



CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
AGENDA • MONDAY SEPTEMBER 25, 2017

Regular Meeting

City Hall Council Chambers

5:45 PM

- I. Call to Order
- II. Vouchers:
 1. Vouchers for August, 2017
- III. Agenda items for consideration:
 1. Personnel Policies/Employee Handbook (September draft revision)
 2. 2018 compensation adjustment for Election Officials.
 3. Consider 2018 MAPS - Merrill Productions Budget Request
 4. Consider compensation for Elected Street & Weed Commissioner
 5. Review and consider potential Ordinance amendments related to Street and Weed Commissioner
- 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: 8/01/2017 THRU 8/31/2017

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	VOID CHECK	V	8/03/2017			156025		
	VOID CHECK	V	8/03/2017			156026		
	VOID CHECK	V	8/03/2017			156027		
	VOID CHECK	V	8/15/2017			156115		
	VOID CHECK	V	8/15/2017			156129		
	VOID CHECK	V	8/15/2017			156130		
000511	MATCO TOOLS							
	MATCO TOOLS	VOIDED V	8/15/2017			156155		399.95CR
	VOID CHECK	V	8/15/2017			156160		
	VOID CHECK	V	8/15/2017			156161		

* * 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:	9	VOID DEBITS 0.00 VOID CREDITS 399.95CR	399.95CR	0.00

TOTAL ERRORS: 0

VENDOR SET: 01 BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
		9	399.95CR	0.00	0.00
BANK:	TOTALS:	9	399.95CR	0.00	0.00

Attachment: Vouchers (2788 : Vouchers)

VENDOR SET: 01 City of Merrill
BANK: 1 LINCOLN CO - GENERAL
DATE RANGE: 8/01/2017 THRU 8/31/2017

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-168482-1	GASCO ECOMART	R	8/15/2017			156091		
10 52200-03-40000	Operating Supplies	GASCO ECOMART		210.93				210.93
			*** VENDOR TOTALS ***			1 CHECKS		210.93
000045	ABG MASONRY, INC.							
I-2890k	INSTALL NEW SIDEWALK	R	8/17/2017			156249		
10 55110-03-50275	M/R - Contingency	INSTALL NEW SIDEWALK		4,000.00				4,000.00
			*** VENDOR TOTALS ***			1 CHECKS		4,000.00
000048	ACCENT BUSINESS SOLUTIONS							
I-95531	COPIER - MUNICIPAL COURT	R	8/15/2017			156092		
10 51200-03-10000	Office Supplies	COPIER - MUNICIPAL C		80.42				80.42
			*** VENDOR TOTALS ***			1 CHECKS		80.42
000020	AFLAC							
I-AFA20170811	PREMIUM PER ATTACHED	R	8/11/2017			156032		
10 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		341.83				
24 21-5905	AFLAC	PREMIUM PER ATTACHED		1.16				
52 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		0.58				
62 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		25.03				
63 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		16.43				
I-AFL20170811	PREMIUM PER ATTACHED	R	8/11/2017			156032		
10 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		238.04				
24 21-5905	AFLAC	PREMIUM PER ATTACHED		0.99				
26 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		1.01				
43 21-5905	AFLAC	PREMIUM PER ATTACHED		0.72				
45 21-5905	AFLAC	PREMIUM PER ATTACHED		0.07				
52 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		8.10				
62 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		11.61				
63 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		7.79				653.36
000020	AFLAC							
I-AFA20170825	PREMIUM PER ATTACHED	R	8/25/2017			156286		
10 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		330.68				
24 21-5905	AFLAC	PREMIUM PER ATTACHED		1.35				
62 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		11.21				
63 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		18.69				
I-AFL20170825	PREMIUM PER ATTACHED	R	8/25/2017			156286		
10 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		244.91				
24 21-5905	AFLAC	PREMIUM PER ATTACHED		2.19				
43 21-5905	AFLAC	PREMIUM PER ATTACHED		0.52				
52 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		1.31				
62 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		8.04				
63 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		11.36				630.26
			*** VENDOR TOTALS ***			2 CHECKS		1,283.63

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004039	ALAMSA, LLC							
I-2017	DEV INCENTIVE	2017	DEVELOPMENT INCENTIVE	R	8/28/2017		156303	
46	57100-04-52113	Alamsa - Kindhearted	2017	DEVELOPMENT INC	25,000.00			25,000.00
				*** VENDOR TOTALS ***		1	CHECKS	25,000.00
003637	ALBERT BROADCASTING INC							
I-12733-1	AQUATIC CENTER COMMERCIALS	R	8/15/2017				156222	
10	55400-03-41000	Public Relations/Marketing	AQUATIC CENTER COMME	150.00				150.00
				*** VENDOR TOTALS ***		1	CHECKS	150.00
002047	AMAZON							
I-20170816	ACCT #60457 8781 005319 5	R	8/17/2017				156250	
10	55110-03-10000	Office Supplies	ACCT #60457 8781 005	18.99				
10	55110-03-41250	Programming - Adult	ACCT #60457 8781 005	20.97				
10	55110-03-41500	Progammng - Youth	ACCT #60457 8781 005	66.97				
10	55110-13-10000	Adult Dept Fiction	ACCT #60457 8781 005	25.27				
10	55110-13-10100	Adult Dept Non-Fiction	ACCT #60457 8781 005	93.25				
10	55110-13-10300	Adult Dept Reference	ACCT #60457 8781 005	43.99				
10	55110-14-10200	Adult Dept CDs	ACCT #60457 8781 005	9.99				
10	55110-14-10400	Adult Dept DVDs	ACCT #60457 8781 005	85.89				
10	55110-14-20100	Youth Videos, DVDs & CD-ROMs	ACCT #60457 8781 005	77.82				
10	55110-14-40000	Learning Games/Story Boxes	ACCT #60457 8781 005	104.58				
26	55110-03-12625	Cross-County - Expense	ACCT #60457 8781 005	107.22				
26	55110-03-12650	Library Photocopier Expense	ACCT #60457 8781 005	47.84				
26	55110-03-40500	Memorial Books-Expense	ACCT #60457 8781 005	451.92				
10	55110-03-10500	Library Supplies	ACCT #60457 8781 005	14.99				1,169.69
				*** VENDOR TOTALS ***		1	CHECKS	1,169.69
000059	AMERICAN ASPHALT OF WI							
I-5300037476	ENRICHMENT/EXPO PARKING LOT	R	8/15/2017				156093	
43	57200-08-23500	Parking Lots-Public	ENRICHMENT/EXPO PARK	50,000.00				
43	57200-08-24000	Street Improvements	ENRICHMENT/EXPO PARK	10,000.00				
52	57001-08-27933	MFG-Enrichment Parking	ENRICHMENT/EXPO PARK	26,817.58				
I-5300037640	HOT MIX	R	8/15/2017				156093	
52	53313-03-70000	Hot Mix for Overlay	HOT MIX	679.14				
10	53300-03-75000	Patching Materials	HOT MIX	435.57				
I-5300037738	HOT MIX	R	8/15/2017				156093	
52	53313-03-70000	Hot Mix for Overlay	HOT MIX	338.72				
I-5300037777	HOT MIX	R	8/15/2017				156093	
52	53313-03-70000	Hot Mix for Overlay	HOT MIX	235.48				
I-530037618	HOT MIX	R	8/15/2017				156093	
52	53313-03-70000	Hot Mix for Overlay	HOT MIX	295.21				88,801.70
				*** VENDOR TOTALS ***		1	CHECKS	88,801.70

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002653	AMERICAN LEGION BASEBALL							
I-2017 AD	TOURNAMENT AD - PARK/REC	R	8/15/2017			156094		
26 55425-03-40000	Lager Barleyfest Expense		TOURNAMENT AD - PARK	150.00				150.00
			*** VENDOR TOTALS ***			1 CHECKS		150.00
003604	AMERICAN PLANNING ASSOCIATION							
I-0754971-1772	APA MEMBERSHIP	R	8/15/2017			156095		
10 51520-03-32000	Education & Conference		APA MEMBERSHIP	265.00				
62 53716-00-92300	Outside Serv. Employed		APA MEMBERSHIP	50.00				
63 56156-00-85200	Outside Service Employed		APA MEMBERSHIP	50.00				365.00
			*** VENDOR TOTALS ***			1 CHECKS		365.00
002555	AMERICAN WELDING & GAS INC.							
I-04920367	CARBON DIOXIDE	R	8/15/2017			156096		
10 55420-03-40000	Operating Supplies		CARBON DIOXIDE	237.85				
I-04929794	CARBON DIOXIDE BULK	R	8/15/2017			156096		
10 55420-03-40000	Operating Supplies		CARBON DIOXIDE BULK	215.58				
I-04937472	CARBON DIOXIDE	R	8/15/2017			156096		
10 55420-03-40000	Operating Supplies		CARBON DIOXIDE	223.00				
I-04945371	CARBON DIOXIDE	R	8/15/2017			156096		
10 55420-03-40000	Operating Supplies		CARBON DIOXIDE	137.76				
I-04946876	OXYGEN/NITROGEN	R	8/15/2017			156096		
10 52300-03-40000	Operating Supplies		OXYGEN/NITROGEN	98.24				
I-04963308	OXYGEN - RENTAL CYLINDER	R	8/15/2017			156096		
10 55200-02-15000	Contract Services		OXYGEN - RENTAL CYLI	41.33				
I-04963729	OXYGEN/CYLINDER	R	8/15/2017			156096		
10 52300-03-40000	Operating Supplies		OXYGEN/CYLINDER	26.14				
I-04963906	HELIUM /CYLINDER	R	8/15/2017			156096		
10 55300-03-41500	Self & Non-Support-Expenses		HELIUM /CYLINDER	56.52				1,036.42
			*** VENDOR TOTALS ***			1 CHECKS		1,036.42
004052	ANDERSON BROS. & JOHNSON, INC							
I-413192	SCREENDED CHIPS	R	8/15/2017			156097		
52 53313-03-71000	Buckshot Stone		SCREENDED CHIPS	316.00				
10 53300-03-76000	Sand/Gravel		SCREENDED CHIPS	749.70				1,065.70
			*** VENDOR TOTALS ***			1 CHECKS		1,065.70
003554	APPLIED MAINTENANCE SUPPLIES A							
I-96826262	KWIK CUT DRILL/SHANK	R	8/15/2017			156098		
10 53240-03-40000	Operating Supplies		KWIK CUT DRILL/SHANK	273.08				273.08
			*** VENDOR TOTALS ***			1 CHECKS		273.08
002222	ARROW TERMINAL, LLC							
C-0111607	DIRECTIONAL LED	R	8/15/2017			156099		
10 53240-03-40000	Operating Supplies		DIRECTIONAL LED	125.78CR				
C-0111904	VACUUM MAGNET	R	8/15/2017			156099		
10 53240-03-40000	Operating Supplies		VACUUM MAGNET	298.95CR				
I-0111964	LED MOUNT/BRACKET	R	8/15/2017			156099		

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002222	ARROW TERMINAL, LLC	CONT						
I-0111964	LED MOUNT/BRACKET	R	8/15/2017			156099		
10 53240-03-40000	Operating Supplies		LED MOUNT/BRACKET	305.19				
I-0112847	PARTS - STREET DEPT	R	8/15/2017			156099		
10 53240-03-40000	Operating Supplies		PARTS - STREET DEPT	384.19				
I-0113013	PARTS - STREET DEPT	R	8/15/2017			156099		
10 53240-03-40000	Operating Supplies		PARTS - STREET DEPT	30.86				295.51
			*** VENDOR TOTALS ***			1 CHECKS		295.51
001259	ASPIRUS OCCUPATIONAL HEALTH							
I-59588	JULY 2017 - MONTHLY FEE	R	8/15/2017			156100		
10 51417-02-50000	EAP-Employee Assistance		JULY 2017 - MONTHLY	260.05				
62 53716-00-92300	Outside Serv. Employed		JULY 2017 - MONTHLY	50.20				
63 56156-00-85200	Outside Service Employed		JULY 2017 - MONTHLY	50.20				360.45
			*** VENDOR TOTALS ***			1 CHECKS		360.45
000038	ATCO INTERNATIONAL							
I-I0490009	CENTURION	R	8/15/2017			156101		
10 55420-03-40000	Operating Supplies		CENTURION	266.00				266.00
			*** VENDOR TOTALS ***			1 CHECKS		266.00
000268	BAKER & TAYLOR L0280842							
I-2033017569	ACCT # 216389 L028084 2	R	8/17/2017			156251		
10 55110-13-10000	Adult Dept Fiction		ACCT # 216389 L02808	140.99				
10 55110-03-10500	Library Supplies		ACCT # 216389 L02808	13.31				
I-2033033355	ACCT # 216389 L028084 2	R	8/17/2017			156251		
10 55110-14-10100	Adult Dept Books on CD		ACCT # 216389 L02808	71.98				
10 55110-13-10000	Adult Dept Fiction		ACCT # 216389 L02808	333.10				
10 55110-03-10500	Library Supplies		ACCT # 216389 L02808	30.58				
I-2033058110	ACCT # 216389 L028084 2	R	8/17/2017			156251		
10 55110-13-10000	Adult Dept Fiction		ACCT # 216389 L02808	439.47				
10 55110-03-10500	Library Supplies		ACCT # 216389 L02808	40.31				1,069.74
			*** VENDOR TOTALS ***			1 CHECKS		1,069.74
003259	BAKER & TAYLOR L4211082							
I-2033025587	ACCT # 216389 L421108 2	R	8/17/2017			156252		
10 55110-13-10200	Adult Dept Paperbacks		ACCT # 216389 L42110	31.44				31.44
			*** VENDOR TOTALS ***			1 CHECKS		31.44
000273	BAKER & TAYLOR L5014032							
I-2033028046	ACCT # 216389 L501403 2	R	8/17/2017			156253		
10 55110-13-20000	Youth Children's Books		ACCT # 216389 L50140	118.05				
10 55110-03-10500	Library Supplies		ACCT # 216389 L50140	4.67				
I-2033047949	ACCT # 216389 L501403 2	R	8/17/2017			156253		
10 55110-03-10500	Library Supplies		ACCT # 216389 L50140	37.69				
10 55110-13-20100	Young Adult Books		ACCT # 216389 L50140	110.21				
10 55110-13-20000	Youth Children's Books		ACCT # 216389 L50140	280.59				
I-2033062114	ACCT # 216389 L501403 2	R	8/17/2017			156253		

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000273	BAKER & TAYLOR L501403CONT							
I-2033062114	ACCT # 216389 L501403 2	R	8/17/2017			156253		
10 55110-03-10500	Library Supplies	ACCT # 216389 L50140		9.16				
10 55110-13-20100	Young Adult Books	ACCT # 216389 L50140		17.99				
10 55110-13-20000	Youth Children's Books	ACCT # 216389 L50140		94.07				672.43
			*** VENDOR TOTALS ***			1 CHECKS		672.43
000270	BAKER & TAYLOR L5471172							
I-2033042688	ACCT # 216389 L547117 2	R	8/17/2017			156254		
26 55110-03-40500	Memorial Books-Expense	ACCT # 216389 L54711		10.24				
I-2033053885	ACCT # 216389 L547117 2	R	8/17/2017			156254		
26 55110-03-40500	Memorial Books-Expense	ACCT # 216389 L54711		29.89				40.13
			*** VENDOR TOTALS ***			1 CHECKS		40.13
000271	BAKER & TAYLOR L5491882							
I-2033030806	ACCT # 216389 L549188 2	R	8/17/2017			156255		
10 55110-13-10100	Adult Dept Non-Fiction	ACCT # 216389 L54918		23.76				
10 55110-03-10500	Library Supplies	ACCT # 216389 L54918		1.27				
I-2033050474	ACCT # 216389 L549188 2	R	8/17/2017			156255		
10 55110-13-10100	Adult Dept Non-Fiction	ACCT # 216389 L54918		262.65				
10 55110-03-10500	Library Supplies	ACCT # 216389 L54918		20.56				
26 55110-03-40500	Memorial Books-Expense	ACCT # 216389 L54918		55.98				
I-2033070019	ACCT # 216389 L549188 2	R	8/17/2017			156255		
10 55110-13-10100	Adult Dept Non-Fiction	ACCT # 216389 L54918		351.07				
10 55110-03-10500	Library Supplies	ACCT # 216389 L54918		28.10				743.39
			*** VENDOR TOTALS ***			1 CHECKS		743.39
003679	MARY BALL							
I-08/31/17	TONER INK FOR CITY BANNERS	R	8/31/2017			156313		
10 53300-03-40000	Operating Supplies	TONER INK FOR CITY B		52.97				52.97
			*** VENDOR TOTALS ***			1 CHECKS		52.97
000066	BAUMGART WASTE REMOVAL							
I-16896	DUMPING FEE - MARC	R	8/15/2017			156102		
10 55400-02-23600	Waste Removal Services	DUMPING FEE - MARC		262.45				262.45
			*** VENDOR TOTALS ***			1 CHECKS		262.45
001521	BAY TOWEL, INC							
I-2422291	UNIFORMS/TOWELS	R	8/15/2017			156103		
10 53240-03-46000	Uniform Services	UNIFORMS/TOWELS		9.44				
10 53620-03-46000	Uniform Services	UNIFORMS/TOWELS		5.39				
10 53635-03-46000	Uniform Services	UNIFORMS/TOWELS		8.25				
10 53300-03-46000	Uniform Services	UNIFORMS/TOWELS		71.33				
10 53310-03-46000	Uniform Services	UNIFORMS/TOWELS		4.30				
10 53230-03-40000	Operating Supplies	UNIFORMS/TOWELS		16.71				
I-2426536	UNIFORMS/TOWELS	R	8/15/2017			156103		
10 53240-03-46000	Uniform Services	UNIFORMS/TOWELS		9.44				
10 53620-03-46000	Uniform Services	UNIFORMS/TOWELS		5.39				

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001521	BAY TOWEL, INC	CONT						
I-2426536	UNIFORMS/TOWELS	R	8/15/2017			156103		
10 53635-03-46000	Uniform Services			8.25				
10 53300-03-46000	Uniform Services			70.21				
10 53310-03-46000	Uniform Services			4.30				
10 53230-03-40000	Operating Supplies			16.71				
I-2430773	UNIFORMS / TOWELS	R	8/15/2017			156103		
10 53240-03-46000	Uniform Services			9.44				
10 53620-03-46000	Uniform Services			5.39				
10 53635-03-46000	Uniform Services			8.25				
10 53300-03-46000	Uniform Services			70.21				
10 53310-03-46000	Uniform Services			4.30				
10 53230-03-40000	Operating Supplies			96.71				
I-2435015	UNIFORMS - TOWELS	R	8/15/2017			156103		
10 53240-03-46000	Uniform Services			9.44				
10 53620-03-46000	Uniform Services			5.39				
10 53635-03-46000	Uniform Services			8.25				
10 53300-03-46000	Uniform Services			65.31				
10 53310-03-46000	Uniform Services			4.30				
10 53230-03-40000	Operating Supplies			16.71				533.42
				*** VENDOR TOTALS ***		1 CHECKS		533.42
000915	BEIN' CRAFTY							
I-5919	TRANSIT JACKETS	R	8/31/2017			156314		
10 53520-03-66000	Other Services			230.00				230.00
				*** VENDOR TOTALS ***		1 CHECKS		230.00
000083	BELLIN HEALTH							
I-12114542	DRUG SCREENS DREWEK/STEINAGEL	R	8/31/2017			156315		
10 51417-02-18000	Drug Testing (CDL)			40.00				
62 53716-00-92300	Outside Serv. Employed			40.00				80.00
				*** VENDOR TOTALS ***		1 CHECKS		80.00
003962	RICHARD J. BJORKLUND							
I-8/15/17	AUGUST MID MONTH PYMT	R	8/15/2017			156104		
24 55225-02-15000	Festival Grounds Manager			500.00				500.00
003962	RICHARD J. BJORKLUND							
I-08/31/17	RICHARD J. BJORKLUND	R	8/31/2017			156316		
24 55225-02-15000	Festival Grounds Manager			500.00				500.00
				*** VENDOR TOTALS ***		2 CHECKS		1,000.00
003188	BMO HARRIS BANK							
I-HSF20170811	HSA-FAMILY - Employee	R	8/11/2017			156033		
10 21-5924	HSA - Employee			7,651.30				
20 21-5924	HSA - Employee			0.43				
21 21-5924	HSA - Employee			274.00				
24 21-5924	HSA - Employee			2.76				

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VENDOR SET: 01 City of Merrill
BANK: 1 LINCOLN CO - GENERAL
DATE RANGE: 8/01/2017 THRU 8/31/2017

2.1.a

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003188	BMO HARRIS BANK	CONT						
I-HSF20170811	HSA-FAMILY - Employee	R	8/11/2017			156033		
25 21-5924	HSA - Employee	HSA-FAMILY - Employee		70.00				
41 21-5924	HSA - Employee	HSA-FAMILY - Employee		2.41				
45 21-5924	HSA - Employee	HSA-FAMILY - Employee		1.23				
52 21-5924	HSA - Employee	HSA-FAMILY - Employee		77.92				
62 21-5924	HSA - Employee	HSA-FAMILY - Employee		334.07				
63 21-5924	HSA - Employee	HSA-FAMILY - Employee		516.85				
I-HSS20170811	HSA - SINGLE - Employee	R	8/11/2017			156033		
10 21-5924	HSA - Employee	HSA - SINGLE - Emplo		1,351.63				
20 21-5924	HSA - Employee	HSA - SINGLE - Emplo		0.31				
24 21-5924	HSA - Employee	HSA - SINGLE - Emplo		7.46				
26 21-5924	HSA - Employee	HSA - SINGLE - Emplo		7.35				
41 21-5924	HSA - Employee	HSA - SINGLE - Emplo		1.02				
43 21-5924	HSA - Employee	HSA - SINGLE - Emplo		2.79				
45 21-5924	HSA - Employee	HSA - SINGLE - Emplo		6.47				
52 21-5924	HSA - Employee	HSA - SINGLE - Emplo		71.92				
62 21-5924	HSA - Employee	HSA - SINGLE - Emplo		42.01				
63 21-5924	HSA - Employee	HSA - SINGLE - Emplo		14.04				
I-PAYROLL 8/11/17	DIRECT DEPOSIT	R	8/11/2017			156033		
10 21-5919	BMO Auto Direct Deposit	DIRECT DEPOSIT		203,857.30				214,293.27
003188	BMO HARRIS BANK							
I-8/25/17 PR	DIRECT DEPOSIT	R	8/25/2017			156287		
10 21-5919	BMO Auto Direct Deposit	DIRECT DEPOSIT		188,719.62				
I-HSF20170825	HSA-FAMILY - Employee	R	8/25/2017			156287		
10 21-5924	HSA - Employee	HSA-FAMILY - Employee		6,259.42				
20 21-5924	HSA - Employee	HSA-FAMILY - Employee		1.19				
21 21-5924	HSA - Employee	HSA-FAMILY - Employee		274.00				
24 21-5924	HSA - Employee	HSA-FAMILY - Employee		25.38				
25 21-5924	HSA - Employee	HSA-FAMILY - Employee		70.00				
52 21-5924	HSA - Employee	HSA-FAMILY - Employee		23.41				
62 21-5924	HSA - Employee	HSA-FAMILY - Employee		291.30				
63 21-5924	HSA - Employee	HSA-FAMILY - Employee		436.27				
I-HSS20170825	HSA - SINGLE - Employee	R	8/25/2017			156287		
10 21-5924	HSA - Employee	HSA - SINGLE - Emplo		1,382.17				
24 21-5924	HSA - Employee	HSA - SINGLE - Emplo		31.48				
43 21-5924	HSA - Employee	HSA - SINGLE - Emplo		0.96				
45 21-5924	HSA - Employee	HSA - SINGLE - Emplo		1.24				
52 21-5924	HSA - Employee	HSA - SINGLE - Emplo		6.77				
62 21-5924	HSA - Employee	HSA - SINGLE - Emplo		23.60				
63 21-5924	HSA - Employee	HSA - SINGLE - Emplo		33.78				197,580.59
		*** VENDOR TOTALS ***				2 CHECKS		411,873.81

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
002088	BOB'S WEST 64							
I-34914	2009 JOURNEY SERVICE	R	8/15/2017			156105		
10 52100-03-51000	Vehicle Repair/Maintenance			2009 JOURNEY TRANSMI	108.29			
I-34955	2015 FORD SERVICE	R	8/15/2017			156105		
10 52100-03-51000	Vehicle Repair/Maintenance			2015 FORD SERVICE	84.90			
I-35052	LUBE, OIL, FILTER	R	8/15/2017			156105		
10 52100-03-51000	Vehicle Repair/Maintenance			LUBE, OIL, FILTER	24.95			218.14
				*** VENDOR TOTALS ***		1 CHECKS		218.14
000091	BOUND TREE MEDICAL, LLC							
I-82552241	MEDICAL SUPPLIES	R	8/15/2017			156106		
10 52300-03-40000	Operating Supplies			MEDICAL SUPPLIES	626.91			626.91
				*** VENDOR TOTALS ***		1 CHECKS		626.91
000069	BRANDT EXTINGUISHERS							
I-9923	EXTINGUISHER RECHARGE	R	8/15/2017			156107		
10 52100-03-50000	Equipment Repair			EXTINGUISHER RECHARG	20.00			20.00
				*** VENDOR TOTALS ***		1 CHECKS		20.00
000070	BREAMAN MERRILL FORD							
I-4449	7/5/17 AIRPORT RENTAL	R	8/15/2017			156108		
27 53515-04-53333	Rental Car - Paid via CC			7/5/17 AIRPORT RENTA	35.00			
I-C96273	2015 FORD REPAIR	R	8/15/2017			156108		
10 52100-03-51000	Vehicle Repair/Maintenance			2015 FORD REPAIR	1,498.55			1,533.55
				*** VENDOR TOTALS ***		1 CHECKS		1,533.55
003954	BROCK WHITE COMPANY LLC							
I-12808546	LADTECH SQUARE/ROUND	R	8/15/2017			156109		
52 57001-08-25000	Street Improvements			LADTECH SQUARE/ROUND	3,083.56			
I-12808546-01	LADTECH SQUARE	R	8/15/2017			156109		
52 57001-08-25000	Street Improvements			LADTECH SQUARE	763.00			3,846.56
				*** VENDOR TOTALS ***		1 CHECKS		3,846.56
004050	BRUCE EQUIPMENT							
I-903854	PARTS/EQUIPMENT	R	8/15/2017			156110		
10 53240-03-40000	Operating Supplies			PARTS/EQUIPMENT	150.56			150.56
				*** VENDOR TOTALS ***		1 CHECKS		150.56
004201	BULLEX, INC							
I-105298	TRAINER'S WATER PACKAGE	R	8/15/2017			156111		
26 52200-03-40000	2% Fire Dues Expenses			TRAINER'S WATER PACK	15,309.65			15,309.65
				*** VENDOR TOTALS ***		1 CHECKS		15,309.65

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
002792	BUSINESS INSURANCE GROUP							
I-2571	2ND INSTALL - WORK COMP	R	8/15/2017			156112		
10 51930-05-10500	Workers Comp. Ins.		2ND INSTALL - WORK C	49,451.00				
I-2588	2ND INSTALL - LWMMI POLICY	R	8/15/2017			156112		
10 51930-05-10000	Property & Liability Ins.		2ND INSTALL - LWMMI	61,528.00				110,979.00
			*** VENDOR TOTALS ***			1 CHECKS		110,979.00
001623	CARDMEMBER SERVICE							
I-JUNE/JULY 2017	JUNE/JULY 2017 CHARGES	R	8/02/2017			156011		
21 52100-03-32000	Education & Conference		RADISSON	178.00				
10 52100-03-40000	Operating Supplies		AMAZON - VOICE RECOR	67.93				
10 52100-03-40000	Operating Supplies		THERMAL PAPER	123.40				
10 52110-03-57000	Traffic Signs		VOSS SIGNS	281.00				
10 52100-03-51000	Vehicle Repair/Maintenance		STATE OF WI E PAYMEN	76.28				
10 53240-03-40000	Operating Supplies		FLEET FARM	8.24CR				
10 54600-03-40000	Operating Supplies		WALMART	39.92				
10 54600-03-40000	Operating Supplies		AMAZON - CRAFT SUPPL	45.07				
10 55420-03-40000	Operating Supplies		JOLLY TECHNOLOGIES	301.00				
10 55300-03-41500	Self & Non-Support-Expenses		24 HOUR NETBRANDS	60.90				
10 55300-03-41500	Self & Non-Support-Expenses		DANCING HORSES DINNE	2,260.75				
26 54633-08-27007	Furniture-Fixtures Enrichment		HOME DEPOT	585.51				
10 53240-03-40000	Operating Supplies		FLEET FARM	158.13				
10 54600-03-40000	Operating Supplies		AMAZON SUPPLIES	86.72				
10 51300-03-13000	Copier		CDW	549.88				
10 55420-03-40000	Operating Supplies		AMAZON - NUMBERED TA	54.89				
10 51520-03-13000	Copier		SAM'S CLUB - COLORED	61.80				
10 55420-03-40000	Operating Supplies		THE LIFEGUARD STORE	35.85				
24 55225-03-40000	Operating Supplies		WAL-MART	79.84				
10 54600-03-13000	Copier/Printer		CDW	482.27				
26 54633-08-27007	Furniture-Fixtures Enrichment		KIDDE SAFETY	89.00				
52 57001-08-30577	Transit Communications		CDW	820.71				
10 55301-03-45000	Promoting Govt Services		PANDORA	26.95				
10 51300-03-32000	Education & Conference		STATE BAR OF WI - HA	209.00				
10 51200-03-32000	Education & Conference		PREMIER - BEST WESTE	164.00				
26 54600-03-40000	New Enrichment Center Exp		AMAZON - PRIME - ENR	10.99				
10 55300-03-41500	Self & Non-Support-Expenses		NORTHWOODS CHILDREN	324.00				7,165.55
001623	CARDMEMBER SERVICE							
I-JULY/AUG 2017	JULY/AUG 2017 FIRE CHARGES	R	8/15/2017			156113		
10 55200-03-32000	Education & Conference		HYATT - SALES TAX CR	66.08CR				
10 52300-03-32000	Education & Conference		WI IAAI SEMINAR	400.00				
10 52300-03-32000	Education & Conference		HYATT PLACE - P. SKO	607.98				
10 52300-03-32000	Education & Conference		PARKING	10.00				
10 52200-03-40000	Operating Supplies		JET - M. DRURY	40.49				992.39
			*** VENDOR TOTALS ***			2 CHECKS		8,157.90

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
002809	CARQUEST OF MERRILL							
C-184495	RETURN SERP BELT	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		RETURN SERP BELT	24.47CR				
I-183945	LOCK PIN	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		LOCK PIN	6.77				
I-183979	OIL FILTER	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		OIL FILTER	12.56				
I-184068	JOHN DEERE GREEN	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		JOHN DEERE GREEN	5.33				
I-184207	OIL SEAL	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		OIL SEAL	35.19				
I-184251	WINDOW REGULATOR	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		WINDOW REGULATOR	84.63				
I-184291	OIL FILTER/HYDRAULIC	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		OIL FILTER/HYDRAULIC	67.62				
I-184322	HOSE CLAMP	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		HOSE CLAMP	61.66				
I-184333	OIL GAUGE/MOLDING TPE	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		OIL GAUGE/MOLDING TP	21.42				
I-184338	WATER TEMP GAUGE	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		WATER TEMP GAUGE	16.55				
I-184465	HORN	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		HORN	14.71				
I-184470	PARTS	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		PARTS	125.94				
I-184492	MICRO V BELT	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		MICRO V BELT	21.77				
I-184512	BATTERY	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		BATTERY	67.05				
I-184518	BRAKE SHOES/SEALS	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		BRAKE SHOES/SEALS	38.23				
I-184521	SPARK PLUGS/ENGINE CONTROLS	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		SPARK PLUGS/ENGINE C	66.35				
I-184539	BWD FUEL INJECTION	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		BWD FUEL INJECTION	262.64				
I-184559	OIL/FUEL FILTER	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		OIL/FUEL FILTER	7.94				
I-184811	OIL ABSORBENT	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		OIL ABSORBENT	387.00				
I-184940	SPARK PLUG	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		SPARK PLUG	2.24				
I-184957	GASKETS/SENSORS	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		GASKETS/SENSORS	99.15				
I-184960	BALL MOUNT	R	8/15/2017			156114		
10 53240-03-40000	Operating Supplies		BALL MOUNT	47.48				1,427.76
*** VENDOR TOTALS ***						1	CHECKS	1,427.76

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000307	CENTER CITY CONVENIENCE							
I-T. BROSSOW 8/17	T. BROSSOW	R	8/03/2017			156028		
10 22-6205	Restitution-COURT Only	T. BROSSOW		4.72				4.72
				*** VENDOR TOTALS ***		1 CHECKS		4.72
003747	CENTRAL WISCONSIN WHOLESALE AU							
I-17180	VALVE STEMS	R	8/15/2017			156116		
10 53240-03-40000	Operating Supplies	VALVE STEMS		39.60				39.60
				*** VENDOR TOTALS ***		1 CHECKS		39.60
001843	CHARTER COMMUNICATIONS							
I-0001834072317	AUG 2017 SERVICE CHARGES	R	8/15/2017			156117		
10 52200-02-25500	Fiber - Internet & VOIP	FIRE		725.00				
10 52300-02-25000	Telephone & Internet	EMS		725.00				
24 55513-02-25500	Fiber-Internet-Wireless	MFG BIERMAN		479.02				
10 51525-15-32900	Fiber & PRI - Charter	IT		2,039.49				
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				8,810.51
001843	CHARTER COMMUNICATIONS							
I-0138151080117	ACCT # 8245 11 217 0138151	R	8/17/2017			156256		
10 55110-15-32900	Charter Fiber-VOIP	ACCT # 8245 11 217 0		540.00				540.00
				*** VENDOR TOTALS ***		2 CHECKS		9,350.51
003611	CHOICE 1 HEALTH CARE SERVICES,							
I-7616	TEST STRIPS	R	8/15/2017			156118		
10 52300-03-40000	Operating Supplies	TEST STRIPS		99.80				99.80
				*** VENDOR TOTALS ***		1 CHECKS		99.80
003336	CINTAS CORPORATION #442							
I-442329920	ACCT #04306	R	8/17/2017			156257		
10 55110-03-44000	Janitor Supplies	ACCT #04306		89.26				
I-442338062	ACCT #04306	R	8/17/2017			156257		
10 55110-03-44000	Janitor Supplies	ACCT #04306		127.16				216.42
				*** VENDOR TOTALS ***		1 CHECKS		216.42
002917	CITIES DIGITAL							
I-40919	LASERFICHE ANNUAL SUPPORT	R	8/15/2017			156119		
10 51525-15-45000	Software Maintenance	LASERFICHE ANNUAL SU		3,166.50				
62 53716-00-85010	Computer & Software	LASERFICHE ANNUAL SU		1,583.25				
63 56156-00-85010	Computer & Software	LASERFICHE ANNUAL SU		1,583.25				6,333.00
				*** VENDOR TOTALS ***		1 CHECKS		6,333.00

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000969	CITY DIRECTORY INC							
I-183043	ACCT # 59714	R	8/17/2017			156258		
10 55110-13-10300	Adult Dept Reference	ACCT # 59714		223.00				
I-183044	ACCT # 59714	R	8/17/2017			156258		
10 55110-13-10300	Adult Dept Reference	ACCT # 59714		178.00				401.00
			*** VENDOR TOTALS ***			1 CHECKS		401.00
004084	CITY OF MERRILL							
I-GRENFELL RETIREMEN	CITY OF MERRILL	R	8/01/2017			156010		
10 51417-03-40000	Operating Supplies	CITY OF MERRILL		50.00				50.00
			*** VENDOR TOTALS ***			1 CHECKS		50.00
000022	CITY OF MERRILL - TREASURER							
I-ABT20170811	AFSCME - BOOT DEDUCTION	R	8/11/2017			156034		
10 13-1900	AFSCME Boot Deduction	AFSCME - BOOT DEDUCT		25.00				
I-ADM20170811	ADMINISTRATION FEES	R	8/11/2017			156034		
10 21-5908	Child Support/Maintenance	ADMINISTRATION FEES		15.80				
24 21-5908	Child Support/Maint.	ADMINISTRATION FEES		0.33				
52 21-5908	Child Support	ADMINISTRATION FEES		0.37				
62 21-5908	Child Support/Maintenance	ADMINISTRATION FEES		0.75				
63 21-5908	Child Support/Maintenance	ADMINISTRATION FEES		0.75				43.00
000022	CITY OF MERRILL - TREASURER							
I-ADM20170825	ADMINISTRATION FEES	R	8/25/2017			156288		
10 21-5908	Child Support/Maintenance	ADMINISTRATION FEES		15.00				15.00
			*** VENDOR TOTALS ***			2 CHECKS		58.00
004084	CITY OF MERRILL							
I-2017 BARLEYFEST \$	CHANGE FOR TICKET SALES	R	8/31/2017			156317		
26 45425-48500	Lager Barleyfest Rev.	CHANGE FOR TICKET SA		200.00				200.00
			*** VENDOR TOTALS ***			1 CHECKS		200.00
003603	CITY OF TOMAHAWK							
I-JULY 2017 COURT	JOINT MUN COURT - JULY 2017	R	8/15/2017			156120		
10 22-6775	Tomahawk-Muni Court	JOINT MUN COURT - JU		1,228.00				1,228.00
			*** VENDOR TOTALS ***			1 CHECKS		1,228.00
004207	CITY OF WAUSAU							
I-1266935	MANHOLE/CATCH BASIN RINGS	R	8/31/2017			156318		
10 53314-03-73000	Manhole Castings	MANHOLE/CATCH BASIN		1,500.00				1,500.00
			*** VENDOR TOTALS ***			1 CHECKS		1,500.00
000117	CITY TREASURER							
I-08312017	REPLENISH PETTY CASH	R	8/31/2017			156319		
10 51430-03-10000	Office Supplies	REPLENISH PETTY CASH		6.33				
46 57100-02-10000	Legal Notices/Letters	REPLENISH PETTY CASH		33.00				
10 55200-03-43000	Vandalism Repair/Maintenance	REPLENISH PETTY CASH		29.00				
10 51440-03-40000	Operating Supplies	REPLENISH PETTY CASH		1.58				

