

**CITY OF MERRILL**  
**PERSONNEL AND FINANCE COMMITTEE**  
**Tuesday, April 28, 2015 at 5:15 P.M.**  
**City Hall Common Council Chambers**  
**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. Presentation by Carlson-Dettmann Consulting, LLC on upcoming wage and compensation study (agenda item requested by City Administrator Johnson)
4. Review and consider possible amendments to current policy related to longevity pay for non-union supervisory Police Department personnel (agenda item requested by Police Lieutenant Greg Hartwig)
5. Consider request from Police Chief Neff to transfer ownership of 2011 Ford Crown Victoria (retired) squad car to the Northcentral Technical College Center of Excellence, to be used for training at the Merrill Campus.
6. Consider writing off 2014 Personal Property tax bill for former DC Motors (2200 Sturdevant St.) in amount of \$297.12 (agenda item requested by Finance Director Unertl)
7. Consider Election Officials compensation adjustments (agenda item requested by Finance Director Unertl)
8. Monthly Reports:
  - a. Municipal Court
  - b. Finance Director Unertl
  - c. City Attorney Hayden
  - d. City Clerk Heideman
  - e. City Administrator Johnson
9. Establish date, time and location of next regular meeting
10. Public Comment

11. The Committee may convene in closed session pursuant to Wisconsin State Statutes 19.85 (1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to conduct annual performance evaluation of City Administrator Johnson

12. 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:* \_\_\_\_\_

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**Heideman, Bill**

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**From:** Johnson, David  
**Sent:** Monday, April 20, 2015 8:42 AM  
**To:** Heideman, Bill; Seubert, Kathy  
**Cc:** Schwartzman, Ryan  
**Subject:** P&F Agenda

We need an item on the upcoming P&F agenda for a presentation by Charlie Carlson of Carlson Dettman on the compensation study.

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



**Heideman, Bill**

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**From:** Schwartzman, Ryan  
**Sent:** Tuesday, April 21, 2015 9:55 AM  
**To:** Heideman, Bill; Johnson, David; Bialecki, Bill; Unertl, Kathy  
**Cc:** Neff, Ken; Hartwig, Greg  
**Subject:** Fwd: Longevity - wage compression  
**Attachments:** longevity.pdf; ATT00001.htm

Bill Heideman, Please put this on the next P&F Agenda

Ryan M. Schwartzman  
Third District Alderman, City of Merrill  
Third District County Supervisor, Lincoln County

401 E. Third St.  
Merrill, Wisconsin 54452  
(715)-218-7310



Begin forwarded message:

**From:** "Hartwig, Greg" <[Greg.Hartwig@ci.merrill.wi.us](mailto:Greg.Hartwig@ci.merrill.wi.us)>  
**Date:** April 16, 2015 at 4:42:07 PM CDT  
**To:** "Schwartzman, Ryan" <[Ryan.Schwartzman@ci.merrill.wi.us](mailto:Ryan.Schwartzman@ci.merrill.wi.us)>  
**Cc:** "Neff, Ken" <[Ken.Neff@ci.merrill.wi.us](mailto:Ken.Neff@ci.merrill.wi.us)>  
**Subject:** Longevity - wage compression

Ryan: I am addressing this to you for discussion as you are the chairman of P&F. Attached is wording from a 2011 P&F meeting reference longevity pay. Some things have changed since then as the Merrill Police Union and I also believe the Fire Department are now receiving longevity payments after 5 years of service. The impact of this is that all non-union supervisors are frozen at the 2011 amount, with the exception of Captain Bennett who receives nothing, and will not in the future according to the wording in the attachment. The issue with this is wage compression between union and non-union. This guarantees the gap each year will decrease as has been happening over the past 6 or 7 years. There is also wage compression due to the union having a PEHP plan, and non-union not having this, that total is \$1370 for the PEHP that the union receives and non-union doesn't.

The issue with this in the future may be that supervisor positions may not be as desirable due to the wage compression of longevity, PEHP, reduced chances for OT, and most likely going from a day shift to night shift will all have an impact. Another issue with this is that a union officer being promoted would lose all longevity payments, according to the meeting from 2011, also Captain Bennett would be the only officer in the department receiving no longevity payments for persons working more than 5 years. This also brings up the question if a union person is promoted would they then lose longevity payments upon being promoted? I am asking if your committee will consider longevity payments to be equal for all sworn personnel. Thank-you for your consideration. Greg Hartwig

**Policies re: safety toe boot reimbursement for 2011**

Information was in the meeting packet. After discussion, it was decided that all employees required to wear safety toe boots would be allowed to use the maximum of \$150 designated in the union contract for the purchase of safety toe boots.

No formal action was taken.

