



**CITY OF MERRILL**  
**PERSONNEL AND FINANCE COMMITTEE**  
**AGENDA • TUESDAY JUNE 27, 2017**

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**Regular Meeting**

**City Hall Council Chambers**

**5:00 PM**

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- I. Call to Order
- II. Vouchers:
  1. Vouchers
- III. Agenda items for consideration:
  1. Consider request to write-off Personal Property Tax Bill (total of \$235.20) for Heritage House, 1601 East Tenth Street.
  2. Discussion and potential action(s) on Wisconsin Professional Police Association (WPPA) bargaining request.
  3. Update on Lincoln County delinquent tax foreclosure issue.
  4. Review and discuss plan of action related to employee disability retirement request.
  5. Ordinance amending Chapter 2, Article VII, Section 2-191, related to hiring of relatives.
  6. Continue consideration of Personnel Policies/Handbook revisions.
  7. Consider vacation accrual/payout policies.
- IV. Monthly Reports:
  1. Municipal Court
  2. Finance Director Unertl
  3. City Attorney Hayden
  4. City Clerk Heideman
  5. City Administrator Johnson
  6. Consider placing monthly reports on file
- V. Establish date, time and location of next regular meeting
- VI. Public Comment Period
- VII. Adjournment

VENDOR SET: 01 City of Merrill

BANK: \* ALL BANKS

2.1.a

DATE RANGE: 5/01/2017 THRU 5/31/2017

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	OETTINGER EXCAVATING	UNPOST						
M-CHECK	OETTINGER EXCAVATING	UNPOST	V 5/25/2017			153399		500.00C
001029	BEACON ATHLETICS							
C-CHECK	BEACON ATHLETICS	VOIDED	V 5/15/2017			154984		112.00C
C-CHECK	VOID CHECK		V 5/15/2017			154996		
C-CHECK	VOID CHECK		V 5/15/2017			155014		
002661	FRONTIER							
C-CHECK	FRONTIER	VOIDED	V 5/15/2017			155017		291.89C
C-CHECK	VOID CHECK		V 5/15/2017			155045		
C-CHECK	VOID CHECK		V 5/15/2017			155046		
C-CHECK	VOID CHECK		V 5/15/2017			155047		
C-CHECK	VOID CHECK		V 5/15/2017			155058		
002204	PREMIER MFG OF CENTRAL WISCONS							
C-CHECK	PREMIER MFG OF CENTRAL WVOIDED		V 5/15/2017			155067		90.00C
C-CHECK	VOID CHECK		V 5/17/2017			155130		

\* \* T O T A L S \* \*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	11	VOID DEBITS 0.00 VOID CREDITS 993.89CR	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			11	993.89CR	0.00	0.00
BANK:	TOTALS:		11	993.89CR	0.00	0.00

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
BANK: 1 LINCOLN CO - GENERAL  
DATE RANGE: 5/01/2017 THRU 5/31/2017

2.1.a

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000010	5 ALARM FIRE & SAFETY EQUIPMEN							
I-164540-2	MSA PREMAIRE UPGRADE KIT	R	5/15/2017			154971		
10 52200-03-40000	Operating Supplies		MSA PREMAIRE UPGRADE	1,435.94				
I-166123-1	CONVERT 2 PREMAIRE CADET TO G1	R	5/15/2017			154971		
10 52200-03-40000	Operating Supplies		CONVERT 2 PREMAIRE C	145.00				
I-166152-1	GASCO ECOSMART	R	5/15/2017			154971		
10 52200-03-40000	Operating Supplies		GASCO ECOSMART	210.93				
I-166637-1	MSA CONTROL MODULE	R	5/15/2017			154971		
26 52200-03-40000	2% Fire Dues Expenses		MSA CONTROL MODULE	2,600.00				4,391.87
			*** VENDOR TOTALS ***			1 CHECKS		4,391.87
000049	A J CONTRACT SERVICES							
I-35390	AQUATIC CENTER	R	5/31/2017			155176		
10 55420-03-50000	Repair/Maint. Supplies		AQUATIC CENTER	2,725.00				2,725.00
			*** VENDOR TOTALS ***			1 CHECKS		2,725.00
002478	ABC EXTERMINATING, INC.							
I-34993	PEST CONROL - TRANSIT	R	5/31/2017			155177		
10 53520-03-66000	Other Services		PEST CONROL - TRANSI	200.00				200.00
			*** VENDOR TOTALS ***			1 CHECKS		200.00
000048	ACCENT BUSINESS SOLUTIONS							
I-92295	ACCENT BUSINESS SOLUTIONS	R	5/15/2017			154972		
10 51200-03-13000	Copier		ACCENT BUSINESS SOLU	70.00				70.00
			*** VENDOR TOTALS ***			1 CHECKS		70.00
002329	AECOM INC							
I-37904237	FORMER MODERN CLEANERS	R	5/15/2017			154973		
47 57100-08-25000	Environ - 806 N Center		FORMER MODERN CLEANE	5,154.39				5,154.39
			*** VENDOR TOTALS ***			1 CHECKS		5,154.39
000020	AFLAC							
I-AFA20170505	PREMIUM PER ATTACHED	R	5/05/2017			154902		
10 21-5905	AFLAC Premiums		PREMIUM PER ATTACHED	358.52				
62 21-5905	AFLAC Premiums		PREMIUM PER ATTACHED	24.09				
63 21-5905	AFLAC Premiums		PREMIUM PER ATTACHED	17.37				
I-AFL20170505	PREMIUM PER ATTACHED	R	5/05/2017			154902		
10 21-5905	AFLAC Premiums		PREMIUM PER ATTACHED	261.58				
47 21-5905	AFLAC		PREMIUM PER ATTACHED	0.81				
62 21-5905	AFLAC Premiums		PREMIUM PER ATTACHED	11.19				
63 21-5905	AFLAC Premiums		PREMIUM PER ATTACHED	8.21				681.77
000020	AFLAC							
I-AFA20170519	PREMIUM PER ATTACHED	R	5/19/2017			155113		
10 21-5905	AFLAC Premiums		PREMIUM PER ATTACHED	348.86				
47 21-5905	AFLAC		PREMIUM PER ATTACHED	9.66				
62 21-5905	AFLAC Premiums		PREMIUM PER ATTACHED	25.96				
63 21-5905	AFLAC Premiums		PREMIUM PER ATTACHED	15.50				
I-AFL20170519	PREMIUM PER ATTACHED	R	5/19/2017			155113		

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000020	AFLAC	CONT						
I-AFL20170519	PREMIUM PER ATTACHED	R	5/19/2017			155113		
10 21-5905	AFLAC Premiums		PREMIUM PER ATTACHED	243.70				
47 21-5905	AFLAC		PREMIUM PER ATTACHED	17.26				
49 21-5905	AFLAC		PREMIUM PER ATTACHED	1.43				
62 21-5905	AFLAC Premiums		PREMIUM PER ATTACHED	12.02				
63 21-5905	AFLAC Premiums		PREMIUM PER ATTACHED	7.38				681.77
			*** VENDOR TOTALS ***			2 CHECKS		1,363.50
002047	AMAZON							
I-20170517	ACCT #60457 8781 005319 5	R	5/18/2017			155136		
10 55110-03-10000	Office Supplies		ACCT #60457 8781 005	109.83				
10 55110-14-10200	Adult Dept CDs		ACCT #60457 8781 005	497.89				
10 55110-14-10400	Adult Dept DVDs		ACCT #60457 8781 005	105.79				
10 55110-13-10100	Adult Dept Non-Fiction		ACCT #60457 8781 005	14.73				
26 55110-03-12625	Cross-County - Expense		ACCT #60457 8781 005	131.12				
10 55110-15-31000	Computer Supplies		ACCT #60457 8781 005	57.99				
26 55110-03-40500	Memorial Books-Expense		ACCT #60457 8781 005	416.33				1,333.68
			*** VENDOR TOTALS ***			1 CHECKS		1,333.68
000059	AMERICAN ASPHALT OF WI							
I-5300036518	HFE MIX	R	5/15/2017			154974		
10 53300-03-75000	Patching Materials		HFE MIX	1,923.14				1,923.14
			*** VENDOR TOTALS ***			1 CHECKS		1,923.14
004172	AMERICAN RAMP COMPANY							
I-23779	GREY RESURFACE PAINT	R	5/31/2017			155178		
10 55200-08-91000	Park Improvements		GREY RESURFACE PAINT	896.75				896.75
			*** VENDOR TOTALS ***			1 CHECKS		896.75
002555	AMERICAN WELDING & GAS INC.							
I-04758225	OXYGEN	R	5/15/2017			154975		
10 53240-03-40000	Operating Supplies		OXYGEN	49.67				
I-04773743	ACETYLENE/ARGON/OXYGEN	R	5/15/2017			154975		
10 55200-02-15000	Contract Services		ACETYLENE/ARGON/OXYG	40.35				
I-04774173	ACETYLENE/COMP AIR/CARBON DIOX	R	5/15/2017			154975		
10 52300-03-40000	Operating Supplies		ACETYLENE/COMP AIR/C	25.65				
I-04774355	HELIUM	R	5/15/2017			154975		
10 55200-02-15000	Contract Services		HELIUM	55.05				170.72
			*** VENDOR TOTALS ***			1 CHECKS		170.72
003943	ANNIE'S AMISH INN MYSTERIES							
I-20170517	ACCT #13020602786 AIM001011	R	5/18/2017			155137		
26 55110-03-40500	Memorial Books-Expense		ACCT #13020602786 AI	19.94				19.94
			*** VENDOR TOTALS ***			1 CHECKS		19.94

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003742	ARROW INTERNATIONAL, INC							
I-9474999	25 MM NEEDLE BOX	R	5/15/2017			154976		
10 52300-03-40000	Operating Supplies		25 MM NEEDLE BOX	560.39				560.39
			*** VENDOR TOTALS ***			1 CHECKS		560.39
002222	ARROW TERMINAL, LLC							
I-0111203-IN	AMBER SURFACE MOUNT DIRECTIONA	R	5/15/2017			154977		
10 53240-03-40000	Operating Supplies		AMBER SURFACE MOUNT	71.61				
I-111562	TRAILER PLUG, CABLE, PARTS	R	5/15/2017			154977		
10 53240-03-40000	Operating Supplies		TRAILER PLUG, CABLE,	301.07				372.68
			*** VENDOR TOTALS ***			1 CHECKS		372.68
001259	ASPIRUS OCCUPATIONAL HEALTH							
I-57401	EAS CONTRACTED FULL SERVICE	R	5/15/2017			154978		
10 51417-02-50000	EAP-Employee Assistance		EAS CONTRACTED FULL	260.05				
62 53716-00-92300	Outside Serv. Employed		EAS CONTRACTED FULL	50.20				
63 56156-00-85200	Outside Service Employed		EAS CONTRACTED FULL	50.20				360.45
			*** VENDOR TOTALS ***			1 CHECKS		360.45
000038	ATCO INTERNATIONAL							
I-I0484200	QUATRO URINALS	R	5/15/2017			154979		
10 55200-03-40000	Operating Supplies		QUATRO URINALS	224.00				
I-I0484401	BIOHAZARD FLUID/FIRST AID KIT	R	5/15/2017			154979		
10 55400-03-50000	Repair/Maint. Supplies		BIOHAZARD FLUID/FIRS	392.63				616.63
			*** VENDOR TOTALS ***			1 CHECKS		616.63
001069	AVENET, LLC							
I-40716	TRANSLATE WEBSITE TO SPANISH	R	5/15/2017			154980		
10 51525-15-32750	Internet & Spam Filter		TRANSLATE WEBSITE TO	375.00				375.00
			*** VENDOR TOTALS ***			1 CHECKS		375.00
004161	AXON ENTERPRISE, INC							
I-SI1480768	CARTRIDGE	R	5/15/2017			154981		
10 52100-03-32500	Firearms-Supplies		CARTRIDGE	159.46				159.46
			*** VENDOR TOTALS ***			1 CHECKS		159.46
000268	BAKER & TAYLOR L0280842							
I-2032806450	216389 L0280842	R	5/18/2017			155138		
10 55110-13-10000	Adult Dept Fiction		216389 L0280842	336.40				
10 55110-03-10500	Library Supplies		216389 L0280842	28.45				
I-2032827250	216389 L0280842	R	5/18/2017			155138		
10 55110-13-10000	Adult Dept Fiction		216389 L0280842	295.15				
10 55110-03-10500	Library Supplies		216389 L0280842	27.09				
I-2032848374	216389 L0280842	R	5/18/2017			155138		
10 55110-14-10100	Adult Dept Books on CD		216389 L0280842	77.00				
10 55110-13-10000	Adult Dept Fiction		216389 L0280842	353.79				
10 55110-03-10500	Library Supplies		216389 L0280842	32.18				1,150.06
			*** VENDOR TOTALS ***			1 CHECKS		1,150.06

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003259	BAKER & TAYLOR L4211082							
I-2032807344	2032807344 L4211082	R	5/18/2017			155139		
10 55110-13-10200	Adult Dept Paperbacks	2032807344	L4211082	30.18				
I-2032838786	216389 L4211082	R	5/18/2017			155139		
10 55110-13-20000	Youth Children's Books	216389	L4211082	3.14				33.32
*** VENDOR TOTALS ***						1	CHECKS	33.32
000273	BAKER & TAYLOR L5014032							
I-2032806614	216389 L5014032	R	5/18/2017			155140		
10 55110-13-20100	Young Adult Books	216389	L5014032	18.47				
10 55110-03-10500	Library Supplies	216389	L5014032	0.68				
I-2032809616	216389 L5014032	R	5/18/2017			155140		
26 55110-03-40500	Memorial Books-Expense	216389	L5014032	123.15				
I-2032827292	216389 L5014032	R	5/18/2017			155140		
10 55110-13-20000	Youth Children's Books	216389	L5014032	122.69				
10 55110-03-10500	Library Supplies	216389	L5014032	12.79				
I-2032833792	216389 L5014032	R	5/18/2017			155140		
10 55110-13-20000	Youth Children's Books	216389	L5014032	432.27				
10 55110-03-10500	Library Supplies	216389	L5014032	39.23				
26 55110-03-40500	Memorial Books-Expense	216389	L5014032	16.38				
I-2032837005	216389 L5014032	R	5/18/2017			155140		
10 55110-13-20100	Young Adult Books	216389	L5014032	281.48				
10 55110-13-20000	Youth Children's Books	216389	L5014032	34.25				
10 55110-03-10500	Library Supplies	216389	L5014032	33.47				
I-2032852257	216389 L5014032	R	5/18/2017			155140		
10 55110-03-41501	Misc Rev-Programming-Youth	216389	L5014032	28.32				1,143.18
*** VENDOR TOTALS ***						1	CHECKS	1,143.18
000270	BAKER & TAYLOR L5471172							
I-2032809776	216389 L5471172	R	5/18/2017			155141		
26 55110-03-40500	Memorial Books-Expense	216389	L5471172	14.63				
I-2032823716	216389 L5471172	R	5/18/2017			155141		
26 55110-03-40500	Memorial Books-Expense	216389	L5471172	15.95				
I-2032851602	216389 L5471172	R	5/18/2017			155141		
26 55110-03-40500	Memorial Books-Expense	216389	L5471172	25.63				56.21
*** VENDOR TOTALS ***						1	CHECKS	56.21
000271	BAKER & TAYLOR L5491882							
I-2032823799	216389 L5491882	R	5/18/2017			155142		
10 55110-13-10100	Adult Dept Non-Fiction	216389	L5491882	106.22				
10 55110-03-10500	Library Supplies	216389	L5491882	9.02				
26 55110-03-40500	Memorial Books-Expense	216389	L5491882	52.27				
I-2032851383	216389 L5491882	R	5/18/2017			155142		
10 55110-13-10100	Adult Dept Non-Fiction	216389	L5491882	126.82				
10 55110-03-10500	Library Supplies	216389	L5491882	7.34				
I-2032859090	216389 L5491882	R	5/18/2017			155142		
10 55110-13-10100	Adult Dept Non-Fiction	216389	L5491882	211.69				
10 55110-03-10500	Library Supplies	216389	L5491882	12.55				525.91
*** VENDOR TOTALS ***						1	CHECKS	525.91

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
002286	BATTERIES PLUS - 069							
I-069-113661-01	LANTERN	R	5/15/2017			154982		
10 53240-03-40000	Operating Supplies	LANTERN		21.00				21.00
				*** VENDOR TOTALS ***		1 CHECKS		21.00
000327	MARY BAUMANN							
I-APRIL 2017 CRAFTS	TOWEL	R	5/15/2017			154918		
26 54600-03-45400	Senior - Craft Shop Exp.	TOWEL		6.00				6.00
				*** VENDOR TOTALS ***		1 CHECKS		6.00
000066	BAUMGART WASTE REMOVAL							
I-05/02/17	APRIL CARDBOARD REMOVAL	R	5/31/2017			155179		
10 55400-02-23600	Waste Removal Services	APRIL CARDBOARD REMO		30.00				30.00
				*** VENDOR TOTALS ***		1 CHECKS		30.00
001521	BAY TOWEL, INC							
I-2367592	UNIFORMS	R	5/15/2017			154983		
10 53240-03-46000	Uniform Services	UNIFORMS		9.44				
10 53620-03-46000	Uniform Services	UNIFORMS		10.36				
10 53635-03-46000	Uniform Services	UNIFORMS		8.25				
10 53300-03-46000	Uniform Services	UNIFORMS		83.25				
10 53310-03-46000	Uniform Services	UNIFORMS		5.30				
10 53230-03-40000	Operating Supplies	UNIFORMS		16.71				
I-2371772	UNIFORMS	R	5/15/2017			154983		
10 53240-03-46000	Uniform Services	UNIFORMS		9.44				
10 53620-03-46000	Uniform Services	UNIFORMS		10.36				
10 53635-03-46000	Uniform Services	UNIFORMS		8.25				
10 53300-03-46000	Uniform Services	UNIFORMS		70.81				
10 53310-03-46000	Uniform Services	UNIFORMS		4.30				
10 53230-03-40000	Operating Supplies	UNIFORMS		16.71				
I-2375968	UNIFORMS	R	5/15/2017			154983		
10 53240-03-46000	Uniform Services	UNIFORMS		13.44				
10 53620-03-46000	Uniform Services	UNIFORMS		11.16				
10 53635-03-46000	Uniform Services	UNIFORMS		9.25				
10 53300-03-46000	Uniform Services	UNIFORMS		71.51				
10 53310-03-46000	Uniform Services	UNIFORMS		4.30				
10 53230-03-40000	Operating Supplies	UNIFORMS		16.71				
I-2380131	UNIFORMS	R	5/15/2017			154983		
10 53240-03-46000	Uniform Services	UNIFORMS		14.44				
10 53620-03-46000	Uniform Services	UNIFORMS		15.01				
10 53635-03-46000	Uniform Services	UNIFORMS		8.25				
10 53300-03-46000	Uniform Services	UNIFORMS		71.96				
10 53310-03-46000	Uniform Services	UNIFORMS		4.30				
10 53230-03-40000	Operating Supplies	UNIFORMS		16.71				510.22
				*** VENDOR TOTALS ***		1 CHECKS		510.22

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
001029	BEACON ATHLETICS							
I-474632	LIONS PARK BASE ANCHORS	V	5/15/2017			154984		112.00
001029	BEACON ATHLETICS							
M-CHECK	BEACON ATHLETICS	VOIDED V	5/15/2017			154984		112.00
003308	BELCO VEHICLE SOLUTIONS, LLC							
I-2676	CHANGEOVER 2017 FORD UTILITY	R	5/15/2017			154985		
52 57001-08-28210	Police Squad/Equipment	CHANGEOVER 2017 FORD		3,319.13				3,319.13
		*** VENDOR TOTALS ***				1 CHECKS		3,319.13
000083	BELLIN HEALTH							
I-11978745	WYATT PUFALL	R	5/31/2017			155180		
10 52100-03-25000	Job Recruitment	WYATT PUFALL		30.00				30.00
		*** VENDOR TOTALS ***				1 CHECKS		30.00
003962	RICHARD J. BJORKLUND							
I-MAY 2017	FESTIVAL GROUNDS MGR	R	5/15/2017			154986		
24 55225-02-15000	Festival Grounds Manager	FESTIVAL GROUNDS MGR		500.00				500.00
003962	RICHARD J. BJORKLUND							
I-05/31/17	BI-MONTHLY PAYMENT	R	5/31/2017			155181		
24 55225-02-15000	Festival Grounds Manager	BI-MONTHLY PAYMENT		500.00				500.00
		*** VENDOR TOTALS ***				2 CHECKS		1,000.00
003188	BMO HARRIS BANK							
I-HSF20170505	HSA-FAMILY - Employee	R	5/05/2017			154903		
10 21-5924	HSA - Employee	HSA-FAMILY - Employee		6,422.41				
20 21-5924	HSA - Employee	HSA-FAMILY - Employee		48.54				
21 21-5924	HSA - Employee	HSA-FAMILY - Employee		274.00				
25 21-5924	HSA - Employee	HSA-FAMILY - Employee		140.00				
47 21-5924	HSA Employee	HSA-FAMILY - Employee		213.74				
52 21-5924	HSA - Employee	HSA-FAMILY - Employee		18.75				
62 21-5924	HSA - Employee	HSA-FAMILY - Employee		389.04				
63 21-5924	HSA - Employee	HSA-FAMILY - Employee		783.49				
I-HSS20170505	HSA - SINGLE - Employee	R	5/05/2017			154903		
10 21-5924	HSA - Employee	HSA - SINGLE - Emplo		1,446.39				
24 21-5924	HSA - Employee	HSA - SINGLE - Emplo		15.17				
47 21-5924	HSA Employee	HSA - SINGLE - Emplo		54.11				
49 21-5924	HSA - Employee	HSA - SINGLE - Emplo		18.11				
62 21-5924	HSA - Employee	HSA - SINGLE - Emplo		26.35				
63 21-5924	HSA - Employee	HSA - SINGLE - Emplo		19.87				
I-PAYROLL 5/5/17	DIRECT DEPOSIT	R	5/05/2017			154903		
10 21-5919	BMO Auto Direct Deposit	DIRECT DEPOSIT		166,433.86				176,303.83

Attachment: Vouchers (2578 : Vouchers)

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**2.1.a**

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003188	BMO HARRIS BANK							
I-HSF20170519	HSA-FAMILY - Employee	R	5/19/2017			155114		
10 21-5924	HSA - Employee	HSA-FAMILY - Employee		7,273.43				
20 21-5924	HSA - Employee	HSA-FAMILY - Employee		20.11				
21 21-5924	HSA - Employee	HSA-FAMILY - Employee		274.00				
24 21-5924	HSA - Employee	HSA-FAMILY - Employee		3.52				
43 21-5924	HSA - Employee	HSA-FAMILY - Employee		1.25				
47 21-5924	HSA Employee	HSA-FAMILY - Employee		76.73				
49 21-5924	HSA - Employee	HSA-FAMILY - Employee		7.03				
62 21-5924	HSA - Employee	HSA-FAMILY - Employee		704.20				
63 21-5924	HSA - Employee	HSA-FAMILY - Employee		670.70				
I-HSS20170519	HSA - SINGLE - Employee	R	5/19/2017			155114		
10 21-5924	HSA - Employee	HSA - SINGLE - Emplo		1,332.18				
24 21-5924	HSA - Employee	HSA - SINGLE - Emplo		0.77				
47 21-5924	HSA Employee	HSA - SINGLE - Emplo		185.21				
49 21-5924	HSA - Employee	HSA - SINGLE - Emplo		4.96				
62 21-5924	HSA - Employee	HSA - SINGLE - Emplo		29.30				
63 21-5924	HSA - Employee	HSA - SINGLE - Emplo		27.58				
I-PAYROLL 5/19/17	DIRECT DEPOSIT	R	5/19/2017			155114		
10 21-5919	BMO Auto Direct Deposit	DIRECT DEPOSIT		163,205.18				173,816.15
				*** VENDOR TOTALS ***		2 CHECKS		350,119.91
002088	BOB'S WEST 64							
I-33599	OIL/FILTER CHANGE	R	5/15/2017			154987		
10 52100-03-51000	Vehicle Repair/Maintenance	OIL/FILTER CHANGE		24.95				
I-33704	OIL/FILTER CHANGE	R	5/15/2017			154987		
10 52100-03-51000	Vehicle Repair/Maintenance	OIL/FILTER CHANGE		24.95				49.90
				*** VENDOR TOTALS ***		1 CHECKS		49.90
001926	BOND TRUST SERVICES CORPORATIO							
I-35000	REF 33490, STATMENT #35000	R	5/02/2017			154895		
30 50000-06-22080	GO 2008B Int.-Streets	REF 33490, STATMENT		7,685.00				
30 50000-06-24080	GO 2008B Int.-TID #4	REF 33490, STATMENT		5,820.00				
I-INV 35148	INV 35148, SERIES 2008B	R	5/02/2017			154895		
30 50000-06-38085	GO 2008B PA -St./TIF	INV 35148, SERIES 20		350.00				13,855.00
				*** VENDOR TOTALS ***		1 CHECKS		13,855.00
000094	BOOK WORLD							
I-666040	5/12/17-MAGAZINE PURCH (3)	R	5/18/2017			155143		
10 55110-13-50000	Magazines/Periodicals	5/12/17-MAGAZINE PUR		34.37				34.37
				*** VENDOR TOTALS ***		1 CHECKS		34.37
000091	BOUND TREE MEDICAL, LLC							
I-82454856	ALARIS GEMINI CVALVE	R	5/15/2017			154988		
10 52300-03-40000	Operating Supplies	ALARIS GEMINI CVALVE		506.97				506.97
				*** VENDOR TOTALS ***		1 CHECKS		506.97

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003294	BOWMAR APPRAISAL INC							
I-2017 2ND QRTR	ASSESSOR 2ND QRTR INSTALLMENT	R	5/31/2017			155182		
10 51530-02-12000	Assessment Contract			6,225.00				6,225.00
				*** VENDOR TOTALS ***			1 CHECKS	6,225.00
000069	BRANDT EXTINGUISHERS							
I-9731	ANNUAL INSP EXTINGUISHERS	R	5/15/2017			154989		
10 52200-03-40000	Operating Supplies			106.50				106.50
000069	BRANDT EXTINGUISHERS							
I-9804	AIRPORT INSP/RECHARGE/MAINT	R	5/31/2017			155183		
10 53510-03-40000	Operating Supplies			465.50				465.50
				*** VENDOR TOTALS ***			2 CHECKS	572.00
000070	BREAMAN MERRILL FORD							
I-4347	AIRPORT RENTAL	R	5/15/2017			154990		
27 53515-04-53333	Rental Car - Paid via CC			105.00				
I-4354	AIRPORT RENTAL	R	5/15/2017			154990		
27 53515-04-53333	Rental Car - Paid via CC			35.00				
I-4365	AIRPORT RENTAL	R	5/15/2017			154990		
27 53515-04-53333	Rental Car - Paid via CC			35.00				
I-C94515	SWITCH ASY/REPAIR	R	5/15/2017			154990		
10 52100-03-51000	Vehicle Repair/Maintenance			252.45				
I-T33095	KIT - FLOOR CONTOUR	R	5/15/2017			154990		
10 52200-03-51000	Vehicle Repair/Maintenance			81.60				
I-T33107	SCREEN ASY/TUBE-OIL FILTER	R	5/15/2017			154990		
10 53240-03-40000	Operating Supplies			100.80				
I-T33135	MAT-FRONT FLOOR	R	5/15/2017			154990		
10 52200-03-51000	Vehicle Repair/Maintenance			80.00				
I-T33151	ELEMENT ASY-AIR CL/KIT FLR CON	R	5/15/2017			154990		
10 52200-03-51000	Vehicle Repair/Maintenance			274.57				964.42
				*** VENDOR TOTALS ***			1 CHECKS	964.42
000071	BRICKNER PARK CITY							
I-118685	MAT KIT/GUARD KITS	R	5/15/2017			154991		
10 53240-03-40000	Operating Supplies			262.80				
I-118785	HINGE	R	5/15/2017			154991		
10 53240-03-40000	Operating Supplies			48.18				
I-118806	STUD/LUG NUT	R	5/15/2017			154991		
10 53240-03-40000	Operating Supplies			19.39				330.37
				*** VENDOR TOTALS ***			1 CHECKS	330.37
003954	BROCK WHITE COMPANY LLC							
C-12768102-00	ANGLE GRINDER	R	5/15/2017			154992		
10 53240-03-40000	Operating Supplies			75.00CR				
I-12760627-01	LADTECH CAULK TROWELABLE	R	5/15/2017			154992		
10 53314-03-40000	Operating Supplies			348.50				
I-12766352	ANGLE GRINDER	R	5/15/2017			154992		

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003954	BROCK WHITE COMPANY LLC							
I-12766352	ANGLE GRINDER	R	5/15/2017			154992		
10 53240-03-40000	Operating Supplies		ANGLE GRINDER	150.00				
I-12769807-00	BLADE	R	5/15/2017			154992		
10 53300-03-79000	Crack Sealing		BLADE	49.50				
I-12773603-00	JOINT LUBE/LADTECH/ROPE	R	5/15/2017			154992		
47 57100-08-45000	Street Improvements		JOINT LUBE/LADTECH/R	143.76				616.76
			*** VENDOR TOTALS ***			1 CHECKS		616.76
004050	BRUCE EQUIPMENT							
I-P02861	SGMNT, 21W	R	5/15/2017			154993		
10 53240-03-40000	Operating Supplies		SGMNT, 21W	1,578.23				
I-P02993	MANDREL CORE	R	5/15/2017			154993		
10 53240-03-40000	Operating Supplies		MANDREL CORE	729.96				
I-P02997	PIN-TOW BAR/WASHER/PIN-DIRT SH	R	5/15/2017			154993		
10 53240-03-40000	Operating Supplies		PIN-TOW BAR/WASHER/P	1,122.89				
I-P03123	ULTRA GRIP/SCRAPER-DIRT	R	5/15/2017			154993		
10 53240-03-40000	Operating Supplies		ULTRA GRIP/SCRAPER-D	202.06				3,633.14
			*** VENDOR TOTALS ***			1 CHECKS		3,633.14
000625	BURGOYNE'S TOILET RENTAL							
I-54161	TOILET RENTAL MAY 2017	R	5/31/2017			155184		
10 55200-02-15000	Contract Services		TOILET RENTAL MAY 20	990.00				990.00
			*** VENDOR TOTALS ***			1 CHECKS		990.00
002792	BUSINESS INSURANCE GROUP							
I-2570	2017 WORK COMP 2ND QRTR INSTAL	R	5/31/2017			155185		
10 51930-05-10500	Workers Comp. Ins.		2017 WORK COMP 2ND Q	49,451.00				
I-2600	AUDIT ADJUSTMENT OF POLICY	R	5/31/2017			155185		
10 51930-05-10500	Workers Comp. Ins.		AUDIT ADJUSTMENT OF	1,492.00				50,943.00
			*** VENDOR TOTALS ***			1 CHECKS		50,943.00
003907	CHRIS CALLAHAN							
I-APRIL 2017 CRAFTS	AFGHAN	R	5/15/2017			154919		
26 54600-03-45400	Senior - Craft Shop Exp.		AFGHAN	25.00				25.00
			*** VENDOR TOTALS ***			1 CHECKS		25.00
001623	CARDMEMBER SERVICE							
I-APR/MAY 2017	CARDMEMBER SERVICE	R	5/15/2017			154994		
26 52200-03-40000	2% Fire Dues Expenses		JOHNSON OUTDOORS	2,100.98				
10 52200-03-40000	Operating Supplies		USPS	6.65				
10 52200-03-32000	Education & Conference		FDIC INTERNATIONAL	320.00				
10 52300-03-32000	Education & Conference		FDIC INTERNATIONAL	320.00				
26 52200-03-40000	2% Fire Dues Expenses		RAMMOUNTS	118.48				
26 52200-03-40000	2% Fire Dues Expenses		JOHNSON OUTDOORS	20.99				
10 52200-03-53000	Gas & Oil - Vehicles		MID AMERICA MARKET	32.88				
10 52300-03-53000	Gas & Oil - Vehicles		MACH 1 FOOD SHOP 19	27.00				
10 52300-03-32000	Education & Conference		CONFERENCE CENTER HO	311.24				

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
001623	CARDMEMBER SERVICE	CONT						
I-APR/MAY 2017	CARDMEMBER SERVICE	R	5/15/2017			154994		
10 52300-03-32000	Education & Conference		CONFERENCE CENTER HO	311.24				
10 52200-03-32000	Education & Conference		SPRINGHILL SUITES	873.66				
10 52300-03-32000	Education & Conference		SPRINGHILL SUITES	251.18				4,694.30
			*** VENDOR TOTALS ***			1 CHECKS		4,694.30
002809	CARQUEST OF MERRILL							
C-10846-180569	FUEL PUMP MODULE	R	5/15/2017			154995		
10 53240-03-40000	Operating Supplies		FUEL PUMP MODULE	220.45CR				
C-10846-180862	BRAKE CHAMBER	R	5/15/2017			154995		
10 53240-03-40000	Operating Supplies		BRAKE CHAMBER	49.65CR				
I-10846-180514	BATTERY	R	5/15/2017			154995		
10 53240-03-40000	Operating Supplies		BATTERY	314.56				
I-10846-180544	SERPENTINE BELT	R	5/15/2017			154995		
10 53240-03-40000	Operating Supplies		SERPENTINE BELT	13.59				
I-10846-180565	ELECTRIC FUEL PUMP	R	5/15/2017			154995		
10 53240-03-40000	Operating Supplies		ELECTRIC FUEL PUMP	220.45				
I-10846-180573	STEEL CONNECTOR CLIP	R	5/15/2017			154995		
10 53240-03-40000	Operating Supplies		STEEL CONNECTOR CLIP	9.13				
I-10846-180586	SENDING UNIT/ALTERNATOR/ABS WH	R	5/15/2017			154995		
10 53240-03-40000	Operating Supplies		SENDING UNIT/ALTERNA	333.58				
I-10846-180599	OIL FILTER/CABIN AIR	R	5/15/2017			154995		
10 53240-03-40000	Operating Supplies		OIL FILTER/CABIN AIR	26.77				
I-10846-180627	CARDONE REMAN FRICTION	R	5/15/2017			154995		
10 53240-03-40000	Operating Supplies		CARDONE REMAN FRICTI	91.63				
I-10846-180800	SUCTION GUN	R	5/15/2017			154995		
10 53240-03-40000	Operating Supplies		SUCTION GUN	12.34				
I-10846-180856	BRAKE CHAMBER	R	5/15/2017			154995		
10 53240-03-40000	Operating Supplies		BRAKE CHAMBER	49.65				
I-10846-180870	BATTERY	R	5/15/2017			154995		
10 53240-03-40000	Operating Supplies		BATTERY	223.50				
I-10846-180935	FILTERS	R	5/15/2017			154995		
10 53240-03-40000	Operating Supplies		FILTERS	414.66				
I-10846-181137	NASON SPRAY PAINT	R	5/15/2017			154995		
10 53240-03-40000	Operating Supplies		NASON SPRAY PAINT	14.00				
I-10846-181145	DRUS/ROTOR/WEAREVER GOLD	R	5/15/2017			154995		
10 53240-03-40000	Operating Supplies		DRUS/ROTOR/WEAREVER	70.96				
I-10846-181156	DV16 MASTERBLEND EZ	R	5/15/2017			154995		
10 55200-03-40000	Operating Supplies		DV16 MASTERBLEND EZ	14.00				1,538.72
			*** VENDOR TOTALS ***			1 CHECKS		1,538.72
002290	ROBERT F CAYLOR							
I-05/08/17	WINNEBAGO MENTAL HLTH TRANSPOR	R	5/15/2017			154997		
10 52100-03-53000	Gas & Oil - Vehicles		WINNEBAGO MENTAL HLT	20.01				20.01
			*** VENDOR TOTALS ***			1 CHECKS		20.01

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000900	CDW GOVERNMENT							
I-WA1700230	WORK AT FIRE STATION	R	5/15/2017			154998		
10 51525-15-41000	Systems Eng.-Tech.	WORK AT FIRE STATION		284.39				
62 53716-00-85010	Computer & Software	WORK AT FIRE STATION		142.18				
63 56156-00-85010	Computer & Software	WORK AT FIRE STATION		142.18				568.75
			*** VENDOR TOTALS ***			1 CHECKS		568.75
003747	CENTRAL WISCONSIN WHOLESALE AU							
I-16571	WINDOW WASH	R	5/15/2017			154999		
10 53240-03-40000	Operating Supplies	WINDOW WASH		23.88				
I-16685	BRAKE PARTS CLEANER	R	5/15/2017			154999		
10 53240-03-40000	Operating Supplies	BRAKE PARTS CLEANER		47.76				71.64
			*** VENDOR TOTALS ***			1 CHECKS		71.64
001843	CHARTER COMMUNICATIONS							
I-MAY 2017	CHARTER COMMUNICATIONS	R	5/15/2017			155000		
10 52200-02-25500	Fiber - Internet & VOIP	FIRE		725.00				
10 52300-02-25000	Telephone & Internet	EMS		725.00				
10 51525-15-32900	Fiber & PRI - Charter	IT		1,753.94				
62 53716-00-85025	Fiber - Internet-PRI	WATER		1,650.00				
63 56156-00-85025	Fiber - Internet-PRI	WWT		1,450.00				
10 55400-02-25500	Fiber-Internet-Wireless	SMITH CENTER		425.00				
10 53230-02-25000	Telephone & Fiber	STREETS		400.00				
10 53510-03-42575	Fiber - Charter	AIRPORT RD		425.00				
10 53510-03-42575	Fiber - Charter	CHAMPAGNE		492.00				8,045.94
001843	CHARTER COMMUNICATIONS							
I-20170517	ACCT #8245 11 217 0138151	R	5/18/2017			155144		
10 55110-15-32900	Charter Fiber-VOIP	ACCT #8245 11 217 01		540.00				540.00
			*** VENDOR TOTALS ***			2 CHECKS		8,585.94
003611	CHOICE 1 HEALTH CARE SERVICES,							
I-7109	TEST STRIPS	R	5/15/2017			155001		
10 52300-03-40000	Operating Supplies	TEST STRIPS		74.85				74.85
			*** VENDOR TOTALS ***			1 CHECKS		74.85
003336	CINTAS CORPORATION #442							
I-442321831	ACCT #04306	R	5/18/2017			155145		
10 55110-03-44000	Janitor Supplies	ACCT #04306		78.39				
I-442324529	ACCT #04306	R	5/18/2017			155145		
10 55110-03-44000	Janitor Supplies	ACCT #04306		89.26				
I-442327226	ACCT #04306	R	5/18/2017			155145		
10 55110-03-44000	Janitor Supplies	ACCT #04306		89.26				256.91
			*** VENDOR TOTALS ***			1 CHECKS		256.91

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000022	CITY OF MERRILL - TREASURER							
I-ADM20170505	ADMINISTRATION FEES	R	5/05/2017			154904		
10 21-5908	Child Support/Maintenance			19.44				
47 21-5908	Child Support-Maintenance			0.06				
62 21-5908	Child Support/Maintenance			0.75				
63 21-5908	Child Support/Maintenance			0.75				21.00
000022	CITY OF MERRILL - TREASURER							
I-ADM20170519	ADMINISTRATION FEES	R	5/19/2017			155115		
10 21-5908	Child Support/Maintenance			19.50				
62 21-5908	Child Support/Maintenance			0.75				
63 21-5908	Child Support/Maintenance			0.75				21.00
	*** VENDOR TOTALS ***					2 CHECKS		42.00
004084	CITY OF MERRILL							
I-2017-126	CUSTOMER #CT-012600	R	5/18/2017			155146		
10 55110-02-15500	Snow Removal Services			637.59				637.59
	*** VENDOR TOTALS ***					1 CHECKS		637.59
003603	CITY OF TOMAHAWK							
I-APRIL 2017	MUN COURT	R	5/15/2017			155002		
10 22-6775	Tomahawk-Muni Court			460.00				460.00
	*** VENDOR TOTALS ***					1 CHECKS		460.00
000117	CITY TREASURER							
I-05/15/17	WRITE OFF PERSONAL PROP TAX	R	5/15/2017			155003		
10 51910-03-40000	Over-Collected Taxes			452.41				452.41
	*** VENDOR TOTALS ***					1 CHECKS		452.41
003145	COLOR CREATIONS							
I-2017/238	BARLEYFEST TICKETS	R	5/31/2017			155188		
26 55425-03-40000	Lager Barleyfest Expense			73.80				73.80
	*** VENDOR TOTALS ***					1 CHECKS		73.80
002026	COMPLETE CONTROL, INC							
I-PB500	CITY HALL LOWER LEVEL	R	5/15/2017			155004		
52 57001-08-27125	City Hall-HVAC Improve			4,683.00				4,683.00
	*** VENDOR TOTALS ***					1 CHECKS		4,683.00
000115	COUNTY MATERIALS CORP							
I-2870196-00	SPLICE BOLT/HEX NUT/WASHER	R	5/15/2017			155005		
10 53240-03-40000	Operating Supplies			378.10				
I-2871293-00	WOOD GUARD/RAIL/BOLT/WASHER	R	5/15/2017			155005		
10 53300-03-40000	Operating Supplies			1,967.60				
I-2876571-00	INLET BOX/CATCH BASIN/BASE	R	5/15/2017			155005		
47 57100-08-45000	Street Improvements			3,248.44				
49 57100-08-24000	Street Improvements			951.76				
I-2876578-00	INLET BOX	R	5/15/2017			155005		

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000115	COUNTY MATERIALS CORP CONT							
I-2876578-00	INLET BOX	R	5/15/2017			155005		
47 57100-08-45000	Street Improvements	INLET BOX		3,785.65				
49 57100-08-24000	Street Improvements	INLET BOX		475.88				
I-2881091-00	SPECMIX UNDERGROUND	R	5/15/2017			155005		
10 53314-03-40000	Operating Supplies	SPECMIX UNDERGROUND		420.00				11,227.43
			*** VENDOR TOTALS ***			1 CHECKS		11,227.43
000934	COURTSIDE FURNITURE							
I-11636	COCKTAIL TABLE	R	5/31/2017			155189		
10 53510-02-24733	New Terminal - Maint	COCKTAIL TABLE		350.00				350.00
			*** VENDOR TOTALS ***			1 CHECKS		350.00
004086	NASSCO, INC.							
I-S2170904.001	NIFTYNABBERS	R	5/15/2017			155006		
10 55200-03-40000	Operating Supplies	NIFTYNABBERS		75.46				
I-S2174732.001	NEW TERMINAL CLEANING SUPPLIES	R	5/15/2017			155006		
10 53510-03-40000	Operating Supplies	NEW TERMINAL CLEANIN		190.39				265.85
			*** VENDOR TOTALS ***			1 CHECKS		265.85
000199	CUMMINS NPOWER LLC							
C-809-65175	INJ, BOSCH PEGASUS	R	5/15/2017			155007		
10 53240-03-40000	Operating Supplies	INJ, BOSCH PEGASUS		637.50CR				
I-802-75964	GASKET, CONNECTION	R	5/15/2017			155007		
10 53240-03-40000	Operating Supplies	GASKET, CONNECTION		22.62				
I-809-64988	CONNECTOR/INJECTOR/BOSCH PEGAS	R	5/15/2017			155007		
10 53240-03-40000	Operating Supplies	CONNECTOR/INJECTOR/B		3,866.28				
I-809-65031	CLAMP, V BAND	R	5/15/2017			155007		
10 53240-03-40000	Operating Supplies	CLAMP, V BAND		48.19				
I-809-65176	GASKET, CLAMP	R	5/15/2017			155007		
10 53240-03-40000	Operating Supplies	GASKET, CLAMP		94.10				3,393.69
			*** VENDOR TOTALS ***			1 CHECKS		3,393.69
001924	CWCIA							
I-2017 DUES	2017 MEMBERSHIP DUES	R	5/31/2017			155190		
10 52100-03-32000	Education & Conference	2017 MEMBERSHIP DUES		30.00				30.00
			*** VENDOR TOTALS ***			1 CHECKS		30.00
000204	DAVE'S COUNTY MARKET							
I-04/19/17	BAKERY	R	5/15/2017			155008		
10 52200-03-40000	Operating Supplies	BAKERY		36.99				
I-8500	FRUIT, VEGGIES, BREAD,	R	5/15/2017			155008		
26 54610-03-30000	Meals - Supplies	FRUIT, VEGGIES, BREA		25.04				62.03

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
BANK: 1 LINCOLN CO - GENERAL  
DATE RANGE: 5/01/2017 THRU 5/31/2017

**2.1.a**

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000204	DAVE'S COUNTY MARKET							
I-20170517	ACCT #708	R	5/18/2017			155147		
10	55110-03-41750 Hospitality		ACCT #708	20.56				
10	55110-03-41250 Programming - Adult		ACCT #708	32.70				53.26
			*** VENDOR TOTALS ***			2 CHECKS		115.26
001994	DELTA DENTAL							
I-DFD20170505	DENTAL PREMIUM	R	5/05/2017			154905		
10	21-5912 Dental Premiums		DENTAL PREMIUM	845.44				
47	21-5912 Dental Premiums		DENTAL PREMIUM	18.67				
62	21-5912 Dental Ins. Premiums		DENTAL PREMIUM	73.94				
63	21-5912 Dental Ins. Premiums		DENTAL PREMIUM	59.00				
I-DSD20170505	DENTAL PREMIUM	R	5/05/2017			154905		
10	21-5912 Dental Premiums		DENTAL PREMIUM	257.91				
24	21-5912 Dental Premiums		DENTAL PREMIUM	5.64				
47	21-5912 Dental Premiums		DENTAL PREMIUM	21.24				
49	21-5912 Dental Premiums		DENTAL PREMIUM	11.35				
62	21-5912 Dental Ins. Premiums		DENTAL PREMIUM	4.03				
63	21-5912 Dental Ins. Premiums		DENTAL PREMIUM	4.03				1,301.25
001994	DELTA DENTAL							
I-DFD20170519	DENTAL PREMIUM	R	5/19/2017			155116		
10	21-5912 Dental Premiums		DENTAL PREMIUM	814.00				
24	21-5912 Dental Premiums		DENTAL PREMIUM	2.34				
47	21-5912 Dental Premiums		DENTAL PREMIUM	43.10				
49	21-5912 Dental Premiums		DENTAL PREMIUM	4.67				
62	21-5912 Dental Ins. Premiums		DENTAL PREMIUM	78.10				
63	21-5912 Dental Ins. Premiums		DENTAL PREMIUM	54.84				
I-DSD20170519	DENTAL PREMIUM	R	5/19/2017			155116		
10	21-5912 Dental Premiums		DENTAL PREMIUM	226.63				
47	21-5912 Dental Premiums		DENTAL PREMIUM	67.34				
49	21-5912 Dental Premiums		DENTAL PREMIUM	2.17				
62	21-5912 Dental Ins. Premiums		DENTAL PREMIUM	4.03				
63	21-5912 Dental Ins. Premiums		DENTAL PREMIUM	4.03				1,301.25
			*** VENDOR TOTALS ***			2 CHECKS		2,602.50
004165	PAUL DEMAIN							
I-20170517	MAY 11 PIPELINE PROGRAM	R	5/18/2017			155148		
10	55110-03-41250 Programming - Adult		MAY 11 PIPELINE PROG	203.01				203.01
			*** VENDOR TOTALS ***			1 CHECKS		203.01
004145	DISTRICT 2, INC							
I-1876	TOOLOK	R	5/15/2017			155009		
26	52200-03-40000 2% Fire Dues Expenses		TOOLOK	863.17				863.17
			*** VENDOR TOTALS ***			1 CHECKS		863.17

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
BANK: 1 LINCOLN CO - GENERAL  
DATE RANGE: 5/01/2017 THRU 5/31/2017

**2.1.a**

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000449	MICHAEL H. DRURY							
I-05/15/17	INDY/FDIC	R	5/15/2017			155010		
10 52200-03-32000	Eduation & Conference	INDY/FDIC		137.50				137.50
*** VENDOR TOTALS ***						1 CHECKS		137.50
000036	EFTPS							
I-T1 20170505	FEDERAL WITHHOLDING TAX	D	5/05/2017			000134		
10 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		22,968.70				
20 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		34.02				
21 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		200.89				
24 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		92.04				
25 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		83.28				
47 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		685.18				
49 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		175.76				
52 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		50.03				
62 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		1,010.75				
63 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		1,523.54				
I-T3 20170505	FICA WITHHOLDING/MATCH	D	5/05/2017			000134		
10 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		9,686.07				
10 51110-01-51000	Social Security	FICA WITHHOLDING/MAT		66.08				
10 51200-01-51000	Social Security	FICA WITHHOLDING/MAT		122.28				
10 51300-01-51000	Social Security	FICA WITHHOLDING/MAT		326.75				
10 51410-01-51000	Social Security	FICA WITHHOLDING/MAT		30.05				
10 51415-01-51000	Social Security	FICA WITHHOLDING/MAT		180.41				
10 51420-01-51000	Social Security	FICA WITHHOLDING/MAT		126.49				
10 51430-01-51000	Social Security	FICA WITHHOLDING/MAT		328.66				
10 51520-01-51000	Social Security	FICA WITHHOLDING/MAT		176.37				
10 51525-01-51000	Social Security	FICA WITHHOLDING/MAT		86.83				
10 51600-01-51000	Social Security	FICA WITHHOLDING/MAT		148.24				
10 51930-01-51000	Social Security	FICA WITHHOLDING/MAT		88.30				
10 52100-01-51000	Social Security	FICA WITHHOLDING/MAT		3,180.83				
10 52110-01-51000	Social Security	FICA WITHHOLDING/MAT		25.62				
10 52200-01-51000	Medicare 1.45%	FICA WITHHOLDING/MAT		46.13				
10 52400-01-51000	Social Security	FICA WITHHOLDING/MAT		157.54				
10 53100-01-51000	Social Security	FICA WITHHOLDING/MAT		112.19				
10 53102-01-51000	Social Security	FICA WITHHOLDING/MAT		152.77				
10 53240-01-51000	Social Security	FICA WITHHOLDING/MAT		297.96				
10 53300-01-51000	Social Security	FICA WITHHOLDING/MAT		417.14				
10 53310-01-51000	Social Security	FICA WITHHOLDING/MAT		72.80				
10 53314-01-51000	Social Security	FICA WITHHOLDING/MAT		2.55				
10 53316-01-51000	Social Security	FICA WITHHOLDING/MAT		79.37				
10 53510-01-51000	Social Security	FICA WITHHOLDING/MAT		22.32				
10 53520-01-51000	Social Security	FICA WITHHOLDING/MAT		912.28				
10 53620-01-51000	Social Security	FICA WITHHOLDING/MAT		220.59				
10 53635-01-51000	Social Security	FICA WITHHOLDING/MAT		263.66				
10 53640-01-51000	Social Security	FICA WITHHOLDING/MAT		6.13				
10 54600-01-51000	Social Security	FICA WITHHOLDING/MAT		178.51				
10 55110-01-51000	Social Security	FICA WITHHOLDING/MAT		1,125.49				

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
BANK: 1 LINCOLN CO - GENERAL  
DATE RANGE: 5/01/2017 THRU 5/31/2017

2.1.a

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000036	EFTPS	CONT						
I-T3 20170505	FICA WITHHOLDING/MATCH	D	5/05/2017			000134		
10 55200-01-51000	Social Security	FICA WITHHOLDING/MAT		442.83				
10 55300-01-51000	Social Security	FICA WITHHOLDING/MAT		225.48				
10 55400-01-51000	Social Security	FICA WITHHOLDING/MAT		63.49				
20 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		25.90				
20 53622-01-51000	Social Security	FICA WITHHOLDING/MAT		25.88				
21 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		162.75				
21 52100-01-51000	Social Security	FICA WITHHOLDING/MAT		162.75				
24 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		44.17				
24 55225-01-51000	Social Security-Medicare	FICA WITHHOLDING/MAT		44.17				
25 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		64.44				
25 56900-01-51000	Social Security	FICA WITHHOLDING/MAT		64.43				
26 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		5.39				
26 54605-01-51000	Social Security	FICA WITHHOLDING/MAT		5.39				
47 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		399.11				
47 57100-01-51000	SS/Medicare	FICA WITHHOLDING/MAT		399.10				
49 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		94.24				
49 57100-01-51000	SS/Medicare	FICA WITHHOLDING/MAT		94.24				
52 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		22.93				
52 57001-01-51000	SS/Medicare	FICA WITHHOLDING/MAT		22.93				
62 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		701.12				
62 54080-00-51000	SS/Medicare	FICA WITHHOLDING/MAT		701.10				
63 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		969.23				
63 54080-00-51000	SS/Medicare Taxes	FICA WITHHOLDING/MAT		969.22				
I-T4 20170505	MEDICARE WITHHOLDING/MATCH	D	5/05/2017			000134		
10 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		3,011.68				
10 51110-01-51000	Social Security	MEDICARE WITHHOLDING		15.47				
10 51200-01-51000	Social Security	MEDICARE WITHHOLDING		28.59				
10 51300-01-51000	Social Security	MEDICARE WITHHOLDING		76.42				
10 51410-01-51000	Social Security	MEDICARE WITHHOLDING		7.03				
10 51415-01-51000	Social Security	MEDICARE WITHHOLDING		42.20				
10 51420-01-51000	Social Security	MEDICARE WITHHOLDING		29.58				
10 51430-01-51000	Social Security	MEDICARE WITHHOLDING		76.85				
10 51520-01-51000	Social Security	MEDICARE WITHHOLDING		41.25				
10 51525-01-51000	Social Security	MEDICARE WITHHOLDING		20.31				
10 51600-01-51000	Social Security	MEDICARE WITHHOLDING		34.68				
10 51930-01-51000	Social Security	MEDICARE WITHHOLDING		20.65				
10 52100-01-51000	Social Security	MEDICARE WITHHOLDING		743.91				
10 52110-01-51000	Social Security	MEDICARE WITHHOLDING		6.00				
10 52200-01-51000	Medicare 1.45%	MEDICARE WITHHOLDING		455.83				
10 52300-01-51000	Medicare 1.45%	MEDICARE WITHHOLDING		301.34				
10 52400-01-51000	Social Security	MEDICARE WITHHOLDING		36.85				
10 53100-01-51000	Social Security	MEDICARE WITHHOLDING		26.24				
10 53102-01-51000	Social Security	MEDICARE WITHHOLDING		35.73				
10 53240-01-51000	Social Security	MEDICARE WITHHOLDING		69.68				
10 53300-01-51000	Social Security	MEDICARE WITHHOLDING		97.56				
10 53310-01-51000	Social Security	MEDICARE WITHHOLDING		17.02				

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
BANK: 1 LINCOLN CO - GENERAL  
DATE RANGE: 5/01/2017 THRU 5/31/2017