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000117	CITY TREASURER	CONT						
I-08312017	REPLENISH PETTY CASH	R	8/31/2017			156319		
10 51415-02-25000	Telephone-Cell/Smart			29.88				
26 55304-03-45000	Vehicle-Flower Watering			10.00				
10 51520-03-19000	Credit Card Service Fees			1.00				
48 57100-04-75522	"Blight" - 508 Grand Ave.			30.00				140.79
				*** VENDOR TOTALS ***		1 CHECKS		140.79
002026	COMPLETE CONTROL, INC							
I-33124	SERVICE CALL - FIRE DEPT	R	8/15/2017			156121		
10 52200-03-40000	Operating Supplies			826.50				826.50
				*** VENDOR TOTALS ***		1 CHECKS		826.50
000689	COSMO THEATRE INC							
I-718	DESPICABLE ME 3 - BIG KIDS	R	8/31/2017			156320		
10 55300-03-41500	Self & Non-Support-Expenses			408.00				
I-719	DESPICABLE ME 3 - LITTLE KIDS	R	8/31/2017			156320		
10 55300-03-41500	Self & Non-Support-Expenses			432.00				840.00
				*** VENDOR TOTALS ***		1 CHECKS		840.00
000115	COUNTY MATERIALS CORP							
I-2929304-00	MASON SAND - PARK DEPT	R	8/15/2017			156122		
10 55200-08-91000	Park Improvements			148.00				
I-2936629	UIKRETE PALLET	R	8/15/2017			156122		
52 57001-08-25000	Street Improvements			912.00				
I-2936771-00	MASON SAND	R	8/15/2017			156122		
10 55200-08-91000	Park Improvements			37.00				
I-2938595-00	MASON SAND	R	8/15/2017			156122		
10 55200-08-91000	Park Improvements			37.00				
I-54008588-00	PSI 3/4" AE	R	8/15/2017			156122		
52 53313-03-40000	Operating Supplies			420.00				1,554.00
				*** VENDOR TOTALS ***		1 CHECKS		1,554.00
000204	DAVE'S COUNTY MARKET							
I-07202017 PARK/REC	BLEACH	R	8/15/2017			156123		
10 55300-03-41500	Self & Non-Support-Expenses			8.38				
I-7/18/17 RECREATION	7/18/17 RECREATION SUPPLIES	R	8/15/2017			156123		
10 55300-03-41500	Self & Non-Support-Expenses			12.52				
I-7/19/17 PAR/REC	7/19/17 PARK/REC SUPPLIES	R	8/15/2017			156123		
10 55420-03-40100	Concession Supplies			3.96				
I-7/24/17 PARK/REC	7/24/17 PARK & REC	R	8/15/2017			156123		
10 55300-03-41500	Self & Non-Support-Expenses			12.34				
I-7/28/17 PARK/REC	SPRING WATER	R	8/15/2017			156123		
10 55300-03-41500	Self & Non-Support-Expenses			11.94				
I-7/3/17 - REC	7/3/17 RECREATION	R	8/15/2017			156123		
10 55300-03-41500	Self & Non-Support-Expenses			41.20				
I-7/3/17 RECREATION	7/3/17 RECREATION	R	8/15/2017			156123		
10 55300-03-41500	Self & Non-Support-Expenses			5.97				
I-7/31/17	COLD PKS	R	8/15/2017			156123		

Attachment: Vouchers (2788 : Vouchers)

VENDOR SET: 01 City of Merrill
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DATE RANGE: 8/01/2017 THRU 8/31/2017

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000204	DAVE'S COUNTY MARKET CONT							
I-7/31/17	COLD PKS	R	8/15/2017			156123		
10 55300-03-41500	Self & Non-Support-Expenses	COLD PKS		15.65				111.96
000204	DAVE'S COUNTY MARKET							
I-20170816	ACCT # 000000000708	R	8/17/2017			156259		
10 55110-03-41500	Progammng - Youth	ACCT # 000000000708		16.93				
10 55110-03-41250	Programming - Adult	ACCT # 000000000708		22.49				39.42
		*** VENDOR TOTALS ***				2 CHECKS		151.30
004200	DECLLEN DTR							
I-17974	FAN ASSY	R	8/15/2017			156124		
10 53240-03-40000	Operating Supplies	FAN ASSY		89.02				89.02
		*** VENDOR TOTALS ***				1 CHECKS		89.00
001994	DELTA DENTAL							
I-DFD20170811	DENTAL PREMIUM	R	8/11/2017			156035		
10 21-5912	Dental Premiums	DENTAL PREMIUM		747.07				
45 21-5912	Dental Premiums	DENTAL PREMIUM		0.81				
52 21-5912	Dental Premiums	DENTAL PREMIUM		49.76				
62 21-5912	Dental Ins. Premiums	DENTAL PREMIUM		76.02				
63 21-5912	Dental Ins. Premiums	DENTAL PREMIUM		56.92				
I-DSD20170811	DENTAL PREMIUM	R	8/11/2017			156035		
10 21-5912	Dental Premiums	DENTAL PREMIUM		207.06				
24 21-5912	Dental Premiums	DENTAL PREMIUM		1.75				
26 21-5912	Dental Premiums	DENTAL PREMIUM		3.23				
43 21-5912	Dental Premiums	DENTAL PREMIUM		0.68				
45 21-5912	Dental Premiums	DENTAL PREMIUM		4.30				
52 21-5912	Dental Premiums	DENTAL PREMIUM		32.32				
62 21-5912	Dental Ins. Premiums	DENTAL PREMIUM		4.03				
63 21-5912	Dental Ins. Premiums	DENTAL PREMIUM		4.03				1,187.98
001994	DELTA DENTAL							
I-8/25/17 LITZER	DON LITZER COBRA	R	8/25/2017			156289		
10 21-5912	Dental Premiums	DON LITZER COBRA		7.46				
I-DFD20170825	DENTAL PREMIUM	R	8/25/2017			156289		
10 21-5912	Dental Premiums	DENTAL PREMIUM		777.67				
24 21-5912	Dental Premiums	DENTAL PREMIUM		16.87				
52 21-5912	Dental Premiums	DENTAL PREMIUM		3.10				
62 21-5912	Dental Ins. Premiums	DENTAL PREMIUM		58.16				
63 21-5912	Dental Ins. Premiums	DENTAL PREMIUM		74.78				
I-DSD20170825	DENTAL PREMIUM	R	8/25/2017			156289		
10 21-5912	Dental Premiums	DENTAL PREMIUM		237.96				
24 21-5912	Dental Premiums	DENTAL PREMIUM		9.13				
45 21-5912	Dental Premiums	DENTAL PREMIUM		0.58				
52 21-5912	Dental Premiums	DENTAL PREMIUM		1.67				
62 21-5912	Dental Ins. Premiums	DENTAL PREMIUM		4.03				
63 21-5912	Dental Ins. Premiums	DENTAL PREMIUM		4.03				1,195.44
		*** VENDOR TOTALS ***				2 CHECKS		2,383.40

Attachment: Vouchers (2788 : Vouchers)

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
000660	DEMCO, INC.							
I-6179160	CUST # 482508000	R	8/17/2017			156260		
10 55110-03-10500	Library Supplies	CUST # 482508000		106.47				106.47
		*** VENDOR TOTALS ***				1 CHECKS		106.47
000767	DLT SOLUTIONS LLC							
I-4599229	AUTOCAD RENEWAL	R	8/31/2017			156321		
10 53100-15-80000	CAD - Engineering	AUTOCAD RENEWAL		646.86				
62 53716-00-85010	Computer & Software	AUTOCAD RENEWAL		323.42				
63 56156-00-85010	Computer & Software	AUTOCAD RENEWAL		323.42				1,293.70
		*** VENDOR TOTALS ***				1 CHECKS		1,293.70
001916	DNR ACCOUNTS RECEIVABLE							
I-370-000005901	SUPPLIES	R	8/15/2017			156125		
26 52200-03-40000	2% Fire Dues Expenses	SUPPLIES		711.62				711.62
		*** VENDOR TOTALS ***				1 CHECKS		711.62
000036	EFTPS							
I-T1 20170811	FEDERAL WITHHOLDING TAX	D	8/11/2017			000158		
10 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		27,539.32				
20 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		5.67				
21 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		122.65				
24 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		58.82				
25 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		99.73				
26 21-5120	Fed Tax W/H	FEDERAL WITHHOLDING		62.78				
41 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		28.55				
43 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		20.25				
45 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		70.52				
52 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		902.51				
62 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		1,288.70				
63 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		1,600.28				
I-T3 20170811	FICA WITHHOLDING/MATCH	D	8/11/2017			000158		
10 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		12,254.41				
10 51110-01-51000	Social Security	FICA WITHHOLDING/MAT		65.63				
10 51200-01-51000	Social Security	FICA WITHHOLDING/MAT		128.27				
10 51300-01-51000	Social Security	FICA WITHHOLDING/MAT		326.06				
10 51410-01-51000	Social Security	FICA WITHHOLDING/MAT		30.05				
10 51415-01-51000	Social Security	FICA WITHHOLDING/MAT		184.70				
10 51420-01-51000	Social Security	FICA WITHHOLDING/MAT		126.31				
10 51430-01-51000	Social Security	FICA WITHHOLDING/MAT		285.33				
10 51520-01-51000	Social Security	FICA WITHHOLDING/MAT		178.24				
10 51525-01-51000	Social Security	FICA WITHHOLDING/MAT		87.70				
10 51600-01-51000	Social Security	FICA WITHHOLDING/MAT		155.36				
10 52100-01-51000	Social Security	FICA WITHHOLDING/MAT		3,722.94				
10 52110-01-51000	Social Security	FICA WITHHOLDING/MAT		42.48				
10 52200-01-51000	Medicare 1.45%	FICA WITHHOLDING/MAT		42.95				
10 52400-01-51000	Social Security	FICA WITHHOLDING/MAT		185.09				
10 53100-01-51000	Social Security	FICA WITHHOLDING/MAT		113.36				

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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
000036	EFTPS	CONT						
I-T3 20170811	FICA WITHHOLDING/MATCH	D	8/11/2017			000158		
10 53102-01-51000	Social Security	FICA WITHHOLDING/MAT		154.31				
10 53240-01-51000	Social Security	FICA WITHHOLDING/MAT		301.96				
10 53300-01-51000	Social Security	FICA WITHHOLDING/MAT		117.34				
10 53310-01-51000	Social Security	FICA WITHHOLDING/MAT		82.59				
10 53314-01-51000	Social Security	FICA WITHHOLDING/MAT		4.05				
10 53315-01-51000	Social Security	FICA WITHHOLDING/MAT		91.48				
10 53316-01-51000	Social Security	FICA WITHHOLDING/MAT		102.64				
10 53510-01-51000	Social Security	FICA WITHHOLDING/MAT		75.33				
10 53520-01-51000	Social Security	FICA WITHHOLDING/MAT		1,137.09				
10 53620-01-51000	Social Security	FICA WITHHOLDING/MAT		180.54				
10 53635-01-51000	Social Security	FICA WITHHOLDING/MAT		208.78				
10 53640-01-51000	Social Security	FICA WITHHOLDING/MAT		38.20				
10 54600-01-51000	Social Security	FICA WITHHOLDING/MAT		186.51				
10 55110-01-51000	Social Security	FICA WITHHOLDING/MAT		1,191.98				
10 55200-01-51000	Social Security	FICA WITHHOLDING/MAT		652.28				
10 55300-01-51000	Social Security	FICA WITHHOLDING/MAT		1,137.53				
10 55400-01-51000	Social Security	FICA WITHHOLDING/MAT		54.20				
10 55420-01-51000	Social Security	FICA WITHHOLDING/MAT		863.15				
20 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		9.83				
20 53622-01-51000	Social Security	FICA WITHHOLDING/MAT		9.83				
21 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		128.05				
21 52100-01-51000	Social Security	FICA WITHHOLDING/MAT		128.05				
24 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		58.42				
24 55225-01-51000	Social Security-Medicare	FICA WITHHOLDING/MAT		24.76				
24 55513-01-51000	Social Security	FICA WITHHOLDING/MAT		33.66				
25 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		71.42				
25 56900-01-51000	Social Security	FICA WITHHOLDING/MAT		71.42				
26 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		36.51				
26 54605-01-51000	Social Security	FICA WITHHOLDING/MAT		3.07				
26 55200-01-51000	SS/Medicare	FICA WITHHOLDING/MAT		33.44				
41 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		22.18				
41 57100-01-51000	SS/Medicare	FICA WITHHOLDING/MAT		22.16				
43 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		11.87				
43 57100-01-51000	SS/Medicare	FICA WITHHOLDING/MAT		5.93				
43 57200-01-51000	SS/Medicare	FICA WITHHOLDING/MAT		5.94				
45 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		37.14				
45 57100-01-51000	SS/Medicare	FICA WITHHOLDING/MAT		37.14				
52 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		493.12				
52 53313-01-51000	Social Security	FICA WITHHOLDING/MAT		92.18				
52 57001-01-51000	SS/Medicare	FICA WITHHOLDING/MAT		400.95				
62 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		889.44				
62 54080-00-51000	SS/Medicare	FICA WITHHOLDING/MAT		889.49				
63 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		1,039.86				
63 54080-00-51000	SS/Medicare Taxes	FICA WITHHOLDING/MAT		1,039.80				
I-T4 20170811	MEDICARE WITHHOLDING/MATCH	D	8/11/2017			000158		
10 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		3,632.06				

Attachment: Vouchers (2788 : Vouchers)

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
000036	EFTPS	CONT						
I-T4 20170811	MEDICARE WITHHOLDING/MATCH	D	8/11/2017			000158		
10 51110-01-51000	Social Security	MEDICARE WITHHOLDING		15.37				
10 51200-01-51000	Social Security	MEDICARE WITHHOLDING		30.00				
10 51300-01-51000	Social Security	MEDICARE WITHHOLDING		76.26				
10 51410-01-51000	Social Security	MEDICARE WITHHOLDING		7.03				
10 51415-01-51000	Social Security	MEDICARE WITHHOLDING		43.20				
10 51420-01-51000	Social Security	MEDICARE WITHHOLDING		29.54				
10 51430-01-51000	Social Security	MEDICARE WITHHOLDING		66.73				
10 51520-01-51000	Social Security	MEDICARE WITHHOLDING		41.69				
10 51525-01-51000	Social Security	MEDICARE WITHHOLDING		20.51				
10 51600-01-51000	Social Security	MEDICARE WITHHOLDING		36.33				
10 52100-01-51000	Social Security	MEDICARE WITHHOLDING		870.66				
10 52110-01-51000	Social Security	MEDICARE WITHHOLDING		9.94				
10 52200-01-51000	Medicare 1.45%	MEDICARE WITHHOLDING		449.28				
10 52300-01-51000	Medicare 1.45%	MEDICARE WITHHOLDING		326.87				
10 52400-01-51000	Social Security	MEDICARE WITHHOLDING		43.29				
10 53100-01-51000	Social Security	MEDICARE WITHHOLDING		26.51				
10 53102-01-51000	Social Security	MEDICARE WITHHOLDING		36.09				
10 53240-01-51000	Social Security	MEDICARE WITHHOLDING		70.62				
10 53300-01-51000	Social Security	MEDICARE WITHHOLDING		27.46				
10 53310-01-51000	Social Security	MEDICARE WITHHOLDING		19.31				
10 53314-01-51000	Social Security	MEDICARE WITHHOLDING		0.95				
10 53315-01-51000	Social Security	MEDICARE WITHHOLDING		21.39				
10 53316-01-51000	Social Security	MEDICARE WITHHOLDING		24.00				
10 53510-01-51000	Social Security	MEDICARE WITHHOLDING		17.61				
10 53520-01-51000	Social Security	MEDICARE WITHHOLDING		265.94				
10 53620-01-51000	Social Security	MEDICARE WITHHOLDING		42.23				
10 53635-01-51000	Social Security	MEDICARE WITHHOLDING		48.83				
10 53640-01-51000	Social Security	MEDICARE WITHHOLDING		8.93				
10 54600-01-51000	Social Security	MEDICARE WITHHOLDING		43.62				
10 55110-01-51000	Social Security	MEDICARE WITHHOLDING		278.79				
10 55200-01-51000	Social Security	MEDICARE WITHHOLDING		152.56				
10 55300-01-51000	Social Security	MEDICARE WITHHOLDING		266.03				
10 55400-01-51000	Social Security	MEDICARE WITHHOLDING		12.68				
10 55420-01-51000	Social Security	MEDICARE WITHHOLDING		201.86				
20 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		2.30				
20 53622-01-51000	Social Security	MEDICARE WITHHOLDING		2.30				
21 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		29.95				
21 52100-01-51000	Social Security	MEDICARE WITHHOLDING		29.95				
24 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		13.66				
24 55225-01-51000	Social Security-Medicare	MEDICARE WITHHOLDING		5.79				
24 55513-01-51000	Social Security	MEDICARE WITHHOLDING		7.87				
25 21-5110	FICA/Medicare	MEDICARE WITHHOLDING		16.70				
25 56900-01-51000	Social Security	MEDICARE WITHHOLDING		16.70				
26 21-5110	FICA/Medicare	MEDICARE WITHHOLDING		8.54				
26 54605-01-51000	Social Security	MEDICARE WITHHOLDING		0.72				
26 55200-01-51000	SS/Medicare	MEDICARE WITHHOLDING		7.82				

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000036	EFTPS	CONT						
I-T4 20170811	MEDICARE WITHHOLDING/MATCH	D	8/11/2017			000158		
41 21-5110	FICA/Medicare W/H			5.19				
41 57100-01-51000	SS/Medicare			5.19				
43 21-5110	FICA/Medicare W/H			2.78				
43 57100-01-51000	SS/Medicare			1.39				
43 57200-01-51000	SS/Medicare			1.39				
45 21-5110	FICA/Medicare W/H			8.69				
45 57100-01-51000	SS/Medicare			8.69				
52 21-5110	FICA/Medicare W/H			115.33				
52 53313-01-51000	Social Security			21.58				
52 57001-01-51000	SS/Medicare			93.75				
62 21-5110	FICA/Medicare			208.02				
62 54080-00-51000	SS/Medicare			208.06				
63 21-5110	FICA/Medicare			243.21				
63 54080-00-51000	SS/Medicare Taxes			243.12				70,477.14
000036	EFTPS							
I-T1 20170825	FEDERAL WITHHOLDING TAX	D	8/25/2017			000160		
10 21-5120	Federal Tax W/H			24,209.73				
20 21-5120	Federal Tax W/H			1.55				
21 21-5120	Federal Tax W/H			210.26				
24 21-5120	Federal Tax W/H			317.77				
25 21-5120	Federal Tax W/H			99.73				
26 21-5120	Fed Tax W/H			2.55				
41 21-5120	Federal Tax W/H			1.74				
43 21-5120	Federal Tax W/H			19.10				
45 21-5120	Federal Tax W/H			11.14				
52 21-5120	Federal Tax W/H			141.43				
62 21-5120	Federal Tax W/H			1,083.66				
63 21-5120	Federal Tax W/H			1,669.24				
I-T3 20170825	FICA WITHHOLDING/MATCH	D	8/25/2017			000160		
10 21-5110	FICA/Medicare W/H			11,247.57				
10 51110-01-51000	Social Security			70.35				
10 51200-01-51000	Social Security			120.83				
10 51300-01-51000	Social Security			326.06				
10 51410-01-51000	Social Security			30.05				
10 51415-01-51000	Social Security			184.70				
10 51420-01-51000	Social Security			126.31				
10 51430-01-51000	Social Security			289.53				
10 51520-01-51000	Social Security			178.24				
10 51525-01-51000	Social Security			66.58				
10 51600-01-51000	Social Security			193.33				
10 52100-01-51000	Social Security			3,086.80				
10 52110-01-51000	Social Security			48.01				
10 52200-01-51000	Medicare 1.45%			46.73				
10 52400-01-51000	Social Security			161.93				
10 53100-01-51000	Social Security			113.36				

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VENDOR SET: 01 City of Merrill
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DATE RANGE: 8/01/2017 THRU 8/31/2017

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000036	EFTPS	CONT						
I-T3 20170825	FICA WITHHOLDING/MATCH	D	8/25/2017			000160		
10 53102-01-51000	Social Security	FICA WITHHOLDING/MAT		154.31				
10 53240-01-51000	Social Security	FICA WITHHOLDING/MAT		312.37				
10 53300-01-51000	Social Security	FICA WITHHOLDING/MAT		357.50				
10 53310-01-51000	Social Security	FICA WITHHOLDING/MAT		97.23				
10 53314-01-51000	Social Security	FICA WITHHOLDING/MAT		88.34				
10 53315-01-51000	Social Security	FICA WITHHOLDING/MAT		114.87				
10 53316-01-51000	Social Security	FICA WITHHOLDING/MAT		82.92				
10 53510-01-51000	Social Security	FICA WITHHOLDING/MAT		64.17				
10 53520-01-51000	Social Security	FICA WITHHOLDING/MAT		679.99				
10 53620-01-51000	Social Security	FICA WITHHOLDING/MAT		186.47				
10 53635-01-51000	Social Security	FICA WITHHOLDING/MAT		244.36				
10 53640-01-51000	Social Security	FICA WITHHOLDING/MAT		43.65				
10 54600-01-51000	Social Security	FICA WITHHOLDING/MAT		187.62				
10 55110-01-51000	Social Security	FICA WITHHOLDING/MAT		1,198.50				
10 55200-01-51000	Social Security	FICA WITHHOLDING/MAT		523.37				
10 55300-01-51000	Social Security	FICA WITHHOLDING/MAT		1,027.08				
10 55301-01-51000	Social Security	FICA WITHHOLDING/MAT		14.03				
10 55420-01-51000	Social Security	FICA WITHHOLDING/MAT		827.99				
20 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		5.24				
20 53622-01-51000	Social Security	FICA WITHHOLDING/MAT		5.24				
21 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		166.90				
21 52100-01-51000	Social Security	FICA WITHHOLDING/MAT		166.90				
24 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		178.84				
24 55225-01-51000	Social Security-Medicare	FICA WITHHOLDING/MAT		145.18				
24 55513-01-51000	Social Security	FICA WITHHOLDING/MAT		33.66				
25 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		71.41				
25 56900-01-51000	Social Security	FICA WITHHOLDING/MAT		71.41				
26 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		7.07				
26 54605-01-51000	Social Security	FICA WITHHOLDING/MAT		7.07				
41 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		1.36				
41 57100-01-51000	SS/Medicare	FICA WITHHOLDING/MAT		1.36				
43 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		11.81				
43 57100-01-51000	SS/Medicare	FICA WITHHOLDING/MAT		11.81				
45 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		6.35				
45 57100-01-51000	SS/Medicare	FICA WITHHOLDING/MAT		6.35				
52 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		73.45				
52 57001-01-51000	SS/Medicare	FICA WITHHOLDING/MAT		73.48				
62 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		731.28				
62 54080-00-51000	SS/Medicare	FICA WITHHOLDING/MAT		731.31				
63 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		1,098.33				
63 54080-00-51000	SS/Medicare Taxes	FICA WITHHOLDING/MAT		1,098.26				
I-T4 20170825	MEDICARE WITHHOLDING/MATCH	D	8/25/2017			000160		
10 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		3,376.87				
10 51110-01-51000	Social Security	MEDICARE WITHHOLDING		16.44				
10 51200-01-51000	Social Security	MEDICARE WITHHOLDING		28.26				
10 51300-01-51000	Social Security	MEDICARE WITHHOLDING		76.26				

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000036	EFTPS	CONT						
I-T4 20170825	MEDICARE WITHHOLDING/MATCH	D	8/25/2017			000160		
10 51410-01-51000	Social Security		MEDICARE WITHHOLDING	7.03				
10 51415-01-51000	Social Security		MEDICARE WITHHOLDING	43.20				
10 51420-01-51000	Social Security		MEDICARE WITHHOLDING	29.54				
10 51430-01-51000	Social Security		MEDICARE WITHHOLDING	67.71				
10 51520-01-51000	Social Security		MEDICARE WITHHOLDING	41.69				
10 51525-01-51000	Social Security		MEDICARE WITHHOLDING	15.57				
10 51600-01-51000	Social Security		MEDICARE WITHHOLDING	45.22				
10 52100-01-51000	Social Security		MEDICARE WITHHOLDING	721.89				
10 52110-01-51000	Social Security		MEDICARE WITHHOLDING	11.23				
10 52200-01-51000	Medicare 1.45%		MEDICARE WITHHOLDING	454.80				
10 52300-01-51000	Medicare 1.45%		MEDICARE WITHHOLDING	302.57				
10 52400-01-51000	Social Security		MEDICARE WITHHOLDING	37.87				
10 53100-01-51000	Social Security		MEDICARE WITHHOLDING	26.51				
10 53102-01-51000	Social Security		MEDICARE WITHHOLDING	36.09				
10 53240-01-51000	Social Security		MEDICARE WITHHOLDING	73.05				
10 53300-01-51000	Social Security		MEDICARE WITHHOLDING	83.62				
10 53310-01-51000	Social Security		MEDICARE WITHHOLDING	22.74				
10 53314-01-51000	Social Security		MEDICARE WITHHOLDING	20.67				
10 53315-01-51000	Social Security		MEDICARE WITHHOLDING	26.86				
10 53316-01-51000	Social Security		MEDICARE WITHHOLDING	19.39				
10 53510-01-51000	Social Security		MEDICARE WITHHOLDING	15.01				
10 53520-01-51000	Social Security		MEDICARE WITHHOLDING	159.05				
10 53620-01-51000	Social Security		MEDICARE WITHHOLDING	43.62				
10 53635-01-51000	Social Security		MEDICARE WITHHOLDING	57.16				
10 53640-01-51000	Social Security		MEDICARE WITHHOLDING	10.21				
10 54600-01-51000	Social Security		MEDICARE WITHHOLDING	43.88				
10 55110-01-51000	Social Security		MEDICARE WITHHOLDING	280.29				
10 55200-01-51000	Social Security		MEDICARE WITHHOLDING	122.40				
10 55300-01-51000	Social Security		MEDICARE WITHHOLDING	240.20				
10 55301-01-51000	Social Security		MEDICARE WITHHOLDING	3.27				
10 55420-01-51000	Social Security		MEDICARE WITHHOLDING	193.61				
20 21-5110	FICA/Medicare W/H		MEDICARE WITHHOLDING	1.23				
20 53622-01-51000	Social Security		MEDICARE WITHHOLDING	1.23				
21 21-5110	FICA/Medicare W/H		MEDICARE WITHHOLDING	39.03				
21 52100-01-51000	Social Security		MEDICARE WITHHOLDING	39.03				
24 21-5110	FICA/Medicare W/H		MEDICARE WITHHOLDING	41.83				
24 55225-01-51000	Social Security-Medicare		MEDICARE WITHHOLDING	33.96				
24 55513-01-51000	Social Security		MEDICARE WITHHOLDING	7.87				
25 21-5110	FICA/Medicare		MEDICARE WITHHOLDING	16.70				
25 56900-01-51000	Social Security		MEDICARE WITHHOLDING	16.70				
26 21-5110	FICA/Medicare		MEDICARE WITHHOLDING	1.65				
26 54605-01-51000	Social Security		MEDICARE WITHHOLDING	1.65				
41 21-5110	FICA/Medicare W/H		MEDICARE WITHHOLDING	0.32				
41 57100-01-51000	SS/Medicare		MEDICARE WITHHOLDING	0.32				
43 21-5110	FICA/Medicare W/H		MEDICARE WITHHOLDING	2.76				
43 57100-01-51000	SS/Medicare		MEDICARE WITHHOLDING	2.76				

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000036	EFTPS	CONT						
I-T4 20170825	MEDICARE WITHHOLDING/MATCH	D	8/25/2017			000160		
45 21-5110	FICA/Medicare W/H			1.49				
45 57100-01-51000	SS/Medicare			1.49				
52 21-5110	FICA/Medicare W/H			17.17				
52 57001-01-51000	SS/Medicare			17.18				
62 21-5110	FICA/Medicare			171.04				
62 54080-00-51000	SS/Medicare			171.05				
63 21-5110	FICA/Medicare			256.87				
63 54080-00-51000	SS/Medicare Taxes			256.81				62,821.04
			*** VENDOR TOTALS ***			2 CHECKS		133,298.14
002945	EHLERS							
I-74186	CONTINUING DISCLOSURE	R	8/31/2017			156322		
10 51520-02-12500	Financial Advisor Services			3,000.00				
62 53716-00-92300	Outside Serv. Employed			150.00				
63 56156-00-85200	Outside Service Employed			150.00				3,300.00
			*** VENDOR TOTALS ***			1 CHECKS		3,300.00
000128	ELAN FINANCIAL SERVICES							
I-20170816	ACCT #5472 1102 2200 0197	R	8/17/2017			156261		
10 55110-03-41500	Progammng - Youth			75.97				
10 55110-03-10000	Office Supplies			49.68				
10 55110-03-41250	Programming - Adult			70.09				
10 55110-14-40000	Learning Games/Story Boxes			11.28				207.02
			*** VENDOR TOTALS ***			1 CHECKS		207.02
000130	EMERGENCY MEDICAL PRODUCTS INC							
I-1915469	ATROPINE SULFATE	R	8/15/2017			156126		
10 52300-03-40000	Operating Supplies			159.99				
I-1917485	MEDICAL SUPPLIES	R	8/15/2017			156126		
10 52300-03-40000	Operating Supplies			1,185.04				
I-1919372	MEDICAL SUPPLIES	R	8/15/2017			156126		
10 52300-03-40000	Operating Supplies			195.00				
I-1922745	MEDICAL SUPPLIES	R	8/15/2017			156126		
10 52300-03-40000	Operating Supplies			319.35				1,859.38
			*** VENDOR TOTALS ***			1 CHECKS		1,859.38
000109	EMPLOYEE BENEFITS CORP							
I-1930260	09/08-22/2017	R	8/31/2017			156323		
10 21-5923	EBC Flex Plan			871.50				
I-1936310	FSA	R	8/31/2017			156323		
10 51930-05-40000	Flex Plan - EBC			50.00				921.50
			*** VENDOR TOTALS ***			1 CHECKS		921.50

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000715	ENERGETIX							
I-07179807	LUPTON/ALBERT	R	8/15/2017			156226		
10 53520-03-66000	Other Services	LUPTON/ALBERT		100.00				100.00
			*** VENDOR TOTALS ***			1 CHECKS		100.00
000131	ETCO ELECTRIC SUPPLY							
I-3252702	HOL ARM 88	R	8/15/2017			156127		
26 54633-08-22555	Exterior Lighting	HOL ARM 88		216.00				
I-3252835	FREIGHT	R	8/15/2017			156127		
26 54633-08-22555	Exterior Lighting	FREIGHT		16.60				
I-3252859	ENRICHMENT LIGHTS	R	8/15/2017			156127		
26 54633-08-22555	Exterior Lighting	ENRICHMENT LIGHTS		6,276.00				
I-3252929	FLOOD LIGHT - ENRICHMENT	R	8/15/2017			156127		
26 54633-08-22555	Exterior Lighting	FLOOD LIGHT - ENRICH		1,836.00				8,344.60
			*** VENDOR TOTALS ***			1 CHECKS		8,344.60
000212	FASTENAL COMPANY							
I-96173	PARTS	R	8/15/2017			156128		
10 53240-03-40000	Operating Supplies	PARTS		23.15				
I-96181	PARTS - PARK	R	8/15/2017			156128		
10 55200-03-40000	Operating Supplies	PARTS - PARK		3.00				
I-96227	EAR PLUGS	R	8/15/2017			156128		
24 55231-03-40111	Supplies-Operating	EAR PLUGS		225.00				
I-96250	PARTS	R	8/15/2017			156128		
10 53240-03-40000	Operating Supplies	PARTS		20.60				
I-96310	PARTS	R	8/15/2017			156128		
10 53240-03-40000	Operating Supplies	PARTS		2.29				
I-96314	PARTS	R	8/15/2017			156128		
10 53240-03-40000	Operating Supplies	PARTS		18.50				
I-96328	PARTS	R	8/15/2017			156128		
10 53240-03-40000	Operating Supplies	PARTS		176.13				
I-96330	PARTS - PARK DEPT	R	8/15/2017			156128		
10 55200-03-40000	Operating Supplies	PARTS - PARK DEPT		98.34				
I-96331	PARTS	R	8/15/2017			156128		
10 53240-03-40000	Operating Supplies	PARTS		6.79				
I-96363	PARTS	R	8/15/2017			156128		
10 52110-03-40000	Operating Supplies	PARTS		25.05				
I-96464	PARTS	R	8/15/2017			156128		
10 53240-03-40000	Operating Supplies	PARTS		6.10				
I-96494	BLK CBLE TIE	R	8/15/2017			156128		
10 55200-03-40000	Operating Supplies	BLK CBLE TIE		34.79				
I-96503	PARTS	R	8/15/2017			156128		
10 53240-03-40000	Operating Supplies	PARTS		411.59				
I-96504	PARTS	R	8/15/2017			156128		
10 53240-03-40000	Operating Supplies	PARTS		2.54				
I-96540	PARTS	R	8/15/2017			156128		
10 53315-03-54000	Street Painting Supplies	PARTS		6.00				
I-96549	PARTS	R	8/15/2017			156128		

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000212	FASTENAL COMPANY	CONT						
I-96549	PARTS	R	8/15/2017			156128		
10 53240-03-40000	Operating Supplies	PARTS		20.80				
I-96588	LIME VEST	R	8/15/2017			156128		
10 55200-03-40000	Operating Supplies	LIME VEST		9.99				
I-96597	PARTS	R	8/15/2017			156128		
10 53314-03-40000	Operating Supplies	PARTS		205.79				
I-96636	PARTS	R	8/15/2017			156128		
10 53240-03-40000	Operating Supplies	PARTS		25.77				
I-96653	PARTS	R	8/15/2017			156128		
10 53240-03-40000	Operating Supplies	PARTS		0.34				
I-96655	PARTS	R	8/15/2017			156128		
10 53240-03-40000	Operating Supplies	PARTS		29.64				
I-96658	PARTS	R	8/15/2017			156128		
10 53240-03-40000	Operating Supplies	PARTS		7.98				
I-96661	PARTS	R	8/15/2017			156128		
10 53240-03-40000	Operating Supplies	PARTS		16.24				
I-96683	PARTS	R	8/15/2017			156128		
10 53240-03-40000	Operating Supplies	PARTS		96.36				
I-96701	PARTS	R	8/15/2017			156128		
10 53240-03-40000	Operating Supplies	PARTS		1.65				1,474.43
000212	FASTENAL COMPANY							
I-WIMER96194	PARTS	R	8/15/2017			156228		
10 53240-03-40000	Operating Supplies	PARTS		80.74				
I-WIMER96224	14" TURBO RIM PREM BLADE	R	8/15/2017			156228		
10 53240-03-40000	Operating Supplies	14" TURBO RIM PREM B		205.79				
I-WIMER96404	PARTS	R	8/15/2017			156228		
10 53240-03-40000	Operating Supplies	PARTS		20.93				
I-WIMER96774	PARTS	R	8/15/2017			156228		
10 53240-03-40000	Operating Supplies	PARTS		45.44				
I-WIMER96806	1OZ WHT ROCKRIVER	R	8/15/2017			156228		
10 53240-03-40000	Operating Supplies	1OZ WHT ROCKRIVER		7.42				360.32
			*** VENDOR TOTALS ***			2 CHECKS		1,834.71
000632	FERGUSON ENTERPRISES #1476							
I-0225457	GRATE/DRN	R	8/15/2017			156131		
41 57100-08-24500	Highland/Edgewater	GRATE/DRN		1,756.00				
52 57001-08-25000	Street Improvements	GRATE/DRN		1,756.00				
52 57001-08-25000	Street Improvements	GRATE/DRN		1,756.00				
I-4011407	OTTS PARK - PLUMBING	R	8/15/2017			156131		
10 55200-03-50000	Repair/Maint. Supplies	OTTS PARK - PLUMBING		334.79				5,602.79
			*** VENDOR TOTALS ***			1 CHECKS		5,602.79

