

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
Tuesday, August 27, 2013 at 5:15 P.M.
City Hall Basement Conference Room
1004 East First Street**

Voting members: Alderman Steve Hass (Chairperson),
Aldерwoman Anne Caylor, and Alderman Ryan Schwartzman

AGENDA

1. Call to order
2. Vouchers
3. Continue consideration of Memorandum of Understanding with International Association of Fire Fighters Local 847 regarding Special Service Rates
4. Consider ordinance(s), resolution(s) and/or personnel policy update(s) re:
 - a. Employee residency
 - b. Longevity
 - c. Probationary period
 - d. Scheduled hours & overtime for Fire Dept. supervisory personnel
 - e. Clothing allowance for Fire Dept. non-union personnel
 - f. Leaves, paid leaves & vacations for Fire Dept. non-union personnel
5. Monthly Reports:
 - a. Municipal Court
 - b. Finance Director/Treasurer/Comptroller/RDA Secretary Unertl
 - c. City Attorney Hayden
 - d. City Clerk Heideman
 - e. City Administrator Johnson
 - f. City Building/Zoning Permits
6. Next Meeting
7. Public Comment
8. 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 Steve Hass

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:* _____

REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance

Date of Meeting: 8/27/13

Requested by: Steve J. Hess

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

Please include this information along with MOU from
Merrill Fire Fighters from July Meeting.

Signed: Steve J. Hess

Date: 8-16-13

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: bg

Received Date: 8/16/13

Savone, Dave

From: Savone, Dave
Sent: Wednesday, July 24, 2013 1:48 PM
To: Johnson, David
Subject: Ambulance Stand-by Information
Attachments: ems_judicial_minutes_2013-03-13.pdf; ems_judicial_minutes_2013-04-10.pdf; ems_judicial_minutes_2013-05-08.pdf

Dave,

The ambulance stand-by is an issue that I inherited from my predecessor. I know that this issue has been worked on for at least two years. The discussions gained traction about six months ago, when the union approached me and stated they wanted to do the dedicated ambulance stand-by. The union membership stated that they were willing, as a community service, to provide the manpower at a reduced hourly rate.

This issue has been a part of the County EMS meetings in March, April and May (see attached minutes). Dan Leydet has conducted surveys of other ambulance companies that provide stand by services.

There are two types of stand-bys: dedicated and non-dedicated.

DEDICATED EMS AMBULANCE STAND-BY

Stand-by ambulance service, meaning a fully staffed ambulance, will locate themselves at a function or event and will remain dedicated to that event, and will not be available for other routine EMS incidents. Dedicated stand-bys are subject to the availability of Merrill Fire Department resources. There is a minimum charge of three (3) hours. The ambulance will be manned with off duty personnel. Examples of Dedicated Stand-by: Rodeo Demolition Derby, snowmobile races. All pre-arranged ambulance stand-bys are billed at an hourly rate decided by the Lincoln County EMS Committee. If a patient is treated and transported from the stand-by event, the patient will be billed normal rates.

NON-DEDICATED EMS AMBULANCE STAND-BY

This is considered a public service. Stand-by ambulance service will locate themselves at a function or event but will remain available for EMS/fire incidents in the city/county. Consistent event coverage is not guaranteed. Non-dedicated stand-by will be manned with on duty personnel, no over time will be paid for this service. In the event of an emergency, the standby may be canceled or the ambulance may be recalled from the standby event without notice. Subject to emergency call volume, apparatus and man power available. There is no fee for this service. Examples, high school football games, band concerts in the park, 5K runs or county fair. If a patient is treated and transported from the stand by event, the patient will be billed normal rates.

Other issues that have been addressed:

- Only one ambulance standby (dedicated or non-dedicated) can take place at one time.
- No ambulance transfers will be conducted during dedicated stand by.
- In cases of extreme emergency the ambulance will be recalled from a dedicated standby.
- If an ambulance is out of service for repairs or maintenance no dedicated stand-by will take place.

If you have any other additional questions please feel free to call.

Dave Savone,

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



EMS/Judicial Committee
Service Center Room 248.1
Wednesday March 13, 2013
8:30 a.m.

1. **Meeting called to order at 8:30 a.m.** by Chairman Lee
Members Present – Lee, Giese, Loka, Zeitz and Caylor
Visitors Present – Leydet, Duchac, Dunphy, Bialecki, Marion, Kimmons, and Savone
2. **Approval of Minutes** – Motion/Second (M/S) Giese/Caylor to approve minutes of February 13, 2013 as provided in packet. – All voting aye.
3. **Tomahawk Report** - The Tomahawk report was included in the packet. The report showed gross billings of \$40,830.60 and expenses of \$51.154 for the month of February. A total of sixty-two runs were reported. Duchac reported that training is up-to-date. M/S Caylor/Zeitz to place on file – all voting aye.
4. **Merrill Report** – Written reports were provided to the Committee. Chief Savone summarized the detailed reports for the Committee. Savone reported comp time is well below budget. Savone reported that Ministry Health Care presented the Lincoln County-Merrill EMS crew with a recognition award for exceeding targets for STEMI (“heart attack”) care. The Committee members congratulated the Chief and his crew for the award and the high quality of care being provided. Chief Savone also handed out the Standard Operating Procedure (SOP) for ambulance transfers. The Committee will review and discuss ambulance transfers at the next EMS/Judicial meeting. Expenses totaled \$75,619.54 for the month of February. Discussion followed. M/S Caylor/Giese to place on file – All voting aye.
5. **Standby Rates** – Chief Savone distributed to the Committee a “special service rate” document. The document outlines a potential agreement between the Merrill Firefighter Local 847 and the City of Merrill which would waive the standard “call time” and limit the hourly rate for a paramedic on call for an event to \$25/hour. This agreement would only remain if the County lowers the event rate charged to outside agencies. Discussion followed. Issue will be held over until next meeting in order for Finance Director to calculate costs.
6. **Clerk of Courts 2012 End-of Year Budget Modification** – Kimmons presented 2012 budget modification adjusting line items in Clerk of Court budget. M/S Caylor/Loka to approve the Clerk of Court budget modification as presented – all voting aye.
7. **District Attorney 2012 End - of - Year Budget Modification** – Dunphy presented the year end line item adjustments needed in the District Attorney budget for 2012. M/S Loka/Zeitz to approve budget modification as presented – all voting aye.
8. **Monthly Charge Report, including Write Offs and Collections** – Leydet presented reports to the Committee. Write offs in the amount of \$11,794.25 were reported. The outstanding balance stands at \$319,932.34 at the end of February. Leydet reported billable runs are down with a total of 324 for the first two months of the year. If this trend continues a greater portion of the costs of the ambulance service will need to be transferred to the tax levy in future years due to reduced charges. Discussion followed. M/S Loka/Zeitz to place reports on file and approve write-offs. All voting aye.