2.1.a

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000036	EFTPS	CONT						
I-T4	20170505	MEDICARE WITHHOLDING/MATCH	D 5/05/2017			000134		
10	53314-01-51000	Social Security	MEDICARE WITHHOLDING	0.60				
10	53316-01-51000	Social Security	MEDICARE WITHHOLDING	18.56				
10	53510-01-51000	Social Security	MEDICARE WITHHOLDING	5.22				
10	53520-01-51000	Social Security	MEDICARE WITHHOLDING	213.36				
10	53620-01-51000	Social Security	MEDICARE WITHHOLDING	51.60				
10	53635-01-51000	Social Security	MEDICARE WITHHOLDING	61.66				
10	53640-01-51000	Social Security	MEDICARE WITHHOLDING	1.44				
10	54600-01-51000	Social Security	MEDICARE WITHHOLDING	41.75				
10	55110-01-51000	Social Security	MEDICARE WITHHOLDING	263.21				
10	55200-01-51000	Social Security	MEDICARE WITHHOLDING	103.57				
10	55300-01-51000	Social Security	MEDICARE WITHHOLDING	52.72				
10	55400-01-51000	Social Security	MEDICARE WITHHOLDING	14.85				
20	21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING	6.08				
20	53622-01-51000	Social Security	MEDICARE WITHHOLDING	6.06				
21	21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING	38.06				
21	52100-01-51000	Social Security	MEDICARE WITHHOLDING	38.06				
24	21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING	10.33				
24	55225-01-51000	Social Security-Medicare	MEDICARE WITHHOLDING	10.33				
25	21-5110	FICA/Medicare	MEDICARE WITHHOLDING	15.07				
25	56900-01-51000	Social Security	MEDICARE WITHHOLDING	15.07				
26	21-5110	FICA/Medicare	MEDICARE WITHHOLDING	1.26				
26	54605-01-51000	Social Security	MEDICARE WITHHOLDING	1.26				
47	21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING	93.32				
47	57100-01-51000	SS/Medicare	MEDICARE WITHHOLDING	93.30				
49	21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING	22.05				
49	57100-01-51000	SS/Medicare	MEDICARE WITHHOLDING	22.02				
52	21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING	5.36				
52	57001-01-51000	SS/Medicare	MEDICARE WITHHOLDING	5.36				
62	21-5110	FICA/Medicare	MEDICARE WITHHOLDING	163.95				
62	54080-00-51000	SS/Medicare	MEDICARE WITHHOLDING	164.04				
63	21-5110	FICA/Medicare	MEDICARE WITHHOLDING	226.67				
63	54080-00-51000	SS/Medicare Taxes	MEDICARE WITHHOLDING	226.60				58,362.55

000036	EFTPS							
I-T1	20170519	FEDERAL WITHHOLDING TAX	D 5/19/2017			000136		
10	21-5120	Federal Tax W/H	FEDERAL WITHHOLDING	21,371.87				
20	21-5120	Federal Tax W/H	FEDERAL WITHHOLDING	7.53				
21	21-5120	Federal Tax W/H	FEDERAL WITHHOLDING	131.90				
24	21-5120	Federal Tax W/H	FEDERAL WITHHOLDING	15.98				
25	21-5120	Federal Tax W/H	FEDERAL WITHHOLDING	104.28				
43	21-5120	Federal Tax W/H	FEDERAL WITHHOLDING	2.46				
47	21-5120	Federal Tax W/H	FEDERAL WITHHOLDING	1,333.40				
49	21-5120	Federal Tax W/H	FEDERAL WITHHOLDING	70.51				
62	21-5120	Federal Tax W/H	FEDERAL WITHHOLDING	1,117.35				
63	21-5120	Federal Tax W/H	FEDERAL WITHHOLDING	1,539.43				
I-T3	20170519	FICA WITHHOLDING/MATCH	D 5/19/2017			000136		

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
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DATE RANGE: 5/01/2017 THRU 5/31/2017

2.1.a

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000036	EFTPS	CONT						
I-T3 20170519	FICA WITHHOLDING/MATCH	D	5/19/2017			000136		
10 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		8,966.26				
10 51110-01-51000	Social Security	FICA WITHHOLDING/MAT		60.28				
10 51200-01-51000	Social Security	FICA WITHHOLDING/MAT		123.03				
10 51300-01-51000	Social Security	FICA WITHHOLDING/MAT		294.20				
10 51410-01-51000	Social Security	FICA WITHHOLDING/MAT		30.05				
10 51415-01-51000	Social Security	FICA WITHHOLDING/MAT		182.69				
10 51420-01-51000	Social Security	FICA WITHHOLDING/MAT		126.49				
10 51430-01-51000	Social Security	FICA WITHHOLDING/MAT		281.27				
10 51520-01-51000	Social Security	FICA WITHHOLDING/MAT		176.37				
10 51525-01-51000	Social Security	FICA WITHHOLDING/MAT		86.82				
10 51600-01-51000	Social Security	FICA WITHHOLDING/MAT		147.38				
10 52100-01-51000	Social Security	FICA WITHHOLDING/MAT		3,313.97				
10 52110-01-51000	Social Security	FICA WITHHOLDING/MAT		16.87				
10 52200-01-51000	Medicare 1.45%	FICA WITHHOLDING/MAT		46.93				
10 52400-01-51000	Social Security	FICA WITHHOLDING/MAT		184.19				
10 53100-01-51000	Social Security	FICA WITHHOLDING/MAT		112.19				
10 53102-01-51000	Social Security	FICA WITHHOLDING/MAT		152.77				
10 53240-01-51000	Social Security	FICA WITHHOLDING/MAT		293.62				
10 53300-01-51000	Social Security	FICA WITHHOLDING/MAT		134.36				
10 53310-01-51000	Social Security	FICA WITHHOLDING/MAT		93.83				
10 53316-01-51000	Social Security	FICA WITHHOLDING/MAT		64.75				
10 53510-01-51000	Social Security	FICA WITHHOLDING/MAT		77.28				
10 53520-01-51000	Social Security	FICA WITHHOLDING/MAT		650.48				
10 53620-01-51000	Social Security	FICA WITHHOLDING/MAT		159.68				
10 53635-01-51000	Social Security	FICA WITHHOLDING/MAT		204.41				
10 53640-01-51000	Social Security	FICA WITHHOLDING/MAT		32.59				
10 54600-01-51000	Social Security	FICA WITHHOLDING/MAT		182.35				
10 55110-01-51000	Social Security	FICA WITHHOLDING/MAT		1,106.04				
10 55200-01-51000	Social Security	FICA WITHHOLDING/MAT		351.53				
10 55300-01-51000	Social Security	FICA WITHHOLDING/MAT		216.63				
10 55400-01-51000	Social Security	FICA WITHHOLDING/MAT		36.04				
10 55420-01-51000	Social Security	FICA WITHHOLDING/MAT		27.20				
20 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		8.14				
20 53622-01-51000	Social Security	FICA WITHHOLDING/MAT		8.13				
21 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		132.15				
21 52100-01-51000	Social Security	FICA WITHHOLDING/MAT		132.15				
24 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		8.38				
24 55225-01-51000	Social Security-Medicare	FICA WITHHOLDING/MAT		8.38				
25 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		73.12				
25 56900-01-51000	Social Security	FICA WITHHOLDING/MAT		73.11				
43 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		2.31				
43 57200-01-51000	SS/Medicare	FICA WITHHOLDING/MAT		2.31				
47 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		745.76				
47 57100-01-51000	SS/Medicare	FICA WITHHOLDING/MAT		745.76				
49 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		38.67				
49 57100-01-51000	SS/Medicare	FICA WITHHOLDING/MAT		38.66				

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
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DATE RANGE: 5/01/2017 THRU 5/31/2017

2.1.a

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000036	EFTPS	CONT						
I-T3 20170519	FICA WITHHOLDING/MATCH	D	5/19/2017			000136		
62 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		784.07				
62 54080-00-51000	SS/Medicare	FICA WITHHOLDING/MAT		784.12				
63 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		960.31				
63 54080-00-51000	SS/Medicare Taxes	FICA WITHHOLDING/MAT		960.26				
I-T4 20170519	MEDICARE WITHHOLDING/MATCH	D	5/19/2017			000136		
10 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		2,851.96				
10 51110-01-51000	Social Security	MEDICARE WITHHOLDING		14.10				
10 51200-01-51000	Social Security	MEDICARE WITHHOLDING		28.77				
10 51300-01-51000	Social Security	MEDICARE WITHHOLDING		68.80				
10 51410-01-51000	Social Security	MEDICARE WITHHOLDING		7.03				
10 51415-01-51000	Social Security	MEDICARE WITHHOLDING		42.73				
10 51420-01-51000	Social Security	MEDICARE WITHHOLDING		29.58				
10 51430-01-51000	Social Security	MEDICARE WITHHOLDING		65.78				
10 51520-01-51000	Social Security	MEDICARE WITHHOLDING		41.25				
10 51525-01-51000	Social Security	MEDICARE WITHHOLDING		20.30				
10 51600-01-51000	Social Security	MEDICARE WITHHOLDING		34.48				
10 52100-01-51000	Social Security	MEDICARE WITHHOLDING		775.06				
10 52110-01-51000	Social Security	MEDICARE WITHHOLDING		3.95				
10 52200-01-51000	Medicare 1.45%	MEDICARE WITHHOLDING		463.56				
10 52300-01-51000	Medicare 1.45%	MEDICARE WITHHOLDING		302.43				
10 52400-01-51000	Social Security	MEDICARE WITHHOLDING		43.08				
10 53100-01-51000	Social Security	MEDICARE WITHHOLDING		26.24				
10 53102-01-51000	Social Security	MEDICARE WITHHOLDING		35.73				
10 53240-01-51000	Social Security	MEDICARE WITHHOLDING		68.66				
10 53300-01-51000	Social Security	MEDICARE WITHHOLDING		31.43				
10 53310-01-51000	Social Security	MEDICARE WITHHOLDING		21.94				
10 53316-01-51000	Social Security	MEDICARE WITHHOLDING		15.14				
10 53510-01-51000	Social Security	MEDICARE WITHHOLDING		18.08				
10 53520-01-51000	Social Security	MEDICARE WITHHOLDING		152.12				
10 53620-01-51000	Social Security	MEDICARE WITHHOLDING		37.34				
10 53635-01-51000	Social Security	MEDICARE WITHHOLDING		47.81				
10 53640-01-51000	Social Security	MEDICARE WITHHOLDING		7.62				
10 54600-01-51000	Social Security	MEDICARE WITHHOLDING		42.64				
10 55110-01-51000	Social Security	MEDICARE WITHHOLDING		258.66				
10 55200-01-51000	Social Security	MEDICARE WITHHOLDING		82.22				
10 55300-01-51000	Social Security	MEDICARE WITHHOLDING		50.66				
10 55400-01-51000	Social Security	MEDICARE WITHHOLDING		8.43				
10 55420-01-51000	Social Security	MEDICARE WITHHOLDING		6.36				
20 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		1.90				
20 53622-01-51000	Social Security	MEDICARE WITHHOLDING		1.90				
21 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		30.91				
21 52100-01-51000	Social Security	MEDICARE WITHHOLDING		30.91				
24 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		1.96				
24 55225-01-51000	Social Security-Medicare	MEDICARE WITHHOLDING		1.96				
25 21-5110	FICA/Medicare	MEDICARE WITHHOLDING		17.10				
25 56900-01-51000	Social Security	MEDICARE WITHHOLDING		17.10				

Attachment: Vouchers (2578 : Vouchers)

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**2.1.a**

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000036	EFTPS	CONT						
I-T4 20170519	MEDICARE WITHHOLDING/MATCH	D	5/19/2017			000136		
43 21-5110	FICA/Medicare W/H			0.54				
43 57200-01-51000	SS/Medicare			0.54				
47 21-5110	FICA/Medicare W/H			174.42				
47 57100-01-51000	SS/Medicare			174.41				
49 21-5110	FICA/Medicare W/H			9.04				
49 57100-01-51000	SS/Medicare			9.04				
62 21-5110	FICA/Medicare			183.35				
62 54080-00-51000	SS/Medicare			183.36				
63 21-5110	FICA/Medicare			224.59				
63 54080-00-51000	SS/Medicare Taxes			224.57				56,124.59
			*** VENDOR TOTALS ***			2 CHECKS		114,487.14
000128	ELAN FINANCIAL SERVICES							
I-20170517	ACCT #5472 1102 2200 0197	R	5/18/2017			155149		
10 55110-03-32000	Education & Conference	ACCT #5472 1102 2200		100.00				
10 55110-03-41501	Misc Rev-Programming-Youth	ACCT #5472 1102 2200		204.92				
10 55110-03-50000	M/R-General Repair/Maint.	ACCT #5472 1102 2200		171.14				
10 55110-13-10100	Adult Dept Non-Fiction	ACCT #5472 1102 2200		61.75				
10 55110-13-20000	Youth Children's Books	ACCT #5472 1102 2200		5.99				
10 55110-14-20100	Youth Videos, DVDs & CD-ROMs	ACCT #5472 1102 2200		171.22				
10 55110-14-40000	Learning Games/Story Boxes	ACCT #5472 1102 2200		110.61				
10 55110-15-31000	Computer Supplies	ACCT #5472 1102 2200		64.93				890.56
			*** VENDOR TOTALS ***			1 CHECKS		890.56
000130	EMERGENCY MEDICAL PRODUCTS INC							
I-1899791	SODIUM CHLORIDE/SODIUM BICARBO	R	5/15/2017			155011		
10 52300-03-40000	Operating Supplies	SODIUM CHLORIDE/SODI		300.45				
I-1901108	C-COLLAR/COT SHEETS/MATTRESS	R	5/15/2017			155011		
10 52300-03-40000	Operating Supplies	C-COLLAR/COT SHEETS/		979.05				
I-1903214	SODIUM BICARBONATE	R	5/15/2017			155011		
10 52300-03-40000	Operating Supplies	SODIUM BICARBONATE		14.29				
I-1903224	SODIUM BICARBONATE	R	5/15/2017			155011		
10 52300-03-40000	Operating Supplies	SODIUM BICARBONATE		28.58				1,322.37
			*** VENDOR TOTALS ***			1 CHECKS		1,322.37
000109	EMPLOYEE BENEFITS CORP							
I-1846048	DEPENDENT/HEALTH/LIMITED HEALT	R	5/31/2017			155193		
10 21-5923	EBC Flex Plan	DEPENDENT/HEALTH/LIM		1,391.25				
I-1853128	BESTFLEX PLAN	R	5/31/2017			155193		
10 51930-05-40000	Flex Plan - EBC	BESTFLEX PLAN		50.00				1,441.25
			*** VENDOR TOTALS ***			1 CHECKS		1,441.25

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000715	ENERGETIX							
I-03179677	ENGLISH/DEJARLAIS/SHOLUND	R	5/31/2017			155194		
10 53520-03-66000	Other Services	ENGLISH/DEJARLAIS/SH		150.00				
I-04179916	IN 04179916 - ESSER	R	5/31/2017			155194		
10 53520-03-66000	Other Services	IN 04179916 - ESSER		50.00				200.00
				*** VENDOR TOTALS ***		1 CHECKS		200.00
004166	MELISSA A. ENGELS-LEWIS							
I-20170517	5/11/17 PIPELINE PRESENTATION	R	5/18/2017			155150		
10 55110-03-41250	Programming - Adult	5/11/17 PIPELINE PRE		50.00				50.00
				*** VENDOR TOTALS ***		1 CHECKS		50.00
001038	ERV'S SALES & SERVICE							
I-1095229	FILTER-INTAKE	R	5/15/2017			155012		
10 52200-03-51000	Vehicle Repair/Maintenance	FILTER-INTAKE		45.98				45.98
				*** VENDOR TOTALS ***		1 CHECKS		45.98
004122	EVERBANK COMMERCIAL FINANCE IN							
I-4457653	FIRE COPIER CONTRACT PYMT	R	5/31/2017			155195		
10 52200-03-40000	Operating Supplies	FIRE COPIER CONTRACT		86.08				
10 52300-03-40000	Operating Supplies	FIRE COPIER CONTRACT		86.07				172.15
				*** VENDOR TOTALS ***		1 CHECKS		172.15
000212	FASTENAL COMPANY							
I-WIMER94271	3" COARSE CUP BRUSH/WIRE WHEEL	R	5/15/2017			155013		
10 53240-03-40000	Operating Supplies	3" COARSE CUP BRUSH/		25.26				
I-WIMER94275	PRO GRADE EPOXY GUN	R	5/15/2017			155013		
10 53240-03-40000	Operating Supplies	PRO GRADE EPOXY GUN		23.63				
I-WIMER94284	HCS 1/2 - 13X1 3/4 YZ8	R	5/15/2017			155013		
10 53240-03-40000	Operating Supplies	HCS 1/2 - 13X1 3/4 Y		0.43				
I-WIMER94305	FENDER WASHER/SUPPLIES	R	5/15/2017			155013		
10 52200-03-51000	Vehicle Repair/Maintenance	FENDER WASHER/SUPPLI		63.41				
I-WIMER94343	1/2"x12" ZINC HEX LAG	R	5/15/2017			155013		
10 53240-03-40000	Operating Supplies	1/2"x12" ZINC HEX LA		1.37				
I-WIMER94346	WHISK BROOM/IC WB FLO PINK	R	5/15/2017			155013		
10 53240-03-40000	Operating Supplies	WHISK BROOM/IC WB FL		95.13				
I-WIMER94392	SUPPLIES	R	5/15/2017			155013		
10 53240-03-40000	Operating Supplies	SUPPLIES		9.72				
I-WIMER94435	SUPPLIES	R	5/15/2017			155013		
10 53240-03-40000	Operating Supplies	SUPPLIES		1.49				
I-WIMER94478	SUPPLIES	R	5/15/2017			155013		
10 52200-03-51000	Vehicle Repair/Maintenance	SUPPLIES		1.64				
I-WIMER94559	40HEXBUSH/SHCS 5/16-24X1	R	5/15/2017			155013		
10 53240-03-40000	Operating Supplies	40HEXBUSH/SHCS 5/16-		2.34				
I-WIMER94560	5/16-18 X 3/8 SSS CP	R	5/15/2017			155013		
10 53240-03-40000	Operating Supplies	5/16-18 X 3/8 SSS CP		6.36				
I-WIMER94594	SUPPLIES	R	5/15/2017			155013		
10 52200-03-51000	Vehicle Repair/Maintenance	SUPPLIES		4.82				
I-WIMER94632	SUPPLIES	R	5/15/2017			155013		

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000212	FASTENAL COMPANY	CONT						
I-WIMER94632	SUPPLIES	R	5/15/2017			155013		
10 53240-03-40000	Operating Supplies	SUPPLIES		34.28				
I-WIMER94756	10 PC HSS DR&EXT SET	R	5/15/2017			155013		
10 53240-03-40000	Operating Supplies	10 PC HSS DR&EXT SET		66.62				
I-WIMER94759	M10-1.5 HSS BOT TAP	R	5/15/2017			155013		
10 53240-03-40000	Operating Supplies	M10-1.5 HSS BOT TAP		7.49				
I-WIMER94767	BRP ADAPTER	R	5/15/2017			155013		
10 53240-03-40000	Operating Supplies	BRP ADAPTER		1.40				
I-WIMER94788	N95 PART RESP 20 CT	R	5/15/2017			155013		
10 53240-03-40000	Operating Supplies	N95 PART RESP 20 CT		14.71				
I-WIMER94790	SUPPLIES	R	5/15/2017			155013		
10 53240-03-40000	Operating Supplies	SUPPLIES		44.05				
I-WIMER94799	SUPPLIES	R	5/15/2017			155013		
10 53240-03-40000	Operating Supplies	SUPPLIES		4.00				408.15
*** VENDOR TOTALS ***						1 CHECKS		408.15
000632	FERGUSON ENTERPRISES #1476							
I-0217739	SAN HD NON ROCK M/HOLEL ID	R	5/15/2017			155015		
47 57100-08-45000	Street Improvements	SAN HD NON ROCK M/HO		2,363.00				2,363.00
000632	FERGUSON ENTERPRISES #1476							
C-CM402688	CREDIT PLUMBLING/ATHLETIC	R	5/18/2017			155131		
10 55200-03-50000	Repair/Maint. Supplies	CREDIT PLUMBLING/ATH		114.47CR				
I-3856689	ATHLETIC PARK SUPPLIES	R	5/18/2017			155131		
10 55400-03-50000	Repair/Maint. Supplies	ATHLETIC PARK SUPPLI		576.42				
I-3856689-1	PLUMBING SUPPLIES - ATHLETIC	R	5/18/2017			155131		
10 55400-03-50000	Repair/Maint. Supplies	PLUMBING SUPPLIES -		114.47				
I-3860933	PLUMBING SUPPLIES - ATHLETIC	R	5/18/2017			155131		
10 55200-03-50000	Repair/Maint. Supplies	PLUMBING SUPPLIES -		114.47				
I-3882801	TOILET REPLACEMENT/PARKS	R	5/18/2017			155131		
10 55200-03-40000	Operating Supplies	TOILET REPLACEMENT/P		237.86				928.75
000632	FERGUSON ENTERPRISES #1476							
I-3881099	CUST # 105637	R	5/18/2017			155151		
10 55110-03-50000	M/R-General Repair/Maint.	CUST # 105637		291.04				291.04
*** VENDOR TOTALS ***						3 CHECKS		3,582.75
000024	FIRE LOCAL #847							
I-FUD20170505	UNION DUES	R	5/05/2017			154906		
10 21-5903	Fire Union Dues	UNION DUES		968.79				968.79
000024	FIRE LOCAL #847							
I-FUD20170519	UNION DUES	R	5/19/2017			155117		
10 21-5903	Fire Union Dues	UNION DUES		968.79				968.79
*** VENDOR TOTALS ***						2 CHECKS		1,937.54

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004163	CAROLYN FORDE							
I-20170517	4/27/17 MILEAGE	R	5/18/2017			155152		
10 55110-03-30500	Mileage		4/27/17 MILEAGE	34.24				34.24
*** VENDOR TOTALS ***						1 CHECKS		34.24
001931	FOX VALLEY TECHNICAL COLLEGE							
I-10010	FTO INSTRUCTION CERTIFICATION	R	5/15/2017			155016		
10 52100-03-32000	Education & Conference		FTO INSTRUCTION CERT	415.00				
I-10010 SOBERG	FTO INSTRUCTOR CERTIFICATION	R	5/15/2017			155016		
10 52100-03-32000	Education & Conference		FTO INSTRUCTOR CERTI	415.00				
I-10029	SRO TRAINING 6/13/17	R	5/15/2017			155016		
21 52100-03-32000	Education & Conference		SRO TRAINING 6/13/17	225.00				1,055.00
*** VENDOR TOTALS ***						1 CHECKS		1,055.00
002661	FRONTIER							
I-05/15/17	FRONTIER	V	5/15/2017			155017		291.89
002661	FRONTIER							
M-CHECK	FRONTIER	VOIDED V	5/15/2017			155017		291.89
002661	FRONTIER							
I-5/17/17	CITY SERVICE CHARGES	R	5/18/2017			155132		
10 53230-02-25000	Telephone & Fiber		GARAGE	16.70				
10 51520-02-25000	Telephone		TELEPHONE	54.50				
10 53510-02-25000	Telephone		AIRPORT	43.79				
27 53515-02-25022	Telephone-Fuel Pumps		AIRPORT AVIATION	104.90				219.89
002661	FRONTIER							
I-20170517	ACCT #715-536-7909-010384-5	R	5/18/2017			155153		
10 55110-02-25000	Telephone		ACCT #715-536-7909-0	114.19				114.19
002661	FRONTIER							
I-05/31/17	FRONTIER	R	5/31/2017			155196		
10 52100-02-25000	Telephone		POLICE	63.50				
10 52100-02-75000	Dispatch-Lincoln Cty.		COMBINED DISPATCH	10.70				
10 53230-02-25000	Telephone & Fiber		GARAGE	63.50				
10 55300-02-25000	Telephone		RECREATION	53.86				
10 51520-02-25000	Telephone		TELEPHONE	63.50				
27 53515-02-25028	Telephone-CC Line		AIRPORT CC LINE	71.68				
63 56156-00-85600	Misc General Expense		WWTP - REG BILLING	63.50				
10 52300-02-25000	Telephone & Internet		AMBULANCE	67.58				
10 52200-02-25500	Fiber - Internet & VOIP		FIRE	67.56				525.38
*** VENDOR TOTALS ***						3 CHECKS		859.41

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004132	FUNKTION DESIGN STUDIO							
I-16.014.003	4/3 - 5/2/17 SERVICE	R	5/31/2017			155197		
26 53520-02-25000	Transit - Architectural		4/3 - 5/2/17 SERVICE	282.40				
I-16.014002	TRANSIT CONSTRUCTION	R	5/31/2017			155197		
26 53520-02-25000	Transit - Architectural		TRANSIT CONSTRUCTION	1,561.56				1,843.96
			*** VENDOR TOTALS ***			1 CHECKS		1,843.96
000236	G & K SERVICES							
I-1016534343	G & K SERVICES	R	5/15/2017			155018		
10 55200-03-46000	Uniform Services		G & K SERVICES	112.92				
I-1016537141	MATS/MOP	R	5/15/2017			155018		
10 51600-02-23250	Mats, Rugs, Etc.		MATS/MOP	104.51				
I-1016537150	G & K SERVICES	R	5/15/2017			155018		
10 55400-02-23250	Cleaning - Mats/Rugs, Etc.		G & K SERVICES	290.44				
I-1016537158	G & K SERVICES	R	5/15/2017			155018		
10 55200-03-46000	Uniform Services		G & K SERVICES	171.08				
I-1016539979	UNIFORMS	R	5/15/2017			155018		
10 55200-03-46000	Uniform Services		UNIFORMS	81.08				
I-6016542775	MATS/MOP	R	5/15/2017			155018		
10 51600-02-23250	Mats, Rugs, Etc.		MATS/MOP	104.51				
I-6016542791	UNIFORMS	R	5/15/2017			155018		
10 55200-03-46000	Uniform Services		UNIFORMS	81.08				945.62
			*** VENDOR TOTALS ***			1 CHECKS		945.62
000665	GALE/CENGAGE LEARNING							
I-60484622	ACCT #153415	R	5/18/2017			155154		
10 55110-13-10400	Adult Dept Large Print		ACCT #153415	32.38				
I-60529302	ACCT #153415	R	5/18/2017			155154		
10 55110-13-10000	Adult Dept Fiction		ACCT #153415	38.92				
I-60547890	ACCT #153415	R	5/18/2017			155154		
10 55110-13-10400	Adult Dept Large Print		ACCT #153415	68.97				140.27
			*** VENDOR TOTALS ***			1 CHECKS		140.27
001554	CHRIS GANO							
I-APRIL 2017 CRAFTS	BOXES, CHOC NUGGETS	R	5/15/2017			154920		
26 54600-03-45400	Senior - Craft Shop Exp.		BOXES, CHOC NUGGETS	12.50				12.50
			*** VENDOR TOTALS ***			1 CHECKS		12.50
000285	GARY'S TIRE SHOP							
I-270502010	PATCH FRONT TIRE	R	5/15/2017			155019		
10 52100-03-51000	Vehicle Repair/Maintenance		PATCH FRONT TIRE	30.00				30.00
			*** VENDOR TOTALS ***			1 CHECKS		30.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000905	GILLIG LLC							
I-40332686	BUS PARTS	R	5/31/2017			155198		
10 53520-03-67000	Bus Supplies and Parts	BUS PARTS		934.14				
I-40332687	KIT/HANGAR BUSHING	R	5/31/2017			155198		
10 53520-03-67000	Bus Supplies and Parts	KIT/HANGAR BUSHING		69.74				
I-40334408	COVER/WHEEL CROME	R	5/31/2017			155198		
10 53520-03-67000	Bus Supplies and Parts	COVER/WHEEL CROME		191.67				
I-40334943	ARM ASSEMBLY	R	5/31/2017			155198		
10 53520-03-67000	Bus Supplies and Parts	ARM ASSEMBLY		75.91				1,271.46
			*** VENDOR TOTALS ***			1 CHECKS		1,271.46
003285	KODY GIPPLE							
I-2017 BOOTS	2017 BOOT REIMBURSEMENT	R	5/31/2017			155199		
10 53300-03-46500	Safety Toe Boots	2017 BOOT REIMBURSEM		150.00				150.00
			*** VENDOR TOTALS ***			1 CHECKS		150.00
000633	GOLD MEDAL TRAILER SALES							
I-5115	RECEIVER HITCH/PLUG	R	5/15/2017			155020		
26 52200-03-40000	2% Fire Dues Expenses	RECEIVER HITCH/PLUG		350.00				350.00
			*** VENDOR TOTALS ***			1 CHECKS		350.00
000035	GREAT WEST							
I-ROT20170505	WIS DEF COMP - ROTH	R	5/05/2017			154907		
10 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		1,230.00				
20 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		2.79				
47 21-5900	Deferred Comp	WIS DEF COMP - ROTH		8.81				
62 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		52.87				
63 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		75.53				
I-WDC20170505	WIS DEFERRED COMP	R	5/05/2017			154907		
10 21-5900	Deferred Compensation	WIS DEFERRED COMP		3,318.10				
20 21-5900	Deferred Compensation	WIS DEFERRED COMP		5.23				
24 21-5900	Deferred Compensation	WIS DEFERRED COMP		3.60				
47 21-5900	Deferred Comp	WIS DEFERRED COMP		45.86				
49 21-5900	Deferred Comp	WIS DEFERRED COMP		24.09				
52 21-5900	Deferred Compensation	WIS DEFERRED COMP		7.50				
62 21-5900	Deferred Compensation	WIS DEFERRED COMP		90.58				
63 21-5900	Deferred Compensation	WIS DEFERRED COMP		130.04				4,995.00
000035	GREAT WEST							
I-ROT20170519	WIS DEF COMP - ROTH	R	5/19/2017			155118		
10 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		1,230.00				
62 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		57.75				
63 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		82.25				
I-WDC20170519	WIS DEFERRED COMP	R	5/19/2017			155118		
10 21-5900	Deferred Compensation	WIS DEFERRED COMP		3,260.08				
47 21-5900	Deferred Comp	WIS DEFERRED COMP		119.56				
49 21-5900	Deferred Comp	WIS DEFERRED COMP		11.60				
62 21-5900	Deferred Compensation	WIS DEFERRED COMP		98.38				

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000035	GREAT WEST	CONT						
I-WDC20170519	WIS DEFERRED COMP	R	5/19/2017			155118		
63 21-5900	Deferred Compensation	WIS DEFERRED COMP		135.38				4,995.00
		*** VENDOR TOTALS ***				2 CHECKS		9,990.00
002193	GREBE'S							
I-02037440	STIHL BLOWER/SAW/PARTS	R	5/15/2017			155021		
10 53240-03-40000	Operating Supplies	STIHL BLOWER/SAW/PAR		1,247.74				1,247.74
		*** VENDOR TOTALS ***				1 CHECKS		1,247.74
004117	GREN BAY PACKERS							
I-07/20/17	LAMBEAU FIELD/HOF TOUR	R	5/31/2017			155200		
10 55300-03-41500	Self & Non-Support-Expenses	LAMBEAU FIELD/HOF TO		900.00				900.00
		*** VENDOR TOTALS ***				1 CHECKS		900.00
004082	HAAS SON'S INC							
I-2	MERRILL GRAND AVE APP NO 2	R	5/31/2017			155201		
41 21-3000	Vouchers Payable-TID11	MERRILL GRAND AVE AP		7,191.17				7,191.17
		*** VENDOR TOTALS ***				1 CHECKS		7,191.17
002825	LYNN HALBROOK							
I-20170517	JUNE 21, 2017 PRESENTATION	R	5/18/2017			155155		
10 55110-03-41501	Misc Rev-Programming-Youth	JUNE 21, 2017 PRESEN		350.00				350.00
		*** VENDOR TOTALS ***				1 CHECKS		350.00
001111	HARGRAVE APPLIANCES, INC.							
C-12434	RETURN WPW10340700/SENSOR	R	5/15/2017			155022		
26 54610-08-25000	Equipment - Meal Program	RETURN WPW10340700/S		195.05CR				
I-11901	CNTRL-ELEC	R	5/15/2017			155022		
26 54610-08-25000	Equipment - Meal Program	CNTRL-ELEC		371.50				
I-12376	UPRIGHT VAC W/POWER	R	5/15/2017			155022		
10 51600-03-44000	Janitor Supplies	UPRIGHT VAC W/POWER		299.95				476.40
		*** VENDOR TOTALS ***				1 CHECKS		476.40
003164	HEARTLAND COOPERATIVE SERVICES							
I-233776	TOMAHAWK 4	R	5/15/2017			155023		
10 55200-08-91000	Park Improvements	TOMAHAWK 4		94.76				
I-233924	TOW HIGH PRAIRIE 30 LB	R	5/15/2017			155023		
26 52100-03-41575	Dog Unit Expenses	TOW HIGH PRAIRIE 30		36.37				
I-234009	SUN AND SHADE TURF MIX/RYEGRAS	R	5/15/2017			155023		
10 55200-08-91000	Park Improvements	SUN AND SHADE TURF M		155.38				
I-234059	TOMAHAWK 4	R	5/15/2017			155023		
10 55200-08-91000	Park Improvements	TOMAHAWK 4		189.52				476.03
		*** VENDOR TOTALS ***				1 CHECKS		476.03

Attachment: Vouchers (2578 : Vouchers)

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000492	WILLIAM HEIDEMAN							
I-04/24-28/17	MILEAGE 04/24-28/17	R	5/31/2017			155202		
10 51420-03-30000	Mileage	MILEAGE	04/24-28/17	7.92				
I-05/01-05/17	MILEAGE 05/01-05/17	R	5/31/2017			155202		
10 51420-03-30000	Mileage	MILEAGE	05/01-05/17	8.93				
I-05/08-12/17	MILEAGE 05/08-12/17	R	5/31/2017			155202		
10 51420-03-30000	Mileage	MILEAGE	05/08-12/17	5.08				
I-05/15-19/17	MILEAGE 05/15-19/17	R	5/31/2017			155202		
10 51420-03-30000	Mileage	MILEAGE	05/15-19/17	10.59				
I-5/22-5/26/17	MILEAGE	R	5/31/2017			155202		
10 51420-03-30000	Mileage	MILEAGE		9.10				41.62
			*** VENDOR TOTALS ***			1 CHECKS		41.62
003864	HENRICHS, JO							
I-20170517	APRIL MILEAGE	R	5/18/2017			155156		
10 55110-03-30500	Mileage	APRIL MILEAGE		79.18				79.18
			*** VENDOR TOTALS ***			1 CHECKS		79.18
000723	HUBING'S PRESSURE WASHERS & ST							
I-27116	ACID DETERGENT	R	5/15/2017			155024		
10 53240-03-40000	Operating Supplies	ACID DETERGENT		75.00				75.00
			*** VENDOR TOTALS ***			1 CHECKS		75.00
002083	ICMA							
I-17-18 MEMBERSHIP	2017-2018 MEMBERSHIP	R	5/31/2017			155203		
10 51520-03-32000	Education & Conference	2017-2018 MEMBERSHIP		200.00				200.00
			*** VENDOR TOTALS ***			1 CHECKS		200.00
003503	ILLINOIS MUTUAL LIFE INS CO							
I-ILA20170505	PREMIUM PER ATTACHED	R	5/05/2017			154908		
10 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		69.51				
20 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		0.91				
47 21-5905	AFLAC	PREMIUM PER ATTACHED		10.93				
62 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		23.08				
63 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		7.79				
I-ILP20170505	PREMIUM PER ATTACHED	R	5/05/2017			154908		
10 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		122.97				
47 21-5905	AFLAC	PREMIUM PER ATTACHED		7.76				
49 21-5905	AFLAC	PREMIUM PER ATTACHED		1.82				
62 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		10.18				
63 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		6.39				261.34
003503	ILLINOIS MUTUAL LIFE INS CO							
I-ILA20170519	PREMIUM PER ATTACHED	R	5/19/2017			155119		
10 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		62.43				
20 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		0.91				
43 21-5905	AFLAC	PREMIUM PER ATTACHED		0.46				
47 21-5905	AFLAC	PREMIUM PER ATTACHED		9.46				

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003503	ILLINOIS MUTUAL LIFE ICONT							
I-ILA20170519	PREMIUM PER ATTACHED	R	5/19/2017			155119		
62 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		23.68				
63 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		15.28				
I-ILP20170519	PREMIUM PER ATTACHED	R	5/19/2017			155119		
10 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		120.48				
47 21-5905	AFLAC	PREMIUM PER ATTACHED		6.71				
49 21-5905	AFLAC	PREMIUM PER ATTACHED		0.69				
62 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		11.15				
63 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		10.09				261.34
	*** VENDOR TOTALS ***					2 CHECKS		522.61
003315	IMAGE TREND							
I-106318	MONTHLY BILLING	R	5/15/2017			155025		
10 52200-15-92500	CAD-Software Linking	MONTHLY BILLING		326.18				
10 52300-15-92500	CAD-Linking Software	MONTHLY BILLING		326.17				652.35
	*** VENDOR TOTALS ***					1 CHECKS		652.31
003964	INDUSTRIAL CHEM LABS							
I-225749	LIQUID CONCRETE CLEANER	R	5/31/2017			155204		
10 53510-03-50000	Repair/Maint Supplies	LIQUID CONCRETE CLEA		121.26				121.26
	*** VENDOR TOTALS ***					1 CHECKS		121.26
003295	ISI TELEMANAGMENT SOLUTIONS, L							
I-2229254-IN	MONTHLY FEES	R	5/15/2017			155026		
10 51525-15-32900	Fiber & PRI - Charter	MONTHLY FEES		117.00				
62 53716-00-85010	Computer & Software	MONTHLY FEES		58.50				
63 56156-00-85010	Computer & Software	MONTHLY FEES		58.50				234.00
	*** VENDOR TOTALS ***					1 CHECKS		234.00
000253	ITU ABSORBTECH, INC.							
I-6790405	CUST ID #120084-001	R	5/18/2017			155157		
10 55110-02-23250	Facility Cleaning Service	CUST ID #120084-001		63.51				63.51
	*** VENDOR TOTALS ***					1 CHECKS		63.51
003543	KONICA MINOLTA PREMIER FINANCE							
I-328768957	POLICE COPIER CONTRACT	R	5/03/2017			154900		
10 52100-03-40000	Operating Supplies	POLICE COPIER CONTRA		174.95				174.95
003543	KONICA MINOLTA PREMIER FINANCE							
I-330980426	KONICA MINOLTA PREMIER FINANCE	R	5/31/2017			155207		
10 52100-03-40000	Operating Supplies	KONICA MINOLTA PREMI		174.95				174.95
	*** VENDOR TOTALS ***					2 CHECKS		349.90

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001185	BETTY KRAUSE							
I-APRIL 2017 CRAFTS	WALKER BAG	R	5/15/2017			154921		
26 54600-03-45400	Senior - Craft Shop Exp.	WALKER BAG		10.00				10.00
				*** VENDOR TOTALS ***		1 CHECKS		10.00
000139	SCOTT KRAUSE							
I-INDY/FDIC	INDY/FDIC	R	5/15/2017			155028		
10 52200-03-32000	Eduation & Conference	INDY/FDIC		137.50				137.50
				*** VENDOR TOTALS ***		1 CHECKS		137.50
000140	KRUEGER PLUMBING L. L. C.							
I-26430	PROBATION & PAROLE	R	5/15/2017			155029		
10 51600-02-23000	Outside Services	PROBATION & PAROLE		190.00				190.00
				*** VENDOR TOTALS ***		1 CHECKS		190.00
001629	DAVID LANDAU							
I-20170517	JUNE 14, 2017 PRESENTATION	R	5/18/2017			155158		
10 55110-03-41501	Misc Rev-Programming-Youth	JUNE 14, 2017 PRESEN		250.00				250.00
				*** VENDOR TOTALS ***		1 CHECKS		250.00
000125	LEE'S PIGGLY WIGGLY							
C-APRIL 2017 ON ACCT	DISC ON ACCT	R	5/03/2017			154901		
26 54610-03-30000	Meals - Supplies	DISC ON ACCT		6.40CR				
I-00259917	4/10/17 SENIOR CENTER	R	5/03/2017			154901		
26 54610-03-30000	Meals - Supplies	4/10/17 SENIOR CENTE		9.98				3.58
000125	LEE'S PIGGLY WIGGLY							
I-04/10/17	VT ROASTED DECAF	R	5/31/2017			155208		
26 54610-03-30000	Meals - Supplies	VT ROASTED DECAF		9.98				
I-05/10/17	MILK	R	5/31/2017			155208		
26 54610-03-30000	Meals - Supplies	MILK		2.79				
I-NSF SPENCER	MELISSA SPENCER NSF 03/27/15	R	5/31/2017			155208		
10 22-6203	NSF Restitution-Police ONLY	MELISSA SPENCER NSF		63.63				76.40
				*** VENDOR TOTALS ***		2 CHECKS		79.98
001161	LINCOLN CO ABSTRACT CO, INC.							
I-FILE #17-28567	RE: RUSS DAVIS WHOLESALE	R	5/11/2017			154969		
41 57100-04-50505	Land Purchase-NTC Site	RE: RUSS DAVIS WHOL		99,895.96				99,895.96
001161	LINCOLN CO ABSTRACT CO, INC.							
I-46974	TITLE LETTER TL-28131 HIST SOC	R	5/15/2017			155030		
10 55301-03-39550	Historical Preservation	TITLE LETTER TL-2813		75.00				
I-47204	TITLE LETTER TL-28278	R	5/15/2017			155030		
48 57100-02-10000	Legal Notices/Letters	TITLE LETTER		75.00				150.00

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001161	LINCOLN CO ABSTRACT CO, INC.							
I-47928	NTC-CDL SITE	R	5/31/2017			155209		
41 57100-04-50505	Land Purchase-NTC Site	NTC-CDL SITE		55.00				55.00
				*** VENDOR TOTALS ***		3 CHECKS		100,100.90
000982	LINCOLN CO HEALTH DEPT							
I-2017 POOL	POOL - WATER ATTRACTION 2017	R	5/31/2017			155210		
10 55420-03-40500	License Fee(s)	POOL - WATER ATTRACT		192.00				
I-2017 POOL/SLIDES	POOL-WATER ATT W/ 2 SLIDES	R	5/31/2017			155210		
10 55420-03-40500	License Fee(s)	POOL-WATER ATT W/ 2		275.00				
I-2017 PUBLIC POOL	2017 PUBLIC POOL	R	5/31/2017			155210		
10 55420-03-40500	License Fee(s)	2017 PUBLIC POOL		165.00				
I-2017 RESTAURANT	2017 RESTAURANT-PREPACKAGED	R	5/31/2017			155210		
10 55420-03-40500	License Fee(s)	2017 RESTAURANT-PREP		105.00				
I-POOL W/SLIDES #2	POOL-WATER ATT W/2 SLIDES	R	5/31/2017			155210		
10 55420-03-40500	License Fee(s)	POOL-WATER ATT W/2 S		275.00				1,012.00
				*** VENDOR TOTALS ***		1 CHECKS		1,012.00
003806	LINCOLN CO INFORMATION TECHNOL							
I-2017-5	SHARED FIBER CONSTRUCTION	R	5/15/2017			155031		
52 57001-08-26900	Fiber - City-County	SHARED FIBER CONSTRU		1,712.50				1,712.50
				*** VENDOR TOTALS ***		1 CHECKS		1,712.50
000716	LINCOLN CO TREASURER							
I-APRIL 2017	MUN COURT	R	5/15/2017			155032		
10 40000-45100	Municipal Court Revenue	MUN COURT		1,140.78				1,140.78
				*** VENDOR TOTALS ***		1 CHECKS		1,140.78
000313	LINCOLN CO TREASURER'S OFFICE							
I-11062	GARBAGE APRIL 2017	R	5/15/2017			155033		
10 53620-03-94000	Tipping Fees	GARBAGE APRIL 2017		7,283.61				7,283.61
				*** VENDOR TOTALS ***		1 CHECKS		7,283.61
000148	LINCOLN CO. HWY DEPT							
I-FEB/MARCH 2017	EQUIPMENT/LABOR/SALT	R	5/15/2017			155034		
10 53312-03-40000	Operating Supplies	EQUIPMENT/LABOR/SALT		1,064.93				1,064.93
000148	LINCOLN CO. HWY DEPT							
I-04/11/17	LABOR/MACHINERY	R	5/31/2017			155211		
10 53312-03-40000	Operating Supplies	LABOR/MACHINERY		576.09				576.09
				*** VENDOR TOTALS ***		2 CHECKS		1,641.00
000152	LINCOLN CO. TREASURER							
I-5/17 TAX SETTLEMEN	TAX SETTLEMENT - 5/2017	R	5/10/2017			154927		
10 24-4000	County & State Taxes	STATE TAX		3,145.32				
10 24-4000	County & State Taxes	COUNTY TAX		100,580.81				103,726.13

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000152	LINCOLN CO. TREASURER							
I-2017 DOG LICENSE	2017 DOG LICENSE SETTLEMENT	R	5/18/2017			155133		
10 40000-44200	Dog Licenses			2017 DOG LICENSE SET	5,584.50			5,584.50
				*** VENDOR TOTALS ***		2 CHECKS		109,310.60
000314	LINCOLN CONTRACTORS							
I-L02054	DIAMOND SAFETY FENCE/CHISEL	R	5/15/2017			155035		
47 57100-08-45000	Street Improvements			DIAMOND SAFETY FENCE	189.56			
I-R94579	CLAY DIGGER	R	5/15/2017			155035		
47 57100-08-45000	Street Improvements			CLAY DIGGER	32.00			
I-S32776	PIN KIT	R	5/15/2017			155035		
47 57100-08-45000	Street Improvements			PIN KIT	58.40			
I-S32778	AIR HAMMER	R	5/15/2017			155035		
47 57100-08-45000	Street Improvements			AIR HAMMER	85.00			364.96
				*** VENDOR TOTALS ***		1 CHECKS		364.96
002440	DONALD LITZER							
I-20170517	April Mileage	R	5/18/2017			155159		
10 55110-03-30500	Mileage			April Mileage	115.56			115.56
				*** VENDOR TOTALS ***		1 CHECKS		115.56
000157	LONDERVILLE STEEL							
I-462994	1/2 PLT AR400 HR	R	5/15/2017			155036		
49 57100-08-24000	Street Improvements			1/2 PLT AR400 HR	98.50			98.50
				*** VENDOR TOTALS ***		1 CHECKS		98.50
003180	M & C ENTERTAINMENT LLC							
I-379	CATERING 04/13/17 MEETING	R	5/15/2017			155038		
10 52200-03-32000	Eduation & Conference			CATERING 04/13/17 ME	162.50			162.50
				*** VENDOR TOTALS ***		1 CHECKS		162.50
000030	MADISON NATIONAL LIFE							
I-DIS20170505	DISABILITY PREMIUM	R	5/05/2017			154909		
10 21-5925	Disability Premiums			DISABILITY PREMIUM	438.96			
20 21-5925	Disability Premiums			DISABILITY PREMIUM	0.08			
21 21-5925	Disability Premiums			DISABILITY PREMIUM	16.98			
24 21-5925	Disability Premiums			DISABILITY PREMIUM	0.93			
47 21-5925	Disability Premiums			DISABILITY PREMIUM	12.00			
49 21-5925	Disability Premiums			DISABILITY PREMIUM	3.74			
62 21-5925	Disability Premiums			DISABILITY PREMIUM	17.56			
63 21-5925	Disability Premiums			DISABILITY PREMIUM	16.46			506.71
000030	MADISON NATIONAL LIFE							
I-DIS20170519	DISABILITY PREMIUM	R	5/19/2017			155120		
10 21-5925	Disability Premiums			DISABILITY PREMIUM	413.16			
21 21-5925	Disability Premiums			DISABILITY PREMIUM	16.98			
24 21-5925	Disability Premiums			DISABILITY PREMIUM	0.45			
47 21-5925	Disability Premiums			DISABILITY PREMIUM	38.24			

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000030	MADISON NATIONAL LIFE CONT							
I-DIS20170519	DISABILITY PREMIUM	R	5/19/2017			155120		
49 21-5925	Disability Premiums	DISABILITY PREMIUM		2.25				
62 21-5925	Disability Premiums	DISABILITY PREMIUM		19.66				
63 21-5925	Disability Premiums	DISABILITY PREMIUM		15.97				506.71
			*** VENDOR TOTALS ***			2 CHECKS		1,013.40
003791	MARATHON TECHNICAL SERVICES							
I-2221	NORMAL PARK STRUCTURE	R	5/31/2017			155213		
26 55200-08-91100	Normal Park Improvements	NORMAL PARK STRUCTUR		3,025.00				3,025.00
			*** VENDOR TOTALS ***			1 CHECKS		3,025.00
000458	CHRISTOPHER MARION							
I-05/15/17	INDY/FDIC	R	5/15/2017			155039		
10 52300-03-32000	Education & Conference	INDY/FDIC		137.50				137.50
			*** VENDOR TOTALS ***			1 CHECKS		137.50
000737	MARSHFIELD CLINIC							
I-04/30/17	WYATT PUFALL	R	5/15/2017			155040		
10 52100-03-25000	Job Recruitment	WYATT PUFALL		126.40				126.40
			*** VENDOR TOTALS ***			1 CHECKS		126.40
002285	MARSHFIELD LABS							
I-N0359N-043017	WYATT PUFALL	R	5/15/2017			155041		
10 52100-03-25000	Job Recruitment	WYATT PUFALL		53.00				53.00
			*** VENDOR TOTALS ***			1 CHECKS		53.00
000510	MCI							
I-APR/MAY 2017	MCI	R	5/31/2017			155214		
10 52100-02-25000	Telephone	MCI		19.39				
10 51520-02-25000	Telephone	MCI		19.39				
10 52300-02-25000	Telephone & Internet	MCI		9.70				
10 52200-02-25500	Fiber - Internet & VOIP	MCI		9.69				58.17
			*** VENDOR TOTALS ***			1 CHECKS		58.17
000521	MEDPRO MIDWEST GROUP							
I-00016484	QUARTERLY BILLING 3 COTS	R	5/15/2017			155042		
10 52300-03-40000	Operating Supplies	QUARTERLY BILLING 3		177.00				177.00
			*** VENDOR TOTALS ***			1 CHECKS		177.00
001064	MENARDS - WAUSAU							
I-65254	STRUT/WHITE HDPE/SAFETY WALK	R	5/31/2017			155216		
10 53510-03-50000	Repair/Maint Supplies	STRUT/WHITE HDPE/SAF		119.93				
I-65299	1/4" X 4X8 WHITE HDPE	R	5/31/2017			155216		
10 53510-03-50000	Repair/Maint Supplies	1/4" X 4X8 WHITE HDP		78.98				198.91
			*** VENDOR TOTALS ***			1 CHECKS		198.91

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000041	MERRILL ACE HARDWARE							
C-161268/1	SHARKBITE COUPLE	R	5/15/2017			155044		
10 53240-03-40000	Operating Supplies		SHARKBITE COUPLE	3.50CR				
C-C HALL 5/17	DISC ON ACCT	R	5/15/2017			155044		
10 53100-03-40000	Operating Supplies		DISC ON ACCT	2.00CR				
C-C HALL DISC 5/17	DISC ON CITY HALL ACCT	R	5/15/2017			155044		
10 51600-03-44000	Janitor Supplies		DISC ON CITY HALL AC	9.92CR				
C-DISC ON ACCT	DISC ON ST DEPT ACCT	R	5/15/2017			155044		
10 53240-03-40000	Operating Supplies		DISC ON ST DEPT ACCT	14.02CR				
C-FIRE 5/17	DISC ON FIRE ACCT	R	5/15/2017			155044		
10 52200-03-40000	Operating Supplies		DISC ON FIRE ACCT	11.40CR				
C-P/R 5/17	DISC ON PARK ACCT	R	5/15/2017			155044		
10 55200-03-40000	Operating Supplies		DISC ON PARK ACCT	28.27CR				
I-161198	PAPR YARD BAG	R	5/15/2017			155044		
10 51600-03-44000	Janitor Supplies		PAPR YARD BAG	9.95				
I-161227	BROOM, BOWL BRUSH	R	5/15/2017			155044		
10 55200-03-40000	Operating Supplies		BROOM, BOWL BRUSH	15.97				
I-161265	COUPLE	R	5/15/2017			155044		
10 53240-03-40000	Operating Supplies		COUPLE	12.99				
I-161270	CRPT CLNR	R	5/15/2017			155044		
10 51600-03-44000	Janitor Supplies		CRPT CLNR	37.98				
I-161272/1	VLV BALLFP 600IPS 3/8" LF	R	5/15/2017			155044		
10 53240-03-40000	Operating Supplies		VLV BALLFP 600IPS 3/	9.99				
I-161336/1	SQUEEGE/SPONGE COMBO/FASTENERS	R	5/15/2017			155044		
10 52200-03-40000	Operating Supplies		SQUEEGE/SPONGE COMBO	30.76				
I-161373	TAPE, PENCILS	R	5/15/2017			155044		
10 54600-03-40000	Operating Supplies		TAPE, PENCILS	7.37				
I-161399	SPRYPNT, INT PP1 SG ULTRA	R	5/15/2017			155044		
10 55200-03-50000	Repair/Maint. Supplies		SPRYPNT, INT PP1 SG	40.97				
I-161409	ROLLER COVER, PAINTBRSH	R	5/15/2017			155044		
10 55200-03-40000	Operating Supplies		ROLLER COVER, PAINTB	16.97				
I-161480	TUBE STRAP, KEY	R	5/15/2017			155044		
10 55200-03-40000	Operating Supplies		TUBE STRAP, KEY	2.28				
I-161541	GLOVES, BATTERY, WAX RING, TIE	R	5/15/2017			155044		
10 55200-03-40000	Operating Supplies		GLOVES, BATTERY, WAX	70.45				
I-161589/1	PAPER YARD BAG	R	5/15/2017			155044		
10 51600-03-44000	Janitor Supplies		PAPER YARD BAG	24.90				
I-161610	tape measure	R	5/15/2017			155044		
10 53100-03-40000	Operating Supplies		tape measure	19.99				
I-161620/1	FASTENERS/TUBING FLEX	R	5/15/2017			155044		
10 52200-03-40000	Operating Supplies		FASTENERS/TUBING FLE	16.78				
I-161694/1	BULB METAL HALIDE 100W	R	5/15/2017			155044		
10 55200-03-40000	Operating Supplies		BULB METAL HALIDE 10	65.98				
I-161701/1	BLANK WALLPLATE	R	5/15/2017			155044		
10 51600-03-50000	Repair/Maintenance Supply		BLANK WALLPLATE	2.37				
I-161728/1	BATTERY - 6B HEAVY DUTY EVER	R	5/15/2017			155044		
10 52110-03-57000	Traffic Signs		BATTERY - 6B HEAVY D	34.93				
I-161731/1	FASTENERS	R	5/15/2017			155044		