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000024	FIRE LOCAL #847							
I-FUD20170811	UNION DUES	R	8/11/2017			156036		
10 21-5903	Fire Union Dues	UNION DUES		985.24				985.24
000024	FIRE LOCAL #847							
I-FUD20170825	UNION DUES	R	8/25/2017			156290		
10 21-5903	Fire Union Dues	UNION DUES		985.24				985.24
			*** VENDOR TOTALS ***			2 CHECKS		1,970.48
003468	FOSTER COACH SALES, INC.							
I-12484	LOWER ROTARY LATCH	R	8/15/2017			156132		
10 52200-03-51000	Vehicle Repair/Maintenance	LOWER ROTARY LATCH		35.20				35.20
			*** VENDOR TOTALS ***			1 CHECKS		35.20
002661	FRONTIER							
I-8/15/17	SERVICE CHARGES - AUG2017	R	8/15/2017			156133		
10 53230-02-25000	Telephone & Fiber	GARAGE		8.35				
62 53713-00-64110	Warehouse Cost of Operation	WATER		8.35				
10 51520-02-25000	Telephone	TELEPHONE		54.50				
10 53510-02-25000	Telephone	AIRPORT		53.47				
27 53515-02-25022	Telephone-Fuel Pumps	AIRPORT AVIATION FUE		106.38				
10 54600-02-25000	Telephone	EXPO / ENRICHMENT		50.57				281.62
002661	FRONTIER							
I-20170816	ACCT #715-536-7909-010384-5	R	8/17/2017			156262		
10 55110-02-25000	Telephone	ACCT #715-536-7909-0		116.14				116.14
002661	FRONTIER							
I-08312017	SERVICE CHARGES	R	8/31/2017			156324		
10 52100-02-25000	Telephone	POLICE		64.46				
10 52100-02-75000	Dispatch-Lincoln Cty.	COMBINED DISPATCH		10.70				
10 53230-02-25000	Telephone & Fiber	GARAGE		64.45				
10 55300-02-25000	Telephone	RECREATION		55.06				
10 51520-02-25000	Telephone	TELEPHONE		76.45				
10 53510-02-25000	Telephone	AIRPORT		43.79				
27 53515-02-25028	Telephone-CC Line	AIRPORT CC LINE		72.73				
63 56156-00-85600	Misc General Expense	WWTP		64.45				
10 52300-02-25000	Telephone & Internet	AMBULANCE		66.97				
10 52200-02-25500	Fiber - Internet & VOIP	FIRE		66.95				586.01
			*** VENDOR TOTALS ***			3 CHECKS		983.71
000236	G & K SERVICES							
I-6016570593	MATS/MOP	R	8/15/2017			156134		
10 55400-02-23250	Cleaning - Mats/Rugs, Etc.	MATS/MOP		319.46				
I-6016570601	PARK UNIFORMS	R	8/15/2017			156134		
10 55200-03-46000	Uniform Services	PARK UNIFORMS		85.17				
I-6016573375	UNIFORM SERVICES	R	8/15/2017			156134		
10 55200-03-46000	Uniform Services	UNIFORM SERVICES		64.43				
I-6016576106	MATS	R	8/15/2017			156134		

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000236	G & K SERVICES	CONT						
I-6016576106	MATS	R	8/15/2017			156134		
10 51600-02-23250	Mats, Rugs, Etc.	MATS		106.76				
I-6016576122	PARK UNIFORMS	R	8/15/2017			156134		
10 55200-03-46000	Uniform Services	PARK UNIFORMS		64.43				
I-6016578864	UNIFORMS - PARK DEPT	R	8/15/2017			156134		
10 55200-03-46000	Uniform Services	UNIFORMS - PARK DEPT		64.43				704.68
000236	G & K SERVICES							
I-6016573343	MATS	R	8/15/2017			156229		
24 55513-02-23250	Cleaning - Mats/Rugs, Etc	MATS		73.24				73.24
				*** VENDOR TOTALS ***		2 CHECKS		777.92
000665	GALE/CENGAGE LEARNING							
I-60912417	ACCT #153415	R	8/17/2017			156263		
10 55110-13-10400	Adult Dept Large Print	ACCT #153415		32.38				
I-60964983	ACCT # 153415	R	8/17/2017			156263		
10 55110-13-10000	Adult Dept Fiction	ACCT # 153415		38.92				
I-60978321	ACCT #153415	R	8/17/2017			156263		
10 55110-13-10400	Adult Dept Large Print	ACCT #153415		68.97				140.27
				*** VENDOR TOTALS ***		1 CHECKS		140.27
000883	GANNETT WISCONSIN MEDIA #1014							
I-20170816	ACCT #WR2004138	R	8/17/2017			156264		
10 55110-13-50000	Magazines/Periodicals	ACCT #WR2004138		195.67				195.67
				*** VENDOR TOTALS ***		1 CHECKS		195.67
002561	GATEWAY NORTH, LLC							
I-2017 INCENTIVE	2017 DEVELOPMENT INCENTIVE	R	8/28/2017			156304		
43 57100-04-50205	Mex Restaurant-Gateway N.	2017 DEVELOPMENT INC		20,000.00				20,000.00
				*** VENDOR TOTALS ***		1 CHECKS		20,000.00
000905	GILLIG LLC							
I-40364399	BUS PARTS	R	8/15/2017			156135		
10 53520-03-67000	Bus Supplies and Parts	BUS PARTS		252.30				
I-40364400	BUS PARTS	R	8/15/2017			156135		
10 53520-03-67000	Bus Supplies and Parts	BUS PARTS		151.88				
I-40364805	BUS PARTS	R	8/15/2017			156135		
10 53520-03-67000	Bus Supplies and Parts	BUS PARTS		684.94				
I-40364806	ELBOW - BUS PARTS	R	8/15/2017			156135		
10 53520-03-67000	Bus Supplies and Parts	ELBOW - BUS PARTS		8.17				
I-40364807	BUS PARTS	R	8/15/2017			156135		
10 53520-03-67000	Bus Supplies and Parts	BUS PARTS		253.08				
I-40366216	HOSE ASSY	R	8/15/2017			156135		
10 53520-03-67000	Bus Supplies and Parts	HOSE ASSY		132.10				
I-40366217	HOSE ASM	R	8/15/2017			156135		
10 53520-03-67000	Bus Supplies and Parts	HOSE ASM		132.10				1,614.57
				*** VENDOR TOTALS ***		1 CHECKS		1,614.57

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000633	GOLD MEDAL TRAILER SALES							
I-492	BUMPER - FIRE DEPT	R	8/15/2017			156136		
10 52200-03-40000	Operating Supplies	BUMPER - FIRE DEPT		16.00				16.00
		*** VENDOR TOTALS ***				1 CHECKS		16.00
000638	GREAT LAKES TESTING, INC							
I-92831	ANNUAL AERIAL INSPECTION	R	8/15/2017			156137		
10 52200-03-51000	Vehicle Repair/Maintenance	ANNUAL AERIAL INSPEC		1,126.00				1,126.00
		*** VENDOR TOTALS ***				1 CHECKS		1,126.00
000035	GREAT WEST							
I-ROT20170811	WIS DEF COMP - ROTH	R	8/11/2017			156037		
10 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		1,355.00				
20 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		0.30				
41 21-5900	Deferred Comp	WIS DEF COMP - ROTH		1.93				
62 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		125.85				
63 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		136.92				
I-WDC20170811	WIS DEFERRED COMP	R	8/11/2017			156037		
10 21-5900	Deferred Compensation	WIS DEFERRED COMP		3,207.16				
26 21-5900	Deferred Compensation	WIS DEFERRED COMP		9.66				
43 21-5900	Deferred Comp	WIS DEFERRED COMP		3.92				
45 21-5900	Deferred Comp	WIS DEFERRED COMP		7.72				
52 21-5900	Deferred Compensation	WIS DEFERRED COMP		102.78				
62 21-5900	Deferred Compensation	WIS DEFERRED COMP		91.88				
63 21-5900	Deferred Compensation	WIS DEFERRED COMP		141.88				5,185.00
000035	GREAT WEST							
I-ROT20170825	WIS DEF COMP - ROTH	R	8/25/2017			156291		
10 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		1,255.00				
20 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		0.59				
62 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		100.23				
63 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		164.18				
I-WDC20170825	WIS DEFERRED COMP	R	8/25/2017			156291		
10 21-5900	Deferred Compensation	WIS DEFERRED COMP		3,316.08				
24 21-5900	Deferred Compensation	WIS DEFERRED COMP		22.54				
43 21-5900	Deferred Comp	WIS DEFERRED COMP		4.34				
45 21-5900	Deferred Comp	WIS DEFERRED COMP		1.97				
52 21-5900	Deferred Compensation	WIS DEFERRED COMP		21.33				
62 21-5900	Deferred Compensation	WIS DEFERRED COMP		90.62				
63 21-5900	Deferred Compensation	WIS DEFERRED COMP		108.12				5,085.00
		*** VENDOR TOTALS ***				2 CHECKS		10,270.00
002193	GREBE'S							
I-02054600	STIHL MS461 20" SAW	R	8/31/2017			156325		
10 55200-08-91000	Park Improvements	STIHL MS461 20" SAW		999.95				999.95
		*** VENDOR TOTALS ***				1 CHECKS		999.95

Attachment: Vouchers (2788 : Vouchers)

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
002414	GREEN VALLEY SEPTIC/STANKE SEP							
I-GV70167	PORTABLE TOILETS - TRACTOR	R	8/15/2017			156138		
24 55231-02-23555	Portable Toilets		PORTABLE TOILETS - T	2,010.00				2,010.00
			*** VENDOR TOTALS ***			1 CHECKS		2,010.00
001111	HARGRAVE APPLIANCES, INC.							
I-12794	SERVICE/PARTS - GAS DRYER	R	8/15/2017			156139		
10 52200-03-40000	Operating Supplies		SERVICE/PARTS - GAS	143.40				143.40
			*** VENDOR TOTALS ***			1 CHECKS		143.40
000714	HAVEN, INC							
I-2016 BUDGET	HAVEN, INC	R	8/31/2017			156326		
10 55304-03-45000	HAVEN (Shelter)		HAVEN, INC	6,000.00				6,000.00
			*** VENDOR TOTALS ***			1 CHECKS		6,000.00
003164	HEARTLAND COOPERATIVE SERVICES							
I-293127	PERENNIAL RYE GRASS	R	8/15/2017			156140		
10 55200-08-91000	Park Improvements		PERENNIAL RYE GRASS	19.69				19.69
003164	HEARTLAND COOPERATIVE SERVICES							
I-236606	TOMAHAWK 4	R	8/15/2017			156230		
10 55200-08-91000	Park Improvements		TOMAHAWK 4	189.52				
I-292946	TOW WETLANDS WILD FOWL	R	8/15/2017			156230		
26 52100-03-41575	Dog Unit Expenses		TOW WETLANDS WILD FO	41.12				
I-FIN CHARGE 7/17	FINANCE CHARGE	R	8/15/2017			156230		
10 55200-08-91000	Park Improvements		FINANCE CHARGE	2.84				233.48
			*** VENDOR TOTALS ***			2 CHECKS		253.12
000492	WILLIAM HEIDEMAN							
I-07/24-28/17	MILEAGE 07/24-28/17	R	8/31/2017			156327		
10 51420-03-30000	Mileage		MILEAGE 07/24-28/17	8.35				
I-07/31/17 - 08/4/17	MILEAGE 07/31/17 - 08/04/17	R	8/31/2017			156327		
10 51420-03-30000	Mileage		MILEAGE 07/31/17 - 0	12.73				
I-08/07-10/17	MILEAGE 08/07-10/17	R	8/31/2017			156327		
10 51420-03-30000	Mileage		MILEAGE 08/07-10/17	5.94				
I-08/14-18/17	MILEAGE 08/14-18/17	R	8/31/2017			156327		
10 51420-03-30000	Mileage		MILEAGE 08/14-18/17	10.49				
I-08/21-25/17	MILEAGE 08/21-25/17	R	8/31/2017			156327		
10 51420-03-30000	Mileage		MILEAGE 08/21-25/17	8.88				46.39
			*** VENDOR TOTALS ***			1 CHECKS		46.39
003864	HENRICHS, JO							
I-20170816	JULY MILEAGE	R	8/17/2017			156265		
10 55110-03-30500	Mileage		JULY MILEAGE	60.99				60.99
			*** VENDOR TOTALS ***			1 CHECKS		60.99

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
002929	HENRY G. MEIGS, LLC							
I-56600A	SEALCOAT	R	8/15/2017			156141		
52	53313-03-72000 Seal Coat Oil	SEALCOAT		15,960.29				15,960.29
				*** VENDOR TOTALS ***		1	CHECKS	15,960.29
003503	ILLINOIS MUTUAL LIFE INS CO							
I-ILA20170811	PREMIUM PER ATTACHED	R	8/11/2017			156038		
10	21-5905 AFLAC Premiums	PREMIUM PER ATTACHED		46.61				
20	21-5905 AFLAC Premiums	PREMIUM PER ATTACHED		0.35				
41	21-5905 AFLAC	PREMIUM PER ATTACHED		0.64				
62	21-5905 AFLAC Premiums	PREMIUM PER ATTACHED		34.59				
63	21-5905 AFLAC Premiums	PREMIUM PER ATTACHED		4.75				
I-ILP20170811	PREMIUM PER ATTACHED	R	8/11/2017			156038		
10	21-5905 AFLAC Premiums	PREMIUM PER ATTACHED		121.17				
20	21-5905 AFLAC Premiums	PREMIUM PER ATTACHED		0.06				
26	21-5905 AFLAC Premiums	PREMIUM PER ATTACHED		0.42				
41	21-5905 AFLAC	PREMIUM PER ATTACHED		0.22				
45	21-5905 AFLAC	PREMIUM PER ATTACHED		0.85				
52	21-5905 AFLAC Premiums	PREMIUM PER ATTACHED		5.44				
62	21-5905 AFLAC Premiums	PREMIUM PER ATTACHED		14.13				
63	21-5905 AFLAC Premiums	PREMIUM PER ATTACHED		6.83				236.06
003503	ILLINOIS MUTUAL LIFE INS CO							
I-ILA20170825	PREMIUM PER ATTACHED	R	8/25/2017			156292		
10	21-5905 AFLAC Premiums	PREMIUM PER ATTACHED		45.58				
24	21-5905 AFLAC	PREMIUM PER ATTACHED		0.23				
43	21-5905 AFLAC	PREMIUM PER ATTACHED		0.23				
45	21-5905 AFLAC	PREMIUM PER ATTACHED		0.11				
52	21-5905 AFLAC Premiums	PREMIUM PER ATTACHED		0.46				
62	21-5905 AFLAC Premiums	PREMIUM PER ATTACHED		11.89				
63	21-5905 AFLAC Premiums	PREMIUM PER ATTACHED		28.44				
I-ILP20170825	PREMIUM PER ATTACHED	R	8/25/2017			156292		
10	21-5905 AFLAC Premiums	PREMIUM PER ATTACHED		127.88				
62	21-5905 AFLAC Premiums	PREMIUM PER ATTACHED		10.40				
63	21-5905 AFLAC Premiums	PREMIUM PER ATTACHED		10.84				236.06
				*** VENDOR TOTALS ***		2	CHECKS	472.11
003315	IMAGE TREND							
I-107527	MONTHLY SUPPORT FEE	R	8/15/2017			156142		
10	52200-15-92500 CAD-Software Linking	MONTHLY SUPPORT FEE		326.18				
10	52300-15-92500 CAD-Linking Software	MONTHLY SUPPORT FEE		326.17				652.35
				*** VENDOR TOTALS ***		1	CHECKS	652.35

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003295	ISI TELEMANAGMENT SOLUTIONS, L							
I-2229907	JULY 2017 - MONTHLY FEE	R	8/15/2017			156143		
10 51525-15-32900	Fiber & PRI - Charter		JULY 2017 - MONTHLY	117.00				
62 53716-00-85010	Computer & Software		JULY 2017 - MONTHLY	58.50				
63 56156-00-85010	Computer & Software		JULY 2017 - MONTHLY	58.50				234.00
	*** VENDOR TOTALS ***					1 CHECKS		234.00
000253	ITU ABSORBTECH, INC.							
I-6838104	ACCT # 120084	R	8/17/2017			156266		
10 55110-02-23250	Facility Cleaning Service	ACCT # 120084		65.12				65.12
	*** VENDOR TOTALS ***					1 CHECKS		65.12
000832	J & J LEE CONSTRUCTION CO INC							
I-NORMAL PARK #2	NORMAL PARK RESTROOMS #2 PAYME	R	8/31/2017			156328		
52 57001-08-27600	Normal Park Improvements		NORMAL PARK RESTROOM	90,792.00				90,792.00
	*** VENDOR TOTALS ***					1 CHECKS		90,792.00
002672	JAKE'S JUMPERS LLC							
I-2017 LABOR DAY	FUN AREA FOR KIDS	R	8/31/2017			156329		
10 55301-03-39100	Labor Day Celebration		FUN AREA FOR KIDS	840.00				840.00
	*** VENDOR TOTALS ***					1 CHECKS		840.00
001494	JEFFERSON FIRE & SAFETY, INC.							
I-239278	SCOUT TACTICAL SCENE LIGHT	R	8/15/2017			156144		
26 52200-03-40000	2% Fire Dues Expenses		SCOUT TACTICAL SCENE	2,210.62				2,210.62
	*** VENDOR TOTALS ***					1 CHECKS		2,210.62
003786	JFTCO, INC							
I-125234	GASKET/WASHER/BUSH	R	8/15/2017			156145		
10 53240-03-40000	Operating Supplies		GASKET/WASHER/BUSH	36.32				
I-126371	LATCH ASSY	R	8/15/2017			156145		
10 53240-03-40000	Operating Supplies		LATCH ASSY	49.26				
I-463454	COMPACTOR	R	8/15/2017			156145		
52 57001-08-27933	MFG-Enrichment Parking		COMPACTOR	876.63				
43 57200-08-23500	Parking Lots-Public		COMPACTOR	876.63				
41 57100-08-24500	Highland/Edgewater		COMPACTOR	876.63				
41 57100-08-24500	Highland/Edgewater		COMPACTOR	876.61				3,592.08
	*** VENDOR TOTALS ***					1 CHECKS		3,592.08
002194	KNIGHT CHEMICALS LLC							
I-13048	BULK FLAKE	R	8/15/2017			156146		
10 53300-03-78000	Dust Control		BULK FLAKE	4,426.36				4,426.36
	*** VENDOR TOTALS ***					1 CHECKS		4,426.36

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003543	KONICA MINOLTA PREMIER FINANCE							
I-337607709	KONICA MINOLTA PREMIER FINANCE	R	8/31/2017			156331		
10 52100-03-40000	Operating Supplies			KONICA MINOLTA PREMI	174.95			174.95
				*** VENDOR TOTALS ***		1 CHECKS		174.95
000140	KRUEGER PLUMBING L. L. C.							
I-26787	AUGER - SOCCER FIELD	R	8/15/2017			156147		
10 55200-02-15000	Contract Services			AUGER - SOCCER FIELD	230.90			
I-26792	INSTALL TOILET BUS BARN	R	8/15/2017			156147		
26 53520-02-25000	Transit - Architectural			INSTALL TOILET BUS B	1,777.00			2,007.90
				*** VENDOR TOTALS ***		1 CHECKS		2,007.90
002938	ROBERT KRUEGER							
I-BOOTS 2017	BOOT REIMBURSEMENT	R	8/31/2017			156332		
10 53240-03-46500	Safety Toe Boots			BOOT REIMBURSEMENT	150.00			150.00
				*** VENDOR TOTALS ***		1 CHECKS		150.00
000144	KUSTOM SIGNALS, INC.							
I-542943	BATTERY ASSY	R	8/15/2017			156148		
10 52100-03-50000	Equipment Repair			BATTERY ASSY	378.00			378.00
				*** VENDOR TOTALS ***		1 CHECKS		378.00
004116	LA CROSSE QUEEN CRUISES							
I-8/24/17 CRUISE	BOAT TOUR	R	8/23/2017			156285		
10 55300-03-41500	Self & Non-Support-Expenses			BOAT TOUR	1,817.38			1,817.38
				*** VENDOR TOTALS ***		1 CHECKS		1,817.38
001466	LAMERS BUS LINES INC							
I-516228	7/20/17 MILWAUKEE CO ZOO	R	8/15/2017			156149		
10 55300-03-41500	Self & Non-Support-Expenses			7/20/17 MILWAUKEE CO	1,375.00			1,375.00
				*** VENDOR TOTALS ***		1 CHECKS		1,375.00
004209	LANGLADE COUNTY TREASURER							
I-8/30/17 WORKSHOP	8/30/17 CHAINSAW SAFETY	R	8/21/2017			156281		
10 53300-03-32000	Safety Educ/Materials			8/30/17 CHAINSAW SAF	375.00			375.00
				*** VENDOR TOTALS ***		1 CHECKS		375.00
000154	LEAGUE OF WISCONSIN MUNICIPALI							
I-PLUMBING 9/2017	2017 PLUMBING INSPECTORS REG	R	8/15/2017			156150		
10 52400-03-32000	Education & Conference			2017 PLUMBING INSPEC	140.00			140.00
				*** VENDOR TOTALS ***		1 CHECKS		140.00
000863	LEE RECREATION LLC							
I-11253-17	LITTER BAGS - DOG PARK	R	8/15/2017			156151		
10 55200-03-40000	Operating Supplies			LITTER BAGS - DOG PA	91.50			91.50
				*** VENDOR TOTALS ***		1 CHECKS		91.50

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000741	LES & JIM'S LINCOLN LANES							
I-0012153	BOWLING - LITTLES 07/13/17	R	8/31/2017			156333		
10 55300-03-41500	Self & Non-Support-Expenses		BOWLING - LITTLES 07	378.00				
I-0012156	BOWLING 08/08/17 & 08/22/17	R	8/31/2017			156333		
10 55300-03-41500	Self & Non-Support-Expenses		BOWLING 08/08/17 & 0	155.00				533.00
			*** VENDOR TOTALS ***			1 CHECKS		533.00
003972	LIBRARICA, LLC							
I-204768-101R	CASSIE SUPPORT/UPDATES	R	8/17/2017			156267		
10 55110-15-47500	Software/Upgrades		CASSIE SUPPORT/UPDAT	402.45				402.45
			*** VENDOR TOTALS ***			1 CHECKS		402.45
001161	LINCOLN CO ABSTRACT CO, INC.							
I-48283	508 GRAND AVE RAZE ORDER	R	8/31/2017			156334		
48 57100-04-75522	"Blight" - 508 Grand Ave.		508 GRAND AVE RAZE O	75.00				75.00
			*** VENDOR TOTALS ***			1 CHECKS		75.00
003806	LINCOLN CO INFORMATION TECHNOL							
I-2017-8	SHARED FIBER CONSTRUCTION	R	8/31/2017			156335		
52 57001-08-26900	Fiber - City-County		SHARED FIBER CONSTRU	2,287.50				2,287.50
			*** VENDOR TOTALS ***			1 CHECKS		2,287.50
000716	LINCOLN CO TREASURER							
I-JULY 2017 COURT	JOINT MUN COURT - JULY 2017	R	8/15/2017			156152		
10 40000-45100	Municipal Court Revenue		JOINT MUN COURT - JU	1,814.54				1,814.54
			*** VENDOR TOTALS ***			1 CHECKS		1,814.54
000313	LINCOLN CO TREASURER'S OFFICE							
I-11244	JULY 2017 TIPPING FEES	R	8/15/2017			156153		
10 53620-03-94000	Tipping Fees		JULY 2017 TIPPING FE	7,886.20				7,886.20
			*** VENDOR TOTALS ***			1 CHECKS		7,886.20
000716	LINCOLN CO TREASURER							
I-BAL DUE 7/17 COURT	BAL DUE JULY 2017 MUN COURT	R	8/18/2017			156280		
10 40000-45100	Municipal Court Revenue		BAL DUE JULY 2017 MU	27.00				27.00
			*** VENDOR TOTALS ***			1 CHECKS		27.00
000152	LINCOLN CO. TREASURER							
I-1ST \$ - AUG 2017	FIRST DOLLAR CREDIT	R	8/14/2017			156221		
10 12-1000	Taxes Receivable		FIRST DOLLAR CREDIT	217,242.30				
I-SCHOOL LEVY 8/17	SCHOOL LEVY TAX CREDIT	R	8/14/2017			156221		
10 12-1000	Taxes Receivable		SCHOOL LEVY TAX CRED	620,386.48				837,628.78

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000152	LINCOLN CO. TREASURER							
I-2013 TAX GUTKNECHT	2013 TAX - 251-3106-182-0200	R	8/28/2017			156312		
43 57100-04-50522	Property Tax-Land Purchases		2013 TAX - 251-3106-	328.83				
I-2016 TAX SHIBILSKI	2016 TAX 251-3106-101-0047	R	8/28/2017			156312		
41 57100-04-50522	Property Tax--2016 Bills		2016 TAX - PIN 251-3	5,107.76				5,436.59
			*** VENDOR TOTALS ***			2 CHECKS		843,065.3'
000159	LINCOLN COMMUNITY BANK							
I-8/11/17 1ST AMERIC	WIRE - FIRST AMERICAN TITLE	R	8/11/2017			156090		
43 57100-04-50503	Land Purchase		WIRE - FIRST AMERICA	10,000.00				
10 51520-03-40000	Operating Supplies		WIRE - FIRST AMERICA	30.00				10,030.00
			*** VENDOR TOTALS ***			1 CHECKS		10,030.00
000030	MADISON NATIONAL LIFE							
I-DIS20170811	DISABILITY PREMIUM	R	8/11/2017			156039		
10 21-5925	Disability Premiums		DISABILITY PREMIUM	403.56				
20 21-5925	Disability Premiums		DISABILITY PREMIUM	0.05				
21 21-5925	Disability Premiums		DISABILITY PREMIUM	16.98				
24 21-5925	Disability Premiums		DISABILITY PREMIUM	1.16				
26 21-5925	Disability Insurance		DISABILITY PREMIUM	1.46				
41 21-5925	Disability Premiums		DISABILITY PREMIUM	0.31				
43 21-5925	Disability Premiums		DISABILITY PREMIUM	0.62				
45 21-5925	Disability Premiums		DISABILITY PREMIUM	1.22				
52 21-5925	Disability Premiums		DISABILITY PREMIUM	24.21				
62 21-5925	Disability Premiums		DISABILITY PREMIUM	20.35				
63 21-5925	Disability Premiums		DISABILITY PREMIUM	17.22				487.14
000030	MADISON NATIONAL LIFE							
I-DIS20170825	DISABILITY PREMIUM	R	8/25/2017			156293		
10 21-5925	Disability Premiums		DISABILITY PREMIUM	430.07				
20 21-5925	Disability Premiums		DISABILITY PREMIUM	0.09				
21 21-5925	Disability Premiums		DISABILITY PREMIUM	16.98				
24 21-5925	Disability Premiums		DISABILITY PREMIUM	10.52				
43 21-5925	Disability Premiums		DISABILITY PREMIUM	0.68				
45 21-5925	Disability Premiums		DISABILITY PREMIUM	0.53				
52 21-5925	Disability Premiums		DISABILITY PREMIUM	3.30				
62 21-5925	Disability Premiums		DISABILITY PREMIUM	14.84				
63 21-5925	Disability Premiums		DISABILITY PREMIUM	15.20				492.21
			*** VENDOR TOTALS ***			2 CHECKS		979.3'
001797	MARATHON COUNTY PUBLIC LIBRARY							
I-201789-1	LOST DISCS-KEELING	R	8/17/2017			156268		
10 45110-46710	Library Revenue		LOST DISCS-KEELING	23.99				23.99
			*** VENDOR TOTALS ***			1 CHECKS		23.9'

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000737	MARSHFIELD CLINIC							
I-8006412	JULY 2017 TRANSIT EMPLOYMENT ADS	R	8/15/2017			156154		
10 53520-01-54000	Health Insurance			525.80				525.80
				*** VENDOR TOTALS ***		1 CHECKS		525.80
000511	MATCO TOOLS							
I-61044	TOOLS	V	8/15/2017			156155		399.95
000511	MATCO TOOLS							
M-CHECK	MATCO TOOLS	VOIDED V	8/15/2017			156155		399.95
003055	MATCO TOOLS							
I-61044	TOOLS	R	8/15/2017			156234		
10 53240-03-40000	Operating Supplies			399.95				399.95
				*** VENDOR TOTALS ***		1 CHECKS		399.95
000510	MCI							
I-08/15/17	MCI	R	8/15/2017			156235		
10 52100-02-25000	Telephone			19.38				
10 51520-02-25000	Telephone			19.38				
10 52300-02-25000	Telephone & Internet			9.69				
10 52200-02-25500	Fiber - Internet & VOIP			9.68				58.13
				*** VENDOR TOTALS ***		1 CHECKS		58.13
002161	MED ALLIANCE GROUP, INC							
I-123104	FLOW SAFE MASK/NEBULIZER	R	8/15/2017			156156		
10 52300-03-40000	Operating Supplies			625.65				625.65
				*** VENDOR TOTALS ***		1 CHECKS		625.65
000521	MEDPRO MIDWEST GROUP							
I-00016697	QTRLY - EASY COT SERVICE	R	8/15/2017			156157		
10 52300-03-40000	Operating Supplies			177.00				177.00
				*** VENDOR TOTALS ***		1 CHECKS		177.00
002706	MEIGS ADVANTAGE, LLC							
I-1123	HFRS-2P	R	8/15/2017			156158		
52 53313-03-72000	Seal Coat Oil			1,270.05				1,270.05
				*** VENDOR TOTALS ***		1 CHECKS		1,270.05
000788	MERRILL LIONS CLUB							
I-2017 CAR SHOW	LABOR DAY CAR SHOW	R	8/02/2017			156024		
10 55301-03-39100	Labor Day Celebration			1,500.00				1,500.00
				*** VENDOR TOTALS ***		1 CHECKS		1,500.00

Attachment: Vouchers (2788 : Vouchers)

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 BANK: 1 LINCOLN CO - GENERAL
 DATE RANGE: 8/01/2017 THRU 8/31/2017

2.1.a

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000041	MERRILL ACE HARDWARE							
I-T. KIEFER	TRISTON S. KIEFER	R	8/03/2017			156030		
10 22-6205	Restitution-COURT Only	TRISTON S. KIEFER		25.00				25.00
000041	MERRILL ACE HARDWARE							
C-164325	BATTERY PHOTO RETURN	R	8/15/2017			156159		
10 52200-03-40000	Operating Supplies	BATTERY PHOTO RETURN		6.00CR				
C-FIRE 8/17	DISC ON FIRE ACCT	R	8/15/2017			156159		
10 52200-03-40000	Operating Supplies	DISC ON FIRE ACCT		5.68CR				
C-PARK/REC 8/17	DISC ON PARK/REC ACCT	R	8/15/2017			156159		
10 55200-03-40000	Operating Supplies	DISC ON PARK/REC ACC		41.18CR				
C-STREET 8/17	DISC ON STREET ACCT	R	8/15/2017			156159		
10 53240-03-40000	Operating Supplies	DISC ON STREET ACCT		34.10CR				
I-164027	WATER CAN/FERRTILIZER	R	8/15/2017			156159		
10 52200-03-40000	Operating Supplies	WATER CAN/FERRTILIZE		20.98				
I-164051	GARDEN HOE	R	8/15/2017			156159		
10 53240-03-40000	Operating Supplies	GARDEN HOE		9.99				
I-164078	PAINTBRUSH, ROLLER	R	8/15/2017			156159		
10 53315-03-54000	Street Painting Supplies	PAINTBRUSH, ROLLER		26.34				
I-164091	COUPL	R	8/15/2017			156159		
10 55200-03-40000	Operating Supplies	COUPL		5.99				
I-164105	ALL SEASONS HOSES	R	8/15/2017			156159		
10 53240-03-40000	Operating Supplies	ALL SEASONS HOSES		11.99				
I-164111	KEY RACK/SPRAY PAINT	R	8/15/2017			156159		
10 54600-03-40000	Operating Supplies	KEY RACK/SPRAY PAINT		16.98				
I-164149	COM TRIM LINE	R	8/15/2017			156159		
10 55200-03-40000	Operating Supplies	COM TRIM LINE		13.99				
I-164185	TRASH BAGS - PARK	R	8/15/2017			156159		
10 55200-03-40000	Operating Supplies	TRASH BAGS - PARK		13.99				
I-164218	SPRAY PAINT/TWINE	R	8/15/2017			156159		
10 52200-03-40000	Operating Supplies	SPRAY PAINT/TWINE		16.78				
I-164233	TWINE	R	8/15/2017			156159		
10 52200-03-40000	Operating Supplies	TWINE		11.99				
I-164253	3 GAL TANK SPRAYER	R	8/15/2017			156159		
10 53240-03-40000	Operating Supplies	3 GAL TANK SPRAYER		69.98				
I-164265	BROOM	R	8/15/2017			156159		
10 55200-03-40000	Operating Supplies	BROOM		7.99				
I-164267	SANDBELT - ENRICHMENT	R	8/15/2017			156159		
26 54600-03-45300	Senior - Activities Exp.	SANDBELT - ENRICHMEN		11.98				
I-164268	2 GAL TANK SPRAYER	R	8/15/2017			156159		
10 53240-03-40000	Operating Supplies	2 GAL TANK SPRAYER		59.98				
I-164275	DEET	R	8/15/2017			156159		
10 53240-03-40000	Operating Supplies	DEET		20.97				
I-164293	RYL EXT SG	R	8/15/2017			156159		
10 55200-03-40000	Operating Supplies	RYL EXT SG		29.99				
I-164317	BROOM /PARK DEPT	R	8/15/2017			156159		
10 55200-03-40000	Operating Supplies	BROOM /PARK DEPT		15.99				
I-164325	BATTERY	R	8/15/2017			156159		

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000041	MERRILL ACE HARDWARE CONT							
I-164325	BATTERY	R	8/15/2017			156159		
10 52200-03-40000	Operating Supplies	BATTERY		12.99				
I-164371	GLOVES/ROLLER	R	8/15/2017			156159		
10 53240-03-40000	Operating Supplies	GLOVES/ROLLER		82.97				
I-164378	PLUMBING/PARK DEPT	R	8/15/2017			156159		
10 55200-03-50000	Repair/Maint. Supplies	PLUMBING/PARK DEPT		45.83				
I-164423	PVC PIPE/COUPLE	R	8/15/2017			156159		
10 53240-03-40000	Operating Supplies	PVC PIPE/COUPLE		35.69				
I-164433	MSKG TAPE	R	8/15/2017			156159		
10 55200-03-40000	Operating Supplies	MSKG TAPE		7.99				
I-164587	LAWN FERTLZR	R	8/15/2017			156159		
10 55200-08-91000	Park Improvements	LAWN FERTLZR		85.97				
I-164658	MISC SUPPLIES - PARK DEPT	R	8/15/2017			156159		
10 55200-08-91000	Park Improvements	MISC SUPPLIES - PARK		123.87				
I-164729	PARK SUPPLIES	R	8/15/2017			156159		
10 55200-03-40000	Operating Supplies	PARK SUPPLIES		29.99				
I-164765	ANTIGREEZE/FASTNERS	R	8/15/2017			156159		
10 55200-03-40000	Operating Supplies	ANTIGREEZE/FASTNERS		20.50				
I-164843	MASON CHISEL/BROOM	R	8/15/2017			156159		
10 53240-03-40000	Operating Supplies	MASON CHISEL/BROOM		20.98				
I-164852	STRAP HANGR	R	8/15/2017			156159		
10 53240-03-40000	Operating Supplies	STRAP HANGR		1.99				
I-164968	BATTERY/WATC/CAL	R	8/15/2017			156159		
10 55200-03-40000	Operating Supplies	BATTERY/WATC/CAL		9.58				757.29
000041	MERRILL ACE HARDWARE							
C-DISCOUNT JULY '17	DISCOUNT JULY 2017	R	8/15/2017			156236		
10 51600-03-50000	Repair/Maintenance Supply	DISCOUNT JULY 2017		55.27CR				
I-164083/1	DRILL BITS/BATTERIES	R	8/15/2017			156236		
24 55513-03-40000	Operating Supplies	DRILL BITS/BATTERIES		17.27				
I-164155/1	CABLE TIES	R	8/15/2017			156236		
24 55231-03-40111	Supplies-Operating	CABLE TIES		27.96				
I-164309/1	ROUNDUP/TRIMMER	R	8/15/2017			156236		
10 51600-03-50000	Repair/Maintenance Supply	ROUNDUP/TRIMMER		144.98				
I-164689/1	KEYS/KEY RING	R	8/15/2017			156236		
24 55225-02-50000	Locks-Security	KEYS/KEY RING		64.44				
I-164738/1	TAPE MOUNT	R	8/15/2017			156236		
24 55513-03-40000	Operating Supplies	TAPE MOUNT		4.79				
I-164766/1	TRASH CAN	R	8/15/2017			156236		
24 55513-03-40000	Operating Supplies	TRASH CAN		71.96				
I-164826/1	PAINT/BULBS/ROLLERS/BRUSHES	R	8/15/2017			156236		
10 51600-03-50000	Repair/Maintenance Supply	PAINT/BULBS/ROLLERS/		166.22				
I-164866/1	FLOOR TAPE	R	8/15/2017			156236		
24 55513-03-44000	Janitor Supplies	FLOOR TAPE		17.98				
I-164869/1	SHOEBOX 6 QT CLR 4PK	R	8/15/2017			156236		
24 55513-03-40000	Operating Supplies	SHOEBOX 6 QT CLR 4PK		8.99				
I-164971/1	BATTERIES	R	8/15/2017			156236		

