

CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
Tuesday, May 27, 2014 at 5:00 P.M.
City Hall Basement Conference Room
1004 East First Street

Voting members: Alderman Ryan Schwartzman (Chairperson),
Alderman John Burgener and Alderman Tim Meehean

AGENDA

1. Call to order
2. Vouchers
3. Consider amendments to the City Hall Meeting and Conference Room Use Policy (agenda item requested by City Hall Maintenance Supervisor Vanderkam)
4. Consider ordinance amending Chapter 16 of the Code of Ordinances, to change the fee for processing checks returned for insufficient funds from \$20 to \$30 (agenda item requested by City Attorney Hayden)
5. Consider resolution amending the Non-union Personnel Policies Employee Manual, to add the stipulation that service be continuous when calculating vacation time allotted to City employees (agenda item requested by City Administrator Johnson)
6. Consider ordinance amending the Administrative Procedure Manual at Chapter 2, Section 4(a) to add (5) Audio, Video, Data Transmissions & Communications and (6) Rewritable Recording Systems, as they relate to open records laws and record retention schedules (agenda item requested by Information Technology Manager Turner)
7. Consider resolution authorizing participation in State of Wisconsin's Local Government Investment Pool (LGIP). (agenda item requested by Finance Director Unertl)

8. Consider write-off of the following 2013 Personal Property bills as Over-Collected Taxes:
 - a. Farmer's Insurance (total of \$30.63)
 - b. Yours & Mine Consignment (total of \$30.63)
 - c. Thelma's Apparel (total of \$46.08)
9. Consider accepting \$150,000 donation from the Bierman Family Foundation for use at Lion's Park (agenda item requested by City Administrator Johnson)
10. Consider accepting Assistance to Firefighters Grant from the Department of Homeland Security. Grant is for \$34,474, 10% of which would be a local match from the 2% Fund. (agenda item requested by City Administrator Johnson)
11. Monthly Reports:
 - a. Municipal Court
 - b. Finance Director Unertl
 - c. City Attorney Hayden
 - d. City Clerk Heideman
 - e. City Administrator Johnson

12. Next Meeting

13. Public Comment

14. 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:* _____



City of Merrill General Meeting and Conference Room Use Policy

November, 2011 May, 2014

1. General

As the increase demand for Merrill City Hall conference and meeting rooms has resulted in overlapping conflicts between governmental committees and nongovernmental groups over the usage of said rooms; and the usage of these rooms by some nongovernmental groups results in extra maintenance, time and expense expended by the City Hall janitorial staff the following policy has been established for the use of rooms;

The following policy regarding the use of City Hall is established:

1. The City Clerk's office shall maintain a schedule of use of City Hall conference and meeting rooms. Any use of said rooms must be scheduled with the City Clerk's office.
2. City government bodies shall have first priority in scheduling meetings in any conference or meeting rooms in City Hall. In the event of a conflict with a non-City governmental body, City governmental bodies shall have first priority even in the event that the City related meeting is scheduled later.
3. Non-municipal government agencies and groups renting City Hall space shall have a second priority to conference/meeting rooms in City Hall provided that the meeting is properly scheduled and the City Clerk's office notified of the meeting.
4. Non-City governmental agencies or bodies not renting space at City Hall shall have a third priority for use of City Hall conference/meeting rooms provided that the meeting is scheduled with the City Clerk's office as provided in paragraph one (1) above.
5. Non-governmental organizations shall have the last priority to use City Hall conference/meeting rooms.
6. As a condition of usage by outside non-governmental organizations, a minimum fee of ~~\$25.00~~ **\$75.00 for the Council Chambers and \$50.00 for other areas** shall be ~~paid~~ **deposited** ~~with to~~ the City Clerk's office prior to the scheduled meeting. Actual cost to the non-governmental organization utilizing City Hall conference/meeting rooms will be based on the janitorial wages and other costs required to staff City Hall during the meeting, including overtime wages if applicable. **In the event of a cancellation, the minimum fee paid will be returned if a notice of cancellation is given to the City Clerk's office by or before 4:30 p.m. the business day prior to the scheduled usage.**
7. Non-governmental organization meetings may not be conducted past ~~9:00 p.m.~~ **9:30 p.m.** at night Monday through Thursday nor after 5:00 p.m. on Friday. Non-City government meetings may be scheduled on the weekend only with the prior approval of the Board of Public Works.

