

2015 MERRILL and TOMAHAWK MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	APRIL	YTD
INITIAL APPEARANCES-Merrill (Docket)					
1. Total Citations	149	108	176	97	530
2. Adult Citations	139	98	161	96	494
3. Juvenile Citations	10	10	15	1	36
4. Not Guilty Pleas (potential trials)	12	21	15	9	57

INITIAL APPEARANCES-Tomahawk					
1. Total Citations	16	15	20	24	75
2. Not Guilty Pleas (potential trials)	1	2	1	2	6

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

CASES DISPOSED					
1. # Citations	151	141	190	117	599

WRITS ISSUED					
1. # Citations	0	0	0	0	0

FINANCIALS					
1. Amount Collected (Reported to State)	\$9,154.44	\$22,733.12	\$22,777.15	\$16,988.51	\$71,653.22
2. Amount Paid to County & State	(\$2,930.65)	(\$7,662.92)	(\$7,430.83)	(\$6,346.27)	(\$24,370.67)
3. Forf & Cost Retained by City	\$6,223.79	\$15,070.20	\$15,346.32	\$10,642.24	\$36,640.31
4. Add. Misc. fees collected	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Add. Forf. Receipts from LCCC	\$0.00	\$128.83	\$0.00	\$0.00	\$128.83
6. Total Revenue to the City	\$6,223.79	\$15,199.03	\$15,346.32	\$10,642.24	\$36,769.14
7. Municipal Court Expenses	(\$8,411.53)	(\$5,441.11)	(\$6,584.78)	(\$5,398.20)	(\$25,835.62)
8. Net Revenue to the City of Tomahawk **	\$16.00	(\$525.00)	(\$758.00)	(\$600.00)	(\$1,867.00)
9. Net Revenue to the City of Merrill	(\$2,171.74)	\$9,232.92	\$8,003.54	\$4,644.04	\$15,064.72
10. Restitution Collected	\$198.90	\$414.83	\$428.00	\$151.57	\$1,193.30

adj for LCCC
forf rec'ts

**positive revenue to Tomahawk shows as negative cash flow to Merrill (in parenthesis)



City of Merrill

Kathy Unertl, Finance Director

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Date: May 27th, 2015

To: Personnel & Finance Committee

From: Kathy Unertl, Finance Director

A handwritten signature in cursive script that reads "Kathy Unertl".

RE: Activities – April - May 2015

Aviation Fuel: As shown by following Jet-A fuel sale report, City had the highest 1st quarter. The 100LL fuel sales also are strong. Seems to be signs of positive economic activity!

2014 Audit: Wisconsin Form C submitted by Schenck auditors by May 15th deadline. Just reviewed the draft 2014 audit reports and provided comments.

Scheck auditors are tentatively scheduled to present the audit overview and respond to questions at the June 9th Common Council meeting.

Borrowing: Now that 2015 capital expenditures are clearer, I continue working with Ehlers & Associates on borrowing process - including refinancing of various existing debt service.