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000041	MERRILL ACE HARDWARE CONT							
I-164971/1	BATTERIES	R	8/15/2017			156236		
24 55513-03-44000	Janitor Supplies	BATTERIES		27.98				497.30
				*** VENDOR TOTALS ***		3 CHECKS		1,279.50
000839	MERRILL ACE HARDWARE							
C-20170816	ACCT #81867	R	8/17/2017			156269		
10 55110-03-41250	Programming - Adult	ACCT #81867		0.80CR				
10 55110-03-50000	M/R-General Repair/Maint.	ACCT #81867		1.70CR				
10 55110-03-50275	M/R - Contingency	ACCT #81867		8.80CR				
I-164726	ACCT #81867	R	8/17/2017			156269		
10 55110-03-41250	Programming - Adult	ACCT #81867		7.99				
I-164868	ACCT # 81867	R	8/17/2017			156269		
10 55110-03-50000	M/R-General Repair/Maint.	ACCT # 81867		16.98				
I-164884	ACCT # 81867	R	8/17/2017			156269		
10 55110-03-50275	M/R - Contingency	ACCT # 81867		87.96				101.63
				*** VENDOR TOTALS ***		1 CHECKS		101.63
000517	MERRILL AREA CHAMBER OF COMMER							
I-1062	TRACTOR PULL EVENTS	R	8/15/2017			156162		
24 55231-03-41000	PR - Event Marketing	TRACTOR PULL EVENTS		99.69				99.69
				*** VENDOR TOTALS ***		1 CHECKS		99.69
000523	MERRILL DISTRIBUTING, INC							
I-13387498	POPSICLES - CONCESSIONS	R	8/15/2017			156163		
10 55420-03-40100	Concession Supplies	POPSICLES - CONCESSI		43.50				
I-1387683	60 GALLON LINERS - AQUATIC	R	8/15/2017			156163		
10 55400-03-40000	Operating Supplies	60 GALLON LINERS - A		85.78				
I-1388538	AQUATIC CONCESSIONS	R	8/15/2017			156163		
10 55420-03-40100	Concession Supplies	AQUATIC CONCESSIONS		365.10				
I-1389362	FOOD CONCESSIONS	R	8/15/2017			156163		
10 55420-03-40100	Concession Supplies	FOOD CONCESSIONS		470.10				
I-1389402	HAND CLEANER/TOWEL ROLL	R	8/15/2017			156163		
10 55420-03-40100	Concession Supplies	HAND CLEANER/TOWEL R		117.90				1,082.38
000523	MERRILL DISTRIBUTING, INC							
I-1389751	URINAL BLOCS	R	8/31/2017			156336		
10 55200-03-40000	Operating Supplies	URINAL BLOCS		21.80				
I-1389754	PRETZELS/POPSICLES/ICE CREAM	R	8/31/2017			156336		
10 55420-03-40100	Concession Supplies	PRETZELS/POPSICLES/I		309.85				
I-1390749	GARBAGE BAGS/CHEESE SAUCE	R	8/31/2017			156336		
10 55420-03-40100	Concession Supplies	GARBAGE BAGS/CHEESE		80.40				
I-1391094	TOILET TISSUE	R	8/31/2017			156336		
10 55420-03-50000	Repair/Maint. Supplies	TOILET TISSUE		60.00				
I-1392576	GLOVES/TOWELS	R	8/31/2017			156336		
10 55420-03-40000	Operating Supplies	GLOVES/TOWELS		252.00				
I-1392676	GARBAGE BAGS	R	8/31/2017			156336		
10 55400-03-44000	Janitor Supplies	GARBAGE BAGS		42.90				766.95
				*** VENDOR TOTALS ***		2 CHECKS		1,849.30

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000670	MERRILL FOTO NEWS							
I-00030664-07-17	JULY 2017 PUBLICATIONS	R	8/15/2017			156164		
10 51110-03-20000	Publish Legal Notices	COUNCIL /LEGALS		499.48				
10 53520-03-20000	Publish Legal Notices	TRANSTI COORDINATOR		427.90				
10 55300-03-41500	Self & Non-Support-Expenses	PARK/REC		517.50				
10 55301-03-39100	Labor Day Celebration	LABOR DAY PARADE		592.20				
10 53635-03-20000	Publish Legal Notices	RECYCLING		486.00				
10 52100-03-25000	Job Recruitment	POLICE OFFICER AD		471.00				
10 55301-03-45000	Promoting Govt Services	CRIMESTOPPERS		35.00				
43 57100-02-10000	Legal Notices/Letters	JOINT REVIEW BD		80.00				
48 57100-02-10000	Legal Notices/Letters	TID 8 PUBLIC HEARING		320.00				
48 57100-02-10000	Legal Notices/Letters	TID 12 - PUBLIC HEAR		640.00				
10 55300-03-41500	Self & Non-Support-Expenses	HEALTHY LIFESTYLE -		250.00				
10 53520-03-41000	Public Relations/Publicity	TRANSIT - PUBLIC ANN		810.00				5,129.08
		*** VENDOR TOTALS ***				1 CHECKS		5,129.08
004198	MERRILL HIGH SCHOOL							
I-7/8/17 PARKING	TRACTOR PULL PARKING	R	8/02/2017			156018		
24 55231-02-16500	Crowd-Security-Parking	TRACTOR PULL PARKING		1,000.00				1,000.00
		*** VENDOR TOTALS ***				1 CHECKS		1,000.00
003615	MERRILL PINE RIDGE, LLC							
I-2017 DEV INCENTIVE	2017 DEVELOPMENT INCENTIVE	R	8/28/2017			156305		
47 57100-04-52500	Pine Ridge Restaurant Dev	2017 DEVELOPMENT INC		10,000.00				10,000.00
		*** VENDOR TOTALS ***				1 CHECKS		10,000.00
000328	MERRILL WATER UTILITY							
I-110 PIER 9/17	FIRE DEPARTMENT 110 PIER ST	R	8/31/2017			156338		
10 52300-02-21000	Water and Sewer	FIRE DEPARTMENT 110		437.14				
10 52200-02-21000	Water and Sewer	FIRE DEPARTMENT 110		437.14				
I-309 E 1ST 9/17	TRANSIT 309 E 1ST ST	R	8/31/2017			156338		
10 53520-02-20000	Utility Charges	TRANSIT 309 E 1ST ST		89.78				
I-315 E 1ST 9/17	CITY GARAGE	R	8/31/2017			156338		
10 53310-03-40000	Operating Supplies	CITY GARAGE		204.62				
I-407 E 1ST 9/17	WAREHOUSE 407 E 1ST	R	8/31/2017			156338		
10 53230-02-21000	Water and Sewer	WAREHOUSE 407 E 1ST		193.82				
I-500 LOGAN 9/17	ATHLETIC PARK 09/17	R	8/31/2017			156338		
10 55200-02-21000	Water and Sewer	ATHLETIC PARK 09/17		1,702.28				
I-ATHL CONC STD 9/17	ATHLETIC PARK CONCESSION STAND	R	8/31/2017			156338		
10 55200-02-21000	Water and Sewer	ATHLETIC PARK CONCES		71.42				
I-CITY HALL 9/17	CITY HALL	R	8/31/2017			156338		
10 51600-02-21000	Water and Sewer	CITY HALL		386.84				
I-PD 09/17	POLICE DEPARTMENT	R	8/31/2017			156338		
10 51600-02-21000	Water and Sewer	POLICE DEPARTMENT		448.04				3,971.08
		*** VENDOR TOTALS ***				1 CHECKS		3,971.08

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000529	MID-STATES EQUIPMENT INC							
I-1288404-01	MALE COUPLER	R	8/15/2017			156165		
10 53240-03-40000	Operating Supplies	MALE COUPLER		46.30				46.30
		*** VENDOR TOTALS ***				1 CHECKS		46.30
003982	MID-WISCONSIN BEVERAGE							
I-0435773	CONCESSION BEVERAGES	R	8/15/2017			156166		
10 55420-03-40100	Concession Supplies	CONCESSION BEVERAGES		143.20				
I-0437675	CONCESSIONS - BLUE BLAST	R	8/15/2017			156166		
10 55420-03-40100	Concession Supplies	CONCESSIONS - BLUE B		200.00				
I-0437676	ASSORTED BEVERAGES - AQUATIC	R	8/15/2017			156166		
10 55420-03-40100	Concession Supplies	ASSORTED BEVERAGES -		264.40				
I-0439443	BEVERAGE CONCESSIONS	R	8/15/2017			156166		
10 55420-03-40100	Concession Supplies	BEVERAGE CONCESSIONS		200.00				
I-0439444	BEVERAGE CONCESSIONS	R	8/15/2017			156166		
10 55420-03-40100	Concession Supplies	BEVERAGE CONCESSIONS		290.84				
I-433791	CONCESSION BEVERAGES	R	8/15/2017			156166		
10 55420-03-40100	Concession Supplies	CONCESSION BEVERAGES		370.16				1,468.60
		*** VENDOR TOTALS ***				1 CHECKS		1,468.60
000201	MIDLAND PAPER							
I-00663871	COPY PAPER	R	8/15/2017			156167		
10 51520-03-13000	Copier	COPY PAPER		264.25				264.25
		*** VENDOR TOTALS ***				1 CHECKS		264.25
003992	MIDWEST COMMUNICATIONS							
I-304866-1	WOZZ TRACTOR PULL 06/30/17	R	8/31/2017			156339		
24 55231-03-41000	PR - Event Marketing	WOZZ TRACTOR PULL 06		160.00				
I-304866-2	WOZZ TRACTOR PULL 07/09/17	R	8/31/2017			156339		
24 55231-03-41000	PR - Event Marketing	WOZZ TRACTOR PULL 07		620.00				
I-304887-1	TRACTOR PULL	R	8/31/2017			156339		
24 55231-03-41000	PR - Event Marketing	WDEZ TRACTOR PULL 6/		760.00				
I-304887-2	WDEZ TRACTOR PULL 07/09/17	R	8/31/2017			156339		
24 55231-03-41000	PR - Event Marketing	WDEZ TRACTOR PULL 07		1,315.00				
I-304896-1	WIFC TRACTOR PULL 06/30/17	R	8/31/2017			156339		
24 55231-03-41000	PR - Event Marketing	WIFC TRACTOR PULL 06		760.00				
I-304896-2	WIFC TRACTOR PULL 07/09/17	R	8/31/2017			156339		
24 55231-03-41000	PR - Event Marketing	WIFC TRACTOR PULL 07		1,200.00				4,815.00
		*** VENDOR TOTALS ***				1 CHECKS		4,815.00
002277	MIDWEST TAPE							
I-95243022	CUST #2000006632	R	8/17/2017			156270		
26 55110-03-40500	Memorial Books-Expense	CUST #2000006632		84.18				
10 55110-14-20100	Youth Videos, DVDs & CD-ROMs	CUST #2000006632		47.03				131.21
		*** VENDOR TOTALS ***				1 CHECKS		131.21

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000107	MINNESOTA MUTUAL LIFE INS							
I-8/15/17 SEPT PREM	SEPTEMBER 2017 PREMIUM	R	8/15/2017			156168		
10 13-8300	Prepaid Life Ins.			3,534.73				3,534.73
				*** VENDOR TOTALS ***		1 CHECKS		3,534.73
003093	MMG EMPLOYER SOLUTIONS							
I-128186	TRANSIT EMPLOYMENT - DRUG	R	8/15/2017			156169		
10 53520-03-66000	Other Services			58.00				
I-128564	DRUG SCREENS	R	8/15/2017			156169		
10 51417-02-18000	Drug Testing (CDL)			29.00				
62 53716-00-92300	Outside Serv. Employed			29.00				116.00
				*** VENDOR TOTALS ***		1 CHECKS		116.00
000104	MPPA							
I-MP120170811	DUES-UNION POLICE	R	8/11/2017			156040		
10 21-5916	MPPA - Union (Police)			311.75				
21 21-5916	MPPA - Union (Police)			21.50				333.25
000104	MPPA							
I-MP120170825	DUES-UNION POLICE	R	8/25/2017			156294		
10 21-5916	MPPA - Union (Police)			301.00				
21 21-5916	MPPA - Union (Police)			21.50				322.50
				*** VENDOR TOTALS ***		2 CHECKS		655.75
002209	MRED (MERRILL) ASSOCIATES, A W							
I-2017 INCENTIVE	2017 DEVELOPMENT INCENTIVE	R	8/28/2017			156306		
43 57100-04-50000	Walgreen's Dev Incentive			24,695.12				24,695.12
				*** VENDOR TOTALS ***		1 CHECKS		24,695.12
000540	NAPA AUTO PARTS							
I-669998	HORN	R	8/15/2017			156170		
10 53240-03-40000	Operating Supplies			14.84				
I-670345	TESTER	R	8/15/2017			156170		
10 53240-03-40000	Operating Supplies			77.89				
I-670364	BRASS COUPLER LOCK	R	8/15/2017			156170		
10 52200-03-51000	Vehicle Repair/Maintenance			10.78				
I-67047	SPARK PLUG/CABLE	R	8/15/2017			156170		
10 53240-03-40000	Operating Supplies			23.73				
I-670616	PUMP MOTOR RELAY	R	8/15/2017			156170		
10 53240-03-40000	Operating Supplies			18.74				
I-670984	TIRE SHINE - FIRE	R	8/15/2017			156170		
10 52200-03-51000	Vehicle Repair/Maintenance			25.16				171.14

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000540	NAPA AUTO PARTS							
I-670413	FT CHUCK/GAUGE/FILTER	R	8/31/2017			156340		
10 53510-03-50000	Repair/Maint Supplies			67.14				67.14
				*** VENDOR TOTALS ***		2 CHECKS		238.24
002974	NATIONWIDE TRUST COMPANY, FSB							
I-PPE20170811	PAYROLL PER ATTACHED	R	8/11/2017			156041		
10 52100-01-56000	PEHP - City Portion			536.50				
21 52100-01-56000	PEHP - City Portion			37.00				573.50
002974	NATIONWIDE TRUST COMPANY, FSB							
I-PPE20170825	PAYROLL PER ATTACHED	R	8/25/2017			156295		
10 52100-01-56000	PEHP - City Portion			518.00				
21 52100-01-56000	PEHP - City Portion			37.00				555.00
				*** VENDOR TOTALS ***		2 CHECKS		1,128.50
002452	NELSON'S POWERHOUSE							
I-22025	STIHL FUEL FILTER	R	8/15/2017			156171		
10 53240-03-40000	Operating Supplies			11.22				
I-22058	TRIMMER HEAD	R	8/15/2017			156171		
10 53240-03-40000	Operating Supplies			61.90				
I-22108	BELTS/OIL	R	8/15/2017			156171		
10 53240-03-40000	Operating Supplies			1,512.60				
I-22144	ARIENS - PARTS	R	8/15/2017			156171		
10 53240-03-40000	Operating Supplies			1,690.45				3,276.17
				*** VENDOR TOTALS ***		1 CHECKS		3,276.17
003590	NEUMANN LOT 2 DEVELOPMENT, LLC							
I-2017 DEV INCENTIVE	2017 DEVELOPMENT INCENTIVE	R	8/28/2017			156307		
49 57100-04-50500	Neumann Lot2-Dev Incent			15,000.00				15,000.00
				*** VENDOR TOTALS ***		1 CHECKS		15,000.00
002899	NEVCO, INC.							
I-0000165375	SCORE BOARDS LION'S PARK	R	8/31/2017			156341		
26 55200-08-91150	Lion's Park Improvements			5,700.00				5,700.00
				*** VENDOR TOTALS ***		1 CHECKS		5,700.00
000630	NORTHWEST PETROLEUM							
I-57961	FUEL PUMP UPGRADE	R	8/31/2017			156342		
52 57001-08-31599	Streets - Fuel System			12,258.77				12,258.77
				*** VENDOR TOTALS ***		1 CHECKS		12,258.77
002711	O'REILLY AUTO PARTS							
C-333748	FILTERS - RETURNED	R	8/15/2017			156172		
10 53240-03-40000	Operating Supplies			164.57CR				
I-340202	NITRILE GLOVES	R	8/15/2017			156172		
10 53240-03-40000	Operating Supplies			139.90				
I-346017	RECEIVER	R	8/15/2017			156172		

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002711	O'REILLY AUTO PARTS CONT							
I-346017	RECEIVER	R	8/15/2017			156172		
10 53240-03-40000	Operating Supplies	RECEIVER		39.99				15.32
				*** VENDOR TOTALS ***		1 CHECKS		15.32
002179	OFFICE ENTERPRISES INCORPORATE							
I-409081	OFFICE ENTERPRISES INCORPORATE	R	8/31/2017			156343		
10 52100-03-40000	Operating Supplies	OFFICE ENTERPRISES I		119.49				119.49
				*** VENDOR TOTALS ***		1 CHECKS		119.49
1	CARL TORKELSON							
I-CARL TORKELSON '17	REFUND	R	8/02/2017			156012		
10 21-7200	Park Shelter-S Deposits	CARL TORKELSON: REFUND		50.00				50.00
1	DARLENE MATHIS							
I-DARLENE MATHIS	REFUND	R	8/02/2017			156013		
10 45200-46722	Park Shelter Reservation Rev.	DARLENE MATHIS: REFUND		70.00				
10 21-7200	Park Shelter-S Deposits	DARLENE MATHIS: REFUND		50.00				120.00
1	DELORES HEISE							
I-DELORES HEISE '17	REFUND	R	8/02/2017			156014		
10 21-7200	Park Shelter-S Deposits	DELORES HEISE: REFUND		50.00				50.00
1	HEATHER HOOK							
I-HEATHER HOOK	REFUND	R	8/02/2017			156015		
10 21-7200	Park Shelter-S Deposits	HEATHER HOOK: REFUND		50.00				50.00
1	HOLLY JOHNSON							
I-HOLLY JOHNSON	REFUND	R	8/02/2017			156016		
10 21-7200	Park Shelter-S Deposits	HOLLY JOHNSON: REFUND		50.00				50.00
1	LOTTIE ZIEMKE							
I-LOTTIE ZIEMKE	REFUND	R	8/02/2017			156017		
10 21-7200	Park Shelter-S Deposits	LOTTIE ZIEMKE: REFUND		50.00				50.00
1	PATHWAY FELLOWSHIP							
I-PATHWAY 2017	REFUND	R	8/02/2017			156019		
10 21-7200	Park Shelter-S Deposits	PATHWAY FELLOWSHIP:		50.00				50.00
1	PAUL KRAUSE							
I-PAUL KRAUSE	REFUND	R	8/02/2017			156020		
10 21-7200	Park Shelter-S Deposits	PAUL KRAUSE: REFUND		50.00				50.00

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1	SHARON KAROW							
I-SHARON KAROW	REFUND	R	8/02/2017			156021		
10 21-7200	Park Shelter-S Deposits	SHARON KAROW: REFUND		50.00				50.00
1	STEPHANIE HELVEY							
I-STEPHANIE HELVEY	REFUND	R	8/02/2017			156022		
10 21-7200	Park Shelter-S Deposits	STEPHANIE HELVEY: RE		50.00				50.00
1	TAMMY COHRS							
I-TAMMY COHRS	REFUND	R	8/02/2017			156023		
10 21-7200	Park Shelter-S Deposits	TAMMY COHRS: REFUND		50.00				50.00
1	JODI DELISLE							
I-J. DELISLE	OVERPAYMENT	R	8/03/2017			156029		
10 22-6240	Ins/Outs - COURT REFUNDS	JODI DELISLE:OVERPAY		20.00				20.00
1	CAROL FINANGER							
I-CAROL FINANGER	REFUND	R	8/15/2017			156223		
10 21-7200	Park Shelter-S Deposits	CAROL FINANGER: REFU		50.00				50.00
1	CORY RAMPART							
I-CORY RAMPART	REFUND	R	8/15/2017			156224		
10 21-7200	Park Shelter-S Deposits	CORY RAMPART: REFUND		50.00				50.00
1	DICK DUGINSKI							
I-DICK DUGINSKI	REFUND	R	8/15/2017			156225		
10 21-7200	Park Shelter-S Deposits	DICK DUGINSKI: REFUN		50.00				50.00
1	ERIC GEISS							
I-ERIC GEISS 8/17	REFUND	R	8/15/2017			156227		
10 21-7200	Park Shelter-S Deposits	ERIC GEISS: REFUND		50.00				50.00
1	JANET THOMPSON							
I-JANET THOMPSON 17	REFUND	R	8/15/2017			156231		
10 21-7200	Park Shelter-S Deposits	JANET THOMPSON: REFU		50.00				50.00
1	LAURA DUGINSKI							
I-LAURA DUGINSKI	REFUND	R	8/15/2017			156232		
10 21-7200	Park Shelter-S Deposits	LAURA DUGINSKI: REFU		50.00				50.00
1	LINCOLN WOOD							
I-LINCOLN WOOD 8/17	REFUND	R	8/15/2017			156233		
10 21-7200	Park Shelter-S Deposits	LINCOLN WOOD: REFUND		50.00				50.00

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1	PHYLLIS FREDERICK							
I-PHYLLIS FREDERICK	REFUND	R	8/15/2017			156237		
10 21-7200	Park Shelter-S Deposits	PHYLLIS FREDERICK: R		50.00				50.00
1	SANDY RASMUSSEN							
I-SANDY RASMUSSEN 17	REFUND	R	8/15/2017			156239		
10 21-7200	Park Shelter-S Deposits	SANDY RASMUSSEN: REF		50.00				50.00
1	SHANNON HERDT							
I-SHANNON HERDT	REFUND	R	8/15/2017			156240		
10 21-7200	Park Shelter-S Deposits	SHANNON HERDT: REFUN		50.00				50.00
1	THERESA GRUND							
I-THERESA GRUND	REFUND	R	8/15/2017			156243		
10 21-7200	Park Shelter-S Deposits	THERESA GRUND: REFUN		50.00				50.00
1	TONYA HANRAHAN							
I-TONYA HANRAHAN	REFUND	R	8/15/2017			156244		
10 21-7200	Park Shelter-S Deposits	TONYA HANRAHAN: REFU		50.00				50.00
1	TRINITY LUTHERAN SCHOOL							
I-TRINITY 08/17	RFND	R	8/15/2017			156245		
10 21-7200	Park Shelter-S Deposits	TRINITY LUTHERAN SCH		50.00				50.00
1	KENYON GOLISCH							
I-KENYON GOLISCH	OCC BOND RFND	R	8/31/2017			156330		
10 24-1103	Occupancy Bonds	KENYON GOLISCH: OCC		300.00				300.00
1	MERRILL HOTEL GROUP LLC							
I-MERRILL HOTEL	RFND	R	8/31/2017			156337		
10 22-6250	All Others (Ins/Outs)	MERRILL HOTEL GROUP		100.00				100.00
1	ASCENSION CHURCH							
I-ASCENSION 8/17	REFUND	R	8/31/2017			156366		
10 21-7200	Park Shelter-S Deposits	ASCENSION CHURCH: RE		50.00				50.00
1	BOB OTT							
I-BOB OTT 8/17	REFUND	R	8/31/2017			156367		
10 55300-03-41500	Self & Non-Support-Expenses	BOB OTT: REFUND		50.00				50.00
1	CHARLIE JOHNSON							
I-C JOHNSON 8/17	REFUND	R	8/31/2017			156368		
10 21-7200	Park Shelter-S Deposits	CHARLIE JOHNSON: REF		50.00				50.00

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1	CHASTENA DESCHAREND							
I-C	DESCHAREND 8/17	REFUND	R 8/31/2017			156369		
10	21-7200	Park Shelter-S Deposits	CHASTENA DESCHAREND:	50.00				50.00
1	CHRIS CHRUDIMSKY							
I-CHRUDIMSKY	8/17	REFUND	R 8/31/2017			156370		
10	55300-03-41500	Self & Non-Support-Expenses	CHRIS CHRUDIMSKY: RE	50.00				50.00
1	HILLSIDE FELLOWSHIP							
I-HILLSIDE	8/17	REFUND	R 8/31/2017			156371		
10	21-7200	Park Shelter-S Deposits	HILLSIDE FELLOWSHIP:	50.00				50.00
1	JOHN HANSON							
I-JOHN HANSON	8/17	REFUND	R 8/31/2017			156372		
10	55300-03-41500	Self & Non-Support-Expenses	JOHN HANSON: REFUND	50.00				50.00
1	JOSH FORD							
I-JOSH FORD	8/17	REFUND	R 8/31/2017			156373		
10	55300-03-41500	Self & Non-Support-Expenses	JOSH FORD: REFUND	50.00				50.00
1	MERRILL BIBLE CHURCH							
I-MBC	8/17	REFUND	R 8/31/2017			156374		
10	21-7200	Park Shelter-S Deposits	MERRILL BIBLE CHURCH	50.00				50.00
1	MICHELE GROVOGEL							
I-MICHELE GROVOGEL	8/17	REFUND	R 8/31/2017			156375		
10	21-7200	Park Shelter-S Deposits	MICHELE GROVOGEL: RE	50.00				50.00
1	MICHELLE EVANS							
I-MICHELLEEVANS	8/17	REFUND	R 8/31/2017			156376		
10	55300-03-41500	Self & Non-Support-Expenses	MICHELLE EVANS: REFU	100.00				100.00
1	RENEE SMITH							
I-RENEE SMITH	8/17	REFUND	R 8/31/2017			156377		
10	21-7200	Park Shelter-S Deposits	RENEE SMITH: REFUND	50.00				50.00
1	ROSS HELLER							
I-ROSS HELLER	8/17	REFUND	R 8/31/2017			156378		
10	55300-03-41500	Self & Non-Support-Expenses	ROSS HELLER: REFUND	50.00				50.00
1	SARAH GRUNENWALD							
I-SARAH GRUNEWALD	8/17	REFUND	R 8/31/2017			156379		
10	55300-03-41500	Self & Non-Support-Expenses	SARAH GRUNENWALD: RE	50.00				50.00

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1	SHARON SCHMELTZER							
I-S.	SCHMELTZER 8/17	REFUND	R 8/31/2017			156380		
10	21-7200	Park Shelter-S Deposits	SHARON SCHMELTZER: R	50.00				50.00
1	STEVE WEIX							
I-STEVE	WEIX 8/17	REFUND	R 8/31/2017			156381		
10	55300-03-41500	Self & Non-Support-Expenses	STEVE WEIX: REFUND	50.00				50.00
1	SUSAN WIELAND							
I-SUSAN	WIELAND 8/17	REFUND	R 8/31/2017			156382		
10	21-7200	Park Shelter-S Deposits	SUSAN WIELAND: REFUN	50.00				50.00
1	TAMMY WOLLER							
I-TAMMY	WOLLER 8/17	REFUND	R 8/31/2017			156383		
10	55300-03-41500	Self & Non-Support-Expenses	TAMMY WOLLER: REFUND	50.00				50.00
1	THOMAS BALL							
I-THOMAS	BALL 8/17	REFUND	R 8/31/2017			156384		
10	55300-03-41500	Self & Non-Support-Expenses	THOMAS BALL: REFUND	50.00				50.00
1	TRINITY CHURCH							
I-TRINITY	8/17	REFUND	R 8/31/2017			156385		
10	21-7200	Park Shelter-S Deposits	TRINITY CHURCH: REFU	50.00				50.00
1	TRISHA KUBICHEK							
I-TRISHA	KUBICHEK	REFUND	R 8/31/2017			156386		
10	55300-03-41500	Self & Non-Support-Expenses	TRISHA KUBICHEK: REF	50.00				50.00
			*** VENDOR TOTALS ***			48 CHECKS		2,790.00
001419	ONE WAY COLLISION CENTER, LLC							
I-2017 DEV	INCENTIVE	2017 DEVELOPMENT INCENTIVE	R 8/28/2017			156308		
46	57100-04-52100	One Way Collision Dev	2017 DEVELOPMENT INC	1,000.00				1,000.00
			*** VENDOR TOTALS ***			1 CHECKS		1,000.00
003876	PARK CITY AVIATION LLC							
I-8/15/17		MID MONTH CONTRACT PYMT	R 8/15/2017			156173		
10	53510-02-13400	FBO/Airport Man. Contractor	MID MONTH CONTRACT P	2,114.06				2,114.06
003876	PARK CITY AVIATION LLC							
I-08/31/17		PARK CITY AVIATION LLC	R 8/31/2017			156344		
10	53510-02-13400	FBO/Airport Man. Contractor	PARK CITY AVIATION L	2,114.06				2,114.06
			*** VENDOR TOTALS ***			2 CHECKS		4,228.10

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000824	PER MAR SECURITY SERVICES							
I-1712810	EXPO CENTER - INSTALL ALARM	R	8/31/2017			156345		
26 54633-15-46425	Security Cameras/Alarms	EXPO CENTER - INSTAL		13,027.00				
I-1740469	POLICE DEPARTMENT	R	8/31/2017			156345		
10 52100-02-95000	Fobs Annual Mainteance	POLICE DEPARTMENT		95.00				13,122.00
			*** VENDOR TOTALS ***			1 CHECKS		13,122.00
000362	PETERSON BROS. SAND							
I-11697	DUMPING CHARGE - NEEDLES	R	8/15/2017			156174		
10 53300-03-40000	Operating Supplies	DUMPING CHARGE - NEE		150.00				
I-11891	BUCKSHOT	R	8/15/2017			156174		
52 53313-03-40000	Operating Supplies	BUCKSHOT		1,810.00				
I-11892	RIVERSIDE PARK TOPSOIL/ROCK	R	8/15/2017			156174		
10 55200-08-91000	Park Improvements	RIVERSIDE PARK TOPSO		107.50				2,067.50
			*** VENDOR TOTALS ***			1 CHECKS		2,067.50
000576	PHYSIO-CONTROL, INC							
I-417130236	ANNUAL MTCE AGREEMENT	R	8/15/2017			156175		
10 52300-03-40000	Operating Supplies	ANNUAL MTCE AGREEMEN		3,774.00				3,774.00
			*** VENDOR TOTALS ***			1 CHECKS		3,774.00
002817	PIETZ, VANDERWAAL, STACKER & R							
I-10414	LEGAL SERVICE - TID 3	R	8/15/2017			156176		
43 57100-02-11500	Outside Legal Expense	LEGAL SERVICE - TID		1,147.50				
I-6010	INV 6010, 807 CHIPPEWA ST	R	8/15/2017			156176		
52 57001-08-26150	Blight-Demo (Non-TID)	INV 6010, 807 CHIPPE		100.00				1,247.50
			*** VENDOR TOTALS ***			1 CHECKS		1,247.50
002827	PIETZ, VANDERWWAL, STACKER & R							
I-NIENOW/THIELMAN	EARNEST - NIENOW/THIELMAN	R	8/09/2017			156031		
43 57100-04-50503	Land Purchase	EARNEST - NIENOW/THI		1,000.00				1,000.00
			*** VENDOR TOTALS ***			1 CHECKS		1,000.00
003627	PINE DELLS INVESTMENTS, LLC							
I-2017 DEV INCENTIVE	2017 DEVELOPMENT INCENTIVE	R	8/28/2017			156309		
43 57100-04-50555	Pine Dells/Wendorf Dev Incent	2017 DEVELOPMENT INC		10,000.00				10,000.00
			*** VENDOR TOTALS ***			1 CHECKS		10,000.00
002183	PITNEY BOWES							
I-1004980395	PITNEY BOWES	R	8/31/2017			156346		
10 51520-03-11000	Postage	PITNEY BOWES		102.57				102.57
			*** VENDOR TOTALS ***			1 CHECKS		102.57

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000582	POMP'S TIRE SERVICE, INC							
I-350029878	V2B DOUBLE SEAL CAPS	R	8/15/2017			156238		
10 53240-03-40000	Operating Supplies	V2B DOUBLE SEAL CAPS		62.50				
I-350029983	TIRE REPAIRS	R	8/15/2017			156238		
10 53240-03-40000	Operating Supplies	TIRE REPAIRS		837.12				899.62
			*** VENDOR TOTALS ***			1 CHECKS		899.62
004204	PREMIER MERRILL APARTMENTS							
I-2017 DEV AGREEMENT	DEVELOPMENT AGREEMENT	R	8/15/2017			156177		
41 57100-04-52577	Apartments-Premier	DEVELOPMENT AGREEMEN		166,666.66				166,666.66
004204	PREMIER MERRILL APARTMENTS							
I-BLDG2	DEVELOPMENT AGREEMENT PAYMENT	R	8/31/2017			156347		
41 57100-04-52577	Apartments-Premier	DEVELOPMENT AGREEMEN		166,666.66				166,666.66
			*** VENDOR TOTALS ***			2 CHECKS		333,333.32
002204	PREMIER MFG OF CENTRAL WISCONS							
I-4086	CAPACITY SIGNS	R	8/15/2017			156178		
26 54633-08-27001	Signage-Bierman Bldg	CAPACITY SIGNS		140.00				140.00
002204	PREMIER MFG OF CENTRAL WISCONS							
I-4040	TRACTOR PULL SIGNS	R	8/31/2017			156348		
24 55231-03-41000	PR - Event Marketing	TRACTOR PULL SIGNS		65.00				65.00
			*** VENDOR TOTALS ***			2 CHECKS		205.00
004205	PRICE COUNTY HIGHWAY DEPARTMEN							
I-1216	JULY 2017 - LABOR/EQUIPMENT	R	8/15/2017			156179		
52 53313-03-74000	County Hwy. Charges	JULY 2017 - LABOR/EQ		732.92				732.92
			*** VENDOR TOTALS ***			1 CHECKS		732.92
002191	JAY PROFT							
I-508 GRAND 08/17	RAZE ORDER SERVICE 508 GRAND	R	8/31/2017			156349		
48 57100-04-75522	"Blight" - 508 Grand Ave.	RAZE ORDER SERVICE 5		51.00				51.00
			*** VENDOR TOTALS ***			1 CHECKS		51.00
000586	QUILL CORPORATION							
I-8395298	MONTHLY PLAN	R	8/15/2017			156180		
10 51200-03-10000	Office Supplies	MONTHLY PLAN		12.99				
I-8397907	OFFICE SUPPLIES - COURT	R	8/15/2017			156180		
10 51200-03-10000	Office Supplies	OFFICE SUPPLIES - CO		94.22				107.21
000586	QUILL CORPORATION							
I-8300033	ACCT # C4019512	R	8/17/2017			156271		
10 55110-15-31000	Computer Supplies	ACCT # C4019512		118.47				
I-8504218	ACCT # C4019512	R	8/17/2017			156271		
26 55110-03-12650	Library Photocopier Expense	ACCT # C4019512		49.98				168.45
			*** VENDOR TOTALS ***			2 CHECKS		275.60

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003658	MARK A. RAYMER							
I-2017	DEV INCENTIVE	2017	DEVELOPMENT INCENTIVE	R	8/28/2017	156310		
48	57100-04-59400	Dev Inc-1502 W Main St	2017 DEVELOPMENT INC		5,000.00			5,000.00
			*** VENDOR TOTALS ***			1	CHECKS	5,000.00
000588	RECORDED BOOKS LLC							
I-75569958	ACCT # 392355	R	8/17/2017			156272		
10	55110-14-10100	Adult Dept Books on CD	ACCT # 392355		44.99			
I-75573405	ACCT # 392355	R	8/17/2017			156272		
26	55110-03-40500	Memorial Books-Expense	ACCT # 392355		24.99			
I-75575354	ACCT # 392355	R	8/17/2017			156272		
10	55110-14-10100	Adult Dept Books on CD	ACCT # 392355		111.99			
I-75575644	ACCT # 392355	R	8/17/2017			156272		
10	55110-14-10100	Adult Dept Books on CD	ACCT # 392355		39.99			
I-75576995	ACCT # 392355	R	8/17/2017			156272		
10	55110-14-10100	Adult Dept Books on CD	ACCT # 392355		40.00			
I-75577302	ACCT # 392355	R	8/17/2017			156272		
10	55110-14-10100	Adult Dept Books on CD	ACCT # 392355		29.99			291.95
			*** VENDOR TOTALS ***			1	CHECKS	291.95
002697	REDEVELOPMENT RESOURCES LLC							
I-0692	TID # 3 SERVICES	R	8/15/2017			156181		
43	57100-02-41000	Plan - Redevelop Resources	TID # 3 SERVICES		1,080.83			1,080.83
			*** VENDOR TOTALS ***			1	CHECKS	1,080.83
003112	REINDERS							
I-2400124-00	TURFACE MVP	R	8/15/2017			156182		
10	55200-08-91000	Park Improvements	TURFACE MVP		370.00			370.00
			*** VENDOR TOTALS ***			1	CHECKS	370.00
000531	RENT-A-FLASH OF WI							
I-57821	GLASS BEADS	R	8/15/2017			156183		
10	53315-03-54000	Street Painting Supplies	GLASS BEADS		1,120.00			
I-58028	SIGNS	R	8/15/2017			156183		
10	52110-03-57000	Traffic Signs	SIGNS		239.10			1,359.10
			*** VENDOR TOTALS ***			1	CHECKS	1,359.10
002178	RESERVE ACCOUNT							
I-AUG METER POSTAGE	POSTAGE FOR CITY METER	R	8/22/2017			156282		
10	51520-03-11000	Postage	POSTAGE FOR CITY MET		5,000.00			5,000.00
			*** VENDOR TOTALS ***			1	CHECKS	5,000.00
004103	RESURGENCE LEGAL GROUP, PC							
I-GAR20170811	GARNISHMENT WAGES	R	8/11/2017			156042		
10	13-2500	Garnishment-Wages	GARNISHMENT WAGES		587.89			587.89