- 9. Review Year-to-Date Budget Reports** –Leydet reported no concerns for the 2013 budgets at this time. Caylor/Lee to place reports on file – all voting aye.
- 10. Set Next Meeting Date** – April 10, 2013 at 8:30 a.m.
- 11. Adjourn** – M/S Lee/Loka to adjourn at 8:59 a.m. – all voting aye.

Minutes prepared by,

**Dan Leydet
Finance Director**

EMS/Judicial Committee

Service Center Room 248.1

Wednesday April 10, 2013

8:30 a.m.

- 1. Meeting called to order at 8:30 a.m. by Vice-Chairman Caylor**
Members Present – Giese, Loka, and Caylor
Visitors Present – Leydet, Duchac, Byer, and Savone
- 2. Approval of Minutes** – Motion/Second (M/S) Loka/Caylor to approve minutes of March 13, 2013 as provided in packet. – All voting aye.
- 3. Tomahawk Report** - The Tomahawk report was provided to the Committee. The report showed gross billings of \$47,643.70 and expenses of \$53,875 for the month of March. A total of seventy-one runs were reported. M/S Loka/Giese to place on file – all voting aye.
- 4. Merrill Report** – Written reports were included in the packet. Chief Savone summarized the detailed reports for the Committee. Savone reported overtime is at fifteen percent, well below budget. The department had one hundred and forty-four patient contacts. Expenditures totaled \$96,624.77 for the month of March which is at 23.89% of budget. Savone invited the Committee to the groundbreaking ceremony for the new fire station this Monday. Discussion followed. M/S Caylor/Giese to place on file – All voting aye.
- 5. Ambulance Transfers** – A letter from mayor Bialecki outlining a policy for non-emergent transports was included in the packet. The policy would limit non-emergent transports to no greater than sixty miles with only one ambulance providing such transports at any given time. Discussion followed. M/S Loka/Giese to affirm the non-emergent transport policy set forth in the letter from mayor Bialecki dated march 25, 2013 – all voting aye.
- 6. Standby Rates** – Leydet recalculated incremental costs from the “Special Service Rate” memo being proposed by Merrill Firefighter Local 847. The incremental cost would be \$61/hour. Leydet did bring up some concerns regarding the letter. Discussion followed. M/S Loka/Giese to have Leydet address issues with Savone and survey surrounding area for standby rates and bring to the May meeting – all voting aye.
- 7. New GAL/Court Appointed Attorney Billing Procedure** – Byer reported to the Committee that the courts are considering changing from paying an hourly rate to a piece rate for GAL and court appointed attorneys with a projected savings of 46% and 39% respectively. A proposed fee schedule was presented. Discussion followed. At this time, no action is being requested.
- 8. Family Court Commissioner 2014 Budget** – Byer presented the 2014 Family Court Commissioner Budget showing a \$1,036 tax levy increase due to a drop in IV-D funding revenues. The budget also reflects an increase in marriage license fee revenue to fund the Judicare program that was approved in 2011. Discussion followed. M/S Caylor/Loka to forward the 2014 Family Court Commissioner Budget as presented to the Finance and Insurance Committee – all voting aye.
- 9. Closed Session**

Convene into Closed Session Pursuant to Sec. 19.85(1)(c) Wis. Stat. for Considering Employment, Promotion, Compensation, or Performance Evaluation Data of Any Public Employee

A. Performance Evaluation of Register in Probate/Clerk of Juvenile Court – M/S Loka/Caylor to convene into closed session – all voting aye by roll call vote.

- 10. Open Session: Take Any Necessary Action on Items Discussed in Closed Session – M/S Loka/Caylor to give Byer a favorable evaluation – all voting aye.**
- 11. Monthly Charge Report, including Write Offs and Collections –** Leydet presented reports to the Committee. Write offs in the amount of \$13,408.46 were reported. The outstanding balance stands at \$305,899.84 at the end of March. Leydet reported billable runs are on budget at 500 for the first three months of the year. Discussion followed. M/S Loka/Caylor to place reports on file and approve write-offs. All voting aye.
- 12. Aging Summary Report –** Leydet provided an aging summary report. Leydet reported that 94 percent of the outstanding balance is with 270 days. Almost all outstanding amounts over 207 days are self-pay amounts. Leydet gave credit to Rosemary Scholz the medical biller and Accountant Dawn Bergs for a very current aging schedule. Report was placed on file.
- 13. Review Year-to-Date Budget Reports –**Leydet reported no concerns for the 2013 budgets at this time. Caylor/Loka to place reports on file – all voting aye.
- 14. Set Next Meeting Date –** May 8, 2013 at 8:30 a.m.
- 15. Adjourn –** M/S Loka/Caylor to adjourn at 9:05 a.m. – all voting aye.

