors (City Hall and MARC-Smith Center)
- Senior Center (Grant Funded)
- Transit High School Co-Op (Starts Minimum Wage)

### Limited Term Employees- Not Eligible for City Benefits

Non-Union: Parks & Recreation Department

- Per Hour(2015)
- Per Game(2015)

Non-Union: Street Department

- Per Hour(/2015)

Non-Union : Elections Department

- Per Hour (2015)



**merrill**

Location. Nature. People.

**Smart Move**

# CITY OF MERRILL

Finance Director/City Treasurer

65

**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: January 22, 2015

To: Personnel and Finance Committee

From: Kathy Unertl, Finance Director *Kathy Unertl*



**RE: December/January Activities**

**2014 Audit:** My primary focus over next couple months will be audit preparation. Borrowing related to 2014 capital will be substantially less than planned. Working with Ehlers & Associates on upcoming 2015 borrowing process.

Preliminary 12/31/2014 Non-Lapsing Fund summary is attached.

**Airport:** All former employees of Merrill Aviation Services Corp (MASC) were paid by the City of Merrill. Interim Airport Manager Rich McCullough is being paid as independent contractor mid-month and end-of-month.

Still pending are Wisconsin Public Service unpaid bill(s) – anticipated to be about \$2,500 (or so). The following summarizes City aviation-fuel related losses (i.e. owed to City by MASC):

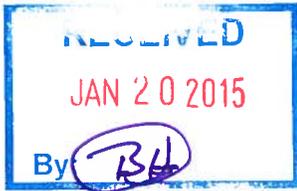
Fuel Flow Fees	10/15/14 - 12/18/14	\$1,075.18
Sale of City Fuel	12/18/2014	\$163.48
John Miller Aviation	MASC Stop Payment	\$769.76
	Aviation Fuel-Related	<span style="border: 1px solid black; padding: 2px;">\$2,008.42</span>

**Economic Development, RDA, and TIF Issues:**

City's team held Downtown Revitalization business/property owner meeting on Tuesday, January 20<sup>th</sup>, 2015. Great attendance and input! Redevelopment Authority will continue discussion and planning process.