Attachment: Vouchers (2788 : Vouchers)

VENDOR SET: 01 City of Merrill
BANK: 1 LINCOLN CO - GENERAL
DATE RANGE: 8/01/2017 THRU 8/31/2017

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004103	RESURGENCE LEGAL GROUP, PC							
I-GAR20170825	GARNISHMENT WAGES	R	8/25/2017			156296		
10 13-2500	Garnishment-Wages			587.89				587.89
				*** VENDOR TOTALS ***		2 CHECKS		1,175.74
003735	RIESTERER & SCHNELL, INC							
I-121281	EXTENSION SPRIN	R	8/15/2017			156184		
10 53240-03-40000	Operating Supplies			10.06				10.06
003735	RIESTERER & SCHNELL, INC							
I-1181453	LOUVER	R	8/31/2017			156350		
10 55200-03-50000	Repair/Maint. Supplies			28.78				
I-FINANCE CHARGES	FINANCE CHARGES	R	8/31/2017			156350		
10 55200-03-50000	Repair/Maint. Supplies			0.58				29.36
				*** VENDOR TOTALS ***		2 CHECKS		39.41
003883	RIVER'S EDGE LP							
I-1421	COMMERICAL 30 LB	R	8/15/2017			156185		
10 53240-03-40000	Operating Supplies			24.00				24.00
				*** VENDOR TOTALS ***		1 CHECKS		24.00
002039	RMM SOLUTIONS INC.							
I-69750	SERVICES - REMOTE SERVER	R	8/15/2017			156186		
10 51525-15-41000	Systems Eng.-Tech.			971.25				
I-69994	AUGUST - ANTISPAM	R	8/15/2017			156186		
10 51525-15-32750	Internet & Spam Filter			172.00				
62 53716-00-85010	Computer & Software			40.00				
63 56156-00-85010	Computer & Software			40.00				1,223.25
002039	RMM SOLUTIONS INC.							
I-70178	NETWORK PRINTER SET UP TAMMIE	R	8/31/2017			156351		
10 51525-15-41055	RMM - IT Managed Services			761.25				
I-70179	FIX PRINTER - TAMMIE	R	8/31/2017			156351		
10 51525-15-41055	RMM - IT Managed Services			290.00				
I-70506	IT HELP WEEK OF 08/14/17	R	8/31/2017			156351		
10 51525-15-41055	RMM - IT Managed Services			3,000.00				
I-70507	IT SERVICES WEEK OF 08/07/17	R	8/31/2017			156351		
10 51525-15-41055	RMM - IT Managed Services			1,781.25				
10 53520-15-42575	Software & Maintenance			250.00				
I-70508	IT SERVICES WEEK OF 08/21/17	R	8/31/2017			156351		
10 51525-15-41055	RMM - IT Managed Services			2,750.00				
63 56156-00-85010	Computer & Software			250.00				9,082.50
				*** VENDOR TOTALS ***		2 CHECKS		10,305.71

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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
001753	RMHC OF MARSHFIELD, INC.							
I-20170816	CASUAL FRIDAY DONATION	R	8/17/2017			156273		
10 55110-03-31000	Misc. - Petty Cash			100.00				100.00
				*** VENDOR TOTALS ***			1 CHECKS	100.00
000537	ROTOGRAPHIC PRINTING							
I-2695	CITY ADMIN BUSINESS CARDS	R	8/15/2017			156187		
10 51415-03-10000	Office Supplies			32.00				32.00
000537	ROTOGRAPHIC PRINTING							
I-2867	BUSINESS CARDS - KATHY UNERTL	R	8/31/2017			156352		
10 51520-03-10000	Office Supplies			32.00				32.00
				*** VENDOR TOTALS ***			2 CHECKS	64.00
000023	RTL ELECTRIC LLP							
I-61818	SCORE BOARD WIRING LION'S PARK	R	8/31/2017			156353		
26 55200-08-91150	Lion's Park Improvements			6,089.13				
I-61819	MH MOGUL - ATHLETIC PARK	R	8/31/2017			156353		
10 55200-08-91000	Park Improvements			320.64				6,409.77
				*** VENDOR TOTALS ***			1 CHECKS	6,409.77
000697	RUDER WARE, LLSC							
I-229454	INV 229454, HANDBOOK/FAMILY ME	R	8/15/2017			156188		
10 51300-02-11500	Outside Legal Counsel			57.00				
62 53716-00-92300	Outside Serv. Employed			28.50				
63 56156-00-85200	Outside Service Employed			28.50				114.00
				*** VENDOR TOTALS ***			1 CHECKS	114.00
003801	S. D. ELLENBECKER INC							
I-M2016-05 #12	FINAL PAYMENT ENRICHMENT/EXPO	R	8/31/2017			156354		
26 54633-02-25925	Facility Construction			159,010.21				159,010.21
				*** VENDOR TOTALS ***			1 CHECKS	159,010.21
002652	SALOONS-N-SPOONS							
I-2017 BARLEY	BARLEYFEST ADVERTISING	R	8/15/2017			156189		
26 55425-03-40000	Lager Barleyfest Expense			400.00				400.00
				*** VENDOR TOTALS ***			1 CHECKS	400.00
000546	SCHAEFFER MFG CO							
I-10667	OIL	R	8/15/2017			156190		
10 53240-03-40000	Operating Supplies			307.08				
I-10730	SUPREME 9000	R	8/15/2017			156190		
10 53240-03-40000	Operating Supplies			147.12				454.20
				*** VENDOR TOTALS ***			1 CHECKS	454.20

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003626	GARY SCHULZ							
I-7/18/17 EXPENSE	REIMURSE EXPENSES AIRPORT	R	8/15/2017			156191		
10 53510-03-40000	Operating Supplies	REIMURSE EXPENSES AI		37.45				37.45
		*** VENDOR TOTALS ***				1 CHECKS		37.45
002169	SECURITY BENEFIT							
I-FHR20170811	HRA PLAN # 770094	R	8/11/2017			156043		
10 52200-01-56000	PEHP - City Portion	HRA PLAN # 770094		121.26				
10 52300-01-56000	PEHP - City Portion	HRA PLAN # 770094		130.74				252.00
002169	SECURITY BENEFIT							
I-FHR20170825	HRA PLAN # 770094	R	8/25/2017			156297		
10 52200-01-56000	PEHP - City Portion	HRA PLAN # 770094		124.44				
10 52300-01-56000	PEHP - City Portion	HRA PLAN # 770094		127.56				252.00
		*** VENDOR TOTALS ***				2 CHECKS		504.00
000106	SECURITY HEALTH INSURANCE							
C-HS320170811	HSA SGL HLTH INS PREMIUMS	R	8/24/2017			156302		
10 52200-01-54000	Health Insurance	HSA SGL HLTH INS PRE		558.70CR				
10 52300-01-54000	Health Insurance	HSA SGL HLTH INS PRE		133.42CR				
I-HS120170825	HSA HEALTH INS PREMIUMS	R	8/24/2017			156302		
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 51525-01-54000	Health Insurance	HSA HEALTH INS PREMI		692.12				
10 52100-01-54000	Health Insurance	HSA HEALTH INS PREMI		20,763.60				
10 52110-01-54000	Health Insurance	HSA HEALTH INS PREMI		274.23				
10 52200-01-54000	Health Insurance	HSA HEALTH INS PREMI		9,620.32				
10 52300-01-54000	Health Insurance	HSA HEALTH INS PREMI		5,606.32				
10 52400-01-54000	Health Insurance	HSA HEALTH INS PREMI		1,591.89				
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		1,384.24				
10 53300-01-54000	Health Insurance	HSA HEALTH INS PREMI		622.24				
10 53310-01-54000	Health Insurance	HSA HEALTH INS PREMI		1,162.64				
10 53316-01-54000	Health Insurance	HSA HEALTH INS PREMI		300.59				
10 53520-01-54000	Health Insurance	HSA HEALTH INS PREMI		1,384.24				
10 53620-01-54000	Health Insurance	HSA HEALTH INS PREMI		1,384.24				
10 53635-01-54000	Health Insurance	HSA HEALTH INS PREMI		1,375.59				
10 55110-01-54000	Health Insurance	HSA HEALTH INS PREMI		5,536.96				
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				
10 55301-01-54000	Health Insurance	HSA HEALTH INS PREMI		1.58				
20 53622-01-54000	Health Insurance	HSA HEALTH INS PREMI		16.38				
21 52100-01-54000	Health Insurance	HSA HEALTH INS PREMI		1,384.24				
24 55225-01-54000	Health Insurance	HSA HEALTH INS PREMI		351.36				
25 56900-01-54000	Health Insurance	HSA HEALTH INS PREMI		968.95				

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000106	SECURITY HEALTH INSURACONT							
I-HS120170825	HSA HEALTH INS PREMIUMS	R	8/24/2017			156302		
52	57001-01-54000 Health Ins.-Streets		HSA HEALTH INS PREMI	272.13				
62	53716-00-92620 Employee Health Ins.		HSA HEALTH INS PREMI	4,901.81				
63	56156-00-85420 Employee Health Ins.		HSA HEALTH INS PREMI	5,602.04				
I-HS220170811	HSA FAM HEALTH INS PREMIUMS	R	8/24/2017			156302		
10	13-8200 Prepaid Health Ins.		HSA FAM HEALTH INS P	3,476.35				
20	13-8200 Pre-Paid Health Insurance		HSA FAM HEALTH INS P	2.59				
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	8.48				
25	13-8200 Pre-Paid Health Insurance		HSA FAM HEALTH INS P	53.83				
41	13-8200 Pre-Paid Health		HSA FAM HEALTH INS P	6.66				
45	13-8200 Pre-Paid Health		HSA FAM HEALTH INS P	0.94				
52	13-8200 Pre-Paid Health Ins.		HSA FAM HEALTH INS P	67.00				
62	13-8200 Pre-Paid Health Insurance		HSA FAM HEALTH INS P	316.10				
63	13-8200 Pre-Paid Health Insurance		HSA FAM HEALTH INS P	297.55				
I-HS220170825	HSA FAM HEALTH INS PREMIUMS	R	8/24/2017			156302		
10	13-8200 Prepaid Health Ins.		HSA FAM HEALTH INS P	3,556.58				
20	13-8200 Pre-Paid Health Insurance		HSA FAM HEALTH INS P	0.91				
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	19.52				
25	13-8200 Pre-Paid Health Insurance		HSA FAM HEALTH INS P	53.83				
52	13-8200 Pre-Paid Health Ins.		HSA FAM HEALTH INS P	15.12				
62	13-8200 Pre-Paid Health Insurance		HSA FAM HEALTH INS P	272.33				
63	13-8200 Pre-Paid Health Insurance		HSA FAM HEALTH INS P	311.21				
I-HS320170825	HSA SGL HLTH INS PREMIUMS	R	8/24/2017			156302		
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	2,076.36				
10	52110-01-54000 Health Insurance		HSA SGL HLTH INS PRE	107.22				
10	52200-01-54000 Health Insurance		HSA SGL HLTH INS PRE	1,344.53				
10	52300-01-54000 Health Insurance		HSA SGL HLTH INS PRE	2,808.19				
10	53240-01-54000 Health Insurance		HSA SGL HLTH INS PRE	692.12				
10	53300-01-54000 Health Insurance		HSA SGL HLTH INS PRE	1,508.28				
10	53314-01-54000 Health Insurance		HSA SGL HLTH INS PRE	426.62				
10	53315-01-54000 Health Insurance		HSA SGL HLTH INS PRE	524.92				
10	53316-01-54000 Health Insurance		HSA SGL HLTH INS PRE	399.73				
10	53520-01-54000 Health Insurance		HSA SGL HLTH INS PRE	692.12				
10	53620-01-54000 Health Insurance		HSA SGL HLTH INS PRE	9.77				
10	53635-01-54000 Health Insurance		HSA SGL HLTH INS PRE	149.41				
10	55110-01-54000 Health Insurance		HSA SGL HLTH INS PRE	2,768.48				
10	55301-01-54000 Health Insurance		HSA SGL HLTH INS PRE	61.37				
24	55225-01-54000 Health Insurance		HSA SGL HLTH INS PRE	635.86				
43	57100-01-54000 Health Insurance		HSA SGL HLTH INS PRE	59.99				
45	57100-01-54000 Health Insurance		HSA SGL HLTH INS PRE	34.20				
52	57001-01-54000 Health Ins.-Streets		HSA SGL HLTH INS PRE	235.35				
62	53716-00-92620 Employee Health Ins.		HSA SGL HLTH INS PRE	295.51				
63	56156-00-85420 Employee Health Ins.		HSA SGL HLTH INS PRE	1,189.08				
I-HS420170811	HSA SNGL HLTH INS PREMIUMS	R	8/24/2017			156302		

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000106	SECURITY HEALTH INSURACONT							
I-HS420170811	HSA SNGL HLTH INS PREMIUMS	R	8/24/2017			156302		
10 13-8200	Prepaid Health Ins.	HSA SNGL HLTH INS PR		655.04				
20 13-8200	Pre-Paid Health Insurance	HSA SNGL HLTH INS PR		0.34				
24 13-8200	Pre-Paid Health Insurance	HSA SNGL HLTH INS PR		2.87				
26 13-8200	Pre-Paid Health Insurance	HSA SNGL HLTH INS PR		9.99				
41 13-8200	Pre-Paid Health	HSA SNGL HLTH INS PR		1.12				
43 13-8200	Prepaid Health	HSA SNGL HLTH INS PR		3.45				
45 13-8200	Pre-Paid Health	HSA SNGL HLTH INS PR		9.66				
52 13-8200	Pre-Paid Health Ins.	HSA SNGL HLTH INS PR		120.88				
62 13-8200	Pre-Paid Health Insurance	HSA SNGL HLTH INS PR		36.64				
63 13-8200	Pre-Paid Health Insurance	HSA SNGL HLTH INS PR		44.36				
I-HS420170825	HSA SNGL HLTH INS PREMIUMS	R	8/24/2017			156302		
10 13-8200	Prepaid Health Ins.	HSA SNGL HLTH INS PR		825.17				
24 13-8200	Pre-Paid Health Insurance	HSA SNGL HLTH INS PR		35.32				
43 13-8200	Prepaid Health	HSA SNGL HLTH INS PR		3.33				
45 13-8200	Pre-Paid Health	HSA SNGL HLTH INS PR		1.90				
52 13-8200	Pre-Paid Health Ins.	HSA SNGL HLTH INS PR		13.07				
62 13-8200	Pre-Paid Health Insurance	HSA SNGL HLTH INS PR		16.41				
63 13-8200	Pre-Paid Health Insurance	HSA SNGL HLTH INS PR		66.05				
I-HS720170825	HEALTH INS PREMIUM	R	8/24/2017			156302		
10 54600-01-54000	Health Insurance	HEALTH INS PREMIUM		1,258.74				
I-HS820170811	HEALTH INS PREMIUMS	R	8/24/2017			156302		
10 13-8200	Prepaid Health Ins.	HEALTH INS PREMIUMS		139.65				
I-HS820170825	HEALTH INS PREMIUMS	R	8/24/2017			156302		
10 13-8200	Prepaid Health Ins.	HEALTH INS PREMIUMS		139.65				
I-SEPT 2017 PREM	NEFF/LITZER - SEPT 2017	R	8/24/2017			156302		
10 51930-05-45000	Retiree's SL/Health Ins.	K. NEFF- 9/17 HEALTH		1,538.04				
10 51930-05-45000	Retiree's SL/Health Ins.	D. LITZER - 9/17 HEA		1,538.04				109,200.84
			*** VENDOR TOTALS ***			1 CHECKS		109,200.84
000476	NED R. SEUBERT							
I-AUGUST 2017	MILEAGE TOMAHAWK - AUG 17	R	8/31/2017			156355		
10 51200-03-30000	Mileage	MILEAGE TOMAHAWK - A		24.61				24.61
			*** VENDOR TOTALS ***			1 CHECKS		24.61
000572	SHARE CORP							
I-24144	SILICONE LUBRICANT	R	8/15/2017			156192		
10 53315-03-54000	Street Painting Supplies	SILICONE LUBRICANT		296.88				296.88
			*** VENDOR TOTALS ***			1 CHECKS		296.88
003341	SHERWIN INDUSTRIES, INC.							
I-SS071257	TACK IN PAILS	R	8/15/2017			156193		
10 53300-03-75000	Patching Materials	TACK IN PAILS		245.00				245.00
			*** VENDOR TOTALS ***			1 CHECKS		245.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000483	PHILLIP SKOUG							
I-5/5/17 CPR	REIMBURSE CPR REFRESHER	R	8/15/2017			156194		
10 52200-03-40000	Operating Supplies			REIMBURSE CPR REFRES	19.02			19.02
				*** VENDOR TOTALS ***		1 CHECKS		19.02
004008	ALEXANDER SMUDE							
I-BOOT REIMB 8/17	BOOT REIMBURSEMENT 8/17	R	8/31/2017			156356		
63 56156-00-85200	Outside Service Employed			BOOT REIMBURSEMENT 8	150.00			150.00
				*** VENDOR TOTALS ***		1 CHECKS		150.00
001352	SOUTHSIDE TIRE CO., INC.							
I-382427	TIRE REPAIRS	R	8/15/2017			156241		
10 53240-03-40000	Operating Supplies			TIRE REPAIRS	190.00			
I-382428	TIRES	R	8/15/2017			156241		
10 53520-03-67750	Tires and Tubes			TIRES	1,910.40			2,100.40
				*** VENDOR TOTALS ***		1 CHECKS		2,100.40
002033	SPRINT							
I-239898101-116	SPRINT	R	8/15/2017			156242		
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
002033	SPRINT							
I-621227275-019	ACCT # 621227275	R	8/17/2017			156274		
10 55110-14-45000	Ebooks/Digital Content			ACCT # 621227275	189.95			189.95
				*** VENDOR TOTALS ***		2 CHECKS		489.81
000256	STARK GM AUTO MALL							
I-9302	TANK	R	8/15/2017			156195		
10 53240-03-40000	Operating Supplies			TANK	500.01			
I-9313	MODULE	R	8/15/2017			156195		
10 53240-03-40000	Operating Supplies			MODULE	180.07			680.08
				*** VENDOR TOTALS ***		1 CHECKS		680.08
000257	STATE OF WI - COURT FINES AND							
I-JULY 2017	35 - 251 JULY 2017 COURT	R	8/15/2017			156196		
10 40000-45100	Municipal Court Revenue			35 - 251 JULY 2017 C	4,957.96			4,957.96
				*** VENDOR TOTALS ***		1 CHECKS		4,957.96
003985	STURM LAWN CARE							
I-JULY 2017	JULY 2017 SERVICE	R	8/15/2017			156197		
24 55225-02-15500	Mowing Services			JULY 2017 SERVICE	920.00			
10 53640-02-15500	Mowing-Contractor Service			JULY 2017 SERVICE	40.00			960.00
				*** VENDOR TOTALS ***		1 CHECKS		960.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
002488	SUNRISE BROADCASTING							
I-7984-5	OPEN BILLBOARD/PARK/REC	R	8/15/2017			156198		
10 55400-03-41000	Public Relations/Marketing	OPEN BILLBOARD/PARK/		249.00				
I-8485-2	COMMUNITY SCAN	R	8/15/2017			156198		
10 53620-03-20000	Publish Legal Notices	COMMUNITY SCAN		70.00				319.00
002488	SUNRISE BROADCASTING							
I-8487-1	MERRILL TRACTOR PULL ADS	R	8/23/2017			156283		
24 55231-03-41000	PR - Event Marketing	MERRILL TRACTOR PULL		450.00				
I-8489-2	MERRILL TRACTOR PULL ADS	R	8/23/2017			156283		
24 55231-03-41000	PR - Event Marketing	MERRILL TRACTOR PULL		300.00				750.00
002488	SUNRISE BROADCASTING							
I-8508-1	MERRILL STREET DEPT	R	8/31/2017			156357		
10 53635-03-20000	Publish Legal Notices	MERRILL STREET DEPT		189.00				189.00
		*** VENDOR TOTALS ***				3 CHECKS		1,258.00
000554	SUPERIOR CHEMICAL CORP							
I-166218	CLEAN AIRE DISPENSER	R	8/15/2017			156199		
24 55513-03-44000	Janitor Supplies	CLEAN AIRE DISPENSER		396.65				
I-166370	DRAIN OPENER	R	8/15/2017			156199		
10 51600-03-44000	Janitor Supplies	DRAIN OPENER		116.00				512.65
		*** VENDOR TOTALS ***				1 CHECKS		512.65
003772	SUSAN A SCHUELKE							
I-WAG20170811	WAGE ASSIGNMENT	R	8/11/2017			156044		
10 13-2500	Garnishment-Wages	WAGE ASSIGNMENT		157.00				157.00
003772	SUSAN A SCHUELKE							
I-WAG20170825	WAGE ASSIGNMENT	R	8/25/2017			156298		
10 13-2500	Garnishment-Wages	WAGE ASSIGNMENT		157.00				157.00
		*** VENDOR TOTALS ***				2 CHECKS		314.00
004217	SUSAN KENNEDY DJ SERVICES							
I-001	DJ SERVICES - HAWAIIAN LUAU	R	8/31/2017			156358		
10 55420-03-40000	Operating Supplies	DJ SERVICES - HAWAII		300.00				300.00
		*** VENDOR TOTALS ***				1 CHECKS		300.00
002127	SWIDERSKI EQUIPMENT INC							
I-SB18162	SWITCH & KEY ASSEMBLY	R	8/15/2017			156200		
24 55231-03-40111	Supplies-Operating	SWITCH & KEY ASSEMBL		200.94				200.94
		*** VENDOR TOTALS ***				1 CHECKS		200.94

Attachment: Vouchers (2788 : Vouchers)

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT	
004177	SYSCO BARABOO, LLC								
I-118285902	AQAUTIC CONCESSIONS	R	8/15/2017			156201			
10 55420-03-40100	Concession Supplies	AQAUTIC CONCESSIONS		555.00					
I-118291328	CONCESSIONS	R	8/15/2017			156201			
10 55420-03-40100	Concession Supplies	CONCESSIONS		747.66					
I-118300396	CONCESSION SUPPLIES	R	8/15/2017			156201			
10 55420-03-40100	Concession Supplies	CONCESSION SUPPLIES		854.88					
I-118312764	FOOD CONESSION -AQUATIC	R	8/15/2017			156201			
10 55420-03-40100	Concession Supplies	FOOD CONESSION -AQU		526.67				2,684.21	
		*** VENDOR TOTALS ***					1 CHECKS		2,684.21
000276	T.B. SCOTT LIBRARY-PETTY CASH								
I-20170816	PC REIMBURSEMENT	R	8/17/2017			156275			
10 55110-03-10000	Office Supplies	PC REIMBURSEMENT		6.29				6.29	
		*** VENDOR TOTALS ***					1 CHECKS		6.29
002847	TOMAHAWK TRUCK PARTS, LLC								
I-029625	LOW BEAT LAMP/LITE	R	8/15/2017			156202			
10 53240-03-40000	Operating Supplies	LOW BEAT LAMP/LITE		13.77					
I-0296549	PARTS	R	8/15/2017			156202			
10 53240-03-40000	Operating Supplies	PARTS		51.29					
I-0296689	55 GALLON DRIM	R	8/15/2017			156202			
10 53240-03-40000	Operating Supplies	55 GALLON DRIM		118.00					
I-0297179	HUB CAP W/PIPE PLUG	R	8/15/2017			156202			
10 53240-03-40000	Operating Supplies	HUB CAP W/PIPE PLUG		53.02					
I-297030	SUSPENSION TORQUE ROD	R	8/15/2017			156202			
10 53240-03-40000	Operating Supplies	SUSPENSION TORQUE RO		57.28				293.36	
		*** VENDOR TOTALS ***					1 CHECKS		293.36
003518	TRANSAMERICA EMPLOYEE BENEFITS								
I-TAA20170811	BILLING GROUP ID G000026475	R	8/11/2017			156045			
10 21-5905	AFLAC Premiums	BILLING GROUP ID G00		15.73					
62 21-5905	AFLAC Premiums	BILLING GROUP ID G00		15.97					
63 21-5905	AFLAC Premiums	BILLING GROUP ID G00		13.06				44.76	
003518	TRANSAMERICA EMPLOYEE BENEFITS								
I-TAA20170825	BILLING GROUP ID G000026475	R	8/25/2017			156299			
10 21-5905	AFLAC Premiums	BILLING GROUP ID G00		15.73					
62 21-5905	AFLAC Premiums	BILLING GROUP ID G00		16.33					
63 21-5905	AFLAC Premiums	BILLING GROUP ID G00		12.70				44.76	
		*** VENDOR TOTALS ***					2 CHECKS		89.51
003517	TRANSUNION RISK AND ALTERNATIV								
I-172022 - 7/2017	JULY 2017 SERVICE - 172022	R	8/15/2017			156203			
10 52100-02-94000	Jail/Evidence	JULY 2017 SERVICE -		25.00				25.00	
		*** VENDOR TOTALS ***					1 CHECKS		25.00

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004202	TWEET/GAROT MECHANICAL, INC							
I-49732	NG CONDENSING TAN	R	8/15/2017			156204		
26 55420-02-25922	Hot Water Heaters			2,189.00				2,189.00
				*** VENDOR TOTALS ***		1 CHECKS		2,189.00
002001	TYLER TECHNOLOGIES							
I-025-196036	FORMS OVERLAY CONTRACT	R	8/15/2017			156205		
10 51525-15-45000	Software Maintenance			568.08				
62 53716-00-85010	Computer & Software			284.05				
63 56156-00-85010	Computer & Software			284.05				
I-045-195360	EXECUTIME SERVICES	R	8/15/2017			156205		
10 51525-15-47500	Add. Software/Upgrades			640.00				1,776.18
				*** VENDOR TOTALS ***		1 CHECKS		1,776.18
000651	V & H INC.							
I-2425177	ANTENNA MOUNT	R	8/15/2017			156206		
10 53240-03-40000	Operating Supplies			9.30				9.30
				*** VENDOR TOTALS ***		1 CHECKS		9.30
002501	VERIZON WIRELESS							
I-9790206205	CITY ADMIN PHONE CHARGES	R	8/15/2017			156207		
10 51415-02-25000	Telephone-Cell/Smart			56.52				
I-979790125156	AUGUST - 2017	R	8/15/2017			156207		
26 52100-03-41575	Dog Unit Expenses			19.42				
10 52100-02-25000	Telephone			96.31				
25 56900-02-25000	Telephone			9.64				
10 52400-02-25500	iPad - Bldg Inspector			28.91				
10 55200-02-25000	Telephone			19.27				
10 51525-15-42550	Council iPads			96.35				
62 53716-00-85010	Computer & Software			48.18				
63 56156-00-85010	Computer & Software			48.18				
10 52200-02-25500	Fiber - Internet & VOIP			86.80				
10 52300-02-25000	Telephone & Internet			86.80				
10 53300-03-40000	Operating Supplies			38.54				
62 53716-00-85500	GIS - Water Components			77.12				
24 55225-02-25000	Telephone-iPad			19.24				731.28
002501	VERIZON WIRELESS							
I-9790932562	VERIZON WIRELESS	R	8/31/2017			156359		
26 52100-03-41575	Dog Unit Expenses			57.79				
10 52100-02-25000	Telephone			556.95				
25 56900-02-25000	Telephone			28.90				
10 52400-02-25000	Telephone			28.89				
10 55200-02-25000	Telephone			218.23				
62 53713-00-64110	Warehouse Cost of Operation			57.82				
10 52200-02-25500	Fiber - Internet & VOIP			9.97				
10 52300-02-25000	Telephone & Internet			9.97				
10 53300-03-40000	Operating Supplies			58.47				

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002501	VERIZON WIRELESS	CONT						
I-9790932562	VERIZON WIRELESS	R	8/31/2017			156359		
10 53510-02-25000	Telephone	AIRPORT		28.21				1,055.20
				*** VENDOR TOTALS ***			2 CHECKS	1,786.41
002508	VFW POST 1638							
I-FIRE T SHIRT SALE	FIRE DEPT - T SHIRT SALE	R	8/15/2017			156208		
26 52200-08-82000	Fire-Memorial Expenses	FIRE DEPT - T SHIRT		500.00				500.00
				*** VENDOR TOTALS ***			1 CHECKS	500.00
000650	VICTORY JANITORIAL, INC.							
I-95353	CLOROX WIPES	R	8/15/2017			156209		
10 51600-03-44000	Janitor Supplies	CLOROX WIPES		40.00				
I-95473	EXPO - JANITOR SUPPLIES	R	8/15/2017			156209		
24 55513-03-44000	Janitor Supplies	EXPO - JANITOR SUPPL		137.68				
I-95562	TOWELS/TISSUE	R	8/15/2017			156209		
10 51600-03-44000	Janitor Supplies	TOWELS/TISSUE		120.68				
I-95813	MULTIFOLD TOWELS	R	8/15/2017			156209		
24 55513-03-44000	Janitor Supplies	MULTIFOLD TOWELS		48.42				
I-95819	T.P & KITCHEN ROLL - STREET	R	8/15/2017			156209		
10 53240-03-40000	Operating Supplies	T.P & KITCHEN ROLL -		79.97				
I-95849	CITY HALL - JANITOR SUPPLIES	R	8/15/2017			156209		
10 51600-03-44000	Janitor Supplies	CITY HALL - JANITOR		220.78				
I-95870	EXPO - JANITOR SUPPLIES	R	8/15/2017			156209		
24 55513-03-40000	Operating Supplies	EXPO - JANITOR SUPPL		217.15				
I-95906	RECYCLING CONTAINER	R	8/15/2017			156209		
24 55513-03-40000	Operating Supplies	RECYCLING CONTAINER		60.75				925.43
000650	VICTORY JANITORIAL, INC.							
I-95847	S.O. # 95736	R	8/17/2017			156276		
10 55110-03-44000	Janitor Supplies	S.O. # 95736		23.56				23.56
				*** VENDOR TOTALS ***			2 CHECKS	948.91
000284	VIP ALL-VALUE							
I-0101170-001	ROOM DIVIDERS - ENRICHMENT	R	8/15/2017			156210		
26 54633-08-27005	Furniture-Fixtures EXPO	ROOM DIVIDERS - ENRI		3,398.00				3,398.00
000284	VIP ALL-VALUE							
I-0101003-001	UPS TO LAB SERVICES	R	8/15/2017			156246		
10 52200-03-40000	Operating Supplies	UPS TO LAB SERVICES		16.76				
I-0101008-001	UPS TO CRIME LAB	R	8/15/2017			156246		
10 52100-03-11000	Postage	UPS TO CRIME LAB		21.49				
I-0101017-001	UPS TO 5 ALARM	R	8/15/2017			156246		
10 52200-03-40000	Operating Supplies	UPS TO 5 ALARM		17.19				
I-0101071-001	BINDER CLIPS/HILIGHTERS	R	8/15/2017			156246		
10 52300-03-10000	Office Supplies	BINDER CLIPS/HILIGHT		21.22				
I-0101082-001	TONER	R	8/15/2017			156246		
10 51520-03-13000	Copier	TONER		184.99				
I-0101085-001	LUBRICANT - SHREDDER	R	8/15/2017			156246		

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000284	VIP ALL-VALUE	CONT						
I-0101085-001	LUBRICANT - SHREDDER	R	8/15/2017			156246		
10 51520-03-10000	Office Supplies	LUBRICANT - SHREDDER		9.99				
I-0101138-001	TONER	R	8/15/2017			156246		
10 51520-03-13000	Copier	TONER		288.97				
I-0101158-001	TONER	R	8/15/2017			156246		
10 52300-03-10000	Office Supplies	TONER		159.98				
I-0101162-001	LEGAL PADS/PENS	R	8/15/2017			156246		
10 51410-03-10000	Office Supplies	LEGAL PADS/PENS		26.68				
I-0101164-001	CALCULATOR ROLLS	R	8/15/2017			156246		
10 52100-03-40000	Operating Supplies	CALCULATOR ROLLS		11.49				
I-0101171-001	LETTER SIZE POUCH	R	8/15/2017			156246		
10 52300-03-10000	Office Supplies	LETTER SIZE POUCH		12.99				771.75
000284	VIP ALL-VALUE							
I-0101214-001	ACCT # 67191-0	R	8/17/2017			156277		
10 55110-03-10500	Library Supplies	ACCT # 67191-0		7.99				7.99
		*** VENDOR TOTALS ***				3 CHECKS		4,177.75
001378	VOLM COMPANIES, INC							
I-8037203-00	PLASTIC CULBERT	R	8/15/2017			156211		
52 57001-08-25000	Street Improvements	PLASTIC CULBERT		590.50				
I-8037260	SPLIT COUPLING	R	8/15/2017			156211		
10 53240-03-40000	Operating Supplies	SPLIT COUPLING		25.97				616.47
		*** VENDOR TOTALS ***				1 CHECKS		616.47
003681	VOYA INSTITUTIONAL TRUST COMPA							
I-VOY20170811	VOYA DEFERRED COMP	R	8/11/2017			156046		
10 21-5900	Deferred Compensation	VOYA DEFERRED COMP		1,006.72				
20 21-5900	Deferred Compensation	VOYA DEFERRED COMP		5.03				
21 21-5900	Deferred Compensation	VOYA DEFERRED COMP		200.00				
26 21-5900	Deferred Compensation	VOYA DEFERRED COMP		1.83				
41 21-5900	Deferred Comp	VOYA DEFERRED COMP		13.12				
45 21-5900	Deferred Comp	VOYA DEFERRED COMP		3.05				
52 21-5900	Deferred Compensation	VOYA DEFERRED COMP		38.40				
62 21-5900	Deferred Compensation	VOYA DEFERRED COMP		267.11				
63 21-5900	Deferred Compensation	VOYA DEFERRED COMP		304.74				1,840.00
003681	VOYA INSTITUTIONAL TRUST COMPA							
I-VOY20170825	VOYA DEFERRED COMP	R	8/25/2017			156300		
10 21-5900	Deferred Compensation	VOYA DEFERRED COMP		981.36				
21 21-5900	Deferred Compensation	VOYA DEFERRED COMP		200.00				
24 21-5900	Deferred Compensation	VOYA DEFERRED COMP		9.09				
43 21-5900	Deferred Comp	VOYA DEFERRED COMP		2.16				
45 21-5900	Deferred Comp	VOYA DEFERRED COMP		1.23				
52 21-5900	Deferred Compensation	VOYA DEFERRED COMP		6.16				
62 21-5900	Deferred Compensation	VOYA DEFERRED COMP		240.93				
63 21-5900	Deferred Compensation	VOYA DEFERRED COMP		349.07				1,790.00
		*** VENDOR TOTALS ***				2 CHECKS		3,630.00