Minutes prepared by,

**Dan Leydet
Finance Director**

EMS/Judicial Committee

Service Center Room 248.1

Wednesday May 8, 2013

8:30 a.m.

- 1. Meeting called to order at 8:30 a.m. by Chairman Lee**
Members Present – Giese, Loka, Lee, and Caylor
Members Excused - Zeitz
Visitors Present – Leydet, Duchac, Byer, Scholz, Marion, Jankowsky, Kimmons, Thomsen, and Savone
- 2. Approval of Minutes** – Motion/Second (M/S) Caylor/Loka to approve minutes of April 10, 2013 as provided in packet. – All voting aye.
- 3. Tomahawk Report** - The Tomahawk report was provided to the Committee. The report showed expenses of \$51,774 for the month of April. A total of sixty-five runs were reported. M/S Loka/Caylor to place on file – all voting aye.
- 4. Merrill Report** – Written reports were provided to the Committee. Chief Savone summarized the detailed reports for the Committee. The department had one hundred and fifty-five patient contacts. Expenditures totaled \$72,614.95 for the month of April which is at 31.25% of budget Discussion followed. M/S Caylor/Loka to place on file – All voting aye.
- 5. Standby Rates** – Leydet prepared a summary of an area standby rate survey which showed rates ranging from zero to eighty dollars an hour. Additionally the Merrill Firefighter Local 847 modified the “special Service Rate” letter removing the union’s right to refuse the call time waiver. Discussion followed. M/S Loka/Caylor to set the standby rate at \$60/hour with a three hour minimum – all voting aye.
- 6. 2014 Victim Witness Preliminary Budget** – Thomsen presented the 2014 Victim Witness budget with a \$1,142 tax levy increase due to payroll increases. Discussion followed. M/S Caylor/Giese to approve budget and forward to Finance and Insurance Committee – all voting aye.
- 7. 2014 District Attorney Preliminary Budget**– Jankowsky presented the District Attorney budget with a \$30,461 tax levy increase due to personnel changes in the department. Discussion followed. M/S Caylor/Loka approve budget and forward to Finance and Insurance Committee – all voting aye.
- 8. 2014 Clerk of Courts Preliminary Budget** – Kimmons presented the Clerk of Courts budget. Kimmons is anticipating a 25% decrease in State court support over the next two years which is reflected in the budget. The budget has a tax levy increase of \$31,021. Discussion followed. M/S Loka/Caylor to approve budget and forward to the Finance and Insurance Committee – all voting aye.
- 9. 2014 Circuit Court Preliminary Budget** – Byer presented the 2014 Circuit Court Budget showing a \$6,717 tax levy increase due to payroll increases and anticipated losses in State aids. Discussion followed. M/S Caylor/Giese to approve and forward budget to Finance and Insurance Committee – all voting aye.
- 10. Authorization to Fill Judicial Assistant Vacancy** – Byer requested the filling of the Judicial Assistant – Branch I position. Personnel Committee approved the filling of this

position contingent upon EMS/Judicial Committee approval. Discussion followed. M/S Loka/Giese to fill the vacant Judicial Assistant position – all voting aye.

11. Authorization to Fill Family Court Commissioner Vacancy – Byer reported that the judges have requested that the soon to be vacant Family Court Commissioner position be filled. Personnel Committee has also approved the filling of this position contingent upon EMS/Judicial Committee approval. Discussion followed. M/S Caylor Loka to approve filling the Family Court Commissioner position – all voting aye.

12. Closed Session: Under Sec. 19.85(1)(f) “considering medical, social or personal history of a specific person which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data”

1. Leave of absence request – Vicki Landwer

M/S Caylor/Loka to move into closed session – all voting aye with roll call vote.

13. Open Session: Take Any Necessary Action on Items Discussed in Closed Session – M/S Loka/Caylor to reconvene into open session – all voting aye on roll call vote.

M/SCaylor/Lee to approve extended leave of absence after FMLA is exhausted – all voting aye.

14. 2014 EMS Preliminary Budget – Leydet presented the EMS budget to the Committee. The preliminary budget shows a decrease in tax levy of \$7,524 due to an increase in ambulance fees. For the preliminary budget, Leydet estimated a one percent increase in the provider contracts. The actual provider budgets will be received in July and will be adjusted in the budget at that time. M/S Caylor/Loka to approve budget and forward to Finance and Insurance Committee – all voting aye.

15. Monthly Charge Report, including Write Offs and Collections – Leydet presented reports to the Committee. No write offs were reported. The outstanding balance stands at \$333,053.48 at the end of April. Leydet reported billable runs of 178 for the month of April. Discussion followed. M/S Lee/Loka to place reports on file and approve write-offs. All voting aye.

16. Review Year-to-Date Budget Reports –Leydet reported no concerns for the 2013 budgets at this time. Caylor/Loka to place reports on file – all voting aye.