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000041	MERRILL ACE HARDWARE CONT							
I-161731/1	FASTENERS	R	5/15/2017			155044		
10 52200-03-51000	Vehicle Repair/Maintenance			14.66				
I-161734/1	STEM MOUNT POINT	R	5/15/2017			155044		
10 52200-03-40000	Operating Supplies			4.79				
I-161741/1	RYL INT SG LTX ULTR GL	R	5/15/2017			155044		
10 55200-03-40000	Operating Supplies			27.99				
I-161768/1	COMPOUND RUB NO.7	R	5/15/2017			155044		
10 52200-03-40000	Operating Supplies			3.79				
I-161772/1	SANDDISC 5"8HOLE120G	R	5/15/2017			155044		
10 52200-03-40000	Operating Supplies			9.99				
I-161773/1	SAND DISC 5"8HOLE220G	R	5/15/2017			155044		
10 52200-03-40000	Operating Supplies			9.99				
I-161831/1	DRAIN/PLUG/FASTENERS	R	5/15/2017			155044		
10 52200-03-40000	Operating Supplies			12.37				
I-161849/1	OIL/TRIM LINE/SPRAYER	R	5/15/2017			155044		
10 51600-03-44000	Janitor Supplies			48.76				
I-161892/1	SINGLE CUT KEY	R	5/15/2017			155044		
10 55200-03-40000	Operating Supplies			23.88				
I-161922/1	TRASH CAN/LEVEL	R	5/15/2017			155044		
47 57100-08-45000	Street Improvements			85.76				
I-161989/1	LEATHER GLOVES	R	5/15/2017			155044		
10 55200-03-40000	Operating Supplies			17.98				
I-162019/1	FASTENERS/CABLE TIES	R	5/15/2017			155044		
10 52200-03-40000	Operating Supplies			10.74				622.22
*** VENDOR TOTALS ***						1 CHECKS		622.22
000839	MERRILL ACE HARDWARE							
C-20170517	ACCT #81867	R	5/18/2017			155160		
10 55110-03-50000	M/R-General Repair/Maint.			17.57CR				
I-161344	ACCT # 81867	R	5/18/2017			155160		
10 55110-03-50000	M/R-General Repair/Maint.			24.57				
I-161398	ACCT #81867	R	5/18/2017			155160		
10 55110-03-50000	M/R-General Repair/Maint.			27.97				
I-161588	ACCT #81867	R	5/18/2017			155160		
10 55110-03-50000	M/R-General Repair/Maint.			20.98				
I-161612	ACCT #81867	R	5/18/2017			155160		
10 55110-03-50000	M/R-General Repair/Maint.			2.07				
I-161672	ACCT # 81867	R	5/18/2017			155160		
10 55110-03-50000	M/R-General Repair/Maint.			24.99				
I-161813	ACCT#81867	R	5/18/2017			155160		
10 55110-03-50000	M/R-General Repair/Maint.			69.95				
I-161858	ACCT #81867	R	5/18/2017			155160		
10 55110-03-50000	M/R-General Repair/Maint.			4.99				157.95
*** VENDOR TOTALS ***						1 CHECKS		157.95

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000517	MERRILL AREA CHAMBER OF COMMER							
I-20170517	Gift Certificates	R	5/18/2017			155161		
10 55110-03-41251	Misc Rev-Programming Adult	Gift Certificates		120.00				120.00
			*** VENDOR TOTALS ***			1 CHECKS		120.00
004168	MERRILL AREA CHAMBER OF COMMER							
I-20170517	STAFF CASUAL FRIDAY DONATION	R	5/18/2017			155162		
10 55110-03-31000	Misc. - Petty Cash	STAFF CASUAL FRIDAY		100.00				100.00
			*** VENDOR TOTALS ***			1 CHECKS		100.00
001537	MERRILL AREA PUBLIC SCHOOLS							
I-MAY 2017 SETTLEMEN	TAX SETTLEMENT - 5/2017	R	5/10/2017			154928		
10 24-5000	School District Taxes	TAX SETTLEMENT - 5/2		156,977.59				156,977.59
			*** VENDOR TOTALS ***			1 CHECKS		156,977.59
003362	MERRILL FOTO NEWS & MERRILL CO							
I-00030664/04/17	APRIL 2017	R	5/15/2017			155048		
10 51110-03-20000	Publish Legal Notices	COUNCIL MINUTES/LEGA		156.43				
10 55301-03-45000	Promoting Govt Services	MAYOR - HUMANE SOCIE		35.00				
10 51110-03-20000	Publish Legal Notices	NOTICE ASSESSMENT RO		283.95				
10 51600-02-23000	Outside Services	CUSTODIAN EMPLOYMENT		344.80				
10 53300-03-40000	Operating Supplies	SUMMER EMPLOYMENT		94.65				
62 53716-00-92300	Outside Serv. Employed	SUMMER EMPLOYMENT		94.65				
10 53620-03-20000	Publish Legal Notices	GARBAGE PICKUP-GOOD		378.60				
10 53635-03-20000	Publish Legal Notices	SPRING CLEAN UP GARB		189.30				
10 55400-03-41000	Public Relations/Marketing	EASTER EGG HUNT		462.50				
10 55400-03-41000	Public Relations/Marketing	PARKS OPEN		278.00				
26 55200-08-91100	Normal Park Improvements	NORMAL BATH/CONCESSI		120.00				
52 57001-08-27915	MFG Bierman-Parking Lot	ENRICHMENT PAVING		120.00				
49 57100-02-10000	Legal Notices/Letters	RIVER BEND TRAIL		120.00				
10 53640-03-40000	Operating Supplies	RIVER BEND TRAIL		60.00				2,737.88
003362	MERRILL FOTO NEWS & MERRILL CO							
I-05292786	ACCT #00030615	R	5/18/2017			155163		
10 55110-03-41000	Public Relations/Publicity	ACCT #00030615		192.40				192.40
			*** VENDOR TOTALS ***			2 CHECKS		2,930.28
004164	MERRILL PRODUCTIONS							
I-20170517	DVD DUP-3/10/17 CONCERT	R	5/18/2017			155164		
10 55110-14-10400	Adult Dept DVDs	DVD DUP-3/10/17 CONC		20.00				20.00
			*** VENDOR TOTALS ***			1 CHECKS		20.00
001089	MERRILL SHEET METAL WORKS, INC							
I-05/06/17	KITCHENETTE PARK DEPOSIT RFND	R	5/15/2017			155049		
10 21-7200	Park Shelter-S Deposits	KITCHENETTE PARK DEP		50.00				50.00
			*** VENDOR TOTALS ***			1 CHECKS		50.00

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000328	MERRILL WATER UTILITY							
I-309 E 1ST 06/17	TRANSIT 06/2017	R	5/31/2017			155217		
10 53520-02-20000	Utility Charges	TRANSIT	06/2017	102.67				
I-315 E 1ST 06/17	CITY GARAGE	R	5/31/2017			155217		
10 53310-03-40000	Operating Supplies	CITY GARAGE		229.10				
I-407 E 1ST 6/17	CITY OF MERRILL WAREHOUSE	R	5/31/2017			155217		
10 53230-02-21000	Water and Sewer	CITY OF MERRILL WARE		114.26				
I-ATHL PARK 06/17	ATHLETIC PARK 06/17	R	5/31/2017			155217		
10 55200-02-21000	Water and Sewer	ATHLETIC PARK 06/17		167.35				
I-CITY HALL 06/17	CITY HALL	R	5/31/2017			155217		
10 51600-02-21000	Water and Sewer	CITY HALL		429.68				
I-CONC STAND 6/17	ATHLETIC PARK CONCESSION STND	R	5/31/2017			155217		
10 55200-02-21000	Water and Sewer	ATHLETIC PARK CONCES		49.44				
I-FD 06/17	FIRE DEPARTMENT	R	5/31/2017			155217		
10 52300-02-21000	Water and Sewer	AMBULANCE		435.39				
10 52200-02-21000	Water and Sewer	FIRE		435.39				
I-PD 06/17	PD	R	5/31/2017			155217		
10 51600-02-21000	Water and Sewer	PD		429.68				2,392.96
			*** VENDOR TOTALS ***			1 CHECKS		2,392.96
000530	MID-STATE TRUCK SERVICE, INC							
I-176055U	ABS MODU/CHAMBER	R	5/15/2017			155050		
10 53240-03-40000	Operating Supplies	ABS MODU/CHAMBER		451.86				451.86
			*** VENDOR TOTALS ***			1 CHECKS		451.86
000529	MID-STATES EQUIPMENT INC							
I-1283367-01	SUPPLIES	R	5/15/2017			155051		
10 53240-03-40000	Operating Supplies	SUPPLIES		502.79				
I-1283499-02	O-RING/ASSEMBLY	R	5/15/2017			155051		
10 53240-03-40000	Operating Supplies	O-RING/ASSEMBLY		161.90				
I-1284537-01	JIC SWIVEL/ORING/WIRE HI-PRES	R	5/15/2017			155051		
10 53240-03-40000	Operating Supplies	JIC SWIVEL/ORING/WIR		543.54				1,208.23
			*** VENDOR TOTALS ***			1 CHECKS		1,208.23
000853	MIDWEST TRAILER SALES							
I-2020858-00	MUDFLAP	R	5/15/2017			155052		
10 52200-03-51000	Vehicle Repair/Maintenance	MUDFLAP		22.48				22.48
			*** VENDOR TOTALS ***			1 CHECKS		22.48
002656	MINISTRY GOOD SAMARITAN HEALTH							
I-1538	MARCH 2017 LAB FEES	R	5/15/2017			155053		
10 52100-02-94000	Jail/Evidence	MARCH 2017 LAB FEES		143.10				
I-1544	APRIL 2017 LAB FEES	R	5/15/2017			155053		
10 52100-02-94000	Jail/Evidence	APRIL 2017 LAB FEES		143.10				286.20
			*** VENDOR TOTALS ***			1 CHECKS		286.20

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000107	MINNESOTA MUTUAL LIFE INS							
I-JUNE 2017 PREMIUM	MINNESOTA MUTUAL LIFE INS	R	5/15/2017			155054		
10 13-8300	Prepaid Life Ins.			3,294.97				3,294.97
				*** VENDOR TOTALS ***		1 CHECKS		3,294.97
003093	MMG EMPLOYER SOLUTIONS							
I-125740	DRUG SCREEN COLLECTIONS	R	5/15/2017			155055		
10 51417-02-18000	Drug Testing (CDL)			28.00				
63 56156-00-85200	Outside Service Employed			28.00				56.00
003093	MMG EMPLOYER SOLUTIONS							
I-125854	DRUG SCREEN - ESSER 3872878	R	5/31/2017			155218		
10 53520-03-66000	Other Services			28.00				28.00
				*** VENDOR TOTALS ***		2 CHECKS		84.00
003440	ROBERT MOOTZ							
I-APRIL 2017 CRAFTS	SCRUBBIES	R	5/15/2017			154922		
26 54600-03-45400	Senior - Craft Shop Exp.			3.50				3.50
				*** VENDOR TOTALS ***		1 CHECKS		3.50
000104	MPPA							
I-MP120170505	DUES-UNION POLICE	R	5/05/2017			154910		
10 21-5916	MPPA - Union (Police)			306.38				
21 21-5916	MPPA - Union (Police)			21.50				327.88
000104	MPPA							
I-MP120170519	DUES-UNION POLICE	R	5/19/2017			155121		
10 21-5916	MPPA - Union (Police)			322.50				
21 21-5916	MPPA - Union (Police)			21.50				344.00
				*** VENDOR TOTALS ***		2 CHECKS		671.88
000998	MUFFLERS UNLIMITED INC							
I-170324001	EXHAUST TUBING/HUTH BEND/EXPAN	R	5/15/2017			155056		
10 52200-03-51000	Vehicle Repair/Maintenance			46.00				46.00
				*** VENDOR TOTALS ***		1 CHECKS		46.00
000540	NAPA AUTO PARTS							
C-000540	BALL MT POW/TRAILER BALL	R	5/15/2017			155057		
10 53240-03-40000	Operating Supplies			62.05CR				
C-651729	FILTERS	R	5/15/2017			155057		
10 53240-03-40000	Operating Supplies			39.42CR				
I-650971	LOOM SPLIT POLY	R	5/15/2017			155057		
10 52200-03-51000	Vehicle Repair/Maintenance			0.37				
I-651237	BULB	R	5/15/2017			155057		
10 53240-03-40000	Operating Supplies			13.98				
I-651343	LOOM-SPLIT POLY/PRIMARY WIRE	R	5/15/2017			155057		
10 52200-03-51000	Vehicle Repair/Maintenance			15.40				
I-651447	BRAKE PADS/WHEEL SEAL/ROTORS	R	5/15/2017			155057		

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000540	NAPA AUTO PARTS	CONT						
I-651447	BRAKE PADS/WHEEL SEAL/ROTORS	R	5/15/2017			155057		
10 53240-03-40000	Operating Supplies			69.03				
I-651454	BRG SET	R	5/15/2017			155057		
10 53240-03-40000	Operating Supplies			15.22				
I-651870	HEADLIGHT BULB, SUPPORT	R	5/15/2017			155057		
10 55200-03-40000	Operating Supplies			36.08				
I-652384	TOW RING	R	5/15/2017			155057		
10 52200-03-40000	Operating Supplies			36.92				
I-652642	ROCKER LED/OLAV STK LED	R	5/15/2017			155057		
10 53240-03-40000	Operating Supplies			85.12				
I-652863	LOOM-SPLIT POLY	R	5/15/2017			155057		
10 53240-03-40000	Operating Supplies			12.00				
I-653099	HOSE, HOSE END, FT CHUCK	R	5/15/2017			155057		
10 55200-03-40000	Operating Supplies			33.83				
I-653469	PWRSTEERING FL/AIR FILTER	R	5/15/2017			155057		
10 52200-03-51000	Vehicle Repair/Maintenance			7.98				
I-654022	TAPE/FUSE KIT/FUSE HOLDER	R	5/15/2017			155057		
10 52200-03-51000	Vehicle Repair/Maintenance			15.65				
I-654048	BEARING	R	5/15/2017			155057		
10 53240-03-40000	Operating Supplies			22.04				
I-654049	BEARING	R	5/15/2017			155057		
10 53240-03-40000	Operating Supplies			44.08				
I-654268	LIQUID METAL POLISH/BONNET	R	5/15/2017			155057		
10 52200-03-51000	Vehicle Repair/Maintenance			37.02				
I-654379	GAS GRANDE 70	R	5/15/2017			155057		
10 53240-03-40000	Operating Supplies			270.51				
I-655542	ADAPTER	R	5/15/2017			155057		
10 55200-03-50000	Repair/Maint. Supplies			9.69				
I-655708	BUSHING KIT/CABLE	R	5/15/2017			155057		
10 53240-03-40000	Operating Supplies			31.12				654.57
000540	NAPA AUTO PARTS							
I-655176	FUEL DISPENSING PUMP FILTER	R	5/18/2017			155134		
10 53510-03-50000	Repair/Maint Supplies			10.56				
I-655325	OIL FILTER	R	5/18/2017			155134		
10 53510-03-50000	Repair/Maint Supplies			31.92				42.48
				*** VENDOR TOTALS ***			2 CHECKS	697.01
002974	NATIONWIDE TRUST COMPANY, FSB							
I-PPE20170505	PAYROLL PER ATTACHED	R	5/05/2017			154911		
10 52100-01-56000	PEHP - City Portion			925.00				
21 52100-01-56000	PEHP - City Portion			37.00				962.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
002974	NATIONWIDE TRUST COMPANY, FSB							
I-PPE20170519	PAYROLL PER ATTACHED	R	5/19/2017			155122		
10 52100-01-56000	PEHP - City Portion		PAYROLL PER ATTACHED	555.00				
21 52100-01-56000	PEHP - City Portion		PAYROLL PER ATTACHED	37.00				592.00
			*** VENDOR TOTALS ***			2 CHECKS		1,554.00
002452	NELSON'S POWERHOUSE							
I-20761	4/28/17 PURCHASE	R	5/18/2017			155165		
10 55110-03-50000	M/R-General Repair/Maint.		4/28/17 PURCHASE	65.83				65.83
			*** VENDOR TOTALS ***			1 CHECKS		65.83
001248	NICOLET COLLEGE							
I-T-270	LANGE RADAR/LIDAR TRAINING	R	5/15/2017			155059		
10 52100-03-32000	Education & Conference		LANGE RADAR/LIDAR TR	130.40				130.40
			*** VENDOR TOTALS ***			1 CHECKS		130.40
001487	NORTH CENTRAL TECHNICAL COLLEGE							
I-MSC-003330	AHA CARDS	R	5/15/2017			155060		
10 52200-03-40000	Operating Supplies		AHA CARDS	348.00				
I-MSC-003336	RENT NTC FACILITY TRAINING	R	5/15/2017			155060		
10 52100-03-32000	Education & Conference		RENT NTC FACILITY TR	350.00				
I-MSC-003378	AHA CARDS	R	5/15/2017			155060		
10 52200-03-40000	Operating Supplies		AHA CARDS	126.00				824.00
001487	NORTH CENTRAL TECHNICAL COLLEGE							
I-MSC-003337	RENTAL NTC FACILITY 4/6-7/17	R	5/31/2017			155219		
10 52100-03-32000	Education & Conference		RENTAL NTC FACILITY	350.00				
I-MSC-003405	RENTAL NTC FACILITY	R	5/31/2017			155219		
10 52100-03-32000	Education & Conference		RENTAL NTC FACILITY	350.00				700.00
			*** VENDOR TOTALS ***			2 CHECKS		1,524.00
000545	NORTHCENTRAL TECHNICAL							
I-5/17 TAX SETTLEMEN	TAX SETTLEMENT - 5/2017	R	5/10/2017			154929		
10 24-7000	Voc Tech Taxes		TAX SETTLEMENT - 5/2	21,637.88				21,637.88
			*** VENDOR TOTALS ***			1 CHECKS		21,637.88
000551	NORTHWAY COMMUNICATIONS							
I-104133	INSTALL RADIO/GAMBER/ANTENNA	R	5/15/2017			155061		
26 52200-03-40000	2% Fire Dues Expenses		INSTALL RADIO/GAMBER	1,003.83				
I-104134	REPROGRAM RADIOS	R	5/15/2017			155061		
10 52200-02-90000	Radio Contract		REPROGRAM RADIOS	540.00				1,543.83
			*** VENDOR TOTALS ***			1 CHECKS		1,543.83

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000630	NORTHWEST PETROLEUM							
I-46192	STREET DEPT NEW TANK/PUMP	R	5/31/2017			155220		
52 57001-08-31599	Streets - Fuel System			19,511.08				19,511.08
				*** VENDOR TOTALS ***			1 CHECKS	19,511.08
002179	OFFICE ENTERPRISES INCORPORATE							
I-399934	OFFICE ENTERPRISES INCORPORATE	R	5/31/2017			155221		
10 52100-03-40000	Operating Supplies			133.49				
I-402409	OFFICE ENTERPRISES INCORPORATE	R	5/31/2017			155221		
10 52100-03-40000	Operating Supplies			114.28				247.77
				*** VENDOR TOTALS ***			1 CHECKS	247.77
1	OETTINGER EXCAVATING							
I-OETTINGER EXCAV	REFUND	V	12/30/2016			153399		500.00
1	ALYSSA SCHULZ							
I-A. SCHULZ	REFUND PAYMENT	R	5/02/2017			154894		
10 22-6240	Ins/Outs - COURT REFUNDS			25.00				25.00
1	BRANDIN COEY							
I-B. COEY	REFUND PAYMENT	R	5/02/2017			154896		
10 22-6240	Ins/Outs - COURT REFUNDS			222.80				222.80
1	IVAN DEBROUX							
I-DEBROUX, IVAN	WORK PERMIT	R	5/15/2017			155027		
10 55420-03-40500	License Fee(s)			10.00				10.00
1	LWMMI							
I-LWMMI	BAUMGART ACCIDENT	R	5/15/2017			155037		
62 40000-48300	Insurance Reimb.			784.00				
63 40000-48300	Insurance Reimb.			784.00				1,568.00
1	MEGAN BREWER							
I-MEGAN BREWER	WORK PERMIT	R	5/15/2017			155043		
10 55420-03-40500	License Fee(s)			10.00				10.00
1	STARDUST CIRCUS							
I-STARDUST CIRCUS	REFUND	R	5/15/2017			155086		
10 21-7100	MARC Security Deposits			100.00				100.00
1	WESLEY MCINTYRE							
I-MCINTYRE, WESLEY	WORK PERMIT	R	5/15/2017			155104		
10 55420-03-40500	License Fee(s)			10.00				10.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	CHRISTIAN MATSON							
I-CHRISTIAN MATSON	REIMBURSEMENT	R	5/31/2017			155186		
10 55420-03-40500	License Fee(s)	CHRISTIAN MATSON: RE		10.00				10.00
1	CITY VIEW LAND DEVELOPMENT							
I-CITY VIEW LAND	RF	R	5/31/2017			155187		
10 22-6250	All Others (Ins/Outs)	CITY VIEW LAND DEVEL		2.89				2.89
1	DAWSON HECKENDORF							
I-DAWSON HECKENDORF	REIMBURSE	R	5/31/2017			155191		
10 55420-03-40500	License Fee(s)	DAWSON HECKENDORF: R		10.00				10.00
1	ELI WILK							
I-ELI WILK	DEPOSIT REFUND	R	5/31/2017			155192		
10 21-7200	Park Shelter-S Deposits	ELI WILK: DEPOSIT RE		50.00				50.00
1	JAYDA S. BUSHOR							
I-J. BUSHOR	REFUND	R	5/31/2017			155205		
10 55420-03-40500	License Fee(s)	JAYDA S. BUSHOR:REFU		10.00				10.00
1	KAITLYN ARNDT							
I-KAITLYN ARNDT	REIMBURSEMENT	R	5/31/2017			155206		
10 55420-03-40500	License Fee(s)	KAITLYN ARNDT: REIMB		10.00				10.00
1	LOGAN BENNETT							
I-BENNET, LOGAN	REIMBURSEMENT	R	5/31/2017			155212		
10 55420-03-40500	License Fee(s)	LOGAN BENNETT: REIMB		10.00				10.00
1	MELINA MORDEN							
I-MELINA MORDEN	DEPOSIT REFUND	R	5/31/2017			155215		
10 21-7200	Park Shelter-S Deposits	MELINA MORDEN: DEPOS		50.00				50.00
1	RYLEE MRACHEK							
I-RYLEE MRACHEK	REIMBURSEMENT	R	5/31/2017			155228		
10 55420-03-40500	License Fee(s)	RYLEE MRACHEK: REIMB		10.00				10.00
1	SOPHIA PIEBE							
I-SOPHIA PIEBE	REIMBURSEMENT	R	5/31/2017			155230		
10 55420-03-40500	License Fee(s)	SOPHIA PIEBE: REIMBU		10.00				10.00
1	STEVE WEIX							
I-STEVE WEIX	DEPOSIT REFUND	R	5/31/2017			155233		
10 21-7200	Park Shelter-S Deposits	STEVE WEIX: DEPOSIT		50.00				50.00
*** VENDOR TOTALS ***						18 CHECKS		2,168.61

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003876	PARK CITY AVIATION LLC							
I-05/15/17	BI MONTHLY PAY	R	5/15/2017			155062		
10 53510-02-13400	FBO/Airport Man. Contractor	BI MONTHLY PAY		2,114.06				2,114.06
003876	PARK CITY AVIATION LLC							
I-05/31/17	PARK CITY AVIATION LLC	R	5/31/2017			155222		
10 53510-02-13400	FBO/Airport Man. Contractor	PARK CITY AVIATION L		2,114.06				
I-1209	PARK CITY AVIATION LLC	R	5/31/2017			155222		
10 53510-02-15550	Mowing Services	MOWING		126.00				
10 53510-02-24250	Electrical Maint/Repair	LIGHTS/ELEC MAINT		23.40				
10 53510-03-50750	Equipment Maint/Repair	FUEL SYSTEM MAINT		63.00				2,326.46
		*** VENDOR TOTALS ***				2 CHECKS		4,440.50
000093	PENGUIN RANDOM HOUSE LLC							
I-1082118093	ACCT # 901822000	R	5/18/2017			155166		
10 55110-14-10100	Adult Dept Books on CD	ACCT # 901822000		10.00				10.00
		*** VENDOR TOTALS ***				1 CHECKS		10.00
000362	PETERSON BROS. SAND							
I-11344	MOB CITYD D4K DOZER GAR TO PIT	R	5/15/2017			155063		
10 53300-03-74000	County Hwy. Charges	MOB CITYD D4K DOZER		142.50				
I-11389	SAND/ROCK	R	5/15/2017			155063		
10 53314-03-40000	Operating Supplies	SAND/ROCK		34.50				
47 57100-08-45000	Street Improvements	SAND/ROCK		169.00				
62 53713-00-65100	Maint - Water Mains	SAND/ROCK		294.00				640.00
000362	PETERSON BROS. SAND							
I-11369	BENNISH PROP PURCH/DEMO	R	5/31/2017			155223		
27 55315-08-85000	Property-Demo-Seed	BENNISH PROP PURCH/D		986.50				986.50
		*** VENDOR TOTALS ***				2 CHECKS		1,626.50
003979	PETTY CASH							
I-AQUATIC CHANGE	START UP CHANGE	R	5/30/2017			155175		
10 45420-46734	Aquatic Center Revenue	START UP CHANGE		722.50				722.50
		*** VENDOR TOTALS ***				1 CHECKS		722.50
002817	PIETZ, VANDERWAAL, STACKER & R							
I-5889	BLIGHT 807 CHIPPEWA ST	R	5/15/2017			155064		
52 57001-08-26150	Blight-Demo (Non-TID)	BLIGHT 807 CHIPPEWA		1,695.72				1,695.72
		*** VENDOR TOTALS ***				1 CHECKS		1,695.72
001496	PINE RIDGE CONVENIENCE STORE							
I-NSF SPENCER	MELISSA SPENCER NSF 04/22/15	R	5/31/2017			155224		
10 22-6203	NSF Restitution-Police ONLY	MELISSA SPENCER NSF		6.37				6.37
		*** VENDOR TOTALS ***				1 CHECKS		6.37

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000582	POMP'S TIRE SERVICE, INC							
I-350028795	REPAIR TIRE	R	5/15/2017			155065		
10 53240-03-40000	Operating Supplies	REPAIR TIRE		86.00				
I-350029028	MISC TURF TIRE	R	5/15/2017			155065		
10 55200-03-50000	Repair/Maint. Supplies	MISC TURF TIRE		200.00				286.00
			*** VENDOR TOTALS ***			1 CHECKS		286.00
002599	PRECISION LASER CUTTING, LLC							
I-23564	MFD004	R	5/15/2017			155066		
26 52200-03-40000	2% Fire Dues Expenses	MFD004		523.49				
I-23565	MFD005	R	5/15/2017			155066		
26 52200-03-40000	2% Fire Dues Expenses	MFD005		339.80				
I-23693	MFD005-06 LH AND RH	R	5/15/2017			155066		
10 52200-03-40000	Operating Supplies	MFD005-06 LH AND RH		69.95				
I-23721	MFD006	R	5/15/2017			155066		
10 52200-03-40000	Operating Supplies	MFD006		120.75				
I-23770	MFD006-04	R	5/15/2017			155066		
10 52200-03-40000	Operating Supplies	MFD006-04		9.46				1,063.45
			*** VENDOR TOTALS ***			1 CHECKS		1,063.45
002204	PREMIER MFG OF CENTRAL WISCONS							
I-TE042117-A	CUTTING BOARDS ETCHED	V	5/15/2017			155067		90.00
002204	PREMIER MFG OF CENTRAL WISCONS							
M-CHECK	PREMIER MFG OF CENTRAL WVOIDED	V	5/15/2017			155067		90.00
001380	QUINLAN'S EQUIPMENT							
I-T264336	BLADES	R	5/31/2017			155225		
10 53510-03-50750	Equipment Maint/Repair	BLADES		69.98				
I-T264346	MALE KNOB	R	5/31/2017			155225		
10 53510-03-50750	Equipment Maint/Repair	MALE KNOB		5.87				75.85
			*** VENDOR TOTALS ***			1 CHECKS		75.85
003545	R.J. MARK INC							
I-17-10402	GRAPHICS	R	5/15/2017			155068		
26 52200-03-40000	2% Fire Dues Expenses	GRAPHICS		344.60				
I-17-10424	REFLECTIVE FAUX STRIPING	R	5/15/2017			155068		
26 52200-03-40000	2% Fire Dues Expenses	REFLECTIVE FAUX STRI		101.95				
I-17-10456	STRIPING	R	5/15/2017			155068		
26 52200-03-40000	2% Fire Dues Expenses	STRIPING		217.75				664.30
			*** VENDOR TOTALS ***			1 CHECKS		664.30
000588	RECORDED BOOKS LLC							
I-75522107	ACCT # 392355	R	5/18/2017			155167		
10 55110-14-10100	Adult Dept Books on CD	ACCT # 392355		34.99				
I-75524687	ACCT # 392355	R	5/18/2017			155167		
10 55110-14-10100	Adult Dept Books on CD	ACCT # 392355		22.49				57.48
			*** VENDOR TOTALS ***			1 CHECKS		57.48

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000535	RED ROCK GRANITE, INC.							
I-101681	RUSTIC GRANITE	R	5/15/2017			155069		
10 53300-03-76000	Sand/Gravel	RUSTIC GRANITE		773.35				773.35
		*** VENDOR TOTALS ***				1 CHECKS		773.35
002697	REDEVELOPMENT RESOURCES LLC							
I-677	TID 3,8,6	R	5/15/2017			155070		
43 57100-02-41000	Plan - Redevelop Resources	TID 3		832.50				
46 57100-02-41000	Plan - Redevelop Resources	TID 6		270.00				
48 57100-02-41000	Plan - Redevelop Resources	TID 8		270.00				1,372.50
		*** VENDOR TOTALS ***				1 CHECKS		1,372.50
000377	REINDL PRINTING INC							
I-141630	TRACTOR PULL TICKETS	R	5/15/2017			155071		
24 55231-03-40111	Supplies-Operating	TRACTOR PULL TICKETS		275.00				275.00
000377	REINDL PRINTING INC							
I-141857	ACCT # 9114	R	5/18/2017			155168		
10 55110-03-13000	Copier/Printing	ACCT # 9114		145.00				145.00
		*** VENDOR TOTALS ***				2 CHECKS		420.00
000531	RENT-A-FLASH OF WI							
I-56656	MFD SIGN/DETOUR SIGN	R	5/15/2017			155072		
10 52110-03-57000	Traffic Signs	MFD SIGN/DETOUR SIGN		805.25				
10 52200-03-40000	Operating Supplies	MFD SIGN/DETOUR SIGN		99.25				
I-56657	ROUND CAP - EXTRUDED	R	5/15/2017			155072		
10 52110-03-40000	Operating Supplies	ROUND CAP - EXTRUDED		155.00				
I-56721	DETOUR/ROAD CLOSED/TIRE COLLAR	R	5/15/2017			155072		
10 52110-03-57000	Traffic Signs	DETOUR/ROAD CLOSED/T		691.00				1,750.50
		*** VENDOR TOTALS ***				1 CHECKS		1,750.50
004103	RESURGENCE LEGAL GROUP, PC							
I-GAR20170505	GARNISHMENT WAGES	R	5/05/2017			154912		
10 13-2500	Garnishment-Wages	GARNISHMENT WAGES		582.50				582.50
004103	RESURGENCE LEGAL GROUP, PC							
I-GAR20170519	GARNISHMENT WAGES	R	5/19/2017			155123		
10 13-2500	Garnishment-Wages	GARNISHMENT WAGES		582.50				582.50
		*** VENDOR TOTALS ***				2 CHECKS		1,165.00
004167	RIB LAKE PUBLIC LIBRARY							
I-20170517	LOST BOOK: THE LIFE CHANGING M	R	5/18/2017			155169		
10 45110-46710	Library Revenue	LOST BOOK: THE LIFE		20.00				20.00
		*** VENDOR TOTALS ***				1 CHECKS		20.00

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003735	RIESTERER & SCHNELL, INC							
I-1160342	STARTER MOTOR	R	5/15/2017			155073		
10 53240-03-40000	Operating Supplies		STARTER MOTOR	447.07				447.07
			*** VENDOR TOTALS ***			1 CHECKS		447.07
003883	RIVER'S EDGE LP							
I-1356	100 LB CYLINDER/30 LB FORK LIF	R	5/31/2017			155226		
10 53240-03-40000	Operating Supplies		100 LB CYLINDER/30 L	198.00				198.00
			*** VENDOR TOTALS ***			1 CHECKS		198.00
002039	RMM SOLUTIONS INC.							
I-67388	REFLEXION ANTI SPAM	R	5/15/2017			155074		
10 51525-15-32750	Internet & Spam Filter		REFLEXION ANTI SPAM	168.00				
62 53716-00-85010	Computer & Software		REFLEXION ANTI SPAM	40.00				
63 56156-00-85010	Computer & Software		REFLEXION ANTI SPAM	40.00				248.00
002039	RMM SOLUTIONS INC.							
I-66643	APRIL 2017 - ANTI SPAM	R	5/18/2017			155135		
10 51525-15-32750	Internet & Spam Filter		APRIL 2017 - ANTI SP	166.00				
62 53716-00-85010	Computer & Software		APRIL 2017 - ANTI SP	40.00				
63 56156-00-85010	Computer & Software		APRIL 2017 - ANTI SP	40.00				246.00
002039	RMM SOLUTIONS INC.							
I-67705	BIERMAN BUILDING COMPLETION	R	5/31/2017			155227		
26 54633-15-46357	IT Cabling		BIERMAN BUILDING COM	1,111.90				1,111.90
			*** VENDOR TOTALS ***			3 CHECKS		1,605.90
000533	ROCK OIL REFINING, INC							
I-259962	OIL FILTERS	R	5/15/2017			155075		
10 53240-03-40000	Operating Supplies		OIL FILTERS	45.00				
I-260031	OIL COLLECTION	R	5/15/2017			155075		
10 53240-03-40000	Operating Supplies		OIL COLLECTION	95.00				140.00
			*** VENDOR TOTALS ***			1 CHECKS		140.00
001425	ROGER'S SMALL ENGINE REPAIR &							
I-04/19/17	COIL/CARB KIT/REPLACE	R	5/15/2017			155076		
10 53240-03-40000	Operating Supplies		COIL/CARB KIT/REPLAC	171.13				171.13
			*** VENDOR TOTALS ***			1 CHECKS		171.13
000537	ROTOGRAPHIC PRINTING							
I-1481	ENV - BILL H	R	5/15/2017			155077		
10 51420-03-10000	Office Supplies		ENV - BILL H	42.00				
I-1482	BUS CARDS ALD MARY BALL	R	5/15/2017			155077		
10 51110-03-40000	Operating Supplies		BUS CARDS ALD MARY B	28.00				70.00
			*** VENDOR TOTALS ***			1 CHECKS		70.00

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000697	RUDER WARE, LLSC							
I-226101	CITY POLICIES/HANDBOOK	R	5/15/2017			155078		
10 51300-02-11500	Outside Legal Counsel			CITY POLICIES/HANDBO	651.00			
62 53716-00-92300	Outside Serv. Employed			CITY POLICIES/HANDBO	325.50			
63 56156-00-85200	Outside Service Employed			CITY POLICIES/HANDBO	325.50			1,302.00
				*** VENDOR TOTALS ***		1 CHECKS		1,302.00
003801	S. D. ELLENBECKER INC							
I-INVOICE 9	ENRICHMENT CENTER	R	5/15/2017			155079		
26 54633-02-25925	Facility Construction			ENRICHMENT CENTER	93,843.00			93,843.00
003801	S. D. ELLENBECKER INC							
I-APP #10 EXPO	EXPO/ENRICHMENT CNTR APP #10	R	5/31/2017			155229		
26 54633-02-25925	Facility Construction			EXPO/ENRICHMENT CNTR	103,022.10			103,022.10
				*** VENDOR TOTALS ***		2 CHECKS		196,865.10
001490	SAM'S CLUB							
I-P & R RENEWAL	MEMBERSHIP # 3410751959750	R	5/11/2017			154970		
10 55300-03-41500	Self & Non-Support-Expenses			MEMBERSHIP # 3410751	45.00			45.00
				*** VENDOR TOTALS ***		1 CHECKS		45.00
003197	DAVE SAVONE							
I-05/15/17	INDY/FDIC	R	5/15/2017			155080		
10 52300-03-32000	Education & Conference			INDY/FDIC	137.50			137.50
				*** VENDOR TOTALS ***		1 CHECKS		137.50
000546	SCHAEFFER MFG CO							
I-MN10510-INV1	OIL	R	5/15/2017			155081		
10 53240-03-40000	Operating Supplies			OIL	719.25			
I-MN10547-INV1	OIL	R	5/15/2017			155081		
10 53240-03-40000	Operating Supplies			OIL	206.52			925.77
				*** VENDOR TOTALS ***		1 CHECKS		925.77
000559	SCHENCK SC							
I-SC10139061	AUDIT	R	5/15/2017			155082		
10 51580-02-13000	Auditing Contract			GENERAL FULL SCOPE	5,677.68			
41 57100-02-13000	TIF Audit Fee			TIF	500.00			
43 57100-02-13000	TIF Audit Fees			TIF	1,000.00			
44 57100-02-13000	TIF Audit Fees			TIF	250.00			
45 57100-02-13000	TIF Audit Fees			TIF	500.00			
46 57100-02-13000	TIF Audit Fees			TIF	500.00			
47 57100-02-13000	TIF Audit Expense			TIF	500.00			
48 57100-02-13000	TIF Audit Fees			TIF	500.00			
49 57100-02-13000	TIF Audit Fees			TIF	750.00			
62 53716-00-92300	Outside Serv. Employed			WATER	4,036.16			
63 56156-00-85200	Outside Service Employed			SEWER	4,036.16			
40 57100-02-13000	TIF Audit Fees			TIF	500.00			18,750.00
				*** VENDOR TOTALS ***		1 CHECKS		18,750.00

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002169	SECURITY BENEFIT							
I-FHR20170505	HRA PLAN # 770094	R	5/05/2017			154913		
10 52200-01-56000	PEHP - City Portion		HRA PLAN # 770094	126.15				
10 52300-01-56000	PEHP - City Portion		HRA PLAN # 770094	125.85				252.00
002169	SECURITY BENEFIT							
I-FHR20170519	HRA PLAN # 770094	R	5/19/2017			155124		
10 52200-01-56000	PEHP - City Portion		HRA PLAN # 770094	125.77				
10 52300-01-56000	PEHP - City Portion		HRA PLAN # 770094	126.23				252.00
			*** VENDOR TOTALS ***			2 CHECKS		504.00
001316	SECURITY FENCE & SUPPLY CO., I							
I-2017-30454	LIONS PARK SIDELINE FENCE	R	5/15/2017			155083		
26 55200-08-91150	Lion's Park Improvements		LIONS PARK SIDELINE	5,836.00				5,836.00
			*** VENDOR TOTALS ***			1 CHECKS		5,836.00
000106	SECURITY HEALTH INSURANCE							
C-HINTZE, JUNE PYMT	HINTZE, CR EMPLOYEE DED	R	5/17/2017			155129		
10 13-8200	Prepaid Health Ins.		HINTZE, CR EMPLOYEE	76.90CR				
I-HINTZE - MAY/JUNE	REVERSE CR MAY/PART JUNE	R	5/17/2017			155129		
10 13-8200	Prepaid Health Ins.		REVERSE CR MAY/PART	1,614.94				
I-HS120170519	HSA HEALTH INS PREMIUMS	R	5/17/2017			155129		
10 51200-01-54000	Health Insurance		HSA HEALTH INS PREMI	1,384.24				
10 51300-01-54000	Health Insurance		HSA HEALTH INS PREMI	2,768.48				
10 51415-01-54000	Health Insurance		HSA HEALTH INS PREMI	1,038.18				
10 51430-01-54000	Health Insurance		HSA HEALTH INS PREMI	2,283.99				
10 52100-01-54000	Health Insurance		HSA HEALTH INS PREMI	20,763.60				
10 52110-01-54000	Health Insurance		HSA HEALTH INS PREMI	140.57				
10 52200-01-54000	Health Insurance		HSA HEALTH INS PREMI	6,752.73				
10 52300-01-54000	Health Insurance		HSA HEALTH INS PREMI	5,705.43				
10 52400-01-54000	Health Insurance		HSA HEALTH INS PREMI	1,799.51				
10 53100-01-54000	Health Insurance		HSA HEALTH INS PREMI	692.12				
10 53102-01-54000	Health Insurance		HSA HEALTH INS PREMI	1,384.24				
10 53240-01-54000	Health Insurance		HSA HEALTH INS PREMI	1,263.12				
10 53300-01-54000	Health Insurance		HSA HEALTH INS PREMI	234.65				
10 53310-01-54000	Health Insurance		HSA HEALTH INS PREMI	1,219.86				
10 53316-01-54000	Health Insurance		HSA HEALTH INS PREMI	294.14				
10 53520-01-54000	Health Insurance		HSA HEALTH INS PREMI	2,768.48				
10 53620-01-54000	Health Insurance		HSA HEALTH INS PREMI	2,537.07				
10 53635-01-54000	Health Insurance		HSA HEALTH INS PREMI	1,399.39				
10 53640-01-54000	Health Insurance		HSA HEALTH INS PREMI	34.61				
10 55110-01-54000	Health Insurance		HSA HEALTH INS PREMI	6,921.20				
10 55200-01-54000	Health Insurance		HSA HEALTH INS PREMI	692.12				
10 55300-01-54000	Health Insurance		HSA HEALTH INS PREMI	2,076.36				
20 53622-01-54000	Health Insurance		HSA HEALTH INS PREMI	113.56				
21 52100-01-54000	Health Insurance		HSA HEALTH INS PREMI	1,384.24				
24 55225-01-54000	Health Insurance		HSA HEALTH INS PREMI	48.66				
25 56900-01-54000	Health Insurance		HSA HEALTH INS PREMI	968.97				

Attachment: Vouchers (2578 : Vouchers)

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**2.1.a**

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000106	SECURITY HEALTH INSURACONT							
I-HS120170519	HSA HEALTH INS PREMIUMS	R	5/17/2017			155129		
43	57200-01-54000 Health Insurance		HSA HEALTH INS PREMI	34.61				
47	57100-01-54000 Health Insurance		HSA HEALTH INS PREMI	1,139.87				
49	57100-01-54000 Health Insurance		HSA HEALTH INS PREMI	97.32				
62	53716-00-92620 Employee Health Ins.		HSA HEALTH INS PREMI	5,971.88				
63	56156-00-85420 Employee Health Ins.		HSA HEALTH INS PREMI	4,988.48				
I-HS220170505	HSA FAM HEALTH INS PREMIUMS	R	5/17/2017			155129		
10	13-8200 Prepaid Health Ins.		HSA FAM HEALTH INS P	3,744.08				
20	13-8200 Pre-Paid Health Insurance		HSA FAM HEALTH INS P	12.91				
21	13-8200 Pre-Paid Health Insurance		HSA FAM HEALTH INS P	76.90				
25	13-8200 Pre-Paid Health Insurance		HSA FAM HEALTH INS P	53.83				
47	13-8200 Pre-Paid Health		HSA FAM HEALTH INS P	61.95				
52	13-8200 Pre-Paid Health Ins.		HSA FAM HEALTH INS P	11.54				
62	13-8200 Pre-Paid Health Insurance		HSA FAM HEALTH INS P	266.25				
63	13-8200 Pre-Paid Health Insurance		HSA FAM HEALTH INS P	309.64				
I-HS220170519	HSA FAM HEALTH INS PREMIUMS	R	5/17/2017			155129		
10	13-8200 Prepaid Health Ins.		HSA FAM HEALTH INS P	3,410.20				
20	13-8200 Pre-Paid Health Insurance		HSA FAM HEALTH INS P	6.30				
21	13-8200 Pre-Paid Health Insurance		HSA FAM HEALTH INS P	76.90				
24	13-8200 Pre-Paid Health Insurance		HSA FAM HEALTH INS P	2.70				
25	13-8200 Pre-Paid Health Insurance		HSA FAM HEALTH INS P	53.83				
43	13-8200 Prepaid Health		HSA FAM HEALTH INS P	1.92				
47	13-8200 Pre-Paid Health		HSA FAM HEALTH INS P	63.32				
49	13-8200 Pre-Paid Health		HSA FAM HEALTH INS P	5.41				
62	13-8200 Pre-Paid Health Insurance		HSA FAM HEALTH INS P	331.78				
63	13-8200 Pre-Paid Health Insurance		HSA FAM HEALTH INS P	277.14				
I-HS320170519	HSA SGL HLTH INS PREMIUMS	R	5/17/2017			155129		
10	51420-01-54000 Health Insurance		HSA SGL HLTH INS PRE	678.28				
10	51520-01-54000 Health Insurance		HSA SGL HLTH INS PRE	605.61				
10	52100-01-54000 Health Insurance		HSA SGL HLTH INS PRE	2,768.48				
10	52110-01-54000 Health Insurance		HSA SGL HLTH INS PRE	32.45				
10	52200-01-54000 Health Insurance		HSA SGL HLTH INS PRE	2,019.84				
10	52300-01-54000 Health Insurance		HSA SGL HLTH INS PRE	2,825.00				
10	53240-01-54000 Health Insurance		HSA SGL HLTH INS PRE	692.12				
10	53300-01-54000 Health Insurance		HSA SGL HLTH INS PRE	639.76				
10	53316-01-54000 Health Insurance		HSA SGL HLTH INS PRE	261.65				
10	53520-01-54000 Health Insurance		HSA SGL HLTH INS PRE	1,384.24				
10	53640-01-54000 Health Insurance		HSA SGL HLTH INS PRE	126.14				
10	55110-01-54000 Health Insurance		HSA SGL HLTH INS PRE	2,076.36				
24	55225-01-54000 Health Insurance		HSA SGL HLTH INS PRE	24.33				
47	57100-01-54000 Health Insurance		HSA SGL HLTH INS PRE	3,561.35				
49	57100-01-54000 Health Insurance		HSA SGL HLTH INS PRE	199.16				
62	53716-00-92620 Employee Health Ins.		HSA SGL HLTH INS PRE	413.25				
63	56156-00-85420 Employee Health Ins.		HSA SGL HLTH INS PRE	1,071.34				
I-HS420170505	HSA SNGL HLTH INS PREMIUMS	R	5/17/2017			155129		
10	13-8200 Prepaid Health Ins.		HSA SNGL HLTH INS PR	886.42				
24	13-8200 Pre-Paid Health Insurance		HSA SNGL HLTH INS PR	14.71				

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VENDOR SET: 01 City of Merrill  
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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000106	SECURITY HEALTH INSURACONT							
I-HS420170505	HSA SNGL HLTH INS PREMIUMS	R	5/17/2017			155129		
47 13-8200	Pre-Paid Health	HSA SNGL HLTH INS PR		76.85				
49 13-8200	Pre-Paid Health	HSA SNGL HLTH INS PR		27.87				
62 13-8200	Pre-Paid Health Insurance	HSA SNGL HLTH INS PR		19.71				
63 13-8200	Pre-Paid Health Insurance	HSA SNGL HLTH INS PR		51.04				
I-HS420170519	HSA SNGL HLTH INS PREMIUMS	R	5/17/2017			155129		
10 13-8200	Prepaid Health Ins.	HSA SNGL HLTH INS PR		783.88				
24 13-8200	Pre-Paid Health Insurance	HSA SNGL HLTH INS PR		1.35				
47 13-8200	Pre-Paid Health	HSA SNGL HLTH INS PR		197.85				
49 13-8200	Pre-Paid Health	HSA SNGL HLTH INS PR		11.06				
62 13-8200	Pre-Paid Health Insurance	HSA SNGL HLTH INS PR		22.95				
63 13-8200	Pre-Paid Health Insurance	HSA SNGL HLTH INS PR		59.51				
I-HS720170519	HEALTH INS PREMIUM	R	5/17/2017			155129		
10 54600-01-54000	Health Insurance	HEALTH INS PREMIUM		1,258.74				
I-HS820170505	HEALTH INS PREMIUMS	R	5/17/2017			155129		
10 13-8200	Prepaid Health Ins.	HEALTH INS PREMIUMS		139.65				
I-HS820170519	HEALTH INS PREMIUMS	R	5/17/2017			155129		
10 13-8200	Prepaid Health Ins.	HEALTH INS PREMIUMS		139.65				
I-JUNE 2017	K. NEFF - JUNE 2017 PREMIUM	R	5/17/2017			155129		
10 51930-05-45000	Retiree's SL/Health Ins.	K. NEFF - JUNE 2017		1,538.04				
I-S. HINTZE AJE	S. HINTZE, JUNE PREMIUM	R	5/17/2017			155129		
10 13-8200	Prepaid Health Ins.	S. HINTZE, JUNE PREM		1,538.04				115,353.00
		*** VENDOR TOTALS ***				1 CHECKS		115,353.00
000572	SHARE CORP							
I-16823	HDIC-PINE SCENT	R	5/15/2017			155084		
10 53240-03-40000	Operating Supplies	HDIC-PINE SCENT		177.52				177.52
		*** VENDOR TOTALS ***				1 CHECKS		177.52
002033	SPRINT							
I-239898101-113	SPRINT	R	5/31/2017			155231		
10 53230-02-25000	Telephone & Fiber	SPRINT		49.99				
10 53240-03-40000	Operating Supplies	SPRINT		49.99				
62 53716-00-85010	Computer & Software	SPRINT		149.97				
63 56156-00-85010	Computer & Software	SPRINT		49.99				299.94
		*** VENDOR TOTALS ***				1 CHECKS		299.94
000580	STAINLESS SPECIALISTS							
I-31992	REPAIRS	R	5/15/2017			155085		
10 51525-15-47566	AC Repair - Computer RM	REPAIRS		327.82				
62 53716-00-85010	Computer & Software	REPAIRS		163.91				
63 56156-00-85010	Computer & Software	REPAIRS		163.91				655.64
		*** VENDOR TOTALS ***				1 CHECKS		655.64

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000708	STATE BAR OF WISCONSIN							
I-2018 DUES	2018 MEMBERSHIP DUES	R	5/31/2017			155232		
10 51300-03-32000	Education & Conference			2018 MEMBERSHIP DUES	524.00			524.00
				*** VENDOR TOTALS ***		1 CHECKS		524.00
000257	STATE OF WI - COURT FINES AND							
I-APRIL 2017	MUN COURT	R	5/15/2017			155087		
10 40000-45100	Municipal Court Revenue			MUN COURT	2,170.44			2,170.44
				*** VENDOR TOTALS ***		1 CHECKS		2,170.44
003442	STATE OF WI, DSPS							
I-435942	ELEVATOR PERMIT LIBRARY	R	5/15/2017			155088		
10 51600-02-16000	Elevator Contract			ELEVATOR PERMIT LIBR	50.00			50.00
				*** VENDOR TOTALS ***		1 CHECKS		50.00
004128	STEVE'S SMALL ENGINE REPAIR LL							
I-547	OIL PUMP	R	5/15/2017			155089		
10 53240-03-40000	Operating Supplies			OIL PUMP	48.99			48.99
				*** VENDOR TOTALS ***		1 CHECKS		48.99
000259	STACY STEVENS							
I-20170517	5/1/17 MILEAGE	R	5/18/2017			155170		
10 55110-03-30500	Mileage			5/1/17 MILEAGE	20.33			20.33
				*** VENDOR TOTALS ***		1 CHECKS		20.33
003291	LAUREL STINE							
I-APRIL 2017 CRAFTS	CARDS	R	5/15/2017			154923		
26 54600-03-45400	Senior - Craft Shop Exp.			CARDS	25.50			25.50
				*** VENDOR TOTALS ***		1 CHECKS		25.50
002488	SUNRISE BROADCASTING							
I-7847-4	STREET DEPT COMMUNITY SCAN	R	5/15/2017			155090		
10 53620-03-20000	Publish Legal Notices			STREET DEPT COMMUNIT	180.00			
I-7984-2	PARK & REC SPORTS SPONSOR	R	5/15/2017			155090		
10 55400-03-41000	Public Relations/Marketing			PARK & REC SPORTS SP	249.00			
I-8127-1	GOOD FRIDAY COLLECTION	R	5/15/2017			155090		
10 53635-03-20000	Publish Legal Notices			GOOD FRIDAY COLLECTI	100.00			
I-8172-1	SPRING BRUSH CLEAN UP	R	5/15/2017			155090		
10 53635-03-20000	Publish Legal Notices			SPRING BRUSH CLEAN U	80.00			609.00
				*** VENDOR TOTALS ***		1 CHECKS		609.00
003772	SUSAN A SCHUELKE							
I-WAG20170505	WAGE ASSIGNMENT	R	5/05/2017			154914		
10 13-2500	Garnishment-Wages			WAGE ASSIGNMENT	157.00			157.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003772	SUSAN A SCHUELKE							
I-WAG20170519	WAGE ASSIGNMENT	R	5/19/2017			155125		
10 13-2500	Garnishment-Wages			157.00				157.00
				*** VENDOR TOTALS ***		2 CHECKS		314.00
003949	SYSTEM TECHNOLOGIES							
I-648012	LABOR- CAMERA	R	5/15/2017			155091		
10 52200-03-40000	Operating Supplies			158.00				158.00
				*** VENDOR TOTALS ***		1 CHECKS		158.00
004169	THE KING COMPANY LLC							
I-26724	2017 DODGE RAM TOPPER	R	5/25/2017			155174		
52 57001-08-26957	PW Director-Truck			1,899.99				1,899.99
				*** VENDOR TOTALS ***		1 CHECKS		1,899.99
003495	THE MEDALCRAFT MINT, INC							
I-INV156454	BADGES	R	5/15/2017			155092		
26 52100-03-47725	Police Vehicle/Equip Expenses			3,150.00				3,150.00
				*** VENDOR TOTALS ***		1 CHECKS		3,150.00
000055	THORN ENT, Inc. d/b/a/ Al-Chr							
I-119288	GATE VALVE/GASKET FLANGE	R	5/15/2017			155093		
10 53240-03-40000	Operating Supplies			233.00				233.00
				*** VENDOR TOTALS ***		1 CHECKS		233.00
002847	TOMAHAWK TRUCK PARTS, LLC							
I-IN0293241	ABA KIT	R	5/15/2017			155094		
10 53240-03-40000	Operating Supplies			280.81				
I-IN0293526	HOSE/LOW BEAM LAMP/SEAL	R	5/15/2017			155094		
10 53240-03-40000	Operating Supplies			106.77				
I-IN0293925	SLACK ADJUSTERS/VALVE	R	5/15/2017			155094		
10 53240-03-40000	Operating Supplies			280.99				668.57
				*** VENDOR TOTALS ***		1 CHECKS		668.57
001121	TOWN OF PINE RIVER							
I-2017-04	BID EDDY RD MAINT. 03/2017	R	5/15/2017			155095		
10 53312-02-15550	Pine River-Big Eddy Rd.			135.00				135.00
				*** VENDOR TOTALS ***		1 CHECKS		135.00
003518	TRANSAMERICA EMPLOYEE BENEFITS							
I-TAA20170505	BILLING GROUP ID G000026475	R	5/05/2017			154915		
10 21-5905	AFLAC Premiums			15.73				
47 21-5905	AFLAC			5.08				
62 21-5905	AFLAC Premiums			14.52				
63 21-5905	AFLAC Premiums			9.43				44.76