**Consider longevity options for full-time non-union employees hired after 1/1/1998**

The possibility of amending the employee longevity payment policy was initially discussed at the October 25<sup>th</sup>, 2011 Personnel and Finance Committee meeting. At that meeting, Alderman Thompson stated that he would like to see the fiscal implications of phasing out longevity pay for all employees over a period of five years. At that same meeting, the possibility of giving longevity payments to full-time employees hired after January 1<sup>st</sup>, 1998 was raised. Currently, no employees hired after January 1<sup>st</sup>, 1998 receive any longevity pay. Information related to both those issues was in the meeting packet.

1112142

Motion (Thompson/Caylor) to approve, as presented, 2011 (and future) longevity payments to the thirteen non-union employees hired after January 1<sup>st</sup>, 1998. The cost of adding these employees for 2011 would be \$3,957.75. The two full-time elected officials (Street Commissioner and City Clerk) would continue to not receive any longevity pay. In 2012, a five-year process of phasing out all longevity pay would begin. Carried.

**Ordinances adjusting salary for full-time elected officials**

The meeting packet included two ordinances designating a 1% salary increase for the elected Street Commissioner, and a 1% salary increase for the elected City Clerk, effective May 1<sup>st</sup>, 2012. This is the same salary increase that was approved for all other non-union employees as part of the 2012 budget ordinance.

Motion (Caylor/Thompson) to adopt both ordinances. Carried.

The ordinances will be on the December 13<sup>th</sup>, 2011 Common Council meeting agenda.

**Policy re: Reclassifications of certain non-union employees**

Information was in the meeting packet. Finance/Technology Director Unertl reported that this is an ongoing process.

No action necessary, requested or taken.

1111140

**City of Merrill  
Personnel and Finance Committee  
Tuesday, October 25, 2011 at 5:30 P.M.  
Basement Conference Room at City Hall, 1004 East First Street**

Voting Members Present (3 of 3): Alderman Steve Hass (Chairperson), Alderman Jeremy Thompson and Alderwoman Anne Caylor

Others Present Included: Mayor Bill Bialecki, Street Commissioner Richard Lupton, Municipal Judge Merle Sheridan, City Attorney Tom Hayden, Finance/Technology Director Kathy Unertl, Transit Director Rich Grenfell, Fire Chief Bob Odegard, Police Chief Ned Seubert, Library Director Stacy Stevens, Community Enrichment Center Director Jane Deau, Parks and Recreation Director Dan Wendorf, City Hall Maintenance Supervisor Ramona Pampuch, Utility Superintendent Kim Kriewald, Alderman Dave Sukow, Alderman Don Heyel, Alderman Ryan Schwartzman, Alderwoman Kandy Peterson, Kortney Pike, Robert Dickey, Karla Dickey, Roger Drewek, Vince Conrad, Chris Graap, Duane Pfister, and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

**Call to order**

Alderman Hass called the meeting to order at 5:30 P.M.

**Vouchers**

Motion (Thompson/Caylor) to approve the voucher as presented. Carried.

**Policy issues related to former AFSCME contract and related non-union benefits**

Information was in the meeting packet. City Attorney Hayden reported that there are four main issues to be discussed. These are longevity, call time, uniform and boot allowance and holidays. He noted that it was not necessary to make a final decision on any of the items at this meeting.

Alderman Hass recommended discussing the four issues. A summary of the discussion on each issue is as follows:

**Longevity**

Alderman Thompson stated that he would like to see the fiscal implications of phasing out longevity pay for all employees over a period of five years. It was decided to continue discussion on longevity at the November meeting.



## City of Merrill

Kathy Unertl, Finance Director

1004 East 1st Street • Merrill, Wisconsin • 54452

Phone: 715.536.5594 • Fax: 715.539.2668

e-mail: [Kathy.Unertl@ci.merrill.wi.us](mailto:Kathy.Unertl@ci.merrill.wi.us)

Date: April 21<sup>st</sup>, 2015

To: Personnel & Finance Committee

From: Kathy Unertl, Finance Director *Kathy Unertl*

RE: Fire and Police Non-Union Longevity - How Administered

The following is how longevity has been handled for the four Fire Captains:

- Steve Hintze Frozen at 2011 amount [Since was in Non-Union position]
- Mike Drury Frozen at 10/2012 amount [When department reorganized]
- Scott Krause Frozen at 10/2012 amount [When department reorganized]
- Tadd Wegner Frozen at 8/2014 amount when promoted

Comparable to Fire Captain Hintz, the four Police Lieutenants are frozen at 2011 amounts (per January 10<sup>th</sup>, 2012 Common Council action).

Since hired after January 1<sup>st</sup>, 1998, both Fire Chief Dave Savone and Police Captain Corey Bennett are ineligible for longevity pay.

**120190** Committee of the Whole

**120191** The Committee recommends that no additional employees be added to the list of those eligible for longevity and also recommends freezing future longevity payments at the 2011 dollar amount for those employees who received 2011 longevity.

Motion (Hass/Heyel) to adopt.

Several council members requested a roll call vote.