17. Set Next Meeting Date – June 12, 2013 at 8:30 a.m.

18. Adjourn – M/S Giese/Loka to adjourn at 9:09 a.m. – all voting aye.

Minutes prepared by,

**Dan Leydet
Finance Director**

Heideman, Bill

From: Wais, Diane
Sent: Wednesday, August 14, 2013 2:43 PM
To: Heideman, Bill; Johnson, David; Seubert, Kathy
Cc: Hayden, Tom
Subject: P&F Agenday
Attachments: Ord Muni Code.doc; Policy and Proce Book Residency and Probation.doc; Resolution Amending Pers Bk 08 2013.doc

Bill:

Attached are several recommended changes to our Municipal Code, Administrative Procedure Manual and Personnel Policies – Employee Handbook, as it pertains to the new changes in residency, uniformity in probation time, and uniformity for the Captains – now – Battalion Commanders and the Union Contract.

Please put these items on the P&F Agenda for the August meeting.

Thanks!!

Diane



4a

<<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, Government &
Administration, Section 18, Residency

ORDINANCE NO. 2013-
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 18 of the Administrative Procedure Manual for the City of Merrill is amended to add the following at Section 1-18:

1-18 Residency

- (a) ~~Residency requirements apply to all law enforcement personnel, fire personnel and the Utilities Superintendent, hired after July 1, 2013. Such personnel shall reside within 15 miles of the jurisdictional boundaries of the City of Merrill no later than 120 days after hire.~~
- (b) ~~Any change in residency for any law enforcement personnel, fire personnel and the Utilities Superintendent shall abide by the above residency requirements. for all full-time employees hired after April, 2006. Although City of Merrill residency is not required initially, continued employment is dependent upon becoming a City resident within nine months of date of hire.~~

~~All full-time employees hired by the City of Merrill after the effective date of this Section (8/10/06) shall become a resident of the City of Merrill no later than ninety (90) days after completion of their probationary period. (Code 1993, § 2-6-8; Ord. No. 06-18)~~

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 CHAPTER 2, OPERATIONS – POSITION AND ADMINISTRATION, SECTION 4-4 RESIDENCY

WHEREAS, the Common Council of the City of Merrill adopted a Personnel Policies, Employees 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 City Residency requirements at Section 4-4 and recommends it be amended and re-numbered as follows:

4-4 RESIDENCY. ~~City~~

- (a) ~~Residency requirements apply to all law enforcement personnel, fire personnel and the Utilities Superintendent, hired after July 1, 2013. Such personnel shall reside within 15 miles of the jurisdictional boundaries of the City of Merrill no later than 120 days after hire.~~
- (b) ~~Any change in residence for any law enforcement personnel, fire personnel and the Utilities Superintendent shall be in conformity with the above residency requirements. ~~for all full-time employees hired after April, 2006. Although City of Merrill residency is not required initially, continued employment is dependent upon becoming a City resident within nine months of date of hire.~~~~

4-5 PROBATIONARY PERIODS.

(a) Probationary Period Required.

(1) ~~The employee is required to serve a 6-month probationary period commencing on his/her date of employment or promotion, except that new department heads, by transfer, promotion or newly hired, and law and fire personnel shall serve a twelve (12) month probation. The employee shall have employment-at-will status during the probationary period.~~

~~These probationary periods may be extended up to an additional six (6) months by the Common Council or its Personnel and Finance Committee by written notice to the employee.~~

~~(b) Reduction of Probationary Period. At any time during the probationary period, the Common Council or the Personnel and Finance Committee may reduce the probationary period.~~

(c) Dismissal During Probationary Period. During the Performance Probationary Period, the employee has the obligation to demonstrate proper attitudes and abilities for the position for which employed. The employee may be dismissed by the Common Council or the Personnel and Finance Committee without prior notice, hearing, or cause during the Performance Probationary Period. Within thirty (30) days after the expiration of the probationary period, the Common Council or its Personnel and Finance Committee shall make a determination as to retaining the probationary employee.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this ___ day of _____, 2013, that the Personnel Policies Employee Handbook is amended by adding the highlighted language as follows at Section 4-4:

4-4 RESIDENCY. ~~City~~

- (a) ~~Residency requirements apply to all law enforcement personnel, fire personnel and the Utilities Superintendent, hired after July 1, 2013. Such personnel shall reside within 15 miles of the jurisdictional boundaries of the City of Merrill no later than 120 days after hire.~~
- (b) Any change in residence for any law enforcement personnel, fire personnel and the Utilities Superintendent shall be in conformity with the above residency requirements. ~~for all full-time employees hired after April, 2006. Although City of Merrill residency is not required initially, continued employment is dependent upon becoming a City resident within nine months of date of hire.~~

4-5 PROBATIONARY PERIODS.

(a) Probationary Period Required.

(1) The employee is required to serve a 6-month probationary period commencing on his/her date of employment or promotion, except that new department heads, by transfer, promotion or newly hired, and law and fire personnel shall serve a twelve (12) month probation. The employee shall have employment-at-will status during the probationary period.

These probationary periods may be extended up to an additional six (6) months by the Common Council or its Personnel and Finance Committee by written notice to the employee.

(b) Reduction of Probationary Period. At any time during the probationary period, the Common Council or the Personnel and Finance Committee may reduce the probationary period.

(c) Dismissal During Probationary Period. During the Performance Probationary Period, the employee has the obligation to demonstrate proper attitudes and abilities for the position for which employed. The employee may be dismissed by the Common Council or the Personnel and Finance Committee without prior notice, hearing, or cause during the Performance Probationary Period. Within thirty (30) days after the expiration of the probationary period, the Common Council or its Personnel and Finance Committee shall make a determination as to retaining the probationary employee.

Recommended by: Personnel and
Finance Committee

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk

<<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 Chapter 2, Article V, Section 2-
111(d) to delete Residency for Fulltime
Employment.