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000299	WAL-MART COMMUNITY/GEMB							
I-20170816	ACCT #6032 2020 0052 8969	R	8/17/2017			156278		
10 55110-03-10000	Office Supplies	ACCT #6032 2020 0052		2.78				
10 55110-03-41500	Progammng - Youth	ACCT #6032 2020 0052		9.17				
10 55110-03-41501	Misc Rev-Programming-Youth	ACCT #6032 2020 0052		4.94				
10 55110-14-20100	Youth Videos, DVDs & CD-ROMs	ACCT #6032 2020 0052		24.96				41.85
000299	WAL-MART COMMUNITY/GEMB							
I-08/31/17	WAL-MART COMMUNITY/GEMB	R	8/31/2017			156360		
10 52300-03-40000	Operating Supplies	ASPRIN/GATORADE/GLUC		49.16				
10 55300-03-41500	Self & Non-Support-Expenses	BROOM/PARCHMENT/CAN		23.43				
10 55300-03-41500	Self & Non-Support-Expenses	SALT/BANDAGE/TAPE/GE		77.99				
10 55300-03-41500	Self & Non-Support-Expenses	GV 35PK DR		11.92				
10 55300-03-41500	Self & Non-Support-Expenses	FORKS/PARCH/FRITOS/P		44.10				
10 55300-03-41500	Self & Non-Support-Expenses	LAM ID CARD/GIFT BAG		32.13				
10 55300-03-41500	Self & Non-Support-Expenses	BANDAID/STORAGE BOXE		63.21				
10 55300-03-41500	Self & Non-Support-Expenses	CHALK/DUCKS/GLUE		54.95				
10 55300-03-41500	Self & Non-Support-Expenses	GLASSES/STENCIL/STIC		33.08				
10 54600-03-40000	Operating Supplies	ICE		3.98				
10 54600-03-40000	Operating Supplies	TAPE/GLOVES/PENS		38.44				
26 54600-03-45300	Senior - Activities Exp.	SHEETS		19.41				
26 54610-03-30000	Meals - Supplies	LEMONS/BOUQUET/FILL		15.09				
26 54600-03-45400	Senior - Craft Shop Exp.	TAGS		7.52				
26 54600-03-45301	Quilting Proj Expenses	SHEET		2.00				476.41
			*** VENDOR TOTALS ***			2 CHECKS		518.21
004015	WALDER MFG							
I-467977	PLASTIC COVER - TRACTOR PULL	R	8/15/2017			156212		
24 55231-03-40111	Supplies-Operating	PLASTIC COVER - TRAC		760.00				760.00
			*** VENDOR TOTALS ***			1 CHECKS		760.00
000584	WAUSAU CHEMICAL CORP.							
I-275099	SODIUM BICARBONATE	R	8/15/2017			156213		
10 55420-03-40000	Operating Supplies	SODIUM BICARBONATE		186.90				
I-275385	SULFURIC ACID	R	8/15/2017			156213		
10 55420-03-50000	Repair/Maint. Supplies	SULFURIC ACID		625.50				812.40
			*** VENDOR TOTALS ***			1 CHECKS		812.40
004212	WECC							
I-08/31/17	CDBG IMPLEMENTATION TRAINING	R	8/31/2017			156361		
25 56900-03-32000	Education & Conference	CDBG IMPLEMENTATION		50.00				50.00
			*** VENDOR TOTALS ***			1 CHECKS		50.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000298	KATY WHITT							
I-AIRPORT 8/17	AIRPORT CLEANING 08/2017	R	8/31/2017			156362		
10 53510-02-24735	Cleaning - New Terminal	AIRPORT CLEANING 08/		100.00				
I-GARAGE 8/17	CITY GARAGE CLEANING 8/2017	R	8/31/2017			156362		
10 53230-03-40000	Operating Supplies	CITY GARAGE CLEANING		396.00				496.00
		*** VENDOR TOTALS ***				1 CHECKS		496.00
000037	WI DEPT OF REVENUE							
I-T2 20170811	STATE TAX WITHHOLDING	D	8/11/2017			000159		
10 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		11,460.60				
20 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		3.56				
21 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		85.63				
24 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		30.25				
25 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		51.68				
26 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		24.68				
41 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		14.50				
43 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		8.19				
45 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		27.26				
52 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		367.36				
62 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		658.72				
63 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		746.31				13,478.74
000037	WI DEPT OF REVENUE							
I-T2 20170825	STATE TAX WITHHOLDING	D	8/25/2017			000161		
10 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		10,391.28				
20 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		0.81				
21 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		129.55				
24 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		124.41				
25 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		51.68				
41 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		0.71				
43 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		8.03				
45 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		4.49				
52 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		55.71				
62 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		545.51				
63 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		779.57				12,091.75
		*** VENDOR TOTALS ***				2 CHECKS		25,570.41
000291	WI DOT - TVRP UNIT							
I-8/31/17	UNPAID PARKING FEES	R	8/31/2017			156363		
10 52100-02-52115	DOT-Suspension Fee	UNPAID PARKING FEES		35.00				35.00
		*** VENDOR TOTALS ***				1 CHECKS		35.00
001920	WI LAW JOURNAL							
I-0526910 - 2017	2017 RENEWAL - HAYDEN	R	8/15/2017			156214		
10 51300-03-33000	Library/West Law On-Line	2017 RENEWAL - HAYDE		299.00				299.00
		*** VENDOR TOTALS ***				1 CHECKS		299.00

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000110	WI RETIREMENT SYSTEM							
I-ELT20170714	ELECTED	D	8/31/2017			000162		
10 21-5210	WRS - Retirement	ELECTED		149.33				
10 51420-01-52000	Retirement (WRS)	ELECTED		149.32				
62 21-5210	WRS - Retirement	ELECTED		1.52				
62 53716-00-92610	Employee Retirement-WRS	ELECTED		1.52				
63 21-5210	WRS - Retirement	ELECTED		1.52				
63 56156-00-85410	Employee Retirement-WRS	ELECTED		1.53				
I-ELT20170728	ELECTED	D	8/31/2017			000162		
10 21-5210	WRS - Retirement	ELECTED		149.33				
10 51420-01-52000	Retirement (WRS)	ELECTED		149.32				
62 21-5210	WRS - Retirement	ELECTED		1.52				
62 53716-00-92610	Employee Retirement-WRS	ELECTED		1.52				
63 21-5210	WRS - Retirement	ELECTED		1.52				
63 56156-00-85410	Employee Retirement-WRS	ELECTED		1.53				
I-FSO20170714	FIRE W/O SS AFTER 06/30/11	D	8/31/2017			000162		
10 21-5210	WRS - Retirement	FIRE W/O SS AFTER 06		1,199.39				
10 52200-01-52000	Retirement (WRS)	FIRE W/O SS AFTER 06		2,659.28				
10 52300-01-52000	Retirement (WRS)	FIRE W/O SS AFTER 06		39.36				
I-FSO20170728	FIRE W/O SS AFTER 06/30/11	D	8/31/2017			000162		
10 21-5210	WRS - Retirement	FIRE W/O SS AFTER 06		1,230.34				
10 52200-01-52000	Retirement (WRS)	FIRE W/O SS AFTER 06		2,710.76				
10 52300-01-52000	Retirement (WRS)	FIRE W/O SS AFTER 06		57.53				
I-FSS20170714	FIRE W/O SS PRE 06/30/11	D	8/31/2017			000162		
10 21-5210	WRS - Retirement	FIRE W/O SS PRE 06/3		2,529.04				
10 52200-01-52000	Retirement (WRS)	FIRE W/O SS PRE 06/3		2,892.56				
10 52300-01-52000	Retirement (WRS)	FIRE W/O SS PRE 06/3		3,893.77				
I-FSS20170728	FIRE W/O SS PRE 06/30/11	D	8/31/2017			000162		
10 21-5210	WRS - Retirement	FIRE W/O SS PRE 06/3		2,472.36				
10 52200-01-52000	Retirement (WRS)	FIRE W/O SS PRE 06/3		2,946.36				
10 52300-01-52000	Retirement (WRS)	FIRE W/O SS PRE 06/3		3,687.77				
26 21-5210	Retirement- WRS	FIRE W/O SS PRE 06/3		7.50				
26 52200-01-52000	WRS Retirement	FIRE W/O SS PRE 06/3		20.14				
I-GNL20170703	GENERAL	D	8/31/2017			000162		
62 21-5210	WRS - Retirement	GENERAL		16.39				
62 53716-00-92610	Employee Retirement-WRS	GENERAL		16.39				
I-GNL20170714	GENERAL	D	8/31/2017			000162		
10 21-5210	WRS - Retirement	GENERAL		6,659.73				
10 51200-01-52000	Retirement (WRS)	GENERAL		102.71				
10 51300-01-52000	Retirement (WRS)	GENERAL		382.11				
10 51415-01-52000	Retirement (WRS)	GENERAL		218.48				
10 51430-01-52000	Retirement (WRS)	GENERAL		350.88				
10 51520-01-52000	Retirement (WRS)	GENERAL		208.87				
10 51525-01-52000	Retirement (WRS)	GENERAL		96.18				
10 51600-01-52000	Retirement (WRS)	GENERAL		170.07				
10 52100-01-52000	Retirement (WRS)	GENERAL		329.89				
10 52110-01-52000	Retirement (WRS)	GENERAL		17.97				
10 52400-01-52000	Retirement (WRS)	GENERAL		220.04				

Attachment: Vouchers (2788 : Vouchers)

VENDOR SET: 01 City of Merrill
 BANK: 1 LINCOLN CO - GENERAL
 DATE RANGE: 8/01/2017 THRU 8/31/2017

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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-GNL20170714	GENERAL	D	8/31/2017			000162		
10	53100-01-52000 Retirement (WRS)	GENERAL		130.34				
10	53102-01-52000 Retirement - WRS	GENERAL		175.88				
10	53240-01-52000 Retirement (WRS)	GENERAL		352.40				
10	53300-01-52000 Retirement (WRS)	GENERAL		183.36				
10	53310-01-52000 Retirement (WRS)	GENERAL		70.30				
10	53314-01-52000 Retirement (WRS)	GENERAL		131.73				
10	53315-01-52000 Retirement (WRS)	GENERAL		46.40				
10	53316-01-52000 Retirement (WRS)	GENERAL		275.19				
10	53520-01-52000 Retirement (WRS)	GENERAL		630.38				
10	53620-01-52000 Retirement (WRS)	GENERAL		205.17				
10	53635-01-52000 Retirement (WRS)	GENERAL		261.76				
10	53640-01-52000 Retirement (WRS)	GENERAL		41.97				
10	54600-01-52000 Retirement (WRS)	GENERAL		198.28				
10	55110-01-52000 Retirement (WRS)	GENERAL		1,240.80				
10	55200-01-52000 Retirement (WRS)	GENERAL		343.87				
10	55300-01-52000 Retirement (WRS)	GENERAL		265.83				
10	55301-01-52000 Retirement (WRS)	GENERAL		8.86				
20	21-5210 WRS - Retirement	GENERAL		4.61				
20	53622-01-52000 Retirement (WRS)	GENERAL		4.61				
24	21-5210 WRS - Retirement	GENERAL		386.91				
24	55225-01-52000 WRS - Retirement	GENERAL		386.88				
25	21-5210 WRS - GEP	GENERAL		86.06				
25	56900-01-52000 Retirement (WRS)	GENERAL		86.06				
41	21-5210 WRS - Retirement	GENERAL		54.87				
41	57100-01-52000 WRS - Retirement	GENERAL		54.86				
43	21-5210 WRS - Retirement	GENERAL		2.80				
43	57200-01-52000 WRS - Retirement	GENERAL		2.80				
47	21-5210 WRS - Retirement	GENERAL		24.73				
47	57100-01-52000 WRS - Retirement	GENERAL		24.73				
49	21-5210 WRS - Retirement	GENERAL		19.29				
49	57100-01-52000 WRS - Retirement	GENERAL		19.30				
52	21-5210 WRS - Retirement	GENERAL		4.82				
52	57001-01-52000 WRS-Retirement	GENERAL		4.82				
62	21-5210 WRS - Retirement	GENERAL		955.26				
62	53716-00-92610 Employee Retirement-WRS	GENERAL		955.28				
63	21-5210 WRS - Retirement	GENERAL		1,138.69				
63	56156-00-85410 Employee Retirement-WRS	GENERAL		1,138.71				
I-GNL20170728	GENERAL	D	8/31/2017			000162		
10	21-5210 WRS - Retirement	GENERAL		6,220.63				
10	51200-01-52000 Retirement (WRS)	GENERAL		102.71				
10	51300-01-52000 Retirement (WRS)	GENERAL		382.11				
10	51415-01-52000 Retirement (WRS)	GENERAL		218.48				
10	51430-01-52000 Retirement (WRS)	GENERAL		352.93				
10	51520-01-52000 Retirement (WRS)	GENERAL		208.87				
10	51525-01-52000 Retirement (WRS)	GENERAL		176.91				
10	51600-01-52000 Retirement (WRS)	GENERAL		133.15				

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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-GNL20170728	GENERAL	D	8/31/2017			000162		
10	52100-01-52000 Retirement (WRS)	GENERAL		330.40				
10	52400-01-52000 Retirement (WRS)	GENERAL		220.34				
10	53100-01-52000 Retirement (WRS)	GENERAL		130.34				
10	53102-01-52000 Retirement - WRS	GENERAL		175.88				
10	53240-01-52000 Retirement (WRS)	GENERAL		364.21				
10	53300-01-52000 Retirement (WRS)	GENERAL		149.87				
10	53310-01-52000 Retirement (WRS)	GENERAL		78.88				
10	53314-01-52000 Retirement (WRS)	GENERAL		4.01				
10	53315-01-52000 Retirement (WRS)	GENERAL		65.13				
10	53316-01-52000 Retirement (WRS)	GENERAL		58.34				
10	53520-01-52000 Retirement (WRS)	GENERAL		616.51				
10	53620-01-52000 Retirement (WRS)	GENERAL		159.02				
10	53635-01-52000 Retirement (WRS)	GENERAL		236.08				
10	54600-01-52000 Retirement (WRS)	GENERAL		198.28				
10	55110-01-52000 Retirement (WRS)	GENERAL		1,237.46				
10	55200-01-52000 Retirement (WRS)	GENERAL		343.87				
10	55273-01-52000 Retirement (WRS)	GENERAL		2.38				
10	55300-01-52000 Retirement (WRS)	GENERAL		274.48				
20	21-5210 WRS - Retirement	GENERAL		42.12				
20	53622-01-52000 Retirement (WRS)	GENERAL		42.11				
24	21-5210 WRS - Retirement	GENERAL		114.27				
24	55225-01-52000 WRS - Retirement	GENERAL		77.35				
24	55513-01-52000 Retirement (WRS)	GENERAL		36.92				
25	21-5210 WRS - GEP	GENERAL		86.74				
25	56900-01-52000 Retirement (WRS)	GENERAL		86.74				
45	21-5210 WRS - Retirement	GENERAL		20.37				
45	57100-01-52000 WRS - Retirement	GENERAL		20.37				
47	21-5210 WRS - Retirement	GENERAL		22.44				
47	57100-01-52000 WRS - Retirement	GENERAL		22.44				
52	21-5210 WRS - Retirement	GENERAL		791.82				
52	53313-01-52000 Retirement (WRS)	GENERAL		296.09				
52	57001-01-52000 WRS-Retirement	GENERAL		495.71				
62	21-5210 WRS - Retirement	GENERAL		841.09				
62	53716-00-92610 Employee Retirement-WRS	GENERAL		841.11				
63	21-5210 WRS - Retirement	GENERAL		1,124.40				
63	56156-00-85410 Employee Retirement-WRS	GENERAL		1,124.40				
I-PSS20170714	PROT W/ SS PRE 06/30/2011	D	8/31/2017			000162		
10	21-5210 WRS - Retirement	PROT W/ SS PRE 06/30		3,531.33				
10	52100-01-52000 Retirement (WRS)	PROT W/ SS PRE 06/30		5,712.41				
21	21-5210 WRS - Retirement	PROT W/ SS PRE 06/30		164.30				
21	52100-01-52000 Retirement (WRS)	PROT W/ SS PRE 06/30		265.78				
I-PSS20170728	PROT W/ SS PRE 06/30/2011	D	8/31/2017			000162		
10	21-5210 WRS - Retirement	PROT W/ SS PRE 06/30		3,611.28				
10	52100-01-52000 Retirement (WRS)	PROT W/ SS PRE 06/30		5,841.74				
21	21-5210 WRS - Retirement	PROT W/ SS PRE 06/30		177.65				
21	52100-01-52000 Retirement (WRS)	PROT W/ SS PRE 06/30		287.38				
*** VENDOR TOTALS ***						1 CHECKS		83,783.59
								83,783.59

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000034	WI SUPPORT COLLECTIONS							
I-SP120170811	CHILD SUPPORT PER ENCLOSED	R	8/11/2017			156047		
10 21-5908	Child Support/Maintenance	CHILD SUPPORT PER EN		1,235.16				
24 21-5908	Child Support/Maint.	CHILD SUPPORT PER EN		46.56				
52 21-5908	Child Support	CHILD SUPPORT PER EN		51.75				
62 21-5908	Child Support/Maintenance	CHILD SUPPORT PER EN		126.92				
63 21-5908	Child Support/Maintenance	CHILD SUPPORT PER EN		126.92				1,587.31
000034	WI SUPPORT COLLECTIONS							
I-SP120170825	CHILD SUPPORT PER ENCLOSED	R	8/25/2017			156301		
10 21-5908	Child Support/Maintenance	CHILD SUPPORT PER EN		1,079.62				1,079.62
		*** VENDOR TOTALS ***				2 CHECKS		2,666.93
001686	WICKE, SHARI							
I-5/12-7/18/17 COMDE	5/12-7/18/17 COM DEV MILEAGE	R	8/15/2017			156215		
25 56900-03-53000	Mileage - Fuel	5/12-7/18/17 COM DEV		19.37				
I-6/21 - 7/18/17	EXTERIOR MTCE INSPECTION	R	8/15/2017			156215		
10 52400-03-53000	Mileage & Gas	EXTERIOR MTCE INSPEC		6.96				26.33
		*** VENDOR TOTALS ***				1 CHECKS		26.33
003722	BRAD WIRT							
I-BOOT REIMB 08/17	BOOT REIMBURSEMENT 8/2017	R	8/31/2017			156364		
62 53716-00-92300	Outside Serv. Employed	BOOT REIMBURSEMENT 8		150.00				150.00
		*** VENDOR TOTALS ***				1 CHECKS		150.00
000266	WISCONSIN BUILDING SUPPLY							
I-478979	STUDS/HINGES	R	8/15/2017			156216		
10 53240-03-40000	Operating Supplies	STUDS/HINGES		50.30				
I-479291	ALUM EXTN LADDER	R	8/15/2017			156216		
10 51600-03-50000	Repair/Maintenance Supply	ALUM EXTN LADDER		159.99				210.29
		*** VENDOR TOTALS ***				1 CHECKS		210.29
000656	WISCONSIN PUBLIC SERVICE							
I-08/1517	WISCONSIN PUBLIC SERVICE	R	8/15/2017			156247		
10 53420-02-22000	Electric - St. Lights	STREET LIGHTS		11,695.41				
10 53420-02-23000	Sirens - Electric Service	SIRENS		29.73				
24 55225-02-22000	Electric and Natural Gas	FESTIVAL GROUNDS		537.00				
49 57100-02-22000	WPS-Merrill Pavers	2101 LOGAN AVE (MERR		487.56				12,749.70
000656	WISCONSIN PUBLIC SERVICE							
I-20170816	ACCT # 0403371156-00003	R	8/17/2017			156279		
10 55110-02-22000	Electric	277		2,772.72				
10 55110-02-22500	Fuel - Natural Gas	277		168.45				2,941.17

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000656	WISCONSIN PUBLIC SERVICE							
I-8/31/17	SERVICE CHARGES	R	8/31/2017			156365		
10	55200-02-22000 Electric and Natural Gas	PARKS		702.76				
10	55300-02-22000 Electric and Natural Gas	RECREATION		160.53				
10	55400-02-22000 Electric and Natural Gas	MARC		1,397.98				
10	55420-02-22000 Electric and Natural Gas	AQUATIC POOL		3,629.73				
10	55202-02-22000 Electric - Field Lights	OTT'S LIGHTS		269.16				
10	55201-02-22000 Electric - Field Lights	ATHLETIC LIGHTS		407.31				
10	53520-02-20000 Utility Charges	TRANSIT		29.59				
10	51600-02-22000 Electric and Natural Gas	CITY HALL		3,081.27				
10	53230-02-22000 Electric and Natural Gas	GARAGE MTCE		383.86				
10	52300-02-22000 Electric and Natural Gas	AMBULANCE		636.60				
10	52200-02-22000 Electric and Natural Gas	FIRE		636.59				
20	53622-02-22000 Gas Monitoring	SOLID WASTE MONITOR		140.33				
10	52110-03-22000 Electric-Traffic Controls	TRAFFIC CONTROL LIGH		296.16				
10	52110-03-22500 Electric-Hwy64/Pine Ridge	TRAFFIC CONTROL - EA		70.52				
10	53420-02-22000 Electric - St. Lights	STREET LIGHTS		930.37				
10	53420-02-23000 Sirens - Electric Service	SIRENS		28.59				
10	53510-02-22000 Electric and Natural Gas	AIRPORT		786.40				
10	55273-02-22035 WPS - Trail Lighting	AIRPORT		26.49				
24	55225-02-22000 Electric and Natural Gas	FESTIVAL GROUNDS		1,281.31				
24	55513-02-22000 Electric and Natural Gas	EXPO CENTER		495.20				15,390.75
			*** VENDOR TOTALS ***			3 CHECKS		31,081.60
003512	RANDALL C. WIXSON &							
I-2017 DEV INCENTIVE	2017 DEVELOPMENT INCENTIVE	R	8/28/2017			156311		
48	57100-04-50500 WI Island - Storage	2017 DEVELOPMENT INC		7,371.67				7,371.67
			*** VENDOR TOTALS ***			1 CHECKS		7,371.67
004211	WJFW-12							
I-717-1379-1	MERRILL TRACTOR PULL PROMOTION	R	8/23/2017			156284		
24	55231-03-41000 PR - Event Marketing	MERRILL TRACTOR PULL		500.00				500.00
			*** VENDOR TOTALS ***			1 CHECKS		500.00
000680	XEROX CORPORATION							
I-090035335	AUGUST 2017 PRINT CHARGES	R	8/15/2017			156217		
10	51520-03-13000 Copier	AUGUST 2017 PRINT CH		756.18				756.18
			*** VENDOR TOTALS ***			1 CHECKS		756.18
000623	Z BEST CAR WASH							
I-596	DELUXE CAR WASH	R	8/15/2017			156218		
10	52100-03-51000 Vehicle Repair/Maintenance	DELUXE CAR WASH		262.50				262.50
			*** VENDOR TOTALS ***			1 CHECKS		262.50

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000727	ZIEBELL'S DOOR COMPANY							
I-7178	ROUTINE MTCE	R	8/15/2017			156219		
10 52200-03-40000	Operating Supplies	ROUTINE MTCE		315.00				315.00
*** VENDOR TOTALS ***						1 CHECKS		315.00

000855	ZIENTARA FLEET EQUIPMENT INC.							
I-0155353	AIR/FUEL/HYD FILTERS	R	8/15/2017			156220		
10 53240-03-40000	Operating Supplies	AIR/FUEL/HYD FILTERS		85.31				
I-0155645	AIR FILTER	R	8/15/2017			156220		
10 53240-03-40000	Operating Supplies	AIR FILTER		9.34				94.65
*** VENDOR TOTALS ***						1 CHECKS		94.65

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	325	2,627,907.99	0.00	2,627,508.04
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	5	242,652.26	0.00	242,652.26
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	1 VOID DEBITS	0.00		
	VOID CREDITS	399.95CR	399.95CR	0.00

TOTAL ERRORS: 0

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 12-1000	Taxes Receivable	837,628.78
10 13-1900	AFSCME Boot Deduction	25.00
10 13-2500	Garnishment-Wages	1,489.78
10 13-8200	Prepaid Health Ins.	8,792.44
10 13-8300	Prepaid Life Ins.	3,534.73
10 21-5110	FICA/Medicare W/H	30,510.91
10 21-5120	Federal Tax W/H	51,749.05
10 21-5130	State Tax W/H	21,851.88
10 21-5210	WRS - Retirement	27,752.76
10 21-5900	Deferred Compensation	11,121.32
10 21-5903	Fire Union Dues	1,970.48
10 21-5905	AFLAC Premiums	1,528.16
10 21-5908	Child Support/Maintenance	2,345.58
10 21-5912	Dental Premiums	1,977.22
10 21-5916	MPPA - Union (Police)	612.75
10 21-5919	BMO Auto Direct Deposit	392,576.92
10 21-5923	EBC Flex Plan	871.50

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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 21-5924	HSA - Employee	16,644.52
10 21-5925	Disability Premiums	833.63
10 21-7200	Park Shelter-S Deposits	1,700.00
10 22-6205	Restitution-COURT Only	29.72
10 22-6240	Ins/Outs - COURT REFUNDS	20.00
10 22-6250	All Others (Ins/Outs)	100.00
10 22-6775	Tomahawk-Muni Court	1,228.00
10 24-1103	Occupancy Bonds	300.00
10 40000-45100	Municipal Court Revenue	6,799.50
10 45110-46710	Library Revenue	23.99
10 45200-46722	Park Shelter Reservation Rev.	70.00
10 51110-01-51000	Social Security	167.79
10 51110-03-20000	Publish Legal Notices	499.48
10 51200-01-51000	Social Security	307.36
10 51200-01-52000	Retirement (WRS)	205.42
10 51200-01-54000	Health Insurance	1,384.24
10 51200-03-10000	Office Supplies	187.63
10 51200-03-30000	Mileage	24.61
10 51200-03-32000	Education & Conference	164.00
10 51300-01-51000	Social Security	804.64
10 51300-01-52000	Retirement (WRS)	764.22
10 51300-01-54000	Health Insurance	2,768.48
10 51300-02-11500	Outside Legal Counsel	57.00
10 51300-03-13000	Copier	549.88
10 51300-03-32000	Education & Conference	209.00
10 51300-03-33000	Library/West Law On-Line	299.00
10 51410-01-51000	Social Security	74.16
10 51410-03-10000	Office Supplies	26.68
10 51415-01-51000	Social Security	455.80
10 51415-01-52000	Retirement (WRS)	436.96
10 51415-01-54000	Health Insurance	1,038.18
10 51415-02-25000	Telephone-Cell/Smart	86.40
10 51415-03-10000	Office Supplies	32.00
10 51417-02-18000	Drug Testing (CDL)	69.00
10 51417-02-50000	EAP-Employee Assistance	260.05
10 51417-03-40000	Operating Supplies	50.00
10 51420-01-51000	Social Security	311.70
10 51420-01-52000	Retirement (WRS)	298.64
10 51420-01-54000	Health Insurance	678.28
10 51420-03-30000	Mileage	46.39
10 51430-01-51000	Social Security	709.30
10 51430-01-52000	Retirement (WRS)	703.81
10 51430-01-54000	Health Insurance	2,283.99
10 51430-03-10000	Office Supplies	6.33
10 51440-03-40000	Operating Supplies	1.58
10 51520-01-51000	Social Security	439.86

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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 51520-01-52000	Retirement (WRS)	417.74
10 51520-01-54000	Health Insurance	605.61
10 51520-02-12500	Financial Advisor Services	3,000.00
10 51520-02-25000	Telephone	150.33
10 51520-03-10000	Office Supplies	41.99
10 51520-03-11000	Postage	5,102.57
10 51520-03-13000	Copier	1,556.19
10 51520-03-19000	Credit Card Service Fees	1.00
10 51520-03-32000	Education & Conference	265.00
10 51520-03-40000	Operating Supplies	30.00
10 51525-01-51000	Social Security	190.36
10 51525-01-52000	Retirement (WRS)	273.09
10 51525-01-54000	Health Insurance	692.12
10 51525-15-32750	Internet & Spam Filter	172.00
10 51525-15-32900	Fiber & PRI - Charter	2,156.49
10 51525-15-41000	Systems Eng.-Tech.	971.25
10 51525-15-41055	RMM - IT Managed Services	8,582.50
10 51525-15-42550	Council iPads	96.35
10 51525-15-45000	Software Maintenance	3,734.58
10 51525-15-47500	Add. Software/Upgrades	640.00
10 51600-01-51000	Social Security	430.24
10 51600-01-52000	Retirement (WRS)	303.22
10 51600-02-21000	Water and Sewer	834.88
10 51600-02-22000	Electric and Natural Gas	3,081.27
10 51600-02-23250	Mats, Rugs, Etc.	106.76
10 51600-03-44000	Janitor Supplies	497.46
10 51600-03-50000	Repair/Maintenance Supply	415.92
10 51930-05-10000	Property & Liability Ins.	61,528.00
10 51930-05-10500	Workers Comp. Ins.	49,451.00
10 51930-05-40000	Flex Plan - EBC	50.00
10 51930-05-45000	Retiree's SL/Health Ins.	3,076.08
10 52100-01-51000	Social Security	8,402.29
10 52100-01-52000	Retirement (WRS)	12,214.44
10 52100-01-54000	Health Insurance	22,839.96
10 52100-01-56000	PEHP - City Portion	1,054.50
10 52100-02-25000	Telephone	737.10
10 52100-02-52115	DOT-Suspension Fee	35.00
10 52100-02-75000	Dispatch-Lincoln Cty.	10.70
10 52100-02-94000	Jail/Evidence	25.00
10 52100-02-95000	Fobs Annual Maintenance	95.00
10 52100-03-11000	Postage	21.49
10 52100-03-25000	Job Recruitment	471.00
10 52100-03-40000	Operating Supplies	497.26
10 52100-03-50000	Equipment Repair	398.00
10 52100-03-51000	Vehicle Repair/Maintenance	2,055.47
10 52110-01-51000	Social Security	111.66

Attachment: Vouchers (2788 : Vouchers)

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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 52110-01-52000	Retirement (WRS)	17.97
10 52110-01-54000	Health Insurance	381.45
10 52110-03-22000	Electric-Traffic Controls	296.16
10 52110-03-22500	Electric-Hwy64/Pine Ridge	70.52
10 52110-03-40000	Operating Supplies	25.05
10 52110-03-57000	Traffic Signs	520.10
10 52200-01-51000	Medicare 1.45%	993.76
10 52200-01-52000	Retirement (WRS)	11,208.96
10 52200-01-54000	Health Insurance	10,406.15
10 52200-01-56000	PEHP - City Portion	245.70
10 52200-02-21000	Water and Sewer	437.14
10 52200-02-22000	Electric and Natural Gas	636.59
10 52200-02-25500	Fiber - Internet & VOIP	898.40
10 52200-03-40000	Operating Supplies	1,656.35
10 52200-03-51000	Vehicle Repair/Maintenance	1,197.14
10 52200-15-92500	CAD-Software Linking	326.18
10 52300-01-51000	Medicare 1.45%	629.44
10 52300-01-52000	Retirement (WRS)	7,678.43
10 52300-01-54000	Health Insurance	8,281.09
10 52300-01-56000	PEHP - City Portion	258.30
10 52300-02-21000	Water and Sewer	437.14
10 52300-02-22000	Electric and Natural Gas	636.60
10 52300-02-25000	Telephone & Internet	898.43
10 52300-03-10000	Office Supplies	194.19
10 52300-03-32000	Education & Conference	1,017.98
10 52300-03-40000	Operating Supplies	7,336.28
10 52300-15-92500	CAD-Linking Software	326.17
10 52400-01-51000	Social Security	428.18
10 52400-01-52000	Retirement (WRS)	440.38
10 52400-01-54000	Health Insurance	1,591.89
10 52400-02-25000	Telephone	28.89
10 52400-02-25500	iPad - Bldg Inspector	28.91
10 52400-03-32000	Education & Conference	140.00
10 52400-03-53000	Mileage & Gas	6.96
10 53100-01-51000	Social Security	279.74
10 53100-01-52000	Retirement (WRS)	260.68
10 53100-01-54000	Health Insurance	692.12
10 53100-15-80000	CAD - Engineering	646.86
10 53102-01-51000	Social Security	380.80
10 53102-01-52000	Retirement - WRS	351.76
10 53102-01-54000	Health Insurance	1,384.24
10 53230-02-21000	Water and Sewer	193.82
10 53230-02-22000	Electric and Natural Gas	383.86
10 53230-02-25000	Telephone & Fiber	522.79
10 53230-03-40000	Operating Supplies	542.84
10 53240-01-51000	Social Security	758.00

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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 53240-01-52000	Retirement (WRS)	716.61
10 53240-01-54000	Health Insurance	2,076.36
10 53240-03-40000	Operating Supplies	10,752.67
10 53240-03-46000	Uniform Services	37.76
10 53240-03-46500	Safety Toe Boots	150.00
10 53300-01-51000	Social Security	585.92
10 53300-01-52000	Retirement (WRS)	333.23
10 53300-01-54000	Health Insurance	2,130.52
10 53300-03-32000	Safety Educ/Materials	375.00
10 53300-03-40000	Operating Supplies	299.98
10 53300-03-46000	Uniform Services	277.06
10 53300-03-75000	Patching Materials	680.57
10 53300-03-76000	Sand/Gravel	749.70
10 53300-03-78000	Dust Control	4,426.36
10 53310-01-51000	Social Security	221.87
10 53310-01-52000	Retirement (WRS)	149.18
10 53310-01-54000	Health Insurance	1,162.64
10 53310-03-40000	Operating Supplies	204.62
10 53310-03-46000	Uniform Services	17.20
10 53314-01-51000	Social Security	114.01
10 53314-01-52000	Retirement (WRS)	135.74
10 53314-01-54000	Health Insurance	426.62
10 53314-03-40000	Operating Supplies	205.79
10 53314-03-73000	Manhole Castings	1,500.00
10 53315-01-51000	Social Security	254.60
10 53315-01-52000	Retirement (WRS)	111.53
10 53315-01-54000	Health Insurance	524.92
10 53315-03-54000	Street Painting Supplies	1,449.22
10 53316-01-51000	Social Security	228.95
10 53316-01-52000	Retirement (WRS)	333.53
10 53316-01-54000	Health Insurance	700.32
10 53420-02-22000	Electric - St. Lights	12,625.78
10 53420-02-23000	Sirens - Electric Service	58.32
10 53510-01-51000	Social Security	172.12
10 53510-02-13400	FBO/Airport Man. Contractor	4,228.12
10 53510-02-22000	Electric and Natural Gas	786.40
10 53510-02-24735	Cleaning - New Terminal	100.00
10 53510-02-25000	Telephone	125.47
10 53510-03-40000	Operating Supplies	37.45
10 53510-03-42575	Fiber - Charter	917.00
10 53510-03-50000	Repair/Maint Supplies	67.14
10 53520-01-51000	Social Security	2,242.07
10 53520-01-52000	Retirement (WRS)	1,246.89
10 53520-01-54000	Health Insurance	2,602.16
10 53520-02-20000	Utility Charges	119.37
10 53520-03-20000	Publish Legal Notices	427.90

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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 53520-03-41000	Public Relations/Publicity	810.00
10 53520-03-66000	Other Services	388.00
10 53520-03-67000	Bus Supplies and Parts	1,614.57
10 53520-03-67750	Tires and Tubes	1,910.40
10 53520-15-42575	Software & Maintenance	250.00
10 53620-01-51000	Social Security	452.86
10 53620-01-52000	Retirement (WRS)	364.19
10 53620-01-54000	Health Insurance	1,394.01
10 53620-03-20000	Publish Legal Notices	70.00
10 53620-03-46000	Uniform Services	21.56
10 53620-03-94000	Tipping Fees	7,886.20
10 53635-01-51000	Social Security	559.13
10 53635-01-52000	Retirement (WRS)	497.84
10 53635-01-54000	Health Insurance	1,525.00
10 53635-03-20000	Publish Legal Notices	675.00
10 53635-03-46000	Uniform Services	33.00
10 53640-01-51000	Social Security	100.99
10 53640-01-52000	Retirement (WRS)	41.97
10 53640-02-15500	Mowing-Contractor Service	40.00
10 54600-01-51000	Social Security	461.63
10 54600-01-52000	Retirement (WRS)	396.56
10 54600-01-54000	Health Insurance	1,258.74
10 54600-02-25000	Telephone	50.57
10 54600-03-13000	Copier/Printer	482.27
10 54600-03-40000	Operating Supplies	231.11
10 55110-01-51000	Social Security	2,949.56
10 55110-01-52000	Retirement (WRS)	2,478.26
10 55110-01-54000	Health Insurance	8,305.44
10 55110-02-22000	Electric	2,772.72
10 55110-02-22500	Fuel - Natural Gas	168.45
10 55110-02-23250	Facility Cleaning Service	65.12
10 55110-02-25000	Telephone	116.14
10 55110-03-10000	Office Supplies	77.74
10 55110-03-10500	Library Supplies	315.10
10 55110-03-30500	Mileage	60.99
10 55110-03-31000	Misc. - Petty Cash	100.00
10 55110-03-41250	Programming - Adult	120.74
10 55110-03-41500	Programming - Youth	169.04
10 55110-03-41501	Misc Rev-Programming-Youth	4.94
10 55110-03-44000	Janitor Supplies	239.98
10 55110-03-50000	M/R-General Repair/Maint.	15.28
10 55110-03-50275	M/R - Contingency	4,079.16
10 55110-13-10000	Adult Dept Fiction	977.75
10 55110-13-10100	Adult Dept Non-Fiction	730.73
10 55110-13-10200	Adult Dept Paperbacks	31.44
10 55110-13-10300	Adult Dept Reference	444.99

