

**CITY OF MERRILL  
PERSONNEL AND FINANCE COMMITTEE  
Tuesday, September 23, 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 request to sell 9mm Baretta handguns (28), 9mm Baretta squad rifles (6) and assorted holsters to federally licensed firearms dealer, per purchase quote of \$11,170 (agenda item requested by Police Chief Neff)
4. Consider reclassification request for two Clerk-Treasurer staff, from Clerical and Other Support Grade 5 to Grade 6 (agenda item requested by Finance Director Unertl)
5. Consider Merit Pay for employees (agenda item requested by Kortney Pike)
6. Monthly Reports:
  - a. Municipal Court
  - b. Finance Director Unertl
  - c. City Attorney Hayden
  - d. City Clerk Heideman
  - e. City Administrator Johnson
7. Next Meeting
8. Public Comment
9. 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:* \_\_\_\_\_

**REQUEST TO INCLUDE ITEM ON AGENDA**

**Board or Committee:** Personnel & Finance

**Date of Meeting:** 09/23/2014

**Requested by:** Ken Neff

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

Request approval to sell (28) 9mm Baretta handguns  
and (6) 9mm Baretta Squad rifles, and assorted holsters  
per purchase quote from Federally Licensed firearm dealer  
in the amount of \$11,170.00. These weapons were  
recently replaced with currently deployed .45 Cal.  
handguns and AR-15 Squad rifles.

**Signed:** Ken J Neff

**Date:** 09/16/2014

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:** KA

**Received Date:** 9/16/14

**REQUEST TO INCLUDE ITEM ON AGENDA**

Board or Committee: Personnel & Finance Committee

Date of Meeting: September 23<sup>rd</sup>, 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 Reclass Request for two Clerk-Treasurer Staff (From Clerical and Other Support Grade 5 to Grade 6)**

There are four Clerk-Treasurer staff team members. Two are being compensated in Grade 6 and two are in Grade 5.

All four employees are performing comparable and often identical work activities. This is especially critical given the need for separation of fiscal duties to meet generally accepted accounting practices.

Kathy Unertl

Date: 9/17/2014





# 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: September 17<sup>th</sup>, 2014

To: Personnel and Finance Committee

From: Kathy Unertl, Finance Director 

**RE: Clerk-Treasurer Staff – Reclass Request for Two Employees  
(From Grade 5 to Grade 6)**

There are four Clerk-Treasurer staff employees. **All four individuals are performing comparable and often identical work activities.** Working as a team is also especially important to manage an ever changing workload and peak times.

The key compensation issue is that there are two pay grades - two employees at Grade 5 and two at Grade 6. Unlike other types of City of Merrill employees (such as Streets Public Works employees with different levels based upon skills/duties), **there has been no historical professional advancement** - movement from Grade 5 to Grade 6 for administrative assistants without formal reclass approvals.

Wisconsin election requirements have become incredibly complicated and require considerable higher level of skill/accuracy. Jill Bostrom has taken lead in assisting City Clerk Bill Heideman. Both Kathy Seubert and Brenda Grefe are deeply involved in the election processes.

Payroll and related employee benefits have also expanded in requirements. Payroll backup is Grefe with Bostrom assisting the Payroll Specialist as well. Seubert handles the health insurance programs. Increasing higher level accounting activities are being performed by Grefe, including fixed asset tracking and analysis. Seubert and Grefe are involved in on-line/ACH banking transitions.