ORDINANCE NO. 2013-

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 2, Article V, Section 2-111(d) of the Code of Ordinances for the City of Merrill is deleted:

~~(d) Residency required for fulltime employment. All fulltime officials appointed after the effective date of the ordinance from which this section is derived shall establish residency within the city limits no later than the conclusion of any probationary employment period.~~

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 CHAPTER 2, OPERATIONS – COMPENSATION ADMINISTRATION, SECTION 6-10 LONGEVITY

WHEREAS, the Common Council of the City of Merrill adopted a Personnel Policies, Employees 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 Fire Department Supervisory Personnel at Section 6-10 and recommends it be amended as follows by adding the following language to the end of that section.

Former Fire Captains removed from the Fire Union **after** October 1, 2012 will receive Longevity compensation frozen at the 2012 amounts. Former Fire Captain removed from the Fire Union **prior** to October 1, 2012 will receive Longevity compensation frozen at the 2011 amounts.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this ___ day of _____, 2013, that the Personnel Policies Employee Handbook is amended by adding the following language to the end of that section:

Former Fire Captains removed from the Fire Union **after** October 1, 2012 will receive Longevity compensation frozen at the 2012 amounts. Former Fire Captain removed from the Fire Union **prior** to October 1, 2012 will receive Longevity compensation frozen at the 2011 amounts.

Recommended by: Personnel and Finance Committee

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman, City Clerk

<<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, Government &
Administration, Section 15, Probationary Period

ORDINANCE NO. 2013-
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 15 of the Administrative Procedure Manual for the City of Merrill is amended to add the following at Section 1-15:

1-15 Probationary Period.

(a) Probationary Period Required.

(1) The employee is required to serve a 6-month probationary period commencing on his/her date of employment or promotion, except that new department heads, by transfer, promotion or newly hired, and law and fire personnel shall serve a twelve (12) month probation. The employee shall have employment-at-will status during the probationary period.

~~(2) The employee shall serve a mandatory six (6) calendar month probationary period which shall be referred to as Performance Probation.~~

~~These~~This probationary periods may be extended up to an additional six (6) months by the Common Council or ~~theits~~ Personnel and Finance Committee by written ~~notice~~letter to the employee.

(b) Reduction of Probationary Period. At any time during the probationary period, the Common Council or ~~theits~~ Personnel and Finance Committee may reduce the probationary period.

(c) Dismissal During Probationary Period. During the Performance Probationary Period, the employee has the obligation to demonstrate proper attitudes and abilities for the position for which employed. The employee may be dismissed by the Common Council or ~~theits~~ Personnel and Finance Committee without prior notice, hearing, or cause during the Performance Probationary Period. Within thirty (30) days after the expiration of the probationary period, the

Common Council or its Personnel and Finance Committee shall make a determination as to retaining the probationary employee.
(Code 1993, § 2-6-5)

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 CHAPTER 2, OPERATIONS – SCHEDULED HOURS AND OVERTIME, SECTION 7-5-2 FIRE DEPARTMENT SUPERVISORY PERSONNEL

WHEREAS, the Common Council of the City of Merrill adopted a Personnel Policies, Employees 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 Fire Department Supervisory Personnel at Section 7-5-2 and recommends it be amended as follows:

7-5-2 (a) Fire Department Supervisory Personnel. Fire department supervisory personnel not covered by the collective bargaining agreement shall work per the following schedule:~~work a 40 hour week,~~

Administration Staff Hours – Typically shall be a 45 hour work week and the hours shall be scheduled through the Fire Chief. Typical hours will be from 7:00 a.m. to 4:00 p.m.

Shift Operations Hours – Battalion Commanders of Operations shall work an average of 56 hours per week on the same basis as provided for under the union contract with the Merrill Firefighters Local 847.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this ___ day of _____, 2013, that the Personnel Policies Employee Handbook is amended by adding the highlighted language as follows at Section 7-5-2(a):

7-5-2 (a) Fire Department Supervisory Personnel. Fire department supervisory personnel not covered by the collective bargaining agreement shall work per the following schedule:~~work a 40 hour week,~~

Administration Staff Hours – Typically shall be a 45 hour work week and the hours shall be scheduled through the Fire Chief. Typical hours will be from 7:00 a.m. to 4:00 p.m.

Shift Operations Hours – Battalion Commanders of Operations shall work an average of 56 hours per week on the same basis as provided for under the union contract with the Merrill Firefighters Local 847.

Recommended by: Personnel and Finance Committee

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk

{Enter agenda no.}

RESOLUTION NO. _____

A RESOLUTION AMENDING CHAPTER 8, MISCELLANEOUS CONDITIONS OF EMPLOYMENT, SECTION 23-22(1), FIRE DEPARTMENT NON-UNION CLOTHING ALLOWANCE

WHEREAS, the Common Council of the City of Merrill adopted a Personnel Policies, Employees 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 Fire Department Supervisory Personnel at Section 23-22 and recommends it be amended as follows:

23-22 NON-UNION FIRE PERSONNEL. The following provisions apply to fire department employees not covered by a collective bargaining agreement, including sworn and non-sworn personnel as applicable.

23-22-1 **Clothing Allowance:** Battalion Commanders - Administration and Operations shall receive a clothing allowance as per the current Merrill Firefighters Local 847, International Association of Firefighters Contract. ~~\$350.00 beginning January 1, 2000 and thereafter except for the Chief~~

The City provides the Chief with a uniform and pay for its upkeep, including, but not limited to repair, replacement and cleaning.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this ___ day of _____, 2013, that the Personnel Policies Employee Handbook is amended by adding the highlighted language as follows at Sections 23-22-1:

23-22-1 **Clothing Allowance:** Battalion Commanders - Administration and Operations shall receive a clothing allowance as per the current Merrill Firefighters Local 847, International Association of Firefighters Contract. ~~\$350.00 beginning January 1, 2000 and thereafter except for the Chief~~

The City provides the Chief with a uniform and pay for its upkeep, including, but not limited to repair, replacement and cleaning.