<<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 16, Fees. Rates and
Deposits Customarily Used to change the
insufficient funds fee

ORDINANCE NO. 2014-
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 16 Fees. Rates and Deposits Customarily Used, of the Code of Ordinances for the City of Merrill is amended as follows:

<u>CHAPTER 18</u> FINANCE		
<u>18-19</u>	Fee for processing checks returned for insufficient funds	\$20.00 30.00

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 EMPLOYEE BENEFITS – PAID LEAVES AT SECTION 12-2, TO ADD “CONTINUOUS” SERVICE.

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

WHEREAS, the Personnel and Finance Committee has reviewed that manual as it relates to Paid Leaves at Section 12-2, to add “continuous” service; and,

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

12-2-1 Non-union personnel including Police Support Positions.

The following vacation schedule applies to all non-union City personnel (except for Administrative, Professional, Supervisory, Technical Personnel and police and fire non-union personnel working other than a standard 40 hour per week Monday through Friday schedule). A work week is defined as five working days.

1 st year of continuous service	40 hours
2 nd to 8 th years of continuous service	80 hours
9 th to 13 th years of continuous service	120 hours
14 th to 17 th years of continuous service	160 hours
18 th and after years of continuous service	208 hours

12-2-2 Administrative, Professional, Supervisory and Technical Personnel.

The following vacation schedule applies to all Administrative, Professional, Supervisory and Technical Personnel (except for police and fire non-union personnel working other than a standard 40 hour per week Monday through Friday schedule). A work week is defined as five working days.

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

12-2-3 Non-union police personnel (except Support Positions).

The Chief of Police 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. A work week for Police Department Supervisors working the same shift as union police personnel shall be defined consistent with the definition of the work week in the police union contract and this policy shall be applied consistent with the police union contract. Police supervisors, on a Monday-Friday, 40 hours schedule, have a five (5) day work week, said work week being defined as 40 hours. The vacation policy for the Police Department Supervisors is as follows:

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

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.

Chief and Captains - Administration:

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

Captains - Operations:

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

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 10th day of June, 2014, that the Personnel Policies Employee Handbook is amended by adding the highlighted language as follows at Section 12-2

12-2-1 Non-union personnel including Police Support Positions.

The following vacation schedule applies to all non-union City personnel (except for Administrative, Professional, Supervisory, Technical Personnel and police and fire non-union personnel working other than a standard 40 hour per week Monday through Friday schedule). A work week is defined as five working days.

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Recommended by: Personnel
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 2, Section 4(a) to add (5)
Audio, Video, Data Transmissions &
Communications and (6) Rewritable Recording
Systems

ORDINANCE NO. 2014-
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, Section 4(a) of the Administrative Procedure Manual for the City of Merrill is amended to add the following at Section 4(a)(6 and 7):

2-4 Limitations on Right to Access

(a) As provided in Wis. Stats. § 19.36, the following records are exempt from inspection under this Chapter.

(6) Audio, Video, Data Transmissions & Communications – Although audio, video, data and radio transmissions and communications may be processed through city computers, the City does not routinely copy the data nor maintain records of such communications. Whenever the City copies, records or maintains copies or recordings of such communications or transmissions, those copies may constitute public records that are subject to records requests and which must be maintained according to the appropriate records retention schedule. The Lincoln County 9-1-1 center is the custodian for police and fire radio communications.

(7) Rewritable Recording Systems – Those systems where the recordings are routinely overwritten by newer recordings, such as in continuous loop videotape or digital video written to a camera’s hard drive or memory. Such data does not constitute a record unless it is further downloaded, printed or separately preserved to memorialize some event or proceeding. Until such time as these recordings are downloaded, printed or separately preserved, these recordings do not have to be preserved and, as the recording equipment programs/protocols may dictate, can be overwritten, erased or otherwise destroyed. However, if such data is downloaded, printed, or separately preserved it shall be treated as a record and shall be retained in accordance with the retention schedules.

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.

