

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
Tuesday, March 24, 2015 at 5:15 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 proposal from Carlson Dettmann Consulting, LLC for compensation study (agenda item requested by City Administrator Johnson)
4. Monthly Reports:
 - a. Municipal Court
 - b. Finance Director Unertl
 - c. City Attorney Hayden
 - d. City Clerk Heideman
 - e. City Administrator Johnson
5. Next Meeting
6. Public Comment
7. 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
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
Subject: Wage and Compensation Study
Date: 3/19/15

Requests for Proposals for a wage and compensation study for the City of Merrill were sent to four firms and the RFP was placed on the City's website. A single response was received, this coming from Carlson Dettman Consulting of Middleton, Wisconsin., the same firm the City had previously contracted with for a similar study. Carlson Dettman is a well-known and respected firm in their field.

The current RFP calls for a review of all non-union job descriptions (55), interviewing at least one employee in each position title, City Administrator review of all job descriptions for content prior to analysis, proposing the proper number of job classifications, analysis of the existing compensation structure and recommendations on changing that structure, recommend a market salary for each position based upon an internal and external compensation comparison, recommend a system for compensation adjustments, recommend a method, and provide pricing, for future appeals of position ranking, provide an analysis of potential cost/savings from implementing any recommended changes, and meet with the P&F Committee and Council before starting and upon completion of the project (a maximum of 4 meetings).

Carlson Dettman has compensation data from 160 cities and counties in Wisconsin. The City must determine what external markets we want to utilize for which job classifications. We must answer the question of where we want to position the City on the pay range in those markets (low, middle or high end). Lastly, how does the City want to deliver future pay increases (COLA, steps - length of service, performance)?

The project is expected to take 16 weeks to complete. Cost of the project as proposed would be \$19,250, plus mileage at the IRS approved rate for the 55 job classifications currently used, payable in four installments. This proposed cost only includes department head interviews, not interviewing an employee in every classification. While I don't feel it is necessary to interview someone from each classification, I do feel that it is important to interview incumbents in some of the classifications. Each interview would add \$125 to the total project cost.

It is my recommendation that the Personnel & Finance Committee accept the proposal from Carlson Dettman and forward it to the Common Council with a positive recommendation for approval.

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February 18, 2015

David B. Johnson
City Administrator
City of Merrill
1004 E. First St.
Merrill, WI 54452

Re: COMPENSATION STUDY

Dear Mr. Johnson:

Carlson Dettmann Consulting, LLC respectfully submits the enclosed proposal to perform a Compensation Study for the City of Merrill. Our firm has decades of experience assisting Wisconsin public and private sector employers design and manage their compensation and human resource systems. If selected to conduct this project for the City, we will deliver the following:

- Expert analysis of organizational structure and job content.
- Accurate, objective job evaluation in order to create internal equity.
- Competitive market analysis of both public and private sector organizations.
- Measurement and evaluation of total compensation.
- Design of a balanced, uniform pay structure that supports recruitment, performance recognition, and retention.
- A process for maintaining the system.

Thank you for the opportunity to present our proposal. I will be the primary contact for this stage of the process, so please contact me with any questions or concerns you may have.

Sincerely,



Charles E. Carlson
Partner



CONSULTING PROPOSAL

TO THE

CITY OF MERRILL, WISCONSIN

FOR COMPENSATION STUDY

FEBRUARY 18, 2015

Contact:

Charles E. Carlson
608.239.7991
charles.carlson@carlsondettmann.com

I. INTRODUCTION AND BACKGROUND

The City of Merrill requested a proposal from our firm to conduct a classification and compensation study and analysis covering 84 employees in 55 job classifications. The following is the proposal of Carlson Dettmann Consulting LLC (CDC), to conduct this study for the City.

The City has two compensation schedules that were developed through human resources consulting provided by Wipfli, Ullrich, Bertelson in 1997/1998, as well union contracts for police and fire employees and a schedule for former AFSCME represented employees. These schedules are titled: 1) Administrative, Professional, Supervisory and Technical Personnel and 2) Clerical and Other Support Staff. There are also two full-time and one part-time elected official who manage City departments whose compensation is established by ordinance, these being the Street Commissioner, City Clerk and Municipal Judge, respectively.

These employees are paid according to a variety of pay schedules. During the past decade, there have been changing duties and responsibilities for City employees and re-allocation of functions when positions have been eliminated. There has also been expanded use of regular part-time employees. Many job descriptions have been modified over time and some have evolved into individualized job descriptions rather than being more generic in content. There is the potential for combining some current job descriptions.

II. CONTENT OF PROPOSAL

This study is expected to cover up to 55 job classifications. Some of these classifications have been covered by collective bargaining agreements, and it is now the City's responsibility to develop and manage a pay structure for these employees, as well as employees who historically have been non-represented. The study will not cover represented sworn staff. According to the City's request for proposals, the scope of services required of the consultant in this study are as follows:

1. Review existing non-union job descriptions, interview a minimum of one employee covered by each job description and develop modified job descriptions, as needed. All modified job descriptions to be reviewed/approved by the City Administrator for content.
2. Propose the proper number of job classifications.
3. Provide analysis of appropriateness of compensation plan structure and recommended changes to structure.
4. Recommend a market salary for each position based on internal comparisons, comparables in municipalities of similar size, the local job market, and knowledge of past compensation history, including benefits. Although included in the market analysis, elected officials will not be included within the recommended City compensation plan structure, their salary is set by ordinance.
5. Recommend a system that will serve as the basis for compensation adjustments.