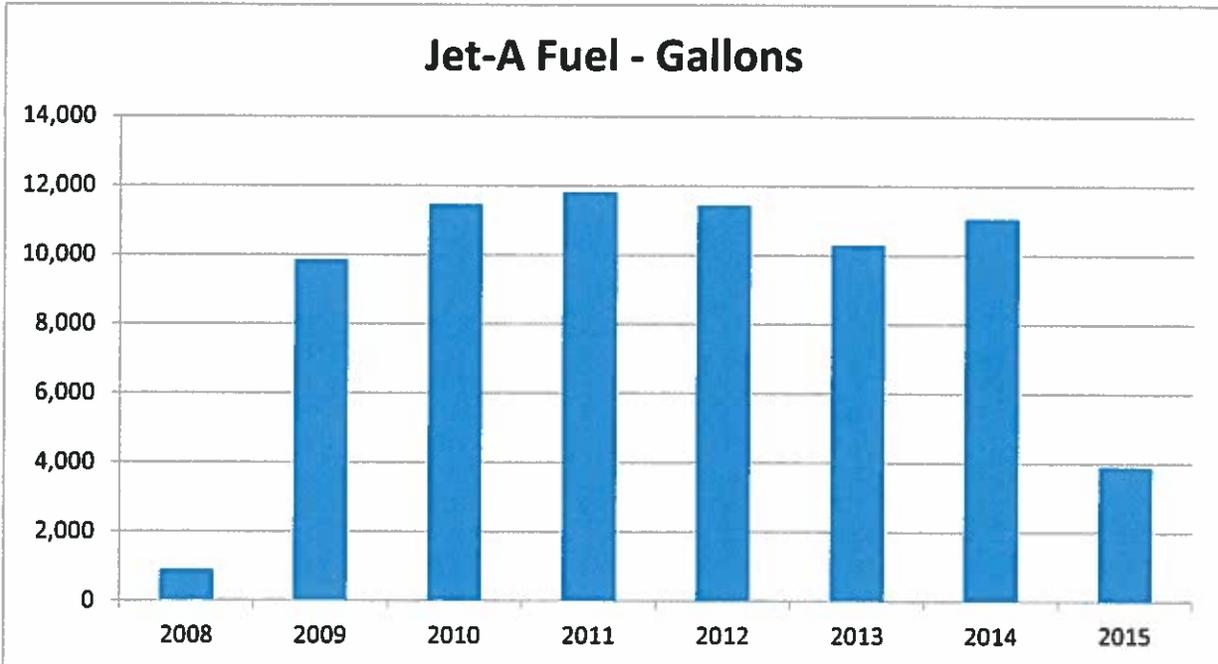
Capital Plan & 2016 Budget: Yes, still waiting for several Department heads to provide updated ten-year Capital Plan information and confirm 2016 requests. This information is starting point for 2016 budget process and planning for future borrowing.

Economic Development, RDA, and TIF Issues:

I have started planning for amendment of various TID boundaries and plans. Several pending Wisconsin legislative bills would assist City TIDs (such as resetting base TID valuations for Downtown and West Side TIDs).

Redevelopment Authority continues to discussing implementation steps for Downtown Vision Plan. Next RDA meeting is Tuesday, June 2nd at 8:00 a.m.

Merrill Municipal Airport - Jet-A Aviation Fuel Sales Report



Year	Jet A Gallons	Flow Fee Revenue	Gallons by Quarter			
			1st	2nd	3rd	4th
2008	889	\$445				880
2009	9,850	\$4,925	2,164	2,654	3,140	1,892
2010	11,466	\$5,733	3,361	2,816	3,347	1,942
2011	11,819	\$5,417	2,603	3,207	3,635	2,374
2012	11,452	\$5,696	2,969	3,741	3,152	1,591
2013	10,304	\$5,152	1,977	2,867	3,094	2,366
2014	11,057	\$4,439 *	2,328	1,993	4,130	2,606
2015	3,895	N/A	3,895			

*Merrill Aviation Services Corp. defaulted on payment to City - \$1,090 - 10/2014 - 12/2014.

Note: Jet-A fuel underground tank capacity of 12,000 gallons (Fall 2011). Of this, 1,100 gallons is unsellable (i.e. bottom of the tank).

CITY ATTORNEY

REPORT FOR May 20, 2015

PARKS & RECREATION: Continuing working with Dan on various issues, including new pool, and related items. River Bend Trail is ongoing. Moving along well.

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

AIRPORT: Working with Airport Commission on property acquisition and related procedural matters, a very detailed process. Coordinating with the Bureau of Aeronautics on next steps.

DEVELOPMENT PROJECTS: Several ongoing. Continuing discussions with County regarding the fairgrounds. Busy summer ahead.

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.

COLLECTIONS: On May 5th made a telephone call for collection for damages to a street sign, which was paid in full on May 6th (\$1,861.49)

Personal Property Taxes - On March 23rd sent out 16 letters for accounts totaling \$13,311.76. All are paid except for 2 totaling \$392.87. We expect payment on one of these and a possible loss on the other in the amount of \$151.10

STREET DEPARTMENT: So far sent out a total of 44 weed notice letters.