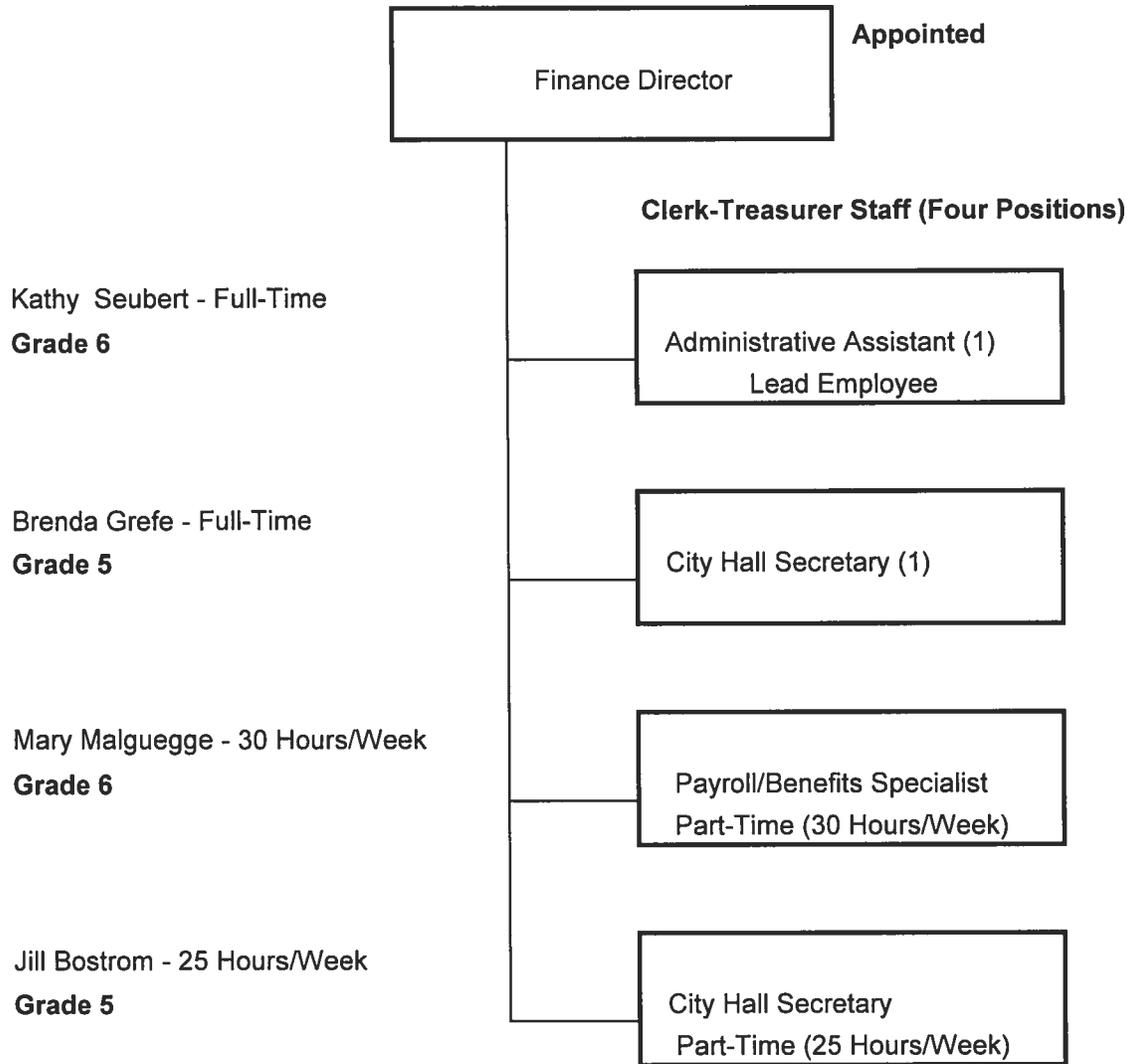
Since all four employees are performing the same type and professional level work, **I am requesting reclassification of Brenda Grefe and Jill Bostrom from Grade 5 to Grade 6** (which is the same classification as Kathy Seubert and Mary Maluegge).

In the 2013 City Administrator's comparison study with other public sector employers, these two positions/employees were recommended for reclassification to Grade 6.

Thank you for your consideration.

**City of Merrill**

**Department - Finance  
- Clerk-Treasurer Staff**



Note: The Clerk-Treasurer staff also provide support for the Common Council, Mayor, City Clerk, and City Administrator.