Motion to adopt carried 5-3 on roll call vote. Voting No – Alderman Schwartzman, Alderman Thompson and Alderwoman Caylor.

**1201130** Health and Safety Committee

**1201131** Consider application from To Your Health Market, LLC, Jennifer L. Mattson, Agent for a Class “A” (beer) license and a “Class A” (liquor) license for To Your Health Market, 129 North Prospect Street, effective January 11<sup>th</sup>, 2012. (Alderman Hass is bringing this agenda item directly to the Common Council)

Motion (Hass/Burgener) to approve the application. Carried.

**1201230** Placing Committee Reports on file

Motion (Sukow/Heyel) to place the following committee reports on file: Housing Authority, Committee of the Whole, Parks and Recreation Commission, Personnel and Finance Committee, Transit Commission, Library Board, Redevelopment Authority, Airport Commission and Police and Fire Commission. Carried.

**1111252** **ORDINANCE NO. 2012-01**

City Attorney Hayden requested that he be allowed to give the ordinance a third reading by title only, with a synopsis to follow. Without objection, it was so ordered.

**THIRD READING OF AN ORDINANCE AMENDING CHAPTER 26, ARTICLE II, SECTION 21 AND 22 TO ADD LANGUAGE TO PROHIBIT ENTRY OR PRESENCE IN PUBLIC BUILDINGS WHILE CARRYING FIREARMS**

Motion (Hass/Heyel) to adopt. Carried 6-2 on roll call vote. Voting No – Alderman Thompson and Alderwoman Caylor.

**REQUEST TO INCLUDE ITEM ON AGENDA**

**Board or Committee:** Personnel + Finance

**Date of Meeting:** 04/28/2015

**Requested by:** Police  
chief Ken Neff

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

I am requesting approval for a transfer of  
ownership of our 2011 Ford Crown VIC (retired)  
Squad to the NTC Public Safety Center of  
Excellence for training purposes at the  
Merrill Campus.

**Signed:** Ken Neff

**Date:** 04/20/2015

Please return this completed form to the City Clerk's office. Every effort will be made to include your item on the next possible meeting agenda. If you have any questions or concerns, please contact City Clerk Bill Heideman. Thank you.

**Received at Clerks' Office by:** [Signature]

**Received Date:** 4/20/15



# 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



2011 Ford Crown Victoria

VIN# 2FABP7BV2BX124240

Taken out of service on 02/15/2015

Mileage: 107,500

Value at disposal= \$3,000

Vehicle includes light bar and squad radio that have also been taken out of service

*“Sewing Merrill With Pride”*

An equal opportunity/affirmative action employer.

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**REQUEST TO INCLUDE ITEM ON AGENDA**

Board or Committee: Personnel & Finance Committee

Date of Meeting: Tuesday, April 28<sup>th</sup>, 2015

Request by: Finance Director Kathy Unertl

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

Consider writing off 2014 Personal Property bill for former DC Motors  
(2200 Sturdevant St.) in amount of \$297.12.

DC Motors LLC is no longer in business.

Signed: Kathy Unertl

Date: 4/1/2015

Received by City Clerk's Office by: KJ Received Date: 4/1/15



# CITY OF MERRILL

Office of the City Attorney

Thomas N. Hayden, City Attorney

1004 East First Street • Merrill, Wisconsin • 54452

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

e-mail: Tom.Hayden@ci.merrill.wi.us

MERRILL  
WISCONSIN

*City of Parks*

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## M E M O R A N D U M

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**DATE:** March 24, 2015  
**TO:** Finance Director Unertl  
**FROM:** City Attorney Thomas N. Hayden  
**RE:** Delinquent Personal Property Tax

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I am requesting that the attached billing statement be written off as he is no longer in business:

DC Motors, LLC     \$288.47 w/interest of \$8.65 through **April** for a total of \$297.12

Thank you

*"Focusing on the Future"*

An equal opportunity/affirmative action employer.

C O U R T E S Y   N O T I C E

CITY OF MERRILL TREASURER  
CITY HALL  
1004 E 1ST ST  
MERRILL WI 54452-2560

03/20/2015

251-200-000060

DC MTRS LLC  
2200 STURDEVANT ST  
MERRILL WI 54452

Records in the office of the CITY OF MERRILL TREASURER show that personal property taxes have not been paid for the following described property:

DC MTRS LLC

The tax amount on this property will bear interest at the rate of 1.00% per month retroactive to February 1 of the year they were due. The table below shows the amount of tax and interest due depending on the date you pay.

Make checks payable to CITY OF MERRILL. Address all inquiries and correspondence to:  
CITY OF MERRILL TREASURER  
CITY HALL  
1004 E 1ST ST  
MERRILL WI 54452-2560

Please return this notice with your remittance. If you have already made payment, please disregard this notice.