Recommended by: Personnel and
Finance Committee

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk

{Enter agenda no.}

RESOLUTION NO. _____

A RESOLUTION AMENDING CHAPTER 4, LEAVES – PAID LEAVES, SECTION 12-2 VACATIONS, 12-2-4 NON UNION FIRE PERSONNEL

WHEREAS, the Common Council of the City of Merrill adopted a Personnel Policies, Employees 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 Fire Department Supervisory Personnel at Section 7-5-2 and recommends it be amended as follows:

12-2-4 Non-union fire personnel.

The Fire Chief reserves the right to determine the number of personnel on vacation at any one time in order to insure maximum protection and safety of the City.

1st year of service	40 hours
2nd to 6th years of service	80 hours
7th to 13th years of service	120 hours
14th to 17th years of service	160 hours
18th and after years of service	208 hours

Chief and Battalion Commander - Administration:

1 st year of service	5	Days
2 nd to 6 th years of service	10	Days
7 th to 13 th years of service	15	Days
14 th to 17 th years of service	20	Days
18 th and after years of service	25	Days

Battalion Commanders - Operations:

1 st year of service	72	Hours
2 nd to 6 th years of service	120	Hours
7 th to 13 th years of service	192	Hours
14 th to 17 th years of service	240	Hours
18 th and after years of service	312	Hours

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this ___ day of _____, 2013, that the Personnel Policies Employee Handbook is amended by adding the highlighted language as follows at Section 12-2-4:

12-2-4

Non-union fire personnel.

The Fire Chief reserves the right to determine the number of personnel on vacation at any one time in order to insure maximum protection and safety of the City.

1st year of service	40 hours
2nd to 6th years of service	80 hours
7th to 13th years of service	120 hours
14th to 17th years of service	160 hours
18th and after years of service	208 hours

Chief and Battalion Commander - Administration:

1 st year of service	5	Days
2 nd to 6 th years of service	10	Days
7 th to 13 th years of service	15	Days
14 th to 17 th years of service	20	Days
18 th and after years of service	25	Days

Battalion Commanders - Operations:

1 st year of service	72	Hours
2 nd to 6 th years of service	120	Hours
7 th to 13 th years of service	192	Hours
14 th to 17 th years of service	240	Hours
18 th and after years of service	312	Hours

Recommended by: Personnel and Finance Committee

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk

2013 MERRILL MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	YTD
INITIAL APPEARANCES (Docket)								
1. Total Citations	120	186	106	92	167	116	243	1030
2. Adult Citations	115	179	94	84	156	103	236	967
3. Juveniles Citations	5	3	12	8	11	13	7	59
4. Not Guilty Pleas (potential trials)	14	15	19	8	13	4	27	100

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

CASES DISPOSED								
1. # Citations	104	169	100	77	150	109	218	927

GOOD CAUSE/INDIGENCY HEARINGS								
1. # Days Hearings Held	3	2	3	1	2	2	2	15
2. # Citations Summoned	152	66	39	22	69	70	62	480
3. # Citations Scheduled for Status Hearings or Payment Plans	58	63	66	29	80	38	23	357

WRITS ISSUED								
1. # Citations	10	10	9	14	16	18	19	96

FINANCIALS								
1. Amount Collected (Reported to State)	\$14,566.41	\$25,022.28	\$20,745.74	\$15,005.81	\$15,514.21	\$15,568.15	\$11,237.67	\$117,660.27
2. Amount Paid to County & State	(\$4,697.49)	(\$6,793.29)	(\$7,119.10)	(\$5,626.70)	(\$5,564.70)	(\$6,257.40)	(\$3,824.48)	(\$39,883.16)
3. Forf & Cost Retained by City	\$9,868.92	\$18,228.99	\$13,626.64	\$9,379.11	\$9,949.51	\$9,310.75	\$7,413.19	\$77,777.11
4. Add. Misc. fees collected	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
5. Add. Forf. Receipts from LCCC	\$25.00	\$10.87	\$111.40	\$140.87	\$10.87	\$0.00	\$0.00	\$299.01
6. Total Revenue to the City	\$9,918.92	\$18,239.86	\$13,738.04	\$9,519.98	\$9,960.38	\$9,310.75	\$7,413.19	\$78,101.12
7. Municipal Court Expenses	(\$6,028.55)	(\$4,417.03)	(\$5,825.16)	(\$4,272.00)	(\$3,829.36)	(\$4,458.50)	(\$3,775.29)	(\$32,605.89)
8. Net Revenue to City	\$3,890.37	\$13,822.83	\$7,912.88	\$5,247.98	\$6,131.02	\$4,852.25	\$3,637.90	\$45,495.23
9. Restitution Collected	\$412.40	\$1,608.26	\$549.84	\$240.23	\$311.85	\$300.09	\$229.12	\$3,651.79

Adj for LCCC
Forf Rec'ts

Adj for LCCC
Forf Rec'ts



merrill
Location. Nature. People.

Smart Move

CITY OF MERRILL

Finance Director/City Treasurer

Kathy Unertl, Finance Director

1004 East First Street • Merrill, Wisconsin • 54452

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

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

Date: August 22nd, 2013

To: Personnel and Finance Committee

From: Kathy Unertl, Finance Director

RE: **July/August Activities**

Borrowing: Borrowing proceeds scheduled for receipt on Tuesday, September 4th.

