

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
Tuesday, December 2, 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 amendment to grant/donation acceptance policy (agenda item requested by City Administrator Johnson)
4. Consider resolution amending employee benefits – fringe benefits at Section 14-5, Group Health Insurance Program of the Non-Union Personnel Policies (agenda item requested by Finance Director Unertl)
5. Monthly Reports:
 - a. Municipal Court
 - b. Finance Director Unertl
 - c. City Attorney Hayden
 - d. City Clerk Heideman
 - e. City Administrator Johnson
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 Ryan Schwartzman

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Date and time agenda was posted: _____ *Posted by:* _____

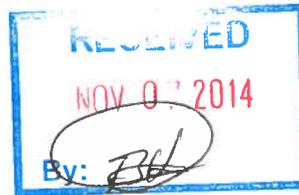
Heideman, Bill

From: Johnson, David
Sent: Friday, November 07, 2014 11:21 AM
To: Heideman, Bill
Cc: Seubert, Kathy; Bialecki, Bill; Hayden, Tom
Subject: P&F agenda

Bill,

Please add an item to the P&F agenda to amend the grant/donation acceptance policy. Info to follow.

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





City of Merrill Donations Policy

~~March-December~~ 2014



1. General

In the event donations are made to the City for general or specific purposes, this policy shall serve as a guideline for handling such donations.

Donations may consist of cash or real or personal property. Real property donations shall be reviewed by the City Attorney, City Administrator and **Finance Director**.

~~Donations shall be approved for acceptance unless the cost of ownership and/or acceptance exceeds the value of proposed donation. by the Common Council before such donations may be accepted.~~

~~Donations may be accepted by the City.~~ When made for **the benefit of** a particular department or service, the Finance Director shall ensure that the proper accounts are created and credited. If for general City purposes, donations with a value of \$5,000 or more will be reviewed by the City Administrator with recommendation to the Common Council on potential service allocation.

Donations of personal property may benefit, or be for the use of, a specific department. If any conditions are attached to the donations, the City Administrator shall determine if the benefits to be derived warrant the acceptance of the donations.

The Finance Director will provide a quarterly report on fiscal status of donations to the Personnel and Finance Committee.

REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: December 2nd, 2014

Request by: Finance Director Kathy Unertl

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

Consider a resolution amending employee benefits – fringe benefits at Section 14-5, Group Insurance Program of the Non-Union Personnel Policies

Changes include:

- Amending co-insurance and maximum out-of-pocket limits for 2015 (per Federal IRS requirements)
- Eliminates the maximum 15% participation limit for City's Health Incentive Program (Related to waiving City group health insurance coverage). There is no limit between the City of Merrill and the City's health insurer (Security Health Plan).



Kathy Unertl, Finance Director

Date: 11/13/2014

{enter agenda no.}

RESOLUTION NO. _____

A RESOLUTION AMENDING EMPLOYEE BENEFITS – FRINGE BENEFITS AT SECTION 14-5, GROUP INSURANCE PROGRAM OF THE NON-UNION PERSONNEL POLICIES PERTAINING TO CO-INSURANCE AND OUT-OF-POCKET LIMITS AND TO ELIMINATE THE 15% PARTICIPATION LIMIT IN THE GROUP HEALTH INSURANCE INCENTIVE PLAN.

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 Fringe Benefits at Section 14-5, to amend co-insurance and maximum out-of-pocket limits as they relate to Federal Internal Revenue Service requirements and to eliminate the 15% participation limit in the Group Health Insurance Incentive Plan to delete the traditional Health Insurance option at Section 14-5-1 and add 20/80 deductibles to the High Deductible Health Plan – Health Savings Account (HSA) eligible at Section 14-5-2, and renumbering subsequent paragraphs; and