City of Merrill		Reserved and Designated Fund Equity			As of 12/31/2014 PRELIMINARY	
Parks & Recreation 12/31/2013 reallocated Timber Salvage amounts						
Description	Balance Sheet #	12/31/13 Rev. Balance	2014 Revenues	2014 Expenses	12/31/14 Balance	
2% Fire Dues	26-31-5223	\$57,931.35	\$51,682.64	\$22,339.45	\$87,274.54	
LC Emergency Man. Grant	26-31-5800	\$557.52	\$0.00	\$557.52	\$0.00	
Fire Department Donations	26-31-5711	\$78.32	\$1,520.00	\$1,137.75	\$460.57	
Fire Prevention Donations	26-31-5815	\$88.39	\$400.00	\$488.39	\$0.00	
Firefighters Memorial Donations	26-31-5224	\$11,810.62	\$3,374.56	\$7,249.59	\$7,935.59	
Fire - Equip Blerman Foundation		\$721,825.69	\$2,000.00	\$522,289.13	\$201,536.56	
State Grant - Fire Department	26-31-5222	\$11,628.95	\$6,562.97	\$8,714.34	\$9,477.58	
EMS - Paramedic Grants/Donations	26-31-5712	\$9,136.75	\$0.00	\$81.08	\$9,055.67	
Police - K-9 Dog		\$79,815.00	\$3,248.88	\$69,817.42	\$13,246.46	
DARE Account - Program	26-31-5210	\$2,930.58	\$1,180.00	\$3,837.46	\$273.12	
Police Department Donations	26-31-5710	\$626.15	\$2,320.00	\$2,000.00	\$946.15	
Police Technology (Court Bonds)	26-31-5213	\$13,201.18	\$12,330.00	\$11,998.17	\$13,533.01	
School Safety Patrol	26-31-5215	\$1,921.25	\$1,860.50	\$1,341.68	\$2,440.07	
NORDEG Investigations	26-31-5313	\$1,672.20	\$999.66	\$365.80	\$2,306.06	
Police Vehicles/Equipment	26-31-5314	\$35,680.41	\$33,054.41	\$32,856.90	\$35,877.92	
Vehicle Forfeitures	26-31-5315	\$1,215.00	\$0.00	\$0.00	\$1,215.00	
Community Recognition	26-31-5523	\$108.55	\$0.00	\$0.00	\$108.55	
Mind Joggers Program	26-31-5522	\$3,510.14	\$0.00	\$3,472.89	\$37.25	
Intergenerational	26-31-5541	\$0.00	\$0.00	\$0.00	\$0.00	
Memorials	26-31-5545	\$1,744.71	\$112.00	\$245.58	\$1,611.13	
Senior Olympics	26-31-5550	\$6.37	\$0.00	\$0.00	\$6.37	
Senior Activities	26-31-5530	\$1,292.15	\$5,398.17	\$3,556.57	\$3,133.75	
Quilting Project	26-31-5531	\$155.62	\$1,701.00	\$626.46	\$1,230.16	
Senior Crafts	26-31-5535	\$1,202.73	\$3,532.09	\$4,067.08	\$667.74	
Ageless Wisdom	26-31-5536	\$0.00	\$3,323.76	\$3,323.76	\$0.00	
Sharing Christmas	26-31-5537	\$1,954.78	\$3,040.00	\$889.30	\$4,105.48	
Blerman Foundation Programs		\$105,000.00	\$5,673.55	\$73,090.77	\$37,582.78	
Library State Aid	26-31-5401	\$1,821.71	\$0.00	\$1,821.71	\$0.00	
Library Cross-County Borrowing	26-31-5415	\$14,998.72	\$1,654.72	\$16,653.44	\$0.00	
Library - Photocopier	26-31-5425	\$4,472.30	\$7,382.91	\$4,907.34	\$6,947.87	
Library - Mead Witter	26-31-	\$0.00	\$10,000.00	\$3,159.24	\$6,840.76	
Library - Memorial Books	26-31-5455	\$11,867.63	\$7,621.00	\$9,741.25	\$9,747.38	
Airport F84 War Memorial	26-31-5355	\$1,406.42		\$72.00	\$1,334.42	
Airport Marketing/Airport Days	26-31-5351	\$0.00			\$0.00	
Airport Special Rev (Improvements)	26-31-5352	\$1,388.01	\$400.00	\$981.56	\$806.45	
Airport Improvements	26-31-5353	\$0.00			\$0.00	
Transit (Sales & Audit - 2009-203)	26-31-5520	\$10,951.00	\$38,875.00		\$49,826.00	
MARC Improvements	26-31-5360	\$22,000.00	\$88,838.00	\$38,929.74	\$71,908.26	
MARC - Zambonie Replacement	26-31-	\$0.00	\$900.00	\$0.00	\$900.00	
Outdoor Pool - Future	26-31-5390	\$22,932.79	\$1,125,000.00	\$7,204.00	\$1,140,728.79	
City Forest - Timber Sales	26-31-5375	\$40,308.39	\$3,000.00	\$7,491.00	\$35,817.39	
Bike Route	26-31-5367	\$10,000.00	\$20,000.00	\$20,185.75	\$9,814.25	
Parks Events: Lager Barleyfest	26-31-5361	\$9,060.50	\$19,835.00	\$17,285.53	\$11,609.97	
5th Quarter	26-31-5382	\$407.23	\$4,125.00	\$3,000.00	\$1,532.23	
Normal Park Improvements	26-31-5363	\$11,988.92	\$0.00	\$0.00	\$11,988.92	
Riverside/Gebert Park Improvements	26-31-5365	\$15,000.00			\$15,000.00	
Wendorf Memorial Donations	26-31-5366	\$4,878.00	\$0.00	\$0.00	\$4,878.00	
Park Endowment (Summer Stride)	26-31-5368	\$19,239.48	\$0.00	\$2,552.13	\$16,687.35	
Lion's Park Improvements	26-31-5369	\$1,385.00	\$156,820.82	\$1,610.04	\$158,595.78	
Athletic Park Improvements	26-31-5370	\$7,853.63	\$0.00	\$665.08	\$7,188.55	
Smith Center - Future Roof	26-31-5364	\$6,128.00			\$6,128.00	
Recreation Programs - Ladies	26-31-5385	\$7,451.05	\$6,065.00	\$7,538.83	\$5,977.22	

City of Merrill		Reserved and Designated Fund Equity			As of 12/31/2014 PRELIMINARY	
Parks & Recreation 12/31/2013 reallocated Timber Salvage amounts						
Description	Balance Sheet #	12/31/13 Rev. Balance	2014 Revenues	2014 Expenses	12/31/14 Balance	
Fireworks - July 4	26-31-5713	\$2,136.50	\$0.00	\$2,136.50	\$0.00	
Community / Room Tax	26-31-5715	\$0.00	\$19,048.56	\$8,000.00	\$11,048.56	
Historical Preservation	26-31-5716	\$1,262.70		\$500.00	\$762.70	
Election Equipment	26-31-8000	\$5,000.00			\$5,000.00	
Bridges/Parking Lots - Streets	26-31-7500	\$2,447.67			\$2,447.67	
Cable Franchise - Unexpended	26-31-5714	\$173,118.16		\$29,844.21	\$143,273.95	
<b>Total Reserved Amount</b>		<b>\$1,474,598.22</b>	<b>\$1,652,880.20</b>	<b>\$958,626.44</b>	<b>\$2,168,851.98</b>	
There is an additional spreadsheet for revenue and expenditure summary detail.						