6. Recommend a method and pricing for consultant evaluation of future appealed positions on an ongoing basis
7. Provide an analysis of potential cost/savings from implementation of any changes recommended.
8. Consultant is expected to meet with all appropriate City personnel and make presentations before and discuss recommendations with the Personnel and Finance Committee, and Common Council.

It is our expectation that the City will want to adopt a uniform pay plan for all covered staff that is based on modern compensation principles and practices. The steps proposed for us to complete a consulting study of the job classification systems for the City would be as follows:

Phase One: Project Definition and Orientation

The first step in this project would be refinement of the project plan to meet the specific needs of the parties. An initial meeting with City Administration and the City Council will help ensure mutual understanding concerning the scope and task sequence of the study and everyone's role. Specific items to be addressed would include:

- The timetable for the project — overall and interim steps;
- The system and process our firm utilizes to determine the relative value of each position using our point-factor Job Evaluation System;
- The policy and intentions of the parties with respect to correcting inequities that may be identified;
- The manner of communicating project progress to employees.

The process truly begins when we conduct project orientation session(s) for covered staff to explain the project, identify responsibilities for job documentation, distribute the necessary materials, and answer questions. In terms of project explanation, we outline the reasons for the study, the manner in which it will be conducted, the responsibilities of each party, the approximate time involved, and the results to be expected. The meeting also serves to manage expectations and to minimize feelings of concern or anxiety on the part of the employees.

At the outset of the study, and throughout the process, we would ask the City's decision-makers to provide guidance on three key policy questions:

1. What markets does the City wish to use for which job classifications?
2. Where does the City prefer to position its pay plan(s) in those markets?
3. How does the City want to deliver future pay changes? Based on performance, length of service, changes in living costs, or some combination of two or more of these factors?

We would lead a discussion on potential answers to these three questions, offer our experience and suggestions, and develop the pro's and con's of the various alternatives.

Phase Two: Position Analysis & Data Collection

Position analysis is the formal process we use to gather and assess information about the duties, responsibilities and requirements of each position. In order to evaluate job content objectively and classify jobs, we need proper documentation position responsibilities. This is the first part of the job evaluation portion of the project.

It is our experience that the best way to obtain accurate information is to have employees describe their own jobs in a systematic, complete manner because the person performing the job is the single best source of information about the job. In lieu of employees providing this information, we can work from other forms of job documentation (e.g. job descriptions) provided it is current and complete. The insights and opinions of the supervisor and department head are also important to consider.

Based on the information received thus far, the position analysis can take four forms: (1) review of the up-to-date job descriptions; (2) completion of our Job Description Questionnaire (JDQ); (3) employee interviews; or (4) a combination of these methods. Assuming the job descriptions are indeed up-to-date, we are comfortable utilizing the City's documentation; however, these may need to be supplemented with additional information depending on the circumstances.

If it is determined that JDQ's are a preferred route, we would require that the City designate one employee per classification to complete a JDQ for that classification. For jobs with multiple incumbents, we propose that the City's designee coordinate a joint JDQ, provided the duties among the incumbents are fundamentally the same.

While we typically feel that employee interviews are unnecessary and costly, we are offering a per interview fee that the City can use to select additional staff that it wants CDC to interview. However, please note that we would interview every department head as part of the base fee for this project.

In order to provide the City with the required analyses as it relates to this project, we require a significant amount of data from the City. It is imperative that the data be complete and accurate to ensure that our analysis is also complete and accurate. The data fields required for the wage analysis include the following individual data for the employees subject to the study:

- First Name, Last Name, Job Title, Department, Current Rate of Pay, Current FLSA Status, FTE, Annual Work Year, Gender, Current Grade, Current Minimum, Current Market Rate / Midpoint, Current Maximum, Hire Date, Job Date, Birth Date

The benefits analysis will require end-of-year aggregate data for the following data elements:

- Wages & Salaries Paid, Paid Leave (Vacation, Sick, Holiday, Sick, Personal), Supplemental Pay (Overtime & Premiums, Comp Time Paid, Shift Differentials, Bonuses), Insurance (Life, Health, Medical, Dental Vision, STD, LTD), Retirement (Defined Benefit, Defined Contribution), and Legally Required Benefits (Social Security, Medicare, Unemployment Paid, Worker's Compensation)

Additionally, other sources of information that are relevant to our analysis will be requested during the course of the project. They include, but are not limited to, the following:

- Organizational charts / tables of organization
- Current policies or contracts (if still applicable)
- Current wage schedules
- Budget/revenue forecasts
- Prior year costs of employee compensation
- Past, present & projected future health insurance data
- Other benefit costs tied to payroll
- Special pay issues (e.g. on call pay; out of class pay; overtime rules; FLSA issues)
- Overtime data related to potential wage compression
- Current performance evaluation documentation

Phase Three: Job Evaluation

The purpose of job evaluation is to provide an objective means of ranking each position in an organization, independent of individual performance, into a hierarchy. Our job evaluation methodology is based upon determination of discernible differences in job content. Our system measures job content at objective levels in the following dimensions (otherwise known as “compensable factors”):

- Formal Preparation and Experience
- Decision Making (Scope and Impact)
- Thinking Challenges and Problem Solving
- Interactions and Communications
- Work Environment

Each of these factors is broken down into sub-factors with point levels associated with measured levels on each factor. We have used the system in thousands of applications, and it consistently yields valid results. It has been our experience that these factors of internal job worth are consistent with values found in our client organizations. Because of their breadth, they cover all main aspects of a job and are also seen as relevant to employees at all levels in the organization.