Approved:

Moved by: _____

Adopted: _____

Approved: _____

Published: _____

William R. Bialecki,
Mayor

Attest:

William N. Heideman, City Clerk

REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: May 27th, 2014

Request by: Kathy Unertl, Finance Director

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

Consider resolution authorizing participation in State of Wisconsin's Local Government Investment Pool (LGIP)

Notes:

Resolution is in response to request from the Wisconsin Department of Administration which now is managing LGIP instead of the Office of State Treasurer (see following notice).

Merrill Common Council Resolution No. 2360 (adopted 4/15/2014) includes LGIP as designated official depositories for the City of Merrill.



Kathy Unertl, Finance Director 5/16/2014

Received by City Clerk's Office by: MS Received Date: 5/16/14

LOCAL GOVERNMENT INVESTMENT POOL

Department of Administration

State of Wisconsin
P.O. Box 7871 - Madison WI 53707
Phone: 608.266.3711
Fax: 608.223.6578

Depositor No. 835251

MERRILL, CITY OF
KATHERINE UNERTL
1004 E 1ST ST
MERRILL, WI 54452-2560

Dear Local Government Investment Pool Participant,

Review of our files for your account with the Pool revealed that the following forms are not included or needs to be updated in our documentation for the following account(s):

Documents needed for each account above:

- 1.) Resolution

Either fax (608)-223-6578, or mail (LGIP c/o Controller's Office, PO Box 7871, 101 E Wilson Street , 5th Floor, Madison, WI 53707). If any of the account(s) designated above are no longer active, please note on this request and return.

Thank you for your assistance in this matter. If you have any questions regarding this request, please contact the Pool at 608-266-3711.

{Enter agenda no.}

RESOLUTION NO. _____

A RESOLUTION APPROVING PARTICIPATION IN THE WISCONSIN LOCAL GOVERNMENT INVESTMENT POOL

WHEREAS, the State of Wisconsin has created a Local Government Investment Pool; and,

WHEREAS, it may prove beneficial for the City of Merrill to participate in the program;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 10th day of June, 2014, that the City of Merrill participate in the State of Wisconsin's Local Government Investment Pool, pursuant to provisions of Section 25.50 of the Wisconsin Statutes,

BE IT FURTHER RESOLVED, that the following be designated as the "Local Officials" authorized to transfer funds to or from the Department of Administration for deposit in the Fund:

Kathy Unertl	Finance Director
Kathy Seubert	Administrative Assistant

Notification of changes in authorized officials may be made to the Department of Administration in writing without modification to this resolution.

BE IT FURTHER RESOLVED, the Local Government Investment Pool is authorized to accept telephone requests, emails and facsimile transmissions, for withdrawal of funds.

Recommended by: Personnel and Finance Committee.

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk

1404261S

RESOLUTION NO. 2360

A RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES FOR THE CITY OF MERRILL, WISCONSIN

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 15th day of April, 2014, that the following financial institutions shall be qualified as public depositories under Chapter 34 of the Wisconsin Statutes, and shall be and hereby are designated until further action as public depositories for all public monies coming into the hands of the Treasurer for the City of Merrill, Lincoln County, Wisconsin, State of Wisconsin:

BMO Harris Bank, Merrill, Lincoln County, Wisconsin
Lincoln Community Bank, Merrill, Lincoln County, Wisconsin
River Valley Bank, Merrill, Lincoln County, Wisconsin
Local Government Investment Pool, State of Wisconsin Treasurer
Merrill Federal Savings and Loan Association, Merrill, Lincoln County, Wisconsin
Park City Credit Union, Merrill, Lincoln County, Wisconsin
Associated Bank, N.A., Merrill, Lincoln County, Wisconsin
US Bank, Twin Cities, Minnesota
Edward Jones, Merrill, Lincoln County, Wisconsin

Recommended by: The Common Council

Moved: Alderman Schwartzman

Passed: April 15, 2014

CITY OF MERRILL, WISCONSIN



William R. Bialecki
Mayor



William N. Heideman
City Clerk

REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: May 27th, 2014

Request by: Kathy Unertl, Finance Director

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

Consider write-off of 2013 Personal Property bills as Over-Collected Taxes:

Please see attached City Attorney memo and detail on the three bills.