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003518	TRANSAMERICA EMPLOYEE BENEFITS							
I-TAA20170519	BILLING GROUP ID G000026475	R	5/19/2017			155126		
10 21-5905	AFLAC Premiums		BILLING GROUP ID G00	15.73				
62 21-5905	AFLAC Premiums		BILLING GROUP ID G00	15.24				
63 21-5905	AFLAC Premiums		BILLING GROUP ID G00	13.79				44.76
			*** VENDOR TOTALS ***			2 CHECKS		89.50
003517	TRANSUNION RISK AND ALTERNATIV							
I-05/01/17	TRANSUNION RISK AND ALTERNATIV	R	5/15/2017			155096		
10 52100-02-94000	Jail/Evidence		TRANSUNION RISK AND	25.00				25.00
			*** VENDOR TOTALS ***			1 CHECKS		25.00
003413	TRUCK EQUIPMENT INC							
I-735139-00	ELECTRIC CLUTCH	R	5/15/2017			155097		
10 53240-03-40000	Operating Supplies		ELECTRIC CLUTCH	163.84				163.84
			*** VENDOR TOTALS ***			1 CHECKS		163.84
002001	TYLER TECHNOLOGIES							
I-025-186994	UTIL PAYMENT IMPORT	R	5/15/2017			155098		
62 53716-00-85010	Computer & Software		UTIL PAYMENT IMPORT	406.16				
63 56156-00-85010	Computer & Software		UTIL PAYMENT IMPORT	407.16				813.32
002001	TYLER TECHNOLOGIES							
I-045-187777	EXECUTIME YEAR 1	R	5/31/2017			155234		
10 51525-15-47500	Add. Software/Upgrades		EXECUTIME YEAR 1	6,580.00				
62 53716-00-85010	Computer & Software		EXECUTIME YEAR 1	1,764.00				
63 56156-00-85010	Computer & Software		EXECUTIME YEAR 1	1,764.00				10,108.00
			*** VENDOR TOTALS ***			2 CHECKS		10,921.32
000651	V & H INC.							
I-2396018	TANK-SUREGE/RADIATOR	R	5/15/2017			155099		
10 53240-03-40000	Operating Supplies		TANK-SUREGE/RADIATOR	116.63				
I-2396650	RADIATOR PTR	R	5/15/2017			155099		
10 53240-03-40000	Operating Supplies		RADIATOR PTR	494.06				610.69
			*** VENDOR TOTALS ***			1 CHECKS		610.69
002306	KATHY VANDRE							
I-APRIL 2017 CRAFTS	HAT, TOWEL, OWLS, BIRDHOUSE,	R	5/15/2017			154924		
26 54600-03-45400	Senior - Craft Shop Exp.		HAT, TOWEL, OWLS, BI	47.00				47.00
			*** VENDOR TOTALS ***			1 CHECKS		47.00
002501	VERIZON WIRELESS							
I-9784822999	VERIZON WIRELESS	R	5/15/2017			155100		
26 52100-03-41575	Dog Unit Expenses		K-9 POLICE	19.39				
10 52100-02-25000	Telephone		POLICE	96.35				
25 56900-02-25000	Telephone		COMM DEV	9.64				
10 52400-02-25500	iPad - Bldg Inspector		BLDG INSP - IPAD	28.91				
10 55200-02-25000	Telephone		PARK	19.27				

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
002501	VERIZON WIRELESS	CONT						
I-9784822999	VERIZON WIRELESS	R	5/15/2017			155100		
10 51525-15-42550	Council iPads	IPAD		96.35				
62 53716-00-85010	Computer & Software	IPAD		48.18				
63 56156-00-85010	Computer & Software	IPAD		48.18				
10 52200-02-25500	Fiber - Internet & VOIP	FIRE		86.76				
10 52300-02-25000	Telephone & Internet	AMBULANCE		86.76				
10 53300-03-40000	Operating Supplies	STREET		38.54				
62 53716-00-85500	GIS - Water Components	WATER		77.08				
24 55225-02-25000	Telephone-iPad	FESTIVAL GROUNDS		19.27				
I-9784904355	VERIZON WIRELESS	R	5/15/2017			155100		
10 51415-02-25000	Telephone-Cell/Smart	VERIZON WIRELESS		56.50				731.18
002501	VERIZON WIRELESS							
I-9785676670	VERIZON WIRELESS	R	5/31/2017			155235		
26 52100-03-41575	Dog Unit Expenses	K-9 POLICE		57.77				
10 52100-02-25000	Telephone	POLICE		497.39				
25 56900-02-25000	Telephone	COMM DEV		28.88				
10 52400-02-25000	Telephone	BLDG INSP - PHONE		86.66				
10 55200-02-25000	Telephone	PARK		172.08				
62 53713-00-64110	Warehouse Cost of Operation	UTILITY "ON-CALL PHO		57.79				
10 52200-02-25500	Fiber - Internet & VOIP	FIRE		6.42				
10 52300-02-25000	Telephone & Internet	AMBULANCE		6.42				
10 53300-03-40000	Operating Supplies	STREET		58.45				
10 53510-02-25000	Telephone	AIRPORT		18.07				989.93
*** VENDOR TOTALS ***						2 CHECKS		1,721.11
000650	VICTORY JANITORIAL, INC.							
I-93945	TOILET PAPER	R	5/15/2017			155101		
10 51600-03-44000	Janitor Supplies	TOILET PAPER		33.82				
I-94020	NOBLES SPEED SCRUB	R	5/15/2017			155101		
24 55513-08-81000	Floor Scrubber	NOBLES SPEED SCRUB		3,000.00				
I-94034	TOILET PAPER/BOWL CLEANER	R	5/15/2017			155101		
10 52200-03-40000	Operating Supplies	TOILET PAPER/BOWL CL		68.11				
I-94037	PRO SERIES W/ QUICK DRAW	R	5/15/2017			155101		
10 55400-08-82000	MARC/Smith Improvements	PRO SERIES W/ QUICK		299.99				
I-94144	TOWELS/GARBAGE BAGS/FRAGRANCE	R	5/15/2017			155101		
10 51600-03-44000	Janitor Supplies	TOWELS/GARBAGE BAGS/		216.94				3,618.86
000650	VICTORY JANITORIAL, INC.							
I-94145	S.O. #94187	R	5/18/2017			155171		
10 55110-03-44000	Janitor Supplies	S.O. #94187		123.84				
I-94290	S.O. #94333	R	5/18/2017			155171		
10 55110-03-44000	Janitor Supplies	S.O. #94333		99.23				
I-94517	S.O. #94446	R	5/18/2017			155171		
10 55110-03-44000	Janitor Supplies	S.O. #94446		16.98				240.05

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000650	VICTORY JANITORIAL, INC.							
I-94430	CIRCUIT BREAKER	R	5/31/2017			155236		
10 55400-03-50000	Repair/Maint. Supplies	CIRCUIT BREAKER		40.00				40.00
			*** VENDOR TOTALS ***			3 CHECKS		3,898.90
000284	VIP ALL-VALUE							
I-0100359-001	MAILER TUBE/MARKER	R	5/15/2017			155102		
10 52300-03-10000	Office Supplies	MAILER TUBE/MARKER		33.48				
I-0100363-001	INDEX	R	5/15/2017			155102		
10 52300-03-10000	Office Supplies	INDEX		7.12				
I-0100385-001	USB DRIVE	R	5/15/2017			155102		
10 52300-03-10000	Office Supplies	USB DRIVE		39.98				
I-0100397-001	TONER	R	5/15/2017			155102		
10 52300-03-10000	Office Supplies	TONER		89.99				
I-0100451-001	SHARPIE MARKER/GOLD PAINT MRKR	R	5/15/2017			155102		
10 52300-03-10000	Office Supplies	SHARPIE MARKER/GOLD		6.38				
I-0100472-001	PRINTER PARTS/MAINTENANCE	R	5/15/2017			155102		
10 51520-03-13000	Copier	PRINTER PARTS/MAINT		194.74				
62 53716-00-92300	Outside Serv. Employed	PRINTER PARTS/MAINT		97.38				
63 56156-00-85200	Outside Service Employed	PRINTER PARTS/MAINT		97.38				
I-100317-001	LABELS, ENVELOPES	R	5/15/2017			155102		
10 51440-03-40000	Operating Supplies	LABELS, ENVELOPES		25.99				
10 51520-03-10000	Office Supplies	LABELS, ENVELOPES		14.00				
10 51430-03-10000	Office Supplies	LABELS, ENVELOPES		14.00				
10 51420-03-10000	Office Supplies	LABELS, ENVELOPES		13.99				
I-100335-001	FLAG, PENCILS	R	5/15/2017			155102		
10 51520-03-18000	Checks and Supplies	FLAG, PENCILS		7.28				
I-100352-001	CLIPS, TONER, INDEX, POST ITS	R	5/15/2017			155102		
10 51430-03-10000	Office Supplies	CLIPS, TONER, INDEX,		37.55				
10 51520-03-10000	Office Supplies	CLIPS, TONER, INDEX,		120.99				
I-100453-001	CARD STOCK	R	5/15/2017			155102		
10 51415-03-10000	Office Supplies	CARD STOCK		6.00				806.25
			*** VENDOR TOTALS ***			1 CHECKS		806.25
003681	VOYA INSTITUTIONAL TRUST COMPA							
I-VOY20170505	VOYA DEFERRED COMP	R	5/05/2017			154916		
10 21-5900	Deferred Compensation	VOYA DEFERRED COMP		1,118.13				
20 21-5900	Deferred Compensation	VOYA DEFERRED COMP		11.87				
21 21-5900	Deferred Compensation	VOYA DEFERRED COMP		200.00				
47 21-5900	Deferred Comp	VOYA DEFERRED COMP		102.13				
49 21-5900	Deferred Comp	VOYA DEFERRED COMP		11.99				
62 21-5900	Deferred Compensation	VOYA DEFERRED COMP		108.20				
63 21-5900	Deferred Compensation	VOYA DEFERRED COMP		217.68				1,770.00

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
BANK: 1 LINCOLN CO - GENERAL  
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**2.1.a**

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003681	VOYA INSTITUTIONAL TRUST COMPA							
I-VOY20170519	VOYA DEFERRED COMP	R	5/19/2017			155127		
10 21-5900	Deferred Compensation	VOYA DEFERRED COMP		1,107.97				
20 21-5900	Deferred Compensation	VOYA DEFERRED COMP		5.61				
21 21-5900	Deferred Compensation	VOYA DEFERRED COMP		200.00				
47 21-5900	Deferred Comp	VOYA DEFERRED COMP		38.28				
49 21-5900	Deferred Comp	VOYA DEFERRED COMP		3.75				
62 21-5900	Deferred Compensation	VOYA DEFERRED COMP		200.76				
63 21-5900	Deferred Compensation	VOYA DEFERRED COMP		213.63				1,770.00
			*** VENDOR TOTALS ***			2 CHECKS		3,540.00
001679	WAL-MART							
I-T. ELLIS	T. ELLIS	R	5/02/2017			154897		
10 22-6205	Restitution-COURT Only	T. ELLIS		13.88				13.88
			*** VENDOR TOTALS ***			1 CHECKS		13.88
000299	WAL-MART COMMUNITY/GEMB							
I-APR/MAY 2017	WAL-MART COMMUNITY/GEMB	R	5/31/2017			155237		
10 55400-03-40000	Operating Supplies	TV/MOUNT		508.96				
10 55400-03-40000	Operating Supplies	4FT MICRO		29.28				
10 52200-03-40000	Operating Supplies	SNACKS/ROLLS/HAMBURG		96.04				
10 52200-03-40000	Operating Supplies	DOC FRAME		13.50				
10 52200-03-40000	Operating Supplies	5LB 80 CHK ROLL		42.96				
10 52200-03-40000	Operating Supplies	COOKIES/BUNS/CHIPS/P		130.66				
10 52200-03-40000	Operating Supplies	ROLLS/KOOL AID/FORKS		44.68				
10 55300-03-41500	Self & Non-Support-Expenses	BASKETS		40.00				
10 55420-03-40000	Operating Supplies	TRASH BAGS/NEOSPORIN		227.83				
26 54610-03-30000	Meals - Supplies	BNLS BRST MD/LEMONS/		23.39				
26 54610-03-30000	Meals - Supplies	FRZ FRUIT/BLUEBERRY/		46.17				
26 54600-03-45301	Quilting Proj Expenses	FLAT SHEET/SOFTLEX/W		34.07				
10 55200-03-40000	Operating Supplies	QUICKSAND/VOLLEYBALL		60.68				1,298.22
			*** VENDOR TOTALS ***			1 CHECKS		1,298.22
002071	WEINBRENNER SHOE CO INC							
I-2017000074015	BOOTS - CRAIG PFAFF	R	5/15/2017			155103		
10 53620-03-46500	Safety Toe Boots	BOOTS - CRAIG PFAFF		90.00				90.00
			*** VENDOR TOTALS ***			1 CHECKS		90.00
001335	WENDORF CONSTRUCTION							
I-182950	RAIN GUTTERS ATHLETIC PARK	R	5/31/2017			155238		
26 55200-08-91050	Athletic Park Improvements	RAIN GUTTERS ATHLETI		125.00				125.00
			*** VENDOR TOTALS ***			1 CHECKS		125.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004074	BARB WENDT							
I-APRIL 2017 CRAFTS	DISH TOWELS/CLOTHS	R	5/15/2017			154925		
26 54600-03-45400	Senior - Craft Shop Exp.			DISH TOWELS/CLOTHS	7.50			7.50
				*** VENDOR TOTALS ***		1 CHECKS		7.50
000298	KATY WHITT							
I-AIRPORT 04/17	AIRPORT CLEANING APRIL 2017	R	5/31/2017			155239		
10 53510-02-24735	Cleaning - New Terminal	AIRPORT CLEANING APR		100.00				
I-MAY 17 - AIRPORT	5/26 & 5/20 - AIRPORT CLEANING	R	5/31/2017			155239		
10 53510-02-24735	Cleaning - New Terminal	5/26 & 5/20 - AIRPOR		100.00				
I-MAY 2017 GARAGE	CLEANING - CITY GARAGE	R	5/31/2017			155239		
10 53230-03-40000	Operating Supplies	CLEANING - CITY GARA		396.00				596.00
				*** VENDOR TOTALS ***		1 CHECKS		596.00
001263	WI DEPT OF AGRICULTURE, TRADE							
I-115-0000004967	W&M CONTRACT INSPECTION	R	5/15/2017			155105		
10 52401-02-17500	City Sealer Contract	W&M CONTRACT INSPECT		4,800.00				4,800.00
				*** VENDOR TOTALS ***		1 CHECKS		4,800.00
004101	WI DEPT OF JUSTICE							
I-455TIME-0000001519	MONTHLY CHARGES	R	5/15/2017			155106		
10 52100-02-27000	Teletype/Badger-Net	MONTHLY CHARGES		381.00				381.00
				*** VENDOR TOTALS ***		1 CHECKS		381.00
000037	WI DEPT OF REVENUE							
I-T2 20170505	STATE TAX WITHHOLDING	D	5/05/2017			000135		
10 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		9,825.43				
20 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		18.48				
21 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		124.86				
24 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		34.78				
25 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		43.44				
47 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		297.91				
49 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		68.33				
52 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		18.98				
62 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		534.37				
63 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		744.59				11,711.17
000037	WI DEPT OF REVENUE							
I-T2 20170519	STATE TAX WITHHOLDING	D	5/19/2017			000137		
10 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		9,316.91				
20 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		5.22				
21 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		90.27				
24 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		6.66				
25 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		53.96				
43 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		1.56				
47 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		549.69				
49 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		28.68				
62 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		581.29				

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000037	WI DEPT OF REVENUE	CONT						
I-T2 20170519	STATE TAX WITHHOLDING	D	5/19/2017			000137		
63 21-5130	State Tax W/H			733.77				11,368.01
			*** VENDOR TOTALS ***			2 CHECKS		23,079.11
000110	WI RETIREMENT SYSTEM							
I-ELT20170407	ELECTED	D	5/31/2017			000138		
10 21-5210	WRS - Retirement	ELECTED		147.84				
10 51420-01-52000	Retirement (WRS)	ELECTED		147.84				
62 21-5210	WRS - Retirement	ELECTED		1.51				
62 53716-00-92610	Employee Retirement-WRS	ELECTED		1.51				
63 21-5210	WRS - Retirement	ELECTED		1.51				
63 56156-00-85410	Employee Retirement-WRS	ELECTED		1.51				
I-ELT20170421	ELECTED	D	5/31/2017			000138		
10 21-5210	WRS - Retirement	ELECTED		147.84				
10 51420-01-52000	Retirement (WRS)	ELECTED		147.84				
62 21-5210	WRS - Retirement	ELECTED		1.51				
62 53716-00-92610	Employee Retirement-WRS	ELECTED		1.51				
63 21-5210	WRS - Retirement	ELECTED		1.51				
63 56156-00-85410	Employee Retirement-WRS	ELECTED		1.51				
I-FSO20170407	FIRE W/O SS AFTER 06/30/11	D	5/31/2017			000138		
10 21-5210	WRS - Retirement	FIRE W/O SS AFTER 06		1,204.52				
10 52200-01-52000	Retirement (WRS)	FIRE W/O SS AFTER 06		2,660.33				
10 52300-01-52000	Retirement (WRS)	FIRE W/O SS AFTER 06		49.86				
I-FSO20170421	FIRE W/O SS AFTER 06/30/11	D	5/31/2017			000138		
10 21-5210	WRS - Retirement	FIRE W/O SS AFTER 06		1,186.59				
10 52200-01-52000	Retirement (WRS)	FIRE W/O SS AFTER 06		2,643.57				
10 52300-01-52000	Retirement (WRS)	FIRE W/O SS AFTER 06		26.24				
I-FSS20170407	FIRE W/O SS PRE 06/30/11	D	5/31/2017			000138		
10 21-5210	WRS - Retirement	FIRE W/O SS PRE 06/3		2,508.28				
10 52200-01-52000	Retirement (WRS)	FIRE W/O SS PRE 06/3		2,961.87				
10 52300-01-52000	Retirement (WRS)	FIRE W/O SS PRE 06/3		3,768.68				
I-FSS20170421	FIRE W/O SS PRE 06/30/11	D	5/31/2017			000138		
10 21-5210	WRS - Retirement	FIRE W/O SS PRE 06/3		2,335.74				
10 52200-01-52000	Retirement (WRS)	FIRE W/O SS PRE 06/3		2,802.92				
10 52300-01-52000	Retirement (WRS)	FIRE W/O SS PRE 06/3		3,464.59				
I-GNL20170407	GENERAL	D	5/31/2017			000138		
10 21-5210	WRS - Retirement	GENERAL		6,941.62				
10 51200-01-52000	Retirement (WRS)	GENERAL		98.95				
10 51300-01-52000	Retirement (WRS)	GENERAL		378.35				
10 51415-01-52000	Retirement (WRS)	GENERAL		211.26				
10 51430-01-52000	Retirement (WRS)	GENERAL		343.39				
10 51440-01-52000	Retirement (WRS)	GENERAL		1.60				
10 51520-01-52000	Retirement (WRS)	GENERAL		202.15				
10 51525-01-52000	Retirement (WRS)	GENERAL		109.87				
10 51600-01-52000	Retirement (WRS)	GENERAL		164.87				
10 52100-01-52000	Retirement (WRS)	GENERAL		324.01				
10 52110-01-52000	Retirement (WRS)	GENERAL		3.97				

Attachment: Vouchers (2578 : Vouchers)

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**2.1.a**

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000110	WI RETIREMENT SYSTEM CONT							
I-GNL20170407	GENERAL	D	5/31/2017				000138	
10	52400-01-52000 Retirement (WRS)	GENERAL		212.74				
10	53100-01-52000 Retirement (WRS)	GENERAL		129.07				
10	53102-01-52000 Retirement - WRS	GENERAL		169.35				
10	53240-01-52000 Retirement (WRS)	GENERAL		375.51				
10	53300-01-52000 Retirement (WRS)	GENERAL		863.83				
10	53310-01-52000 Retirement (WRS)	GENERAL		59.45				
10	53312-01-52000 Retirement (WRS)	GENERAL		12.80				
10	53314-01-52000 Retirement (WRS)	GENERAL		7.50				
10	53316-01-52000 Retirement (WRS)	GENERAL		99.97				
10	53520-01-52000 Retirement (WRS)	GENERAL		664.83				
10	53620-01-52000 Retirement (WRS)	GENERAL		200.66				
10	53635-01-52000 Retirement (WRS)	GENERAL		233.36				
10	54600-01-52000 Retirement (WRS)	GENERAL		194.14				
10	55110-01-52000 Retirement (WRS)	GENERAL		1,252.33				
10	55200-01-52000 Retirement (WRS)	GENERAL		384.44				
10	55300-01-52000 Retirement (WRS)	GENERAL		221.52				
10	55400-01-52000 Retirement (WRS)	GENERAL		21.72				
20	21-5210 WRS - Retirement	GENERAL		9.32				
20	53622-01-52000 Retirement (WRS)	GENERAL		9.32				
25	21-5210 WRS - GEP	GENERAL		83.85				
25	56900-01-52000 Retirement (WRS)	GENERAL		83.85				
47	21-5210 WRS - Retirement	GENERAL		101.05				
47	57100-01-52000 WRS - Retirement	GENERAL		101.05				
49	21-5210 WRS - Retirement	GENERAL		7.93				
49	57100-01-52000 WRS - Retirement	GENERAL		7.93				
62	21-5210 WRS - Retirement	GENERAL		940.82				
62	53716-00-92610 Employee Retirement-WRS	GENERAL		940.87				
63	21-5210 WRS - Retirement	GENERAL		1,097.27				
63	56156-00-85410 Employee Retirement-WRS	GENERAL		1,097.20				
I-GNL20170421	GENERAL	D	5/31/2017				000138	
10	21-5210 WRS - Retirement	GENERAL		6,706.47				
10	51200-01-52000 Retirement (WRS)	GENERAL		98.95				
10	51300-01-52000 Retirement (WRS)	GENERAL		378.35				
10	51415-01-52000 Retirement (WRS)	GENERAL		211.26				
10	51430-01-52000 Retirement (WRS)	GENERAL		341.26				
10	51440-01-52000 Retirement (WRS)	GENERAL		23.84				
10	51520-01-52000 Retirement (WRS)	GENERAL		206.82				
10	51525-01-52000 Retirement (WRS)	GENERAL		95.23				
10	51600-01-52000 Retirement (WRS)	GENERAL		147.52				
10	52100-01-52000 Retirement (WRS)	GENERAL		325.28				
10	52110-01-52000 Retirement (WRS)	GENERAL		5.77				
10	52400-01-52000 Retirement (WRS)	GENERAL		217.31				
10	53100-01-52000 Retirement (WRS)	GENERAL		129.07				
10	53102-01-52000 Retirement - WRS	GENERAL		173.70				
10	53240-01-52000 Retirement (WRS)	GENERAL		345.14				
10	53300-01-52000 Retirement (WRS)	GENERAL		721.40				

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VENDOR SET: 01 City of Merrill  
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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000110	WI RETIREMENT SYSTEM CONT							
I-GNL20170421	GENERAL	D	5/31/2017			000138		
10	53310-01-52000 Retirement (WRS)	GENERAL		95.10				
10	53316-01-52000 Retirement (WRS)	GENERAL		184.87				
10	53520-01-52000 Retirement (WRS)	GENERAL		600.14				
10	53620-01-52000 Retirement (WRS)	GENERAL		196.60				
10	53635-01-52000 Retirement (WRS)	GENERAL		228.99				
10	54600-01-52000 Retirement (WRS)	GENERAL		205.64				
10	55110-01-52000 Retirement (WRS)	GENERAL		1,216.67				
10	55200-01-52000 Retirement (WRS)	GENERAL		341.53				
10	55300-01-52000 Retirement (WRS)	GENERAL		216.03				
20	21-5210 WRS - Retirement	GENERAL		68.20				
20	53622-01-52000 Retirement (WRS)	GENERAL		68.19				
25	21-5210 WRS - GEP	GENERAL		83.85				
25	56900-01-52000 Retirement (WRS)	GENERAL		83.85				
47	21-5210 WRS - Retirement	GENERAL		151.19				
47	57100-01-52000 WRS - Retirement	GENERAL		151.19				
49	21-5210 WRS - Retirement	GENERAL		23.70				
49	57100-01-52000 WRS - Retirement	GENERAL		23.69				
62	21-5210 WRS - Retirement	GENERAL		924.00				
62	53716-00-92610 Employee Retirement-WRS	GENERAL		924.02				
63	21-5210 WRS - Retirement	GENERAL		1,101.85				
63	56156-00-85410 Employee Retirement-WRS	GENERAL		1,101.85				
I-PSS20170407	PROT W/ SS PRE 06/30/2011	D	5/31/2017			000138		
10	21-5210 WRS - Retirement	PROT W/ SS PRE 06/30		3,291.20				
10	52100-01-52000 Retirement (WRS)	PROT W/ SS PRE 06/30		5,323.96				
21	21-5210 WRS - Retirement	PROT W/ SS PRE 06/30		170.33				
21	52100-01-52000 Retirement (WRS)	PROT W/ SS PRE 06/30		275.53				
I-PSS20170421	PROT W/ SS PRE 06/30/2011	D	5/31/2017			000138		
10	21-5210 WRS - Retirement	PROT W/ SS PRE 06/30		3,317.74				
10	52100-01-52000 Retirement (WRS)	PROT W/ SS PRE 06/30		5,366.92				
21	21-5210 WRS - Retirement	PROT W/ SS PRE 06/30		162.70				
21	52100-01-52000 Retirement (WRS)	PROT W/ SS PRE 06/30		263.19				80,870.44
*** VENDOR TOTALS ***						1 CHECKS		80,870.44
000034	WI SUPPORT COLLECTIONS							
I-SP120170505	CHILD SUPPORT PER ENCLOSED	R	5/05/2017			154917		
10	21-5908 Child Support/Maintenance	CHILD SUPPORT PER EN		1,577.37				
47	21-5908 Child Support/Maintenance	CHILD SUPPORT PER EN		7.92				
62	21-5908 Child Support/Maintenance	CHILD SUPPORT PER EN		126.92				
63	21-5908 Child Support/Maintenance	CHILD SUPPORT PER EN		126.92				1,839.13
000034	WI SUPPORT COLLECTIONS							
I-SP120170519	CHILD SUPPORT PER ENCLOSED	R	5/19/2017			155128		
10	21-5908 Child Support/Maintenance	CHILD SUPPORT PER EN		1,585.29				
62	21-5908 Child Support/Maintenance	CHILD SUPPORT PER EN		126.92				
63	21-5908 Child Support/Maintenance	CHILD SUPPORT PER EN		126.92				1,839.13
*** VENDOR TOTALS ***						2 CHECKS		3,678.24

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
001686	WICKE, SHARI							
I-02/20-05/01	MILEAGE 02/20/17 - 05/01/17	R	5/15/2017			155107		
25	56900-03-53000 Mileage - Fuel		MILEAGE 02/20/17 - 0	21.94				21.94
			*** VENDOR TOTALS ***			1	CHECKS	21.94
001276	DONNA WINKER							
I-CRAFTS APRIL 2017	PINK SUNDRESS W SHOES	R	5/15/2017			154926		
26	54600-03-45400 Senior - Craft Shop Exp.		PINK SUNDRESS W SHOE	16.00				16.00
			*** VENDOR TOTALS ***			1	CHECKS	16.00
000656	WISCONSIN PUBLIC SERVICE							
I-05/15/17	WISCONSIN PUBLIC SERVICE	R	5/15/2017			155108		
10	53420-02-22000 Electric - St. Lights		STREET LIGHTS	11,693.52				
10	53420-02-23000 Sirens - Electric Service		SIRENS	32.43				
10	55273-02-22000 WPS - S Park St Building		306B S PARK STREET	46.20				
24	55225-02-22000 Electric and Natural Gas		FESTIVAL GROUNDS	335.51				
24	55513-02-22000 Electric and Natural Gas		EXPO CENTER	683.11				
49	57100-02-22000 WPS-Merrill Pavers		EXPO CENTER	68.31				12,859.08
000656	WISCONSIN PUBLIC SERVICE							
I-20170517	ACCT #0403371156-00003	R	5/18/2017			155172		
10	55110-02-22000 Electric		ACCT #0403371156-000	1,969.40				
10	55110-02-22500 Fuel - Natural Gas		ACCT #0403371156-000	455.66				2,425.06
000656	WISCONSIN PUBLIC SERVICE							
I-05/31/17	WISCONSIN PUBLIC SERVICE	R	5/31/2017			155240		
10	55200-02-22000 Electric and Natural Gas		PARKS	686.35				
10	55300-02-22000 Electric and Natural Gas		RECREATION	143.47				
10	55420-02-22000 Electric and Natural Gas		AQUATIC CENTER - NEW	1,784.25				
10	55202-02-22000 Electric - Field Lights		OTT'S LIGHTS	95.82				
10	55420-02-22000 Electric and Natural Gas		AQUATIC CENTER	399.71				
10	55201-02-22000 Electric - Field Lights		ATHLETIC LIGHTS	126.34				
10	53520-02-20000 Utility Charges		TRANSIT	159.12				
10	51600-02-22000 Electric and Natural Gas		CITY HALL	3,647.71				
10	53230-02-22000 Electric and Natural Gas		GARAGE MAINTENANCE	1,478.99				
10	52300-02-22000 Electric and Natural Gas		AMBULANCE	861.63				
10	52200-02-22000 Electric and Natural Gas		FIRE	861.63				
20	53622-02-22000 Gas Monitoring		SOLID WASTE MONITOR	99.32				
10	52110-03-22000 Electric-Traffic Controls		TRAFFIC CONTROL LIGH	351.28				
10	52110-03-22500 Electric-Hwy64/Pine Ridge		EAGLE/PINE RIDGE LIG	100.61				
10	53420-02-22000 Electric - St. Lights		STREET LIGHTS	1,259.96				
10	53420-02-23000 Sirens - Electric Service		SIRENS	31.60				
10	53510-02-22000 Electric and Natural Gas		AIRPORT	930.16				
10	55273-02-22035 WPS - Trail Lighting		N POLK ST RIVER BEND	41.81				13,059.76
			*** VENDOR TOTALS ***			3	CHECKS	28,343.94

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
BANK: 1 LINCOLN CO - GENERAL  
DATE RANGE: 5/01/2017 THRU 5/31/2017

**2.1.a**

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000290	WISCONSIN VALLEY LIBRARY SERVI							
I-1168	TB 7-002 WORKSHOP P/T	R	5/18/2017			155173		
10 55110-03-41501	Misc Rev-Programming-Youth	TB 7-002 WORKSHOP P/		364.00				
I-1199	TB 7-001 V-CAT P/T	R	5/18/2017			155173		
10 55110-15-47500	Software/Upgrades	TB 7-001 V-CAT P/T		1,020.00				
I-1218	TB 5-000 V-CAT	R	5/18/2017			155173		
10 55110-15-70000	V-Cat Shared Automation	TB 5-000 V-CAT		16,481.39				
I-1245	TB 7-009 WPLC BUYING POOL	R	5/18/2017			155173		
10 55110-14-45000	Ebooks/Digital Content	TB 7-009 WPLC BUYING		3,939.60				
I-1273	TB 8-6700 IT P/T	R	5/18/2017			155173		
10 55110-15-32750	Tl/Internet Access	TB 8-6700 IT P/T		4,798.00				26,602.99
		*** VENDOR TOTALS ***				1 CHECKS		26,602.99
000680	XEROX CORPORATION							
I-088960283	XEROX CORPORATION	R	5/15/2017			155109		
10 51520-03-13000	Copier	XEROX CORPORATION		849.43				849.43
		*** VENDOR TOTALS ***				1 CHECKS		849.43
000623	Z BEST CAR WASH							
I-590	DELUXE CAR WASH (57)	R	5/31/2017			155241		
10 52100-03-40000	Operating Supplies	DELUXE CAR WASH (57)		199.50				199.50
		*** VENDOR TOTALS ***				1 CHECKS		199.50
000727	ZIEBELL'S DOOR COMPANY							
I-6934	SERVICE CALL/RESET CABLES	R	5/15/2017			155110		
10 52100-03-50000	Equipment Repair	SERVICE CALL/RESET C		212.50				212.50
		*** VENDOR TOTALS ***				1 CHECKS		212.50
000855	ZIENTARA FLEET EQUIPMENT INC.							
I-0149553p	AIR FILTERS	R	5/15/2017			155111		
10 53240-03-40000	Operating Supplies	AIR FILTERS		25.29				
I-0150015P	AIR FILTERS	R	5/15/2017			155111		
10 53240-03-40000	Operating Supplies	AIR FILTERS		36.13				
I-0150016P	AIR FILTER	R	5/15/2017			155111		
10 53240-03-40000	Operating Supplies	AIR FILTER		8.85				70.27
		*** VENDOR TOTALS ***				1 CHECKS		70.27
003451	ZORO TOOLS, INC							
I-INV3099633	REGULATOR/PRESSURE GAUGE	R	5/15/2017			155112		
10 52200-03-40000	Operating Supplies	REGULATOR/PRESSURE G		126.42				126.42
		*** VENDOR TOTALS ***				1 CHECKS		126.42

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
 BANK: 1 LINCOLN CO - GENERAL  
 DATE RANGE: 5/01/2017 THRU 5/31/2017

**2.1.a**

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
* * T O T A L S * *								
		NO		INVOICE AMOUNT			DISCOUNTS	CHECK AMOUNT
	REGULAR CHECKS:		297	1,444,758.44			0.00	1,444,264.55
	HAND CHECKS:		0	0.00			0.00	0.00
	DRAFTS:		5	218,436.76			0.00	218,436.76
	EFT:		0	0.00			0.00	0.00
	NON CHECKS:		0	0.00			0.00	0.00
	VOID CHECKS:		4	VOID DEBITS	0.00			
				VOID CREDITS	493.89CR			493.89CR
							0.00	
TOTAL ERRORS: 0								

\*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
10 13-2500	Garnishment-Wages	1,479.00
10 13-8200	Prepaid Health Ins.	12,179.96
10 13-8300	Prepaid Life Ins.	3,294.97
10 21-5110	FICA/Medicare W/H	24,515.97
10 21-5120	Federal Tax W/H	44,340.57
10 21-5130	State Tax W/H	19,142.34
10 21-5210	WRS - Retirement	27,787.84
10 21-5900	Deferred Compensation	11,264.28
10 21-5903	Fire Union Dues	1,937.58
10 21-5905	AFLAC Premiums	1,619.51
10 21-5908	Child Support/Maintenance	3,201.60
10 21-5912	Dental Premiums	2,143.98
10 21-5916	MPPA - Union (Police)	628.88
10 21-5919	BMO Auto Direct Deposit	329,639.04
10 21-5923	EBC Flex Plan	1,391.25
10 21-5924	HSA - Employee	16,474.41
10 21-5925	Disability Premiums	852.12
10 21-7100	MARC Security Deposits	100.00
10 21-7200	Park Shelter-S Deposits	200.00
10 22-6203	NSF Restitution-Police ONLY	70.00
10 22-6205	Restitution-COURT Only	13.88
10 22-6240	Ins/Outs - COURT REFUNDS	247.80
10 22-6250	All Others (Ins/Outs)	2.89
10 22-6775	Tomahawk-Muni Court	460.00
10 24-4000	County & State Taxes	103,726.13
10 24-5000	School District Taxes	156,977.59
10 24-7000	Voc Tech Taxes	21,637.88
10 40000-44200	Dog Licenses	5,584.50
10 40000-45100	Municipal Court Revenue	3,311.22

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
 BANK: 1 LINCOLN CO - GENERAL  
 DATE RANGE: 5/01/2017 THRU 5/31/2017

2.1.a

## \*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
10 45110-46710	Library Revenue	20.00
10 45420-46734	Aquatic Center Revenue	722.50
10 51110-01-51000	Social Security	155.93
10 51110-03-20000	Publish Legal Notices	440.38
10 51110-03-40000	Operating Supplies	28.00
10 51200-01-51000	Social Security	302.67
10 51200-01-52000	Retirement (WRS)	197.90
10 51200-01-54000	Health Insurance	1,384.24
10 51200-03-13000	Copier	70.00
10 51300-01-51000	Social Security	766.17
10 51300-01-52000	Retirement (WRS)	756.70
10 51300-01-54000	Health Insurance	2,768.48
10 51300-02-11500	Outside Legal Counsel	651.00
10 51300-03-32000	Education & Conference	524.00
10 51410-01-51000	Social Security	74.16
10 51415-01-51000	Social Security	448.03
10 51415-01-52000	Retirement (WRS)	422.52
10 51415-01-54000	Health Insurance	1,038.18
10 51415-02-25000	Telephone-Cell/Smart	56.50
10 51415-03-10000	Office Supplies	6.00
10 51417-02-18000	Drug Testing (CDL)	28.00
10 51417-02-50000	EAP-Employee Assistance	260.05
10 51420-01-51000	Social Security	312.14
10 51420-01-52000	Retirement (WRS)	295.68
10 51420-01-54000	Health Insurance	678.28
10 51420-03-10000	Office Supplies	55.99
10 51420-03-30000	Mileage	41.62
10 51430-01-51000	Social Security	752.56
10 51430-01-52000	Retirement (WRS)	684.65
10 51430-01-54000	Health Insurance	2,283.99
10 51430-03-10000	Office Supplies	51.55
10 51440-01-52000	Retirement (WRS)	25.44
10 51440-03-40000	Operating Supplies	25.99
10 51520-01-51000	Social Security	435.24
10 51520-01-52000	Retirement (WRS)	408.97
10 51520-01-54000	Health Insurance	605.61
10 51520-02-25000	Telephone	137.39
10 51520-03-10000	Office Supplies	134.99
10 51520-03-13000	Copier	1,044.17
10 51520-03-18000	Checks and Supplies	7.28
10 51520-03-32000	Education & Conference	200.00
10 51525-01-51000	Social Security	214.26
10 51525-01-52000	Retirement (WRS)	205.10
10 51525-15-32750	Internet & Spam Filter	709.00
10 51525-15-32900	Fiber & PRI - Charter	1,870.94
10 51525-15-41000	Systems Eng.-Tech.	284.39

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
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 DATE RANGE: 5/01/2017 THRU 5/31/2017

2.1.a

## \*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
10 51525-15-42550	Council iPads	96.35
10 51525-15-47500	Add. Software/Upgrades	6,580.00
10 51525-15-47566	AC Repair - Computer RM	327.82
10 51530-02-12000	Assessment Contract	6,225.00
10 51580-02-13000	Auditing Contract	5,677.68
10 51600-01-51000	Social Security	364.78
10 51600-01-52000	Retirement (WRS)	312.39
10 51600-02-16000	Elevator Contract	50.00
10 51600-02-21000	Water and Sewer	859.36
10 51600-02-22000	Electric and Natural Gas	3,647.71
10 51600-02-23000	Outside Services	534.80
10 51600-02-23250	Mats, Rugs, Etc.	209.02
10 51600-03-44000	Janitor Supplies	662.38
10 51600-03-50000	Repair/Maintenance Supply	2.37
10 51910-03-40000	Over-Collected Taxes	452.41
10 51930-01-51000	Social Security	108.95
10 51930-05-10500	Workers Comp. Ins.	50,943.00
10 51930-05-40000	Flex Plan - EBC	50.00
10 51930-05-45000	Retiree's SL/Health Ins.	1,538.04
10 52100-01-51000	Social Security	8,013.77
10 52100-01-52000	Retirement (WRS)	11,340.17
10 52100-01-54000	Health Insurance	23,532.08
10 52100-01-56000	PEHP - City Portion	1,480.00
10 52100-02-25000	Telephone	676.63
10 52100-02-27000	Teletype/Badger-Net	381.00
10 52100-02-75000	Dispatch-Lincoln Cty.	10.70
10 52100-02-94000	Jail/Evidence	311.20
10 52100-03-25000	Job Recruitment	209.40
10 52100-03-32000	Education & Conference	2,040.40
10 52100-03-32500	Firearms-Supplies	159.46
10 52100-03-40000	Operating Supplies	797.17
10 52100-03-50000	Equipment Repair	212.50
10 52100-03-51000	Vehicle Repair/Maintenance	332.35
10 52100-03-53000	Gas & Oil - Vehicles	20.01
10 52110-01-51000	Social Security	52.44
10 52110-01-52000	Retirement (WRS)	9.74
10 52110-01-54000	Health Insurance	173.02
10 52110-03-22000	Electric-Traffic Controls	351.28
10 52110-03-22500	Electric-Hwy64/Pine Ridge	100.61
10 52110-03-40000	Operating Supplies	155.00
10 52110-03-57000	Traffic Signs	1,531.18
10 52200-01-51000	Medicare 1.45%	1,012.45
10 52200-01-52000	Retirement (WRS)	11,068.69
10 52200-01-54000	Health Insurance	8,772.57
10 52200-01-56000	PEHP - City Portion	251.92
10 52200-02-21000	Water and Sewer	435.39

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
 BANK: 1 LINCOLN CO - GENERAL  
 DATE RANGE: 5/01/2017 THRU 5/31/2017

2.1.a

## \*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
10 52200-02-22000	Electric and Natural Gas	861.63
10 52200-02-25500	Fiber - Internet & VOIP	895.43
10 52200-02-90000	Radio Contract	540.00
10 52200-03-32000	Education & Conference	1,631.16
10 52200-03-40000	Operating Supplies	3,606.60
10 52200-03-51000	Vehicle Repair/Maintenance	711.58
10 52200-03-53000	Gas & Oil - Vehicles	32.88
10 52200-15-92500	CAD-Software Linking	326.18
10 52300-01-51000	Medicare 1.45%	603.77
10 52300-01-52000	Retirement (WRS)	7,309.37
10 52300-01-54000	Health Insurance	8,530.43
10 52300-01-56000	PEHP - City Portion	252.08
10 52300-02-21000	Water and Sewer	435.39
10 52300-02-22000	Electric and Natural Gas	861.63
10 52300-02-25000	Telephone & Internet	895.46
10 52300-03-10000	Office Supplies	176.95
10 52300-03-32000	Education & Conference	1,468.66
10 52300-03-40000	Operating Supplies	2,753.30
10 52300-03-53000	Gas & Oil - Vehicles	27.00
10 52300-15-92500	CAD-Linking Software	326.17
10 52400-01-51000	Social Security	421.66
10 52400-01-52000	Retirement (WRS)	430.05
10 52400-01-54000	Health Insurance	1,799.51
10 52400-02-25000	Telephone	86.66
10 52400-02-25500	iPad - Bldg Inspector	28.91
10 52401-02-17500	City Sealer Contract	4,800.00
10 53100-01-51000	Social Security	276.86
10 53100-01-52000	Retirement (WRS)	258.14
10 53100-01-54000	Health Insurance	692.12
10 53100-03-40000	Operating Supplies	17.99
10 53102-01-51000	Social Security	377.00
10 53102-01-52000	Retirement - WRS	343.05
10 53102-01-54000	Health Insurance	1,384.24
10 53230-02-21000	Water and Sewer	114.26
10 53230-02-22000	Electric and Natural Gas	1,478.99
10 53230-02-25000	Telephone & Fiber	530.19
10 53230-03-40000	Operating Supplies	462.84
10 53240-01-51000	Social Security	729.92
10 53240-01-52000	Retirement (WRS)	720.65
10 53240-01-54000	Health Insurance	1,955.24
10 53240-03-40000	Operating Supplies	17,729.85
10 53240-03-46000	Uniform Services	46.76
10 53300-01-51000	Social Security	680.49
10 53300-01-52000	Retirement (WRS)	1,585.23
10 53300-01-54000	Health Insurance	874.41
10 53300-03-40000	Operating Supplies	2,159.24

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
 BANK: 1 LINCOLN CO - GENERAL  
 DATE RANGE: 5/01/2017 THRU 5/31/2017

2.1.a

## \*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
10 53300-03-46000	Uniform Services	297.53
10 53300-03-46500	Safety Toe Boots	150.00
10 53300-03-74000	County Hwy. Charges	142.50
10 53300-03-75000	Patching Materials	1,923.14
10 53300-03-76000	Sand/Gravel	773.35
10 53300-03-79000	Crack Sealing	49.50
10 53310-01-51000	Social Security	205.59
10 53310-01-52000	Retirement (WRS)	154.55
10 53310-01-54000	Health Insurance	1,219.86
10 53310-03-40000	Operating Supplies	229.10
10 53310-03-46000	Uniform Services	18.20
10 53312-01-52000	Retirement (WRS)	12.80
10 53312-02-15550	Pine River-Big Eddy Rd.	135.00
10 53312-03-40000	Operating Supplies	1,641.02
10 53314-01-51000	Social Security	3.15
10 53314-01-52000	Retirement (WRS)	7.50
10 53314-03-40000	Operating Supplies	803.00
10 53316-01-51000	Social Security	177.82
10 53316-01-52000	Retirement (WRS)	284.84
10 53316-01-54000	Health Insurance	555.79
10 53420-02-22000	Electric - St. Lights	12,953.48
10 53420-02-23000	Sirens - Electric Service	64.03
10 53510-01-51000	Social Security	122.90
10 53510-02-13400	FBO/Airport Man. Contractor	4,228.12
10 53510-02-15550	Mowing Services	126.00
10 53510-02-22000	Electric and Natural Gas	930.16
10 53510-02-24250	Electrical Maint/Repair	23.40
10 53510-02-24733	New Terminal - Maint	350.00
10 53510-02-24735	Cleaning - New Terminal	200.00
10 53510-02-25000	Telephone	61.86
10 53510-03-40000	Operating Supplies	655.89
10 53510-03-42575	Fiber - Charter	917.00
10 53510-03-50000	Repair/Maint Supplies	362.65
10 53510-03-50750	Equipment Maint/Repair	138.85
10 53520-01-51000	Social Security	1,928.24
10 53520-01-52000	Retirement (WRS)	1,264.97
10 53520-01-54000	Health Insurance	4,152.72
10 53520-02-20000	Utility Charges	261.79
10 53520-03-66000	Other Services	428.00
10 53520-03-67000	Bus Supplies and Parts	1,271.46
10 53620-01-51000	Social Security	469.21
10 53620-01-52000	Retirement (WRS)	397.26
10 53620-01-54000	Health Insurance	2,537.07
10 53620-03-20000	Publish Legal Notices	558.60
10 53620-03-46000	Uniform Services	46.89
10 53620-03-46500	Safety Toe Boots	90.00

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
 BANK: 1 LINCOLN CO - GENERAL  
 DATE RANGE: 5/01/2017 THRU 5/31/2017

2.1.a

## \*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
10 53620-03-94000	Tipping Fees	7,283.61
10 53635-01-51000	Social Security	577.54
10 53635-01-52000	Retirement (WRS)	462.35
10 53635-01-54000	Health Insurance	1,399.39
10 53635-03-20000	Publish Legal Notices	369.30
10 53635-03-46000	Uniform Services	34.00
10 53640-01-51000	Social Security	47.78
10 53640-01-54000	Health Insurance	160.75
10 53640-03-40000	Operating Supplies	60.00
10 54600-01-51000	Social Security	445.25
10 54600-01-52000	Retirement (WRS)	399.78
10 54600-01-54000	Health Insurance	1,258.74
10 54600-03-40000	Operating Supplies	7.37
10 55110-01-51000	Social Security	2,753.40
10 55110-01-52000	Retirement (WRS)	2,469.00
10 55110-01-54000	Health Insurance	8,997.56
10 55110-02-15500	Snow Removal Services	637.59
10 55110-02-22000	Electric	1,969.40
10 55110-02-22500	Fuel - Natural Gas	455.66
10 55110-02-23250	Facility Cleaning Service	63.51
10 55110-02-25000	Telephone	114.19
10 55110-03-10000	Office Supplies	109.83
10 55110-03-10500	Library Supplies	202.80
10 55110-03-13000	Copier/Printing	145.00
10 55110-03-30500	Mileage	249.31
10 55110-03-31000	Misc. - Petty Cash	100.00
10 55110-03-32000	Education & Conference	100.00
10 55110-03-41000	Public Relations/Publicity	192.40
10 55110-03-41250	Programming - Adult	285.71
10 55110-03-41251	Misc Rev-Programming Adult	120.00
10 55110-03-41501	Misc Rev-Programming-Youth	1,197.24
10 55110-03-41750	Hospitality	20.56
10 55110-03-44000	Janitor Supplies	496.96
10 55110-03-50000	M/R-General Repair/Maint.	685.96
10 55110-13-10000	Adult Dept Fiction	1,024.26
10 55110-13-10100	Adult Dept Non-Fiction	521.21
10 55110-13-10200	Adult Dept Paperbacks	30.18
10 55110-13-10400	Adult Dept Large Print	101.35
10 55110-13-20000	Youth Children's Books	598.34
10 55110-13-20100	Young Adult Books	299.95
10 55110-13-50000	Magazines/Periodicals	34.37
10 55110-14-10100	Adult Dept Books on CD	144.48
10 55110-14-10200	Adult Dept CDs	497.89
10 55110-14-10400	Adult Dept DVDs	125.79
10 55110-14-20100	Youth Videos, DVDs & CD-ROMs	171.22
10 55110-14-40000	Learning Games/Story Boxes	110.61

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
 BANK: 1 LINCOLN CO - GENERAL  
 DATE RANGE: 5/01/2017 THRU 5/31/2017

2.1.a

## \*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
10 55110-14-45000	Ebooks/Digital Content	3,939.60
10 55110-15-31000	Computer Supplies	122.92
10 55110-15-32750	Tl/Internet Access	4,798.00
10 55110-15-32900	Charter Fiber-VOIP	540.00
10 55110-15-47500	Software/Upgrades	1,020.00
10 55110-15-70000	V-Cat Shared Automation	16,481.39
10 55200-01-51000	Social Security	980.15
10 55200-01-52000	Retirement (WRS)	725.97
10 55200-01-54000	Health Insurance	692.12
10 55200-02-15000	Contract Services	1,085.40
10 55200-02-21000	Water and Sewer	216.79
10 55200-02-22000	Electric and Natural Gas	686.35
10 55200-02-25000	Telephone	191.35
10 55200-03-40000	Operating Supplies	895.14
10 55200-03-46000	Uniform Services	446.16
10 55200-03-50000	Repair/Maint. Supplies	250.66
10 55200-08-91000	Park Improvements	1,336.41
10 55201-02-22000	Electric - Field Lights	126.34
10 55202-02-22000	Electric - Field Lights	95.82
10 55273-02-22000	WPS - S Park St Building	46.20
10 55273-02-22035	WPS - Trail Lighting	41.81
10 55300-01-51000	Social Security	545.49
10 55300-01-52000	Retirement (WRS)	437.55
10 55300-01-54000	Health Insurance	2,076.36
10 55300-02-22000	Electric and Natural Gas	143.47
10 55300-02-25000	Telephone	53.86
10 55300-03-41500	Self & Non-Support-Expenses	985.00
10 55301-03-39550	Historical Preservation	75.00
10 55301-03-45000	Promoting Govt Services	35.00
10 55400-01-51000	Social Security	122.81
10 55400-01-52000	Retirement (WRS)	21.72
10 55400-02-23250	Cleaning - Mats/Rugs, Etc.	290.44
10 55400-02-23600	Waste Removal Services	30.00
10 55400-02-25500	Fiber-Internet-Wireless	425.00
10 55400-03-40000	Operating Supplies	538.24
10 55400-03-41000	Public Relations/Marketing	989.50
10 55400-03-50000	Repair/Maint. Supplies	1,123.52
10 55400-08-82000	MARC/Smith Improvements	299.99
10 55420-01-51000	Social Security	33.56
10 55420-02-22000	Electric and Natural Gas	2,183.96
10 55420-03-40000	Operating Supplies	227.83
10 55420-03-40500	License Fee(s)	1,112.00
10 55420-03-50000	Repair/Maint. Supplies	2,725.00
	*** FUND TOTAL ***	1,171,165.21
20 13-8200	Pre-Paid Health Insurance	19.21

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
 BANK: 1 LINCOLN CO - GENERAL  
 DATE RANGE: 5/01/2017 THRU 5/31/2017

2.1.a

## \*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
20 21-5110	FICA/Medicare W/H	42.02
20 21-5120	Federal Tax W/H	41.55
20 21-5130	State Tax W/H	23.70
20 21-5210	WRS - Retirement	77.52
20 21-5900	Deferred Compensation	25.50
20 21-5905	AFLAC Premiums	1.82
20 21-5924	HSA - Employee	68.65
20 21-5925	Disability Premiums	0.08
20 53622-01-51000	Social Security	41.97
20 53622-01-52000	Retirement (WRS)	77.51
20 53622-01-54000	Health Insurance	113.56
20 53622-02-22000	Gas Monitoring	99.32
	*** FUND TOTAL ***	632.41
21 13-8200	Pre-Paid Health Insurance	153.80
21 21-5110	FICA/Medicare W/H	363.87
21 21-5120	Federal Tax W/H	332.79
21 21-5130	State Tax W/H	215.13
21 21-5210	WRS - Retirement	333.03
21 21-5900	Deferred Compensation	400.00
21 21-5916	MPPA - Union (Police)	43.00
21 21-5924	HSA - Employee	548.00
21 21-5925	Disability Premiums	33.96
21 52100-01-51000	Social Security	363.87
21 52100-01-52000	Retirement (WRS)	538.72
21 52100-01-54000	Health Insurance	1,384.24
21 52100-01-56000	PEHP - City Portion	74.00
21 52100-03-32000	Education & Conference	225.00
	*** FUND TOTAL ***	5,009.41
24 13-8200	Pre-Paid Health Insurance	18.76
24 21-5110	FICA/Medicare W/H	64.84
24 21-5120	Federal Tax W/H	108.02
24 21-5130	State Tax W/H	41.44
24 21-5900	Deferred Compensation	3.60
24 21-5912	Dental Premiums	7.98
24 21-5924	HSA - Employee	19.46
24 21-5925	Disability Premiums	1.38
24 55225-01-51000	Social Security-Medicare	64.84
24 55225-01-54000	Health Insurance	72.99
24 55225-02-15000	Festival Grounds Manager	1,000.00
24 55225-02-22000	Electric and Natural Gas	335.51
24 55225-02-25000	Telephone-iPad	19.27
24 55231-03-40111	Supplies-Operating	275.00
24 55513-02-22000	Electric and Natural Gas	683.11
24 55513-08-81000	Floor Scrubber	3,000.00
	*** FUND TOTAL ***	5,716.20

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
 BANK: 1 LINCOLN CO - GENERAL  
 DATE RANGE: 5/01/2017 THRU 5/31/2017

2.1.a

## \*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
25 13-8200	Pre-Paid Health Insurance	107.66
25 21-5110	FICA/Medicare	169.73
25 21-5120	Federal Tax W/H	187.56
25 21-5130	State Tax W/H	97.40
25 21-5210	WRS - GEP	167.70
25 21-5924	HSA - Employee	140.00
25 56900-01-51000	Social Security	169.71
25 56900-01-52000	Retirement (WRS)	167.70
25 56900-01-54000	Health Insurance	968.97
25 56900-02-25000	Telephone	38.52
25 56900-03-53000	Mileage - Fuel	21.94
	*** FUND TOTAL ***	2,236.89
26 21-5110	FICA/Medicare	6.65
26 52100-03-41575	Dog Unit Expenses	113.53
26 52100-03-47725	Police Vehicle/Equip Expenses	3,150.00
26 52200-03-40000	2% Fire Dues Expenses	8,585.04
26 53520-02-25000	Transit - Architectural	1,843.96
26 54600-03-45301	Quilting Proj Expenses	34.07
26 54600-03-45400	Senior - Craft Shop Exp.	153.00
26 54605-01-51000	Social Security	6.65
26 54610-03-30000	Meals - Supplies	110.95
26 54610-08-25000	Equipment - Meal Program	176.45
26 54633-02-25925	Facility Construction	196,865.10
26 54633-15-46357	IT Cabling	1,111.90
26 55110-03-12625	Cross-County - Expense	131.12
26 55110-03-40500	Memorial Books-Expense	684.28
26 55200-08-91050	Athletic Park Improvements	125.00
26 55200-08-91100	Normal Park Improvements	3,145.00
26 55200-08-91150	Lion's Park Improvements	5,836.00
26 55425-03-40000	Lager Barleyfest Expense	73.80
	*** FUND TOTAL ***	222,152.50
27 53515-02-25022	Telephone-Fuel Pumps	104.90
27 53515-02-25028	Telephone-CC Line	71.68
27 53515-04-53333	Rental Car - Paid via CC	175.00
27 55315-08-85000	Property-Demo-Seed	986.50
	*** FUND TOTAL ***	1,338.08
30 50000-06-22080	GO 2008B Int.-Streets	7,685.00
30 50000-06-24080	GO 2008B Int.-TID #4	5,820.00
30 50000-06-38085	GO 2008B PA -St./TIF	350.00
	*** FUND TOTAL ***	13,855.00
40 57100-02-13000	TIF Audit Fees	500.00
	*** FUND TOTAL ***	500.00