We would apply the job evaluation system to all of the documented job content. A summary explanation of the system is attached.

Our recommendations regarding job evaluation outcomes also would include a recommendation on employee exempt/non-exempt status in accordance with the federal Fair Labor Standards Act.

Phase Four: Market Analysis

We would collect and analyze relevant labor market information for the City to determine competitiveness of base salaries. As indicated above, the City would have significant input into the selection of markets to be surveyed. We would utilize excellent published data sources, as well as custom survey data as needed, and we maintain an extensive survey library for this

purpose. In 2014, over 160 Wisconsin counties, cities, towns and villages contributed data to our database, and we continue to add to our system. If there are communities of competitive interest to the City that are not in our database, we will collect and add that salary information

In addition, we have contracted with MarketPay (www.marketpay.com), an online data warehouse, that is loaded with private sector matches, as well our own custom survey. Further, if it is found that one of the selected comparables is not in our database, or if the data is no longer current, we will collect that information as part of this project. We believe that there is sufficient published salary survey information for private sector comparisons in the City's labor market for similar positions.

Phase Five: Total Compensation Analysis and Benefits Review

We approach human resource consulting from a total compensation perspective. As part of this phase of the project, we would conduct a review of the City's total compensation program, including development of cost estimates for the major benefit categories: required benefits (social security, Medicare, unemployment and worker's compensation), paid time off, retirement, and medical coverage. All of our research and practical experience indicates that most public employees have benefit programs involving employer cost contributions that are often, but not always, superior to area private sector employers.

It is impossible to obtain accurate local survey measures of benefits costs from private sector employers; however, we can develop reliable anecdotal information to guide the City's decision-makers. We have found that the Kaiser Family Foundation and the Bureau of Labor Statistics provide excellent insights into employer costs from not only a national perspective, but also from a regional level. Using the data collected by these sources, and applying a similar methodology to the local data, we are able to give our clients a starting point from which they can begin their own assessment of their total compensation package. We also can develop reliable estimates of the dollar value of the City programs in determining future hiring salaries.

Phase Six: Pay Plan Design

Using the results of the job evaluation process (internal relationships) and market data (external competitiveness), we would design an appropriate salary structure and draft all of the necessary supporting policies. We would develop pay plan(s) that are appropriate for pay-for-performance or step-based increases, as directed by the City decision-making body in our policy discussions.

We also would provide pay plan implementation alternatives should there be costs requiring mitigation by implementation over time. If there are positions deemed to be overpaid, then some version of "red-circling" would be the suggested method of moving forward with those situations.

Phase Seven: Public Presentations

We advocate transparency in our consultations, so the City can expect an articulate, detailed discussion of our findings and recommendations. We not only encourage our clients to emphasize communication with employees at all steps of the process, but we would anticipate distinct conversations/presentations with the City leadership (e.g. leadership, committee, Council, etc.) as it relates to market selection and placement, mid-project findings and update, review of policy questions, and a final report and presentation(s).

At Carlson Dettmann Consulting, we are proud of our record of adoption and system continuation. We develop and present solutions that are sound, understood, and stand the test of time. We believe this is largely due to the fact that we actively engage our clients in the decision-making process.

Phase Eight: Employee Appeals

We would develop an appeal procedure so that a staff member can request a review of the job evaluation and position classification outcome of this study. This appeal process is critical to the validity and the acceptance of the process. An appeal of the job evaluation result refers to an objection to the pay grade in which the position has been placed.

We would conduct this appeal process after study recommendations are adopted by the City. The reasons why we recommend handling the appeal process in this way is there is nothing to appeal until the recommendations are adopted. The appeal process is keyed toward individual cases, not the system itself.

This appeals approach keeps the process manageable. We believe the standard for an appeal should be that the job has changed substantially during the study so that it could not have been evaluated accurately or there has been a gross error.