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

- 14-5-1 *High Deductible Health Plan - Health Savings Account (HSA) Eligible.* The Employees are offered a High Deductible Health Plan - Health Savings Account (HSA) Eligible with ~~\$1,300~~1,250 individual and ~~\$2,600~~2,500 family deductible levels. In addition the Employee will pay 20% coinsurance up to a maximum out-of-pocket expense of \$1,700 – individual and \$3,400 – family of the next \$2,000 individual and \$4,000 family coinsurance. The Employees will pay eight and ninety-eight hundreds (8.98) percent of the monthly premium per pay period not to exceed 24 pay periods per year, and the City agrees to pay the remaining amounts of the High Deductible group health insurance.
- 14-5-2 *Group Health Insurance Incentive Plan.* In the event that any regular full-time employee eligible for the City's group health insurance program obtains coverage under another health insurance plan through employee's spouse or family member not sponsored by the City, and the employee provides written evidence of such other coverage and declines coverage under the City's group health insurance program, the City will pay the employee \$3,000 (\$250 per month) if the employee would have been eligible for the family group health insurance plan or \$1,500 (\$125 per

month) if the employee would have been eligible for the single group health insurance plan as an incentive. Such incentive payment is paid by the City at the same time that longevity payments are made under Section 6-9 of this manual. ~~This incentive program is available on a first come, first served basis to the first fifteen percent (15%) of eligible regular full time employees who register for the program. At any time, a maximum of fifteen percent (15%) of regular full time city employees eligible for the City's group health insurance program may be enrolled under this incentive program.~~

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 9th day of December, 2014, that the Personnel Policies Employee Handbook is amended by deleting and adding the highlighted language as follows at Section 14-5-1 and 14-5-2:

1414-5-1

High Deductible Health Plan - Health Savings Account (HSA) Eligible. The Employees are offered a High Deductible Health Plan - Health Savings Account (HSA) Eligible with ~~\$1,300~~\$1,250 individual and ~~\$2,600~~\$2,500 family deductible levels. In addition the Employee will pay 20% coinsurance up to a maximum out-of-pocket expense of \$1,700 – individual and \$3,400 – family of the next \$2,000 individual and \$4,000 family coinsurance. The Employees will pay eight and ninety-eight hundredths (8.98) percent of the monthly premium per pay period not to exceed 24 pay periods per year, and the City agrees to pay the remaining amounts of the High Deductible group health insurance.

14-5-2

Group Health Insurance Incentive Plan. In the event that any regular full-time employee eligible for the City's group health insurance program obtains coverage under another health insurance plan through employee's spouse or family member not sponsored by the City, and the employee provides written evidence of such other coverage and declines coverage under the City's group health insurance program, the City will pay the employee \$3,000 (\$250 per month) if the employee would have been eligible for the family group health insurance plan or \$1,500 (\$125 per month) if the employee would have been eligible for the single group health insurance plan as an incentive. Such incentive payment is paid by the City at the same time that longevity payments are made under Section 6-9 of this manual. ~~This incentive program is available on a first come, first served basis to the first fifteen percent (15%) of eligible regular full time employees who register for the program. At any time, a maximum of fifteen percent (15%) of regular full time city employees eligible for the City's group health insurance program may be enrolled under this incentive program.~~

|
Recommended by: Personnel and
Finance Committee

CITY OF MERRILL, WISCONSIN

Moved: _____

Passed : _____

William R. Bialecki
Mayor

William N. Heideman
City Clerk

DRAFT

5a

2014 MERRILL and TOMAHAWK MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	YTD
INITIAL APPEARANCES-Merrill (Docket)											
1. Total Citations	167	83	150	179	46	216	115	103	70	163	1292
2. Adult Citations	154	83	142	175	44	208	114	102	68	154	1244
3. Juvenile Citations	13	0	8	4	2	8	1	1	2	12	51
4. Not Guilty Pleas (potential trials)	19	11	10	24	16	6	4	8	6	12	116

INITIAL APPEARANCES-Tomahawk											
1. Total Citations							12	13	14	47	86
2. Not Guilty Pleas (potential trials)							3	0	2	2	7

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

CASES DISPOSED											
1. # Citations	149	76	138	176	42	210	122	105	84	198	1300

GOOD CAUSE/INDIGENCY HEARINGS											
1. # Days Hearings Held	2	2	2	2	2	4	3	4	3	1	25
2. # Citations Summoned	48	45	38	11	0	72	62	62	31	23	392
3. # Citations Scheduled for Status Hearings or Payment Plans	55	51	78	42	26	23	52	71	137	13	548