Note: Over-Collected Taxes general ledger account is 10-51910-03-40000.



Kathy Unertl, Finance Director 5/14/2014

Received by City Clerk's Office by: Ka Received Date: 5/14/2014



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

M E M O R A N D U M

DATE: May 1, 2014
TO: Finance Director Unertl
FROM: City Attorney Thomas N. Hayden
RE: Delinquent Personal Property Tax

A handwritten signature in black ink, appearing to read "Tom Hayden", written over the "TO:" and "FROM:" lines of the memorandum header.

I am requesting that the following three billing statements be written off as they are no longer in business:

Farmers Insurance \$29.45 w/interest of \$1.18 through May for a total of \$30.63

Yours & Mine Consignment
 \$29.45 w/interest of \$1.18 through May for a total of \$30.63

Thelma's Apparel \$44.31 w/interest of \$1.77 through May for a total of \$46.08

The first two went out of business either late 2012 or early 2013 and Thelma's is uncollectable due to bankruptcy/foreclosure.

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

05/01/2014

251-000-001098

FARMERS INSURANCE
ATTN: NICOLE WILLIAMS
720 E 2ND 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:

FARMERS INSURANCE

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>
2013	29.45	1.18	30.63	5/31/14

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

05/01/2014

251-000-001124

YOURS & MINE CONSIGNMENT
C/O MISTY HURD HEMEL
809 N MILL 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:

YOURS & MINE CONSIGNMENT

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>
2013	29.45	1.18	30.63	5/31/14

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

05/01/2014

251-000-000786

THELMA'S APPAREL
1025 E MAIN 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:

THELMA'S APPAREL

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>
2013	44.31	1.77	46.08	5/31/14

Seubert, Kathy

From: Johnson, David
Sent: Friday, May 09, 2014 7:58 AM
To: Heideman, Bill
Cc: Seubert, Kathy
Subject: P&F Agenda item
Attachments: Lion's Park Bierman Grant.docx; Bierman Letter - Lion's Park.pdf

Bill,

Please add a P&F agenda item to accept a \$150,000 donation from the Bierman Family Foundation for use in Lion's Park

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

Lion's Park donation from the Bierman Family Foundation

Lion's Parks is one of our most heavily used facilities. This park has 5 ball fields, a winter skating rink and a sledding hill. The restroom facilities were recently re-built to be ADA accessible but the ball fields have needed work for several years. The backstops, fencing and lighting need to be replaced, the bleachers and scoreboards need work and the fields need to be leveled.

The Bierman Family Foundation has generously offered \$100,000 to be used in Lion's Park for new backstops, fencing, scoreboards and field leveling. In addition, the Bierman Family Foundation offered \$50,000 for new field lighting if the remaining \$30,000 project cost is picked up by another entity. The Baseball Association is raising funds for the match and will pay the additional amount of the electric bill for the improved lighting.

This donation will make repairs and improvements that are needed and otherwise would have to be funded from the tax levy. With the contribution from the Baseball Association, there is no long term additional expense from accepting this donation. It is the recommendation of the City Administrator that this generous donation be accepted for the purposes specified..

Bierman Family Foundation, Inc.

PO Box 355
Merrill, WI 54452

April 17, 2014

Mr Dan Wendorf
Merrill Parks & Recreation
1100 Marc Drive
Merrill, WI 54452

Dan:

The Bierman Family Foundation, Inc. has reviewed your Grant Application and has approved a grant of \$100,000 for the bleachers, fence repairs/upgrades, warning track/field leveling and scoreboards. In addition we will make a \$50,000 grant for the field lights provided the remaining \$30,000 needed can be provided from other sources.