III. CONSULTING TEAM AND PROFESSIONAL REFERENCES

Carlson Dettmann Consulting, LLC is a Wisconsin-based firm with extensive experience in public, private, and not-for-profit organizations. All of our staff are experienced, highly educated consultants. For purposes of this project, Charles Carlson will be the Project Director, and Katie McCloskey will be the Project Manager and would serve as the primary working contact for the City. Barbara Petkovsek will assist with analysis. A summary of backgrounds is as follows:

- **Charles Carlson** – Partner at CDC with over 45 years of human resource experience. Carlson has a BA degree from the University of Illinois-Urbana and a MA from the University of Wisconsin-Madison in public administration and labor relations. He is a Certified Compensation Professional, has taught compensation at the University of Wisconsin-Milwaukee and the University of Wisconsin-Madison School of Business.
- **Katie McCloskey** – Senior Consultant with CDC. Carlson and McCloskey first worked together as consultants in the early 1990's. McCloskey has a bachelor's degree from UW-Madison and a master's degree in human resources from UW-Milwaukee. She led development of pay plans implemented since Act 10 in the cities of Marshfield, Jefferson, Watertown, Oconomowoc, Fitchburg, and River Falls, as well as Jefferson, Iowa, and Dodge counties. She also is an expert in the development of performance management systems.
- **Barbara Petkovsek** – Senior Consultant with CDC since 2012, and more than thirty years administrative experience in Wisconsin government. Petkovsek was Administrative Coordinator of Adams County and Director of Administration for Clark County. She has a bachelor's degree from UW-Green Bay in business administration.



We are experts in survey design and analysis. In the mid-1990's, our predecessor firms, Carlson Dettmann Associates and Survey Research Associates (subsequently re-named enetrix) pioneered online salary surveys and designed and managed the statewide survey sponsored by Wisconsin public employers. Carlson was CEO of both firms.

We sold the entire enetrix firm to Gallup, Inc. in 2008, and the partners supported Gallup's transition of the survey and technology sides of our business for two years. In 2010, Carlson and Dettmann re-acquired their human resource consulting practices and re-established Carlson Dettmann Consulting, LLC.

We tailor the compensation plans that we develop to the specific requirements, culture, and capacity of each client. A complete list of our post-Act 10 Wisconsin public sector projects is included with this proposal. The City is welcome to contact anyone on that list.

In addition to our public sector, CDC has an extensive private and not-for-profit sector practice. We have the broad range of experience in a wide variety of settings that affords us the perspective to serve our clients effectively. We are a Wisconsin firm grounded in the Wisconsin economy.

IV. PROJECT TIMETABLE AND PROFESSIONAL FEES

We would complete these tasks by implementing the following detailed work plan. The following timetable is suggested for this project:

<u>Task</u>	<u>Anticipated Completion</u>
Initial meeting with City Leadership/Council	Week 1
Project Orientation/Initial On-Site Meeting	Week 2
Job Analysis / Review (Possible JDQ's)	Week 6
Job Evaluations	Week 10
Market Survey and Analysis	Week 10
Review of Results & Fringe Benefit Discussions	Week 12
Draft Report.....	Week 14
Review/Discussions with City Leadership	Week 15
Presentation of Final Report.....	Week 16
Presentation to City Council for Adoption	As required by the City
Appeals Process.....	Following adoption

The total professional fee to CDC for this project would be \$19,250 plus mileage reimbursement at the IRS approved rate. This fee would include on-site department head interviews and up to four meetings with the City Council or its committee responsible for human resources. The project fee would be paid in five installments: initial payment of \$3,850 upon execution of a professional services agreement, \$3,850 in months two through four of the project, and \$3,850 upon presentation of CDC's findings and recommendations.

Our proposal is based upon 55 job classifications identified by the City. However, this count may eventually move, up or down. Accordingly, we propose an "over/under" method for

adjusting the fee appropriately with the City invoiced \$250 for every job evaluation over the 55-job evaluation count and credited \$250 for every job evaluation under the 55 job count.

We also understand that there are times when the City would decide to have employees interviewed. We would conduct employee interviews as determined by the City at the rate of \$125 per interview. Again, department head interviews are included as part of this proposal.

Our final report will include an appeal process for the City to consider, and we would develop a reasonable fee schedule that is appropriate for the appeal process selected.

Any additional work may be requested and agreed upon and would be invoiced at either our standard hourly rates of \$225 for work completed by Mr. Carlson and \$200 for work completed by Ms. McClosky, or for an additional project fee as agreed upon by the City and CDC.

We are prepared to commence work March 1. This proposal will remain in effect until May 15, 2015.

Respectfully submitted on February 18, 2015,



Charles E. Carlson, Partner

Attachments:

- Post Act 10 Project and Contact List
- Resumes

CARLSON DETTMANN CONSULTING

Post-Act 10 Public Sector Projects

Client Name	Description	Contact Info
City of Appleton	Uniform pay plan covering all employees (except sworn represented) adopted. Plan is an open range pay-for-performance system.	Sandy Behnke (920.832.6458)
City of De Pere	Uniform pay plan covering all employees (except sworn represented). Plan is combination step system to control point with pay-for-performance to range maximum.	Shannon Metzler (920.339.4045)
City of Fitchburg	Uniform pay plan covering all employees (except sworn represented). Plan is combination step system to control point with pay-for-performance to range maximum.	Lisa Sigurslid (608.270.4211)
City of Fond du Lac	Uniform pay plan covering all employees (except sworn represented) adopted. Plan is a step system to range maximum.	Deborah Hoffman (920.322.3625)
City of Fort Atkinson	Uniform pay plan covering all employees (except sworn represented). Plan is combination step system to control point with pay-for-performance to range maximum.	Matt Trebatoski MTrebatoski@fortatkinsonwi.net
City of Green Bay [In Process]	Job evaluation and competitive market analysis for the city's engineering staff.	Lynn Boland (920.448.3147)
City of Jefferson	Uniform pay plan covering all employees (except sworn represented). Plan is combination step system to control point with pay-for-performance to range maximum.	Tim Freitag TFreitag@jeffersonwis.com
City of Manitowoc	Uniform pay plan covering all employees (except sworn represented). Plan is step system with commitment to convert to combo system.	Rochelle Blindauer (920.686.6995)
City of Marshfield	Uniform pay plan covering all employees (except sworn represented). Plan is step plan to the maximum.	Lara Baehr (715.387.6597)
City of Neenah	Uniform pay plan covering all employees (except sworn represented) adopted. Plan is an open range pay-for-performance system.	Heather Barber (920.886.6103)
City of Oconomowoc	Designed pay plan for bargaining unit employees, as well as maintaining their previously adopted non-represented plan.	Tony Posnik (262.569.3225)
City of Oshkosh	Uniform pay plan covering all employees (except sworn represented) adopted. Plan is combination step system to control point with pay-for-performance to range maximum.	John Fitzpatrick (920.236.5112)
City of River Falls	Uniform pay plan covering all employees. Plan is combination step system to control point with pay-for-performance to range maximum.	Scot Simpson (715.426.3402)

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Client Name	Description	Contact Info
City of Stevens Point	Uniform pay plan with step system to the range maximums.	Lisa Jakusz (715.346.1594)
City of Superior [In Process]	Compensation project is in the data collection and job evaluation phase.	Cammi Koneczny (715.395.7210)
City of Watertown	Uniform pay plan covering all employees (except sworn represented). Plan is a step system, with the intent to move to a combination step system to control point with pay-for-performance to range maximum.	Mayor Ron Krueger (920.262.4000)
City of Wauwatosa	Uniform pay plan covering all employees (except sworn represented). Plan is combination step system to control point with pay-for-performance to range maximum.	Beth Aldana (414.479.8906)
Barron County	Adopted a combination step system to control point with pay-for-performance to range maximum. Appeals currently in process.	Rachel Richie (715.537.6825)
Burnett County	Adopted a combination step system to control point with pay-for-performance to range maximum.	Nathan Ehalt (715) 349-2181
Calumet County	Uniform pay plan covering all employees (except sworn represented) adopted. Plan is step system with commitment to convert to pay-for-performance.	Vicki Halbach (920.849.1611)
Columbia County	Uniform pay plan. Plan is step system to the range maximums.	Joe Ruf (608.742.9667)
Dodge County	Uniform pay plan covering all employees (except sworn represented) adopted. Plan is combination step system to control point with pay-for-performance to range maximum. Assisted County in implementing new performance management system.	Joe Rains (920.386.3690)
Douglas County	Uniform pay plan covering all employees (except sworn represented). Plan is combination step system to control point with pay-for-performance to range maximum.	Linda Corbin (715.395.1464)
Iowa County	Committee recommendation for a combination step system to control point with pay-for-performance to range maximum,	Allison Leitzinger (608.935.0374)
Jefferson County	Uniform pay plan covering all employees. Plan is step system to the range maximums.	Terri Palm (920.674.7103)
Jo Daviess County, IL	Uniform pay plan covering all employees. Plan is combination step system to control point with pay-for-performance to range maximum	Dan Reimer (815.777.6557)
Oconto County	Uniform pay plan. Plan is step system to the range maximums.	Kevin Hamann (920.834.6811)

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Client Name	Description	Contact Info
Oneida County	Uniform pay plan covering all employees (except sworn represented). Plan is combination step system to control point with pay-for-performance to range maximum for exempt employees and a step system for nonexempt employees.	Lisa Charbarneau (715.369.6154)
Pierce County	Uniform pay plan. Plan is step system to the range maximums.	Joann Miller joann.miller@co.pierce.wi.us
Sawyer County	Uniform pay plan. Plan is step system to the range maximums.	Kris Mayberry county.clerk@sawyercountygov.org
Shawano County	Uniform pay plan covering all employees (except sworn represented). Plan is step system.	Judy Rank (715.526.4640)
St. Croix County	Two projects: (1) Class/comp system for non-represented staff w/ performance-base pay is adopted; (2) new pay plan for non-exempt jobs.	Tammy Funk (715.377.5816)
Taylor County	Uniform pay plan covering all employees (except sworn represented). Plan is step system.	Marie Koerner (715.748.1403)
Washington County	Uniform pay plan covering all employees (except sworn represented) adopted. Plan is step system with commitment to convert to pay-for-performance.	Michelle Hoey (262.335.4495)
Waupaca County	Uniform pay plan covering all employees (except sworn represented) adopted. Plan is step system to range maximum for most employees; combination steps to control point with pay-for-performance for department heads and nursing home. Now assisting County in implementing new performance management system.	Amanda Welch (715.258.6211)
Wood County	Two pay plans covering all employees (except sworn represented) adopted. Plan for non-supervisory staff is step system. All managers and supervisors have a combination plan with a step system to control point and pay-for-performance to range maximum.	Paula Tracy ptracy@co.wood.wi.us
Mid-State Technical College	Uniform pay plan covering all employees (except faculty) adopted. Plan is an open range pay-for-performance system.	Brianne Petruzalek (715.422.5351)
Neenah Joint School District	New pay plan for former bargaining unit support staff employees. Plan is combination step system to control point with pay-for-performance to range maximum.	Vicky Holt (920.751.6800)
Stevens Point School District [In Process]	Designing pay plans for staff, administration, and faculty.	Attila Weninger (715.345.5444)