Thanks to Ehlers & Associates and Quarles & Brady representatives for facilitating a smooth and successful process. Mayor Bialecki and City Clerk Heideman have signed piles of documents!

Economic Development, RDA, and TIF Issues:

Next Redevelopment Authority (RDA) meeting is scheduled for Tuesday, September 10th at 5:30 p.m. with public hearings at 6:00 p.m. Working on various boundary and plan amendments to Tax Increment Districts, as well as creation of new "blight" TID including South Center Avenue area.

Kate Drewek has been a tremendous help by doing the GIS mapping for the TIDs in-house. Becher-Hoppe working on metes & bounds legal descriptions. Ehlers & Associates is drafting the TID plans based upon information and maps we provide. Quarles & Brady will be ensuring that all legal steps followed.

City contractors and staff involved in numerous inquiries related to development, redevelopment, and potential TIF assistance. There will be several development agreements related to 201 South Prospect Street redevelopment, as well as new building/job expansion in proposed TID No. 9.

2014 Budget: Continued to work on personnel services preliminary budgets which will be priority during September, along with five-year Capital Planning. With be working closely with City Administrator Dave Johnson and City department heads.

CITY ATTORNEY - REPORT FOR AUGUST 15, 2013

AIRPORT: Working with Airport staff and others. Attended a very nice ribbon cutting ceremony.

PARKS & RECREATION: Continuing working with Dan on various and sundry issues. Hockey Contract out for signatures. New pool on the horizon.

CITY STAFF: Busy with property inspections, economic development matters, court docket, various policy changes as it relates to residency.

REDEVELOPMENT AUTHORITY: Working with the RDA on several blighted properties, which may include city ownership, repair, demo and re-sale. Potential RDA acquisitions in the works.

CONTRACTS/AGREEMENTS: Working out details and holding RDA meeting on potentially multiple Development Agreements. the preparation of documents for the sale of lots along Alexander Road, possible land purchase, extensions of various agreements and research of various topics for several departments.

LINCOLN HOUSE: Looking at various options. commercial tenants is still occupying the Lincoln House. They have considered a new site and we are in the process of facilitating that site and their move. Residential tenants relocated, Residential Relocation Plan approved by the State.

POLICE AND FIRE DEPARTMENTS: Union negotiations have started with talks continuing. Assisting Fire Chief with various personnel issues, updating procedural items and policies.

BUILDING INSPECTION/ZONING: Working with Darin on several matters. These include court proceedings, four possible demolitions along with various other issues on East side of City, West side and the Downtown area in regard to blighted/abandoned buildings. Progress is visible.

COMMON COUNCIL: Various proposed ordinances, etc., in the works from several Committees/Departments. Borrowing "package" completed.

SEMINARS: Hope to attend State Bar Seminar on August 29th.

MUNICIPAL COURT: Business as usual.

LINCOLN COUNTY: Working with Jack Sroka, Lincoln County Economic Development Corporation on re-development of former industrial site.

CITY OF TOMAHAWK. Business as usual, busy court docket. Several contested matters. Sent them for their consideration an Ordinance for a Joint Municipal Court. We have started working on the accompanied agreement between the two municipalities. .

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

Other tasks as assigned.

Cross Country skiing is great if you live in a small country....Steven Wright

City Attorney		CURRENT MONTH	LAST MONTH		
MONTHLY REPORT					
July 18, 2013					
		7-19 to 8-15	6-21 to 7-18		
MUNICIPAL COURT		2 weeks	3 weeks		
TOTAL ADULT		95	207		
Adult Ordinance		32	46		
Adult Traffic		63	161		
Total Adult Defendants		72	150		
Adult Closed		23	17		
Other Jurisdictions - Wausau (cases)		1	1		
TOTAL JUVENILE		0	7		
Juvenile Ordinance		0	7		
Juvenile Traffic		0	0		
Total Juvenile Defendants		0	6		
Juvenile Closed		1	2		
TRIALS		15	16		
Pending Municipal Trials		6	6		
Pending Circuit Court Trials		3	5		
Tomahawk Trials		6	5		
Other Court Matters		Beginning	New	Closed	Ending
Deferred Prosecution Agreee.	August	22	2	3	21
	September	21			
TOMAHAWK DPA's		AUGUST	2		
TOMAHAWK		JULY	JUNE	MAY	
				No Court	
Total Tomahawk		22	48		
Juveniles		0	3		
Ordinances		5	4		
Traffic		17	45		
Not Guilty Plea		1	4		
Jury Request		0	1		
Closed Since Last Report		0	2		
Deferred Prosecution Agreements		0	2		

CITY OF MERRILL IS NOW HANDLING ALL OF THE CITY OF TOMAHAWK CASES



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

MERRILL
WISCONSIN
City Of Parks

City Clerk Report – August 27th, 2013

1. Continue reviewing files to ensure that meeting minutes from all committees, commissions and boards have been submitted and published on the City website.
2. Working with Ron Turner on making changes, additions and deletions to City website as requested/necessary. Also helping Ron on creating an Outlook e-mail distribution list that can be used by multiple people in Clerk/Treasurer office.
3. On August 26th, started online class through NTC called Content Creation. The course covers the development of text and multimedia content to communicate clearly, concisely and effectively on the web.
4. Other duties as assigned and/or requested

City Clerk Bill Heideman, CMC, WCMC

“Focusing on the Future”

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July/August 2013 City Administrator's Monthly Report

Lincoln House

There still have been no inquiries on the Lincoln House RFP as of this time. With proposals due August 31, and nothing received, it appears that we will be moving forward with demolition of the building. I have asked Kim Kriewald to get a price on relocating the sewer lateral for the Trophy Bar which currently runs under the Lincoln House. In order to tear down the Lincoln House we must first relocate the sewer lateral. This means extending the sewer line that stubs out at Main and Mill Streets an additional 125+ feet in order to connect the Trophy Bar.