Sincerely,



Fredrick Bliese, President

5/5/2014 \$ 150,000⁰⁰

~~452.00 - 485.75~~



CITY OF MERRILL
City Administrator

David Johnson, City Administrator

1004 East First Street
Merrill, Wisconsin 54452

Phone (715) 536-5594

FAX (715) 539-2668

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

To: Personnel & Finance Committee
From: David Johnson, City Administrator
Subject: Assistance to Firefighters Grant
Date: 5/21/14

The City of Merrill Fire Department has been approved to receive a Assistance to Firefighters Grant from the Dept. of Homeland Security in the amount of \$34,474, of which 10% (\$3,447) would be a match from local funds (To be paid from the 2% Fund balance). This grant aids the City, has no recurring costs, and will not utilize tax levy dollars for the 10% match. The specifics of the grant are explained in Chief Savone's attached letter. It is my recommendation that the Personnel & Finance Committee approve acceptance of this grant.

David Johnson

David Johnson

City Administrator

Dave,

I am seeking approval to accept the grant award from the Assistance to Firefighter Grant.

The grant award is for \$34,474.00 total project cost. The federal share is 90% (\$31,028.00) the city's share will be 10% (\$3,447.00)

This grant is funding that will be used to enhance the Merrill Firefighter Occupational Wellness and Fitness Program. Components of this grant award include a National Fire Protection Association (NFPA) 1582 Firefighter Medical Physicals, NFPA 1500 Behavior Health Programs, Analyzation of Immunizations and Peer Fitness Trainer.

- **NFPA 1582 Firefighter Medical Physicals:** NFPA 1582 sets forth a comprehensive medical evaluation that matches the workloads of firefighters and the ability of a firefighter to medically and safely perform those duties. The standard was introduced in 1992 and has undergone several revisions. The standard addresses risk factors such as high cholesterol, hypertension, and pulmonary issues. This includes the hiring physicals for the two new firefighters expected to be hired to replace two retirees.
- **NFPA 1500 Behavior Health Programs:** NFPA 1500: Standard on Fire Department Occupational Safety and Health Program mandates that every fire department make a "member assistance program", available for fire department personnel and their families. This important element of the standard has led to a substantial increase in access to basic counseling and other assistive services.
- **Analyzation of Immunizations:** NFPA 1582 has identified several immunizations and disease screening tests for firefighters. Providing these screenings will help prevent health risks associated with the various occupational exposures encountered by firefighters.
- **Peer Fitness Trainer:** Fire Service Joint Labor and Management Wellness-Fitness Initiative. Peer Fitness Trainers are firefighters who have volunteered to receive specialized training and education and have passed certification established by the American Council on Exercise (ACE). Their role is to: promote and encourage participation in the program, assist firefighters on a one-on-one basis in developing appropriate fitness programs. This part of the grant will cover wages and back fill for the firefighters attending the classes.

Thank you for your consideration

Dave Savone,
Fire Chief
City of Merrill



11a

2014 MERRILL MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	YTD
INITIAL APPEARANCES (Docket)				
1. Total Citations	167	83	150	400
2. Adult Citations	154	83	142	379
3. Juveniles Citations	13	0	8	21
4. Not Guilty Pleas (potential trials)	19	11	10	40
TRIALS				
1. Scheduled	0	0	0	0
2. Held	0	0	0	0
3. Rescheduled	0	0	0	0
4. Settled	0	0	0	0
CASES DISPOSED				
1. # Citations	149	76	138	363
GOOD CAUSE/INDIGENCY HEARINGS				
1. # Days Hearings Held	2	2	2	6
2. # Citations Summoned	48	45	38	131
3. # Citations Scheduled for Status Hearings or Payment Plans	55	51	78	184
WRITS ISSUED				
1. # Citations	8	9	6	23
FINANCIALS				
1. Amount Collected (Reported to State)	\$12,066.43	\$23,246.48	\$16,309.23	\$51,622.14
2. Amount Paid to County & State	(\$4,347.45)	(\$8,633.87)	(\$6,429.12)	(\$19,410.44)
3. Forf & Cost Retained by City	\$7,718.98	\$14,612.61	\$9,880.11	\$32,211.70
4. Add. Misc. fees collected	\$0.00	\$0.00	\$0.00	\$0.00
5. Add. Forf. Receipts from LCCC	\$0.00	\$0.00	\$0.00	\$0.00
6. Total Revenue to the City	\$7,718.98	\$14,612.61	\$9,880.11	\$32,211.70
7. Municipal Court Expenses	(\$8,229.72)	(\$3,668.13)	(\$3,768.13)	(\$15,665.98)
8. Net Revenue to City	(\$510.74)	\$10,944.48	\$6,111.98	\$16,545.72
9. Restitution Collected	\$212.87	\$948.46	\$235.37	\$1,396.70



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: May 16th, 2014

To: Personnel and Finance Committee

From: Kathy Unertl, Finance Director

RE: **April/May Activities**

2013 Audit: Wisconsin Form C timely submitted by Schenck auditors to Wisconsin Department of Revenue. I have also distributed audit documents as required to meet debt service obligations and Wisconsin DOR TIF reporting.