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
 BANK: 1 LINCOLN CO - GENERAL  
 DATE RANGE: 5/01/2017 THRU 5/31/2017

2.1.a

## \*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
41 21-3000	Vouchers Payable-TID11	7,191.17
41 57100-02-13000	TIF Audit Fee	500.00
41 57100-04-50505	Land Purchase-NTC Site	99,950.96
	*** FUND TOTAL ***	107,642.13
43 13-8200	Prepaid Health	1.92
43 21-5110	FICA/Medicare W/H	2.85
43 21-5120	Federal Tax W/H	2.46
43 21-5130	State Tax W/H	1.56
43 21-5905	AFLAC	0.46
43 21-5924	HSA - Employee	1.25
43 57100-02-13000	TIF Audit Fees	1,000.00
43 57100-02-41000	Plan - Redevelop Resources	832.50
43 57200-01-51000	SS/Medicare	2.85
43 57200-01-54000	Health Insurance	34.61
	*** FUND TOTAL ***	1,880.46
44 57100-02-13000	TIF Audit Fees	250.00
	*** FUND TOTAL ***	250.00
45 57100-02-13000	TIF Audit Fees	500.00
	*** FUND TOTAL ***	500.00
46 57100-02-13000	TIF Audit Fees	500.00
46 57100-02-41000	Plan - Redevelop Resources	270.00
	*** FUND TOTAL ***	770.00
47 13-8200	Pre-Paid Health	399.97
47 21-5110	FICA/Medicare W/H	1,412.61
47 21-5120	Federal Tax W/H	2,018.58
47 21-5130	State Tax W/H	847.60
47 21-5210	WRS - Retirement	252.24
47 21-5900	Deferred Comp	314.64
47 21-5905	AFLAC	67.67
47 21-5908	Child Support-Maintenance	7.98
47 21-5912	Dental Premiums	150.35
47 21-5924	HSA Employee	529.79
47 21-5925	Disability Premiums	50.24
47 57100-01-51000	SS/Medicare	1,412.57
47 57100-01-52000	WRS - Retirement	252.24
47 57100-01-54000	Health Insurance	4,701.22
47 57100-02-13000	TIF Audit Expense	500.00
47 57100-08-25000	Environ - 806 N Center	5,154.39
47 57100-08-45000	Street Improvements	10,160.57
	*** FUND TOTAL ***	28,232.66

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
 BANK: 1 LINCOLN CO - GENERAL  
 DATE RANGE: 5/01/2017 THRU 5/31/2017

2.1.a

## \*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
48 57100-02-10000	Legal Notices/Letters	75.00
48 57100-02-13000	TIF Audit Fees	500.00
48 57100-02-41000	Plan - Redevelop Resources	270.00
	*** FUND TOTAL ***	845.00
49 13-8200	Pre-Paid Health	44.34
49 21-5110	FICA/Medicare W/H	164.00
49 21-5120	Federal Tax W/H	246.27
49 21-5130	State Tax W/H	97.01
49 21-5210	WRS - Retirement	31.63
49 21-5900	Deferred Comp	51.43
49 21-5905	AFLAC	3.94
49 21-5912	Dental Premiums	18.19
49 21-5924	HSA - Employee	30.10
49 21-5925	Disability Premiums	5.99
49 57100-01-51000	SS/Medicare	163.96
49 57100-01-52000	WRS - Retirement	31.62
49 57100-01-54000	Health Insurance	296.48
49 57100-02-10000	Legal Notices/Letters	120.00
49 57100-02-13000	TIF Audit Fees	750.00
49 57100-02-22000	WPS-Merrill Pavers	68.31
49 57100-08-24000	Street Improvements	1,526.14
	*** FUND TOTAL ***	3,649.41
52 13-8200	Pre-Paid Health Ins.	11.54
52 21-5110	FICA/Medicare W/H	28.29
52 21-5120	Federal Tax W/H	50.03
52 21-5130	State Tax W/H	18.98
52 21-5900	Deferred Compensation	7.50
52 21-5924	HSA - Employee	18.75
52 57001-01-51000	SS/Medicare	28.29
52 57001-08-26150	Blight-Demo (Non-TID)	1,695.72
52 57001-08-26900	Fiber - City-County	1,712.50
52 57001-08-26957	PW Director-Truck	1,899.99
52 57001-08-27125	City Hall-HVAC Improve	4,683.00
52 57001-08-27915	MFG Bierman-Parking Lot	120.00
52 57001-08-28210	Police Squad/Equipment	3,319.13
52 57001-08-31599	Streets - Fuel System	19,511.08
	*** FUND TOTAL ***	33,104.80
62 13-8200	Pre-Paid Health Insurance	640.69
62 21-5110	FICA/Medicare	1,832.49
62 21-5120	Federal Tax W/H	2,128.10
62 21-5130	State Tax W/H	1,115.66
62 21-5210	WRS - Retirement	1,867.84
62 21-5900	Deferred Compensation	608.54

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill  
BANK: 1 LINCOLN CO - GENERAL  
DATE RANGE: 5/01/2017 THRU 5/31/2017

**2.1.a**

\*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
62 21-5905	AFLAC Premiums	171.11
62 21-5908	Child Support/Maintenance	255.34
62 21-5912	Dental Ins. Premiums	160.10
62 21-5924	HSA - Employee	1,148.89
62 21-5925	Disability Premiums	37.22
62 40000-48300	Insurance Reimb.	784.00
62 53713-00-64110	Warehouse Cost of Operation	57.79
62 53713-00-65100	Maint - Water Mains	294.00
62 53716-00-85010	Computer & Software	2,812.90
62 53716-00-85025	Fiber - Internet-PRI	1,650.00
62 53716-00-85500	GIS - Water Components	77.08
62 53716-00-92300	Outside Serv. Employed	4,603.89
62 53716-00-92610	Employee Retirement-WRS	1,867.91
62 53716-00-92620	Employee Health Ins.	6,385.13
62 54080-00-51000	SS/Medicare	1,832.62
	*** FUND TOTAL ***	30,331.30
63 13-8200	Pre-Paid Health Insurance	697.33
63 21-5110	FICA/Medicare	2,380.80
63 21-5120	Federal Tax W/H	3,062.97
63 21-5130	State Tax W/H	1,478.36
63 21-5210	WRS - Retirement	2,202.14
63 21-5900	Deferred Compensation	854.51
63 21-5905	AFLAC Premiums	111.23
63 21-5908	Child Support/Maintenance	255.34
63 21-5912	Dental Ins. Premiums	121.90
63 21-5924	HSA - Employee	1,501.64
63 21-5925	Disability Premiums	32.43
63 40000-48300	Insurance Reimb.	784.00
63 54080-00-51000	SS/Medicare Taxes	2,380.65
63 56156-00-85010	Computer & Software	2,713.92
63 56156-00-85025	Fiber - Internet-PRI	1,450.00
63 56156-00-85200	Outside Service Employed	4,537.24
63 56156-00-85410	Employee Retirement-WRS	2,202.07
63 56156-00-85420	Employee Health Ins.	6,059.82
63 56156-00-85600	Misc General Expense	63.50
	*** FUND TOTAL ***	32,889.85

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01	BANK: 1	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			306	1,663,201.31	0.00	1,662,701.31
BANK: 1		TOTALS:	306	1,663,201.31	0.00	1,662,701.31

VENDOR SET: 01 City of Merrill

BANK: 4 UTILITY A/P

DATE RANGE: 5/01/2017 THRU 5/31/2017

2.1.a

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003108	AIRGAS USA, LLC							
I-043017	AIRGAS USA, LLC	R	5/11/2017			154930		
63 56152-00-83310	Secondary Maintenance	AIRGAS USA, LLC		43.12				43.12
			*** VENDOR TOTALS ***			1 CHECKS		43.12
001521	BAY TOWEL, INC							
I-043017	BAY TOWEL, INC	R	5/11/2017			154931		
62 53716-00-92300	Outside Serv. Employed	BAY TOWEL, INC		257.53				
63 56156-00-85200	Outside Service Employed	BAY TOWEL, INC		166.44				423.97
			*** VENDOR TOTALS ***			1 CHECKS		423.97
002809	CARQUEST OF MERRILL							
I-043017	CARQUEST OF MERRILL	R	5/11/2017			154932		
63 56152-00-83100	Sewer Main Maintenance	CARQUEST OF MERRILL		265.41				
62 53716-00-93000	Miscellaneous Expense	CARQUEST OF MERRILL		15.64				
63 56150-00-82800	Transportation	CARQUEST OF MERRILL		3.50				284.55
			*** VENDOR TOTALS ***			1 CHECKS		284.55
000381	CITY OF MERRILL							
I-043017	CITY OF MERRILL	R	5/11/2017			154933		
63 11-2650	Capital Rep.-River Valley	CITY OF MERRILL		15,000.00				15,000.00
			*** VENDOR TOTALS ***			1 CHECKS		15,000.00
001867	ENVIROTECH EQUIPMENT CO.							
I-043017	ENVIROTECH EQUIPMENT CO.	R	5/11/2017			154934		
63 56152-00-83100	Sewer Main Maintenance	ENVIROTECH EQUIPMENT		2,252.54				2,252.54
			*** VENDOR TOTALS ***			1 CHECKS		2,252.54
000212	FASTENAL COMPANY							
I-043017	FASTENAL COMPANY	R	5/11/2017			154935		
62 53713-00-64110	Warehouse Cost of Operation	FASTENAL COMPANY		7.10				
20 53622-01-41610	Landfill Samples	FASTENAL COMPANY		1.68				
63 56150-00-82700	Other Operating Sup/Exp	FASTENAL COMPANY		32.46				
62 53713-00-64100	Supplies & Expenses	FASTENAL COMPANY		93.77				
63 56152-00-83310	Secondary Maintenance	FASTENAL COMPANY		43.74				
63 56152-00-83320	Digesters Maintenance	FASTENAL COMPANY		19.34				198.09
			*** VENDOR TOTALS ***			1 CHECKS		198.09
000632	FERGUSON ENTERPRISES #1476							
I-043017	FERGUSON ENTERPRISES #1476	R	5/11/2017			154936		
48 57100-08-23522	Utility-Mitchell Metal	FERGUSON ENTERPRISES		2,077.50				
62 15-5000	Materials/Supplies-Const.	FERGUSON ENTERPRISES		5,354.67				
63 56152-00-83320	Digesters Maintenance	FERGUSON ENTERPRISES		1,571.63				9,003.80
			*** VENDOR TOTALS ***			1 CHECKS		9,003.80

Attachment: Vouchers (2578 : Vouchers)

**2.1.a**

VENDOR SET: 01 City of Merrill

BANK: 4 UTILITY A/P

DATE RANGE: 5/01/2017 THRU 5/31/2017

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
002661	FRONTIER							
I-043017	FRONTIER	R	5/11/2017			154937		
62 53713-00-64110	Warehouse Cost of Operation	FRONTIER		140.99				140.99
				*** VENDOR TOTALS ***		1 CHECKS		140.99
001556	HD SUPPLY WATERWORKS, LTD							
I-043017	HD SUPPLY WATERWORKS, LTD	R	5/11/2017			154938		
62 15-5000	Materials/Supplies-Const.	HD SUPPLY WATERWORKS		14,495.58				14,495.58
				*** VENDOR TOTALS ***		1 CHECKS		14,495.58
003164	HEARTLAND COOPERATIVE SERVICES							
I-296636	HEARTLAND COOPERATIVE SERVICES	R	5/11/2017			154939		
63 56150-00-82700	Other Operating Sup/Exp	HEARTLAND COOPERATIV		31.78				31.78
				*** VENDOR TOTALS ***		1 CHECKS		31.78
002849	HYDROCORP							
I-0042465-IN	HYDROCORP	R	5/11/2017			154940		
62 53713-00-64500	Cross Connection Inspections	HYDROCORP		1,340.00				1,340.00
				*** VENDOR TOTALS ***		1 CHECKS		1,340.00
003964	INDUSTRIAL CHEM LABS							
I-224254	INDUSTRIAL CHEM LABS	R	5/11/2017			154941		
63 56152-00-83100	Sewer Main Maintenance	INDUSTRIAL CHEM LABS		111.86				111.86
				*** VENDOR TOTALS ***		1 CHECKS		111.86
000140	KRUEGER PLUMBING L. L. C.							
I-26428	KRUEGER PLUMBING L. L. C.	R	5/11/2017			154942		
63 56152-00-83100	Sewer Main Maintenance	KRUEGER PLUMBING L.		15.69				15.69
				*** VENDOR TOTALS ***		1 CHECKS		15.69
000751	L W ALLEN LLC							
I-043017	L W ALLEN LLC	R	5/11/2017			154943		
63 56152-00-83300	Primary Maintenance	L W ALLEN LLC		3,245.05				3,245.05
				*** VENDOR TOTALS ***		1 CHECKS		3,245.05
000313	LINCOLN CO TREASURER'S OFFICE							
I-11073	LINCOLN CO TREASURER'S OFFICE	R	5/11/2017			154944		
63 56150-00-82720	Landfill Tipping Fees	LINCOLN CO TREASURER		257.64				257.64
				*** VENDOR TOTALS ***		1 CHECKS		257.64
000351	LOCAL GOVERNMENT INVESTMENT PO							
I-043017	LOCAL GOVERNMENT INVESTMENT PO	R	5/11/2017			154945		
62 11-2735	SDWLP Bond - LGIP	LOCAL GOVERNMENT INV		8,750.00				8,750.00
				*** VENDOR TOTALS ***		1 CHECKS		8,750.00

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill

BANK: 4 UTILITY A/P

**2.1.a**

DATE RANGE: 5/01/2017 THRU 5/31/2017

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
001064	MENARDS - WAUSAU							
I-043017	MENARDS - WAUSAU	R	5/11/2017			154946		
62	53713-00-65500 Maint - Other Plant			MENARDS - WAUSAU	290.24			
63	50000-07-56333 Cover-Sludge Clarifier			MENARDS - WAUSAU	211.00			501.24
				*** VENDOR TOTALS ***		1 CHECKS		501.24
000041	MERRILL ACE HARDWARE							
I-043017	MERRILL ACE HARDWARE	R	5/11/2017			154947		
63	56152-00-83320 Digesters Maintenance			MERRILL ACE HARDWARE	22.99			
63	50000-07-56333 Cover-Sludge Clarifier			MERRILL ACE HARDWARE	22.52			
47	57100-08-45000 Street Improvements			MERRILL ACE HARDWARE	197.58			
62	50000-07-55700 Radio Read Meter System			MERRILL ACE HARDWARE	22.46			
47	57100-08-45000 Street Improvements			MERRILL ACE HARDWARE	16.18			
63	56150-00-82700 Other Operating Sup/Exp			MERRILL ACE HARDWARE	22.82			
62	53713-00-64100 Supplies & Expenses			MERRILL ACE HARDWARE	2.79			
20	53622-02-21875 Mowing & Repairs-Landfill			MERRILL ACE HARDWARE	12.66			320.00
				*** VENDOR TOTALS ***		1 CHECKS		320.00
000328	MERRILL WATER UTILITY							
I-043017	MERRILL WATER UTILITY	R	5/11/2017			154948		
63	56152-00-83400 Bldg./Grounds Maintenance			MERRILL WATER UTILIT	222.69			222.69
				*** VENDOR TOTALS ***		1 CHECKS		222.69
000911	MOTION INDUSTRIES, INC.							
I-WI06-640677	MOTION INDUSTRIES, INC.	R	5/11/2017			154949		
63	56152-00-83320 Digesters Maintenance			MOTION INDUSTRIES, I	57.44			57.44
				*** VENDOR TOTALS ***		1 CHECKS		57.44
000540	NAPA AUTO PARTS							
I-043017	NAPA AUTO PARTS	R	5/11/2017			154950		
62	53713-00-64100 Supplies & Expenses			NAPA AUTO PARTS	59.99			
63	56152-00-83320 Digesters Maintenance			NAPA AUTO PARTS	110.38			
63	56152-00-83100 Sewer Main Maintenance			NAPA AUTO PARTS	199.52			
63	56152-00-83310 Secondary Maintenance			NAPA AUTO PARTS	60.73			430.62
				*** VENDOR TOTALS ***		1 CHECKS		430.62
000337	NORTH CENTRAL LABORATORIES							
I-043017	NORTH CENTRAL LABORATORIES	R	5/11/2017			154951		
63	56150-00-82710 Laboratory Supplies			NORTH CENTRAL LABORA	2,270.61			2,270.61
				*** VENDOR TOTALS ***		1 CHECKS		2,270.61
001891	NORTHERN LAKE SERVICE INC							
I-043017	NORTHERN LAKE SERVICE INC	R	5/11/2017			154952		
63	56156-00-85220 Outside Lab Services			NORTHERN LAKE SERVIC	380.35			
20	53622-02-22500 Contractor - Sampling			NORTHERN LAKE SERVIC	333.00			713.35
				*** VENDOR TOTALS ***		1 CHECKS		713.35

Attachment: Vouchers (2578 : Vouchers)

**2.1.a**

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
001979	P B B S EQUIPMENT CORPORATION							
I-043017	P B B S EQUIPMENT CORPORATION	R	5/11/2017			154953		
63 56152-00-83320	Digesters Maintenance	P B B S EQUIPMENT CO		6,130.57				6,130.57
				*** VENDOR TOTALS ***		1 CHECKS		6,130.57
001392	PACE ANALYTICAL SERVICES INC							
I-043017	PACE ANALYTICAL SERVICES INC	R	5/11/2017			154954		
63 56156-00-85220	Outside Lab Services	PACE ANALYTICAL SERV		1,358.00				1,358.00
				*** VENDOR TOTALS ***		1 CHECKS		1,358.00
000824	PER MAR SECURITY SERVICES							
I-1680799	PER MAR SECURITY SERVICES	R	5/11/2017			154955		
62 53713-00-64110	Warehouse Cost of Operation	PER MAR SECURITY SER		1,063.20				1,063.20
				*** VENDOR TOTALS ***		1 CHECKS		1,063.20
002154	POLLARD WATER							
I-0074412	POLLARD WATER	R	5/11/2017			154956		
62 53712-00-63200	Water Treatment Supplies	POLLARD WATER		354.92				354.92
				*** VENDOR TOTALS ***		1 CHECKS		354.92
002460	PROCESS INSTRUMENTS INC							
I-79498	PROCESS INSTRUMENTS INC	R	5/11/2017			154957		
63 56152-00-83320	Digesters Maintenance	PROCESS INSTRUMENTS		664.98				664.98
				*** VENDOR TOTALS ***		1 CHECKS		664.98
000586	QUILL CORPORATION							
I-5997720	QUILL CORPORATION	R	5/11/2017			154958		
62 53716-00-92100	Supplies & Expenses	QUILL CORPORATION		124.92				
63 56156-00-85100	Office Supplies & Expenses	QUILL CORPORATION		124.93				249.85
				*** VENDOR TOTALS ***		1 CHECKS		249.85
000377	REINDL PRINTING INC							
I-ANNUAL NWSLTR POST	REINDL PRINTING INC	R	5/02/2017			154898		
62 53716-00-92300	Outside Serv. Employed	REINDL PRINTING INC		312.47				
63 56156-00-85200	Outside Service Employed	REINDL PRINTING INC		312.47				624.94
				*** VENDOR TOTALS ***		1 CHECKS		624.94
001821	RIESTERER & SCHNELL INC.							
I-1159891	RIESTERER & SCHNELL INC.	R	5/11/2017			154959		
63 56152-00-83400	Bldg./Grounds Maintenance	RIESTERER & SCHNELL		139.01				139.01
				*** VENDOR TOTALS ***		1 CHECKS		139.01
000546	SCHAEFFER MFG CO							
I-MN10541-INV1	SCHAEFFER MFG CO	R	5/11/2017			154960		
63 56152-00-83320	Digesters Maintenance	SCHAEFFER MFG CO		1,377.60				1,377.60
				*** VENDOR TOTALS ***		1 CHECKS		1,377.60

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill

BANK: 4 UTILITY A/P

DATE RANGE: 5/01/2017 THRU 5/31/2017

2.1.a

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000578	USA BLUE BOOK							
I-224618	USA BLUE BOOK	R	5/11/2017			154961		
63 56152-00-83300	Primary Maintenance			720.76				720.76
				*** VENDOR TOTALS ***		1 CHECKS		720.76
000650	VICTORY JANITORIAL, INC.							
I-94289	VICTORY JANITORIAL, INC.	R	5/11/2017			154962		
62 53713-00-64100	Supplies & Expenses			48.42				48.42
				*** VENDOR TOTALS ***		1 CHECKS		48.42
000284	VIP ALL-VALUE							
I-043017	VIP ALL-VALUE	R	5/11/2017			154963		
63 56156-00-85100	Office Supplies & Expenses			59.99				
63 56156-00-85220	Outside Lab Services			27.59				
63 56150-00-82705	Industrial Monitoring			43.87				131.45
				*** VENDOR TOTALS ***		1 CHECKS		131.45
000587	WI STATE LAB OF HYGIENE							
I-502245	WI STATE LAB OF HYGIENE	R	5/11/2017			154964		
62 53712-00-63210	Outside Services-Testing			25.00				25.00
				*** VENDOR TOTALS ***		1 CHECKS		25.00
000266	WISCONSIN BUILDING SUPPLY							
I-476151	WISCONSIN BUILDING SUPPLY	R	5/11/2017			154965		
63 50000-07-56333	Cover-Sludge Clarifier			107.85				107.85
				*** VENDOR TOTALS ***		1 CHECKS		107.85
003021	WISCONSIN LAND INFORMATION ASS							
I-REG.MTG 6-1;6-2	WISCONSIN LAND INFORMATION ASS	R	5/11/2017			154966		
10 51525-15-55500	GIS - City Functions			31.68				
62 53716-00-85500	GIS - Water Components			31.66				
63 56156-00-85050	GIS - Sewer Components			31.66				95.00
				*** VENDOR TOTALS ***		1 CHECKS		95.00
000656	WISCONSIN PUBLIC SERVICE							
I-043017	WISCONSIN PUBLIC SERVICE	R	5/11/2017			154967		
62 53711-00-62200	Operation - Electric Pumping			3,446.10				
62 53711-00-62210	Gas for Heat			363.60				
62 53713-00-64110	Warehouse Cost of Operation			1,022.42				
62 53713-00-65000	Maint-Standpipe/Reservoirs			154.08				
63 56150-00-82210	Gas for Heat & Digesters			46.75				
63 56150-00-82100	Power & Fuel for Pumping			2,543.90				
63 56150-00-82210	Gas for Heat & Digesters			1,276.22				
63 56150-00-82200	Power & Fuel for Aeration			3,147.20				12,000.27
				*** VENDOR TOTALS ***		1 CHECKS		12,000.27

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill

BANK: 4 UTILITY A/P

DATE RANGE: 5/01/2017 THRU 5/31/2017

2.1.a

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004148	WISCONSIN SILOS, INC							
I-13-2236	WISCONSIN SILOS, INC	R	5/11/2017			154968		
63 50000-07-56333	Cover-Sludge Clarifier			28,067.00				28,067.00
*** VENDOR TOTALS ***						1 CHECKS		28,067.00

001976	WRWA							
I-TRAINING - OPERATO	WRWA	R	5/02/2017			154899		
62 53716-00-93000	Miscellaneous Expense	WRWA		200.00				200.00
*** VENDOR TOTALS ***						1 CHECKS		200.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	41	113,469.43	0.00	113,469.43
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

\*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
10 51525-15-55500	GIS - City Functions	31.68
	*** FUND TOTAL ***	31.68
20 53622-01-41610	Landfill Samples	1.68
20 53622-02-21875	Mowing & Repairs-Landfill	12.66
20 53622-02-22500	Contractor - Sampling	333.00
	*** FUND TOTAL ***	347.34
47 57100-08-45000	Street Improvements	213.76
	*** FUND TOTAL ***	213.76
48 57100-08-23522	Utility-Mitchell Metal	2,077.50
	*** FUND TOTAL ***	2,077.50
62 11-2735	SDWLP Bond - LGIP	8,750.00
62 15-5000	Materials/Supplies-Const.	19,850.25
62 50000-07-55700	Radio Read Meter System	22.46
62 53711-00-62200	Operation - Electric Pumping	3,446.10
62 53711-00-62210	Gas for Heat	363.60

Attachment: Vouchers (2578 : Vouchers)

VENDOR SET: 01 City of Merrill

BANK: 4 UTILITY A/P

DATE RANGE: 5/01/2017 THRU 5/31/2017

2.1.a

\*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
62 53712-00-63200	Water Treatment Supplies	354.92
62 53712-00-63210	Outside Services-Testing	25.00
62 53713-00-64100	Supplies & Expenses	204.97
62 53713-00-64110	Warehouse Cost of Operation	2,233.71
62 53713-00-64500	Cross Connection Inspections	1,340.00
62 53713-00-65000	Maint-Standpipe/Reservoirs	154.08
62 53713-00-65500	Maint - Other Plant	290.24
62 53716-00-85500	GIS - Water Components	31.66
62 53716-00-92100	Supplies & Expenses	124.92
62 53716-00-92300	Outside Serv. Employed	570.00
62 53716-00-93000	Miscellaneous Expense	215.64
	*** FUND TOTAL ***	37,977.55
63 11-2650	Capital Rep.-River Valley	15,000.00
63 50000-07-56333	Cover-Sludge Clarifier	28,408.37
63 56150-00-82100	Power & Fuel for Pumping	2,543.90
63 56150-00-82200	Power & Fuel for Aeration	3,147.20
63 56150-00-82210	Gas for Heat & Digesters	1,322.97
63 56150-00-82700	Other Operating Sup/Exp	87.06
63 56150-00-82705	Industrial Monitoring	43.87
63 56150-00-82710	Laboratory Supplies	2,270.61
63 56150-00-82720	Landfill Tipping Fees	257.64
63 56150-00-82800	Transportation	3.50
63 56152-00-83100	Sewer Main Maintenance	2,845.02
63 56152-00-83300	Primary Maintenance	3,965.81
63 56152-00-83310	Secondary Maintenance	147.59
63 56152-00-83320	Digesters Maintenance	9,954.93
63 56152-00-83400	Bldg./Grounds Maintenance	361.70
63 56156-00-85050	GIS - Sewer Components	31.66
63 56156-00-85100	Office Supplies & Expenses	184.92
63 56156-00-85200	Outside Service Employed	478.91
63 56156-00-85220	Outside Lab Services	1,765.94
	*** FUND TOTAL ***	72,821.60

Attachment: Vouchers (2578 : Vouchers)

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: 4 TOTALS:	41	113,469.43	0.00	113,469.43
BANK: 4 TOTALS:	41	113,469.43	0.00	113,469.43
REPORT TOTALS:	347	1,776,670.74	0.00	1,776,170.74

SELECTION CRITERIA

-----

VENDOR SET: 01-City of Merrill  
 VENDOR: ALL  
 BANK CODES: Include: 1, 3, 4  
 FUNDS: All

-----

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999  
 DATE RANGE: 5/01/2017 THRU 5/31/2017  
 CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99  
 INCLUDE ALL VOIDS: YES

-----

PRINT OPTIONS

SEQUENCE: VENDOR SORT KEY

PRINT TRANSACTIONS: YES  
 PRINT G/L: YES  
 UNPOSTED ONLY: NO  
 EXCLUDE UNPOSTED: NO  
 MANUAL ONLY: NO  
 STUB COMMENTS: NO  
 REPORT FOOTER: NO  
 CHECK STATUS: NO  
 PRINT STATUS: \* - All

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**Attachment: Vouchers (2578 : Vouchers)**

**REQUEST TO INCLUDE ITEM ON AGENDA**

Board or Committee: Personnel & Finance Committee

Date of Meeting: Tuesday – June 27<sup>th</sup>, 2017

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 writing off 2016 uncollectable personal property tax bill of \$235.20

- Heritage House – apartment building at 1601 E. 10<sup>th</sup> St. which was sold to new ownership

Will be charged to 10-51910-03-40000 **Over-Collected Taxes account** and City of Merrill will file necessary State paperwork to recover funds from other local units of government.

Last outstanding Personal Property account:

City Attorney's Office continues collection efforts on personal property tax bills for one other operating business (\$940.15 for 2015 & 2016).

Signed: \_\_\_\_\_

*Kathy Unertl*

Date: 6/16/2017



# CITY OF MERRILL

Office of the City Attorney

Thomas N. Hayden, City Attorney

1004 East First Street • Merrill, Wisconsin • 54452

Phone (715) 539-3510 • FAX (715) 536-0514

e-mail: tom.hayden@ci.merrill.wi.us

---

## M E M O R A N D U M

---

**DATE:** June 14, 2017

**TO:** Finance Director Unertl

**FROM:** City Attorney Thomas N. Hayden

**RE:** Personal Property Tax for Heritage House

---

At the suggestion of the Assessor, I am requesting that the attached billing statement be written off as this building/business was sold.

HERITAGE HOUSE

\$235.20 w/interest of \$11.76 and Penalty \$5.88 through **June** for a total of \$252.84.

Thank you

P ID 251 111 - 111 626 City of MERRILL  
 tKey 34 0000000626 Status: A  
 1 1601 E 10TH ST MERRILL 54452 0000

Own 1 HERITAGE HOUSE B

Taxes Due Years: 2016 2015 2014 2013 2012  
 Year

<b>2016</b> Taxes/Charges Due : <u>235.20</u>	Unpaid Taxes/Charges . . . : <u>235.20</u>
Unpaid Interest . . . . . : <u>11.76</u>	
Unpaid Penalty . . . . . : <u>5.88</u>	
Lottery Credit Claimed . . . . . : <u>          </u>	
Delinquent . . . . . : <u>Y</u>	
Installments Paid . . . . . : <u>          </u>	Full Payment Amount . . . : <u>252.84</u>
	Installation Pay Amount : <u>252.84</u>

Lottery Credit has NOT been claimed for this parcel. +  
 F1=Help F2=Receipts F3=Exit F5=Fold F6=Take Payment F7=Previous F8=Next  
 F12=Cancel F13=Detail F14=Browse F15=Print F16=Dog/Cat F22=Restrict F23=Adjust  
 Positioning to Owner: HERITAGE HOUSE +

# WISCONSIN PROFESSIONAL POLICE ASSOCIATION

Law Enforcement Employee Relations Division • Supervisory Officers Relations Division • Civilian Employees Relations Division

RECEIVED

JUN 18 2017

BY:

June 16, 2017

CERTIFIED MAIL

City Clerk  
City of Merrill  
1004 East First Street  
Merrill, WI 54452-2560

Re: Opening of Contract Negotiations – Merrill Professional Police Association

Dear Clerk:

Pursuant to Wisconsin Statutes, Section 111.77(1)(a), the Law Enforcement Employee Relations Division of the Wisconsin Professional Police Association, for and on behalf of its affiliate local, wishes to commence bargaining for a successor agreement.

Sincerely,

*Randy Ingram* <sup>LM</sup>

Randy Ingram  
Business Agent

cc: Local President



ORDINANCE 2017-06-647

Motion by:  
 Second by:

An Ordinance Amending the general Code of the County of Lincoln (Sec. 3.19 Screening of Tax Delinquent Property for Possible Acquisition – Policy)

The County Board of Supervisors of Lincoln County, Wisconsin, does hereby ordain:

Dist.	Supervisor	Y	N	Abs
19	Allen			
10	Baughan			
1	Bialecki			
11	Breitenmoser			
13	Crosby			
12	Gilk			
14	Hafeman			
8	Heller			
17	Koth			
15	Lec			
16	Loka			
3	Mueller			
4				
21	Pike			
22	Reichelt			
7	Rusch			
5	Saal			
20	Vandcr Sanden			
18	Voermans			
2	Weaver			
6	Woller			
9	Zeit			
<b>Totals</b>				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

**AN ORDINANCE AMENDING THE GENERAL CODE OF THE COUNTY OF LINCOLN (Chapter 3)**

The County Board of supervisors of Lincoln County, Wisconsin, does hereby ordain:

Chapter 3.19, Lincoln County Code is amended to read:

“Lincoln County Policy for Screening of Tax Delinquent Property for Possible Acquisition” with issue date 5/16/17, as attached hereto, is adopted by reference as though fully set forth herein. This policy and any amendments hereto shall be provided promptly to each department head by the County Clerk. Department heads assume responsibility for notice and compliance within their respective departments.

This ordinance shall take effect following its passage and publication.

Dated this 20<sup>th</sup> day of June, 2017

Introduced by: Finance & Insurance Committee

Committee Action: Finance & Insurance Committee

Passed 5-0 on 6/9/17

Fiscal Impact: unknown

Drafted by: N. L. Bergstrom, Corporation Counsel

STATE OF WISCONSIN )  
 ) SS:  
 COUNTY OF LINCOLN )

I hereby certify that this resolution/ordinance is a true and correct copy of a resolution/ordinance adopted by Lincoln County Board of Supervisors on:

\_\_\_\_\_  
 Christopher J Marlowe,  
 County Clerk

\_\_\_\_\_  
 Robert Lee, County Board Chair

**LINCOLN COUNTY POLICY FOR  
SCREENING OF TAX DELINQUENT PROPERTY  
FOR POSSIBLE ACQUISITION**

Issue Date: May 16, 2017  
Page 1 of 4

- A. **INTENT.** Contamination or other hazards ~~have become~~ are a major concern in the acquisition and ownership of real estate. ~~While Lincoln County acknowledges its obligations to have a clean environment,~~ This policy is intended to describe how an initial screening of tax delinquent properties before the acquisition of lands by Lincoln County ~~would~~ be conducted.
  
- B. **SCOPE.** All interest in real property acquired by Lincoln County pursuant to Wis. Stat. Chapter 75 shall be subject to this policy.
  
- C. **PREAPPROVAL.** ~~Prior to the acquisition or the execution of any contract or document obligating acquisition of any tax delinquent property in the name of Lincoln County or its subunits, the responsible county agency or entity~~ County Clerk shall make referral to convene at least two members of the Property Evaluation Team composed of 5 4 people: County Clerk, Forestry Administrator, Solid Waste Administrator, Environmental Health Specialist, and the Chair of the Finance Committee. No acquisition by any County entity shall be valid until If the Property Evaluation Team determines that a property should not be taken on tax deed due to environmental concerns, the team shall promptly report same to the Finance and Insurance Committee. ~~has approved the acquisition.~~
  
- D. **PROCEDURE.**
  - 1. **Determination of Contamination or Other Hazards (Liabilities)**
    - a) ~~Upon receiving referral from any Lincoln County agency or entity that proposes acquisition through taking a tax deed by the County Clerk, the Property Evaluation Team shall, within 60 days of said referral, As often as is necessary to manage the tax deed procedure, the County Clerk shall convene the Property Evaluation Team to make an initial determination as to whether there is a reasonable basis to believe that contamination or other hazards may exist on the premises. The 60-day return~~

Page 2 of 4

~~date may be extended by the referring entity or the Finance and Insurance Committee.~~

- b) In the event the Property Evaluation Team cannot reasonably determine the presence of contamination or other hazards, or has reason to believe such do exist where the liabilities of the property may be greater than the assets, upon request by the County Clerk, the Finance and Insurance Committee may engage an engineering consultant to prepare a formal environmental assessment of the premises. Any such assessment shall include a cost estimate for removal and remedial action as may be required by ~~L~~ocal, ~~S~~tate and ~~F~~ederal regulations. Costs incurred to complete this initial assessment should be charged to the tax deed (asset) account. These costs will increase the cost of the property, if taken, and be part of the determination of net loss or gain on sale of the property. A copy of the formal assessment shall be returned to ~~the referring entity, the County Board Chair,~~ the Forestry, Land and Parks Committee, and Finance and Insurance Committee.
- c) If the situation arises that the County decides not to take a tax deed because of a liability associated with the property, then the County Clerk shall ~~could~~:
- i. Reclassify the assessment costs to the tax deed expense account to the extent of the amount of the budget. If the budgeted amount has been expended, then the Finance and Insurance Committee can approve a budget modification from the contingency fund to the extent of the funds available.
  - ii. Contact the assessor to request that the assessed value be reduced to reflect the reduced value of the property as affected by the liability.

## 2. Remedial Action.

- a) **Category 1.** In the event that the Property Evaluation Team determines NO contamination or other hazards are present on the premises, the ~~Finance and Insurance Committee may, by approved motion,~~ return approval to take the Tax Deed to the referring entity County Clerk shall first consult with the Corporation Counsel regarding any occupied properties,

Page 3 of 4

then continue the statutory tax deed procedure to completion.

- b) **Category 2.** In the event that the Property Evaluation Team determines that the assets of the property are greater than the liabilities, the Team shall consult with the Finance and Insurance Committee which may, by approved motion, ~~return approval to~~ takeing the Tax Deed ~~to the referring entity~~ and ~~may approveing~~ the necessary improvements to make the parcel saleable. The cost of all improvements should be recorded in the tax deed (asset) account, thereby increasing the sale cost of the property. A net gain or loss will be calculated on the sale of the property.

Any waste resulting from making improvements shall be disposed of in the Lincoln County Landfill or in a way that would result in the least liability to Lincoln County.

~~In the event the County takes the property and later learns that the contamination is greater than had been originally believed, the County will rely on its local government exemption from liability and after consideration of applicable factors, including those listed in c. 1 below, may suspend, terminate or modify any remediation or development of the property. The County will also reconsider the appropriateness of pursuing funding sources, in view of the increased costs, including parties potentially responsible for the contamination.~~

- c) **Category 3.** In the event that the Property Evaluation Team determines the liability of the property is greater than the assets, the Finance and Insurance Committee may determine the appropriate course of action.
- i. In determining the appropriate course of action, the committee shall include, but not be limited to, consideration of the following factors:
- (a) The amount of the potential liability.
  - (b) Available exemptions from liability such as the local government exemption under sec. 292.11(9)(e), Wis. Stat., or the voluntary party exemption under sec. 292.15, Wis. Stat.

Page 4 of 4

- (c) The amount of taxes to be paid by the County if the property is not taken.
  - (d) The appropriateness of tax incremental financing for the remediation under sec. 66.1106, Wis. Stat.
  - (e) The existence of financially responsible parties from whom remediation costs may be recovered.
  - (f) Available grants for investigation and remediation costs.
  - (g) Potential revenues from sale of property and collection of taxes if property is remediated.
  - (h) The effect of the contaminated property on the environment and on the value of other properties.
- ii. The potential actions to be recommended by the Committee include, but are not limited to, the following:
- (a) The Finance and Insurance Committee may file a complaint with the Local, State or Federal regulatory agency to seek remediation of contamination or other hazards.
  - (b) The Finance and Insurance Committee may recommend the taking of a tax deed and selling parcel below bid cost with stipulation of remediation attached to the sale.
  - (c) The Finance and Insurance Committee will research funding remediation of the contaminated parcel through grants or other funding sources that may be available. Funds necessary, in excess of the grants or other funds, may be obtained from the contingency fund with the approval of the Finance and Insurance Committee. Finance and Insurance Committee may make such a recommendation to the full County Board.
  - (d) The County may take the property without remediating it in reliance on its local government exemption from liability.
  - (e) The County may determine not to take the property.
  - (f) The final determination will be made by the County Board if a tax deed is to be taken under (b), (c) or (d).

ORDINANCE 2017-06-648

Motion by:				
Second by:				
Dist.	Supervisor	Y	N	Abs
19	Allen			
10	Baughan			
1	Bialecki			
11	Breitenmoser			
13	Crosby			
12	Gilk			
14	Hafeman			
8	Heller			
17	Koth			
15	Lee			
16	Loka			
3	Mueller			
4				
21	Pike			
22	Reichelt			
7	Rusch			
5	Saal			
20	Vander Sanden			
18	Voermans			
2	Weaver			
6	Woller			
9	Zeitz			
<b>Totals</b>				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

An Ordinance Amending the General Code of the County of Lincoln (Section 3.20, Selling of Tax Delinquent Lands Policy)

The County Board of Supervisors of Lincoln County, Wisconsin, does hereby ordain:

**AN ORDINANCE AMENDING THE GENERAL CODE OF THE COUNTY OF LINCOLN (Chapter 3)**

**The County Board of Supervisors of Lincoln County, Wisconsin, does hereby ordain:**

Chapter 3.20, Lincoln County Code is amended to read:

“Lincoln County Policy of Selling Tax Delinquent Lands” with issue date 6/20/17, as attached hereto, is adopted by reference as though fully set forth herein. This policy and any amendments hereto shall be provided promptly to each department head by the County Clerk. Department heads assume responsibility for notice and compliance within their respective departments.

This ordinance shall take effect following its passage and publication.

Dated: June 20, 2017

Introduced by: Forestry, Land and Parks Committee

Date Passed: June 12, 2017 Committee Vote: Unanimous

Fiscal Impact: Positive Impact by Streamlining Policy for Selling Tax Delinquent Lands.

Drafted by: Kevin Kleinschmidt, Forest Administrator

STATE OF WISCONSIN )  
 ) SS:  
 COUNTY OF LINCOLN )

I hereby certify that this resolution/ordinance is a true and correct copy of a resolution/ordinance adopted by Lincoln County Board of Supervisors on:

\_\_\_\_\_  
 Christopher J Marlowe,  
 County Clerk

\_\_\_\_\_  
 Robert Lee, County Board Chair

## LINCOLN COUNTY POLICY FOR THE SELLING OF TAX DELINQUENT LANDS

Issue Date: June 12, 2017

Page 1 of 3

1. Received from County Clerk:
  - a. All Tax Deed Sheets.
  - b. Copy of Tax Deed.
  - c. All copies of Notice of Application for issue of tax deed.
  - d. Proof of receipt of Notice of Application for Issue of Tax Deed to: owner(s) of record; mortgage holders of record; parties on land contract and mineral interest holders. Proof of receipt for each shall consist of one of the following: Copy of Certified mail card with signature(s) of party entitled to notice; Copy of sworn proof of service affidavit by process server; Proof of publication of Class 3 notice (listing property in question).
  - e. Copy of page from tax deed information book (with tract info).

All descriptions on applications, tax deeds, and tax deed sheets are verified for errors or omissions. Get correct description from Real Property Lister.

2. A separate file is made for each parcel. This file includes a copy of tax deed sheet, application for issue of tax deeds, certified mail card (or other proof of service of notice), copy of advertisement, and a copy of tax deed information sheet.
3. If a municipality that has taxing jurisdiction over a tax delinquent property is interested in purchasing a property, the county may direct sell the parcel for a rate agreed upon by the Forestry, Land and Parks Committee. The municipality must provide a written offer to purchase, signed by an authorized representative. Payment for requested properties should be received from municipality before a resolution is sent to County Board to approve Conveyance of Real Estate. If a municipality submits a written offer to purchase, items 4-17 will be circumvented.
- ~~3. A letter is written to the previous owner (cc to mortgage holders) regarding repurchase. If the owner wishes to repurchase, the following procedures apply:
 
  - a. ~~All back taxes must be paid.~~
  - b. ~~Penalties or special assessments must be paid (if applicable)~~
  - c. ~~The following year's taxes must be paid~~
  - d. ~~Forestry, Land & Parks Committee approval required~~
  - e. ~~County Board approval required~~~~
- ~~4. If previous owner does not wish to repurchase, the following procedures apply:~~
4. County Clerk shall add the property to the County liability insurance immediately upon County Board approval to take the property on tax deed.
5. If a property is occupied, the former owner should be notified in writing that the county has acquired the property by tax deed and that they need to vacate the property and remove all personal

Page 2 of 3

property within 30 days of filing the tax deed. Any personal property remaining unclaimed for a period of 30 days after filing tax deed will be deemed abandoned and forfeited to the County. Any personal property will be removed from the tax deed property and sold at a public sale (Sec. 66.0139, Wis Stats.) with the proceeds of any sale, after deducting any expenses, paid to the County Treasury. The County reserves the right not to remove certain items of personal property from the tax deed real estate, and in such cases, the personal property is included in the sale of the tax deed real estate in "as is" condition.

6. If the former owner remains on a tax deed property after 30 days, the County will request that law enforcement hand deliver a written notice/warning to the occupants to leave the premises immediately.

7. If the former owner continues to remain after the County has exhausted other options, the Corporation Counsel will file an eviction action along with a request for a Writ of Assistance/Execution requiring the Sheriff's Office to forcibly remove the former owner/occupant.

8. When vacated, the Forestry Dept. should inspect and winterize the property if necessary. The Maintenance Dept. may assist as they are available. Law enforcement will accompany when visiting these properties if needed.

9. Utility services are contacted regarding change or a discontinuation in services if required.

10. Notices should be placed on the property on entrances to dwellings notifying the public that the property is owned by Lincoln County and as the owner; the County is not permitting anyone to enter or occupy the premises. Locks and other protective measures will be taken, as required to attempt to secure the property.

11. The county may direct hire a contractor or the Lincoln County Highway Dept. to clear a parcel of debris or demo a structure on blighted properties in order to make them marketable when the demolition or clean-up has an estimated cost of less than \$10,000.

~~12. Three months prior to Tax Deed Sale or as needed, properties deemed of significant value (homes, businesses, lake lots, river lots, etc.) may have a market analysis completed by a realtor. This analysis will be a guide for the Forestry, Land and Parks Committee to use for the establishment of a minimum bid for these parcels. The realty firm chosen for this analysis will be selected in alphabetical order, within close proximity of the parcel at a negotiated cost. It is also recognized that in rare cases a licensed appraisal may be warranted to insure an appropriate minimum bid for a particular parcel.~~

~~13. A date is set for the Forestry committee to view the tax deed parcels and set minimum bids.~~

12. Minimum bids are set by the Forestry Committee. Tax delinquent properties should be appraised in a manner that will allow them to be re-sold and put back onto the tax rolls as quickly as possible, and determined by the following factors:

\* Amount of money the county paid against taxes for the parcel.

Page 3 of 3

- \* Latest assessed value.
- ~~\* Market analysis performed by realtor on significant properties.~~
- ~~\* Appraisals performed by licensed Appraisers (rare cases).~~
- ~~\* Opinion of Forestry Committee based on recent land sale values.~~

13. Date is set for Land Sale.

14. Advertising Procedure

1. Parcels are advertised as decreed per Statutes.
2. Ad will appear in locally selected newspapers.
3. Ad will appear on Lincoln County website.
- ~~4. Additional advertising links will be established between the Lincoln County website and participating realtor, title companies and auction agencies.~~

15. Prospectus of Land Sale is mailed to the following with interest in the parcel(s) for sale:

- ~~\* County Board Supervisor~~
- ~~\* Alderperson~~
- ~~\* Clerk of Municipality~~
- ~~\* Mayor~~
- ~~\* Town Chairperson~~
- ~~\* Adjacent landowners~~
- ~~\* Potential bidders (self-addressed stamped envelopes)~~

16. Bids are opened, awarded, and approved by the Forestry Committee.

17. Properties that are advertised as decreed by state statute and receive no bids may be re-advertised by Class I notification for a minimum bid to be determined by the Forestry Committee that will promote bidding interest.

18. After money is receipted by Forestry Department, Resolution for Conveyance of Tax Deed Lands is prepared, and presented to the County Board.

19. Pending County Board Approval, Application for Quit Claim Deed is prepared along with interdepartmental vouchers to the Treasurer and Register of Deeds. The tax deed sheet is sent to the County Clerk, and then returned to the Forestry Department.

20. County Clerk or Real Property Lister drafts deed. After deed is recorded by Register of Deeds, deed is sent to Forestry Department to forward to owner.

21. Homestead Properties Policy- Follow procedure set forth in Sec 75.36 Wis Stats. regarding disbursement of revenue from sale of said properties. The County will recover all expenses (taxes, interest, clean up charges, utilities, Tax-Delinquent Notice charges, etc.) and 7% of total sale price. The Committee will review the above expenses. This will insure that all costs to Lincoln County are recovered. The remaining funds, if any, will be returned to the former owner. The return of the Letter of Entitlement to Proceeds of Sale of Homestead Property is not necessary for the former owner to receive the remaining funds.

### REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: Tuesday – June 27<sup>th</sup>, 2017

Request by: Finance Director Kathy Unertl

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

Review and discuss plan of action related to employee disability retirement request:

Since there is an upcoming employee request for a disability retirement, we would appreciate concurrence with our plan of action.

- Consistent with WRS requirements (see following information) , the City of Merrill would payout all unused leave hours, including up to 1,300 hours of lump sum sick leave\* as final employee pay check.
- City will sign WRS paperwork verifying that employee is no longer employed and is not expected to return to work.

\*For non-disability retirements, the City of Merrill does not process sick leave lump sums until after retirement notice paperwork is received from the State.

The language in Section 13-3-7 addresses the Wisconsin Retirement System retirement payment that could be either monthly or lump sum retirement annuity. However, the first sentence after proposed new 12-3-10 provision (see following) does not fit with the rest of the unnumbered section provisions.

Signed: *Kathy Unertl*

Date: 6/20/2017

## General Information

### What is a Disability Retirement Annuity Benefit?

A disability retirement annuity is an "early retirement" benefit under the Wisconsin Retirement System and is meant to provide you with income if you become disabled and are unable to work until your normal retirement age. Disability retirement is administered by the Department of Employee Trust Funds and is governed by Wis. Stat. § 40.63.

### Eligibility

You must meet all of the conditions below in order to be eligible to apply for disability retirement benefits.

- You must not have reached the Normal Retirement Age (NRA) for your employment category. (See chart at right.)  
*Exception:* Protective occupation participants may apply for disability retirement "special" benefits up until they reach age 55. (See *Special Eligibility-Protective Occupation Participant Employees* on page 3.)
- You have stopped working (i.e. on a leave of absence or terminated\* your WRS employment) because of your disability, and you have not had "substantial gainful activity" since then.
- You have been working in WRS-covered employment continuously since October 15, 1992 until you became disabled.<sup>1</sup>
- You worked at least one-half of a year in five of the last seven years or have a total of at least five years of creditable service in the last seven years. If you do not meet this service requirement, but your disability is work related, you must apply within two years of your last day worked.<sup>2</sup>
- You must not be entitled to any further earnings from your employer. Any payment to which you may be entitled after your last day of work (such as vacation, compensatory time, sick leave, etc.) is used in determining the last day for which you were paid.

For additional information about substantial gainful activity, see earnings limit information under the "Disability Benefits" section on the members tab of the ETF website at [etf.wi.gov](http://etf.wi.gov).

Employment Category	Normal Retirement Age
Protective Occupation Employees with at least 25 years of creditable service	53
Protective Occupation Employees with less than 25 years of creditable service	54
Executive Retirement Plan Employees and Elected Officials	62 <sup>3</sup>
General Employees and Teachers	65

### \*Termination of Employment

For disability benefit purposes, "termination of employment" means that the participant has ceased to be a participating employee on the termination date that the employer reports to ETF for the purpose of all benefits administered under Wis. Stat. § 40.

Such benefits include health insurance and sick leave credit usage, life insurance, income continuation insurance, long-term disability insurance, Employee Reimbursement Account, long-term care, EPIC, Spectera, Wisconsin Retirement System coverage and death benefits, and making deferred compensation contributions. A disability termination does not preclude a participating employer from keeping the participant on an administrative leave of absence for the purposes of benefits not administered under Wis. Stat. § 40.

<sup>1</sup> If you began working on or after October 16, 1992 or if you had a break in service, you are not eligible to apply for a disability retirement benefit (but you may be eligible for a Long-Term Disability Insurance (LTDI) benefit). Contact ETF for the [Long-Term Disability Insurance \(ET-5108\)](#) brochure or visit [etf.wi.gov](http://etf.wi.gov).

<sup>2</sup> If you do not meet the service requirement for disability retirement and your disability is not work-related, you may meet the service requirement for benefits under the Long-Term Disability Insurance program. Contact ETF for the [Long-Term Disability Insurance \(ET-5108\)](#) brochure or visit [etf.wi.gov](http://etf.wi.gov).

<sup>3</sup> For this category of employees hired post Wis. Act 10 June 28, 2011, NRA is 65.

## Application Process

### How the Application Process Works

- Contact ETF to request a disability retirement estimate and application (see back cover for contact information).
- An introductory packet will be mailed to you that includes the *Disability Retirement Benefit Estimate and Application* (ET-5302), along with medical reports for you to provide to your physicians.
- If you wish to apply for a disability retirement benefit, complete and return this application to ETF.

You do not need to be terminated from your WRS-covered position when you apply for a WRS disability retirement benefit, but you must no longer be working.

The average time frame for ETF to process a claim is three to four months. It will depend on how quickly ETF receives both of the medical report forms from your physicians and how long it takes your employer to complete the employer paperwork.

Any questions pertaining to benefit requirements, status, etc. should be directed to ETF Disability Programs Section.

If you die after applying, but prior to being approved for the benefit, the benefit will be "deemed approved" if:

- you were eligible for the disability benefit;
- ETF received at least one Medical Report (ET-5303) indicating you met the disability definition;
- you die on or after the date which would have been the effective date of the disability benefit; and
- no further earnings were payable to you at the time of your death.

If you have a life-threatening illness or injury, you may want to request a *WRS Summary of Survivor Benefits* (ET-6518) from ETF. Applying for disability benefits may not provide the best survivor benefits.

## Approval

### Requirements for Benefit Approval

- Two licensed physicians (M.D. or D.O.) must complete a *Disability Retirement Medical Report* (ET-5303) or *Disability Retirement Special Medical Report* (ET-5304) stating that you are disabled. One of the doctors must specialize in the area of your disability. The *Disability Retirement Special Medical Report* (ET-5304) form is for protective occupation employees only.
- Your employer must verify that you have terminated or will terminate employment due to a disability and that you are not expected to return to work.
- You must not be entitled to any further earnings from your employer. Any payment to which you may be entitled after your last day of work (such as vacation, compensatory time, sick leave, temporary workers compensation, etc.), is used in determining the last day for which you were paid. This includes lump sum payments for any remaining leave time. Your employer will be required to certify your last day paid.
- If you are approved for disability retirement benefits, you will receive a letter when your benefit is approved, telling you how much your benefit will be and when it will start.

## What is an Annuity?

An annuity is a Wisconsin Retirement System benefit paid monthly. There are different types of annuities available called annuity options. A person who receives monthly benefit payments is called an *annuitant*.

You have a choice of annuity options, unless your account is too small for a monthly benefit. Eligibility for a one-time lump sum payment versus a monthly payment depends on the amount of your annuity.

If your monthly annuity payment for the "For Annuitant's Life Only" option is less than \$190 (for 2016), you are restricted to a lump sum payment.

If your annuity is at least \$190 (for 2016) but less than \$388, you may choose between a lump sum payment or a monthly option.

If your monthly annuity is \$388 (for 2016) or more, a lump sum payment is not available. These figures are adjusted annually. The option you select will determine the amount and whether death benefits will be payable after your death.

Members who are eligible for a monthly payment have three Life Annuity Options. They are:

- For Annuitant's Life only;
- Life with 60 Payments Guaranteed; and
- Life with 180 Payments Guaranteed.

If you provided the Department of Employee Trust Funds with information regarding a qualified joint survivor, you have four Joint and Survivor Annuity Options.