<u>Year of tax</u>	<u>Tax</u>	<u>Interest</u>	<u>Total due</u>	<u>On or before</u>
2014	288.47	5.77	294.24	3/31/15
2014	288.47	8.65	297.12	4/30/15

**REQUEST TO INCLUDE ITEM ON AGENDA**

Board or Committee: Personnel & Finance Committee

Date of Meeting: Tuesday, April 28<sup>th</sup>, 2015

Request by: Finance Director Kathy Unertl

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

**Consider Election Officials compensation adjustments**

The last adjustment was effective 12/31/2012. There continues to be increasing State of Wisconsin election/voting requirements. The proposed new rates (increase of \$1.00 per hour) would be effective 12/31/2015.

If approved by Personnel & Finance Committee, these adjustments would be included in the 2016 budget (with no separate Common Council action necessary).

Signed: Kathy Unertl

Date: 4/9/2015

Received by City Clerk's Office by: K Received Date: 4/9/15

## Election Officials

Proposed Effective December 31, 2015

Reviewed and approved by the Personnel & Finance Committee on \_\_\_\_\_.

There potentially will be four (4) elections in 2016, including Presidential Primary and General.

	Effective 10/09/07	Effective 12/31/12	Effective 12/31/15	Difference
Poll Workers	\$7.25	\$8.00	\$9.00	\$1.00
Assistant Chairperson**	N/A	\$8.50	\$9.50	\$1.00
Chairperson	\$7.75	\$9.00	\$10.00	\$1.00

\*\*Assistant Chairperson not yet implement; however, may be needed in future.

Note: The 2007 adjustments were due to increase in the minimum wage.

CITY OF MERRILL  
 PROPOSED BUDGET WORKSHEET  
 AS OF: OCTOBER 31ST, 2014

10 -General Fund  
 Elections - AVERAGED

	2012 ACTUAL	2013 ACTUAL	2014			2015		
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	BUDGET CHANGE	PROPOSED BUDGET
<b>REVENUES</b>								
*****								
<u>Intergovernmental</u>								
41440-43600 GAB-190 Incentive	0	105	0	0	0	0	0	
TOTAL Intergovernmental	0	105	0	0	0	0	0	
<b>TOTAL REVENUES</b>	<b>0</b>	<b>105</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>EXPENDITURES</b>								
*****								
<u>Personnel Services</u>								
51440-01-21000 Wages - Street Dept.	1,756	406	850	694	850	850	0	
51440-01-21500 Clerk-Treasurer Staff	0	1,500	0	2,000	3,500	2,300	2,300	
51440-01-22000 Overtime-Elections	857	0	500	0	367	325	( 175)	
51440-01-25000 Wages-Election Off. AVE	25,192	7,760	16,000	10,147	16,000	17,490	1,490	
51440-01-25500 Wages-Temp-Additional	278	2,698	500	0	0	0	( 500)	
51440-01-51000 Social Security	265	145	100	52	150	150	50	
51440-01-52000 Retirement (WRS)	167	122	100	49	125	125	25	
51440-01-54000 Health Insurance	1,117	0	400	0	400	400	0	
51440-01-55000 Life Insurance	7	4	11	4	8	10	( 1)	
TOTAL Personnel Services	29,638	12,636	18,461	12,946	21,400	21,650	3,189	
51440-01-2500Wages-Election Off. AVE								
			PERMANENT NOTES: Election officials compensation history: 12/31/2012 Poll Workers \$8.00, Assistant Chairpersons \$8.50, and Chairpersons \$9.00. <b>Proposing 2015 increases.</b>					
<u>Contractual Services</u>								
51440-02-47500 Equipment - Counting/Voti	6,035	0	5,000	320	5,000	5,000	0	
51440-02-49500 Election Fees-County	7,006	5,823	2,500	0	5,000	5,000	2,500	
51440-02-50000 Election Machine Maint.	613	0	2,500	200	1,500	1,500	( 1,000)	
TOTAL Contractual Services	13,655	5,823	10,000	520	11,500	11,500	1,500	
51440-02-4750Equipment - Counting/Votin								
			PERMANENT NOTES: In 2012, purchased 8th DS200. Beginning in 2013, reserving \$5,000 for future equipment replacement (Non-Lapsing).					
<u>Supplies &amp; Expenses</u>								
51440-03-11000 Postage & Envelopes	2,490	0	0	3	0	0	0	
51440-03-20000 Publish Legal Notices	133	303	500	0	300	300	( 200)	
51440-03-23000 Poll Room Charges	0	900	0	0	0	0	0	
51440-03-30000 Mileage-Elections	49	0	39	35	50	50	11	
51440-03-40000 Operating Supplies	1,166	441	2,500	1,329	2,000	1,500	( 1,000)	
TOTAL Supplies & Expenses	3,838	1,644	3,039	1,367	2,350	1,850	( 1,189)	
<b>TOTAL EXPENDITURES</b>	<b>47,131</b>	<b>20,103</b>	<b>31,500</b>	<b>14,833</b>	<b>35,250</b>	<b>35,000</b>	<b>3,500</b>	
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>( 47,131)</b>	<b>( 19,998)</b>	<b>( 31,500)</b>	<b>( 14,833)</b>	<b>( 35,250)</b>	<b>( 35,000)</b>	<b>( 3,500)</b>	