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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 55110-13-10400	Adult Dept Large Print	101.35
10 55110-13-20000	Youth Children's Books	492.71
10 55110-13-20100	Young Adult Books	128.20
10 55110-13-50000	Magazines/Periodicals	195.67
10 55110-14-10100	Adult Dept Books on CD	338.94
10 55110-14-10200	Adult Dept CDs	9.99
10 55110-14-10400	Adult Dept DVDs	85.89
10 55110-14-20100	Youth Videos, DVDs & CD-ROMs	149.81
10 55110-14-40000	Learning Games/Story Boxes	115.86
10 55110-14-45000	Ebooks/Digital Content	189.95
10 55110-15-31000	Computer Supplies	118.47
10 55110-15-32900	Charter Fiber-VOIP	540.00
10 55110-15-47500	Software/Upgrades	402.45
10 55200-01-51000	Social Security	1,450.61
10 55200-01-52000	Retirement (WRS)	687.74
10 55200-01-54000	Health Insurance	692.12
10 55200-02-15000	Contract Services	272.23
10 55200-02-21000	Water and Sewer	1,773.70
10 55200-02-22000	Electric and Natural Gas	702.76
10 55200-02-25000	Telephone	237.50
10 55200-03-32000	Education & Conference	66.08CR
10 55200-03-40000	Operating Supplies	374.24
10 55200-03-43000	Vandalism Repair/Maintenance	29.00
10 55200-03-46000	Uniform Services	278.46
10 55200-03-50000	Repair/Maint. Supplies	409.98
10 55200-08-91000	Park Improvements	2,441.98
10 55201-02-22000	Electric - Field Lights	407.31
10 55202-02-22000	Electric - Field Lights	269.16
10 55273-01-52000	Retirement (WRS)	2.38
10 55273-02-22035	WPS - Trail Lighting	26.49
10 55300-01-51000	Social Security	2,670.84
10 55300-01-52000	Retirement (WRS)	540.31
10 55300-01-54000	Health Insurance	2,076.36
10 55300-02-22000	Electric and Natural Gas	160.53
10 55300-02-25000	Telephone	55.06
10 55300-03-41500	Self & Non-Support-Expenses	9,083.86
10 55301-01-51000	Social Security	17.30
10 55301-01-52000	Retirement (WRS)	8.86
10 55301-01-54000	Health Insurance	62.95
10 55301-03-39100	Labor Day Celebration	2,932.20
10 55301-03-45000	Promoting Govt Services	61.95
10 55304-03-45000	HAVEN (Shelter)	6,000.00
10 55400-01-51000	Social Security	66.88
10 55400-02-22000	Electric and Natural Gas	1,397.98
10 55400-02-23250	Cleaning - Mats/Rugs, Etc.	319.46
10 55400-02-23600	Waste Removal Services	262.45

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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 55400-02-25500	Fiber-Internet-Wireless	425.00
10 55400-03-40000	Operating Supplies	85.78
10 55400-03-41000	Public Relations/Marketing	399.00
10 55400-03-44000	Janitor Supplies	42.90
10 55420-01-51000	Social Security	2,086.61
10 55420-02-22000	Electric and Natural Gas	3,629.73
10 55420-03-40000	Operating Supplies	2,210.83
10 55420-03-40100	Concession Supplies	5,543.62
10 55420-03-50000	Repair/Maint. Supplies	685.50
	*** FUND TOTAL ***	1,860,500.41
20 13-8200	Pre-Paid Health Insurance	3.84
20 21-5110	FICA/Medicare W/H	18.60
20 21-5120	Federal Tax W/H	7.22
20 21-5130	State Tax W/H	4.37
20 21-5210	WRS - Retirement	46.73
20 21-5900	Deferred Compensation	5.92
20 21-5905	AFLAC Premiums	0.41
20 21-5924	HSA - Employee	1.93
20 21-5925	Disability Premiums	0.14
20 53622-01-51000	Social Security	18.60
20 53622-01-52000	Retirement (WRS)	46.72
20 53622-01-54000	Health Insurance	16.38
20 53622-02-22000	Gas Monitoring	140.33
	*** FUND TOTAL ***	311.19
21 13-8200	Pre-Paid Health Insurance	153.80
21 21-5110	FICA/Medicare W/H	363.93
21 21-5120	Federal Tax W/H	332.91
21 21-5130	State Tax W/H	215.18
21 21-5210	WRS - Retirement	341.95
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	363.93
21 52100-01-52000	Retirement (WRS)	553.16
21 52100-01-54000	Health Insurance	1,384.24
21 52100-01-56000	PEHP - City Portion	74.00
21 52100-03-32000	Education & Conference	178.00
	*** FUND TOTAL ***	4,986.06
24 13-8200	Pre-Paid Health Insurance	66.19
24 21-5110	FICA/Medicare W/H	292.75
24 21-5120	Federal Tax W/H	376.59
24 21-5130	State Tax W/H	154.66

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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
24 21-5210	WRS - Retirement	501.18
24 21-5900	Deferred Compensation	31.63
24 21-5905	AFLAC	5.92
24 21-5908	Child Support/Maint.	46.89
24 21-5912	Dental Premiums	27.75
24 21-5924	HSA - Employee	67.08
24 21-5925	Disability Premiums	11.68
24 55225-01-51000	Social Security-Medicare	209.69
24 55225-01-52000	WRS - Retirement	464.23
24 55225-01-54000	Health Insurance	987.22
24 55225-02-15000	Festival Grounds Manager	1,000.00
24 55225-02-15500	Mowing Services	920.00
24 55225-02-22000	Electric and Natural Gas	1,818.31
24 55225-02-25000	Telephone-iPad	19.24
24 55225-02-50000	Locks-Security	64.44
24 55225-03-40000	Operating Supplies	79.84
24 55231-02-16500	Crowd-Security-Parking	1,000.00
24 55231-02-23555	Portable Toilets	2,010.00
24 55231-03-40111	Supplies-Operating	1,213.90
24 55231-03-41000	PR - Event Marketing	6,229.69
24 55513-01-51000	Social Security	83.06
24 55513-01-52000	Retirement (WRS)	36.92
24 55513-02-22000	Electric and Natural Gas	495.20
24 55513-02-23250	Cleaning - Mats/Rugs, Etc	73.24
24 55513-02-25500	Fiber-Internet-Wireless	479.02
24 55513-03-40000	Operating Supplies	380.91
24 55513-03-44000	Janitor Supplies	628.71
	*** FUND TOTAL ***	19,775.94
25 13-8200	Pre-Paid Health Insurance	107.66
25 21-5110	FICA/Medicare	176.23
25 21-5120	Federal Tax W/H	199.46
25 21-5130	State Tax W/H	103.36
25 21-5210	WRS - GEP	172.80
25 21-5924	HSA - Employee	140.00
25 56900-01-51000	Social Security	176.23
25 56900-01-52000	Retirement (WRS)	172.80
25 56900-01-54000	Health Insurance	968.95
25 56900-02-25000	Telephone	38.54
25 56900-03-32000	Education & Conference	50.00
25 56900-03-53000	Mileage - Fuel	19.37
	*** FUND TOTAL ***	2,325.40
26 13-8200	Pre-Paid Health Insurance	9.99
26 21-5110	FICA/Medicare	53.77
26 21-5120	Fed Tax W/H	65.33

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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
26 21-5130	State Tax W/H	24.68
26 21-5210	Retirement- WRS	7.50
26 21-5900	Deferred Compensation	11.49
26 21-5905	AFLAC Premiums	1.43
26 21-5912	Dental Premiums	3.23
26 21-5924	HSA - Employee	7.35
26 21-5925	Disability Insurance	1.46
26 45425-48500	Lager Barleyfest Rev.	200.00
26 52100-03-41575	Dog Unit Expenses	118.33
26 52200-01-52000	WRS Retirement	20.14
26 52200-03-40000	2% Fire Dues Expenses	18,231.89
26 52200-08-82000	Fire-Memorial Expenses	500.00
26 53520-02-25000	Transit - Architectural	1,777.00
26 54600-03-40000	New Enrichment Center Exp	10.99
26 54600-03-45300	Senior - Activities Exp.	31.39
26 54600-03-45301	Quilting Proj Expenses	2.00
26 54600-03-45400	Senior - Craft Shop Exp.	7.52
26 54605-01-51000	Social Security	12.51
26 54610-03-30000	Meals - Supplies	15.09
26 54633-02-25925	Facility Construction	159,010.21
26 54633-08-22555	Exterior Lighting	8,344.60
26 54633-08-27001	Signage-Bierman Bldg	140.00
26 54633-08-27005	Furniture-Fixtures EXPO	3,398.00
26 54633-08-27007	Furniture-Fixtures Enrichment	674.51
26 54633-15-46425	Security Cameras/Alarms	13,027.00
26 55110-03-12625	Cross-County - Expense	107.22
26 55110-03-12650	Library Photocopier Expense	97.82
26 55110-03-40500	Memorial Books-Expense	657.20
26 55200-01-51000	SS/Medicare	41.26
26 55200-08-91150	Lion's Park Improvements	11,789.13
26 55304-03-45000	Vehicle-Flower Watering	10.00
26 55420-02-25922	Hot Water Heaters	2,189.00
26 55425-03-40000	Lager Barleyfest Expense	550.00
	*** FUND TOTAL ***	221,149.04
27 53515-02-25022	Telephone-Fuel Pumps	106.38
27 53515-02-25028	Telephone-CC Line	72.73
27 53515-04-53333	Rental Car - Paid via CC	35.00
	*** FUND TOTAL ***	214.11
41 13-8200	Pre-Paid Health	7.78
41 21-5110	FICA/Medicare W/H	29.05
41 21-5120	Federal Tax W/H	30.29
41 21-5130	State Tax W/H	15.21
41 21-5210	WRS - Retirement	54.87
41 21-5900	Deferred Comp	15.05

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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
41 21-5905	AFLAC	0.86
41 21-5924	HSA - Employee	3.43
41 21-5925	Disability Premiums	0.31
41 57100-01-51000	SS/Medicare	29.03
41 57100-01-52000	WRS - Retirement	54.86
41 57100-04-50522	Property Tax--2016 Bills	5,107.76
41 57100-04-52577	Apartments-Premier	333,333.32
41 57100-08-24500	Highland/Edgewater	3,509.24
	*** FUND TOTAL ***	342,191.06
43 13-8200	Prepaid Health	6.78
43 21-5110	FICA/Medicare W/H	29.22
43 21-5120	Federal Tax W/H	39.35
43 21-5130	State Tax W/H	16.22
43 21-5210	WRS - Retirement	2.80
43 21-5900	Deferred Comp	10.42
43 21-5905	AFLAC	1.47
43 21-5912	Dental Premiums	0.68
43 21-5924	HSA - Employee	3.75
43 21-5925	Disability Premiums	1.30
43 57100-01-51000	SS/Medicare	21.89
43 57100-01-54000	Health Insurance	59.99
43 57100-02-10000	Legal Notices/Letters	80.00
43 57100-02-11500	Outside Legal Expense	1,147.50
43 57100-02-41000	Plan - Redevelop Resources	1,080.83
43 57100-04-50000	Walgreen's Dev Incentive	24,695.12
43 57100-04-50205	Mex Restaurant-Gateway N.	20,000.00
43 57100-04-50503	Land Purchase	11,000.00
43 57100-04-50522	Property Tax-Land Purchases	328.83
43 57100-04-50555	Pine Dells/Wendorf Dev Incent	10,000.00
43 57200-01-51000	SS/Medicare	7.33
43 57200-01-52000	WRS - Retirement	2.80
43 57200-08-23500	Parking Lots-Public	50,876.63
43 57200-08-24000	Street Improvements	10,000.00
	*** FUND TOTAL ***	129,412.91
45 13-8200	Pre-Paid Health	12.50
45 21-5110	FICA/Medicare W/H	53.67
45 21-5120	Federal Tax W/H	81.66
45 21-5130	State Tax W/H	31.75
45 21-5210	WRS - Retirement	20.37
45 21-5900	Deferred Comp	13.97
45 21-5905	AFLAC	1.03
45 21-5912	Dental Premiums	5.69
45 21-5924	HSA - Employee	8.94
45 21-5925	Disability Premiums	1.75

Attachment: Vouchers (2788 : Vouchers)

VENDOR SET: 01 City of Merrill
 BANK: 1 LINCOLN CO - GENERAL
 DATE RANGE: 8/01/2017 THRU 8/31/2017

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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
45 57100-01-51000	SS/Medicare	53.67
45 57100-01-52000	WRS - Retirement	20.37
45 57100-01-54000	Health Insurance	34.20
	*** FUND TOTAL ***	339.57
46 57100-02-10000	Legal Notices/Letters	33.00
46 57100-04-52100	One Way Collision Dev	1,000.00
46 57100-04-52113	Alamsa - Kindhearted	25,000.00
	*** FUND TOTAL ***	26,033.00
47 21-5210	WRS - Retirement	47.17
47 57100-01-52000	WRS - Retirement	47.17
47 57100-04-52500	Pine Ridge Restaurant Dev	10,000.00
	*** FUND TOTAL ***	10,094.34
48 57100-02-10000	Legal Notices/Letters	960.00
48 57100-04-50500	WI Island - Storage	7,371.67
48 57100-04-59400	Dev Inc-1502 W Main St	5,000.00
48 57100-04-75522	"Blight" - 508 Grand Ave.	156.00
	*** FUND TOTAL ***	13,487.67
49 21-5210	WRS - Retirement	19.29
49 57100-01-52000	WRS - Retirement	19.30
49 57100-02-22000	WPS-Merrill Pavers	487.56
49 57100-04-50500	Neumann Lot2-Dev Incent	15,000.00
	*** FUND TOTAL ***	15,526.15
52 13-8200	Pre-Paid Health Ins.	216.07
52 21-5110	FICA/Medicare W/H	699.07
52 21-5120	Federal Tax W/H	1,043.94
52 21-5130	State Tax W/H	423.07
52 21-5210	WRS - Retirement	796.64
52 21-5900	Deferred Compensation	168.67
52 21-5905	AFLAC Premiums	15.89
52 21-5908	Child Support	52.12
52 21-5912	Dental Premiums	86.85
52 21-5924	HSA - Employee	180.02
52 21-5925	Disability Premiums	27.51
52 53313-01-51000	Social Security	113.76
52 53313-01-52000	Retirement (WRS)	296.09
52 53313-03-40000	Operating Supplies	2,230.00
52 53313-03-70000	Hot Mix for Overlay	1,548.55
52 53313-03-71000	Buckshot Stone	316.00
52 53313-03-72000	Seal Coat Oil	17,230.34
52 53313-03-74000	County Hwy. Charges	732.92
52 57001-01-51000	SS/Medicare	585.36

Attachment: Vouchers (2788 : Vouchers)

VENDOR SET: 01 City of Merrill
 BANK: 1 LINCOLN CO - GENERAL
 DATE RANGE: 8/01/2017 THRU 8/31/2017

2.1.a

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
52 57001-01-52000	WRS-Retirement	500.53
52 57001-01-54000	Health Ins.-Streets	507.48
52 57001-08-25000	Street Improvements	8,861.06
52 57001-08-26150	Blight-Demo (Non-TID)	100.00
52 57001-08-26900	Fiber - City-County	2,287.50
52 57001-08-27600	Normal Park Improvements	90,792.00
52 57001-08-27933	MFG-Enrichment Parking	27,694.21
52 57001-08-30577	Transit Communications	820.71
52 57001-08-31599	Streets - Fuel System	12,258.77
	*** FUND TOTAL ***	170,585.13
62 13-8200	Pre-Paid Health Insurance	641.48
62 21-5110	FICA/Medicare	1,999.78
62 21-5120	Federal Tax W/H	2,372.36
62 21-5130	State Tax W/H	1,204.23
62 21-5210	WRS - Retirement	1,815.78
62 21-5900	Deferred Compensation	916.62
62 21-5905	AFLAC Premiums	159.20
62 21-5908	Child Support/Maintenance	127.67
62 21-5912	Dental Ins. Premiums	142.24
62 21-5924	HSA - Employee	690.98
62 21-5925	Disability Premiums	35.19
62 53713-00-64110	Warehouse Cost of Operation	66.17
62 53716-00-85010	Computer & Software	2,487.37
62 53716-00-85025	Fiber - Internet-PRI	1,650.00
62 53716-00-85500	GIS - Water Components	77.12
62 53716-00-92300	Outside Serv. Employed	497.70
62 53716-00-92610	Employee Retirement-WRS	1,815.82
62 53716-00-92620	Employee Health Ins.	5,197.32
62 54080-00-51000	SS/Medicare	1,999.91
	*** FUND TOTAL ***	23,896.94
63 13-8200	Pre-Paid Health Insurance	719.17
63 21-5110	FICA/Medicare	2,638.27
63 21-5120	Federal Tax W/H	3,269.52
63 21-5130	State Tax W/H	1,525.88
63 21-5210	WRS - Retirement	2,266.13
63 21-5900	Deferred Compensation	1,204.91
63 21-5905	AFLAC Premiums	130.89
63 21-5908	Child Support/Maintenance	127.67
63 21-5912	Dental Ins. Premiums	139.76
63 21-5924	HSA - Employee	1,000.94
63 21-5925	Disability Premiums	32.42
63 54080-00-51000	SS/Medicare Taxes	2,637.99
63 56156-00-85010	Computer & Software	2,637.39
63 56156-00-85025	Fiber - Internet-PRI	1,450.00

Attachment: Vouchers (2788 : Vouchers)

VENDOR SET: 01 City of Merrill
BANK: 1 LINCOLN CO - GENERAL
DATE RANGE: 8/01/2017 THRU 8/31/2017

2.1.a

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
63 56156-00-85200	Outside Service Employed	428.70
63 56156-00-85410	Employee Retirement-WRS	2,266.17
63 56156-00-85420	Employee Health Ins.	6,791.12
63 56156-00-85600	Misc General Expense	64.45
*** FUND TOTAL ***		29,331.38

VENDOR SET: 01	BANK: 1	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			331	2,870,160.30	0.00	2,870,160.30
BANK: 1		TOTALS:	331	2,870,160.30	0.00	2,870,160.30

Attachment: Vouchers (2788 : Vouchers)

VENDOR SET: 01 City of Merrill

BANK: 4 UTILITY A/P

DATE RANGE: 8/01/2017 THRU 8/31/2017

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003108	AIRGAS USA, LLC							
I-9945801792	AIRGAS USA, LLC	R	8/10/2017			156048		
63 56152-00-83310	Secondary Maintenance	AIRGAS USA, LLC		115.90				115.90
		*** VENDOR TOTALS ***				1 CHECKS		115.90
001521	BAY TOWEL, INC							
I-073117	BAY TOWEL, INC	R	8/10/2017			156049		
62 53716-00-92300	Outside Serv. Employed	BAY TOWEL, INC		255.88				
63 56156-00-85200	Outside Service Employed	BAY TOWEL, INC		168.09				423.97
		*** VENDOR TOTALS ***				1 CHECKS		423.97
000069	BRANDT EXTINGUISHERS							
I-009925	BRANDT EXTINGUISHERS	R	8/10/2017			156050		
62 53711-00-62500	Maint. - Pumping Plant	BRANDT EXTINGUISHERS		18.75				
62 53713-00-64110	Warehouse Cost of Operation	BRANDT EXTINGUISHERS		54.50				73.25
		*** VENDOR TOTALS ***				1 CHECKS		73.25
002809	CARQUEST OF MERRILL							
I-10846-184497	CARQUEST OF MERRILL	R	8/10/2017			156051		
62 53713-00-64100	Supplies & Expenses	CARQUEST OF MERRILL		20.82				20.82
		*** VENDOR TOTALS ***				1 CHECKS		20.82
000381	CITY OF MERRILL							
I-080717	CITY OF MERRILL	R	8/10/2017			156052		
63 11-2650	Capital Rep.-River Valley	CITY OF MERRILL		15,000.00				15,000.00
		*** VENDOR TOTALS ***				1 CHECKS		15,000.00
000199	CUMMINS NPOWER LLC							
I-809-67791	CUMMINS NPOWER LLC	R	8/10/2017			156053		
63 56152-00-83200	Lift Station Maintenance	SO CTR AVE		422.77				422.77
		*** VENDOR TOTALS ***				1 CHECKS		422.77
002926	DC MTRS LLC							
I-073117	DC MTRS LLC	R	8/10/2017			156054		
63 56152-00-83300	Primary Maintenance	INV# 1569		98.00				
63 56152-00-83200	Lift Station Maintenance	INV# 1570		30.70				
63 56152-00-83340	Sludge Disposal	INV# 1573		113.38				242.08
		*** VENDOR TOTALS ***				1 CHECKS		242.08
000123	DIAMOND BUSINESS GRAPHICS							
I-185066	DIAMOND BUSINESS GRAPHICS	R	8/10/2017			156055		
62 53714-00-90300	Supplies & Expenses	DIAMOND BUSINESS GRA		700.81				
63 56156-00-85100	Office Supplies & Expenses	DIAMOND BUSINESS GRA		700.81				1,401.62
		*** VENDOR TOTALS ***				1 CHECKS		1,401.62

Attachment: Vouchers (2788 : Vouchers)

VENDOR SET: 01 City of Merrill

BANK: 4 UTILITY A/P

DATE RANGE: 8/01/2017 THRU 8/31/2017

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000209	ENERGENECS							
I-0034382-IN	ENERGENECS	R	8/10/2017			156056		
63 56152-00-83310	Secondary Maintenance	ENERGENECS		2,322.72				2,322.72
			*** VENDOR TOTALS ***			1 CHECKS		2,322.72
001867	ENVIROTECH EQUIPMENT CO.							
I-073117-14A	ENVIROTECH EQUIPMENT CO.	R	8/10/2017			156057		
63 56152-00-83100	Sewer Main Maintenance	ENVIROTECH EQUIPMENT		7,006.34				7,006.34
			*** VENDOR TOTALS ***			1 CHECKS		7,006.34
000212	FASTENAL COMPANY							
I-073117	FASTENAL COMPANY	R	8/10/2017			156058		
62 53713-00-64100	Supplies & Expenses	FASTENAL COMPANY		112.15				
63 56152-00-83200	Lift Station Maintenance	FASTENAL COMPANY		157.79				
63 56152-00-83400	Bldg./Grounds Maintenance	FASTENAL COMPANY		1.00				
63 56152-00-83100	Sewer Main Maintenance	FASTENAL COMPANY		1.99				
63 56150-00-82700	Other Operating Sup/Exp	FASTENAL COMPANY		202.29				475.22
			*** VENDOR TOTALS ***			1 CHECKS		475.22
000632	FERGUSON ENTERPRISES #1476							
I-073117	FERGUSON ENTERPRISES #1476	R	8/10/2017			156059		
62 15-5000	Materials/Supplies-Const.	FERGUSON ENTERPRISES		2,591.58				
41 57100-08-24500	Highland/Edgewater	FERGUSON ENTERPRISES		106.87CR				2,484.71
			*** VENDOR TOTALS ***			1 CHECKS		2,484.71
002661	FRONTIER							
I-073117	FRONTIER	R	8/10/2017			156060		
62 53713-00-64110	Warehouse Cost of Operation	FRONTIER		145.75				145.75
			*** VENDOR TOTALS ***			1 CHECKS		145.75
001556	HD SUPPLY WATERWORKS, LTD							
I-073117	HD SUPPLY WATERWORKS, LTD	R	8/10/2017			156061		
62 50000-07-55700	Radio Read Meter System	HD SUPPLY WATERWORKS		8,112.00				
63 50000-07-55700	Radio Read Meter System	HD SUPPLY WATERWORKS		8,112.00				16,224.00
			*** VENDOR TOTALS ***			1 CHECKS		16,224.00
000224	HYDRITE CHEMICAL CO							
I-073117	HYDRITE CHEMICAL CO	R	8/10/2017			156062		
62 53712-00-63100	Chemicals	HYDRITE CHEMICAL CO		2,581.48				
63 56152-00-83310	Secondary Maintenance	HYDRITE CHEMICAL CO		832.37				
63 56152-00-83310	Secondary Maintenance	HYDRITE CHEMICAL CO		386.69				
63 56150-00-82300	Chlorine	HYDRITE CHEMICAL CO		1,053.00				4,853.54
			*** VENDOR TOTALS ***			1 CHECKS		4,853.54

Attachment: Vouchers (2788 : Vouchers)

VENDOR SET: 01 City of Merrill

BANK: 4 UTILITY A/P

DATE RANGE: 8/01/2017 THRU 8/31/2017

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003804	HYDRO KLEAN							
I-073117	HYDRO KLEAN	R	8/10/2017			156063		
63 56152-00-83110	Repair of Sewers	HYDRO KLEAN		20,140.00				20,140.00
				*** VENDOR TOTALS ***		1 CHECKS		20,140.00
002849	HYDROCORP							
I-0043581-IN	HYDROCORP	R	8/10/2017			156064		
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-231963	INDUSTRIAL CHEM LABS	R	8/10/2017			156065		
63 56152-00-83100	Sewer Main Maintenance	INDUSTRIAL CHEM LABS		428.47				428.47
				*** VENDOR TOTALS ***		1 CHECKS		428.47
000135	J SIGN SERVICE							
I-0002693	J SIGN SERVICE	R	8/10/2017			156066		
62 53716-00-93300	Transportation Expense	J SIGN SERVICE		200.00				200.00
				*** VENDOR TOTALS ***		1 CHECKS		200.00
000454	STEVEN B. LANDWEHR							
I-CDL RENEWAL	STEVEN B. LANDWEHR	R	8/10/2017			156067		
63 56156-00-85600	Misc General Expense	STEVEN B. LANDWEHR		75.26				75.26
				*** VENDOR TOTALS ***		1 CHECKS		75.26
000313	LINCOLN CO TREASURER'S OFFICE							
I-11253	LINCOLN CO TREASURER'S OFFICE	R	8/10/2017			156068		
63 56150-00-82720	Landfill Tipping Fees	LINCOLN CO TREASURER		354.16				354.16
				*** VENDOR TOTALS ***		1 CHECKS		354.16
000351	LOCAL GOVERNMENT INVESTMENT PO							
I-080717	LOCAL GOVERNMENT INVESTMENT PO	R	8/10/2017			156069		
62 11-2735	SDWLP Bond - LGIP	LOCAL GOVERNMENT INV		8,750.00				8,750.00
				*** VENDOR TOTALS ***		1 CHECKS		8,750.00
001064	MENARDS - WAUSAU							
I-72772	MENARDS - WAUSAU	R	8/10/2017			156070		
62 53713-00-64100	Supplies & Expenses	MENARDS - WAUSAU		177.95				177.95
				*** VENDOR TOTALS ***		1 CHECKS		177.95
000041	MERRILL ACE HARDWARE							
I-073117	MERRILL ACE HARDWARE	R	8/10/2017			156071		
63 56152-00-83310	Secondary Maintenance	MERRILL ACE HARDWARE		37.62				
63 56152-00-83330	Belt Press Maintenance	MERRILL ACE HARDWARE		43.98				
63 56152-00-83110	Repair of Sewers	MERRILL ACE HARDWARE		35.96				
63 56152-00-83400	Bldg./Grounds Maintenance	MERRILL ACE HARDWARE		10.97				
63 56152-00-83340	Sludge Disposal	MERRILL ACE HARDWARE		8.99				
63 56152-00-83200	Lift Station Maintenance	MERRILL ACE HARDWARE		224.93				

Attachment: Vouchers (2788 : Vouchers)

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
000041	MERRILL ACE HARDWARE CONT							
I-073117	MERRILL ACE HARDWARE	R	8/10/2017			156071		
62	53713-00-64100 Supplies & Expenses		MERRILL ACE HARDWARE	113.19				
41	57100-08-24500 Highland/Edgewater		MERRILL ACE HARDWARE	2.79				478.43
			*** VENDOR TOTALS ***			1 CHECKS		478.43
000328	MERRILL WATER UTILITY							
I-073117	MERRILL WATER UTILITY	R	8/10/2017			156072		
63	56152-00-83400 Bldg./Grounds Maintenance		MERRILL WATER UTILIT	219.70				219.70
			*** VENDOR TOTALS ***			1 CHECKS		219.70
000911	MOTION INDUSTRIES, INC.							
I-WI06-647307	MOTION INDUSTRIES, INC.	R	8/10/2017			156073		
63	56152-00-83300 Primary Maintenance		MOTION INDUSTRIES, I	59.75				59.75
			*** VENDOR TOTALS ***			1 CHECKS		59.75
000540	NAPA AUTO PARTS							
I-073117	NAPA AUTO PARTS	R	8/10/2017			156074		
62	53713-00-64100 Supplies & Expenses		NAPA AUTO PARTS	33.42				
63	56152-00-83400 Bldg./Grounds Maintenance		NAPA AUTO PARTS	47.97				
63	56152-00-83340 Sludge Disposal		NAPA AUTO PARTS	18.71				100.10
			*** VENDOR TOTALS ***			1 CHECKS		100.10
002452	NELSON'S POWERHOUSE							
I-22514	NELSON'S POWERHOUSE	R	8/10/2017			156075		
62	53713-00-65500 Maint - Other Plant		NELSON'S POWERHOUSE	69.57				69.57
			*** VENDOR TOTALS ***			1 CHECKS		69.57
000336	NIENOW ELECTRIC, INC							
I-073117	NIENOW ELECTRIC, INC	R	8/10/2017			156076		
63	56152-00-83200 Lift Station Maintenance		SOUTH CTR LIFT STATI	1,018.20				
63	56152-00-83200 Lift Station Maintenance		WI ST LIFT STATION	338.98				
62	53713-00-65201 Maint - Diggers Hotline		LOCATES - JULY	260.00				1,617.18
			*** VENDOR TOTALS ***			1 CHECKS		1,617.18
000337	NORTH CENTRAL LABORATORIES							
I-073117	NORTH CENTRAL LABORATORIES	R	8/10/2017			156077		
63	56150-00-82710 Laboratory Supplies		NORTH CENTRAL LABORA	338.47				338.47
			*** VENDOR TOTALS ***			1 CHECKS		338.47
001891	NORTHERN LAKE SERVICE INC							
I-317318	NORTHERN LAKE SERVICE INC	R	8/10/2017			156078		
62	53712-00-63210 Outside Services-Testing		NORTHERN LAKE SERVIC	3,868.00				
20	53622-02-22500 Contractor - Sampling		NORTHERN LAKE SERVIC	303.00				4,171.00
			*** VENDOR TOTALS ***			1 CHECKS		4,171.00

Attachment: Vouchers (2788 : Vouchers)

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VENDOR SET: 01 City of Merrill

BANK: 4 UTILITY A/P

DATE RANGE: 8/01/2017 THRU 8/31/2017

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
001392	PACE ANALYTICAL SERVICES INC							
I-1740038228	PACE ANALYTICAL SERVICES INC	R	8/10/2017			156079		
63 56156-00-85220	Outside Lab Services			PACE ANALYTICAL SERV	346.00			346.00
				*** VENDOR TOTALS ***		1 CHECKS		346.00
000363	PUBLIC SERVICE COMMISSION							
I-1706-I-03610	PUBLIC SERVICE COMMISSION	R	8/10/2017			156080		
62 53716-00-92800	Regulatory Com. Expense			PUBLIC SERVICE COMMI	25.49			25.49
				*** VENDOR TOTALS ***		1 CHECKS		25.49
000586	QUILL CORPORATION							
I-073117	QUILL CORPORATION	R	8/10/2017			156081		
62 53716-00-92100	Supplies & Expenses			QUILL CORPORATION	122.47			
63 56156-00-85100	Office Supplies & Expenses			QUILL CORPORATION	122.48			
62 53716-00-85500	GIS - Water Components			QUILL CORPORATION	38.24			
63 56156-00-85050	GIS - Sewer Components			QUILL CORPORATION	38.25			
10 51525-15-55500	GIS - City Functions			QUILL CORPORATION	229.47			550.91
				*** VENDOR TOTALS ***		1 CHECKS		550.91
000537	ROTOGRAPHIC PRINTING							
I-2613	ROTOGRAPHIC PRINTING	R	8/10/2017			156082		
62 53716-00-92100	Supplies & Expenses			ROTOGRAPHIC PRINTING	50.00			
63 56156-00-85100	Office Supplies & Expenses			ROTOGRAPHIC PRINTING	50.00			100.00
				*** VENDOR TOTALS ***		1 CHECKS		100.00
000554	SUPERIOR CHEMICAL CORP							
I-073117	SUPERIOR CHEMICAL CORP	R	8/10/2017			156083		
63 56152-00-83400	Bldg./Grounds Maintenance			SUPERIOR CHEMICAL CO	390.03			
62 53713-00-65500	Maint - Other Plant			SUPERIOR CHEMICAL CO	553.69			943.72
				*** VENDOR TOTALS ***		1 CHECKS		943.72
000578	USA BLUE BOOK							
I-073117	USA BLUE BOOK	R	8/10/2017			156084		
62 53713-00-65000	Maint-Standpipe/Reserviors			USA BLUE BOOK	110.49			
63 56152-00-83200	Lift Station Maintenance			FLYGT ENM 10 FLOAT S	774.84			
63 56152-00-83200	Lift Station Maintenance			FLYGT ENM 10 FLOAT S	1,870.73			2,756.06
				*** VENDOR TOTALS ***		1 CHECKS		2,756.06
001952	USEMCO							
I-74125	USEMCO	R	8/10/2017			156085		
62 53713-00-65000	Maint-Standpipe/Reserviors			USEMCO	946.67			946.67
				*** VENDOR TOTALS ***		1 CHECKS		946.67

Attachment: Vouchers (2788 : Vouchers)

VENDOR SET: 01 City of Merrill

BANK: 4 UTILITY A/P

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000678	VAN ERT ELECTRIC CO INC							
I-073117	VAN ERT ELECTRIC CO INC	R	8/10/2017			156086		
63	56152-00-83400 Bldg./Grounds Maintenance			VAN ERT ELECTRIC CO	1,717.42			1,717.42
						*** VENDOR TOTALS ***	1 CHECKS	1,717.42
000284	VIP ALL-VALUE							
I-073117	VIP ALL-VALUE	R	8/10/2017			156087		
62	53712-00-63210 Outside Services-Testing			VIP ALL-VALUE	32.73			
63	56156-00-85220 Outside Lab Services			VIP ALL-VALUE	16.31			49.04
						*** VENDOR TOTALS ***	1 CHECKS	49.04
000299	WAL-MART COMMUNITY/GEMB							
I-073117	WAL-MART COMMUNITY/GEMB	R	8/10/2017			156088		
62	53713-00-64100 Supplies & Expenses			WAL-MART COMMUNITY/G	48.17			
63	56150-00-82710 Laboratory Supplies			WAL-MART COMMUNITY/G	70.40			118.57
						*** VENDOR TOTALS ***	1 CHECKS	118.57
001277	WISCONSIN DNR							
I-2017 ENVIRON. FEES	WISCONSIN DNR	R	8/17/2017			156248		
63	56156-00-85500 Regulatory Com. Expense			WISCONSIN DNR	9,179.32			9,179.32
						*** VENDOR TOTALS ***	1 CHECKS	9,179.32
000656	WISCONSIN PUBLIC SERVICE							
I-073117	WISCONSIN PUBLIC SERVICE	R	8/10/2017			156089		
62	53711-00-62200 Operation - Electric Pumping			WELLS, TOWERS, WHSE	2,863.24			
62	53711-00-62210 Gas for Heat			WELLS, TOWERS, WHSE	52.73			
62	53713-00-64110 Warehouse Cost of Operation			WELLS, TOWERS, WHSE	785.89			
62	53713-00-65000 Maint-Standpipe/Reservoirs			WELLS, TOWERS, WHSE	70.09			
63	56150-00-82100 Power & Fuel for Pumping			WWTP, LIFT STATIONS	2,415.52			
63	56150-00-82210 Gas for Heat & Digesters			WWTP, LIFT STATIONS	206.31			
63	56150-00-82200 Power & Fuel for Aeration			WWTP, LIFT STATIONS	3,512.62			9,906.40
						*** VENDOR TOTALS ***	1 CHECKS	9,906.40

Attachment: Vouchers (2788 : Vouchers)

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	43	116,372.33	0.00	116,372.33
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	

TOTAL ERRORS: 0

VENDOR SET: 01 City of Merrill

BANK: 4 UTILITY A/P

2.1.a

DATE RANGE: 8/01/2017 THRU 8/31/2017

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 51525-15-55500	GIS - City Functions	229.47
	*** FUND TOTAL ***	229.47
20 53622-02-22500	Contractor - Sampling	303.00
	*** FUND TOTAL ***	303.00
41 57100-08-24500	Highland/Edgewater	104.08CR
	*** FUND TOTAL ***	104.08CR
62 11-2735	SDWLP Bond - LGIP	8,750.00
62 15-5000	Materials/Supplies-Const.	2,591.58
62 50000-07-55700	Radio Read Meter System	8,112.00
62 53711-00-62200	Operation - Electric Pumping	2,863.24
62 53711-00-62210	Gas for Heat	52.73
62 53711-00-62500	Maint. - Pumping Plant	18.75
62 53712-00-63100	Chemicals	2,581.48
62 53712-00-63210	Outside Services-Testing	3,900.73
62 53713-00-64100	Supplies & Expenses	505.70
62 53713-00-64110	Warehouse Cost of Operation	986.14
62 53713-00-64500	Cross Connection Inspections	1,340.00
62 53713-00-65000	Maint-Standpipe/Reservoirs	1,127.25
62 53713-00-65201	Maint - Diggers Hotline	260.00
62 53713-00-65500	Maint - Other Plant	623.26
62 53714-00-90300	Supplies & Expenses	700.81
62 53716-00-85500	GIS - Water Components	38.24
62 53716-00-92100	Supplies & Expenses	172.47
62 53716-00-92300	Outside Serv. Employed	255.88
62 53716-00-92800	Regulatory Com. Expense	25.49
62 53716-00-93300	Transportation Expense	200.00
	*** FUND TOTAL ***	35,105.75
63 11-2650	Capital Rep.-River Valley	15,000.00
63 50000-07-55700	Radio Read Meter System	8,112.00
63 56150-00-82100	Power & Fuel for Pumping	2,415.52
63 56150-00-82200	Power & Fuel for Aeration	3,512.62
63 56150-00-82210	Gas for Heat & Digesters	206.31
63 56150-00-82300	Chlorine	1,053.00
63 56150-00-82700	Other Operating Sup/Exp	202.29
63 56150-00-82710	Laboratory Supplies	408.87
63 56150-00-82720	Landfill Tipping Fees	354.16
63 56152-00-83100	Sewer Main Maintenance	7,436.80
63 56152-00-83110	Repair of Sewers	20,175.96
63 56152-00-83200	Lift Station Maintenance	4,838.94
63 56152-00-83300	Primary Maintenance	157.75
63 56152-00-83310	Secondary Maintenance	3,695.30
63 56152-00-83330	Belt Press Maintenance	43.98

Attachment: Vouchers (2788 : Vouchers)

VENDOR SET: 01 City of Merrill

BANK: 4 UTILITY A/P

DATE RANGE: 8/01/2017 THRU 8/31/2017

2.1.a

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
63 56152-00-83340	Sludge Disposal	141.08
63 56152-00-83400	Bldg./Grounds Maintenance	2,387.09
63 56156-00-85050	GIS - Sewer Components	38.25
63 56156-00-85100	Office Supplies & Expenses	873.29
63 56156-00-85200	Outside Service Employed	168.09
63 56156-00-85220	Outside Lab Services	362.31
63 56156-00-85500	Regulatory Com. Expense	9,179.32
63 56156-00-85600	Misc General Expense	75.26
	*** FUND TOTAL ***	80,838.19

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: 4 TOTALS:	43	116,372.33	0.00	116,372.33
BANK: 4 TOTALS:	43	116,372.33	0.00	116,372.33
REPORT TOTALS:	374	2,986,532.63	0.00	2,986,532.63

Attachment: Vouchers (2788 : Vouchers)

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: 8/01/2017 THRU 8/31/2017
 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

Attachment: Vouchers (2788 : Vouchers)

September 19, 2017

CITY OF MERRILL



PERSONNEL POLICIES

Employee Handbook

September 19, 2017

Attachment: Employee Handbook - September 2017 (2813 : Personnel Policies/Employee Handbook (September draft revision))

EMPLOYEE HANDBOOK

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DEFINITIONS

These will be alphabetized once approved

Definitions

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

POSITION START DATE. The date Employee starts in their current position.