CITY PROPERTY: Working on preparing the deed and other closing documents for the transfer of the former Fire Department Building to the Housing Authority of the City of Merrill. Also in the near future, will be preparing documents for the transfer of 900 E. First Street, 410 Blaine Street, 310 Blaine Street and 1008 E. 7th Street, in the City's efforts to return these properties to the tax rolls. An ambitious initiative!

COMMON COUNCIL: Working on several initiatives and ordinances. It will be a busy summer.

SEMINARS: Will be attending the League of Wisconsin Municipalities Seminar June 17, 18, and 19th and also the State Bar Annual Conference on June 25th and 26th.

MUNICIPAL COURT: Several contested matters on the docket in Merrill and Tomahawk. Enjoying working with personnel in both Cities.

CITY OF TOMAHAWK: Going well.

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

Other tasks as assigned.

Always remember that you are unique, just like everyone else..... Margaret Mead

City Attorney		CURRENT	LAST		
MONTHLY REPORT		MONTH	MONTH		
May 27, 2015					
		05/27/2015	04/21/2015		
MUNICIPAL COURT		3 weeks	3 weeks		
TOTAL ADULT		111	137		
Adult Ordinance		25	13		
Adult Traffic		86	124		
Total Adult Defendants		83	103		
Adult Closed		23	18		
Other Jurisdictions - Wausau (cases)		0	0		
TOTAL JUVENILE		7	8		
Juvenile Ordinance		7	8		
Juvenile Traffic		0	0		
Total Juvenile Defendants		7	7		
Juvenile Closed		1	5		
TRIALS		5	7		
Pending Municipal Trials		4	4		
Pending Circuit Court Trials		1	3		
Tomahawk Trials		0	0		
Other Court Matters		Beginning	New	Closed	Ending
Deferred Prosecution Agree.	April	11	2	0	13
(Includes Tomahawk's Totals)	May	13	4	0	17
	June	17			
TOMAHAWK DPA's	February	1	0	0	1
	March	1	1	0	2
	April	2			
TOMAHAWK		MAY	April	March	February
Total Adult & Juvenile		9	24	20	15
Total Adult Defendants		9	24	17	15
Ordinances		3	5	8	3
Traffic		6	19	9	12
Total Juveniles Defendants		0	0	3	0
Total Adult & Juvenile Not Guilty Pleas		0	2	0	2
Closed Since Last Report		2	2	2	1



MERRILL
WISCONSIN
City Of Parks

CITY OF MERRILL

Office of the City Clerk

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City Clerk Report – June 3rd, 2015

1. Liquor license renewal applications were reviewed at the May 18th Health and Safety Committee meeting. Final approvals/disapprovals will take place at the June Common Council meeting. City staff is checking for any outstanding debts, which would prohibit approval and/or issuance of license renewal. Existing licenses expire on June 30th.
2. Ron Turner and I have completed the training on agenda/minutes software from Accela, Inc. Several boards and committees are already "live" on the new system, resulting in a new format for agendas and minutes. We are now working with Accela to "tweak" the system and will be training others as we transition to the new system. Comments and suggestions are welcome.
3. As a result of the new agendas/minutes software, most meetings held in the council chambers can now be viewed live on the City website or viewed on the website later.
4. Have received and reviewed 2015 Board of Review training DVD and associated materials. Board of Review meeting is scheduled for Monday, June 1st at 4:00 P.M.
5. Am completing a City Clerk Job Description Questionnaire (JDQ) for the Carlson-Dettmann study.
6. Other duties as assigned and/or requested

City Clerk Bill Heideman, CMC, WCMC

"Focusing on the Future"

An equal opportunity/affirmative action employer.

Administrator's Monthly Report 5/29/15

New Development and Blight elimination

We have taken possession of the residence at 410 Blaine St. from Wells Fargo Bank. They have donated the property to the City and we intend to sell the property to get it back on the tax rolls. The house is salvageable and we should be able to sell it. I have advertised the property for sale by sealed bids and have had three parties look at it so far. All are interested in remodeling for resale.