WRITS ISSUED											
1. # Citations	8	9	6	6	10	36	29	16	0	10	130

FINANCIALS											
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	\$10,588.75	\$21,167.37	\$155,878.25
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)	(\$3,570.92)	(\$6,660.23)	(\$54,642.07)
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	\$7,017.83	\$14,507.14	\$101,236.18
4. Add. Misc. fees collected	\$0.00	\$0.00	\$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	\$30.61	\$0.00	\$54.35	\$0.00	\$488.51
6. Total Revenue to the City	\$7,718.98	\$14,612.61	\$9,905.95	\$13,311.35	\$7,452.28	\$8,368.73	\$10,587.84	\$8,187.63	\$7,072.18	\$14,507.14	\$101,724.69
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)	(\$5,764.79)	(\$7,012.34)	(\$59,671.74)
8. Net Revenue to the City of Tomahawk							(\$112.00)	(\$7.00)	\$139.80	(\$1,103.00)	(\$1,082.20)
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	\$3,370.78	\$1,784.37	\$1,447.19	\$6,391.80	\$40,970.75
10. Restitution Collected	\$212.87	\$948.46	\$235.37	\$612.99	\$244.98	\$511.03	\$217.95	\$106.00	\$52.60	\$608.20	\$3,750.45

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



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: November 24th, 2014

To: Personnel and Finance Committee

From: Kathy Unertl, Finance Director *Kathy Unertl*

RE: **October/November Activities**

Non-Lapsing Accounts: See attached summary of 10/31/2014 fiscal status. City received \$1,125,000 donation for new outdoor pool.

2014 Audit: Schenck auditors were here on November 13th for preliminary 2014 audit field work. Everything is looking OK!

With the transition, the Airport Manager/FBO contractor was unable to purchase Jet-A fuel at the end of October. City of Merrill purchased 7,500 gallons of Jet-A fuel at about \$23,500.

Need to have reimbursement plan ASAP. Or, major contract amendment.

City also reimbursed John Miller Aviation for unsellable fuel at the bottom of the airport fuel tanks (see following page).

2015 Budget: Continued follow-up to implementation of 2015 budget. Assisted City Clerk with Tax Increment Worksheet calculation and verified tax rate information.

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

City's team continues with new Downtown Revitalization planning process.

Awesome team effort went into Idle Manufacturing Sites grant application to the Wisconsin Economic Development Corp. (WEDC). Area focus on former Anson-Gilkey property and adjacent properties (including former Page Milk).