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CITY ATTORNEY

REPORT FOR JANUARY 19, 2015

**PARKS & RECREATION:** Continuing working with Dan on various issues, including new pool, and related items. Peripherally involved in Trail development and related real estate matters.

**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. Will be working with the Housing Authority to transfer the former eastside fire station to them.

**AIRPORT:** Working with Airport Commission on termination of contract with MASC, Inc. and related matters.

**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.

**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". Continuing to monitor open files.

**COMMON COUNCIL:** Business as usual.

**SEMINARS:** None

**MUNICIPAL COURT:** Several contested matters on the docket in Merrill and Tomahawk.

**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.

*"The meek shall inherit the earth, but not the mineral rights" – J. Paul Getty*

<b>City Attorney</b>		<b>CURRENT MONTH</b>	<b>LAST MONTH</b>		
<b>MONTHLY REPORT</b>					
<b>January 19, 2015</b>					
		1/19/2015	12/17/2014		
<b>MUNICIPAL COURT</b>		2-weeks	1-week		
<b>TOTAL ADULT</b>		78	100		
Adult Ordinance		20	4		
Adult Traffic		58	96		
Total Adult Defendants		53	78		
Adult Closed		22	24		
Other Jurisdictions - Wausau (cases)		0	0		
<b>TOTAL JUVENILE</b>		9	4		
Juvenile Ordinance		9	4		
Juvenile Traffic		0	0		
Total Juvenile Defendants		9	4		
Juvenile Closed		0	0		
<b>TRIALS</b>		3	3		
Pending Municipal Trials		2	2		
Pending Circuit Court Trials		1	1		
Tomahawk Trials		0	0		
<b>Other Court Matters</b>		<b>Beginning</b>	<b>New</b>	<b>Closed</b>	<b>Ending</b>
Deferred Prosecution Agree.	<b>December</b>	17		2	15
(Includes Tomahawk's Totals)	<b>January</b>	15	1	3	13
	February	13			
<b>TOMAHAWK DPA's</b>	<b>November</b>	4	1	1	4
	<b>December</b>	4	0	3	1
	<b>January</b>	1	0	0	1
<b>TOMAHAWK</b>			January	<b>December</b>	<b>November</b>
Total Adult & Juvenile			16	17	14
Total Adult Defendants			16	17	10
Ordinances			6	3	1
Traffic			10	14	9
Total Juveniles Defendants			0	0	4
Total Adult & Juvenile Not Guilty Pleas			1	3	0
Closed Since Last Report			1	1	2



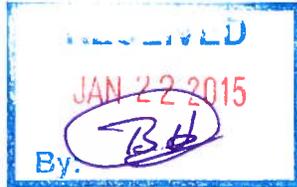
**MERRILL  
WISCONSIN**  
*City Of Parks*

# CITY OF MERRILL

## Office of the City Clerk

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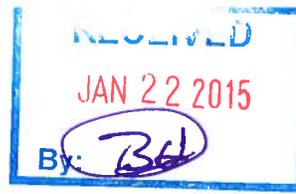
### City Clerk Report – January 27<sup>th</sup>, 2015

1. Work on the April 7<sup>th</sup> Spring Election continues. There will be no Spring Primary in February.
2. On January 12<sup>th</sup>, attended meeting to view demo and discuss NovusAgenda software. On January 20<sup>th</sup>, attended meeting to view demo and discuss agenda/minutes software from Accela, Inc. Will continue to evaluate, test and provide input on agenda/minutes software from various vendors as necessary and/or requested, until a decision on potential software is reached.
3. Have drafted a guide and "script" that could be used when conducting public hearings and have submitted it to City Administrator Johnson for consideration.
4. Have begun work on property and liability insurance renewals
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 1/22/15

### New Fire Station Project

On January 7, the Fire Chief and I, along with Representatives from Ellis-Stone and Becher-Hoppe, conducted the one-year inspection of the fire station. Many small issues were pointed out in addition to the leaking roof. A list was prepared and some of these problems have already been addressed with the remainder to follow. This week I was asked to fill out a survey on the work performed by Ellis-Stone, the responses to the survey questions were far from flattering but were truthful.

### Walmart Project

Walmart has submitted an invoice for their \$400,000 payment for the intersection improvement as agreed in the initial development agreement between Walmart and the City. We are holding this payment until Walmart follows through on their commitment to fix the storm water/ice issue at their entrance onto Pine Ridge Ave.

### New Development and Blight elimination

On December 30, I attended the ribbon cutting for the new Kwik-Trip on Pine Ridge Ave. I made some comments thanking them for building in Merrill and not asking for any TIF incentives during the ribbon cutting. Afterwards I spoke with Lavonne Zietlow, one of the owners of Kwik-Trip and made it known that we would very much like a Kwik-Trip built on the west side of Merrill and was told they are looking at that.