They are:

- 75% Continued to Named Survivor;
- 100% Continued to Named Survivor;
- Reduced 25% on Death of Annuitant or Death of Named Survivor; and
- 100% Continued to Named Survivor with 180 Payments Guaranteed.

All monthly annuity options provide you with payments for the rest of your life. However, the options differ in what happens after you pass away.

There are three possible outcomes, depending on the option selected:

- The annuity stops and there is no death benefit payable to beneficiary(ies);
- Annuities payable for a guaranteed period are still in effect and the remaining payments will be made to a beneficiary;
- A joint and survivor annuity option was selected and, as long as the named survivor is living, they will receive benefits.

The amounts for joint and survivor annuities are calculated using rates based on the life expectancy of both you and your named survivor. Please contact ETF if your application has an incorrect date of birth for either of you, or to request a new application that includes joint and survivor estimates.

## Annuity Option Selection

You select an annuity option at the time you apply for retirement benefits. A *Retirement Benefit Estimate and Application* (ET-4301) is sent upon your request, and contains estimates of your annuity payments under each of the available options. You should request your estimate at least 6 to 8 months—but no more than 12 months—before you plan to retire.

When choosing an annuity option, you should consider all of the assets in your estate such as life insurance, home, investments, savings, etc., to determine what type of survivor protection, if any, is needed.

A thorough understanding of the various options will assist you in making the selection that will best meet your needs. Contact ETF before completing your benefit application if you don't understand all of the options.

of sick leave may result in disciplinary action against the employee, up to and including dismissal.

12-3-6 Sick leave may be used in no less than one half hour units.

12-3-7 A regular employee who moves from one department to another by transfer, promotion, or demotion may have his/her total sick leave credits transferred to the new department. Upon retirement employees eligible for a pension under the Wisconsin Retirement System and the employee's spouse may remain a member of the City's Group Health Insurance until the employee or the employee's spouse is eligible for Medicare, whichever occurs later. Said employee is responsible for the entire premium as deducted from the total amount due the employee from the funds available from the converted sick leave accumulation. In the event that the retired employee exhausts the converted sick leave benefit, the retired employee shall pay any premiums which come due within 30 calendar days. Failure to pay premium within 30 calendar days will result in group health insurance program cancellation.

For purposes of this section, "retire" is defined as drawing a monthly pension or a lump sum payment check from the Wisconsin Retirement System. (Said payments do not include any separation benefits).

12-3-8 Sick leave accumulation upon retirement is set at a maximum of the employee's total accumulated sick leave hours or 1,300 hours, whichever is less. Accumulated sick leave may be converted to a sick leave cash equivalent based on the employee's hourly rate at the time of retirement times the sick leave accumulation. The sick leave cash equivalent may only be used to purchase health insurance coverage under the City's health insurance plan, or as a cash payout.

12-3-9 Sick leave accumulation upon employee death before retirement is set at a maximum of the employee's total accumulated sick leave hours or 1,300 hours, whichever is less. Accumulated sick leave may be converted to a sick leave cash equivalent based on the employee's hourly rate at the time of death times the sick leave accumulation. The sick leave cash equivalent may only be paid as a cash payout to the estate of the deceased employee. The effective date of this provision is April 1, 2013. (Resol 2289 dated 2-12-13)

12-3-10 An FMLA leave request form must be completed upon the fourth consecutive sick leave day taken.

Employees who retire for medical/disability reasons or when the WRS allows for early window period retirements shall not be subject to this restriction.

Employees eligible for a cash payout must make an irrevocable election prior to retiring to accept either extended health insurance coverage or the cash payout. The sick leave cash equivalent is taxed in accordance with State and Federal law, as applicable. In the event that the retired employee leaves the City's health plan before exhausting the sick leave cash equivalent, or chooses not to remain a part of the City's health care plan after retirement, any amount in the retired employee's sick leave cash equivalent is forfeited to the City, provided that the employee was not eligible for a cash payout as provided above. Failure by the retired employee to notify the Personnel Department in writing of the employee's desire to remain a part of the City's health insurance plan before the retired employee's coverage lapses shall result in the forfeiture of the retired employee's sick leave cash equivalent.

**12-4 FUNERAL LEAVE.** Funeral leave is granted to all regular full-time and, to regular part-time employees in accordance with the following provisions.

12-4-1 Immediate Family. In the event of a death in an employee's immediate family, an employee may be excused from work for up to three working days without loss of pay to attend the funeral and to attend to matters of the estate.

(a) Immediate family is defined as spouse, child/step-child, spouses of children/step-children, parent, brother, sister, mother-in-law, father-in-law, or any person who has resided with the employee immediately preceding the person's death.

12-4-2 Extended Family. In the event of the death in the extended family of an employee, the employee may request funeral leave from the department head, or if the employee is a department head, the Mayor, and upon such request be granted funeral leave of up to one working day for attending the funeral.

(a) Extended family includes the aunt, uncle, niece, nephew, brother-in-law, sister in law, grandchildren, and grandparents.

12-4-3 Attendance other than Family. Employees wishing to attend the funeral of a friend must use earned vacation.

**12-5 PAID HOLIDAYS; PERSONAL DAYS.** Employees in regular positions and working a Monday through Friday schedule except sworn Police and Fire non-union personnel, receive paid time off for recognized holidays which occur after their first full day on the job. No employee is eligible for holiday pay for a holiday which

# CITY OF MERRILL

1004 EAST FIRST STREET  
MERRILL, WI 54452-2586

AN ORDINANCE: By Personnel and Finance  
Committee  
Re: Amending Chapter 2, Article VII, Section 2-191  
– Hiring of Relatives

ORDINANCE NO. 2017  
Introduced: \_\_\_\_\_  
1st Reading: \_\_\_\_\_  
2nd Reading: \_\_\_\_\_  
3rd Reading: \_\_\_\_\_  
Committee/Commission Action: \_\_\_\_\_

## AN ORDINANCE

The Common Council of the City of Merrill, Wisconsin, does ordain as follows:

**Section 1.** Chapter 2, Article VII, Section 2-191 of the Code of Ordinances for the City of Merrill is hereby amended as follows:

Sec. 2-191. - Hiring relatives.

(a) This section governs the proposed hiring of individuals for regular fulltime or parttime work as city employees who are members of the immediate family of city employees or elected officials. Excluded from the provisions of this section are seasonal or temporary employees. The term "immediate family" includes those relatives by blood or marriage defined in [section 2-184](#) as personal interests.

(b) Members of immediate families may not be employed in a direct superior-subordinate relationship. When applicants who are relatives of the selecting official, are reached for appointment in the conventional manner, the selection should be deferred to the next higher administrative level. This policy is not for the purpose of depriving any citizen of an equal opportunity to City employment. It is solely to eliminate the possibility of preferential treatment in favor of relatives or to subject the employing authority to possible criticism. Nothing in this Ordinance affects persons so employed prior to its effective date. ~~Hiring an immediate family member of any current city employee or elected city official is discouraged and will be considered only if that individual has the knowledge and skills, experience or other job-related qualifications that warrant consideration for the position. It is required that either the current employee or the relative seeking employment will make the personal interest relationship known to the hiring authority (department head, city board or commission or common council) before a hiring decision is made; in every case, the decision to hire an immediate family member or former spouse will be subject to common council approval, with notice, before the new employee is permitted to begin work. Marriage between two~~

Attachment: Ordinance on hiring of relatives (2591 : Ordinance on hiring of relatives)

~~individuals already employed by the city or their relatives will not be considered a violation of this policy.~~

- (c) This section does not apply to nonelected officials who are asked to accept appointment as members of a city board, commission or committee; nonelected officials, however, will be expected to disqualify themselves from participation in matters under consideration which may affect the hiring, retention, classification or compensation of their immediate family, if currently employed or being considered for employment by the city.  
(Code 1993, § 2-5-9)

**Section 2. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 3. Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Moved by: \_\_\_\_\_  
 Adopted: \_\_\_\_\_  
 Approved: \_\_\_\_\_  
 Published: \_\_\_\_\_

Approved:

\_\_\_\_\_  
 William R. Bialecki,  
 Mayor

Attest:

\_\_\_\_\_  
 William N. Heideman, City Clerk

Attachment: Ordinance on hiring of relatives (2591 : Ordinance on hiring of relatives)

## INTRODUCTORY MATTERS

### *GENERAL POLICY STATEMENT*

It is the policy of the City of Merrill to provide equal opportunity in employment to all qualified employees and applicants for employment. Positive action is required from all employees to help ensure that the City of Merrill complies with its obligations under state and federal law.

**This Handbook is not a contract of employment;** the Handbook supersedes and replaces provisions previously found in collective bargaining agreements that have expired and/or found in personnel policies and procedures that require modification due to the recent legislative enactments. The Handbook applies to non-represented employees as well as general municipal employees previously covered **under a** collective bargaining agreement. For employees who remain covered under a collective bargaining agreement, the terms of the bargaining agreement supersede the terms of the Handbook. **Those policies not covered under the terms of the collective bargaining agreement are covered under the Employee Handbook.**

This **Employee Handbook** acquaints employees with the City of Merrill and its policies and benefits provided to all employees. Although supervisors and City administration may also provide such information, it is hoped that this Handbook will be a ready reference to assist from time to time as the need arises. It does not and is not intended to cover these matters in detail or serve as a contract between any employee and the City.

The contents of this Handbook are presented as a matter of information only. While the City believes in the plans, policies, and procedures described herein, they are not intended to be, nor do they constitute, contracts of employment with individual employees. The City reserves the right to modify, revoke, suspend, terminate, or change any or all of such plans, policies, or procedures, in whole or in part, at any time. **The language used in this Handbook is not intended to create, nor is it to be construed to constitute a contract between the City and any one or all of its employees.**

No person other than the Common Council, Library Board, Police and Fire Commission, Transit Commission, Parks and Recreation Commission, and Airport Commission has authority to make any agreement for employment for any specified period of time or to make any agreement contrary to this Handbook. Non-represented employees of the City of Merrill are employees-at-will; that is, employment may be terminated for any reason and with or without notice at any time by the employee or by the City of Merrill. Nothing in the **Employee Handbook** or any other document or statement limits the right to terminate employment at-will. No express or implied agreement to the contrary may be made unless it **is** made by the Common Council either through the Ordinances or by an express written agreement signed by the employee and appropriate officials authorized by action of the Common Council, Library Board, Police and Fire Commission, Transit Commission, Parks and Recreation Commission, and Airport Commission.

This Handbook does not supersede the rights granted by State Statutes or City Ordinances to the Common Council, Library Board, Police and Fire Commission, Transit Commission, Parks and Recreation Commission, and Airport Commission, or any employee covered by this Handbook.

DRAFT

## DEFINITIONS

### *Definitions*

**ANNIVERSARY DATE.** The date a full-time and part-time employee begins City Employment (as may be modified by personnel actions).

**APPOINTING AUTHORITY.** A City Official or Committee, Commission or Board who has the authority to appoint and remove individuals to and from positions in the City service.

**CLASS.** One or more positions which are sufficiently alike in duties and responsibilities to warrant using the same title, similar qualifications, selection procedures and the same pay range.

**CLASS SPECIFICATIONS.** A written description of a class containing the class title, a general statement of the duties and responsibilities, examples of typical duties performed and minimum qualifications required.

**CLASS TITLE.** The official designation or name of the class as stated in the class specification. The class title is used on all personnel records and other official personnel files.

**CLASSIFICATION PLAN.** The sum total of all job class specifications in the City service and a system showing salary and classification relationships.

**COMMON COUNCIL.** The Common Council is the governing and policy making body of the City of Merrill and is composed of the eight Alderpersons and Mayor. Its powers and composition is defined in Wis. Stat. Sec. 62.11, as amended from time to time, which section is incorporated into this definition by reference.

**COMPLAINT.** A formal written complaint of a regular City employee regarding working conditions, applications of discipline, any application or violation of the personnel rules and regulations of the City or the department for which the employee works.

**DEMOTION.** The assignment of an employee from one class to another class with a lower pay range.

**DEPARTMENT HEAD.** A City Officer with the responsibility for the operation of a City Department.

**DISCIPLINARY ACTION.** The action taken to discipline an employee, including any action from a verbal reprimand, written reprimand, suspension with pay, suspension without pay, demotion, up to and including discharge.

**EMERGENCY APPOINTMENTS.** An appointment which may be made in case of unforeseen emergency and when necessary to prevent impairment of City service.

**EMPLOYEE.** An individual who is legally employed by the City.

**ENTRANCE ENTRY LEVEL PAY RATE.** The rate at which an individual not currently on the payroll is **generally** to be employed.

**EXEMPT EMPLOYEE.** An employee of the City who is not subject to the overtime rules and regulations of the Fair Labor Standards Act (the FLSA), as amended from time to time. It shall also ~~intended to~~ include non-covered employees as defined in the FLSA.

**LAYOFF.** The involuntary separation of an employee because of reasons unrelated to an employee's performance.

**LIMITED TERM EMPLOYEE.** An employee not occupying ~~a positions~~ established by Common Council action. Limited Term Employees are seasonal and temporary employees that have a clear start and end date. Limited Term Employees are not eligible for any fringe benefits as specified in this manual unless required by federal or state law.

**NON-EXEMPT EMPLOYEE.** A City employee subject to the overtime rules and regulations of the FLSA.

**PAY PLAN.** A schedule of pay ranges for all classes of positions in the City services.

**PAY RANGE.** The minimum through maximum rates of pay established for each class of positions.

**CITY ADMINISTRATOR.** The City Administrator or other City official designated by the Common Council by ordinance to manage personnel issues for the City.

**POSITION.** A grouping of duties and responsibilities to be performed by an **employee**. A position may be filled or vacant, full-time or part-time, regular, seasonal or temporary.

**POSITION DESCRIPTION.** A written description of all the major duties and responsibilities of a specific position within a class.

**PROMOTION.** The assignment of an employee from one class to another class with a higher pay range.

**RECLASSIFICATION.** The reassignment of a position from one class to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.

**REINSTATEMENT.** The action by which a former employee may be reinstated to a position with pay and/or fringe benefits comparable to that received at the time of separation or as may be appropriate at the time.

**SUPERVISOR.** The person responsible for the assignment, direction and the work of another employee, usually a full-time City employee.

**TERMINATION.** The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal, resignation, retirement, or death.

**TRANSFER.** The assignment of an employee from one position to another in the same class or to a class with the same pay range.

## INTRODUCTORY MATTERS

### *INTRODUCTION*

#### *1-1 City of Merrill Employee Team Values*

As employees of the City of Merrill, we are dedicated and hard working. We strive to perform in a high quality manner. We seek to do a good job, make positive contributions, and grow as public servants. Most importantly, we must treat each other and the citizens with mutual respect, trust and dignity.

To support this philosophy, it is necessary for us to enhance Merrill's quality of life by effectively managing its resources today and in the future. It is also necessary to provide a work environment that is conducive to learning, to improving one's skills and abilities, to promoting teamwork, and encouraging the use of creativity and innovation.

#### *1-2 City of Merrill Employee Team Principles*

As public employees, we foster the belief that each of us must treat each employee and citizen with the same respect, trust and dignity that we personally desire.

City employees want to do a good job, are hard-working, and can improve the services and programs provided by the City of Merrill.

We never compromise our personal and organizational integrity, while acknowledging that the public interest is always paramount to personal or private interests.

Working together as a team is essential to our success as a City. Teamwork requires full participation and collaboration of all employees.

Everyone in the City organization is an important member of the City of Merrill team.

#### *1-3 City of Merrill Employee Nine Tools of Civility*

1-3-1 **Pay Attention.** Be aware and attend to the work and the people around you.

1-3-2 **Listen.** Focus on others in order to better understand their points of view.

1-3-3 **Be Inclusive.** Welcome all groups of citizens working for the greater good of the community.

1-3-4 **Don't Gossip.** And don't accept when others choose to do so.

1-3-5 **Show Respect.** Honor other people and their opinions, especially in the midst of a disagreement.

- 1-3-6 **Be Agreeable.** Look for opportunities to agree; don't contradict just to do so.
- 1-3-7 **Apologize.** Be sincere and repair damaged relationships.
- 1-3-8 **Give Constructive Criticism.** When disagreeing, stick to the issues and don't make a personal attack.
- 1-3-9 **Take Responsibility.** Don't shift responsibility and blame onto others; share disagreements publicly.

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## INTRODUCTORY MATTERS

### *PURPOSE AND SCOPE*

**2-1 PURPOSE.** This handbook represents the formal documentation of an orderly system of personnel administration that has been developed to meet the organizational needs of the City of Merrill and the employment needs of its personnel. The system set forth herein is consistent with the following principles:

- 2-1-1 Recruitment, selection, placement, and advancement of employees is based upon their relative ability, knowledge, and skills as determined through open competition.
- 2-1-2 Recognition of employee performance which exceeds normal performance.
- 2-1-3 Marginal and/or substandard employee performance is discouraged and corrective action **will be** taken to ensure its discontinuation.
- 2-1-4 Fair treatment of job applicants and employees in all aspects of personnel administration shall be provided and is based solely upon a consideration of factors except where physical requirements constitute a bona fide occupational qualification.

**2-2 EQUAL OPPORTUNITY.** Qualified applicants are considered for all positions, and neither the City, nor its agents discriminates against any employee on the basis of race, color, religion, gender, sexual preference, age or national origin. The City only hires individuals who are legally authorized to work with proper documentation.

**2-3 POLITICAL ACTIVITY.** No person while employed by the City, during duty hours, may engage in any form of political activity calculated to favor or improve the chances of any political party or any person seeking or attempting to hold public political office or public election referenda. Any violations of this section may result in disciplinary action, up to and including termination.

- 2-3-1 Definition of “Employer Resources”: **Employees** may not use employer resources for political activities. Employer resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards, and other public spaces.
- 2-3-2 Definition of “Political” Activities: Partisan “political” activities must be conducted independent of your role as an employee. The following guidelines **are not exhaustive**, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that

generally fall outside the “political” activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities:

- a) Using working hours or employer resources to solicit money or signatures, or to make political contributions;
- b) Using non-working hours to solicit contributions, signatures or services from other employees who are on work time;
- c) Posting political materials in areas open to the public (generally, individual work stations that are not available to the public are exempt from this restriction);
- d) Using the employer’s mailing address as the return address for political solicitations;
- e) Providing employee mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of employer mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);
- f) Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;
- g) Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violates the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

**2-4 EMPLOYEES COVERED.** Unless excluded from coverage, in one of the categories listed and described below, all non-represented employees of the City of Merrill are covered under the policies of this handbook, **as are those employees covered by a collective bargaining agreement for those items not specifically covered by the collective bargaining agreement.**

**2-5 EXCLUSIONS.** ~~In addition to persons represented by collective bargaining units,~~ Persons in other employment or quasi-employment positions within the

City organization may also be excluded from one or more of the provisions of this handbook. Persons in the following capacities are excluded from these provisions:

- 2-5-1 Members of the City of Merrill Common Council.
- 2-5-2 Elected City officers.
- 2-5-3 Non-City employee members of committees, boards or commissions.
- 2-5-4 Independent contractors providing services with City facilities.
- 2-5-5 Volunteer workers.
- 2-5-6 Persons providing services on a per diem basis.
- 2-5-7 Work relief participants.
- 2-5-8 Employees of another unit of government.
- 2-5-9 Consultants.
- 2-5-10 Students engaged in field training.

**2-6 EXCEPTIONS.** The Mayor or Common Council may make exceptions to any of these policies (e.g. employment situations, or where specific federal or other funding requirements must be met) when it is assured that granting such exceptions is not detrimental to the system or in conflict with Wisconsin Statutes or federal laws or regulations.

## INTRODUCTORY MATTERS

### *ORGANIZATION AND ADMINISTRATION*

**3-1 PURPOSE.** This chapter sets forth the delineation of authority and responsibilities in the administration of the City of Merrill personnel system and program. Effective and efficient delivery of City services requires appropriate organization and assignment of responsibilities.

**3-2 CITY ADMINISTRATOR.** The Administrator is responsible for carrying out the directives and policies of the Mayor and Common Council, subject to statutory limits which may apply. The Administrator shall have clear authority to coordinate and administer the day-to-day operations of municipal government. ~~The Administrator serves as the City's Department Head.~~

**3-3 CITY OF MERRILL MAYOR.** The Mayor is the Chief Executive of the City of Merrill. As Chief Executive, the Mayor exercises day to day responsibility for the operation of City Government. The Mayor is responsible to ensure that the ordinances and policies adopted by the Common Council are carried out by the Departments, officials and employees of the City of Merrill. The Mayor also serves as the chair of the Common Council.

**3-4 CITY OF MERRILL COMMON COUNCIL. *The Common Council:***

3-4-1 Acts to approve the Departmental Organization as set forth in the adopted version of the Annual City Budget.

3-4-2 Authorizes the creation of any new classified positions.

3-4-3 Confirms ~~Department Head~~ appointments, promotions and terminations, except as otherwise provided for by Ordinance or State Statute.

3-4-4 Approves the compensation policy for non-represented employees and all labor agreements.

3-4-5 Reviews and approves City personnel policies, including amendment of this handbook. Any changes to this handbook may be done by resolution.

3-4-6 Delegates such duties and responsibilities as necessary.

~~**3-5 ROLE OF MANAGEMENT – Department Heads**~~

~~Certain rights and responsibilities are imposed by State and Federal laws and regulations. Many of these rights and responsibilities have implications for policies and~~

~~procedures governing employment. For this reason, the Employer reserves and all management rights regarding employees' employment status.~~

~~Management rights include, but are not limited to, the right to:~~

~~3-5-1 Enforce the personnel policies, rules and regulations in their respective departments, and establish reasonable work rules, regulations and schedules of work.~~

~~3-5-2 Keep employees informed of current personnel policies.~~

~~3-5-3 Manage and direct the employees, and conduct complaint investigations/resolutions.~~

~~3-5-4 Hire, promote, schedule, transfer and assign employees.~~

~~3-5-5 Immediately notify the Personnel Director of any proposed changes in personnel and participate in selection of replacements.~~

~~3-5-6 Appoint or remove employees from positions.~~

~~3-5-7 Evaluate the performance of employees on a regular basis.~~

~~3-5-8 Lay off and recall employees.~~

~~3-5-9 Immediately notify the Personnel Director of any proposed changes in personnel and participate in selection of replacements.~~

~~3-5-9 Discharge employees or take disciplinary action.~~

~~3-5-10 Schedule overtime as required.~~

~~3-5-11 Develop job descriptions.~~

~~3-5-12 Assign work duties.~~

~~3-5-13 Introduce new or improved methods or facilities or change existing methods or facilities.~~

~~3-5-14 Contract out for goods and services.~~

~~3-5-15 Discontinue operations.~~

~~3-5-16 Direct all operations, assign duties and related work as may be necessary to fulfill the responsibilities and the needs of the City.~~

~~3-6 SUPERVISORY PERSONNEL. To the extent that department heads delegate authority to them, supervisors may:~~

~~3-6-1 Implement the personnel policies, rules and regulations in their unit.~~

~~3-6-2 Assign duties and related work as may be necessary to fulfill the responsibilities and the needs of the City.~~

~~3-6-3 Administer discipline to employees.~~

~~3-6-4 Participate in the selection of new employees.~~

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## OPERATIONS

### *POSITION AND ADMINISTRATION*

**4-1 PURPOSE.** This chapter sets forth the policies governing the creation, abolition, classification, and funding of positions within the City organization and delineation of administrative responsibilities therein.

**4-2 ORGANIZATION CHARTS.** The ~~Personnel Director~~City Administrator maintains Organization Charts listing the authorized positions, and the functional relationship of positions with the City organizational structure. The ~~Personnel Director~~City Administrator presents the Organization Charts to the City's Personnel and Finance Committee for approval on an annual basis and inclusion in the City Budget.

**4-3 POSITION CREATION, DELETION, and MODIFICATION.** The Common Council adds to, deletes, or modifies the Organization Charts List in the Annual City Budget.

The Common Council may add/delete/modify positions at any time, but considers the recommendation of the affected ~~Department Head~~ prior to acting.

**4-4 RESIDENCY.**

(a) Residency requirements apply to all law enforcement personnel, fire personnel and the Water Utility Operations Manager~~Utilities Superintendent Manager~~, hired after July 1, 2013. Such personnel shall reside within 15 miles of the jurisdictional boundaries of the City of Merrill no later than the end of their probationary period.

(b) Any change in residence for any law enforcement personnel, fire personnel and the Water Utility Operations Manager~~Utilities Superintendent~~ shall be in conformity with the above residency requirements. (Res. #2329 9-10-2013)

**4-5 PROBATIONARY PERIODS.**

(a) *Probationary Period Required.*

(1) The employee is required to serve a **six (6) month** probationary period commencing on his/her date of employment or promotion, except that new **Department Heads**, by transfer, promotion or newly hired, and **law enforcement** and fire personnel shall serve a twelve (12) month **probationary period**. The employee shall have employment-at-will status during the probationary period.

These probationary periods may be extended up to an additional six (6) months by ~~the Common Council,~~ it's the Personnel and Finance Committee or the City Administrator by written notice to the employee.

- (b) **Reduction of Probationary Period.** At any time during the probationary period, ~~the Common Council,~~ the Personnel and Finance Committee or City Administrator may reduce the probationary period.
- (c) **Dismissal During Probationary Period.** During the Performance Probationary Period, the employee has the obligation to demonstrate proper attitudes and abilities for the position for which employed. The employee may be dismissed by ~~the Common Council, the Personnel and Finance Committee, or~~ the City Administrator without prior notice, hearing, or cause during the Performance Probationary Period. The Personnel and Finance Committee shall be informed of any such dismissal. ~~Within thirty (30) days after the expiration of the probationary period, the Common Council, its Personnel and Finance Committee or the City Administrator shall make a determination as to retaining the probationary employee.~~ (New Probation Periods Res. #2329 09-10-13)

Note: Completion of the probationary period does not change the employees "at-will" employment status.

**4-6 PHYSICAL EXAMINATIONS.** New full-time and part-time employees are required to undergo a pre-employment physical and drug testing at City expense after the position is offered but before the employee begins work as a condition of employment. ~~If available, the City's Health Officer or his or her designee will administer the physical~~

**4-7 BACKGROUND CHECK.** A background check is conducted by the City of Merrill Police Department prior to employment for all new full-time and part-time employees as a condition of employment. The information resulting from the background check is reported to the ~~Department Head~~ City Administrator prior to hiring, ~~and placed in the personnel file.~~

**4-8 ~~REGULAR~~ FULL-TIME.** Persons employed full-time (~~forty-three or more hours per week~~), as established by the Common Council action and defined in City ordinances. These persons receive full fringe benefits as specified in this manual.

**4-9 ~~REGULAR~~ PART-TIME.** Persons employed less than full-time, in positions established by Common Council action. Those persons receive either pro-rata or no fringe benefits as specified in this manual.

~~Personnel and Finance Committee authorization is required for all employees working thirty (30) or more hours per week on a regular basis.~~

**4-10 LIMITED TERM EMPLOYEES (LTE).** A Limited Term Employee is defined as an employee not occupying positions established by Common Council action.

Limited Term Employees are seasonal and temporary employees that have a clear start and end date.

Limited Term Employees are not eligible for any fringe benefits as specified in this manual unless required by federal or state law.

No such employee may be employed in violation of Section ~~13-4~~ 11-4 (Nepotism) of this manual.

**4-11 FILLING VACANCIES.** ~~The Common Council is empowered to authorize or deny the filling of positions as they become vacant. The City Administrator is empowered to authorize or deny the filling of any budgeted position as they become vacant.~~ The City Administration shall notify the Personnel and Finance Committee of such action. (12-9-14 CC Minutes)

Upon occasion it is necessary that a City Department shall be in need of an employee to perform certain services for the City, not to exceed 1200 hours per year, and assuming there are sufficient funds in the department's budget to pay for the same, no Common Council and Committee authorization shall be required.

The following process will be followed for hiring of persons to fill existing Authorized Positions and newly created positions:

**4-11-1 Existing Authorized Position**

The first step in the process when a vacancy occurs in an existing Authorized Position is for the Department Head to report the vacancy to the ~~Personnel Director~~ City Administrator.

When the ~~Personnel Director~~ City Administrator determines that a vacancy exists, ~~the matter shall be referred to a Committee of the Whole meeting for consideration and that committee shall make a recommendation to the Common Council.~~ City Administrator shall determine the need for filling the vacancy and act accordingly.

**4-11-2 Newly Created Position/Hire**

The ~~Personnel Director~~ City Administrator shall take a request for a new position/hire to a Committee of the Whole meeting for consideration. That Committee shall make a recommendation to the Common Council.

The authorization of the new position automatically includes ~~lifting of the hiring freeze and~~ authorization to recruit to fill the position.

**4-12 POSITION DESCRIPTIONS.** The ~~Personnel Director~~ City Administrator oversees the development and modification of position descriptions for all

positions within the City organization. Department Heads may modify position descriptions or job titles subject to the approval of the ~~Personnel Director~~ **City Administrator**. The ~~Personnel Director~~ **City Administrator** maintains current position descriptions for all positions within the City organization.

**4-13** **ADDITIONAL HIRING INFORMATION.** For additional information and hiring practices and procedures, please see Merrill Municipal Code #2-191 and Policies and Procedures chapters *Hiring* and *Hiring Police and Fire with Questionnaire*.

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**OPERATIONS**

***RECRUITMENT AND SELECTION***

**5-1 PURPOSE.** This chapter sets forth the policy and practices of the City of Merrill governing the recruitment and selection of persons for placement in employment positions.

**5-2 POLICY.** It is the policy of the City of Merrill to recruit and select the most qualified persons for the positions in City services in accordance with the City’s Equal Opportunity Policy. Recruitment and selection activities reflect the affirmative action goals of the City of Merrill. Promotional and internal transfer opportunities for existing personnel are actively encouraged.

**5-3 RECRUITMENT.** The City Administrator coordinates and supervises the recruitment of candidates for all City positions for which no immediate internal promotion or transfer is authorized. The City Administrator is notified of vacancies in City positions prior to any steps taken to fill the position. The recruitment program is designed to meet the current and projected personnel needs of the City, is tailored to each individual position to be filled, and is directed to sources likely to yield applicants. The City Administrator authorizes newspaper and other media advertisements. For a limited number of positions requiring a level of skill and experience not readily found locally, including, but not limited to Department Heads, use of statewide/national publications and professional journals may be authorized.

**5-4 JOB VACANCIES AND INTERNAL NOTIFICATIONS.** When the Employer determines that a vacancy or new position shall be filled, the Employer shall post a notice, in a prominent location throughout the City facilities, of such vacancy or new position, for a minimum of five (5) working days. The notice shall include the date the position is to be filled, title of position, requirements, rate of pay and benefits. The Employer retains the right to determine whether and when to recruit outside applicants.

~~All employees who meet the minimum qualifications for the position, will be given the opportunity to interview for the opening. All employees who interview for a position will be notified of selection results.~~

**5-5 APPLICATION.** All applications for employment are made on forms meeting state and federal requirements. Applicants may be required to provide proof in verification of employment application statements made.

~~5-6 REJECTION OF APPLICATION. The City of Merrill may reject any application for employment. The basis may include but is not limited to the following:~~

~~5-6-1 Improperly completed or falsified the application.~~

- ~~5-6-2~~ — ~~Has been convicted Conviction of a crime which renders him/her unsuitable for the position. (Determination of this basis is contingent upon the nature of the offense, date of occurrence, eligibility for surety bond, and other legally relevant considerations).~~
- ~~5-6-3~~ — ~~Does Not meeting, or will not meet at the time of placement, the required minimum age for the position.~~
- ~~5-6-4~~ — ~~Has An unsatisfactory employment record which indicates unsuitability for the position.~~
- ~~5-6-5~~ — ~~Applied after the published deadline for application submission.~~
- ~~5-6-6~~ — ~~Is a Membership of in an organization which advocates the violent overthrow of the government of the United States.~~
- ~~5-6-7~~ — ~~Is Physically or mentally unable to perform the duties of the position, and such inability cannot be reasonably accommodated by the city.~~
- ~~5-6-8~~ — ~~Does not meet the minimum skill or experience requirements of the position.~~
- ~~5-6-9~~ — ~~Does not pass drug screen evaluation.~~
- ~~5-6-10~~ — ~~Does not pass employment physical as required by the City.~~

**5-6 NOTICE OF REJECTION.** Whenever an applicant has applied for a current vacancy and is ejected, notice of the rejection will be mailed to the applicant.

**5-7 INTERVIEW.** Only the best qualified applicants are selected for interviews and final consideration. The **City Administrator** will develop ~~polieies~~ **procedures** for conducting interviews with applicants for City positions.

**5-8 INTERVIEW EXPENSE.** Applicants who are called in to interview will normally do so at their expense. The City may elect to reimburse an applicant for all or part of reasonable expense incurred in conjunction with interviews including travel, meals, and overnight accommodations. Payment for such expense must be approved in advance by the Personnel and Finance Committee.

**5-9 SELECTION DEVICES.** The **City Administrator** is responsible for determining methods to be used to screen applicants for job vacancies, except to the extent reserved to other bodies of the City by ordinance or State Statute (e.g., the Police & Fire Commission). In developing the selection devices, the ~~Committee~~ **City Administrator** confers with **Department Heads** and others familiar with the knowledge, skills and abilities required and devices to best

measure these factors. Such methods or devices may include, but need not be limited to, one or more of the following:

- 5-9-1 Review of education, training, and experience as shown on the application and resume.
- 5-9-2 Practical written or oral tests, work samples or performance test if job related.
- 5-9-3 Physical tests of strength, stamina, or dexterity, and pre-employment health examination when job related.
- 5-9-4 Background and reference inquiries.
- 5-9-5 Personal interviews.
- 5-9-6 Drug and alcohol screening for new employment.

**5-10 CONFIDENTIALITY.** All persons participating in the development and maintenance of selection materials must exercise every precaution to ensure the highest level of confidentiality and security.

**5-11 NEW EMPLOYEE ORIENTATION.** The orientation of a new employee is the final step in the hiring process. ~~Without a planned orientation program, employees would be compelled to ask their co-workers for the information they need, and might be misinformed.~~ A well-organized orientation program enables new employees to be sure that they are getting all the facts firsthand, increases morale, and contributes to a more positive attitude toward the City.

The City has devised a formal Orientation Program for all new employees. It consists of two (2) phases:

- Phase I -- Payroll and Benefits Specialist ~~Personnel Department~~
- Phase II -- Department Head ~~Immediate Supervisor~~

It is important that each phase of the two (2) phases of the Orientation Program be completed (see attached checklists). If you do not receive the proper forms, contact the **City Administrator** at once to secure them. The orientation of new employees is very important and should be carried out conscientiously. Every effort should be made to make them feel comfortable and welcome. The checklists on the following pages, or a version as modified to match existing policies, is used by the **City Administrator** and the employee's immediate supervisor. Please note that the attached forms are intended to provide a template of the issues to be covered in orientation. Actual orientation checklists may vary depending on specific departmental and/or personnel department practices and procedures.

**PERSONNEL ORIENTATION CHECKLIST**  
(COMPLETED BY: CITY ADMINISTRATOR OR DESIGNEE)

Employee Name \_\_\_\_\_

Department \_\_\_\_\_ Hire Date \_\_\_\_\_

*The following items are to be discussed with the new employee upon his/her successful completion of physical exam and drug test.*

✓ = Done  
Discussed

✓ = Done  
Sign up  
Employee

- |   |                                  |       |
|---|----------------------------------|-------|
| 1. W-4 Withholding Tax Form (Federal).  | _____                            | _____ |
| 2. WT-4 Withholding Tax Form (State).   | _____                            | _____ |
| 3. Form I-9 Employment Eligibility Verification.<br>**Copy of Passport or Drivers License & another form of ID  | _____                            | _____ |
| 4. Direct Deposit of Payroll Check – Voided Check Required<br>** Savings, Checking, Loans as direct deductions – ACH  | _____                            | _____ |
| 5. Emergency Contact Form.  | _____                            | _____ |
| 6. Medical Report.  | _____                            | _____ |
| 7. Life Insurance Application w/booklet.<br>** Advise of Coverage for Spouse/Dependents<br>** Additional Employee Coverage  | _____<br>_____<br>_____          | _____ |
| 8. Retirement Form w/booklet.<br>** Application for Variable Participation<br>** Additional Contributions Booklet<br>** Beneficiary Designation<br>** Benefit Information Request Form. | _____<br>_____<br>_____<br>_____ | _____ |
| 9. Notice of Change of Standard Sequence  | _____                            | _____ |
| 10. Health Insurance Application w/booklet.<br>** Creditable Coverage Notice<br>**Health Benefit Exchange – ACA Notice  | _____<br>_____<br>_____          | _____ |
| 11. Children’s Health Insurance Program Notice(CHIPS)   |                                  |       |

	✓ = Done <u>Discussed</u>	✓ = Done Sign up <u>Employee</u>
12. Health Insurance Incentive Plan.	_____	_____
13. HSA – Health Savings Account (with High-deductible Insurance)	_____	_____
14. Market Place Coverage Options	_____	_____
15. Wisconsin Deferred Compensation Program.	_____	_____
16. VOYA 457(b) Deferred Compensation Program	_____	_____
17. Best Flex – Employee Benefits Cooperative.	_____	_____
18. Dental Insurance	_____	_____
19. Disability Insurance (1200 hrs & over are eligible). Madison National AFLAC Info. And Waiver Advantage Group Inc. (short-term disability, accident, critical illness, etc.) ** Illinois Mutual ** Transamerica	_____ _____ _____ _____ _____	_____ _____ _____ _____
20. Employee Assistance Program.	_____	_____
21. Personnel Policy Booklet – Non-Union Pers. Only.	_____	_____
22. General Computer Usage Guidelines.	_____	_____
23. First Aid Policy.	_____	_____
24. United Way Contribution	_____	_____
25. Post Employment Health Plan – Police Union Officers & Fire Union (only)	_____	_____
26. Department Head/Supervisor Orientation Check List	_____	_____

QUESTIONS

I have been advised and I understand all information covered above. I have also been issued copies of the Personnel Policies and Insurance booklets, and General Safety Rules checklist.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Personnel Representative: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Place Completed form in Employee's Permanent File.*

(08-11-16 changes made)

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**DEPARTMENT ORIENTATION CHECKLIST**  
(COMPLETED BY: DEPARTMENT HEAD OR SUPERVISOR)

Employee Name \_\_\_\_\_

Department: \_\_\_\_\_

Department Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

*This checklist is to insure that all necessary supplies, tools, information, and safety equipment have been given to your new employee.*

*Welcome new employee and put him/her at ease.*

**Discuss:**✓ = Done

- |     |   |     |
|-----|---|-----|
| 1.  | Hours of work   | [ ] |
| 2.  | Lunch/Break provisions - time and place                           | [ ] |
| 3.  | Overtime policy.  | [ ] |
| 4.  | Attendance – Proper Reporting                                     | [ ] |
| 5.  | Pay procedures: when, where, how.                                 | [ ] |
| 6.  | Vacation/Holiday/Sick leave eligibility                           | [ ] |
| 7.  | Bulletin boards & restrooms: where located                        | [ ] |
| 8.  | Parking   | [ ] |
| 9.  | Telephone Call – Emergency or Other                               | [ ] |
| 10. | Department rules and regulations.                                 | [ ] |
| 11. | How to get tools and supplies.                                    | [ ] |
| 12. | City Safety Policy:   |     |
|     | a. Review department safety rules and record.                     | [ ] |
|     | b. Inquire about employee's past safety record.                   | [ ] |
|     | c. Explain procedures to follow in case on-the-job injury occurs. | [ ] |
| 13. | Importance of good housekeeping and elimination of scrap.         | [ ] |

***Provide employee with:***

✓ = Done

- 1. Employee's job classification (title). [ ]
- 2. Initial assignment and necessary training. [ ]
- 3. Explain/show new employee his/her job. [ ]
- 4. Goals of the first few months - what he/she should learn. [ ]
- 5. Introduce employee to department head. [ ]
- 6. Introduce employee to his/her training instructor. [ ]
- 7. Required Uniforms/Safety Shoe requirements. [ ]
- 8. Provide lock with key, where applicable. [ ]
- 9. Required tools. [ ]
- 10. Required safety equipment. [ ]
- 11. Type of on-the-job training/possible promotional opportunities he/she will be given. [ ]
- 12. Introduce employee to Steward(if applicable). [ ]

***Employee questions, if any:***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Head/Supervisor

\_\_\_\_\_  
Date

***Return completed and signed form to the Personnel Department.***

## OPERATIONS

### *COMPENSATION ADMINISTRATION*

**6-1 PURPOSE.** This chapter sets forth the basis of authority and the delineation of responsibilities in the City Administrative Compensation Plan.

**6-2 ADMINISTRATIVE COMPENSATION PLAN.** The Administrative Compensation Plan covers all regular positions not covered by a collective bargaining agreement, professional services agreement, or grant agreement. The principal objectives of the plan are the following:

6-2-1 To provide for a competitive compensation structure and practice in order to enhance the recruitment and retention of a fully competent work force.

6-2-2 To provide for a high level of internal equity in compensation administration in order to foster the purpose of rewarding and encouraging job performance of a superior or exceptional quality.

6-2-3 To be sensitive to the local economy and budget.

6-2-4 To recognize the contributions of part-time employees who provide essential City services on a long-term basis often with the same professional qualifications and performance standards as full-time employees.

**6-3 POLICY.** The City of Merrill’s Personnel and Finance Committee establishes the general policy governing the administration of the plan and through the Budget and Tax Levy Ordinance, or by resolution confirmed by the Common Council, and establishes the amount of pay increase (if any) employees receive.

**6-4 ADMINISTRATION.** The Personnel and Finance Committee establishes specific rules and procedures governing the overall administration of the plan. The Committee determines the specific wage rates individual employees receive, consistent with the rules and procedures established. The City Administrator and Finance Director oversee the day-to-day administration of the plan, implement compensation adjustments approved by the Common Council, and certifies certify the compliance of any such adjustments with the established rules and procedures.

**6-5 COMPENSATION RANGE ASSIGNMENT.** Compensation ranges may be assigned to individual positions, on an annual basis, by the Personnel and Finance Committee with confirmation by the Common Council. The Personnel and Finance Committee may establish a compensation scale to ease the administration of compensation changes.

**6-6 INITIAL COMPENSATION ASSIGNMENT.** Upon hire, an employee is advised, in writing, as to their beginning compensation. The beginning compensation is within the compensation range established for the position and is normally the minimum rate in the range. A Department Head may request that a particular appointment be made above the entrance pay rate. Such requests must be made in writing and approved by the ~~Personnel & Finance Committee, with Common Council confirmation~~ City Administrator.

**6-7 PART-TIME EMPLOYEE COMPENSATION ADJUSTMENTS.** Part-time employees routinely working ten or more hours per week in a position that has been classified in the Non-Union Compensation Schedule, are eligible for pro-rated step adjustments based upon percentage of position (e.g. twenty hours would be 50%) and length of service.

**6-8 ANNUAL COMPENSATION REVIEW AND ADJUSTMENTS.** Following the annual revision of the plan, the Personnel and Finance Committee may authorize compensation adjustments to employees in accordance with the rules established in the plan. ~~In so doing, the Personnel and Finance Committee takes into consideration the recommendation of the Department Head regarding the demonstrated job performance of the employee.~~

**6-9 OTHER ADJUSTMENTS.** The following personnel actions may require a compensation adjustment for an affected employee:

6-9-1 TRANSFER. When an employee is transferred from one department to another having the same ~~job content~~ assigned compensation range, the compensation range in effect for the employee prior to the transfer remains in effect.

6-9-2 PROMOTION. When an employee is promoted to a position having a higher ~~job classification~~ assigned compensation range, the employee is eligible for a compensation adjustment upon promotion. The terms, conditions, and amounts of any such adjustment are approved by the Personnel and Finance Committee. Such adjustment is usually to the closest step in the pay grade of the new position above the employee's compensation before the promotion.

6-9-3 DEMOTION. When an employee is demoted to a position having a lower ~~job content~~ assigned compensation range, the employee ~~assumes~~ moves to the compensation step in the new position assigned compensation range ~~based on~~ commensurate with the number of years of employment with the City, subject to review and adjustment by the supervising committee of the position.

6-9-4 TEMPORARY CLASSIFICATION. When a Supervisory Employee is absent from his/her position for a period exceeding 20 working days for medical or other reasons (excluding vacations), and if a department employee, as designated by the City Administrator, assumes those duties during that absence, that employee shall be paid at a rate equal to one compensation grade higher than their normal compensation. Such additional compensation shall be retroactive to the first day of assumption of additional duties. This adjustment shall cease upon the return to work by the Supervisory Employee. Such temporary classifications will be reviewed by the Personnel and Finance Committee prior to payment.

**6-10 LONGEVITY.** No additional Non-Union employees will be added to the list of employees eligible for longevity. Longevity for Police and Fire Union employees promoted to Non-Union management positions, will be paid at the same amount as the year prior to their promotion. ~~All full-time employees hired prior to January 1, 1998, except elected officials, who are under the Wisconsin Retirement System with five or more years of continuous paid service with the City receives a longevity payment of two dollars and twenty-five cents (\$2.25) per month of paid service retroactive to the first day of employment. The longevity payment is based on the employee's anniversary date plus any additional months from such date to the end of December of the current year. The check for longevity pay is issued on or about the Friday before Thanksgiving. Retiring employees receive such payment for longevity prorated on the basis of percentage of the calendar year served (figured to the end of the month in which they retire) at the time of retirement. Persons who terminate service with the City do not receive any pro-rated longevity payment, except in the case of death. Police Supervisory employees who entered City service on or after January 1, 1994 under the contract between the City and the Merrill Professional Police Association shall not be eligible for longevity pay under this paragraph.~~

Employees whom previously received a longevity payment, who are working less than full-time, such as under an ADA work accommodation or whose position is reduced from full-time due to fiscal constraints, will receive pro-rated longevity pay.

~~Pursuant to Common Council action January 10, 2012, no additional employees will be added to the list of those eligible for longevity and all future longevity payments will be frozen at the 2011 dollar amount for those employees who received longevity payments in 2011.~~

~~Former Fire Captains removed from the Fire Union after October 1, 2012 will receive Longevity compensation frozen at the 2012 amounts. Former Fire Captains removed from the Fire Union prior to October 1, 2012 will receive Longevity compensation frozen at the 2011 amounts.~~ (Res. #2330 09-10-13)

## Finance Director Kathy Unertl draft – 2017-06-20

**6-10 LONGEVITY.** No additional Non-Union employees will be added to the list of employees eligible for longevity. Longevity for Police and Fire Union employees promoted to Non-Union management positions will be paid at the same amount as the year prior to their promotion.

~~All full time employees hired prior to January 1, 1998, except elected officials, who are under the Wisconsin Retirement System with five or more years of continuous paid service with the City receives a longevity payment of two dollars and twenty five cents (\$2.25) per month of paid service retroactive to the first day of employment. The longevity payment is based on the employee's anniversary date plus any additional months from such date to the end of December of the current year. The check for longevity pay is issued on or about the Friday before Thanksgiving. Retiring employees receive such payment for longevity prorated on the basis of percentage of the calendar year served (figured to the end of the month in which they retire) at the time of retirement. Persons who terminate service with the City do not receive any pro-rated longevity payment, except in the case of death. Police Supervisory employees who entered City service on or after January 1, 1994 under the contract between the City and the Merrill Professional Police Association shall not be eligible for longevity pay under this paragraph.~~

Employees whom previously received a longevity payment, who are working less than full-time, such as under an ADA work accommodation or whose position is reduced from full-time due to fiscal constraints, will receive pro-rated longevity pay.

~~Pursuant to Common Council action January 10, 2012, no additional employees will be added to the list of those eligible for longevity and all future longevity payments will be frozen at the 2011 dollar amount for those employees who received longevity payments in 2011.~~

~~Former Fire Captains removed from the Fire Union after October 1, 2012 will receive Longevity compensation frozen at the 2012 amounts. Former Fire Captain removed from the Fire Union prior to October 1, 2012 will receive Longevity compensation frozen at the 2011 amounts.~~

~~(Res #2310 09-10-13)~~

City of Merrill - Non-Union Longevity			
		Frozen	Frozen
	EMPLOYEE	Year	Amount
Frozen in 2011 unless noted			
Com Dev	Wicke, Shari		\$387.00
C-T Staff	Grefe, Brenda		\$450.00
C-T Staff	Seubert, Kathryn		\$866.25
Fire	Drury, Michael	2012	\$720.00
Fire	Hintze, Steven		\$510.75
Fire	Krause, Scott	2012	\$596.25
Fire	Wegner, Tadd	2014	\$645.75
IT	Turner, Ronald		\$589.50
Library	Schwartz, Eleanor		\$1,008.00
Parks	Yates, James		\$315.00
Police	Bacher, Dale		\$636.75
Police	Drabek, Matt	2015	\$231.75
Police	Hartwig, Greg		\$589.50
Police	Seubert, Don	2015	\$555.75
Police	Wunsch, Pat	2015	\$472.50
Street	Conrad, Vincent		\$578.25
Street	Drewek, Roger		\$366.75
Street	Graap, Christopher		\$324.00
Street	Pike, Kortney		\$231.75
Street	Weix, Michael		\$614.25
Transit	Drost, Douglas		\$402.75
Transit	Grenfell, Richard		\$598.50
Utility	Hooch, Gerald		\$621.00
Utility	Landwehr, Steven		\$382.50
Utility	Steinagel, Gabe		\$310.50
		Total	\$13,005.00

## OPERATIONS

### *SCHEDULED HOURS AND OVERTIME*

**7-1 PURPOSE.** This chapter sets forth the policy and practice governing the establishment of work schedules, the scheduling of overtime, and forms of overtime compensation.

**7-2 SCHEDULED HOURS.** The normal scheduled hours for each full-time position is forty hours per week in accordance with City policy. Part-time employees work a normal schedule of hours averaging less than those established for full-time positions within the department.

7-2-1 Normal operating hours for City Hall and other City administrative offices is from 8:00 a.m. until 4:30 p.m. Offices in City Hall are generally open during these hours. Offices may be closed during lunch, with the exception of the Police and Fire Departments; and City Clerk/Director of Finance Offices.

7-2-2 Notwithstanding the foregoing, ~~regular~~ full-time employees may arrange an alternative schedule with the approval of the Department Head and City Administrator provided that the schedule allows for forty hours of work per week and service to the public is not diminished.

7-2-3 *Library*, hours and work schedules for library staff members is established by the Library Board.

7-2-4 *Parks and Recreation Department*, hours will be 7:00 A.M. to 3:30 P.M. Monday through Friday. Arena Specialists position will work on as needed basis with primary hours scheduled for evenings (i.e. after 3:30 P.M.) and weekends.

7-2-5 *Garbage and Recycling Department*, Pickup Crew Only: 6:00 A.M. to 2:30 P.M., Monday through Friday.

7-2-6 *Street Department*, the regular schedule hours shall be from 7:00 A.M. to 3:30 P.M. Monday through Friday.

7-2-7 *Utilities Department*, from 7:00 A.M. to 3:30 P.M. and one (1) employee on call from 3:30 P.M. on Friday to 7:00 A.M. the following Monday.

There will be one person from the *Water and Sewage Department* on call from 3:30 P.M. Friday until 7:00 A.M. the following Monday. There will be assigned scheduled work on Saturday morning starting at 7:00 A.M. for the on-call person. Once the

assigned work for that day has been **completed**, the employee may punch out for the day without further pay. The on-call employee shall be given a cellular telephone for use and if **contacted**, regular overtime and call time provisions would apply. In recognition of the employee's weekend call time service, the City will provide a paid day off on the following Friday.

- 7-2-8 *Wastewater Treatment Plant*, there will be a rotating schedule regarding the **Water** and **Sewer Department** work on weekends. For payroll purposes their work week will be, Friday at 12:00 midnight through Friday at 11:59 P.M. work week, with scheduling set up by the Department Head.

For Parks and Recreation Department and Street Department (except Garbage and Recycling) employees, an alternative four (4) day, ten (10) hour per day schedule may be established by the Parks & Recreation Director and Street ~~Commissioner~~ **Superintendent** for their department upon approval of the **City Administrator**.

**7-3 LUNCH PERIODS.** A non-paid one-half hour lunch period is normally provided midway through an employee's shift. A different time for lunch break is permitted provided that it is approved by the employee's **Department Head**, service to citizens is not harmed, and the employee's schedule is such to accommodate a 40-hour work week. This section does not apply to police and fire personnel who are required to remain on duty and respond to calls during any lunch break.

**7-4 OVERTIME/COMPENSATORY.** Each position is designated as either "Non-Exempt" or "Exempt" from the Federal Fair Labor Standards Act and state wage and hour laws. Employees in "non-exempt" jobs are paid on an hourly basis and are entitled to overtime pay for hours worked in excess of 40 hours per week. Employees in "exempt" positions are generally paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay. Employees should contact their supervisor if they are unsure of their position's designation.

Any paid leave time shall be counted as hours worked for overtime purposes.

All overtime must be approved in advance by management.

All City employees, unless exempt, are paid at time and one-half the regular rate of pay for all time worked in excess of their regular work week. For purposes of this manual, a work week begins at 12:01 a.m. on Monday and runs through 11:59 p.m. the following Sunday, except Wastewater Treatment **Plant** employees.

City employees, upon the approval and in the discretion of their **Department Head**, may receive overtime pay in the form of compensatory time at the rate of time and one-half. Compensatory time may be accumulated up to a maximum of 80 hours and a

maximum of 40 hours annually may be paid out by December 15<sup>th</sup>, if requested by the employee prior to October 15<sup>th</sup>. In addition, a maximum of 24 hours of compensatory time may be carried over into the following calendar year.

**7-5 POLICE SUPERVISORY PERSONNEL.** Police Supervisory Personnel, not covered by the collective bargaining agreement, have the following work hours:

7-5-1 Police Supervisory Personnel. The following rules apply to non-union police supervisory personnel except for the Police Chief, Captain, and Investigative Lieutenant.

(a) Except for changes necessitated by training and departmental manpower needs, the normal work day consists of a twelve hour shift. The normal work schedule shall be 2 days on duty, followed by 2 days off duty followed by 3 days on duty, followed by 2 days off duty, followed by 2 days on duty followed by 3 days off duty on a continuing 2-2, 3-2, 2-3 schedule. In the event that this schedule differs from the schedule under the contract between the City and the Merrill Professional Police Association (the Union Schedule), it shall be adjusted to match the Union Schedule.

(b) The schedule shall provide an additional 12 hours off per month and 48 additional hours per year, when circumstances permit, as determined and administered by the Chief of Police. Non-union supervisory personnel receive an additional 16 hours off per year. After eighteen (18) years of service, all non-union supervisory personnel receive an additional 8 hours each year in addition to the above described days off.

7-5-2 Fire Department Supervisory Personnel. Fire Department supervisory personnel (**Battalion Chief**) not covered by the collective bargaining agreement work a ~~40-hour~~ **56 hour** week, **except the Operations Battalion Chief who works a 45 hour week.**

(a) All Fire Department employees not covered by union contract are entitled to one (1) **Kelly Day** per year. Employees must have at least one (1) full year of service to be eligible for a Kelly Day. In addition, an employees with eighteen (18) years of service receives one (1) additional Kelly Day. ~~-each-~~

- 7-6 **DEPARTMENT HEADS.** Department Heads and other exempt employees, as executive or professional staff, work such hours and times as necessary to complete their duties.