# City of Merrill

## Clerk-Treasurer Staff - Reclass Fiscal Annual Cost - Based upon 6/30/2014 Rates

Grade 5                    \$19.288

Grade 6                    \$20.235

		Grefe Full-Time	Bostrom 25 Hours	Total
<b>Wage Difference</b>	<b>\$0.947</b>	\$1,969.76	\$1,231.10	\$3,200.86
SS/Medicare	7.65%	\$150.69	\$94.18	\$244.87
WRS - Retirement	7.00%	\$137.88	\$86.18	\$224.06
		<u>\$2,258.33</u>	<u>\$1,411.46</u>	<u>\$3,669.79</u>
General Fund - Tax Levy		\$1,693.75	\$1,270.31	\$2,964.06
Utility Funds		\$564.58	\$141.15	\$705.73

**City of Merrill Clerical and Other Support Personnel**

**2014 Compensation Schedule**

Effective 6/30/2014

With 1.0% Wage Increase

**Annual Equivalent**

Step	A	B	C	D	E	F	G	H	I	J	Step
Grade											Grade
8	\$37,116.66	\$38,044.58	\$38,995.70	\$39,970.59	\$40,969.85	\$41,994.10	\$43,043.95	\$44,120.05	\$45,223.05	\$46,353.63	8
7	\$35,368.67	\$36,252.89	\$37,159.21	\$38,088.19	\$39,040.40	\$40,016.41	\$41,016.82	\$42,042.24	\$43,093.29	\$44,170.63	7
6	\$33,702.14	\$34,544.69	\$35,408.31	\$36,293.51	\$37,200.85	\$38,130.87	\$39,084.14	\$40,061.25	\$41,062.78	\$42,089.35	6
5	\$32,124.60	\$32,927.72	\$33,750.91	\$34,594.68	\$35,459.55	\$36,346.04	\$37,254.69	\$38,186.06	\$39,140.71	\$40,119.23	5
4	\$30,601.19	\$31,366.22	\$32,150.38	\$32,954.14	\$33,777.99	\$34,622.44	\$35,488.00	\$36,375.20	\$37,284.58	\$38,216.70	4
3	\$29,163.94	\$29,893.04	\$30,640.37	\$31,406.38	\$32,191.54	\$32,996.33	\$33,821.23	\$34,666.77	\$35,533.44	\$36,421.77	3
2	\$27,788.12	\$28,482.82	\$29,194.89	\$29,924.76	\$30,672.88	\$31,439.70	\$32,225.69	\$33,031.34	\$33,857.12	\$34,703.55	2
1	\$26,491.06	\$27,153.33	\$27,832.17	\$28,527.97	\$29,241.17	\$29,972.20	\$30,721.51	\$31,489.54	\$32,276.78	\$33,083.70	1

**Hourly Equivalent**

Step	A	B	C	D	E	F	G	H	I	J	Step
Grade											Grade
8	\$17.845	\$18.291	\$18.748	\$19.217	\$19.697	\$20.189	\$20.694	\$21.212	\$21.742	\$22.285	8
7	\$17.004	\$17.429	\$17.865	\$18.312	\$18.769	\$19.239	\$19.720	\$20.213	\$20.718	\$21.236	7
6	\$16.203	\$16.608	\$17.023	\$17.449	\$17.885	\$18.332	\$18.790	\$19.260	\$19.742	\$20.235	6
5	\$15.445	\$15.831	\$16.226	\$16.632	\$17.048	\$17.474	\$17.911	\$18.359	\$18.818	\$19.288	5
4	\$14.712	\$15.080	\$15.457	\$15.843	\$16.239	\$16.645	\$17.062	\$17.488	\$17.925	\$18.373	4
3	\$14.021	\$14.372	\$14.731	\$15.099	\$15.477	\$15.864	\$16.260	\$16.667	\$17.083	\$17.510	3
2	\$13.360	\$13.694	\$14.036	\$14.387	\$14.747	\$15.115	\$15.493	\$15.880	\$16.277	\$16.684	2
1	\$12.736	\$13.054	\$13.381	\$13.715	\$14.058	\$14.410	\$14.770	\$15.139	\$15.518	\$15.906	1