City of Merrill		Reserved and Designated Fund Equity			As of 10/31/2014	
Parks & Recreation 12/31/2013 reallocated Timber Salvage amounts						
Description	Balance Sheet #	12/31/13 Rev. Balance	2014 Revenues	2014 Expenses	10/31/14 Balance	
2% Fire Dues	26-31-5223	\$57,931.35	\$31,682.64	\$12,608.93	\$77,005.06	
LC Emergency Man. Grant	26-31-5800	\$557.52	\$0.00	\$1,582.52	(\$1,025.00)	
Fire Department Donations	26-31-5711	\$78.32	\$1,500.00	\$1,067.49	\$510.83	
Fire Prevention Donations	26-31-5815	\$88.39	\$400.00	\$558.65	(\$70.26)	
Firefighters Memorial Donations	26-31-5224	\$11,810.62	\$3,374.56	\$7,249.59	\$7,935.59	
Fire - Equip Bierman Foundation		\$721,825.69	\$2,000.00	\$513,274.31	\$210,551.38	
State Grant - Fire Department	26-31-5222	\$11,628.95	\$6,562.97	\$8,714.34	\$9,477.58	
EMS - Paramedic Grants/Donations	26-31-5712	\$9,136.75	\$0.00	\$81.08	\$9,055.67	
Police - K-9 Dog		\$79,815.00	\$3,052.88	\$67,883.31	\$14,984.57	
DARE Account - Program	26-31-5210	\$2,930.58	\$680.00	\$2,194.96	\$1,415.62	
Police Department Donations	26-31-5710	\$626.15	\$2,320.00	\$0.00	\$2,946.15	
Police Technology (Court Bonds)	26-31-5213	\$13,201.18	\$10,660.00	\$11,501.30	\$12,359.88	
School Safety Patrol	26-31-5215	\$1,921.25	\$1,860.50	\$1,341.68	\$2,440.07	
NORDEG Investigations	26-31-5313	\$1,672.20	\$999.66	\$365.80	\$2,306.06	
Police Vehicles/Equipment	26-31-5314	\$35,680.41	\$4,110.56	\$12,298.05	\$27,492.92	
Vehicle Forfeitures	26-31-5315	\$1,215.00	\$0.00	\$0.00	\$1,215.00	
Community Recognition	26-31-5523	\$108.55	\$0.00	\$0.00	\$108.55	
Mind Joggers Program	26-31-5522	\$3,510.14	\$0.00	\$4,785.76	(\$1,275.62)	
Intergenerational	26-31-5541	\$0.00	\$0.00	\$0.00	\$0.00	
Memorials	26-31-5545	\$1,744.71	\$20.00	\$245.58	\$1,519.13	
Senior Olympics	26-31-5550	\$6.37	\$0.00	\$0.00	\$6.37	
Senior Activities	26-31-5530	\$1,292.15	\$5,443.22	\$3,419.61	\$3,315.76	
Quilting Project	26-31-5531	\$155.62	\$1,480.00	\$626.46	\$1,009.16	
Senior Crafts	26-31-5535	\$1,202.73	\$2,449.79	\$2,675.30	\$977.22	
Ageless Wisdom	26-31-5536	\$0.00	\$595.35	\$1,991.26	(\$1,395.91)	
Sharing Christmas	26-31-5537	\$1,954.78	\$440.00	\$301.11	\$2,093.67	
Bierman Foundation Programs		\$105,000.00	\$4,796.25	\$71,143.78	\$38,652.47	
Library State Aid	26-31-5401	\$1,821.71	\$0.00	\$1,821.71	\$0.00	
Library Cross-County Borrowing	26-31-5415	\$14,998.72	\$1,654.72	\$2,833.52	\$13,819.92	
Library - Photocopier	26-31-5425	\$4,472.30	\$6,434.99	\$4,373.85	\$6,533.44	
Library - Memorial Books	26-31-5455	\$11,867.63	\$5,111.00	\$6,537.17	\$10,441.46	
Airport F84 War Memorial	26-31-5355	\$1,406.42		\$72.00	\$1,334.42	
Airport Marketing/Airport Days	26-31-5351	\$0.00	\$751.60		\$751.60	
Airport Special Rev (Improvements)	26-31-5352	\$1,388.01	\$980.00	\$981.56	\$1,386.45	
Airport Improvements	26-31-5353	\$0.00			\$0.00	
Transit - Blue Bird & Donations	26-31-5520	\$10,951.00			\$10,951.00	
MARC Improvements	26-31-5360	\$22,000.00	\$88,838.00	\$10,032.67	\$100,805.33	
MARC - Zambonie Replacement	26-31-	\$0.00	\$700.00	\$0.00	\$700.00	
Outdoor Pool - Future	26-31-5390	\$22,932.79	\$1,125,000.00	\$2,200.00	\$1,145,732.79	
City Forest - Timber Sales	26-31-5375	\$40,308.39	\$0.00	\$6,366.00	\$33,942.39	
Bike Route	26-31-5367	\$10,000.00	\$20,000.00	\$20,000.00	\$10,000.00	
Parks Events: Lager Barleyfest	26-31-5361	\$9,060.50	\$18,065.00	\$15,223.49	\$11,902.01	
5th Quarter	26-31-5362	\$407.23	\$4,125.00	\$3,000.00	\$1,532.23	
Normal Park Improvements	26-31-5363	\$11,988.92	\$0.00	\$0.00	\$11,988.92	
Riverside/Gebert Park Improvements	26-31-5365	\$15,000.00			\$15,000.00	
Wendorf Memorial Donations	26-31-5366	\$4,878.00	\$0.00	\$0.00	\$4,878.00	
Park Endowment (Summer Stride)	26-31-5368	\$19,239.48	\$0.00	\$2,552.13	\$16,687.35	
Lion's Park Improvements	26-31-5369	\$1,385.00	\$156,820.82	\$1,610.04	\$156,595.78	
Athletic Park Improvements	26-31-5370	\$7,853.63	\$0.00	\$665.08	\$7,188.55	
Smith Center - Future Roof	26-31-5364	\$6,128.00			\$6,128.00	
Recreation Programs - Ladies	26-31-5385	\$7,451.05	\$6,065.00	\$7,538.83	\$5,977.22	