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# 2015 MERRILL and TOMAHAWK MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	YTD
<b>INITIAL APPEARANCES-Merrill (Docket)</b>				
1. Total Citations	149	108	176	433
2. Adult Citations	139	98	161	398
3. Juvenile Citations	10	10	15	35
4. Not Guilty Pleas (potential trials)	12	21	15	48

<b>INITIAL APPEARANCES-Tomahawk</b>				
1. Total Citations	16	15	20	51
2. Not Guilty Pleas (potential trials)	1	2	1	4

<b>TRIALS</b>				
1. Scheduled	0	0	0	0
2. Held	0	0	0	0
3. Rescheduled	0	0	0	0
4. Settled	0	0	0	0

<b>CASES DISPOSED</b>				
1. # Citations	151	141	190	482

<b>WRITS ISSUED</b>				
1. # Citations	0	0	0	0

<b>FINANCIALS</b>				
1. Amount Collected (Reported to State)	\$9,154.44	\$22,733.12	\$22,777.15	\$54,664.71
2. Amount Paid to County & State	(\$2,930.65)	(\$7,662.92)	(\$7,430.83)	(\$18,024.40)
3. Forf & Cost Retained by City	\$6,223.79	\$15,070.20	\$15,346.32	\$36,640.31
4. Add. Misc. fees collected	\$0.00	\$0.00	\$0.00	\$0.00
5. Add. Forf. Receipts from LCCC	\$0.00	\$128.83	\$0.00	\$128.83
<b>6. Total Revenue to the City</b>	<b>\$6,223.79</b>	<b>\$15,199.03</b>	<b>\$15,346.32</b>	<b>\$36,769.14</b>
7. Municipal Court Expenses	(\$8,411.53)	(\$5,441.11)	(\$6,584.78)	(\$20,437.42)
8. Net Revenue to the City of Tomahawk **	\$16.00	(\$525.00)	(\$758.00)	(\$1,267.00)
9. Net Revenue to the City of Merrill	(\$2,171.74)	\$9,232.92	\$8,003.54	\$15,064.72
10. Restitution Collected	\$198.90	\$414.83	\$428.00	\$1,041.73

adj for LCCC  
forf rec'ts

\*\*positive revenue to Tomahawk shows as negative cash flow to Merrill (in parenthesis)

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## City of Merrill

Kathy Unertl, Finance Director

1004 East 1st Street • Merrill, Wisconsin • 54452

Phone: 715.536.5594 • Fax: 715.539.2668

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

Date: April 21<sup>st</sup>, 2015

To: Personnel & Finance Committee

From: Kathy Unertl, Finance Director *Kathy Unertl*

RE: Activities – March – April 2015

**2014 Audit:** Continued to respond to Schenck auditor questions during the past month. Timeframe target is presentation at the May Common Council meeting.

**Borrowing:** Now that 2015 capital expenditures are clearer, I continue working with Ehlers & Associates on borrowing process - including refinancing of various existing debt service.

**Capital Plan & 2016 Budget:** Still waiting for several Department heads to review and update the ten-year Capital Plan and verify 2016 capital requests. This information is starting point for 2016 budget process and planning for future borrowing.

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

I have started planning for amendment of various TID boundaries and plans. Monitoring status of various TID-related bills now before the Wisconsin Legislature.

Downtown vision plan has been distributed to downtown property owners and business. Need Redevelopment Authority and Alderperson input on potential implementation steps.

Will be coordinating with City Administrator Dave Johnson, City Attorney Tom Hayden, and Ken Maule from Lincoln County Economic Development Corp. (LCEDC) on activities included under the Idle Sites grant from Wisconsin Economic Development Corp (WEDC).