**Pay Period Equivalent (80 Hours)**

Step	A	B	C	D	E	F	G	H	I	J	Step
Grade											Grade
8	\$1,427.56	\$1,463.253	\$1,499.834	\$1,537.330	\$1,575.764	\$1,615.158	\$1,655.537	\$1,696.925	\$1,739.348	\$1,782.832	8
7	\$1,360.33	\$1,394.342	\$1,429.200	\$1,464.930	\$1,501.554	\$1,539.093	\$1,577.570	\$1,617.009	\$1,657.434	\$1,698.870	7
6	\$1,296.24	\$1,328.642	\$1,361.858	\$1,395.904	\$1,430.802	\$1,466.572	\$1,503.236	\$1,540.817	\$1,579.338	\$1,618.821	6
5	\$1,235.56	\$1,266.451	\$1,298.112	\$1,330.565	\$1,363.829	\$1,397.925	\$1,432.873	\$1,468.694	\$1,505.412	\$1,543.047	5
4	\$1,176.97	\$1,206.393	\$1,236.553	\$1,267.467	\$1,299.154	\$1,331.632	\$1,364.923	\$1,399.046	\$1,434.022	\$1,469.873	4
3	\$1,121.69	\$1,149.732	\$1,178.476	\$1,207.938	\$1,238.136	\$1,269.089	\$1,300.817	\$1,333.337	\$1,366.671	\$1,400.837	3
2	\$1,068.77	\$1,095.493	\$1,122.880	\$1,150.952	\$1,179.726	\$1,209.219	\$1,239.450	\$1,270.436	\$1,302.197	\$1,334.752	2
1	\$1,018.89	\$1,044.359	\$1,070.468	\$1,097.230	\$1,124.660	\$1,152.777	\$1,181.596	\$1,211.136	\$1,241.415	\$1,272.450	1

**Heideman, Bill**

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**From:** Schwartzman, Ryan  
**Sent:** Thursday, September 18, 2014 3:31 PM  
**To:** Heideman, Bill  
**Subject:** Re: Draft P & F Agenda

Kortney Pike contacted me today and wants to add an item:

Consider Merit Pay for Employees (Item Requested by Kortney Pike)  
Put this item after the Employee Grade Consideration



Otherwise it looks good.

Thank you,

Ryan

Sent from my iPad

On Sep 18, 2014, at 3:19 PM, "Heideman, Bill" <[Bill.Heideman@ci.merrill.wi.us](mailto:Bill.Heideman@ci.merrill.wi.us)> wrote:

Ryan: Attached is a "draft" of the agenda for the P & F meeting next week. These are the agenda items I have. Please let me know if we should proceed or whether there are items you want to add or delete.  
Thank you, Ryan.

City Clerk Bill

<2014-09-23 Agenda.docx>

6a

# 2014 MERRILL and TOMAHAWK MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	YTD
<b>INITIAL APPEARANCES-Merrill (Docket)</b>									
1. Total Citations	167	83	150	179	46	216	115	103	1059
2. Adult Citations	154	83	142	175	44	208	114	102	1022
3. Juvenile Citations	13	0	8	4	2	8	1	1	37
4. Not Guilty Pleas (potential trials)	19	11	10	24	16	6	4	8	98

<b>INITIAL APPEARANCES-Tomahawk</b>									
1. Total Citations							12	13	25
2. Not Guilty Pleas (potential trials)							3	0	3