2014 TIF Assessments: Reviewing 1/1/2014 assessment information to ensure that Tax Increment District real estate and personal property accurately reported. After Board of Review, I will submit required Wisconsin DOR TIF reports.

2015 Budget: Besides debt service review, I have started preliminary 2015 personnel service projections. Using the following criteria from Police/Fire Union contracts:

- 1% wage increase as of 12/29/14 and another 1.0% wage increase as of 6/29/15
- WRS – Retirement continuing at 7.0% for Employer (General), as well as comparable % as 2014 for public safety. City could be hit with increase for Fire Duty Disability.
- Health Insurance – potential 12.0% increase (with NO City HSA seeding). Employee insurance premium contribution would increase from 8.98% to 10.50%.

Capital Plan Development: This will be first time that comprehensive City Capital Plan for vehicles, equipment, facilities, and infrastructure has been developed. Department heads continue to assist in this research and planning effort. Plan will cover 2015 through 2024.

This Capital Plan and preliminary fiscal information will need Committee of Whole presentation, discussion, and prioritization.

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

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CITY ATTORNEY - REPORT FOR MAY 20, 2014

PARKS & RECREATION: Continuing working with Dan on various and sundry issues. Hockey Contract going to June Common Council meeting.

CITY STAFF: Busy with property inspections, economic development matters, court docket, various policy changes.

PERSONAL PROPERTY TAX COLLECTION: On April 3rd sent out 27 letters for unpaid personal property taxes. Total outstanding at that time was \$13,389.35. Three accounts totaling \$107.34 will be written off. As of today, 9 accounts for a total of \$2,449.24 are outstanding. Looking at the list, no other loss is anticipated.

BUILDING INSPECTION/ZONING: Working with Darin on several matters. These include court proceedings, possible demolitions along with various other issues on East side of City, West side and the Downtown area in regard to blighted/abandoned buildings. Progress is visible. One contested matter in Circuit Court and one in Municipal Court. Assisting Fire Chief and Building Inspector on various open matters.

COMMON COUNCIL: Business as usual. Last month was a record for number of ordinances and resolutions.

SEMINARS: On June 18, 19 and 20th I will be attending the Municipal Attorney's Institute and on June 26th and 27th I will be attending the State Bar Annual Conference.

MUNICIPAL COURT: Many matters in progress. Looking forward to working with Judge Ned Seubert.

CITY OF TOMAHAWK: Business as usual, busy court docket. Municipal Court up and soon running.

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

Other tasks as assigned.

“What the world really needs is more love and less paperwork” – Pearl Bailey



City Attorney		CURRENT MONTH	LAST MONTH		
MONTHLY REPORT					
May 20, 2014					
		5/20/2014	4/22/2014		
MUNICIPAL COURT		2 weeks	3 weeks		
TOTAL ADULT		74	191		
Adult Ordinance		9	45		
Adult Traffic		65	146		
Total Adult Defendants		55	156		
Adult Closed		17	51		
Other Jurisdictions - Wausau (cases)		0	1		
TOTAL JUVENILE		2	7		
Juvenile Ordinance		2	7		
Juvenile Traffic		0	0		
Total Juvenile Defendants		2	7		
Juvenile Closed		0	0		
TRIALS		8	7		
Pending Municipal Trials		4	1		
Pending Circuit Court Trials		4	6		
Tomahawk Trials		1	1		
Other Court Matters		Beginning	New	Closed	Ending
Deferred Prosecution Agree.	March	28	1	1	28
(Includes Tomahawk's Totals)	April	28	2	4	26
	May	26	0	1	25
TOMAHAWK DPA's	May	6	0	0	6
TOMAHAWK		April	March	February	January
Total Tomahawk		11	11	13	9
Juveniles		1	1	0	0
Ordinances		1	2	3	1
Traffic		9	8	10	8
Not Guilty Plea		0	0	4	3
Jury Request		0	0	0	0
Closed Since Last Report		0	2	2	2