We are in the process of amending our Sewer Service Area through the North Central Wisconsin Regional Planning Commission. In order to add the Nortrax property we must take property of equal size out of the service area. The area to be removed will be south of the Wisconsin River and north of Golf Road in the Town of Scott. This area is not likely to get sewer or water anytime soon as serving it would require a river crossing. The Sewer Service Area does not follow Merrill's corporate limits.

At this time we have the paving of Scott St. and Cleveland St. between Main and 1st, the parking lot west of the Lincoln House property and Stange St. between Polk and Genessee out for bid.

On May 12, I spoke at the Optimists Club lunch on the subject of blight elimination, downtown revitalization, and other things going on around Merrill. Everyone present supports the City's efforts to eliminate blight and wants the City to continue. I also addressed the issue of the fairgrounds. The consensus of the group was that the fairgrounds should be preserved as a desirable amenity in the city and if the only way to do so is through City ownership they support that option.

On May 19th, the Mayor, Mike Morrissey, Tonia Speener, Darin Pagel, Stacey Ness, and I walked the area from Prospect to State St. along Grand Ave. and Highway 64 to assess what can be done to improve the aesthetics of this area just as we did with the downtown area.

Twice this month I met with representatives of S.C. Swiderski, LLC to discuss the three new four-plexes they will be constructing in the Semmling Addition.

During this month I did several interviews with Channel 9, Channel 12, the Wausau Daily Herald and the Foto-News concerning the fairgrounds, the aquatic center, and settlement of the ADA lawsuit against the City.

River Bend Trail

The section of the trail through the WPS property still has to be paved by Musson Bros. The City is now the owner of an additional parcel purchased from WPS by the River District Foundation for the River Bend Trail. This parcel includes a building just to the east of the Center Ave bridge.

On May 13th, we held a Construction Committee meeting at Stange St. to discuss what the City would be doing on Stange St, from Polk to Genessee. The majority of pavement will be removed on the west end and replaced, the street will be widened at that end, and a two foot dividing space and 10 foot wide path will be added on the south side as a section of the River Bend Trail.

New Aquatic Center

Three bids were received for the aquatic center ranging from a low of \$3.6 million to over \$6 million. We are expecting the overall cost to stay just a little under our initial estimate of just over \$4.5 million. The \$3.6 million does not include geotech work, engineering, design costs, landscaping, etc. The low bid will allow us to install the competitive starting blocks for swim meets and to join the two buildings (bath house and mechanical) into one with an enclosed storage area between them for off-season storage.

Personnel

We are moving forward with the compensation study, the JDQs are being completed and I am reviewing them as they are completed. On May 15, Kathy Unertl and I talked with Patrick Glynn about the information that Carlson Dettman needs for the compensation study and that information is being put together now.

Our part-time custodian position for City Hall has been filled and she will be working days rather than evenings. This gives us one part-time position for 5 ½ hours during the regular work day and one part-time position in the evening. This week, with the help of the Street Department, she has been cleaning out junk that has been stuffed into rooms and corners of this building for the past 20 years. This will give us the storage space that we so badly need for boxed records.

In June I will be advertising the Maintenance Supervisor position that will be shared by City Hall and T.B. Scott Library. We will fill the position so that we have overlap time before Mike Schroeder retires. Mike has been filling in for Ramona since her retirement.

On April 30, we met with representatives of the Advantage Group to address problems we have experienced with their services provided to our employees. I believe the problems will not recur.

Enrichment Center

On May 5th, Tammie Mrachek and I met with Melody Hamlin and Rick Schroeder to discuss what would be needed in a new building to house the Enrichment Center. The concerns expressed by users include a lack of parking, lack of easy access to the building, lack of easy access within the building, lack of good emergency egress due to being in the basement.

May 2015 Department Head Meeting

- Aquatic Center update - bids
- Demo for potential complaint app
- Need for capital purchase approval - In the event a capital item or expense (not including public construction projects) is approved in the City of Merrill budget, no further committee or Common Council approval is required unless the budgeted amount will be exceeded, per established policy.
- Budget update
- Compensation study
 1. JDQ status
 2. Questions
- Summer help wages – County \$11, City \$9
- 410 Blaine St. – property to sell by RFP