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## OPERATIONS

### *EMPLOYMENT CONVERSION TO PART-TIME STATUS CONTINUANCE, LAYOFF, RECALL FROM LAYOFF*

**8-1 PURPOSE.** The purpose of this chapter is setting forth the policies and practices regarding employment conversion to part-time, continuance, layoff, and the recall of laid off employees.

**8-2 CONVERSION TO PART-TIME STATUS.** Employees in **regular**-full-time positions, who convert to part-time status, retain sick leave and vacation benefits previously earned, per the fringe benefit policy for **part-time** employees.

**8-3 LAYOFF.** The Employer retains the right to lay off employees, in whole or in part, and to retain those employees who are most qualified to perform the available work, regardless of their previous length of employment.

In the event of lack of work or lack of funds, employees may be laid off based upon the nature of the duties to be consolidated or eliminated, funding levels and the past performance of the individual employees involved. Under certain circumstances, as determined by each Department Head, **work week** reductions may be imposed in lieu of layoff. Part-time, and other Limited-Term Employees in the same classification are laid off before any regular, full-time employee.

The rehiring of employees that have been laid off shall be determined by the Employer based on the need for the most qualified person to perform the available work.

**8-3-1** Employees laid off are eligible for continuation of their participation in the Group Health Insurance Programs in accordance with **state and federal laws**, provided that they submit a written request, and pay the full premium to the Treasurer starting the first month following the month in which the layoff occurs. Employee premium payments must be made on a monthly basis. Failure to pay premium within **thirty (30)** calendar days will result in group health insurance program cancellation.

**8-3-2** Laid off employees may not accrue sick leave or vacation credits during any time of layoff, but retain all past sick leave accumulations for possible use following recall from layoff, and retain seniority for vacation calculation purposes following recall.

**8-3-3** Laid off employees may continue their participation in other insurance programs at their expense for up to **eighteen (18)** months following the first day of the month following the date of layoff, in accordance with the terms established under the various insurance programs.

- 8-3-4 Laid off employees may continue on the payroll beyond the date of layoff until all earned and accrued vacation and floating holidays benefits are exhausted.
- 8-3-5 Laid off employees may be given preferential treatment in recall and/or placement in other appropriate vacancies based upon their demonstrated abilities and past performance.
- 8-3-6 Laid off employees who have not been recalled to their former positions or placed in another appropriate position within six (6) months from their date of layoff, are considered terminated from City employment.
- 8-3-7 It is the responsibility of laid off employees to notify the City Administrator ~~Personnel Director~~ as to their current address and telephone number so that recall may be effectively handled. Any employee failing to do so may be considered to have forfeited his/her recall or other placement rights.
- 8-3-8 Persons assigned to reduced work weeks in lieu of layoff have their salaries and benefits eligibility administered on a prorated basis effective from the date of work week reduction.

**8-4 RECALL FROM LAYOFF.** Any employee recalled from layoff shall report for work as soon as possible following the date of recall notice but no later than seven (7) calendar days therefrom. An employee who fails to report for work within the recall period shall be considered to have voluntarily terminated his/her employment. Exceptions to the work return requirement may be made at the discretion of the City Administrator for medical or other compelling circumstances. In the event that other appropriate employment is offered by the City to a laid off employee, the employee is obligated to accept such employment in order to retain his/her employment status with the City. Refusal of such employment shall be considered to constitute a voluntary termination of employment.

## OPERATIONS

### *EMPLOYMENT TERMINATION*

**9-1 PURPOSE.** The purpose of this chapter is that of setting forth policies governing employment termination of all types.

**9-2 NOTIFICATION.** Employees planning to voluntarily terminate their employment with the City of Merrill are requested to notify their **Department Head** as far in advance as possible, but not less than **two (2)** weeks prior to their last day on the job. Department Heads, and others holding top administrative positions, are requested to provide an advance notice of **three (3)** months.

9-2-1 Once a resignation has been submitted, it cannot be withdrawn except upon mutual agreement by the employee and the Department Head.

9-2-2 Persons dismissed or involuntarily terminated from employment do not normally receive advance notice of termination.

9-2-3 **Terminated** employees must turn in all keys and other City properties in their possession immediately to their supervisor or other designated personnel as directed.

**9-3 RETIREMENT.** For the purpose of establishing eligibility for annuity payment under the Wisconsin Retirement System and/or Social Security, persons retiring are eligible for a payment of all earned and accrued benefits, such as vacation and sick leave, which shall be pro-rated to the date of retirement. **No employee may carry over more than 40 hours per year. Sick leave payouts shall be calculated as per Section 12-3-7 of the Personnel Policies, Nonunion Employee Manual.**

**9-4 RESIGNATION.** After a minimum of **one (1) year of continuous employment**, employees voluntarily terminating their employment for purposes other than retirement and who provide proper notice in accordance **with the** notice provisions of this article are eligible for a payout of all vacation time accumulated up to the employee's last day on the job. No other benefits are paid out.

**9-5 DISMISSAL.** Persons involuntarily terminated (dismissed) from City employment for misconduct are ineligible for any form of termination pay other than payment for regular time worked.

**9-6 HEALTH INSURANCE CONTINUATION.** Persons terminating their employment for any reason are eligible to continue their participation in the City's group health insurance program in accordance with **state and federal laws**.

## OPERATIONS

### *RECORDS MANAGEMENT*

**10-1 PURPOSE.** Written personnel records are essential to the establishment of formal data regarding the employment history of all personnel. In addition, for the purpose of meeting a variety of legal requirements, the establishment and maintenance of records relative to all personnel department activities is essential. This chapter sets forth the basic personnel record keeping requirements and identifies procedures governing accessibility to such records.

**10-2 INDIVIDUAL PERSONNEL FILES.** An individual personnel file is maintained for each person employed by the City of Merrill **in compliance with Wisconsin state law.**

**10-2-1** The active files consist of the individual files of all persons currently on the City payroll. The inactive files consist of the individual files of all persons formerly employed by the City.

**10-2-2** Individual records relative to employee discipline, complaints, physical fitness, occupational injury, and job performance should be maintained for each employee. Any such records, including individual files, should be considered confidential to the extent permitted by the Wisconsin Open Records Law and should be provided **only** to the employee or his/her authorized representative, the **City Administrator**, the individual's **Department Head** and immediate supervisors and authorized **federal** and **state** representatives who have reason to review such official records for official reasons.

~~**10-3 ACCESS TO INDIVIDUAL FILES.** Reasonable access to individual personnel files will be authorized in accordance with State Laws. Any/all personal medical information will be secured in an area separate from the personnel record, with strictly controlled and limited access, in order to protect confidentiality. No documents may be removed from individual personnel files without the express written permission of the City Administrator. Copies of documents contained within an individual's personnel file should be provided to the individual or his/her authorized representative upon written request.~~

~~**10-3-1** The requesting party is assessed a reasonable fee for the cost of reproducing any such document. Such access may be granted under certain conditions in accordance with procedures established by the City Attorney.~~

~~**10-3-2** Employees, and other authorized viewers of records, shall have the authority to review and copy, but not remove or alter, personnel records. If an employee disagrees with any information in his/her~~

~~personnel file, the employee may submit a written statement explaining his/her position which shall be included in the file.~~

~~10-3-2 The Office of the Director of Finance is accountable for the generation and maintenance of all City payroll records and related reports. In addition, all required employer records such as those relating to group safety and equal opportunity are maintained by the Director of Finance.~~

**10-4 PUBLIC INSPECTION.** Public inspection of personnel records is permitted in accordance with state law. The requesting party is assessed a reasonable fee for the cost of reproducing the requested documents.

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## CONFLICT OF INTEREST

### *CONFLICT OF INTEREST*

**11-1 PURPOSE.** Democratic government requires that employees be independent, impartial and responsible to the people they serve. It is important that the public have confidence in the integrity of its government. The policies outlined in this chapter are intended to be in addition to, supplement and elaborate on, the requirements of the City’s Ethics Code.

**11-2 CONFLICT OF INTEREST.** No City employee may use his/her office or position for personal financial gain or the financial gain of his/her family. No employee may engage in his/her own business activity, accept private employment or render services for private interests which such employment, business activity or service is incompatible with the proper discharge of his/her official duties or would impair his/her independence of judgment or action in the performance of his/her official duties. No employee may use or disclose “privileged information” gained in the course of or by reason of his/her official position or activities.

**11-3 POLITICAL ACTIVITY.** No employee is precluded from engaging in political activity provided that such activity does not interfere with normal work performance and is not conducted during normal working hours and does not involve the use of City equipment or property.

11-3-1 Any City employee declaring their intention to seek a political office is expected to take an administrative leave of absence and/or use accumulated vacation if the time and effort required to conduct an election campaign is likely to affect the performance of their duties as a City employee. In any case, City employees seeking either partisan or **non-partisan** political office may not engage in any kind of political activity while on City property or engaged in work as a City employee.

11-3-2 A City employee elected to a full-time partisan or non-partisan political office, except Mayor, Alderperson, and Clerk, **and Street Commissioner**, is expected to either terminate their employment with the City or request an administrative leave of absence, not to exceed **two (2)** years. If serving in the office is expected to benefit the employee’s performance upon their return from leave, **Department Heads** may recommend a leave of absence for Council approval. Furthermore, it is inconsistent to hold the office of Mayor or Alderperson and any other City employment position. Upon election to the office of Mayor or Alderperson, any person presently holding a position as a City employee must resign that position.

11-3-3 A City employee elected to a part-time political office may continue their employment with the City, but are expected not to conduct business related to their elective position while on City property or engaged in work as a City employee.

11-4 **NEPOTISM.** Members of immediate families may not be employed in a direct superior-subordinate relationship. When applicants who are relatives of the selecting official, are reached for appointment in the conventional manner, the selection should be deferred to the next higher administrative level. This policy is not for the purpose of depriving any citizen of an equal opportunity to City employment. It is solely to eliminate the possibility of preferential treatment in favor of relatives or to subject the employing authority to possible criticism. Nothing in this policy affects persons so employed prior to the effective date of this policy. City of Merrill Municipal Code Section 2-191

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**PAID LEAVES**

*VACATIONS AND PAID LEAVES*

**12-1 ELIGIBILITY.** Regular full-time employees are eligible for full leave benefits. Regular part-time employees, working twenty (20) or more hours per week (excluding summer recreation employees) are eligible for pro-rated leave benefits.

**12-2 VACATION.** The City accrues vacation on a monthly basis based upon anniversary date of hire. New employees are not allowed to take vacation time during their first six (6) months of employment.

The City believes that adequate time must be provided to employees annually for rest and relaxation. For this reason, all employees are encouraged to take their full allotment of vacation days each year.

Additional vacation time is not generally granted if the employee is sick during the vacation period. If, however, the employee becomes seriously ill and requires hospitalization, the Personnel and Finance Committee, upon recommendation of the Department Head or the City Administrator/Personnel Director may consider this as sick time and not vacation time.

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

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

<del>1<sup>st</sup> year of continuous service</del>	<del>40 hours</del>
<del>2<sup>nd</sup> to 8<sup>th</sup> years of continuous service</del>	<del>80 hours</del>
<del>9<sup>th</sup> to 13<sup>th</sup> years of continuous service</del>	<del>120 hours</del>
<del>14<sup>th</sup> to 17<sup>th</sup> years of continuous service</del>	<del>160 hours</del>
<del>18<sup>th</sup> and after years of continuous service</del>	<del>208 hours</del>
After 1 year of continuous service	40 hours
After 2 years of continuous service	80 hours
After 7 years of continuous service	120 hours
After 12 years of continuous service	160 hours
After 18 years of continuous service	208 hours

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

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

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

After 1 year of continuous service	40 hours
After 2 years of continuous service	80 hours
After 7 years of continuous service	120 hours
After 12 years of continuous service	160 hours
After 18 years of continuous service	208 hours

12-2-3

Non-union police personnel (except Support Positions).

The Chief of Police reserves the right to determine the number of personnel on vacation at any one time in order to ensure maximum protection and safety of the City. A work week for Police Department Supervisors working the same shift as union police personnel shall be defined consistent with the definition of the work week in the police union contract and this policy shall be applied consistent with the police union contract. Police Department Supervisors, on a Monday-Friday, 40 hours schedule, have a five (5) day work week, said work week being defined as 40 hours. The vacation policy for the Police Department Supervisors is as follows:

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

After 1 year of continuous service	40 hours
After 2 years of continuous service	80 hours
After 7 years of continuous service	120 hours
After 12 years of continuous service	160 hours
After 18 years of continuous service	208 hours

12-2-4

Non-union fire personnel.

The Fire Chief reserves the right to determine the number of personnel on vacation at any one time in order to ensure maximum protection and safety of the City.

Chief and **Battalion Chiefs Captains** - Administration:

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

**Battalion Chief Captains** - Operations:

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

(Res #2332 09-10-2013) Res. # 2373 06-10-2014)

- 12-2-5 **When** a holiday falls during an employee's vacation, he/she receives an additional day of vacation. This subsection does not apply to non-union police and fire personnel eligible for holiday pay.
- 12-2-6 In the event an employee is on authorized sick leave and has insufficient sick leave credits to cover the period of his/her absence, earned vacation time may be used for this purpose if the employee so elects.
- 12-2-7 An employee who moves from one position to another in the City service, is credited with his/her accumulated vacation leave in his/her new position.
- 12-2-8 Vacation credits are not earned by an employee during their leave of absence without pay, a suspension without pay, or when an employee is otherwise in a non-compensable status, should such period without pay exceed **ten (10)** working days in any calendar year.
- 12-2-9 Use of vacation time must be approved in advance by the **Department Head** in accordance with Department policy.
- ~~12-2-10 Regular employees may bank up to 40 hours of unused vacation from one calendar year to the next. Employees wishing to bank vacation under this policy must first receive written approval from the Department Head. Department heads wishing to bank vacation~~

~~under this policy must first receive approval from the City Administrator/City Administrator. Copies of the written approval of banked vacation is given to the City Administrator/City Administrator and Payroll Clerk.~~

**12-3 SICK LEAVE.** Sick leave for all regular employees is accumulated at a rate of one work day for each month of continuous service. Upon termination of an employee, any accumulated sick leave, except for retirement or employee death as provided below, is forfeited and not paid.

12-3-1 Sick leave is intended for the use of employees in the event of personal illness, bodily injury, exposure to a contagious disease, or in the event of an unexpected serious illness or accident involving a member of the employee's immediate family.

Unpaid leave must be granted for any of the following reasons: to care for the employee's child after birth, or placement for adoption or foster care; to care for the employee's spouse, son or daughter or parent who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee's job.

Sick leave can be used for doctor or dental appointments which cannot be scheduled during an employee's regular time off.

12-3-2 Newly hired employees are not eligible to use any sick leave until they have completed **six (6) months** of service.

12-3-3 A **Department Head** may require the employee to submit a medical statement, stating the specific illness, period of treatment, and date that the employee may return to work from sick leave when it occurs before or after a holiday or other scheduled days off, for sick leave in excess of **three (3) days** or when an employee has a record of repetitious usage of short amounts of sick leave over an extended period of time. The **Department Head** may require an employee to take a medical examination upon returning from sick leave or on such occasions that it is in the best interest of the City. The medical examination is ~~given by the City's Health Officer and~~ paid for by the City.

12-3-4 Employees who are going to be absent from duty for reasons which entitle them to sick leave must notify their **Department Head** or supervisor one hour before the start of scheduled work hours when possible.

- 12-3-5 The **Department Head** may investigate the alleged illness of an employee absent from work on sick leave. False or fraudulent use of sick leave may result in disciplinary action against the employee, up to and including dismissal.
- 12-3-6 Sick leave may be used in no less than **one-half** hour units.
- 12-3-7 A regular employee who moves from one department to another by transfer, promotion, or demotion may have his/her total sick leave credits transferred to the new department. Upon **retirement**, employees eligible for a pension under the Wisconsin Retirement System and the employee's spouse may remain a member of the City's Group Health Insurance until the employee or the employee's spouse is eligible for Medicare, whichever occurs later. Said employee is responsible for the entire premium as deducted from the total amount due the employee from the funds available from the converted sick leave accumulation. In the event that the retired employee exhausts the converted sick leave benefit, the retired employee shall pay any premiums which come due within **thirty (30)** calendar days. Failure to pay **the premium** within **thirty (30)** calendar days will result in group health insurance program cancellation.

For purposes of this section, "retire" is defined as drawing a monthly pension or a lump sum payment check from the Wisconsin Retirement System. (Said payments do not include any separation benefits).

- 12-3-8 Sick leave accumulation upon retirement is set at a maximum of the employee's total accumulated sick leave hours or 1,300 hours, whichever is less. Accumulated sick leave may be converted to a sick leave cash equivalent based on the employee's hourly rate at the time of retirement times the sick leave accumulation. The sick leave cash equivalent may only be used to purchase health insurance coverage under the City's health insurance plan, or as a cash payout.
- 12-3-9 Sick leave accumulation upon employee death before retirement is set at a maximum of the employee's total accumulated sick leave hours or 1,300 hours, whichever is less. Accumulated sick leave may be converted to a sick leave cash equivalent based on the employee's hourly rate at the time of death times the sick leave accumulation. The sick leave cash equivalent may only be paid as a cash payout to the estate of the deceased employee. The effective date of this provision is April 1, 2013. (Resol 2289 dated 2-12-13)

**12-3-10** An FMLA leave request form must be completed upon the fourth consecutive sick leave day taken.

Employees who retire for medical/disability reasons or when the WRS allows for early window period retirements shall not be subject to this restriction. Employees eligible for a cash payout must make an irrevocable election prior to retiring to accept either extended health insurance coverage or the cash payout. The sick leave cash equivalent is taxed in accordance with state and federal law, as applicable. In the event that the retired employee leaves the City's health plan before exhausting the sick leave cash equivalent, or chooses not to remain a part of the City's health care plan after retirement, any amount in the retired employee's sick leave cash equivalent is forfeited to the City, provided that the employee was not eligible for a cash payout as provided above. Failure by the retired employee to notify the Personnel Department in writing of the employee's desire to remain a part of the City's health insurance plan before the retired employee's coverage lapses shall result in the forfeiture of the retired employee's sick leave cash equivalent.

**12-4 FUNERAL LEAVE.** Funeral leave is granted to all regular full-time and, to regular part-time employees in accordance with the following provisions.

**12-4-1** *Immediate Family.* In the event of a death in an employee's immediate family, an employee may be excused from work for up to three (3) working days without loss of pay to attend the funeral and to attend to matters of the estate.

- (a) Immediate family is defined as spouse, child/step-child, spouses of children/step-children, parent, brother, sister, mother-in-law, father-in-law, or any person who has resided with the employee immediately preceding the person's death.

**12-4-2** *Extended Family.* In the event of the death in the extended family of an employee, the employee may request funeral leave from the Department Head, or if the employee is a Department Head, the Mayor, and upon such request be granted funeral leave of up to one working day for attending the funeral.

- (a) Extended family includes the aunt, uncle, niece, nephew, brother-in-law, sister-in-law, grandchildren, and grandparents.

**12-4-3** *Attendance other than Family.* Employees wishing to attend the funeral of a friend must use earned vacation.

**12-5 PAID HOLIDAYS; PERSONAL DAYS.** Employees in regular positions and working a Monday through Friday schedule except sworn **police** and **fire** non-union personnel, receive paid time off for recognized holidays which occur after their first full day on the job. No employee is eligible for holiday pay for a holiday which occurs after his/her last day on the job. Sworn **police** and **fire** non-union personnel are governed by the terms of Section 15-5 below.

12-5-1 The following holidays are granted to full-time employees in regular positions, at eight hours wages, and to regular part-time employees, on a pro rata basis:

- New Year’s Day
- Friday **b**efore Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day **a**fter Thanksgiving
- Christmas Eve
- Christmas Day

In addition, Easter Sunday shall be considered a holiday for purposes of overtime compensation (i.e. non-union sworn **police** and **fire** employees whom work shall be paid double-time for hours worked).

12-5-2 After **six (6) months** of service, in addition to the above holidays, each regular **full-time** employee receives two (2) additional personal days off during the year. Regular part-time employees receive personal days off on a pro rata basis.

12-5-3 Each employee qualifies for holiday pay, if that employee has reported for work on the last scheduled workday before, and the first scheduled workday after the holiday. This provision is waived if the employee is on authorized vacation or sick leave.

12-5-4 If a **paid holiday** falls on a Saturday, it is observed on the Friday before. If a holiday falls on a Sunday, it is observed on the Monday following the holiday.

For Wastewater Treatment Plant Operators: If the City **holiday** falls on a scheduled off-day, the employee shall have the last regularly scheduled **workday** prior to the City **holiday** as paid day off.

12-5-5 Double time – **Non-Union** Employees. Non-Union employees, except for police and fire management whom receive **holiday pay** under Section 12-6, required to work on a holiday as listed in this section are paid double time.

**12-6 HOLIDAY COMPENSATION – NON-UNION POLICE AND FIRE PERSONNEL.** Holiday pay compensation for police and fire employees not covered by a collective bargaining agreement is as follows:

12-6-1 Police personnel. All sworn police personnel receive holiday pay on the same basis as provided for under the union contract with the Merrill Professional Police Association.

12-6-2 Firefighters. All sworn fire department personnel receive holiday pay on the same basis as provided for under the union contract with the Merrill Firefighters, International **Association** of Professional Firefighters Local 847.

**12-7 DISABILITY LEAVE.** Disability is defined as a temporary physical or mental disability impacting the employee’s ability to fully perform their duties. An employee who becomes disabled must notify his/her supervisor at the earliest date possible. Such notification must be completed by the employee’s physician and must include any temporary physical limitations placed upon the employee relative to the performance of his/her job. Follow-up reports may be required from time to time by the City.

**12-8 FAMILY AND MEDICAL LEAVE ACT.** Sick leave and disability leave as provided for under this manual is administered by the City in compliance with the Federal and State Family and Medical Leave Acts. (See UNPAID LEAVE section for additional information and forms.)

**12-9 JURY DUTY.** Employees covered by this chapter who serve on a jury or are subpoenaed to appear as a witness before a court or administrative tribunal are paid the difference between the jury or witness duty fees and their regular earnings up to a maximum of ten (10) work days per calendar year, if scheduled to work, provided that the employee remits all compensation received for such duty (exclusive of travel pay or actual expenses) within three (3) days of receipt thereof. Employees when released from jury or witness duties must immediately return to their job and complete the scheduled work day. Employees are not entitled to overtime or shift differential under this provision.

**12-10 MILITARY SERVICE PROVISIONS.**

12-10-1 While on active military duty or training of **six (6) months** or less, the Employer shall make up the difference between the military compensation received and the **employee’s** current salary.

- 12-10-2 In addition to the above, employees requesting an unpaid leave of absence for military service are covered consistent with **federal law**.

**12-11 DONATION OF TIME.** Employees will be allowed to donate vacation time to another employee who may have exhausted their sick leave and is in need of additional sick leave as follows:

- 12-11-1 All requests to donate vacation time or receive time to be credited to sick leave must be submitted on the attached form and be preapproved by the **City Administrator/Personnel Director** or his/her designee.
- 12-11-2 Donation of time can only be accepted if the receiving employee has 40 or less hours of sick time remaining and employee will be in need of additional sick leave hours in the foreseeable future.
- 12-11-3 An **employee** cannot receive an amount of donated time greater than the number of hours worked during a normal payroll pay period.
- 12-11-4 All donated time must be calculated in complete hours (no fractions of an hour).
- 12-11-5 An employee's sick leave balance must be depleted before donated leave time can be utilized.

## **12-12 VACATION DONATION POLICY**

The donation of vacation time by employees to other employees who are off work for periods of time due to serious illness or injury of a family member (as defined in the Federal Family and Medical Leave Act (FMLA)) is authorized under the following conditions:

- 12-12-1 The employee receiving the donated vacation time would have exhausted all of their accrued vacation benefits, personal days, compensatory time and sick leave time.
- 12-12-2 The employee donating vacation time would sign a Waiver relinquishing all rights and claims to donated vacation. This form can be obtained at the Clerk-Treasurer office. Participation is done on a strictly voluntary basis.

12-12-3 During the use of donated vacation time, other benefits would continue to accrue to the employee (i.e. sick leave, vacation, health and dental insurance benefits, etc.).

12-12-4 This policy shall be administered by the City Administrator/~~Personnel Director~~.



**VACATION DONATION WAIVER FORM**

I, (*donating employee*) \_\_\_\_\_ hereby donate  
\_\_\_\_\_ hours of vacation time to (*receiving employee*)

\_\_\_\_\_ in the Department of \_\_\_\_\_

I relinquish all rights and claims to this donated time.

I authorize these hours to be deducted from my eligible vacation balance and used to increase the sick leave balance of:

\_\_\_\_\_ (*employee receiving donation*).

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return this completed form to the ~~City Administrator/Personnel Director~~.

## UNPAID LEAVES

### *UNPAID LEAVE OF ABSENCE*

**13-1 PURPOSE AND POLICY.** The City of Merrill *considers and may permit* unpaid leaves of absence of defined duration when required by law; otherwise it is considered a privilege granted by the City, not a right of the employee.

**13-2 GENERAL PROVISIONS.** The following relates to requests for, and the granting of, all unpaid leaves of absence. Except as required by law, no unpaid leave of absence in excess of one year is granted.

13-2-1 Any request for an unpaid leave of absence is submitted in writing by the requesting employee to his/her *Department Head* as far in advance of the anticipated leave dates as possible. Except in unavoidable situations, no unpaid leave of absence is granted retroactively.

13-2-2 Except for military leave or disability insurance coverage, no unpaid leave of absence is granted unless the employee has first used all available vacation, floating holidays.

13-2-3 An employee granted an unpaid leave of absence may not be employed elsewhere during the leave period. (This provision does not apply to military service).

13-2-4 A return to work on an earlier date than scheduled may be arranged between the employee and the *Department Head*.

13-2-5 Employees seeking a disability annuity under the Wisconsin Retirement System are automatically placed on an unpaid leave of absence upon the exhaustion of all paid time off benefits and until a final determination is issued by Wisconsin Retirement System.

**13-3 FAMILY AND MEDICAL LEAVE.** The terms and requirements of the State and Federal Family and Medical Leave Acts apply to requests for unpaid leave for situations covered by those acts.

The City of Merrill complies with all applicable state and federal laws relating to family and medical leave, and will not discriminate against or interfere with the rights of an employee to take such leave. Employees should work with the Department Head and/or City Administrator/*Personnel Director* to coordinate FMLA leave.

13-3-1 *Eligibility.* Any employee who has been employed by the City of Merrill for at least 12 months and who has worked at least 1,250 hours within the previous 12-month period is eligible for federal

FMLA. Any employee who has been on the payroll for 52 consecutive weeks, and has worked at least 1,000 hours in the preceding 52-week period is eligible for Wisconsin FMLA.

Employees eligible for federal FMLA may take up to 12 weeks of leave in a 12-month period for the employee's own serious health condition; the serious health condition of an employee's spouse, dependent child, or parent; the birth, adoption or foster placement of a child with the employee; or for a qualifying exigency related to a spouse, child, or parent's active duty or call to active duty in the Armed Forces. If both parents work for City of Merrill, leave for the birth or adoption or to care for a sick parent will be limited to 12 weeks total between the 2 employees. Up to 26 weeks of leave (inclusive of the 12 weeks noted above) in a 12-month period are available to care for a spouse, child, parent, or next of kin in connection with a serious injury or illness incurred while on active duty.

Employees eligible for Wisconsin leave may take up to 2 weeks of leave for the employee's own serious health condition; 2 weeks for the serious health condition of an employee's spouse, dependent child, parent or parent-in-law; and 3 weeks for the birth or adoption of the employee's child.

A "serious health condition" is any condition requiring inpatient care in a hospital or residential care facility; a condition lasting more than three calendar days with either: two or more treatments either by or under the supervision of a health care provider, or one treatment by a health care provider with a continuing regiment of treatment (e.g. prescription meds); condition involving pregnancy or prenatal care; a chronic, permanent, or long-term condition under the supervision of a health care provider; or a condition that would likely result in incapacity for more than three days if left untreated. In order to take military-related leave to care for an injured family member, the serviceperson must be undergoing medical treatment, recuperation, or therapy, otherwise in outpatient status, or on the temporary disability retired list, for a serious injury or illness as defined by the Department of Defense.

The employee may be eligible to take intermittent or reduced-schedule leave in the event of his/her serious health condition or that of the employee's family member; contact the Department Head and/or City Administrator/~~Personnel Director~~ for more information. Employees taking intermittent or reduced-schedule leave must consult with their supervisor to schedule the leave so as not to unduly disrupt City of Merrill's business operations. City of

Merrill may transfer an employee on intermittent or reduced-schedule leave to a different position (keeping the same rate of pay and benefits) that would better accommodate the employee's leave.

13-3-2

***Notice of Certification.*** City of Merrill administers its 12-month period for purposes of both laws on a calendar year basis. Leave that qualifies under both the federal and state FMLA is to be used simultaneously. An employee needing to take FMLA leave must notify the Department Head and/or City Administrator/~~Personnel Director~~, who will determine the employee's eligibility and provide the employee with the necessary paperwork. If the need for FMLA leave is foreseeable, it must be requested by the employee in advance at least 30 days prior to a federal FMLA leave unless it is not practicable to do so. If the need for leave is unforeseeable, the employee must notify the Department Head and/or City Administrator/~~Personnel Director~~ as soon as practicable. Specifics should be worked out with the employee's immediate supervisor in advance of the leave, wherever possible.

Any employee requesting leave for the serious health condition of the employee or the employee's family will be required to have the serious health condition certified by the affected individual's health care provider. The form will be provided by the Department Head and/or City Administrator/~~Personnel Director~~, and must be returned within 15 days of the request, or the employee's leave may be delayed. Second or third opinions may be required in certain circumstances, and the employee may be asked to have his or her health care provider recertify the original condition from time to time during the leave. Any employee taking leave because of the employee's serious health condition will also be required to provide a "Fitness for Duty" certification filled out by the employee's health care provider prior to returning to work.

Any employee requesting leave to care for an injured or ill serviceperson will be required to present certification from the Armed Forces of the individual's serious illness or injury.

13-3-3

***Paid Leave and Benefits.*** FMLA leave is unpaid leave. Any employee using Wisconsin FMLA leave may choose to substitute any of the employee's accrued paid leave for unpaid FMLA leave. Once the period of Wisconsin leave has expired, any employee using federal FMLA leave will be required to substitute any remaining accrued paid leave for unpaid FMLA leave. During FMLA leave, an employee's group health benefits will be maintained, provided that the employee continues to pay required employee premium contributions during the leave. If a required

employee contribution is more than 30 days late, the employee's health care coverage will terminate. Additional information regarding premium payments will be provided by the Department Head and/or City Administrator/~~Personnel Director~~ upon an employee's request for leave.

- 13-3-4 ***Reinstatement.*** An employee returning from FMLA leave will be reinstated to the employee's prior position, or if that position is no longer available, an equivalent position with the same pay, benefits, and other terms and conditions of employment. Employees' benefits will be reinstated after FMLA leave as though a leave had not been taken. If an employee wishes to return to work before the leave was to end, the employee must notify the Department Head and/or City Administrator/~~Personnel Director~~ at least two days prior to the desired return date.
- 13-3-5 ***Failure to Return After FMLA Leave.*** If an employee, without approval from the Department Head and/or City Administrator/~~Personnel Director~~, does not return from FMLA leave on the day indicated on the original application (or any approved change of that date), or within three days of release by the employee's health care provider if such release is required **and the employee does not submit a request to extend the leave**, the employee may be considered to have voluntarily resigned from employment with City of Merrill as of the day on which the employee's FMLA was to end. In the event this occurs, City of Merrill reserves the right to collect from the employee any employer-paid benefits payments made while employee was on leave, unless the employee's failure to return to work is due to circumstances outside of the employee's control (e.g., the continued serious health condition prevents returning to work).
- 13-3-6 ***Failure to Meet Policy Requirements.*** If an employee fails to meet the requirements laid out in this policy, the request for family or medical leave may be denied or delayed until the requirements are met.

CITY OF MERRILL

EMPLOYEE REQUEST FOR FAMILY/MEDICAL LEAVE

Employee Name (Print): \_\_\_\_\_

Department/Position: \_\_\_\_\_

Date Leave Request Submitted: \_\_\_\_\_

I am requesting family/medical leave pursuant to the federal Family and Medical Leave Act of 1993 and state law. The purpose of the leave is:

- The birth of a child, adoption, or the placement of a child for adoption or foster care;

Expected date of event: \_\_\_\_\_

- Employee medical leave as a result of a serious health condition which has rendered me unable to perform my job functions;

State condition: \_\_\_\_\_

- A serious health condition affecting my  spouse;  child;  parent;  parent-in-law (maximum of 2 weeks in calendar year); for which I am needed to provide care.

State medical condition and care required: \_\_\_\_\_

\_\_\_\_\_

- To provide care for a recovering military service member who is my:  spouse;  child;  parent;  nearest blood relative; and who suffered an injury or illness while on active duty that rendered the member unable to perform the duties of the member's office, grade, rank, or rating.

State medical condition and care required: \_\_\_\_\_

\_\_\_\_\_

- As a result of a qualifying exigency of a service member who is my:  spouse;  child;  parent; and who has been called to active duty or has been notified of an impending call or order to active duty in the Armed Forces.

State nature of qualifying exigency: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that each time I need FMLA leave that I should advise the City as soon as possible of the need for that leave. I would like to commence my leave on \_\_\_\_\_, 20\_\_ and expect the leave to continue through \_\_\_\_\_, 20\_\_. While I am on leave, I would like to use the following paid time off provided by the City that I have accrued (e.g., vacation):  
\_\_\_\_\_

Other Comments With Regard to Leave:  
\_\_\_\_\_  
\_\_\_\_\_

Approved  Denied

\_\_\_\_\_  
Employee's Signature

By: \_\_\_\_\_  
(Signature/Title)

Date: \_\_\_\_\_

CITY OF MERRILL

RESPONSE TO EMPLOYEE REQUEST FOR LEAVE UNDER THE  
FEDERAL FAMILY AND MEDICAL LEAVE ACT OF 1993  
To be completed by Department Head

TO: \_\_\_\_\_  
(Employee's Name)

Department/Position: \_\_\_\_\_

FROM: \_\_\_\_\_  
(Name of Employer Representative)

SUBJECT: Request for Family/Medical Leave Under Federal Family and Medical Leave Act of 1993

On \_\_\_\_\_, 20\_\_\_\_, you notified us of your need to take family/medical leave. Except as explained below, you have a right under the federal Family and Medical Leave Act (FMLA) of 1993 to take up to twelve (12) weeks and, with military FMLA leave to care for certain service members who is a relative, possibly up to twenty-six (26) weeks, of unpaid leave the calendar year. While on leave under the FMLA, your coverage under our health plan must be maintained during any period of unpaid leave under the same conditions as if you continued to work and, in general, you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave.

If you do not return to work following FMLA leave for a reason other than: (1) the continuation, reoccurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.

The following sets forth our expectations, and your obligations, with respect to your leave under the federal law. If a provision does not apply to you, it has been marked as "N/A".

1. You are eligible for leave under the federal law for the following purpose:
  - Birth of a child, or placement of a child for adoption or foster care;
  - A serious health condition affecting your  spouse;  child;  parent;  parent in-law (total of two [2] weeks in calendar year) for which you are needed to provide care;
  - Employee medical leave as a result of a serious health condition which has rendered you unable to perform your job duties.
  - To provide care for a recovering military service member who is your:  spouse;  child;  parent;  nearest blood relative; and who suffered an injury or illness while on active duty that rendered the member unable to perform the duties of the member's office, grade, rank, or rating.

As a result of a qualifying exigency of a service member who is your:  
 spouse;  child;  parent; and who was called to active duty or has been notified of an impending call or order to active duty in the Armed Forces.

2. Your leave will commence on \_\_\_\_\_, 20\_\_, and terminate on \_\_\_\_\_, 20\_\_. You are expected to return to work on \_\_\_\_\_, 20\_\_.

Intermittent Leave Dates: \_\_\_\_\_  
\_\_\_\_\_

If you decide to return early from your leave, you are to provide us with two (2) business days' advance notice of your early return date.

3. Your leave  will  will not be counted against your  annual federal FMLA leave  annual Wisconsin FMLA leave entitlement.

4. You may elect to substitute (i.e., use) certain accrued paid leave we provide for unpaid FMLA leave. You have requested to substitute \_\_\_\_\_. That request is  granted  denied for the following dates: \_\_\_\_\_.

5. Under the federal FMLA, we have the right to require you to substitute (i.e., use) certain leaves we provide such as vacation. We are requiring that you utilize your accrued \_\_\_\_\_ while solely on the leave under the federal law.

6. Based upon Items 4 and 5 above, the following leaves or benefits will run concurrently with the leave you are taking under the federal law:

a. Leave provided for Family and Medical Act purposes under state law: \_\_\_\_\_  
\_\_\_\_\_ of employee medical (maximum of two [2] weeks in calendar year); \_\_\_\_\_ of family illness leave (maximum of two [2] weeks in calendar year); or \_\_\_\_\_ of child rearing leave (maximum of six [6] weeks in calendar year).

b. Employer Leave: \_\_\_\_\_  
\_\_\_\_\_

7. You  will  will not be required to furnish medical certification of the serious health condition entitling you to the leave you have requested. If certification is required, a form is attached for that purpose. If required, you must furnish the certification within fifteen (15) days of the date of this Notification. Failure to provide a properly completed certification may result in the delay or denial of your leave.

8. Under certain circumstances, we may request recertification of any serious health condition. You  will  will not be required to furnish recertification every thirty (30) days relating to a serious health condition.

9. While you are on leave, your health insurance coverage will be maintained on the same monetary basis that existed prior to your leave. If you normally pay a portion of the

monthly premiums for your health and dental insurance, these payments will continue during the period of the FMLA leave. You will make premium payments as follows:

Monthly Amount to be Paid: \$ \_\_\_\_\_  
Dates to be Paid: \_\_\_\_\_

You have a thirty (30) day grace period in which to make payment. If payment has not been timely made, your group health insurance may be canceled or, at our option, we may pay your share of the premiums during the FMLA leave and recover these payments from you upon your return to work or failure to return from leave. We will provide fifteen (15) days' notice prior to termination of your health insurance benefits. We  will  will not pay your share of the premiums for your health insurance while you are on leave if you fail to do so.

- 10. We  will  will not pay the monthly premium costs for other insurance benefits (e.g., life insurance, if applicable) while you are on FMLA leave. If we do so, when you return from leave or if you fail to return from leave, you will be expected to reimburse us for the payments made on your behalf.
- 11. Under the federal FMLA, an employer can request a "return-to-work" certificate from a health care provider when an employee has been absent from work due to a serious health condition which has caused the employee's absence. You  will  will not be required to present a return-to-work certificate prior to being restored to employment. If required, the return-to-work certificate will be related solely to the particular "serious health condition" which entitled you to the leave. If the certification is required but not received, your return to work may be denied until such certification is provided.
- 12. You  will  will not be required to furnish us with periodic reports of your status and intent to return to work every thirty (30) days while on FMLA leave.

Should you have any questions in regard to the above or your rights and responsibilities under the law, you should contact the City Administrator/~~Personnel Director~~ at City Hall.

By: \_\_\_\_\_  
(Signature/Title)

Date: \_\_\_\_\_

Copy to Employee

Copy to Payroll Personnel

**BENEFITS**

**Change 14-5-1 and 14-5-2**

***FRINGE BENEFITS***

**14-1 PURPOSE.** This chapter sets forth the description of fringe benefits not described elsewhere in this manual, and their eligibility criteria.

**14-2 GENERAL ELIGIBILITY.** Fully paid fringe benefits in which there is some City cost participation are generally available only to persons employed in regular positions. Exceptions to this policy may be made by action of the Common Council, or as provided for in these policies. Collective bargaining provisions governing unionized employees may differ from the eligibility standards and City contribution levels set forth herein. Regular part-time employees working more than **thirty (30)** hours per week on a regular basis (i.e. excluding summer recreation employees) are eligible for fringe benefits on a pro rata basis based on the number of hours worked per week.

**14-3 PENSION.** All persons employed in qualified positions are enrolled in the Wisconsin Retirement System, which serves as the City’s pension program. The Wisconsin Department of Employee Trust **Funds** requires participation when any employee hired prior to July 1, 2011 exceeds 600 hours or 1,200 hours for employees hired after June 30, 2011 during a rolling 52 week timeframe.

**14-3-1** City will pay Employer-Required Contributions for all employees.

Employees in General Classification and Elected are required by Wisconsin Statutes to contribute the Employee-Required Contributions as are Protective Classification employees hired after June 30, 2011.

Non-Union Protective Classification employees hired before July 1, 2011 will pay the same percentage of Employee-Required contributions as in force through contracts with the Merrill Professional Police Association or Merrill Firefighters – International Association of Firefighters Local 847.

**14-4 SOCIAL SECURITY.** All persons employed are enrolled in the Social Security System except firefighters. All employees participate in Medicare except firefighters hired before April 1, 1986.

**14-5 GROUP HEALTH INSURANCE PROGRAM.** Employees in **full-time** regular positions may participate in the Health Insurance single or family plan on the first day of the month following the first day of work for the City. Notwithstanding Section 2-5, the City Clerk ~~and Street Commissioner~~ **are is** eligible for full single or family health insurance coverage beginning the first day of the month after assuming office.

Regular part-time employees working thirty (30) or more hours per week on a regular basis may also participate on a pro-rata basis upon the **percentage** of a full-time position (e.g. prorated health insurance benefits for an employee working thirty hours per week would be calculated by taking the premium amount, less the employee deduction amount, the City paying 75% of the balance of the monthly premium cost and the employee paying 25% of the monthly premium balance). Employee coverage is subject to the terms and limitations contained in the group health insurance policy adopted by the City. In the event that an employee's spouse is also a City employee, that employee and the employee's spouse will be entitled to only one family health insurance contract between them from the City. **The City reserves the right to change insurance coverage or insurance policies at any time in its sole discretion. (City has family or single coverage.)**

- 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 individual and \$2,600 family deductible levels. In **addition**, the **employee** will pay 20% co-insurance up to a maximum **out-of-pocket** expense of \$1,700 – individual and \$3,400 – family. The **employees** will pay ten (10) 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. (res 2256 – 12-2012) (Res. 2351 – 01-2014)(Res. 2395-12/2014)
- 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 (\$125.00 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 6-10 of this manual. (Res. 2395-12/2014)
- 14-5-3 *Group Health Insurance Coverage for Retirees.* In the event that an employee or official who qualifies for the Group Health Insurance Program leaves City service and is eligible for and receives a pension from the Wisconsin Retirement System, the employee or official may remain a member of the City's Group Health Insurance Program until the latter of the employee/official or the employee/official's spouse becomes eligible for Medicare,

at the employee/official's cost. The retired employee or official must pay the monthly premium on a timely basis as established by the City's group health insurance carrier either from the employee/official's own funds or, to the extent available, accumulated sick leave benefit under ~~Section 15-2-7 and 15-2-8~~ 12-3-8. Failure to pay premiums when due will result in cancellation of coverage for the retired employee/spouse.

**14-6 GROUP DENTAL INSURANCE PROGRAM.** All City employees working thirty (30) or more hours per week on a regular basis may participate in the Group Dental Insurance single or family plan on the first day of the month following thirty (30) days of work for the City. Notwithstanding the foregoing, employees participating in the group dental program are subject to any waiting periods required by the Group Dental Insurance single or family plan. Employees bear the full cost of the insurance which is deducted from the employee's paycheck. Employee coverage is subject to the terms and limitations contained in the group health insurance policy adopted by the City. **The City reserves the right to change insurance coverage or insurance policies at any time in its sole discretion. For purposes of this section only, the term "employees" includes the City Clerk and Street Commissioner.**

**14-7 UNEMPLOYMENT COMPENSATION.** ~~The City provides unemployment compensation for eligible employees. Employees are eligible for unemployment compensation benefits.~~

**14-8 WORKER'S COMPENSATION.** Employees may be eligible for benefits under Worker's Compensation laws of the State of Wisconsin. Employees injured on the job are required to report any injury immediately to their supervisor and the ~~City Clerk's office~~ Personnel Office.

14-8-1 If an injury sustained while off the job prevents an employee from working, they may use accrued sick leave, vacation, holiday time to cover the absence from work and loss of earnings.

**14-9 DEFERRED COMPENSATION.** Employees in regular positions working thirty (30) or more hours per week on a regular basis are eligible to participate in the City's Deferred Compensation Program. Under this program, any employee may designate a portion of his/her income to be deposited into a special Investment account for use in retirement years. The program offers certain tax advantages to participants.

**14-10 LIFE INSURANCE.** The City provides Life Insurance through the Wisconsin Department of Employee Trust Funds for regular employees eligible under Section 14-3 - Pension, including the City Clerk. ~~and Street Commissioner (Mayer Williams presently grandfathered).~~ The premium is paid in full by the City of Merrill for Basic Group Life and Supplemental Group Life Insurance. Employees must pay the full cost for Additional Group Life Insurance coverage that they choose.

**14-11 NEW PAYROLL DEDUCTIONS.** New payroll deductions ~~after~~ ~~January 1, 2003,~~ shall be added to the City payroll system only if the computer system will accommodate the new payroll deduction and a minimum of 20% of all eligible employees request the new ~~deduction.~~

**14-12 LONG-TERM DISABILITY INSURANCE.** All full-time and regular part-time City employees working thirty (30) or more hours per week on a regular basis may participate in the Long-Term Disability Insurance program on the first day of the month following the first day of work for the City. Notwithstanding the ~~foregoing,~~ employees participating in the Long-Term Disability program are subject to any waiting periods required by the Long-Term Disability plan. Employees bear the full cost of the insurance which is deducted from the employee's paycheck. The City reserves the right to change insurance coverage or insurance policies at any time in its sole discretion.

## BENEFITS

### *EMPLOYEE ASSISTANCE PROGRAM*

**15-1 PURPOSE.** The City of Merrill provides an Employee Assistance Program to promote the mental and physical well-being of its most important resource, its employees. This chapter sets forth the objectives of the Employee Assistance Program. It defines referral procedures.

**15-2 PROGRAM OBJECTIVES.** The City of Merrill recognizes that a wide-range of problems, although sometimes not directly associated with one's job responsibilities, can have an adverse effect on an employee's job performance, and that such problems may be a result of stress experienced in the course of employment. In most instances, employees overcome such personal problems independently and the effect on job performance is negligible. In other instances, normal supervisory assistance is required so that an employee's job performance returns to an acceptable level. In some cases, however, neither the efforts of the employee nor the supervisor have the desired effect of resolving the employee's problem and unsatisfactory performance persists over a period of time, either constantly or intermittently. The Common Council believes that it is in the interest of the employee, the employee's family and the City to provide employee services which deal with the problems of alcoholism, drug abuse, and personal problems. The purpose of this policy is to assure that employees experiencing any of these illnesses receive the same careful consideration and offer of treatment that is presently extended to employees having any other illnesses. Similarly, an employee's job performance may also be affected when a member of his/her family is afflicted with alcoholism, drug dependency, or emotional problems. In that interest, the City extends the same offer of information referral, and assistance to employee's immediate family members. The illnesses of alcoholism, drug dependency, and emotional disorders will receive financial benefits and insurance coverage in accordance with established employee benefit plans or relevant statutory provisions.

**15-3 ADMINISTRATIVE STRUCTURE.** The City of Merrill recognizes that the behavior-medical problems of alcoholism, drug dependency and emotional illness are highly complex illnesses that can be successfully treated. It is recognized that the social stigma often associated with alcoholism, drug dependency and emotional illness has no factual basis. It is believed that an enlightened public attitude and a realistic acceptance of these behavioral-medical problems as illnesses will encourage employees who suspect that they may have such an illness, even in its early stages, to take advantage of the diagnostic, counseling, and treatment services available. Therefore it is the policy of the City of Merrill to handle such problems within the following framework.

**15-3-1** Implementation of this policy should not require, or result in, any special regulation, privileges or exemptions from the standard administrative

practices applicable to job performance requirements. Nor shall there be any inconsistency with Labor Agreements.

- 15-3-2 The City of Merrill believes that supervisory use of this program should be based on confronting the employee with unacceptable job performance criteria.
- 15-3-3 It is the option of the employee to either accept or reject referral for diagnosis or **professional** treatment. The City of Merrill encourages employees to seek help on their own initiative and nothing in this policy negates that right.
- 15-3-4 The fact that an employee accepts, rejects, or fails to respond to treatment for alcoholism, drug abuse, or other personal behavior-medical problems, in no way diminishes the employee's responsibility to meet required job performance standards.
- 15-3-5 It will be the responsibility of all management and supervisory personnel, to follow procedures which assure employees with behavior-medical problems that their job security or promotional opportunities will not be jeopardized by a request and/or referral for diagnosis and treatment.
- 15-3-6 All records on employees referred, and actions taken under this program, are to be maintained in the strictest of confidence. Violation of this provision may result in disciplinary action, up to and including discharge.
- 15-3-7 Discussion and speculation about an employee's suspected personal problems which betrays personal information expressed to management or fellow personnel can have the effect of creating gossip and rumor within the organization and as such is prohibited. Such communications are contrary to the intent of the Employee Assistance Program and will certainly undermine the confidence that employees must have if the program is to be effective.

**15-4 COORDINATOR RESPONSIBILITIES.** The **City Administrator** is designated coordinator of the Employee Assistance Program. The **City Administrator** is responsible to:

- 15-4-1 Establish procedures that ensure counseling, treatment and referral to outside agencies when necessary.
- 15-4-2 Ensure that discussion between the employer and the employee during the evaluation and referral interviews remains confidential.
- 15-4-3 With the employee's approval, confidentially inform the employee's supervisor as to the progress of the employee.

- 15-4-4 Conduct a back-to-work interview with the employee and supervisor when in-patient treatment has occurred.
- 15-4-5 Consult regularly with the management and staff concerning actions taken under this program.

**15-5 MANAGEMENT RESPONSIBILITIES.** All Department Heads will continue to fulfill their personnel management responsibilities with regard to performance efficiency through normal procedures. Such procedures shall include, but not be limited to the following:

- 15-5-1 Documenting specific instances where an employee's work performance, behavior or attendance fails to meet acceptable levels or where the employee's pattern of performance appears to be deteriorating.
- 15-5-2 Advise the **City Administrator** of the employee's performance problem and the possibility of a referral. Department Heads must be able to describe behavior but should not attempt to diagnose or draw conclusions. This is a medical or counseling responsibility.
- 15-5-3 As soon as a **Department Head** recognizes that the employee has a continuing performance problem, the **Department Head** shall conduct an interview with the employee, focusing on poor work performance, and shall informally suggest to the employee that he/she seek assistance in dealing with his/her problem. At this point, it will be left up to the employee whether or not to obtain assistance. If the unsatisfactory work performance ceases, no more need be done.
- 15-5-4 When an employee's conduct or job performance remains below acceptable levels and the informal suggestion fails to result in satisfactory improvement, the **Department Head** shall do the following:
  - (1) Formally document all of the events which **have led** to the **Department Head's** recognition of the **problem, including** the following:
    - (a) Incident description, numbers and dates, such as frequency and reasons for absences, discrepancies in job performance, etc.
    - (b) Number of informal referrals.
  - (2) Report the information in a memorandum to the **City Administrator**.
  - (3) Set up a mutually acceptable appointment time for the employee to meet with the supervisor and the **City Administrator**.
  - (4) If the employee is uncooperative by failing to keep or reschedule the appointment or refuses to enter the program,

and the employee's performance continues to be unacceptable, the **Department Head** shall initiate progressive disciplinary action to correct the poor job performance. Information recorded in this report shall include attempts by the **Department Head** to formally or informally refer the employee to diagnostic or treatment assistance.

- 15-5-5 Employees who have made the decision to accept professional treatment which will require absence from work, will be granted sick leave for this purpose. In case of insufficient sick leave, consideration will be given to granting an employee additional leave of absence without pay. This does not negate the possibility of the employee seeking any other benefits available under relevant statutory provisions.
- 15-5-6 The Department Head and **City Administrator** shall have authorization to review all medical and/or counseling records in order to make a determination if the employee is able to return to work.

## DISCIPLINE AND GRIEVANCE

### *DISCIPLINE ACTION POLICY*

**17-1 DISCIPLINE ACTION POLICY.** While it is the hope of the City that discipline will be rarely necessary, when it is determined that an employee is not fulfilling the responsibilities of the position to which he or she is assigned, reasonable steps should be taken prior to discharge. In order to determine objectively that the employee has been given an opportunity to correct a deficiency, the following policy has been established. Notwithstanding the City's goal to provide a progressive discipline procedure, it is within the sole discretion of the City to determine when more severe discipline, including dismissal/termination, is warranted. This policy is subject to change and modification.

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the City of Merrill. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay) or dismissal/termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or dismissal/termination of employment without going through progressive discipline steps. The City of Merrill reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

**17-2-1 Policy Guideline: New Employees**

A new employee usually of six months or less (one year or less for Department Heads) whose performance is unsatisfactory should be dismissed/terminated if he or she fails to demonstrate ability or desire to perform at an acceptable level.

**17-2-2 Policy Guideline: Other Employees**

Disciplinary situations involving employees who have been employed usually for longer than six months (one year for Department Heads) should be dealt with by progressive discipline. Consistently applied progressive discipline will assure equitable treatment and encourage acceptable performance.

These steps are suggested in the discipline procedure. Discharge/termination is recommended when the employee does not respond to these steps:

#### Step 1: Informal Discussion

When a performance problem is first identified, the problem should be thoroughly discussed with the employee. Bringing the problem to the attention of the employee is often enough to prompt him or her to correct it willingly.

#### Step 2: Counseling

If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the supervisor should meet with the employee and: (a) review the problem, (b) permit the employee to present his or her views on the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action which may include discharge, and (e) issue a counseling notice to the employee.

#### Step3: Reprimand

If satisfactory performance and **corrective** action are not achieved under Steps 1 and 2, the supervisor and his or her superior should meet with the employee in private ~~and proceed via (a) through (d) above,~~ and issue a reprimand notice to the employee.

#### Step 4: Termination

In the event that a reprimand does not restore satisfactory performance, discharge/termination may result, **or in the event that the violation is so severe that the lesser steps are inappropriate,** termination will result. ~~Discharge/~~ Termination will be the removal of an employee from the payroll.

## DISCIPLINE AND GRIEVANCE

### *GRIEVANCE PROCEDURE*

**18-1 Grievances.** This policy is intended to comply with Section 66.0509(1m), Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. “Employee” does not include: statutory or political appointees, limited term employees, seasonal employees, casual employees, temporary employees and independent contractors. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, “workplace safety” is defined as conditions of employment affecting an employee’s physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same. This policy is subject to change and modification.

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

**18-1-1 Step 1 – Written Grievance Filed with ~~City of Merrill Merrill~~ ~~Administrator or Personnel Director~~ City Administrator.** The employee must prepare and file a written grievance with the ~~City of Merrill Administrator or Personnel Director~~ City Administrator within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The written grievance must contain the name and position of the employee filing it, a statement of the grievance, the issue involved, the relief sought, the date the event giving rise to the grievance took place, the employee’s steps to orally review the matter with the employee’s supervisor and the employee’s signature and the date. The ~~City of Merrill Administrator or Personnel Director~~ City Administrator or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his or her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the ~~City of Merrill Administrator or Personnel Director~~ City Administrator, the grievance shall be filed with the Mayor and the Mayor or his/her designee shall conduct the Step 1 investigation.