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

<b>CASES DISPOSED</b>									
1. # Citations	149	76	138	176	42	210	122	105	1018

<b>GOOD CAUSE/INDIGENCY HEARINGS</b>									
1. # Days Hearings Held	2	2	2	2	2	4	3	4	21
2. # Citations Summoned	48	45	38	11	0	72	62	62	338
3. # Citations Scheduled for Status Hearings or Payment Plans	55	51	78	42	26	23	52	71	398

<b>WRITS ISSUED</b>									
1. # Citations	8	9	6	6	10	36	29	16	120

<b>FINANCIALS</b>									
1. Amount Collected (Reported to State)	\$12,066.43	\$23,246.48	\$16,309.23	\$20,505.17	\$11,433.42	\$12,304.57	\$16,163.85	\$12,092.98	\$124,122.13
2. Amount Paid to County & State	(\$4,347.45)	(\$8,633.87)	(\$6,429.12)	(\$7,254.02)	(\$4,037.40)	(\$4,197.09)	(\$5,606.62)	(\$3,905.35)	(\$44,410.92)
3. Forf & Cost Retained by City	\$7,718.98	\$14,612.61	\$9,880.11	\$13,251.15	\$7,396.02	\$8,107.48	\$10,557.23	\$8,187.63	\$79,711.21
4. Add. Misc. fees collected	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Add. Forf. Receipts from LCCC	\$0.00	\$0.00	\$25.84	\$60.20	\$56.26	\$261.25	\$31.60	\$0.00	\$435.15
6. Total Revenue to the City	\$7,718.98	\$14,612.61	\$9,905.95	\$13,311.35	\$7,452.28	\$8,368.73	\$10,588.83	\$8,187.63	\$80,146.36
7. Municipal Court Expenses	(\$8,229.72)	(\$3,668.13)	(\$3,768.13)	(\$4,884.18)	(\$6,072.48)	(\$6,770.65)	(\$7,105.06)	(\$6,396.26)	(\$46,894.61)
8. Net Revenue to the City of Tomahawk							(\$112.00)	(\$7.00)	(\$119.00)
9. Net Revenue to the City of Merrill	(\$510.74)	\$10,944.48	\$6,137.82	\$8,427.17	\$1,379.80	\$1,598.08	\$3,371.77	\$1,784.37	\$33,132.75
10. Restitution Collected	\$212.87	\$948.46	\$235.37	\$612.99	\$244.98	\$511.03	\$217.95	\$106.00	\$3,089.65

Adj Forf rec'ts    Adj for rec'ts    Adj for rec'ts  
 fm LCCC            fm LCCC            fm LCCC

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**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](mailto:Kathy.Unertl@ci.merrill.wi.us)

Date: September 17<sup>th</sup>, 2014

To: Personnel and Finance Committee

From: Kathy Unertl, Finance Director *Kathy Unertl*

RE: **August/September Activities**

**Capital Budget Requests:** With assistance from department heads, continued improvement of the draft plan with focus on 2015 Capital requests and financing.

Board of Public Works will be reviewing the two options for Street Garage roof - \$182,498 (ballast – no energy changes) or \$229,544 (rubber membrane with energy efficiency). There would also be design/bidding fees.

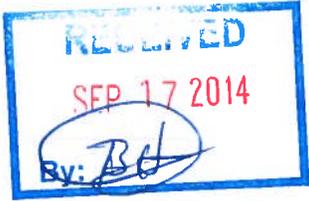
**2015 Budget:** Continued working on General Fund/Tax-Levy Supported sections of the budget. Preliminary plan is early 2015 borrowing for 2014/2015 capital items.

Preliminary Tax Increment District (TID) budgets were reviewed by the Redevelopment Authority on September 9<sup>th</sup>. Utility budget requests (including WWT plant roof replacement of over \$250,000) will be reviewed by Water & Sewage Committee on September 24<sup>th</sup>.

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

It is an exciting time with lots of potential development/redevelopment!