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Client Name	Description	Contact Info
Sun Prairie School District	Two projects: Adopted pay plan for administrative staff employees and pay plan for non-exempt employees being developed.	Annette Mikula (608.834.6551)
Village of Weston	Designed uniform pay plan. Plan is combination step system to control point with pay-for-performance to range maximum.	Daniel Guild (715.241.2600)
City of Kenosha [In Process]	Comprehensive pay plan for all City staff, except unionized police, fire, and transit. Covers independent City utility, as well.	Steve Stanczak sstanczak@kenosha.org
City of Brooklyn Park, MN [In Process]	Two projects: Adopted pay plan for administrative staff employees and pay plan for non-exempt employees being developed.	Annette Mikula (608.834.6551)
Wisconsin Court System	Benchmark base salary study for judicial positions and support staff.	Margaret Brady Margaret.Brady@wicourts.gov
DC Everest School District [In Process]	Compensation study covering administrators and support staff.	Dr. Kim Hall (715.359.4221) ext. 1225

2015 MERRILL and TOMAHAWK MUNICIPAL COURT

	JANUARY	FEBRUARY	YTD
INITIAL APPEARANCES-Merrill (Docket)			
1. Total Citations	149	108	257
2. Adult Citations	139	98	237
3. Juvenile Citations	10	10	20
4. Not Guilty Pleas (potential trials)	12	21	33

INITIAL APPEARANCES-Tomahawk			
1. Total Citations	16	15	16
2. Not Guilty Pleas (potential trials)	1	2	3

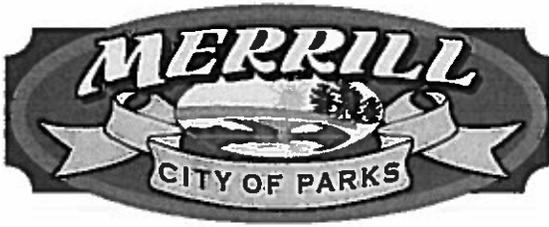
TRIALS			
1. Scheduled	0	0	0
2. Held	0	0	0
3. Rescheduled	0	0	0
4. Settled	0	0	0

CASES DISPOSED			
1. # Citations	151	141	292

WRITS ISSUED			
1. # Citations	0	0	0

FINANCIALS			
1. Amount Collected (Reported to State)	\$9,154.44	\$22,733.12	\$31,887.56
2. Amount Paid to County & State	(\$2,930.65)	(\$7,662.92)	(\$10,593.57)
3. Forf & Cost Retained by City	\$6,223.79	\$15,070.20	\$21,293.99
4. Add. Misc. fees collected	\$0.00	\$0.00	\$0.00
5. Add. Forf. Receipts from LCCC	\$0.00	\$0.00	\$0.00
6. Total Revenue to the City	\$6,223.79	\$15,070.20	\$21,293.99
7. Municipal Court Expenses	(\$8,411.53)	(\$5,441.11)	(\$13,852.64)
8. Net Revenue to the City of Tomahawk **	\$16.00	(\$525.00)	(\$509.00)
9. Net Revenue to the City of Merrill	(\$2,171.74)	\$9,104.09	\$6,932.35
10. Restitution Collected	\$198.90	\$414.83	\$613.73

**positive revenue to Tomahawk shows as an expense to Merrill (in parenthesis)



City of Merrill

Kathy Unertl, Finance Director

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Date: March 19th, 2015

To: Personnel & Finance Committee

From: Kathy Unertl, Finance Director *Kathy Unertl*

RE: Activities – February - March 2015

2014 Audit: Thanks to all City staff who assisted with audit preparation. Auditors from Schenck were here the week of March 16th.

Water Public Service Commission (PSC) report will be available by April 1st. Timeframe target is presentation of 2014 audit reports at the May Common Council meeting.

Borrowing: My priority over the next couple weeks will be working with Ehlers & Associates on upcoming 2015 borrowing process, including refinancing of various existing debt service.

Capital Plan & 2015 Budget: Department heads have been requested to review the ten-year Capital Plan. Updating this information is starting point for 2015 budget process, as well as key for future borrowing planning.

Economic Development, RDA, and TIF Issues: Going to be critical year for Merrill's future!

Downtown revitalization plan will be presented and discussed at the Tuesday, March 31st Redevelopment Authority meeting. We continue to refine the scope of work for the Housing Strategic Action Plan.

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

The Idle Sites grant from Wisconsin Economic Development Corp (WEDC) will assist in transforming an extremely "blighted" area to facilitate future redevelopment, as well as expand the River Bend Trail.