**18-2-2 Step 2– Impartial Hearing Officer.** If the grievance is not settled at the first step, the employee may request in writing, within five (5) business days following receipt of the ~~City of Merrill Administrator or Personnel Director~~ City Administrator’s decision, a request for written review by an impartial hearing officer. The Clerk for the City of Merrill or his/her designee shall select the impartial hearing officer. The hearing officer shall not be a City of Merrill employee. The impartial hearing officer will determine whether the City of Merrill acted in an arbitrary and capricious manner. In all cases, the grievant shall

have the burden of proof to support the grievance. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

The Hearing Officer shall be compensated at the Hearing Officer’s regular rate for the hearing, travel time, and time spent preparing a written decision. The compensation for the Hearing Officer will be split evenly between the parties.

18-2-3 **Step 3 – Review by the Governing Body.** If the grievance is not resolved after Step 2 1, the employee ~~or the City of Merrill Administrator or City Administrator~~ shall request within five (5) business days of receipt of the written decision from the ~~hearing officer~~ a written review by the Governing Body. For Library employees, the appeal shall be filed with the Library Board. For all other employees, the appeal shall be filed with the City of Merrill Common Council. The City of Merrill Common Council shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the ~~hearing officer~~ **City Administrator**. The matter will be scheduled for the City of Merrill Common Council’s next regular meeting. The City of Merrill Common Council will inform the employee of its findings and decision in writing within ten (10) business days of the City of Merrill Common Council meeting. The City of Merrill Common Council shall decide the matter by majority vote and this decision shall be final and binding.

If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved.

## WORKPLACE SAFETY/PROTECTIONS

### *DISCRIMINATION, HARASSMENT & RETALIATION-FREE WORK PLACE*

It is the policy of the City of Merrill to maintain a safe workplace environment that is free from discrimination, harassment and retaliation. Every employee has a personal responsibility to help maintain a safe and healthful workplace environment. Under Federal and State Fair Employment laws, members of protected classes are shielded from unlawful discrimination, whether engaged in by employees, supervisors, or members of the public, will not be tolerated and will subject offenders to disciplinary action or discharge from employment. Retaliatory acts taken against employees for reporting workplace safety issues, harassment or discrimination will also not be tolerated and will subject the offender to disciplinary action or discharge from employment.

**19-1 Responsibility to Report.** It is the responsibility of each and every employee to immediately report to management any and all health and safety issues, discriminatory, harassing or retaliatory conduct which may relate to the work environment whether it occurs on or off the job. Such conduct includes conduct by employees toward other employees, by employees toward the general public and members of the general public toward employees which relates to their work.

**19-2 Definition of Protected Class.** State and federal law prohibits discrimination and harassment based on any protected class including, but not limited to, age, color, creed, disability, religion, sex, national origin, ancestry, arrest record, conviction record, marital status, sexual orientation, genetic testing, membership in the national guard, state defense force or any other reserve component of the military forces, for use or non-use of lawful products off the employer's premises during non-working hours.

**19-3 Definition of Harassment and Acts of Discrimination.** Harassment and acts of discrimination to be reported by employees can include, but are not limited to:

- 19-3-1 Unsolicited and repeated derogatory epithets, derogatory statements or gestures made to a person because of his/her protected status.
- 19-3-2 Any attempt to penalize or punish a person because of his/her protected status.
- 19-3-3 Creating an offensive and hostile working environment for a person because of his/her protected status, including sexual harassment.

**19-4** Reports and allegations of workplace harassment and/or discrimination will be subject to investigation by management as soon as reasonably possible. If an employee is found to be responsible for harassment or other discriminatory conduct, then appropriate disciplinary action may be taken, up to and including termination from employment. However, such action cannot be taken if management is not first made aware of the complaint.

An employee who has a harassment, discrimination, or retaliation complaint should immediately report it to the **City Administrator**. The report may be made verbally or in writing. The allegations should provide sufficient information and detail so that **the City Administrator** can thoroughly investigate the complaint. If the **City Administrator** is the object of the complaint, then the employee should report directly to the Mayor.

Upon receiving an employee report of harassment, discrimination, or retaliation, the **City Administrator** will take appropriate steps to investigate the complainant's allegations. Such reports shall be kept confidential to the maximum extent possible. An investigation may include interviewing other employees, speaking with the complainant, interviewing members of the public and reviewing documents such as e-mails, letters or memos. Based upon the investigation's outcome, management will take appropriate action to resolve the complaint. A resolution may or may not result in disciplinary action being taken by the employer.

**19-5 Definition of Workplace Safety.** ANY unsafe practice or condition, affecting persons, property, or equipment, must be reported immediately to **the City Administrator**. Should a hazardous situation exist, safety concerns always take precedence over continuing operations. Any employee who identifies new ways to increase workplace safety, should make those recommendations known to **the City Administrator**.

## WORKPLACE SAFETY/PROTECTIONS

### *ZERO TOLERANCE (VIOLENCE) POLICY*

**20-1** It is the intent of the City to provide a safe work environment. Conduct, whether intentional or unintentional, that constitutes threats/acts of violence, as defined below, will not be tolerated.

**20-2 INSIDE THE WORKPLACE.** The City will not tolerate any threats, threatening behavior, verbal abuse or acts of violence directed by one employee towards another or by non-employees towards employees **within** the workplace. Violence is defined to include, but is not limited to: Physical assault, aggressive behavior at another individual, purposeful destruction of City property, intimidation through verbalization, implied threats, threatening or harassing telephone calls or written communications, and destruction of another's property. Implied **threats** and threatening behavior are defined to include, but are not limited to, verbal remarks, physical acts or actions which express the intention to hurt, destroy or punish.

**20-3 OUTSIDE THE WORKPLACE.** As acts of violence in the workplace may also be perpetrated by people from outside the workplace, it is the City's policy to require any employee who feels an outside threat poses a risk with the workplace to report the situation to their supervisor.

Each supervisor has the responsibility to maintain his or her workplace free of violence. This duty includes discussing this policy with all employees and assuring them that they are not required to tolerate any threats or acts of violence but are required to make a report to the City if they are a **recipient** or witness of a threat of violence or victim of an act of violence.

**20-4 PROCEDURE.** Any employee who has been a recipient or witness of a **threat of violence** or witness to or victim of an act of violence is to make a report to their supervisor. The supervisor will forward a copy of the report immediately to the **City Administrator/Personnel Director**. The **City Administrator/Personnel Director** will consult with the Police Department on questionable reports of violence.

Any restraining orders shall be filed with the Police Department and supervisors shall be notified of such restraining orders. Any act or threat of violence posing immediate danger should be reported directly to the Police Department by calling 911. Threats from people outside of the workplace must be reported to the **City Administrator/Personnel Director** and the Police Department will assess the need for special safeguards.

**20-5 NON-RETALIATION.** This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint.

**20-6 DISCIPLINARY PROCEDURES.** Any reported act or threat will be investigated by the Police Department as a criminal act **and/or** by the **City Administrator/Personnel Director** as a serious violation of City policy.

Any confirmed act or threat by an employee will be grounds for disciplinary action, up to and including termination of employment.

When appropriate, an employee violating this policy will be referred to the Employee Assistance Program (EAP) for evaluation and recommendations.

## WORKPLACE SAFETY/PROTECTIONS

### *Zero Tolerance (Weapons) Policy*

**21-1** No City employee, Alderperson, Commissioner, Committee/Board member, Mayor, customer, visitor, guest, vendor or anyone else the City deals with in the course of business may possess, or use a weapon of any kind while on City property or conducting City business. In addition, the weapons that employees or **others** legally have in their vehicles while on City property, conducting business with the City, or attending a City sponsored event, must remain in the vehicle and in their proper carrying case.

Weapons may not be transported in City owned vehicles. Examples of weapons are all firearms, compressed gas operated weapons, any electric weapons as defined in Section 941.295(4) of the Wisconsin Statutes, bows and arrows, crossbows, knives (other than small pocket knives), explosives, or any other device which, in the manner it is used or intended to be used, is calculated or likely to produce bodily harm, or any other device which the City, in its sole discretion, shall deem dangerous. Pepper spray may not be carried by staff.

**21-2 EXCEPTION.** Tools used on the job in accordance with employment requirements are exempt from this policy. Possession, transport or use of small pocket knives, or knives designed and used for the preparation of food is not prohibited, provided that such possession, transport or use is not intended or likely to produce bodily harm and is not deemed by the City to be dangerous.

**21-3 POLICE OFFICERS.** Possession, transport, or use of weapons by individuals who are required to carry a weapon as part of their employment, such as a Police Officer, is not prohibited, provided that such possession, transport, or use is in accordance with all applicable laws and regulations, and is in accordance with employment requirements.

**21-4 PROCEDURE.** Any employee who has been a recipient or witness of a **threat of violence** or witness to or victim of an act of violence is to make a report to their supervisor. The supervisor will forward a copy of the report immediately to the **City Administrator/Personnel Director**. The **City Administrator/Personnel Director** will consult with the Police Department on questionable reports of violence.

Any restraining orders shall be filed with the Police Department and supervisors shall be notified of such restraining orders. Any act or threat of violence posing immediate danger should be reported directly to the Police Department by calling 911. Threats from people outside of the workplace must be reported to the **City Administrator/Personnel Director** and the Police Department will assess the need for special safeguards.

**21-5 NON-RETALIATION.** This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint.

**21-6 DISCIPLINARY PROCEDURES.** Any reported act or threat will be investigated by the Police Department as a criminal act or by the ~~City Administrator/Personnel Director~~ as a serious violation of City policy.

Any confirmed act or threat by an employee will be grounds for disciplinary action, up to and including termination of employment.

When appropriate, an employee violating this policy will be referred to the Employee Assistance Program (EAP) for evaluation and recommendations.

## WORKPLACE SAFETY/PROTECTIONS

### *SEXUAL HARASSMENT*

**22-1 POLICY.** Sexual harassment is a violation of Section 7.03 of Title VII of the Civil Rights Act of 1968. The City of Merrill maintains and provides a working environment free of any form of employee harassment, including sexual harassment or intimidation. Unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct which creates for our employees an offensive working environment, or interferes with their ability to perform their jobs, constitute serious violations of this policy and will not be tolerated under any circumstances. Any employee who violates this policy, whether intentionally or not, will be subject to appropriate sanctions up to and including discharge.

**22-2 VERBAL BEHAVIOR AND/OR NONVERBAL BEHAVIOR.** Harassment and intimidation can arise from a broad range of verbal or non-verbal behavior.

- 22-2-1** Such verbal behavior can include, but is not limited to, the following depending upon the circumstances:
- a. Making sexual comments or innuendoes, such as about a person's body
  - b. Turning work discussions to sexual topics
  - c. Telling sexual jokes or stories
  - d. Asking personal questions about social or sexual life
  - e. Repeatedly asking out a person who is not interested
  - f. Making kissing sounds, howling and/or smacking lips
  - g. Telling lies or spreading rumors about a person's sex life
  - h. Request for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment.
- 22-2-2** Such non-verbal behavior can include, but is not limited to, the following depending on the circumstances:
- a. Looking a person up and down
  - b. Staring at someone
  - c. Blocking a person's path; hindering a person's movement
  - d. Following a person
  - e. Displaying sexually suggestive visuals
  - f. Sending unwanted letters, gifts or material of a sexual nature
  - g. Invading a person's "space" – standing closer than appropriate for the work being done, or placing oneself at closer distances to people of their gender
  - h. Giving a massage around the neck or shoulders.

These activities are offensive and inappropriate in the **workplace**. This is a serious issue. It is the responsibility of management, supervisors, and all employees to ensure these prohibited activities don't occur. An employee or supervisor may be held individually liable as a harasser and subject to the same penalties which may be imposed upon employers under state or federal law.

**22-2 HANDLING SEXUAL HARASSMENT.** If an employee feels that he/she is being subjected to sexual harassment by his/her supervisor, fellow employees or **the public**, the following action is recommended:

22-2-1 If possible, the employee should politely but firmly confront whomever is doing the harassing and state how he/she feels about his/her behavior. The person may be unaware that his/her behavior is offensive. If practical, a witness should be present for this discussion. At a minimum, the employee should document the incident of sexual harassment, provide a synopsis of the conversation with the person, and the person's reaction when confronted.

22-2-2 If the employee is unable to confront the person or if the harassment continues, the employee should contact the City Attorney. This contact will result in a prompt and confidential investigation.

**22-3 REVIEW OF CASES.** The City Attorney will review each reported case of sexual harassment. This is done on a case-by-case basis. Should a complaint be substantiated, the employee's supervisor and City Attorney will meet with the accused individual to discuss the case. Any subsequent discipline is handled by the **supervisor**. In the event that the accused is the employee's supervisor, the Mayor and the City Attorney meet with the supervisor to discuss the case. Any subsequent discipline is handled by the Mayor, or, if the accused is a member of the Police or Fire Departments, by the Police **and Fire** Commission.

**22-4 DISCIPLINE.** Violations of this policy may result in disciplinary actions.

**22-5 MISUSE OF POLICY.** Any employee who intentionally falsifies reports or otherwise attempts to utilize this policy for purposes other than those for which it was intended, shall be subject to disciplinary action, up to and including discharge.

**WORKPLACE SAFETY**

***INVESTIGATION FORM***

(City Administrator/Personnel Director)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Telephone Number: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

1. What Happened? (Objectively state details): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Who was involved? (Include witnesses): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Where did the incident take place? \_\_\_\_\_

\_\_\_\_\_

4. When did it take place? (date and time): \_\_\_\_\_

\_\_\_\_\_

5. Does this situation constitute a complaint? (Policy violation, criminal investigation, other management decision): \_\_\_\_\_

\_\_\_\_\_

6. Dates of investigation of complaint: \_\_\_\_\_

7. Date of final report: \_\_\_\_\_

8. Date of follow-up conference with employee: \_\_\_\_\_

9. Results: \_\_\_\_\_

\_\_\_\_\_

10. Date of follow-up conference with employee: \_\_\_\_\_

11. Results: \_\_\_\_\_

\_\_\_\_\_

**WORKPLACE SAFTY REPORT**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

1. Who was responsible for violating the Workplace Safety Policy(s):

\_\_\_\_\_

2. Describe the incident. Include time, date(s) and location for each incident.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What was your reaction:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. List any witnesses to the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I UNDERSTAND THAT THESE INCIDENTS WILL BE INVESTIGATED AND THAT THIS FORM WILL BE KEPT CONFIDENTIAL TO THE EXTENT POSSIBLE.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



## City of Merrill

Kathy Unertl, Finance Director

1004 East 1st Street • Merrill, Wisconsin • 54452

Phone: 715.536.5594 • Fax: 715.539.2668

e-mail: Kathy.Unertl@ci.merrill.wi.us

Date: June 20<sup>th</sup>, 2017

To: Personnel & Finance Committee

From: Kathy Unertl, Finance Director *Kathy Unertl*

RE: Personal Holiday and Vacation Leave Accrual

Attached is background information that Payroll Specialist Lara Mills prepared to document how much unused personal holiday and vacation leave there is. The attached report shows the 12/31/2016 leave balances, as well as leave hours earned prior to 2016 calendar year.

The City of Merrill is accruing leave on a monthly basis as earned which represents the City's fiscal liability:

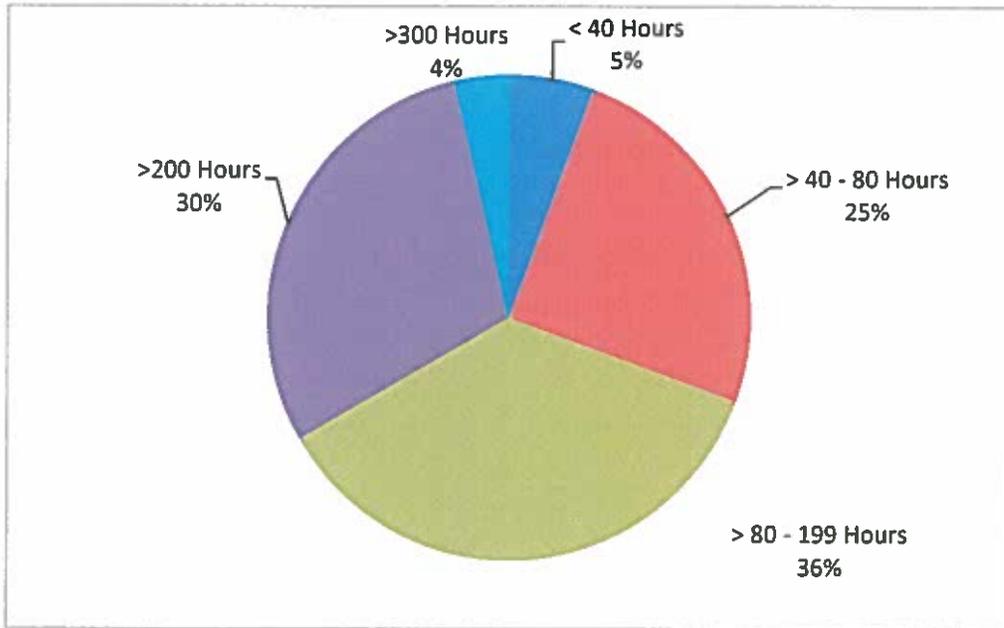
- Personnel Holiday - total of 16 hours annually – based upon 1.333 hours per month
- Vacation - if someone has 208 hours annually – based upon 17.333 hours per month  
- if someone has 80 hours annually – based upon 6.667 hours per month

This monthly accrual method began January 2008. This computerized process replaced an annual manual lump sum method which recorded the previous year earned leave on January 1<sup>st</sup> of the following year.

Although some departments (such as T. B. Scott Library and Transit) have been successful in encouraging employees to use up prior-year leave, it has been more challenging for other City departments. Employee retirements/transitions, as well as FMLA (Family Medical Leave Act) sick leave usage seems to have impacted some employee leave balances.

There were some adjustments/corrections of prior-year leave accruals which resulted in some larger balances. For example, Enrichment Center Assistant was only earning leave based upon 75% of position when actually working equivalent of 80% position. There were also retroactive adjustments for the City Administrator to correspond to employment contract provisions.

### City of Merrill - Vacation Accrual in 2016



	Number of Employees
< 40 Hours	6
> 40 - 80 Hours	27
> 80 - 199 Hours	39
> 200 Hours	32
> 300 Hours	4
	<u>108</u>

Employee	Leave Date	Leave Type	Earned in 2016	Balance as of 12/31/2016	Portion of Hrs earned over at end of 2016 accrued before 2016	Balance as of 12/31/2015	Balance as of 12/31/2014	Balance as of 12/31/2013	Balance as of 12/31/2012
<b>Municipal Court</b>									
Belsky, Wanda	01/26/15	Per Holiday	16.00	10.44	0.00	10.44	Not w/City		
		Vacation	56.69	14.88	0.00	14.19			
<b>City Attorney Office</b>									
Hayden, Thomas	08/19/02	Per Holiday	16.00	0.00	0.00	16.00	16.00	16.00	16.00
		Vacation	160.00	230.69	70.69	172.69	168.00	135.00	151.00
Wais Diane	09/15/98	Per Holiday	16.00	16.00	0.00	16.00	16.00	16.00	16.00
		Vacation	208.00	83.36	0.00	47.36	35.36	43.36	75.36
<b>City Administrator</b>									
Johnson, David	04/24/12	Per Holiday	16.00	21.97	5.97	15.97	6.97	14.97	3.97
		Vacation	120.04	482.12	362.08	442.08	327.04	247.00	89.97
<b>Clerk/Treasurer Staff</b>									
Bostrom, Jill	05/01/12	Per Holiday	16.00	29.03	13.03	22.03	11.53	17.28	8.00
		Vacation	80.00	60.68	0.00	65.43	57.93	23.18	20.00
Grefe, Brenda	05/08/95	Per Holiday	16.00	16.00	0.00	16.00	16.00	16.00	16.00
		Vacation	208.00	242.68	34.68	252.18	234.18	216.18	194.43
Millis, Lara FT Jan 2016, PT W U before that	02/02/15	Per Holiday	14.70	2.42	0.00	5.76	Not w/City		
		Vacation	71.63	42.59	0.00	3.76			
Seubert, Kathy	12/03/79	Per Holiday	16.00	16.00	0.00	16.00	16.00	16.00	16.00
		Vacation	208.00	238.50	30.50	203.75	238.00	253.00	255.00
<b>Finance Director</b>									
Unertl, Kathy	03/31/03	Per Holiday	16.00	5.50	0.00	1.50	6.50	5.00	14.00
		Vacation	153.34	212.66	59.32	227.32	248.82	325.32	265.32
<b>IT</b>									
Turner, Ronald	03/19/90	Per Holiday	16.00	(0.03)	0.00	(0.03)	3.97	(0.03)	(0.03)
		Vacation	208.00	7.72	0.00	(0.28)	(0.28)	(0.28)	(0.28)
<b>Custodians</b>									
Casper, Lisa	05/15/17	Per Holiday	0.00	Not w/City	0.00				
		Vacation	0.00		0.00				
Severt, Amy	09/26/11	Per Holiday	10.00	5.20	0.00	5.20	3.70	5.87	0.64
		Vacation	50.00	66.22	16.22	51.22	46.72	38.55	15.28
Wszalek, Nicolas	07/27/15	Per Holiday	16.00	2.98	0.00	6.98	Not w/City		
		Vacation	60.02	37.50	0.00	17.48			
<b>Zoning</b>									
Pagal, Darin	04/01/14	Per Holiday	16.00	1.97	0.00	3.97	3.97	Not w/City	
		Vacation	120.04	70.08	0.00	74.04	94.00	(*special situation, rehired with vac time in bank)	
<b>Community Development</b>									
Wicke, Shari	09/02/97	Per Holiday	16.00	12.00	0.00	4.00	20.00	12.00	16.00
		Vacation	208.00	192.86	0.00	252.86	188.86	117.36	126.86
<b>Engineering/Public Works</b>									
Akey, Roderick	01/11/16	Per Holiday	15.96	7.63	0.00	Not w/City			
		Vacation	120.00	93.50	0.00				
<b>Street Dept.</b>									
Bonack, Dustin	04/04/216	Per Holiday	11.97	11.97	0.00	Not w/City			
		Vacation	75.94	75.94	0.00				
Buechner, Michael D	11/21/16	Per Holiday	2.66	1.81	0.00	Not w/City			
		Vacation	6.66	4.54	0.00				
Krueger, Robert	07/05/11	Per Holiday	16.00	21.23	5.23	8.73	6.23	14.73	10.98
		Vacation	80.00	50.00	0.00	86.00	58.00	32.00	52.00
Porath, Melissa	07/06/15	Per Holiday	16.00	21.98	5.98	7.98	Not w/City		
		Vacation	60.02	72.00	11.98	19.98			

Employee	Leave Date	Leave Type	Earned in 2016	Balance as of 12/31/2016	Portion of Hrs earned over at end of 2016 accrued before 2016	Balance as of 12/31/2015	Balance as of 12/31/2014	Balance as of 12/31/2013	Balance as of 12/31/2012	
Berndt, Craig	01/14/13	Per Holiday	16.00	13.96	0.00	14.46	16.46	14.46	Not w/City	
		Vacation	80.00	35.96	0.00	47.96	35.96	21.96		
Drewek, Roger	06/01/98	Per Holiday	16.00	11.25	0.00	16.00	5.50	14.00	22.00	
		Vacation	208.00	191.35	0.00	167.35	141.35	111.35	121.35	
Gipple, Kody	10/03/11	Per Holiday	16.00	14.74	0.00	11.74	14.99	11.49	8.49	
		Vacation	80.00	59.77	0.00	57.27	61.02	52.02	49.52	
Kucirek, Matthew	10/10/11	Per Holiday	16.00	7.74	0.00	1.74	6.24	4.24	4.24	
		Vacation	80.00	84.02	4.02	82.02	50.52	66.02	51.52	
Pankow, Jacob	02/24/14	Per Holiday	16.00	27.13	11.13	25.63	14.63	Not w/City		
		Vacation	80.00	116.30	36.30	94.30	28.63			
Pike, Kortney	04/09/03	Per Holiday	16.00	0.00	0.00	0.00	8.00	16.00	16.00	
		Vacation	153.34	32.57	0.00	58.73	59.98	87.48	83.48	
Raasch, Jason	01/26/16	Per Holiday	15.96	13.40	0.00	Not w/ City				
		Vacation	39.96	18.80	0.00					
Wayda, Lucas	07/15/13	Per Holiday	16.00	4.73	0.00	3.98	10.98	7.98	Not w/City	
		Vacation	80.00	62.50	0.00	43.00	43.00	19.98		
Wolter, Brandon	01/26/16	Per Holiday	15.96	4.90	0.00	Not w/city				
		Vacation	39.96	10.80	0.00					
Graap, Christopher	01/24/00	Per Holiday	16.00	3.00	0.00	3.00	6.00	11.50	11.50	
		Vacation	160.00	65.00	0.00	73.00	158.00	114.00	108.00	
Conrad, Vincent	08/22/90	Per Holiday	16.00	19.00	3.00	3.00	8.00	8.00	32.00	
		Vacation	208.00	61.15	0.00	35.15	68.15	94.65	174.15	
Plaff, Craig	10/24/16	Per Holiday	3.99	2.99	0.00	Not w/City				
		Vacation	9.99	7.49	0.00					
Hoock, Geoffrey	01/21/13	Per Holiday	16.00	38.71	22.71	32.46	31.96	15.96	Not w/City	
		Vacation	80.00	100.21	20.21	83.21	91.71	31.96		
Weix, Michael	04/24/89	Per Holiday	16.00	8.75	0.00	5.00	13.00	48.00	32.00	
		Vacation	208.00	145.69	0.00	143.19	254.69	176.19	183.19	
<b>Transit</b>										
Berreth, Adam	06/22/15	Per Holiday	16.00	24.38	8.38	8.38	Not w/City			
		Vacation	63.35	60.33	0.00	20.98				
Brummond, Bradley	09/08/15	Per Holiday	16.00	20.99	4.99	4.99	Not w/City			
		Vacation	53.36	41.85	0.00	12.49				0.00
Drost, Douglas	02/17/97	Per Holiday	16.00	8.03	0.00	8.03	48.03	52.50	36.50	
		Vacation	208.00	10.84	0.00	26.84	(13.36)	(29.83)	61.67	
Grenfell, Richard	11/08/89	Per Holiday	16.00	28.00	12.00	16.00	16.00	32.00	24.00	
		Vacation	208.00	88.50	0.00	12.50	13.50	33.50	61.50	
Koenig, Tim	11/10/00	Per Holiday	16.00	6.00	0.00	13.50	24.00	24.00	16.00	
		Vacation	160.00	50.30	0.00	(25.70)	30.30	38.30	71.60	
<b>Enrichment Center</b>										
Mrachek, Tammie	08/18/14	Per Holiday	12.80	1.20	0.00	6.00	5.30	Not w/City		
		Vacation	64.00	69.61	5.61	36.61	13.30			

Employee	Leave Date	Leave Type	Earned in 2018	Balance as of 12/31/2016	Portion of Hrs earned over at end of 2018 accrued before 2016	Balance as of 12/31/2015	Balance as of 12/31/2014	Balance as of 12/31/2013	Balance as of 12/31/2012	
Vandre, Lori	04/30/90	Per Holiday	12.80	2.36	0.00	4.21	2.00	13.00	1.00	
		Vacation	64.00	270.41	206.41	220.51	116.00	50.50	50.50	
<b>Library</b>										
Akey, Terri	01/01/07	Lib Float Hol	5.60	(0.25)	0.00	(0.35)	(0.45)	(0.05)	0.10	
		Per Holiday	11.20	0.25	0.00	0.05	(0.15)	0.15	0.20	
		Vacation	84.00	0.00	0.00	0.00	0.00	0.00	0.00	
Andrews, E Kay	12/31/12	Lib Float Hol	5.00	0.00	0.00	0.00	0.00	0.50	Not w/City	
		Per Holiday	10.00	0.00	0.00	0.00	0.00	0.50		
		Vacation	48.00	0.00	0.00	0.00	0.00	2.00		
Bennett, Andrea	07/28/08	Lib Float Hol	4.00	(0.02)	0.00	(0.02)	(0.02)	(0.02)	(0.02)	
		Per Holiday	8.00	(0.04)	0.00	(0.04)	(0.04)	(0.04)	(0.04)	
		Vacation	49.98	1.92	0.00	(0.06)	3.94	(0.06)	(0.06)	
Forde, Carolyn	01/30/17	Lib Float Hol	0.00	Not w/City	0.00					
		Per Holiday	0.00		0.00					
		Vacation	0.00		0.00					
Henrichs, Jo	12/31/12	Lib Float Hol	8.00	0.25	0.00	0.25	0.00	0.50	Not w/City	
		Per Holiday	16.00	4.25	0.00	1.00	0.00	0.50		
		Vacation	80.00	(0.01)	0.00	2.74	0.00	2.00		
Litzer, Donald S	03/02/09	Lib Float Hol	8.00	(0.65)	0.00	(0.65)	(0.65)	(0.65)	0.10	
		Per Holiday	16.00	1.05	0.00	1.05	1.80	0.80	0.05	
		Vacation	120.00	3.00	0.00	0.50	0.00	0.00	0.00	
Maerz, Sarah	12/06/11	Lib Float Hol	8.00	(0.09)	0.00	(0.09)	(0.09)	(0.09)	(0.09)	
		Per Holiday	16.00	0.33	0.00	0.33	0.33	8.33	8.33	
		Vacation	80.00	(0.05)	0.00	(0.05)	(0.05)	3.45	3.45	
Martinson, Faith	07/28/08	Lib Float Hol	4.00	(0.02)	0.00	3.98	2.98	(0.02)	(0.02)	
		Per Holiday	8.00	2.96	0.00	2.96	0.96	(0.04)	(0.04)	
		Vacation	49.98	(0.08)	0.00	(0.06)	4.94	(0.06)	(0.06)	
Ollhoff, Laurie	08/12/17	Lib Float Hol	0.00	Not w/City	0.00					
		Per Holiday	0.00		0.00					
		Vacation	0.00		0.00					
Plautz, Donna	01/01/17	Lib Float Hol	0.00	Not eligible as FT	0.00					
FT on 01/01/2017		Per Holiday	0.00		0.00					
		Vacation	0.00		0.00					
Schwartz, Eleanor	09/03/74	Lib Float Hol	8.00	8.00	0.00	1.50	0.00	0.00	0.00	
		Per Holiday	16.00	8.00	0.00	0.00	0.00	0.00	0.00	
		Vacation	208.00	0.00	0.00	(8.50)	0.00	0.00	12.00	
Stevens, Stacy	01/19/00	Lib Float Hol	8.00	8.00	0.00	0.00	0.00	0.00	0.00	
		Per Holiday	16.00	8.00	0.00	8.00	16.00	16.00	0.00	
		Vacation	160.00	41.50	0.00	45.50	68.50	69.00	71.00	
Wendorf, Carol	03/05/01	Lib Float Hol	8.00	0.00	0.00	0.00	0.00	0.00	0.00	
		Per Holiday	16.00	13.50	0.00	8.00	0.00	0.00	0.00	
		Vacation	160.00	8.16	0.00	0.16	0.16	0.32	0.32	
Wendt, Kevin	06/20/16	Lib Float Hol	4.62	4.20	0.00	Not w/City				
		Per Holiday	9.31	8.47	0.00					
		Vacation	23.31	21.20	0.00					

Employee	Leave Date	Leave Type	Earned in 2016	Balance as of 12/31/2016	Portion of Hrs earned over at end of 2016 accrued before 2016	Balance as of 12/31/2015	Balance as of 12/31/2014	Balance as of 12/31/2013	Balance as of 12/31/2012
<b>Park &amp; Recreation Dept.</b>									
Weckwerth, Joseph	10/15/08	Per Holiday	16.00	25.00	9.00	9.00	29.25	13.25	13.25
		Vacation	89.94	147.71	57.77	123.27	102.27	102.27	113.02
Wendorf, Daniel	06/17/02	Per Holiday	16.00	24.00	8.00	9.50	17.00	10.00	37.00
		Vacation	160.00	168.65	6.65	116.65	128.80	160.80	149.30
Yates, James	05/25/00	Per Holiday	16.00	48.25	32.25	32.25	32.25	16.25	12.00
		Vacation	160.00	240.57	80.57	198.82	189.07	163.07	136.39
Smith, Dawn	01/01/06	Per Holiday	16.00	0.71	0.00	5.21	8.71	0.71	8.71
		Vacation	120.00	69.75	0.00	50.50	51.75	67.25	65.75
<b>Water Utility</b>									
Baker, Jared	09/17/14	Per Holiday	16.00	33.32	17.32	21.32	5.32	Not w/City	
		Vacation	80.00	95.68	15.68	66.68	13.32		
Drewek, Kate	09/26/11	Per Holiday	16.00	15.32	0.00	7.32	5.82	5.82	3.82
		Vacation	80.00	35.68	0.00	19.68	27.68	22.68	18.68
Hook, Gerald	01/30/89	Per Holiday	16.00	16.50	0.50	12.50	6.00	13.00	22.00
		Vacation	208.00	297.69	89.69	244.69	295.69	258.69	238.69
Lee, Joshua	02/13/17	Per Holiday	0.00	Not w/City	0.00				
		Vacation	0.00		0.00				
Walick, David	02/27/17	Per Holiday	0.00	Not w/City	0.00				
		Vacation	0.00		0.00				
Wirt, Brad	03/09/15	Per Holiday	16.00	28.80	12.80	12.80	Not w/City		
		Vacation	73.34	74.64	1.30	33.30			
Holz, Angela	06/22/98	Per Holiday	16.00	22.50	6.50	20.50	19.50	16.00	11.00
		Vacation	208.00	229.60	21.60	193.60	185.60	176.60	161.85
Pagel, Stephanie	02/27/17	Per Holiday	0.00	Not w/City	0.00				
		Vacation	0.00		0.00				
Steinagel, Gabriel	07/17/00	Per Holiday	16.00	10.00	0.00	16.50	16.50	13.00	16.00
		Vacation	160.00	184.48	24.48	156.98	156.98	132.98	131.96
Landwehr, Steven	11/03/97	Per Holiday	16.00	33.00	17.00	25.00	13.50	19.50	6.50
		Vacation	208.00	271.20	63.20	203.20	203.20	175.20	156.20
Schill, Jason	03/12/07	Per Holiday	16.00	33.00	17.00	36.00	26.50	27.50	20.00
		Vacation	120.00	120.66	0.66	86.66	107.34	91.34	89.34
Smudde, Alexander	05/23/16	Per Holiday	10.64	9.75	0.00	Not w/city			
		Vacation	26.64	16.42	0.00				
<b>Police Dept.</b>									
<b>NON-UNION EMPLOYEES:</b>									
Bacher, Dale	06/01/88	Vacation	240.00	240.00	0.00	240.00	240.50	231.00	240.00
Bennett, Corey	03/20/06	Vacation	120.00	187.00	67.00	165.00	150.00	158.00	150.00
Brahos, Christine	07/20/98	Vacation	208.00	226.02	18.02	184.02	160.02	146.02	132.02
Drabek, Matthew	06/11/07	Vacation	144.00	144.00	0.00	144.00	156.00	144.00	95.85
Hartwig, Gregory	03/19/90	Vacation	240.00	240.00	0.00	264.00	240.00	240.00	240.00
Rankin, Marci	04/08/15	Vacation	73.34	16.98	0.00	13.14	Not w/City		

Employee	Leave Date	Leave Type	Earned in 2016	Balance as of 12/31/2016	Portion of Hrs earned over at end of 2016 accrued before 2016	Balance as of 12/31/2015	Balance as of 12/31/2014	Balance as of 12/31/2013	Balance as of 12/31/2012	
Seubert II, Don	06/04/95	Vacation	240.00	110.00	0.00	174.00	141.00	141.50	123.50	
Thorson, Jennifer	01/05/98	Vacation	208.00	256.75	48.75	214.50	177.25	162.25	160.00	
Wunsch, Patrick	07/06/98	Vacation	213.34	306.67	93.33	248.00	216.00	208.00	192.00	
<b>UNION EMPLOYEES:</b>										
Becker, Brad	06/03/96	Vacation	240.00	80.00	0.00	163.00	141.50	185.00	129.50	
Borchardt, Peter	01/05/98	Vacation	240.00	196.00	0.00	204.00	156.00	180.00	148.50	
Caylor, Robert	08/27/12	Vacation	96.00	92.00	0.00	104.00	92.00	44.00	20.00	
Cimino, Nicole	07/11/05	Vacation	168.00	0.00	0.00	0.00	0.00	0.00		
Heckendorf, Mark	01/05/87	Vacation	240.00	247.50	7.50	287.50	284.50	254.00	248.00	
Helm, Theodore	01/18/16	Vacation	48.00	48.00	0.00					
Jaeger, Jamie	07/10/95	Vacation	240.00	144.00	0.00	120.00	120.00	132.00	120.00	
Lange, Logan	01/18/16	Vacation	48.00	48.00	0.00					
Mathwich, Dane	02/04/08	Vacation	144.00	144.00	0.00	144.00	140.00	96.00	96.00	
McCaskill, Joshua	08/22/11	Vacation	96.00	96.00	0.00	96.00	108.00	89.25		
Perra, Kurt		Vacation	240.00	172.00	0.00	172.00	168.00	168.00		
Pufall, Wyatt	04/24/17	Vacation	0.00	Not w/City	0.00					
Soberg, Eric	02/11/13	Vacation	96.00	96.00	0.00	96.00	95.00	44.00	Not w/City	
Tesch, Tyler	04/02/07	Vacation	144.00	186.00	42.00	144.00	144.00	144.00	95.86	
Tremaine, Melissa	10/06/08	Vacation	144.00	168.00	24.00	144.00	108.00	96.00	95.86	
Waid, Matthew	02/09/09	Vacation	144.00	111.50	0.00	116.50	72.50	72.50	88.00	
<b>Fire Dept.</b>										
<b>NON-UNION EMPLOYEES:</b>										
Drury, Michael	03/31/86	Kelly	18.00	(9.00)	0.00	0.00	18.00			
		Vacation	225.00	441.43	216.43	450.43	423.43	360.43	312.00	
Hintze, Steven	02/08/93	Kelly	48.00	0.00	0.00	0.00	48.00			
		Vacation	312.00	364.25	52.25	367.75	391.75	415.75	284.00	
Johnson, Janalynn	01/18/16	Pers Holiday	7.92	7.59	0.00	Not w/City				
		Vacation	19.92	10.09	0.00					
Krause, Scott	10/29/90	Kelly	48.00	24.00	0.00	0.00	48.00			
		Vacation	312.00	360.00	48.00	338.00	336.00	312.00	312.00	
Savone, Dave	12/03/12	Kelly	32.00	0.00	0.00	8.00	24.00			
		Vacation	120.04	346.16	226.12	282.12	210.08	122.04	3.33	
Wegener, Tadd	10/29/90	Kelly	48.00	0.00	0.00	0.00	48.00			
		Vacation	312.00	600.00	288.00	552.00	578.00	456.00	360.00	
<b>UNION EMPLOYEES:</b>										
Banaszak, Kyle	01/28/13	Kelly	24.00	24.00	0.00	24.00	24.00			
		Vacation	120.00	114.00	0.00	114.00	66.00	66.00	Not w/City	

Employee	Leave Date	Leave Type	Earned in 2016	Balance as of 12/31/2016	Portion of Hrs carried over at end of 2016 accrued before 2016		Balance as of 12/31/2015	Balance as of 12/31/2014	Balance as of 12/31/2013	Balance as of 12/31/2012
Cruise, Bryson	02/23/15	Kelly	24.00	0.00	0.00		0.00	Not w/City		
		Vacation	116.00	105.50	0.00		61.50			
Gomoll, Scott	12/08/14	Kelly	24.00	0.00	0.00		0.00	24.00		
		Vacation	120.00	58.00	0.00		10.00	6.00	Not w/City	
Grovoegel, Joshua	08/02/10	Kelly	24.00	0.00	0.00		0.00	48.00		
		Vacation	150.00	104.00	0.00		74.00	74.00	50.00	50.00
Mueller, Tyler	08/22/11	Kelly	24.00	0.00	0.00		0.00	24.00		
		Vacation	120.00	114.00	0.00		114.00	66.00	50.00	50.00
Nowak, Corey J	07/07/08	Kelly	0.00	0.00	0.00		0.00	24.00		
		Vacation	176.00	176.00	0.00		0.00	72.00	60.00	60.00
Peterson, Paul	08/11/14	Kelly	24.00	(24.00)	0.00		0.00	24.00		
		Vacation	120.00	50.00	0.00		50.00	30.00	Not w/City	
Sparks, Richard	01/05/95	Kelly	48.00	0.00	0.00		0.00	48.00		
		Vacation	312.00	432.00	120.00		432.00	384.00	360.00	312.00
Witucki, Ross	08/26/13	Kelly	24.00	0.00	0.00		0.00	24.00		
		Vacation	120.00	44.00	0.00		44.00	44.00	24.00	Not w/City
<b>Ambulance</b>										
<b>UNION EMPLOYEES:</b>										
Clabots, Christopher	07/13/00	Kelly	24.00	0.00	0.00		0.00	24.00		
		Vacation	240.00	276.00	36.00		276.00	228.00	228.00	156.00
Graveen, David	05/29/03	Kelly	24.00	0.00	0.00		0.00	24.00		
		Vacation	240.00	256.00	16.00		256.00	208.00	128.00	168.00
Hendricks, Jason	08/20/09	Kelly	24.00	0.00	0.00		0.00	24.00		
		Vacation	192.00	176.00	0.00		176.00	146.00	146.00	146.00
Kraegenbrink, John	11/07/02	Kelly	48.00	0.00	0.00		0.00	48.00		
		Vacation	240.00	228.00	0.00		228.00	228.00	136.00	132.00
Leiskau, Jon	03/18/01	Kelly	48.00	0.00	0.00		0.00	48.00		
		Vacation	240.00	128.00	0.00		128.00	128.00	132.00	180.00
Marion, Christopher	08/11/94	Kelly	48.00	0.00	0.00		0.00	48.00		
		Vacation	312.00	390.00	78.00		342.00	270.00	294.00	246.00
Phelps, Nicholas	04/03/07	Kelly	48.00	0.00	0.00		0.00	48.00		
		Vacation	192.00	180.00	0.00		180.00	132.00	138.00	132.00
Skoug, Phillip	11/14/01	Kelly	48.00	0.00	0.00		0.00	48.00		
		Vacation	240.00	296.00	56.00		296.00	224.00	228.00	204.00
Teetzen, Thomas	04/22/04	Kelly	48.00	0.00	0.00		0.00	48.00		
		Vacation	240.00	210.00	0.00		210.00	174.00	174.00	174.00

### Vacation Carryover Policy Alternatives

At the present time we have many employees with 100+ hours of banked vacation time. This banked time has created a large future payout liability for the City and needs to be addressed along with the other policies that are being updated.

The present written policy states: *Employees may bank up to 40 hours of unused vacation time from one calendar year to the next.*

Our present unwritten policy is: *Pay out all accrued vacation upon resignation or retirement.*

There are several alternative ways that this can be handled.

Alternative 1: *Vacation may not be banked in an amount exceeding the employees' bank as of December 30, 20??.*

Alternative 2: *Vacation may be banked to any amount, only X (80, 100, 120) hours will be paid out upon resignation or retirement effective Jan. 1, 20??.*

Alternative 3: *By (Dec. 30, 20??) no more than (80, 100, 120) hours of vacation may be carried over to the next year, any hours more than this amount will be forfeit Jan. 1 of each succeeding year.*

Alternative 1 would be the most burdensome to implement from both a bookkeeping and financial liability perspective.

Alternative 2 and 3 have the advantage of less bookkeeping and a lower financial liability than Alternative 1.

Alternative 2 has the advantage of the least bookkeeping and the same liability as Alternative 2. For this reason I would recommend alternative 2.

Our Payroll Clerk had the following comment: I like option 2 because it ends the main issue (the retirement payouts) today (or whatever date you specify). It's very easy to handle as far as our payroll system capabilities, and it matches what exists as far as sick leave policy.

## Overtime and Vacation

The United States Department of Labor administrates the Fair Labor Standards Act, which mandates the federal minimum wage, overtime, child labor and record-keeping laws. Federal overtime laws apply to all nonexempt employees - those that are not exempt from the FLSA overtime pay requirements. In most cases, hourly employees qualify for overtime. The employer gives vacation time at its discretion.

Under the Federal Fair Labor Standards Act an employee must physically work at least 40 hours for the workweek to qualify for overtime. Therefore, if they work 35 regular hours and take 6 vacation hours, the employer pays the entire 41 hours at their regular pay rate. But if they work a total of 44 hours between Monday and Thursday of the workweek and take eight vacation hours on Friday, the employer pays 40 hours as regular time at their regular pay rate, eight hours as vacation time at their regular pay rate, and four hours as overtime at their overtime rate.

2017 MERRILL and TOMAHAWK MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	APRIL	May	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
<b>INITIAL APPEARANCES-Merrill (Docket)</b>													
1. Total Citations	160	92	96	83	86								517
2. Adult Citations	148	86	93	76	82								485
3. Juvenile Citations	12	6	3	7	4								32
4. Not Guilty Pleas (potential trials)	10	2	3	6	0								21

<b>INITIAL APPEARANCES-Tomahawk</b>													
1. Total Citations	9	14	16	12	17								68
2. Not Guilty Pleas (potential trials)	1	0	1	0	2								

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

<b>CASES DISPOSED</b>													
1. # Citations	169	116	116	91	111								

<b>WRITS ISSUED</b>													
1. # Citations	Tax Intercept	Tax Intercept	Tax Intercept	Tax Intercept	39								

<b>FINANCIALS</b>													
1. Amount Collected (Reported to State)	\$9,861.49	\$22,198.73	\$25,557.28	\$9,030.64	\$12,491.32								
2. Amount Paid to County & State	(\$3,143.35)	(\$8,134.92)	(\$9,570.70)	(\$3,311.22)	(\$4,126.58)								
3. Forf & Cost Retained by City	\$6,718.14	\$14,063.81	\$15,986.58	\$5,719.42	\$8,364.74								
4. Add. Misc. fees collected	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00								
5. Add. Forf. Receipts from LCCC	\$0.00	\$0.00	\$85.78	\$63.27	\$0.00								
<b>6. Total Revenue to the City</b>	<b>\$6,718.14</b>	<b>\$14,063.81</b>	<b>\$16,072.36</b>	<b>\$5,782.69</b>	<b>\$8,364.74</b>								
7. Municipal Court Expenses	(\$11,026.71)	(\$7,116.02)	(\$6,718.07)	(\$6,179.20)	(\$6,174.81)								
8. Net Revenue to the City of Tomahawk **	(\$248.00)	(\$484.00)	(\$912.68)	(\$160.00)	(\$709.71)								
<b>9. Net Revenue to the City of Merrill</b>	<b>(\$4,556.57)</b>	<b>\$6,463.79</b>	<b>\$8,441.71</b>	<b>(\$556.51)</b>	<b>\$1,480.22</b>								
10. Restitution Collected	\$67.35	\$653.29	\$1,333.88	\$136.51	\$525.77								

adj for LCCC  
forf rec'ts

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

Attachment: Monthly Report - Municipal Court (2579 : Municipal Court)



## City of Merrill

Kathy Unertl, Finance Director

1004 East 1st Street • Merrill, Wisconsin • 54452

Phone: 715.536.5594 • Fax: 715.539.2668

e-mail: Kathy.Unertl@ci.merrill.wi.us

Date: June 20<sup>th</sup>, 2017

To: Personnel & Finance Committee

From: Kathy Unertl, Finance Director

A handwritten signature in black ink that reads "Kathy Unertl". The signature is written in a cursive style and is positioned to the right of the printed name in the "From:" field.

RE: Activities – May - June 2017

**Statement of Assessment - Verification:** It took a bit to reconcile TID real estate assessment information between City Assessor Kitt Koski and the Lincoln County Tax Lister. The ancient Land Records software system appears to have additional procedural steps in order to have entered assessment amounts transferred into summary total reports.

Whether for the Statement of Assessment or tax bill calculation, it is essential that the City's Finance Director carefully review and verify totals.

**Audit – 2016 and Follow-up:** I reviewed the draft audit reports and provided comments to Schenck auditors. Dave Maccoux is scheduled to present the 2016 audit at the July 11<sup>th</sup> Common Council meeting.

**Capital Plan and 2017 Borrowing:** I continue to slowly enter information into PlanIt software for the updated ten-year capital plan. I am working with Ehlers representatives on the upcoming 2017 borrowing process.

**Economic Development:** City staff and consultant team continue to facilitate various projects.

I am working on the new Annual TID Reports, as well as summary spreadsheet. This information will provide a good overview of the fiscal status of Merrill's TIDs.

With assistance from GIS Specialist Kate Drewek, background information on new TID No. 12 (Weinbrenner area) and revised TID No. 8 have been prepared. Working with Brian Reilly from Ehlers on the various TID plans that will be going to the August 8<sup>th</sup> Joint Review Board and then Redevelopment Authority (RDA) public hearing.

**CITY ATTORNEY****REPORT FOR JUNE 20, 2017**

**DEVELOPMENT PROJECTS:** Continue to work on several projects “simmering” with high hopes for all of them. Development Agreements for Gateway North LLC., NTC, Cooper completed and signed. Assisting with inquiries for expansion and location of existing businesses. Working on imminent closing of Weinbrenner property transfer per lease agreement. It is a true pleasure working with this company.

**FESTIVAL GROUNDS:** Rodeo was a big success, looking forward to the Tractor Pull, our next big event. Calendar is being updated as events are booked. Working with the Enrichment Center and the Festival Grounds Committee on logistics, building usage criteria and maximizing use of the space. Toured the completed Expo Building last week. Very impressive. Reviewing the options of a liquor license at that location.

**DELINQUENT PROPERTY TAX:** Seventeen delinquent tax letters, totaling \$3,605.12 were mailed on March 24, 2017 with payment due by April 30<sup>th</sup>. One remains unpaid for \$870.10, possibly a long term workout, with a payment was promised for next week.

**SEMINARS:** Attended the League of Wisconsin Municipalities conference in Green Lake. As usual, good opportunity to hear “we’re not alone” in the challenges facing local government.

**UNIONS:** City has received notice from Police Union requesting start of negotiations for successor contract.

**PERSONAL:** Successfully completed the “Concealed Carry” Class at NTC, Officer Kurt Perra, Instructor. Very interesting and worthwhile experience.

Other tasks as assigned.

*“Never interrupt your enemy when he is making a mistake”*

*Napoleon Bonaparte*

<b>City Attorney</b>					
<b>MONTHLY REPORT</b>					
<b>June 20, 2017</b>					
		<b>June</b>		<b>May</b>	
<b>MUNICIPAL COURT</b>		<b>3 weeks</b>		<b>2 weeks</b>	
<b>TOTAL ADULT</b>		96		87	
Adult Ordinance		21		22	
Adult Traffic		75		65	
Total Adult Defendants		81		66	
Adult Closed		15		9	
Other Jurisdictions		0		0	
<b>TOTAL JUVENILE</b>		6		1	
Juvenile Ordinance		6		1	
Juvenile Traffic		0		0	
Total Juvenile Defendants		6		1	
Juvenile Closed		1		0	
<b>TRIALS</b>		2		3	
Pending Municipal Trials		2		3	
Pending Circuit Court Trials		0		0	
Pending Other Jurisdictions		0		0	
<b>Other Court Matters</b>		<b>Beginning</b>	<b>New</b>	<b>Closed</b>	<b>Ending</b>
Deferred Prosecution Agree.					
<b>MERRILL DPA'S</b>		<b>April</b>	11	1	11
		<b>May</b>	11	0	9
		<b>June</b>	9	3	11
<b>TOMAHAWK DPA'S</b>		<b>April</b>	3	0	3
		<b>May</b>	3	0	2
		<b>June</b>	2	0	1
<b>TOMAHAWK</b>		<b>June</b>		<b>May</b>	
Total Adult & Juvenile		19		17	
Total Adult Defendants		15		17	
Ordinance Violation		3		7	
Traffic Violations		14		10	
Total Juvenile Defendants		2		0	
Closed since last Report		1		0	



**MERRILL**  
**WISCONSIN**  
*City Of Parks*

## City Clerk Report – June 27<sup>th</sup>, 2017

1. On June 21<sup>st</sup>, assisted and trained Utility Specialist/Billing Coordinator Angie Holz on using Accela software to create the agenda and meeting packet for the June 28<sup>th</sup> Water and Sewage Disposal Committee meeting. I will be available to help her when she prepares the next agenda/meeting packet for that committee, and we anticipate that after that she can “solo”.
2. Liquor license renewals were approved at the June 13<sup>th</sup> Common Council meeting. The Police Department has begun the process of delivering the renewals to all licensees who are in complete compliance with all City licensee regulations. Three licensees are not in complete compliance at this time, and those licenses will not be delivered until complete compliance is achieved. All three licensees are aware of the circumstance of non-compliance, and are also aware that, as of July 1<sup>st</sup>, they will not be allowed to sell if complete compliance is not achieved.
3. Other duties as assigned and/or requested

A handwritten signature in blue ink, appearing to read "Bill", is written over the third list item.

City Clerk Bill Heideman, CMC, WCMC

*“Focusing on the Future”*

An equal opportunity/affirmative action employer.

## **Administrator's Monthly Report 6/8/17**

This report is much shorter than usual as I was on vacation from June 8-25, as well as May 26.

### **New Development and Blight elimination**

On June 2, paperwork was signed to transfer ownership of the Weinbrenner Shoe Company property from the City to Weinbrenner. Weinbrenner will now be responsible for property taxes on this parcel and building.

I met several times with Paul Russell to discuss the Fox Point project and participated in conference calls with Scott from Horizon.

### **Festival Grounds**

The installation of water and electrical service along the east end of the property has been completed. All materials were purchased by the Rodeo Association and will become part of the City owned infrastructure.

The curb has been installed for the new parking area east of the new building with paving to follow, along with the block wall along Sales St.

On June 7, Rod Akey and I did a final walk-through inspection of the Enrichment Center/Expo Hall prior to acceptance of the building.

### **Personnel**

The position of Transit Director has been advertised and we are waiting to receive applications.

I worked on options to our existing vacation carryover policy and researched the Fair Labor Standards Act concerning the requirement for paying overtime when vacation is used in a pay period as directed for this meeting.

### **Miscellaneous**

On May 23, Ron Turner made a video presentation to department heads on the capabilities of drones to perform work for the City. A spirited discussion was followed by a decision to purchase a drone and train several City employees to operate it.

On May 25, I attended the Historical Society Board Meeting. On the 31<sup>st</sup>, I attended the Exhibits Committee Meeting, and on. On June 5, I attended the Historical Society Executive Board Meeting to discuss the status of the proposed addition to the building with the architect. The home behind the Historical Society that Ron Nicklaus purchased for the Society was raised on June 5-6.

On May 30, I met Jeremy Radliff at the Festival Grounds for an interview on the Enrichment Center/ Expo Hall for the Foto News.

On several occasions I had to unlock and re-lock various Festival Grounds facilities for the Rodeo setup, Merrill Riders and Brickyard School.

On June 1, I met with the Entrepreneur/Business Action Committee of the Active and Aware Citizens Group to discuss Fab Labs, business incubators, and other methods of fostering new business growth and development in Merrill.

Great Lakes Alfalfa has begun hauling and piling new product on the property next to the two existing piles. Minor progress has been made in processing the existing pile on the southeast corner of the property

**Department Head Meeting**

No Department Head Meeting was held in June as I was not here for 12 work days.