City of Merrill	Reserved and Designated Fund Equity				As of 3/31/2015
	Balance	12/31/14	2015	2015	
Description	Sheet #	Rev. Balance	Revenues	Expenses	03/31/15 Balance
2% Fire Dues	26-31-5223	\$87,274.54	\$21,856.98	\$64,922.01	\$44,309.51
LC Emergency Man. Grant	26-31-5800	\$0.00	\$0.00	\$0.00	\$0.00
Fire Department Donations	26-31-5711	\$460.57	\$0.00	\$0.00	\$460.57
Fire Prevention Donations	26-31-5815	\$0.00	\$0.00	\$0.00	\$0.00
Firefighters Memorial Donations	26-31-5224	\$7,935.59	\$0.00	\$0.00	\$7,935.59
Fire - Equip Bierman Foundation	26-31-5225	\$201,536.56	\$0.00	\$201,536.56	\$0.00
Fire Station - Wall Sealing	26-31-5226	\$13,000.00			\$13,000.00
State Grant - Fire Department	26-31-5222	\$9,477.58	\$0.00	\$10,704.33	(\$1,226.75)
EMS - Paramedic Grants/Donations	26-31-5712	\$9,055.67	\$0.00	\$0.00	\$9,055.67
Police - K-9 Dog	26-31-5720	\$13,246.46	\$224.00	\$769.93	\$12,700.53
DARE Account - Program	26-31-5210	\$273.12	\$0.00	\$966.55	(\$693.43)
Police Department Donations	26-31-5710	\$946.15	\$0.00	\$0.00	\$946.15
Police Technology (Court Bonds)	26-31-5213	\$13,533.01	\$3,890.00	\$4,771.50	\$12,651.51
School Safety Patrol	26-31-5215	\$2,440.07	\$500.00	\$163.29	\$2,776.78
NORDEG Investigations	26-31-5313	\$2,306.06	\$2,066.00	\$3,098.99	\$1,273.07
Police Vehicles/Equipment	26-31-5314	\$35,877.92	\$0.00	\$6,948.40	\$28,929.52
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	\$37.25	\$0.00	\$0.00	\$37.25
Intergenerational	26-31-5541	\$0.00	\$0.00	\$0.00	\$0.00
Memorials	26-31-5545	\$1,611.13	\$0.00	\$0.00	\$1,611.13
Senior Olympics	26-31-5550	\$6.37	\$0.00	\$0.00	\$6.37
Senior Activities	26-31-5530	\$3,133.75	\$2,077.75	\$93.83	\$5,117.67
Quilting Project	26-31-5531	\$1,230.16	\$1,050.30	\$506.61	\$1,773.85
Senior Crafts	26-31-5535	\$667.74	\$505.93	\$63.10	\$1,120.57
Ageless Wisdom	26-31-5536	\$0.00	\$361.41	\$5.05	\$356.36
Sharing Christmas	26-31-5537	\$4,105.48	\$650.00	\$568.34	\$4,187.14
Bierman Foundation Programs		\$37,582.78	\$952.00	\$1,469.91	\$37,064.87
Library State Aid	26-31-5401	\$0.00	\$0.00	\$0.00	\$0.00
Library Cross-County Borrowing	26-31-5415	\$0.00	\$475.86	\$0.00	\$475.86
Library - Photocopier	26-31-5425	\$6,947.87	\$2,148.91	\$1,595.10	\$7,501.68
Library - Mead Witter	26-31-5430	\$6,840.76	\$0.00	\$6,840.76	\$0.00
Library - Memorial Books	26-31-5455	\$9,747.38	\$2,799.50	\$2,045.91	\$10,500.97
Airport F84 War Memorial	26-31-5355	\$1,334.42			\$1,334.42
Airport Marketing/Airport Days	26-31-5351	\$0.00			\$0.00
Airport Special Rev (Improvements)	26-31-5352	\$806.45		\$573.50	\$232.95
Airport Improvements	26-31-5353	\$0.00			\$0.00
Transit (Sales & Audit - 2009-203)	26-31-5520	\$49,826.00			\$49,826.00

City of Merrill		Reserved and Designated Fund Equity			
		As of 3/31/2015			
Description	Balance Sheet #	12/31/14 Rev. Balance	2015 Revenues	2015 Expenses	03/31/15 Balance
MARC Improvements	26-31-5360	\$76,625.41	\$0.00	\$5,637.21	\$70,988.20
MARC - Zamboni Replacement	26-31-	\$900.00	\$500.00	\$0.00	\$1,400.00
Outdoor Pool - Future	26-31-5390	\$1,155,188.71	\$0.00	\$123,000.00	\$1,032,188.71
City Forest - Timber Sales	26-31-5375	\$35,817.39	\$51,204.04	\$0.00	\$87,021.43
Blke Route	26-31-5387	\$9,814.25			\$9,814.25
Parks Events: Lager Barleyfest	26-31-5361	\$11,609.97	\$2,950.00	\$0.00	\$14,559.97
5th Quarter	26-31-5362	\$1,532.23	\$0.00	\$0.00	\$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	\$18,342.35	\$0.00	\$0.00	\$18,342.35
Lion's Park Improvements	26-31-5369	\$156,595.78	\$0.00	\$3,258.00	\$153,339.78
Athletic Park Improvements	26-31-5370	\$7,188.55	\$0.00	\$0.00	\$7,188.55
Smith Center - Future Roof	26-31-5384	\$13,628.00			\$13,628.00
Recreation Programs - Ladies	26-31-5385	\$5,977.22	\$2,480.00	\$0.00	\$8,457.22
Fireworks - July 4	26-31-5713	\$0.00	\$0.00	\$0.00	\$0.00
City Hall - Flooring	26-31-7550	\$3,000.00			\$3,000.00
Community / Room Tax	26-31-5715	\$12,298.56	\$5,404.98	\$0.00	\$17,703.54
Historical Preservation	26-31-5716	\$762.70			\$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
Holiday Decorations	26-31	\$1,366.08			
Cable Franchise - Unexpended	26-31-5714	\$211,354.25			\$211,354.25
<b>Total Reserved Amount</b>		<b>\$2,283,880.43</b>	<b>\$102,197.66</b>	<b>\$439,526.88</b>	<b>\$1,945,185.13</b>

**CITY ATTORNEY**

**REPORT FOR APRIL 21 2015**

**PARKS & RECREATION:** Continuing working with Dan on various issues, including new pool, and related items. River Bend Trail is ongoing. WPS property title matters are being resolved expeditiously. Moving along well.