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



11a



CITY OF MERRILL

Office of the City Clerk

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MERRILL
WISCONSIN
City Of Parks

City Clerk Report – May 27th, 2014

1. Liquor license applications have now been returned. They were reviewed at the May 19th Health and Safety Committee meeting. Final approvals/disapprovals will take place at the June Common Council meeting. Existing liquor licenses expire June 30th.
2. Attended WisLine class on May 8th, to be recertified Board of Review member. Board of Review meeting has been scheduled for Monday, June 2nd at 4:00 P.M.
3. Continue to receive numerous open records requests from the public and government officials
4. Working with Ron Turner on making changes, additions and deletions to City website as requested/necessary. Have been deleting "older" data on the website to speed up processing time.
5. 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 5/22/14

Lincoln House

The Lincoln House lot has now been seeded and fertilized.

New Fire Station Project

On May 21, Melody Hamlin, Tonia Speener and I met with representatives from Ellis-Stone and their subs to go over outstanding issues. The biggest issue is still the roof. We are having someone from Butler Buildings check J&L Steel's installation of the roof. The warranty on the roof has already been voided by the initial work done by the contractor to stop the leaks. The only thing that I am willing to accept at this point is a new properly installed roof at no additional cost to the City.

Today we found that the waterproofing applied to the exterior block last Fall is not functional on the high walls of the apparatus bay above the single story wings. County Materials tested the block and found that it absorbs water. Water coming through the block is causing the interior paint to effervesce.

There is still paving work to finish, pavement to be replaced, flashing to repair and replace, painting to redo, landscaping to finish and the detention pond must be fixed to meet specifications.

Walmart Project

Real pavement work has begun on the Highway 64 and Pine Ridge Ave. intersection. All pavement in the project area will be removed and replaced rather than being repaired as originally planned, at no additional cost to the City.

New Development and Blight elimination

DC Motors has been given until June 15 to provide the City with their plan to move from the old Page Milk plant and demolish the structure. After this time the City will begin issuing citations for non-compliance.

The new Pine Ridge Restaurant, on the former Champ's property, is progressing rapidly and the old Pine Ridge restaurant is boarded up awaiting demolition by KwikTrip

Today I received the survey on the old Ranger Station property and will be preparing an advertisement offering the property for bid.

River Bend Trail

The work on the railroad bridge crossing the Prairie River is progressing. Fund raising continues. The Packer Tailgate Party raised almost \$50,000 for the trail.

Rural Fire Contracts

We received a response to our proposal to the three townships, they have stated that they want to meet and we met this morning. The Mayor, Tom Hayden, Chief Savone and I worked out a compromise agreement that will be presented to the Council.

Department Head Meeting

At the May 12 meeting we discussed the following items:

- Capital budget – first shot with more detail to follow, discussed prioritization and providing more documentation than in past to justify capital expenditures

- New Donation Policy
- Negative Sick Leave (It will not be permitted to occur)

Highway 64

On May 20, I met with representative of WISDOT, Lincoln County and Town of Pine River to discuss future work on the U.S. 51 ramp and Highway 17/CR W. Between 2018 and 2020 the state will be reconstructing those three intersections. They presented options with lane changes, as well as having three roundabouts.

Arbor Day

On May 14, Alderman Sukow and I joined Dan Wendorf at the MARC for an Arbor Day tree planting.

NTC

On May 12, the Mayor and I met with NTC and local business representatives to discuss the ongoing noise issue at the NTC Public Safety Center of Excellence. Everyone at the meeting expressed their support for NTC's continuing presence in Merrill. After hearing what NTC has done to date and what they have planned for the future to address noise the Mayor stated that he would be appointing an Ad Hoc committee to address the noise concerns. The Ad Hoc committee will be meeting on May 27. I have asked Tom Hayden to provide a legal opinion as to whether or not NTC is in compliance with City ordinances.