City of Merrill Receives \$417,250 State Grant to Help Redevelop Riverfront

City of Merrill Receives \$417,250 State Grant to Help Redevelop Riverfront

WEDC's Idle Industrial Sites Redevelopment grant assists city in spurring future development and job creation

MADISON, WI. March 16, 2015 – The City of Merrill has been awarded a \$417,250 grant from the state's Idle Industrial Sites Redevelopment Program, an initiative that helps spur redevelopment on abandoned properties throughout Wisconsin.

The grant, awarded by the Wisconsin Economic Development Corporation (WEDC), will be used to help fund a \$1.4 million project to redevelop 19 acres of vacant industrial property along the Wisconsin River. The city's Eastside Riverfront Redevelopment Project calls for demolishing the aging, idle buildings on site and clearing the land to make way for new development that will ultimately create jobs and increase the city's tax base. The project also aims to put more of a focus on one of Merrill's greatest assets: the Wisconsin River.

"This project provides Merrill with an outstanding opportunity for long-term economic development, and WEDC is pleased to assist the city in making it a reality," said Reed Hall, secretary and CEO of WEDC, the state's lead economic development organization. "The first step toward future development is eliminating the existing idle buildings on that property, and this grant will help the city do just that."

"This project and grant are the result of a great deal of hard work by city staff and consultants" said Merrill Mayor Bill Bialecki. "We look forward to the completion of this project to provide more additional jobs, tax base and recreational opportunities. We also thank WEDC for their assistance in making this project possible."

WEDC's Idle Industrial Sites Redevelopment Programs, created in 2013, stimulates investment and job creation in idle, abandoned and underutilized manufacturing sites that cannot be solely redeveloped by the private sector due to their scale and complexity.

The competitive program offers grants of up to \$1 million to communities for the implementation of redevelopment plans for sites of 10 acres or more that have been idle, abandoned or underutilized for at least five years. The sites must have had at least 25 years of prior commercial or industrial usage to qualify.

The funds can be used for demolition, environmental remediation, or site-specific improvements defined in a redevelopment plan.

WEDC expects to award \$3.4 million to municipalities in this round of funding, and more grant announcements will be made in coming weeks.

Officials in Merrill, a city in north-central Wisconsin with a population of about 10,000, have spent the last four years reclaiming and transforming property in the downtown and riverfront areas. The Eastside Riverfront Redevelopment Project is a continuation of that effort, and is expected to act as a catalyst for continued redevelopment and private investment along the riverfront.

The Eastside Riverfront Redevelopment Project will finish clearing the long-vacant 15-acre former Anson-Gilkey site for redevelopment and facilitate extension of the River Bend Trail along the Wisconsin River east of Center Ave. The project includes the demolition of the former Page Milk facility to facilitate redevelopment of that property adjoining the former Anson-Gilkey site.

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About the Wisconsin Economic Development Corporation The Wisconsin Economic Development Corporation (WEDC) leads economic development efforts for the state by advancing Wisconsin's business climate. WEDC nurtures business growth and job creation by providing resources, technical support and financial assistance to companies, partners and communities in Wisconsin. WEDC has four focus areas: business and industry development, economic and community development, entrepreneurship and innovation and international business development. Together with more than 600 regional and local business development partners, it represents a highly responsive and coordinated network. Visit www.inwisconsin.com or follow WEDC on Twitter @ [InWisconsin](#) to learn more.

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City Attorney		CURRENT	LAST		
MONTHLY REPORT		MONTH	MONTH		
March 18, 2015					
		03/18/2015	02/18/2015		
MUNICIPAL COURT		3 weeks	3-weeks		
TOTAL ADULT		106	153		
Adult Ordinance		21	29		
Adult Traffic		85	124		
Total Adult Defendants		88	122		
Adult Closed		12	18		
Other Jurisdictions - Wausau (cases)		0	1		
TOTAL JUVENILE		10	9		
Juvenile Ordinance		10	9		
Juvenile Traffic		0	0		
Total Juvenile Defendants		9	8		
Juvenile Closed		2	5		
TRIALS		5	3		
Pending Municipal Trials		4	2		
Pending Circuit Court Trials		1	1		
Tomahawk Trials		0	0		
Other Court Matters		Beginning	New	Closed	Ending
Deferred Prosecution Agree.	February	13	2	1	14
(Includes Tomahawk's Totals)	March	14	1	4	11
	April	11			
TOMAHAWK DPA's		February	0	0	1
		March	1	0	2
TOMAHAWK			March	February	January
Total Adult & Juvenile			20	15	16
Total Adult Defendants			17	15	16
Ordinances			8	3	6
Traffic			9	12	10
Total Juveniles Defendants			3	0	0
Total Adult & Juvenile Not Guilty Pleas			0	2	1
Closed Since Last Report			2	1	1

CITY ATTORNEY

REPORT FOR MARCH 18, 2015

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

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

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

DEVELOPMENT PROJECTS: Several ongoing. Nortrax annexation is in the forefront. Continuing discussions with County regarding the fairgrounds.

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. In the process of acquiring 900 E. First Street from the County. Should be completed within a week.

COMMON COUNCIL: Business as usual.

SEMINARS: None

MUNICIPAL COURT: Several contested matters on the docket in Merrill and Tomahawk.