**CITY STAFF:** Busy with virtually every department of the City.

**AIRPORT:** Working with Airport Commission on property acquisition and related hearings and procedural matters, a very detailed process.

**DEVELOPMENT PROJECTS:** Several ongoing. Continuing discussions with County regarding the fairgrounds. Nortrax annexation completed. Looking forward to an exciting development on this site.

**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 acquired a new admiration for those in the vermin extermination trade.

**COLLECTIONS:** On March 17<sup>th</sup> sent a letter for collection for damages to a street sign, which was paid in full (\$191.00) on April 14<sup>th</sup>. **Personal Property Taxes** - On March 23<sup>rd</sup> sent out 16 letters for accounts totaling \$13,311.76. To date four are paid bringing the total outstanding to \$11,946.21.

**COMMON COUNCIL:** Working on several initiatives and ordinances. It will be a busy summer.

**SEMINARS:** Will be attending the State Bar Annual Conference and the League of Wisconsin Municipalities Conference in the near future.

**MUNICIPAL COURT:** Several contested matters on the docket in Merrill and Tomahawk. Enjoying working with personnel in both Cities.

**CITY OF TOMAHAWK.** Going well.

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

Other tasks as assigned.

*Adults are always asking kids what they want to be when they grow up  
because they are looking for ideas - Paula Poundstone*

<b>City Attorney</b>		<b>CURRENT MONTH</b>	<b>LAST MONTH</b>		
<b>MONTHLY REPORT</b>					
<b>April 21, 2015</b>					
		04/21/2015	03/18/2015		
<b>MUNICIPAL COURT</b>		3 weeks	3 weeks		
<b>TOTAL ADULT</b>		137	106		
Adult Ordinance		13	21		
Adult Traffic		124	85		
Total Adult Defendants		103	88		
Adult Closed		18	12		
Other Jurisdictions - Wausau (cases)		0	0		
<b>TOTAL JUVENILE</b>		8	10		
Juvenile Ordinance		8	10		
Juvenile Traffic		0	0		
Total Juvenile Defendants		7	9		
Juvenile Closed		5	2		
<b>TRIALS</b>		7	5		
Pending Municipal Trials		4	4		
Pending Circuit Court Trials		3	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>March</b>	14	1	4	11
(Includes Tomahawk's Totals)	<b>April</b>	11	2	0	13
	<b>May</b>	13			
<b>TOMAHAWK DPA's</b>					
	<b>February</b>	1	0	0	1
	<b>March</b>	1	1	0	2
	<b>April</b>	2			
<b>TOMAHAWK</b>			<b>April</b>	<b>March</b>	<b>February</b>
Total Adult & Juvenile			24	20	15
Total Adult Defendants			24	17	15
Ordinances			5	8	3
Traffic			19	9	12
Total Juveniles Defendants			0	3	0
Total Adult & Juvenile Not Guilty Pleas			2	0	2
Closed Since Last Report			2	2	1

8d



# CITY OF MERRILL

## Office of the City Clerk

William N. Heideman, City Clerk

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**MERRILL  
WISCONSIN**  
*City Of Parks*

### City Clerk Report – April 28<sup>th</sup>, 2015

1. All work related to the April 7<sup>th</sup> Spring Election has been completed.
2. Liquor, bartender and cigarette license applications have been mailed. Returned applications will be reviewed at the Health and Safety Committee meeting in May. Final approvals/disapprovals will take place at the June Common Council meeting. Existing licenses expire June 30<sup>th</sup>.
3. Along with Ron Turner, I continue to receive training on agenda/minutes software from Accela, Inc. Am currently creating agendas and minutes parallel in both the "old" and "new" system.
4. Served as Chairperson for the April 13<sup>th</sup> Board of Canvass meeting.
5. Have ordered 2015 Board of Review training DVD and associated materials. . Board of Review meeting has been scheduled for Monday, June 1<sup>st</sup> at 4:00 P.M.
6. Working with Ron Turner on making changes, additions and deletions to City website as requested/necessary
7. 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 4/23/15**