New Fire Station Project

The construction remains on schedule even though there has been a continuing problem with the delivery of the One-Step blocks and a much higher than expected breakage rate during shipping. There is also a new problem with interior facia blocks cracking in several places, this is being investigated.

Walmart Project

The contractors are continuing to pursue a very aggressive construction schedule with walls now erected. The dry weather, along with 6 and 7 day work weeks, has enabled the contractors to get back on schedule after earlier delays.

New Development and Blight elimination

Construction is moving along rapidly on the new El Mezcal Restaurant, with the walls now being up. The City has now issued four residential housing building permits thus far in 2013, three single family dwellings and one duplex structure. This is a welcome change from the past few years, the last time we had this many home starts was 2007.

We met with the owner of D.C. Motors to discuss the orders on the old Page Milk plant. We told him to submit a plan for the renovation or demolition of the building, just as we did the owners of the old Anson-Gilkey property.

Merrill Area Development Corporation

We will have the borrowed funds available to enable us to make the loan to MADC for the 201 S. Prospect St. purchase on September 5. The plan is to move the closing date up to as soon as possible rather than waiting for the scheduled Oct. 15 closing date.

Union negotiations

Tom Hayden, Dave Savone and I met with the Firefighters' union representatives on Aug. 1 and the Police Union representatives on August 5. Our meetings are scheduled for August 26 for Police and August 28 for Fire. At this point we have tentative agreement on some language changes but are very far apart on salary increases and benefits (insurance, retirement).

Personnel

I have been working on a salary comparison with other Wisconsin Cities of comparable size to Merrill. Twenty-three cities were contacted and I am still receiving replies. The results are being placed on a spreadsheet for Council review.

At the same time I am reworking the existing two pay grids for non-union employees, as well as the former AFSCME represented employees. From an economic point of view our existing pay grids do not make sense. The Administrative, Supervisory and Technical grid has 15 grades, and 7 steps covering 5 years – starting step, 6-month step 1-year step, 2-year step, 3-year step, 4-year step and 5-year step. An individual hired at the starting step will reach the final step in just 5 years, which is too fast. The other problem is the fact that on our present grid there is no consistency between the steps, the increase annually runs from a low of 5.2% to a high of 6.5%. It is unrealistic to expect a 5.2 to 6.5% annual increase, as well as receiving an across the board increase.

For the Clerical and Support staff there are currently 8 grades with 6 steps covering 4 years – starting step, 6-month step, 1-year step, 2-year step, 3-year step and 4-year step. Again there is no consistency between the steps, the annual increase runs from a low of 5.2% to a high of 6.1%. This type of increase is not realistic. I will be presenting new pay grids with consistent increases spread over twice the number of years at the next COW. This will be a definite cost savings for the City.

Chamber of Commerce

On August 21, I attended the Chamber of Commerce Board meeting for the Mayor. Don't forget the Labor Day Car Show at the Fairgrounds on Sept. 2, Airport Days Sept. 7, and Pork-in-the-Park Ribfest on Sept. 15 at the MARC 11:00 am to 6:00 pm.

Rural Fire Contracts

On August 9 we met with representatives of the Town of Rock Falls, Town of Scott and Town of Merrill to discuss continuation of the existing fire contracts for their respective townships. All agreed that they wanted the contract to continue, the only question was the dollar amount for the contract and the annual increase throughout the length of the contract. They also agreed that they prefer a five year contract. Our present contract called for an annual 3% increase, more than they wanted to give in the future. They want us to justify the present contract amount and any increases through the duration of the contract. We will be meeting again to try to work through this.

2013 ZONING/BUILDING REPORT

PERMIT TYPE	FEES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	GRAND TOTAL
New Residence	\$685.00							3						3
Mobile Homes	\$75.00													0
Re. Remodel<500	\$375.00	1						2						3
Re. Remodel>500	\$475.00				1									1
Re. Remodel Small	\$65.00	2		1	1	2	1	1						8
Mechanical	\$65.00	2	3		2			3						10
Garages	\$175.00		1		3	4	1	3						12
Storage Bldg. w/o Elec	\$125.00			1	3	1		1						6
Wrecking	\$125.00	1			2	4		1						8
Decks/Porches	\$175.00		1			5		3						9
Signs	\$70.00	4	3		1	1	2	3						14
Fence	\$65.00				1	10	2	3						16
Commercial New	\$575.00					2								2
Comm. Remodel<500	\$385.00				1	1								2
Comm. Remodel>500	\$585.00													0
Comm. Remodel Small	\$115.00	2			1			2						5
Comm. Zoning Only	\$110.00				1		1	2						4
Moving	\$100.00													0
Swimming pools	\$75.00													0
Tel. Comm	\$50.00													0
														0
Darin's Hours Worked		177	160	152	176	176	160	152						1153
Number of Permits:		12	8	2	17	30	7	27	0	0	0	0	0	103
Total Permit Amount		\$ 1,085.00	\$ 580.00	\$ 190.00	\$ 3,105.00	\$ 2,850.00	\$ 620.00	\$ 5,900.00						\$ 14,330.00