The blighted house at 1008 7<sup>th</sup> St. was demolished this January 19 by C&D Excavating.

We are continuing to work on the Page Milk property demolition.

Today I met with representatives from ATT&T concerning placement of the new cell tower on the former Anson-Gilkey site and removal of the antennas from the water tower. The lease of a 50' x 50' in the northeast corner of the parcel will generate \$12,000/year for future trail maintenance.

On January 20 at 6pm we had a downtown revitalization meeting in the old Thelma's store. There were about 30 people in attendance. The meeting ran from 6:00-8:00 p.m., starting slow but about half way through it picked up and a good discuss occurred. There was a consensus that downtown needs revitalization. People supported decorative lighting, angle parking on one side of Main Street, improvements on the backs of the Main St. buildings on the river side. Everyone wants to see the Lincoln House lot developed. People are anticipating the opening of the River Bend Trail this late spring.

There was almost unanimous support for a green space with tables and seating on the former Guy's Shop lot (with Wifi capabilities) and support for leaving the former Bakery site as a green space, as well as support for additional parking on the 900 E. Main St. parcel if the City can acquire the property. Parking concerns were voiced by several individuals, they want to see more parking available.

There was discussion on the need to change the attitudes of many people about keeping the status quo in Merrill and the need for change to make Merrill more attractive and retain the residents we have, as well attracting new residents and businesses There was discussion about the small town service oriented feeling of Merrill compared to larger cities. Everyone supported the new aquatic center and felt it was the type of "quality of life" feature that would attract and keep residents. The consensus at this meeting was that the City needs to move forward with a plan for revitalizing the downtown area. Discussion went beyond downtown to include the need for updated housing to attract and retain residents.

The next step would be the formation of a downtown plan and approval by the Common Council for this area that the RDA could work with. As we progress I would suggest more meetings like this to obtain additional input from business owners and residents. We need to get people engaged and keep them engaged to make this revitalization effort work for everyone.

On January 21 I attended the MADC Board meeting. This meeting was to meet with the representatives of Merrill Renew Properties and the DNR to discuss outstanding issues and how to move the redevelopment of the former Hurd property along. The meeting raised as many questions as it answered and will require ongoing work. The "ideas" from Merrill Renew Properties work for them but add costs for MADC.

### **River Bend Trail**

The trail is getting use during the winter months even though it has not been officially opened. No attempt is being made at this time to keep people off the trail as their use is not harming anything.

### **Street & Utility Projects**

I drafted and advertised an RFP for engineering services for the budgeted Street, curb and gutter, sidewalk, catch-basin, stormwater line, sanitary sewer and water line replacement project on Superior St. and 10<sup>th</sup> St. This RFP was sent to 5 engineering firms as well as being placed on our website. I have heard back from 4 firms, one of whom was not sent the RFP but picked it off our website. The RFPs are due Friday January 23 at 2:00 P.m.

### **New Aquatic Center**

Work is continuing to finalize the design of the bathhouse/mechanical building for the aquatic center. The next step is design drawings for bidding the project.

### **Old Ranger Station**

I was contacted by the new owner of the property who wanted contact information for the company that produced the sign for the MARC. They want a nice sign like we have. We will be leasing them a small parcel in the right-of-way, as we do for many other businesses, to place the sign.

### **Airport**

The Airport Commission has terminated Dave Koch's FOB contract for breach of contract. Rich McCullough, who has been working at the airport, is now the acting airport manager. A decision must now be made as to whether the Airport Commission finds another FOB or the airport becomes a City department with City employees, each option has its pros and cons.

### **Personnel**

The part-time position in Utilities has been filled and the new employee is scheduled to start soon. We have filled the GIS position in Utilities with Kate Drewek and now have posted the vacant operator position.

We have tentatively found someone to fill the Asst. Clerk of Courts vacancy and will be making an offer of employment.

I have completed filling out an annual performance appraisal for each department head and will be meeting with them individually to discuss.

Since the Council meeting I have been working on an RFP for a wage/compensation study and will be presenting it at the upcoming P&F meeting.

### **Dept. Head Meeting**

January 13 we had our monthly Department Head meeting. Discussed were the following items:

- Annual evaluations
- New grant policy
- Downtown business mtg. - downtown revitalization planning at Thelma's 6:00pm Tues Jan. 20
- Clerical position status – Police Department, Fire Department and Utilities
- Compensation Study
  1. Revised job descriptions
  2. Wage comparison - other cities and local market
  3. Revised and combined wage scale - we have the potential to combine the two former AFSCME represented scales with our separate clerical support staff scale and administrative/technical staff scale so that 4 wage scales become one scale.
- Airport Mgt.
- Aquatic Center update