**New Development and Blight elimination**

We met twice this month with representatives from Nortrax and REI Engineering. We are discussing with Nortrax how to serve their property with sanitary sewer. There are two options: 1) Run a force main north from the Nortrax property to the manhole south of the road behind Culvers, and install a small 2-pump lift station on Nortrax property. The City is committed to providing the sewer line to the edge of the Nortrax property on the north. The proposal on the table at this time is for the City and Nortrax to split the cost of the lift station installation; 2) Run a gravity line along the right-of-way on Pine Ridge Ave. The problem with this is the need for easements from Walmart and Wisconsin Public Service due to the need to mound over the pipe to get proper coverage. This would also require a headwall to stay out of the wetland or a DNR and Corps of Engineer permit to add additional fill in the wetland. The time required to obtain the easements and permits (if even granted) is outside of Nortrax's timeline for the project. Water service is already extended to the end of the cul-de-sac on Pine Ridge Ave. I had another discussion with Nortrax today and they plan to begin running ads for local employees next week.

The Report back from REI was a negative for soil contamination at the old fire station site in the area where the underground fuel storage tanks were removed when the apparatus bay was added. This allows the Housing Authority to move forward with their plan to purchase the property from the City for \$350,000.

On March 23, the Mayor, Ken Maule and I attended the quarterly Centergy EDO meeting at the Central Wisconsin Airport.

On April 6, we met with the firm that is leasing the lion's share of the former Hurd property, their project is moving forward with a formal announcement expected soon.

Renovation of the old Ranger Station for a tap house is moving forward according to conversations with the new owners.

On March 22, I attended a River Bend Trail construction committee meeting. On April 9, we opened the bids for construction of the River Bend Trail from Genessee St. to Highway 64. This was immediately followed by a construction committee meeting.

The Mayor, Tom Hayden, Kristen Fish, Ken Maule, and I met with a prospective manufacturing firm here on April 15. They made a presentation to us, and two prospective local investors. On April 17, the Mayor, Kristen Fish, Ken Maule and I met with them again in Minneapolis. I am hopeful that this prospect can bear fruit for the city.

On March 16, I attended a committee meeting at the Chamber of Commerce with individuals interested in the development of Normal Park. What the committee wants to do in the park is not necessarily in line with what the Parks & Recreation wants to do in the park, but there is at least a fair amount of common ground.

On March 22, I attended a meeting at the Chamber of Commerce with downtown business owners interested in downtown revitalization. They were unanimously in support of the City's downtown vision plan. They came up with 4 items that they would like to see implemented first:

1. Install angle parking on the north side of Main St. from Courtside Furniture to the west side of the City parking lot (a 3 block area).

2. City purchase the vacant Guy's Shop lot for a green space pocket park.
3. Re-pave the City parking lot on Main St., add small ornamental trees in 3 new curbed areas, and clean up the adjacent alley in that block, including removing overhead power lines and poles.
4. Remove overhead lines and poles behind the Main St. businesses.

The angle parking and parking lot are projects that could be accomplished very quickly. We need some progress taking place in order to keep people interested.

On March 22, I also spoke at the Optimists Club lunch on the subject of blight elimination and downtown revitalization. Everyone present supports the City's efforts to eliminate blight and want the City to continue, there was not a negative or dissenting comment made by anyone in attendance. The same was true of the downtown revitalization efforts.

#### **River Bend Trail**

On April 16, Dan Wendorf, Gene Bebel, Mike Willman and I met with representatives of the DNR and Corps. of Engineers about the volunteer work performed in 2104 on the primitive loop of the River Bend Trail that follows the river. Some of the trail goes through what they identified as "wetlands". The volunteers organized by the River Bend Trail group cut brush and small trees to clear a pathway, placed logs like a corduroy road over wet areas, and then placed wood chips over everything for a smooth and dry walking surface. The DNR and Corps. of Engineers is requiring that the logs and chips be removed from all areas identified as wetlands. We walked the entire area and they pointed out what had to be removed and what could stay.

#### **New Aquatic Center**

Bid documents have gone out for the aquatic center and we are now waiting for their submission by building contractors.

#### **Personnel**

Charlie Carlson of Carlson Dettman will be meeting with all city employees on Wednesday April 29 in two sessions.

I have been updating job descriptions preparing for the compensation study.

Interviews were conducted and an employment offer made for a part-time custodian to fill the current vacancy. The individual will start as soon as we receive the results of the physical and drug screen.

#### **Dept. Head Meeting**

On April 20 we had our monthly Department Head meeting. Discussed were the following items:

- Aquatic Center update – out to bid, fund-raising proceeding.
- Update on Capital Plan - including 2016 budget requests
- Timing of bids/quotes so that info is included in meeting agenda packets instead of handed out at meeting.
- Demo for potential complaint app. - do we have date/time confirmed – next month?
- Compensation study moving forward
  - 1) Meet with P&F Committee April 28
  - 2) Meet with employees Wednesday April 29
  - 3) JDQ vs JD
  - 4) Market comparison, who to include?
  - 5) Wage increases based on performance vs cost-of-living?