60



**CITY ATTORNEY**

**REPORT FOR SEPTEMBER 16, 2014**

**PARKS & RECREATION:** Continuing working with Dan on various and sundry issues.

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

**AIRPORT:** New contract completed for the new Airport Manager and Fixed Base Operator Services.

**DEVELOPMENT PROJECTS:** We currently are working on development projects in virtually every part of the City. Development Agreements completed and updated.

**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. More litigation coming. Assisting Fire Chief and Building Inspector on various open matters and inspections

**COMMON COUNCIL:** Business as usual.

**SEMINARS:** None

**MUNICIPAL COURT:** Many matters in progress. New Court schedule working well.

**CITY OF TOMAHAWK:** Going well.

**LINCOLN COUNTY:** Working with Lincoln County on interesting projects of mutual interest.

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

Other tasks as assigned.

*A celebrity is one who is known by many people he is glad he doesn't know.  
H.L. Mencken*



<b>City Attorney</b>		<b>CURRENT</b>	<b>LAST</b>		
<b>MONTHLY REPORT</b>		<b>MONTH</b>	<b>MONTH</b>		
<b>September 16, 2014</b>					
		9/16/2014	8/27/2014		
<b>MUNICIPAL COURT</b>		1 week	4 weeks		
<b>TOTAL ADULT</b>		68	172		
Adult Ordinance		68	51		
Adult Traffic		22	121		
Total Adult Defendants		46	117		
Adult Closed		23	54		
Other Jurisdictions - Wausau (cases)		0	0		
<b>TOTAL JUVENILE</b>		2	2		
Juvenile Ordinance		1	2		
Juvenile Traffic		1	0		
Total Juvenile Defendants		2	2		
Juvenile Closed		1	0		
<b>TRIALS</b>		6	9		
Pending Municipal Trials		4	5		
Pending Circuit Court Trials		2	4		
Tomahawk Trials		1	1		
<b>Other Court Matters</b>		<b>Beginning</b>	<b>New</b>	<b>Closed</b>	<b>Ending</b>
Deferred Prosecution Agree.	<b>August</b>	21	4	1	24
(Includes Tomahawk's Totals)	<b>September</b>	24	2	5	21
	<b>October</b>	21			
<b>TOMAHAWK DPA's</b>					
	<b>August</b>	6	0	2	4
	<b>September</b>	4	0	1	3
<b>TOMAHAWK</b>		<b>September</b>	<b>August</b>	<b>July</b>	<b>June</b>
Total Adult & Juvenile		14	13	13	30
Total Adult Defendants		6	10	10	26
Ordinances		3	1	1	1
Traffic		6	12	12	28
Total Juveniles Defendants		5	0	0	1
Total Adult & Juvenile Not Guilty Pleas		2	0	2	0
Closed Since Last Report		0	2	2	0



**MERRILL  
WISCONSIN**  
*City Of Parks*

# CITY OF MERRILL

## Office of the City Clerk

William N. Heideman, City Clerk  
1004 East First Street • Merrill, Wisconsin • 54452  
Phone (715) 536-5594 • FAX (715) 539-2668  
e-mail address: bill.heideman@ci.merrill.wi.us

### City Clerk Report – September 23<sup>rd</sup>, 2014

1. Work related to the November 4<sup>th</sup>, 2014 Fall General Election has begun. Currently analyzing and altering procedures as a result of the reinstatement of the Voter Photo ID requirement. Absentee ballots are being prepared for mailing.
2. On October 7<sup>th</sup>, will attend Baseline Chief Inspector training session at the Lincoln County Service Center
3. Working with Department Heads with ongoing project to ensure that all buildings, equipment and vehicles are covered by insurance
4. Will be reviewing and testing the upgrade to NovusAgenda (agenda management software) so we can get it up and running soon
5. Working with Ron Turner on making changes, additions and deletions to City website as requested/necessary
6. Other duties as assigned and/or requested

City Clerk Bill Heideman, CMC, WCMC



*“Focusing on the Future”*

An equal opportunity/affirmative action employer.