City of Merrill		Reserved and Designated Fund Equity			As of 10/31/2014	
Parks & Recreation 12/31/2013 reallocated Timber Salvage amounts						
Description	Balance Sheet #	12/31/13 Rev. Balance	2014 Revenues	2014 Expenses	10/31/14 Balance	
Fireworks - July 4	26-31-5713	\$2,136.50	\$0.00	\$2,136.50	\$0.00	
Community / Room Tax	26-31-5715	\$0.00	\$18,531.76	\$8,000.00	\$10,531.76	
Historical Preservation	26-31-5716	\$1,262.70		\$500.00	\$762.70	
Election Equipment	26-31-8000	\$5,000.00			\$5,000.00	
Bridges/Parking Lots - Streets	26-31-7500	\$2,447.67			\$2,447.67	
Cable Franchise - Unexpended	26-31-5714	\$173,118.16		\$29,844.21	\$143,273.95	
Total Reserved Amount		\$1,474,598.22	\$1,537,506.27	\$852,199.63	\$2,159,904.86	
There is an additional spreadsheet for revenue and expenditure summary detail.						

CITY ATTORNEY

REPORT FOR NOVEMBER 25, 2014

PARKS & RECREATION: Continuing working with Dan on various issues, including new pool, second exit, and related items.

CITY STAFF: Busy with property inspections, economic development matters, court docket, various policy changes, working on several ordinance changes from several departments. Lots of potential economic development items on the horizon.

AIRPORT: Working with Airport Commission Chairman on transition with new Airport Manager.

DEVELOPMENT PROJECTS: We currently are working on development projects in virtually every part of the City. Several items in the hopper, hopefully a good portion of them come to fruition. Spending a fair amount of time brainstorming with City Officials and contractors.

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. Meeting with opposing counsel on open files in the next couple of weeks.

COMMON COUNCIL: Business as usual. Congratulations on a very efficient budget process this year.

SEMINARS: None

MUNICIPAL COURT: Several contested matters on the docket.

CITY OF TOMAHAWK. Going well. The Court is very well received.

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

Other tasks as assigned.

Maybe Santa Claus has the right idea – visit people only once a year. – Victor Borge

City Attorney		CURRENT MONTH	LAST MONTH		
MONTHLY REPORT					
November 25, 2014					
		11/25/2014	10/23/2014		
MUNICIPAL COURT		3 Weeks	1 week		
TOTAL ADULT		201	88		
Adult Ordinance		40	16		
Adult Traffic		161	72		
Total Adult Defendants		159	68		
Adult Closed		46	19		
Other Jurisdictions - Wausau (cases)		0	0		
TOTAL JUVENILE		20	1		
Juvenile Ordinance		18	1		
Juvenile Traffic		2	0		
Total Juvenile Defendants		19	1		
Juvenile Closed		4	0		
TRIALS		5	5		
Pending Municipal Trials		3	1		
Pending Circuit Court Trials		2	4		
Tomahawk Trials		0	0		
Other Court Matters		Beginning	New	Closed	Ending
Deferred Prosecution Agree.	October	21	3	2	22
(Includes Tomahawk's Totals)	November	22	0	5	17
	December	17			
TOMAHAWK DPA's	October	3	1	0	4
	November	4	1	1	4
	December	4			
TOMAHAWK		November	October	September	August
Total Adult & Juvenile		14	47	14	13
Total Adult Defendants		10	37	6	10
Ordinances		1	3	3	1
Traffic		9	33	6	12
Total Juveniles Defendants		4	10	5	0
Total Adult & Juvenile Not Guilty Pleas		0	1	2	0
Closed Since Last Report		2	3	0	2