CITY OF TOMAHAWK. Going well.

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

Other tasks as assigned.

Life is like a cobweb, not an organizational chart. Ross Perot



MERRILL
WISCONSIN
City Of Parks

CITY OF MERRILL

Office of the City Clerk

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City Clerk Report – March 24th, 2015

1. Work on the April 7th Spring Election continues. Letters to poll workers have been mailed. Absentee ballots have been mailed. Monday, March 23rd is the first day for absentee voting in the City Clerk's office. Will attend County Clerk election training session on the evening of Thursday, March 26th.
2. Along with Ron Turner, I have begun receiving training on agenda/minutes software from Accela, Inc.
3. Work on property and liability insurance renewals is complete
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

City Clerk Bill Heideman, CMC, WCMC

"Focusing on the Future"

An equal opportunity/affirmative action employer.

Administrator's Monthly Report 3/20/15

New Development and Blight elimination

Nortrax (John Deere) has submitted their petition for annexation and required cost-benefit analysis on the 31 acre parcel located south of the new Walmart. We are waiting for the Certified Survey Map to be submitted so that we can take the annexation petition to the City Plan Commission.

I have contracted with REI to conduct the Phase II Environmental Study on the old fire station at the location of the two underground storage tanks that were removed in 1987. We must determine whether or not there is any ground contamination as no determination was made at the time the tanks were removed.

On March 5, we met with County Clerk Chris Marlowe and Finance Director Dan Leydet to discuss the taking of properties that are more than 3 years tax delinquent. We came to general agreement that this can be accomplished in the case of those properties for which the City is willing to assume the back taxes and take ownership of the property. In the case of properties that the City will not assume responsibility for, it appears that the County is willing to let them run the full 11 years of delinquent taxes before taking the properties as mandated.

The City was successful in our application for an Idle Sites Grant in the amount of \$417,250. This grant is a 30/70 grant with the City required to put up 70% of the \$1.4 million for the project that will include abatement and demolition of the Page Milk facility, acquisition of the Former Merrill Pavers property located between Page Milk and the former Anson-Gilkey property, new sewer and water service into the former Anson-Gilkey property, and pavement work at the river end of Kyes St. and Park St. for the River Bend Trail.

I have had on-going discussions with the owners of KwikTrip concerning the possible purchase of the strip of land behind their new store on Pine Ridge Ave. for future development. They are amenable to a City purchase of this property.

I have been talking with the new owners of the former ranger station concerning their plans for the development of the property into a brew pub.

Walmart

On March 9th, the Mayor, Tom Hayden, Mari-jean Hoppe and I had a conference call with Walmart's attorney, engineer and Lisa Nelson to further discuss the issue of water flowing from the Walmart north and south entrances into Pine Ridge Ave. We will be talking again to hopefully resolve this issue.

River Bend Trail

The trail construction committee met on March 6 to continue discussions on trail lighting. The decision to be made is how much and which parts of the trail will be lighted. At the moment it is a moot issue until funds can be raised for lighting.

New Aquatic Center

The design committee met with WTI via a visual conference call. On March 4 the Park & Recreation Commission gave the green light to proceeding with the final design details. WTI is still on track for the project to be let for bid on April 6. On March 16, I met with Rick Bliese and Sally Bodie to discuss the progress of the aquatic center design and bidding, and how the payments from the Foundation will need to be made in 2015 and 2106.

Personnel

The Operator position vacated when Kate Drewek was awarded the GIS position in Utilities has been filled and the employee has started work.

The RFP for the wage/compensation study was due back on February 23 and we received one response, that being from Carlson-Dettman. Four RFPs were emailed to potential respondents. Carlson-Dettman is a highly regarded consulting firm in the field of compensation studies. This will go to the next Personnel & Finance Committee meeting with a recommendation to accept the RFP response from Carlson-Dettman.

We are proceeding with the plan to combine supervision of the City hall and Library custodial staff under a single shared position with more hours for part-time positions.

Fairgrounds

On March 2, Mayor Bialecki, Aderpersons Meehan and Lokemoen, City Attorney Hayden and I met with the County Property Committee to discuss the fairgrounds. It was made clear that the City wants the grandstand replaced and that the City would be willing to share reasonable infrastructure replacement costs and future maintenance costs of the fairgrounds. It was agreed that we would meet again after this was further discussed by the County Board. On March 17 Mayor Bialecki, Tom Haden, Kandy Peterson and I attended the County Board meeting in Tomahawk and presented them with the resolution from the March 16 COW meeting. A lively discussion ensued.

Miscellaneous

On March 17, I attended a meeting at the County Services Building on county-wide broadband service. We had a presentation by Don Sidlowski with the Northwoods Broadband & Economic Development Coalition. Present were representatives from the City, County, MAPS, Tomahawk, and some townships.

Airport

The new terminal building is nearing completion

Dept. Head Meeting

On March 10 we had our monthly Department Head meeting. Discussed were the following items:

- Budgeted capital projects - what needs Council vs committee approval
- Changes in custodial and maintenance services
- New Transit/P&R position
- Compensation Study
- Aquatic Center update
- Enrichment Center Update