5d



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 – December 2nd, 2014

1. Post-election work related to the November 4th, 2014 Fall General Election is nearing completion. The poll workers deserve our thanks for a great job done on a very busy day.
2. Continue to review and test the upgrade to NovusAgenda (agenda management software).
3. Have completed calculations necessary to generate tax bills and submitted data to Lincoln County for final review and tax bill preparation. Will be doing calculations necessary to prepare related documents and Statement of Taxes.
4. Working with Ron Turner on making changes, additions and deletions to City website as requested/necessary
5. Other duties as assigned and/or requested

A handwritten signature in blue ink that reads "Bill".

City Clerk Bill Heideman, CMC, WCMC

“Focusing on the Future”

An equal opportunity/affirmative action employer.

Administrator's Monthly Report 11/24/14

New Fire Station Project

We are waiting for spring for resolution of the leaking roof issue. Our new rescue squad was delivered over the weekend and has to be sent back to the manufacturer to fix a problem before it can go into service.

Walmart Project

Given our early winter weather conditions it will no longer be possible to affect the required changes to facilitate proper drainage from the two Walmart entrances from Pine Ridge Ave. in 2014. We are still discussing this issue and have another call with Walmart's attorney scheduled for next week.

New Development and Blight elimination

The new Kwik Trip facility is progressing rapidly.

The condemned residential property at 1008 E. 7th St. is now being evaluated for asbestos and will be demolished if the evaluation shows no abatement is necessary. Otherwise, abatement will be performed and then demolition will take place

Demolition at the old Anson-Gilkey site has stopped for this year and will continue in the spring when weather conditions allow. What remains are some building foundations and the water tower, with final site grading to follow. The asbestos on the water tower will also be removed in spring. All other asbestos on the site has been abated.

On Friday November 22, the City submitted an Idle Sites Grant application to the state that includes work on the former Page Milk site, former Anson-Gilkey site, and the River Bend Trail. The grant would assist with asbestos abatement and demolition of the former Page Milk facility, acquisition of the former Merrill Pavers site, work on Keyes St., a parking lot on the end of Keyes St. and Park St. extension of the River Bend Trail from Park St. to Cooper St., storm water work on Keyes St., and extension of new water and sanitary sewer lines onto the former Anson-Gilkey site. This grant application was prepared in a short period of time by Redevelopment Resources and city staff.

River Bend Trail

Work on the River Bend Trail through the Wisconsin Public Service property has been delayed until spring due to delays caused by Canadian National. The work from behind the Cosmo Theater to Park St. will be completed next spring.

Individuals have already begun to use the completed portion of the trail even though it has not officially opened. There were snowshoe tracks on the trail the day after our first snow.

New Aquatic Center

Dan Wendorf and I have been working with the aquatic center design team at Water technologies to make the design as user and maintenance friendly as possible. On Tuesday November 18, Dan Wendorf, Dor Harris, Dave Sukow, Mark Zulliger, and I had a computer/phone conference with WTI to look at and discuss pool details. We made some changes from the initial design but still have the same features included in the aquatic center. The bath house and mechanical building will be sited to serve as a windbreak for the pool. What we came up will be presented at the next P&R Commission meeting.

Old Ranger Station

We are expecting to close on the sale of this property in the second week of December.

Old Fire Station

Bidding closes on the old fire station property on December 1 at 2pm. I have had three inquiries about the property and have shown it to two parties as of today.

Airport

We continue to encounter some bumps in the road in the transition from John Miller to Dave Koch as our airport FBO. We are attempting to work through these issues, which include financing of future fuel purchases, repayment of the City's expenditure for fuel, and paying employees.

Position Re-classification

I have been working on updated job descriptions for clerical/support staff positions so that we may proceed with review of these positions for possible re-classification. With all of the interruptions, and inability to schedule time to meet with individuals, this process is taking longer than expected.