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 COMPENSATION PLAN.** The document outlining sum total of all positions job class specifications in the City service and a system showing compensation salary and position 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 position class to ~~another another~~ position class with a lower pay range.

DEPARTMENT HEAD. A City employee 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 paid employed, generally starting at Step 1.~~

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 (LTE). An employee ~~not~~ occupying a position ~~s not~~ 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 position 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, or LTE, 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 position class to another position class with a higher pay range.

RECLASSIFICATION. The reassignment of a position from one pay range 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 positionclass or to a positionclass with the same pay range.

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 in this Employee Handbook.**

This **E**mployee 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 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.

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.~~

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. ~~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 Officials.

- 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 Chief Administrative Officer.*

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.~~

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 for~~ 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 shall be in conformity with the above residency requirements. (Res. #2329 9-10-2013)

4-5 PROBATIONARY PERIODS.

(a) *Probationary Period Required.*

(1) ~~All full-time and part-time employees are~~ 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 thirty forty~~ (40) 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. Benefits will be pro-rated for employees working 30 – 39 hour per week.

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 not 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~~v. The City Administrator 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 Administrative Procedure Manual - Policies and Procedures chapters Hiring and Hiring Police and Fire with Questionnaire.

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 City Administrator/Employer determines that a vacancy or new position shall be filled, the City Administrator/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 City Administrator/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's 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 [or posted position](#), and is rejected, 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 [City Administrator and included in his monthly report to 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 Payroll and Benefits Specialist City Administrator and the employee's Department Head 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: PAYROLL AND BENEFITS SPECIALIST-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.

- | | <u>✓ = Done
Discussed</u> | <u>✓ = Done
Sign up
Employee</u> |
|---|---|---|
| 1. W-4 Withholding Tax Form (Federal). | _____ | _____ |
| 2. WT-4 Withholding Tax Form (State). | _____ | _____ |
| 3. Form I-9 Employment Eligibility Verification.
**Copy of Passport or Driver's License & another form of ID | _____ | _____ |
| 4. Direct Deposit of Payroll Check – Voided Check Required
** Savings, Checking, Loans as direct deductions – ACH | _____ | _____ |
| 5. Emergency Contact Form. | _____ | _____ |
| 6. Medical Report. | _____ | _____ |
| 7. Life Insurance Application w/booklet.
** Advise of Coverage for Spouse/Dependents
** Additional Employee Coverage | _____

_____ | _____

_____ |
| 8. Retirement Form w/booklet.
** Application for Variable Participation
** Additional Contributions Booklet
** Beneficiary Designation
** Benefit Information Request Form. | _____

_____ | _____

_____ |
| 9. Notice of Change of Standard Sequence | _____ | _____ |
| 10. Health Insurance Application w/booklet.
** Creditable Coverage Notice
**Health Benefit Exchange – ACA Notice | _____

_____ | _____

_____ |
| 11. Children's Health Insurance Program Notice(CHIPS) | _____ | _____ |

Attachment: Employee Handbook - September 2017 (2813 : Personnel Policies/Employee Handbook (September draft revision))

	<u>✓ = Done Discussed</u>	<u>✓ = Done Sign up 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)

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. []

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 established~~ 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 ~~or promotion~~, 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.~~

~~6-7 ANNUAL COMPENSATION REVIEW AND ADJUSTMENTS. Following the annual revision of the plan, t~~The Personnel and Finance Committee may authorize compensation adjustments to employees in accordance with the compensation schedule rules established in the Compensation pPlan. ~~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.~~

6-8 OTHER ADJUSTMENTS. The following personnel actions may require a compensation adjustment for an affected employee:

- 6-8-1 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.
- 6-8-2 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.
- 6-8-3 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.
- 6-8-4 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.

6-9 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)

6-10 GARNISHMENTS. Definition: A garnishment is a court order to an employer to withhold a sum of money from an employee's wages or compensation. A federal levy, which takes precedence over all other garnishments, can take 100 percent of all money due to an employee as of that date. It is quite common for the employee to be allowed to work out an arrangement for paying in installments. Child support orders take precedence over garnishments due to debts, judgments, or other attachment orders.

6-10-1 POLICY: The City conforms to applicable federal or state laws and regulations relating to garnishments.

6-10-2 PROCEDURE:

(a) All garnishments are handled by the Finance Director. An employee's **Department Head** is notified of any garnishment orders in order to promptly notify the affected employee.

(b) The Finance Director consults with the Mayor or City Attorney before action is taken.

(c) The Finance Director immediately notes the date when withholding is to begin and ensures that the garnishment begins by that date.

6-10-3

RESPONSIBILITY: The Finance Director and **Department Heads** implement the policy after consultation with the City Attorney.

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 and Transit.

7-2-2 Notwithstanding the foregoing, ~~regular~~ full-time employees may arrange an alternative schedule with the approval of their **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 are 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. An alternative four (4) day, ten (10) hour per day schedule may be established by the Parks and Recreation Director upon approval by the City Administrator.

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** (except Garbage and Recycling), the regular schedule hours shall be from 7:00 A.M. to 3:30 P.M. Monday through Friday. An alternative four (4) day, ten (10) hour per day schedule may be established by the Public Works Director upon approval by the City Administrator.

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 15th, if requested by the employee, to their

Department Head, prior to October 15th. 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 Battalion Chief of Administration who works a 40 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.

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 **Finance Director/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 **similar 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 A two (2) week notice is required to receive payout of any accrued vacation, personal day(s), compensatory time, or Kelly days.

9-2-3 Persons dismissed or involuntarily terminated from employment do not normally receive advance notice of termination. (No benefits will be paid out)

9-2-4 **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, personal holidays, compensatory time, Kelly days and sick leave, which shall be pro-rated to the date of retirement. Vacation and Sick leave payouts shall be calculated as per section 12-2-11 and 12-3-9 respectively of the Personnel Policies – Employee Handbook. ~~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, personal holidays, compensatory time, Kelly days ~~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.~~

10-3 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.

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 **while** 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.

PAID LEAVES

VACATIONS AND PAID LEAVES

12-1 ELIGIBILITY. ~~Regular-f~~ Full-time employees are eligible for full leave benefits. ~~Regular p~~ Part-time employees, working twenty (20) or more hours per week (excluding ~~summer recreation employees~~ LTE) are eligible for pro-rated leave benefits.

12-2 VACATION. The City accrues vacation on a monthly basis based upon their anniversary employment 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.

The City encourages all employees to use their accrued vacation yearly. The City understands due to the accrual posting, a negative balance may occasionally appear on the employee records. This negative balance should never be greater than 40 hours at any time.

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 Administrative, Professional Supervisory and Technical Personnel.*

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.

1st year of continuous service	40 hours
2nd to 8th years of continuous service	80 hours
9th to 13th years of continuous service	120 hours
14th to 17th years of continuous service	160 hours
18th and after years of continuous service	208 hours

After <u>Accrued during</u> 1 year of continuous service	40 hours
After <u>Accrued during</u> 2 years of continuous service	80 hours
After <u>Accrued during</u> 7 years of continuous service	120 hours
After <u>Accrued during</u> 12 years of continuous service	160 hours
After <u>Accrued during</u> 18 years of continuous service	208 hours

Attachment: Employee Handbook - September 2017 (2813 : Personnel Policies/Employee Handbook (September draft revision))

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.

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

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

<u>After</u> Accrued during 1 year of continuous service	40 hours
<u>After</u> Accrued during 2 years of continuous service	80 hours
<u>After</u> Accrued during 7 years of continuous service	120 hours
<u>After</u> Accrued during 12 years of continuous service	160 hours
<u>After</u> Accrued during 18 years of continuous service	208 hours

12-2-4 Non-union fire personnel.

Attachment: Employee Handbook - September 2017 (2813 : Personnel Policies/Employee Handbook (September draft revision))

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 Chief of s Captains~~ - Administration:

<u>Accrued during 1st year of continuous service</u>	<u>5Days</u>	<u>40 hours</u>
<u>Accrued during 2nd to 6th years of continuous service</u>	<u>10Days</u>	<u>80 hours</u>
<u>Accrued during 7th to 13th years of continuous service</u>	<u>15Days</u>	<u>120 Hours</u>
<u>Accrued during 14th to 17th years of continuous service</u>	<u>20Days</u>	<u>160 Hours</u>
<u>Accrued during 18th and after years of continuous service</u>	<u>25Days</u>	<u>208 Hours</u>

Battalion Chief Captains - Operations:

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

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

12-2-5 When a holiday falls during an employee’s vacation, it does not count against his/her/he/she receives an additional day of vacation leave time. 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 **Vacation Carry Over Limits**

Employees may carry over a maximum of 120 hours annually. Employees in the Police Department and Fire Departments work 42 hour and 56 hour work weeks respectively, resulting in a different carry over amount for those departments. Maximum carry over in the Police Department of 144

hours annually (excluding the Police Chief, Non-Union Investigators, and the Administrative Assistants). Maximum carry over in the Fire Department of 168 hours annually (excluding the Fire Chief, Battalion Chief of Administration and Administrative Assistant). The transition time to these carry over maximums will be as follows:

Non-union personnel including Police and Fire Support Positions Administrative, Professional Supervisory and Technical Personnel

12-31-2017 200 hours may be carried over to the next year

12-31-2018 160 hours may be carried over to the next year

12-31-2019 120 hours may be carried over to the next year

Police Department Employees (Excluding the Police Chief, Non-Union Investigators and Administrative Assistants)

12-31-2017 No cap

12-31-2018 240 hours may be carried over to the next year

12-31-2019 192 hours may be carried over to the next year

12-31-2020 144 hours may be carried over to the next year

Fire Department Employees (Excluding the Fire Chief, Battalion Chief of Administration and Administrative Assistant)

12-31-2017 No cap

12-31-2018 280 Hours may be carried over to the next year

12-31-2019 224 hours may be carried over to the next year

12-31-2020 168 hours may be carried over to the next year

12-2-11 *Vacation payout upon retirement or separation will be as follows:*

120 hours maximum for Non-union personnel including Police and Fire Support Positions and Administrative, Professional Supervisory and Technical Personnel

144 hours maximum for Police Department Employees (Excluding the Police Chief, Non-Union Investigators and Administrative Assistants)

168 hours maximum for Fire Department Employees (Excluding the Fire Chief, Battalion Chief of Administration and Administrative Assistant)

~~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. (prorated for part time employees except LTE employees) Upon termination of an employee, any accumulated sick leave is forfeited and not paid, except for retirement or employee death as provided below:

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.

(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 is resided with the employee.

Unpaid leave must be granted per Family Medical Leave Act (FMLA) eligible purposes. 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 an 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 An FMLA leave request form must be completed upon the fourth consecutive sick leave day taken.

12-3-5 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.

- 12-3-6 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.
- 12-3-7 Sick leave may be used in no less than one **quarter** hour units.
- 12-3-8 ~~An **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.
- 12-3-9 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.
- 12-3-10 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)
- 12-3-11 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). Employees who retire for medical/disability reasons or when the WRS allows for early window period retirements shall not be subject to this restriction.
- 12-3-12 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 future premiums one (1) month in advance, by the 10th of each month, which come due within 30 calendar

~~days. Failure to pay the premium within thirty (30) calendar days will result in the group health insurance program cancellation.~~

In the event the retired employee dies, the surviving spouse may elect to continue such insurance coverage under COBRA. That coverage shall continue to be paid for until the accumulated sick leave is exhausted. In the event that the surviving spouse exhausts the converted sick leave benefit, the surviving spouse shall pay any future premiums one (1) month in advance, by the 10th of each month.

- 12-3-13 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 **City Administrator**~~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 other than a family member not listed above of a friend must use earned vacation.

12-5 PAID HOLIDAYS; PERSONAL DAYS. (LTE'S NOT ELIGIBLE) 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 12-615-5 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 before Easter Sunday
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving Day
 The Day after 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 pPart-time employees receive personal days off on a pro rata basis.

(a) Up to two (2) personal days (16 hours) may be carried over or paid out upon retirement or separation

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, personal holiday, compensatory time, Kelly day, 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/LTE. Non-Union employees, including LTE's, 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.
- 12-11-6 [Employees are limited to a maximum donation of one day per year to another employee.](#)

12-12 VACATION DONATION POLICY

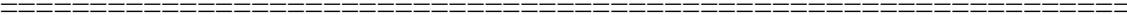
The donation of vacation time by employees to other employees who are off work for periods of time due to serious illness or injury of a family member (as defined in the Federal Family and Medical Leave Act (FMLA)) is authorized under the following conditions:

- 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 Employees are limited to a maximum donation of one day per year to another employee.

12-12-5 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](#).

Attachment: Employee Handbook - September 2017 (2813 : Personnel Policies/Employee Handbook (September draft revision))

UNPAID LEAVES

LEAVES 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 **MILITARY LEAVE OF ABSENCE:** City of Merrill promotes the defense of the United States by adhering to applicable state and federal laws pertaining to the granting of leave to employees for service in the United States Armed Forces. Military service is defined as active duty, initial active duty for training purposes and/or active and inactive military training duty. Requests for military leave should be submitted in writing accompanied by your order to report to active duty, to your Department Head/supervisor who will review it with the [City Administrator/Personnel Director](#) and or designee.
- 13-3 **OTHER PERSONAL LEAVES:** Occasionally, it may be necessary to be absent from work for an extended period of time to meet other personal obligations. To qualify for a personal leave of absence, an employee must have completed at least one (1) year of service prior to the start of the leave. The following guidelines will help you to understand your rights and obligations if you need to take a personal leave of absence.
- 13-3-1 Time off may be granted up to eight (8) weeks in length. The Personnel and Finance Committee will evaluate requests on a case-by-case basis.
- 13-3-2 Employees shall exhaust all paid time available to them (vacation, sick, etc.). Unpaid leave status will begin the day immediately after the expiration of paid time or FMLA, whichever is longer.
- 13-3-3 Employees on unpaid personal leaves of absence do not earn paid time off benefits (vacation, sick days, etc). Holiday pay and other paid time off such as jury duty, funeral leave, etc are not paid during an unpaid leave of absence.
- 13-3-4 Health insurance will continue only through the month in which the leave begins. Employees may continue with health insurance coverage by paying City of Merrill the full amount of the monthly premiums.
- 13-3-5 If an employee does not return to work at the end of an unpaid leave of absence, and other, prior, acceptable arrangements have not been made, the employee will be considered to have voluntarily quit. The effective date of termination will be the last day for which City of Merrill paid the employee.

13-3-6 Leaves are not to be used for other employment or purposes other than the reason given at the time the leave was granted.

13-3-7 City of Merrill will attempt to keep your position open until you return from unpaid leave status, however, if business conditions warrant, the position may be filled on either a permanent or temporary basis at City of Merrill's discretion.

13-4 **FAMILY MEDICAL LEAVE:** City of Merrill will abide by the State and Federal regulations that apply to when and how Family and Medical Leaves (FMLA) are granted. FMLA Request Forms must be completed and filed with the [Payroll and Benefits Specialist Personnel Office](#) upon commencement of FMLA Leave (the 4th day of any continuous leave other than vacation or time off without pay).

13-4-1 Form – Employee Request for Family/Medical Leave Form

13-4-2 Form – Employee Notice of Eligibility and Rights and Responsibilities Form

13-4-3 Appendix A – Family and Medical Leave Policy

**EMPLOYEE REQUEST FOR FAMILY/MEDICAL LEAVE
WISCONSIN BASED EMPLOYEES
PLEASE PRINT**

Employee Name: _____

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 a 12-month period); or domestic partner or parent of domestic
partner (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 covered service member or covered veteran who is my:
spouse; child; parent; next of kin; and who suffered a covered injury or illness. State
medical condition and care required _____

As a result of a “qualifying exigency” of a service member who is my: spouse; child;
 parent; and is called to covered active duty or has been notified of an impending call or
order to covered active duty status in the Regular Armed Forces, National Guard or Reserves
in support of a contingency operation. Covered active duty requires deployment to a foreign
country. State nature of qualifying exigency: _____

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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 Company that I have accrued (e.g., vacation): _____

I understand that each time I need FMLA leave that I should advise my Department Head as soon as possible of the need for that specific type of leave. I understand that intentionally falsifying this FMLA leave request can result in discipline up to and including discharge.

Other Comments With Regard to Leave: _____

Approved Denied

Employee's Signature

By: _____
(Signature/Title)

Date: _____

Date: _____

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**EMPLOYEE NOTICE OF ELIGIBILITY AND RIGHTS AND
RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993
and WISCONSIN STATE LAW**

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. You have a right under the federal Family and Medical Leave Act (FMLA) of 1993 to take up to twelve (12) weeks in a calendar year and, with military FMLA leave to care for certain injured or ill service members who are relatives, possibly up to twenty-six (26) weeks of unpaid leave. 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 the 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 is unmarked or is marked as "N/A".

SECTION I - ELIGIBILITY/LEAVE USE.

A. You are not eligible for FMLA leave, because:

- You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked only approximately _____ months.
- You have not met the FMLA's 1,250 work hours requirement.
- You do not work and/or report to a job site that has 50 or more employees within a 75-mile radius.
- You have exhausted your FMLA leave entitlement.

B. You are eligible for leave under the law for the following requested 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

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- in-law (maximum of two [2] weeks in a 12-month period); domestic partner or parent of domestic partner (maximum of two [2] weeks in a 12-month period) for which you are needed to provide care;
- A serious health condition which has rendered you unable to perform your job duties;
- To provide care for a recovering covered service member or covered veteran who is my: spouse; child; parent; next of kin; and who suffered a covered injury or illness;
- As a result of a “qualifying exigency” of a service member who is my: spouse; child; parent; and is called to covered active duty or has been notified of an impending call or order to covered active duty status in the Regular Armed Forces, National Guard or Reserves in support of a contingency operation. Covered active duty requires deployment to a foreign country.

If eligible, your leave will commence on _____, 20__, and terminate on _____, 20__.

Intermittent Leave Dates: _____

You are expected to return to work on _____, 20__. 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.

The time you are absent from work is: now designated as federal FMLA leave; or tentatively designated as federal FMLA leave pending receipt of the following additional information:

Your leave will will not be counted against your annual Wisconsin FMLA leave entitlement. If Wisconsin FMLA leave applies, the following Wisconsin leave will run concurrent with your federal FMLA leave:

- _____ days of employee medical (maximum of two [2] weeks in a 12-month period);
- _____ days of family illness leave (maximum of two [2] weeks in a 12-month period); or
- _____ days of child rearing leave (maximum of six [6] weeks in a 12-month period).

SECTION II - PAID TIME SUBSTITUTION.

You may elect to substitute (i.e., use) certain accrued paid leave (e.g., sick leave, vacation) we provide for unpaid FMLA leave. You have requested to substitute _____. That request is granted denied.

If granted, your use of the paid leave is subject to the following conditions and requirements: _____

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If denied, your request was denied because: _____

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 leave under the federal law.

SECTION III - MEDICAL CERTIFICATION REQUIREMENTS.

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 to us within fifteen (15) calendar days of the date of receipt of this Notification. Failure to provide a properly completed certification may result in the delay or denial of your leave.

SECTION IV - INSURANCE BENEFITS.

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.

We will will not pay the monthly premium costs for other insurance benefits (e.g., life insurance, disability, long term care, 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.

SECTION V - FITNESS FOR DUTY.

Under the federal FMLA, an employer can request a "fitness-for-duty" 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 fitness-for-duty certificate prior to being restored to employment. If required, the fitness-for-duty certificate is to be related solely to the particular serious health condition which entitled you to FMLA leave. If the certification is required but not received, your return to work may be denied until such certification is provided. We are attaching a fitness-for-duty certificate for completion by your health care provider if one is required.

SECTION VI - OTHER INFORMATION/REQUIREMENTS.

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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.

Date: _____

By: _____

(Signature/Title)

Copy to Employee

Copy to Payroll Personnel

Attachment: Employee Handbook - September 2017 (2813 : Personnel Policies/Employee Handbook (September draft revision))

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FAMILY AND MEDICAL LEAVE POLICY

Appendix A

Child rearing, family illness, employee medical leave, and military call-to-duty and military caregiver leave are available to employees as specified below. The intent of this Policy is to comply with both the Wisconsin and Federal Family and Medical Leave Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, then the statutes or regulations shall control.

I. Eligibility.

Federal--To be eligible for the federal leave discussed below, the employee must **have worked for the City for twelve (12) months and worked at least one thousand two hundred fifty (1,250) hours** in the last twelve (12) month period. The employee must also work at a worksite where 50 or more employees are employed within 75 miles of that worksite.

Wisconsin--Employees who have been employed by the City for one (1) year and who have worked one thousand (1,000) hours during the preceding fifty two (52) weeks are eligible for the leaves provided under Wisconsin law. For leave available under state law, paid time off counts as hours worked.

This policy assumes that an employee is eligible for both federal and state leaves. This may not always be the case. Employees are to submit written requests for leave in all cases so that the City may make an eligibility determination.

II. Length of Leave.

The Federal Family and Medical Leave Law provides a combined total of twelve (12) weeks of basic family and medical leave for various purposes described below in a “twelve (12) month period,” and an additional fourteen (14) weeks of military caregiver leave. For purposes of the federal law, the “twelve (12) month” period for determining the basic twelve (12) weeks of leave entitlement is a twelve (12) month calendar year (January – December) for the City of Merrill.

Wisconsin law provides six (6) weeks of child-rearing leave, two (2) weeks of family illness leave, and two (2) weeks of employee medical leave in a calendar year.

Wisconsin, federal, and City leaves provided for the same purposes run concurrently; that is, they do not “stack.” If the leave is a City provided leave, plus federal and state FMLA leave as well, the leaves run concurrently. For example, an absence for a work or non-work related illness or injury that qualifies as employee sick leave is also deducted from an employee’s FMLA leave entitlements under the state and federal laws if the medical condition qualifies as a “serious health condition” under those laws.

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III. Notice of Eligibility For and Designation of FMLA Leave.

Employees requesting FMLA leave are entitled to receive written notice from the City telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: (1) their rights and responsibilities in connection with such leave; (2) the City's designation of leave as FMLA qualifying or non-qualifying, and if not FMLA qualifying, the reasons why; and (3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The City may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the City's failure to designate leave as FMLA qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the City and employee can mutually agree that leave be retroactively designated as FMLA leave.

IV. Employee FMLA Leave Obligations.

A. Notice of the Need for Leave.

Employees who take FMLA leave must timely notify the City of their need for FMLA leave. Employees should request FMLA leave in writing whenever possible. The following describes the content and timing of such employee notices.

1. Content of Employee Notice.

To trigger FMLA leave protections, employees must inform the City of the need for FMLA qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the City to determine that the leave is FMLA qualifying. For example, employees might explain that:

- A specific medical condition renders them unable to perform the functions of their job;
- They or a covered family member are under the continuing care of a health care provider for a specific medical condition;
- A specific medical condition renders the family member unable to perform daily activities or that the family member is a covered service member with a serious injury or illness incurred in the line of duty;
- They are pregnant or have been hospitalized overnight; or
- The leave is due to a qualifying exigency caused by a covered

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military member being on active duty or called to active duty.

Calling in “sick,” without providing the reasons for the needed leave, will NOT be considered sufficient notice for FMLA leave.

Employees must respond to the City’s questions to determine if absences are potentially FMLA qualifying. If an employee fails to explain the reasons for FMLA leave, the leave may be denied. When an employee seeks leave due to FMLA-qualifying reasons for which the City has previously provided FMLA-protected leave, he or she must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice.

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the City with notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days’ notice for foreseeable leave, without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

V. Childbirth/Adoption Leave.

A. Purpose: Unpaid child rearing leave may normally be used within sixteen (16) weeks prior to, or within twelve (12) months following:

1. The birth of the employee’s natural child; or
2. The placement of a child with the employee for adoption or as a precondition to adoption under section 48.90(2) of the Wisconsin Statutes, but not both; or
3. The placement of a child with the employee for twenty-four (24) hour foster care that is made by or with agreement of a government agency.

B. Length of Child Rearing Leave: No employee may take more than twelve (12) weeks of federal child rearing leave in a twelve (12) month period. In addition, no more than twelve (12) weeks leave can be taken for the birth of any one child. If both the mother and father of a child are employed by the City, and they both desire child rearing leave, they are generally only entitled to a combined total leave of twelve (12) weeks. Child-rearing leave provided under federal law runs concurrently with the six (6) weeks of child-rearing leave provided under Wisconsin law.

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C. Intermittent/Partial Leave Absences.

For the first six (6) weeks of leave within sixteen (16) weeks prior to or after the child-rearing event (e.g., birth of child), an employee may take child rearing leave as an intermittent or as a partial absence from employment in increments of less than their full normal work day. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the City's operations. To comply with this requirement, an employee is to provide the City, in writing, with the employee's proposed schedule of intermittent or partial absences no less than one (1) week before the schedule of absences is to commence. The schedule must be of a sufficient definiteness that the City is able to schedule replacement employees, if necessary, to cover the absences. Partial or intermittent leave must commence within sixteen (16) weeks before or after the birth, adoption, or foster placement of a child. Leave cannot be taken intermittently or as a partial absence before or beyond sixteen (16) weeks of the event, unless previously approved in advance. Rather, any remaining child-rearing leave must be taken in a single block.

- D. Scheduling Child Rearing Leave: An employee is expected to submit a written request for child rearing leave no less than thirty (30) calendar days before the leave is to commence and must schedule the leave after reasonably considering the City's needs. If the date of the birth, adoption, or foster care placement requires leave to begin sooner, the employee shall provide notice as soon as practicable.

VI. Family Illness Leave.

- A. Purpose: Unpaid family illness leave may be used to care for the employee's spouse, child, parents, or spouse's parent (i.e., parent-in-law), or domestic partner as defined by law or a domestic partner's parent as defined by law, who have a serious health condition.
- B. Length of Family Illness Leave: No employee may take more than a total of twelve (12) weeks of federal family illness leave for the employee's spouse, child, or parents in a twelve (12) month period. Wisconsin provides a total of two (2) weeks of family illness leave for these same purposes. The two (2) weeks of family illness leave provided under Wisconsin law in a calendar year for these same purposes runs concurrently with the federal leave.

As part of the two (2) weeks of family illness leave provided under Wisconsin law, an employee may take up to two (2) weeks of leave to care for a spouse's parent (i.e., a parent-in-law), a domestic partner, or a domestic partner's parent who has a serious health condition, in addition to the twelve (12) weeks of federal FMLA leave. Use of family illness leave under state law for parent-in-law and/or for domestic partner purposes reduces an employee's two (2) week

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family illness leave entitlement provided under state law for other purposes (i.e., to care for spouse, parent, or child); however, it does not reduce the employee's twelve (12) week federal leave entitlement.

VII. Employee Medical Leave.

- A. Purpose: Unpaid medical leave may be used by an employee who has a serious health condition which renders the employee unable to perform his or her job duties.
- B. Length of Medical Leave: No employee may take more than twelve (12) weeks of federal employee medical leave in a twelve (12) month period. This leave generally runs concurrently with the two (2) weeks of employee medical leave provided under state law in a calendar year.

VIII. Military Call to Duty Leave.

- A. Purpose: Federal unpaid call-to-duty leave may be used as a result of a qualifying exigency arising from an employee's spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty status in the National Guard or Reserves in support of a contingency operation.

Qualifying exigencies may include attending certain military events, arranging for alternative child-care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

- B. Length of Leave: An eligible employee is entitled to twelve (12) weeks of call-to-duty leave in a twelve (12) month period. The twelve (12) weeks is part of the twelve (12) weeks provided under federal law for other purposes as described above.

IX. Injured/Ill Service member Caregiver Leave.

- A. Purpose: In addition to the basic FMLA leave entitlements discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to take up to 26 weeks of military caregiver leave during a single 12-month period to care for the service member with a serious injury or illness incurred in the line of duty.

A "covered service member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if he/she has incurred an injury or

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illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness renders the service member medically unfit to perform duties of the member's office, grade, rank or rating.

“Next of kin” of a covered service member means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

- B. Length of Leave: Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. For purposes of military caregiver leave, the single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member. A separate caregiver leave can be taken for each covered service member and/or for each new injury/illness.

X. Scheduling Family Illness/Employee Medical/and Military Caregiver Leave.

- A. Medical Necessity: An employee may schedule family illness, employee medical or military caregiver leave as medically necessary. An employee must consider the needs of the City when scheduling leave. When medically necessary, an employee may take the leave as an intermittent or as a partial absence from employment in increments of less than their full normal work day. The lowest increment may be the lowest increment that the City permits for any other type of leave, paid or unpaid. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the City's operations. To comply with this requirement, an employee is to provide the City, in writing, with the employee's proposed schedule of partial absences as soon as possible after the employee learns of the probable necessity of such leave.
- B. Planned Treatment: When planning medical treatment, employees must consult with the City and make a reasonable effort to schedule treatment so as not to unduly disrupt the City's operations, subject to the approval of the health care provider. Employees should consult with the City prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the

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City and the employee, subject to the approval of the health care provider. If an employee providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglects to fulfill this obligation, the City may require the employee to attempt to make such arrangements, subject to the approval of the health care provider.

- C. Intermittent/Reduced Schedule Leave: When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, employees must, upon request, advise the City of the reason why such leave is medically necessary. In such instances, the City and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the City's operations, subject to the approval of the health care provider.

XI. Serious Health Condition/Medical Certification Supporting Need for Leave.

- A. Submission of Certifications: Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications establishing that a "serious health condition" (described below) is involved and supporting their need for FMLA leave. As described below, there generally are three types of FMLA medical certifications: an initial certification, a recertification, and a return to work/fitness for duty certification.

It is the employee's responsibility to provide the City with timely, complete and sufficient medical certifications. Whenever the City requests an employee to provide a FMLA medical certification, the employee must provide the requested certification within 15 calendar days after the City's request, unless it is not practicable to do so despite the employee's diligent, good faith, efforts. The City shall inform the employee if a submitted medical certification is incomplete or insufficient and provide the employee with at least seven calendar days to cure deficiencies. The City may deny FMLA leave to an employee who fails to timely cure deficiencies or otherwise fails to timely submit requested medical certifications.

With the employee's permission, the City (through individuals other than an employee's direct manager) may contact the employee's health care provider to authenticate or clarify medical certifications. If an employee chooses not to provide the City with authorization allowing it to clarify or authenticate a certification with a health care provider, the City may deny FMLA leave if the certification is unclear and a serious health condition cannot be verified.

Whenever the City deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

- B. Types of Certifications.

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1. Initial Medical Certifications.

Employees requesting leave because of their own, or a covered relative's, serious health condition, or to care for a covered service member, must supply a medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If an employee provides at least 30 days' notice of medical leave, he or she should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

A "serious health condition" is considered to be a disabling physical or mental illness, injury, impairment, or condition involving any of the following:

1. Inpatient care in a hospital, nursing home, hospice, or residential medical facility; or
2. Outpatient care that requires continuing treatment or supervision by a health care provider.

The federal FMLA leave includes a more detailed and expansive definition of a "serious health condition" described in the medical certification form, which is provided to an employee if the employee is required to submit a medical certification form from his/her physician, certifying that a "serious health condition" within the meaning of law is involved.

If the City has reason to doubt an initial medical certification, it may require an employee to obtain a second opinion at the City's expense. If the opinions of the initial and second health care providers differ, the City may, at its expense, require an employee to obtain a third, final and binding, certification from a health care provider designated or approved jointly by the City and the employee.

2. Medical Recertifications.

Depending on the circumstances and duration of FMLA leave, the City may require an employee to provide a recertification of a medical condition giving rise to the need for leave. The City will notify the employee if recertification is required and will give the employee at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications.

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An employee returning to work from FMLA leave that was taken because of the employee's own serious health condition that made the employee unable to perform his/her job duties must provide the City with a medical certification confirming the employee is able to return to work and the employee's ability to perform the essential functions of the employee's position. The City may delay and/or deny job restoration until an employee provides a requested return to work/fitness-for-duty certification.

C. Certifications Supporting Need for Military Family Leave.

Upon request, the first time an employee seeks leave due to a qualifying exigency arising out of the active duty or call to active duty status of a covered military member, the City may require the employee to provide: (1) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or called to active duty status and the dates of the covered military member's active duty service; and (2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. An employee shall provide a copy of new active duty orders or other documentation issued by the military for qualifying exigency leaves arising out of a different active duty or call to active duty status of the same or a different covered military member.

When leave is taken to care for a covered service member with a serious injury or illness, the City may require the employee to obtain certifications completed by an authorized health care provider of the covered service member. In addition, the City may request that the certification submitted by the employee set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

XII. Using Paid Leave While on Unpaid FMLA Leave.

Wisconsin FMLA - While on Wisconsin FMLA leave (including when running concurrently with federal FMLA leave), an employee may elect to use any accrued City provided paid time off while taking unpaid FMLA leave.

Federal FMLA - When solely utilizing federal FMLA leave, an employee may elect, or the City require, an employee to utilize certain accrued City provided paid leave while on FMLA leave. For example, an employee may elect, or the City may require, the use of accrued PTO while on any type of FMLA leave. However, an employee's use of City provided paid leave must comply with the terms and conditions of the City's paid leave policy.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave - the paid time runs concurrently with an employee's FMLA entitlement.

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Leaves of absence taken in connection with a paid or unpaid disability leave plan or worker's compensation injury/illness run concurrently with any FMLA leave entitlement. Upon written request, the City may allow employees to use accrued PTO to supplement any paid disability or worker's compensation benefits.

XIII. Insurance and Benefits.

A. Payment of Premiums.

While an employee is on FMLA leave, the City will maintain group health insurance coverage under the conditions that applied before the leave began. If prior to the leave, the employee was required to participate in the premium payments, the employee is required to continue with payment of his/her share of the premiums while on leave. An employee's failure to make the required payments may result in termination of the employee's insurance coverage.

Unless the City notifies employees of other arrangements, whenever employees are receiving pay from the City during FMLA leave, the City will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working. If FMLA leave is unpaid, employees must pay their portion of the group health premium through a method determined by the City.

B. Termination of Benefits.

The City's obligation to maintain health benefits will stop if and when: (1) an employee informs the City of intent not to return to work at the end of the leave period; (2) the employee fails to return to work when the leave entitlement is used up; or (3) the employee fails to make any required payments while on leave after appropriate waiting periods and time periods as specified by law. The City's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the City will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date.

C. Recovery of Premium Payments.

If the City chooses to do so, it may pay an employee's required premium payments while the employee is on leave. If the City does so and an employee does not immediately repay the City upon the employee's return to work, the City will deduct the amount of the payments from the employee's paycheck.

Also, the City has the right to collect from an employee the health insurance

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premiums the City paid during a period of unpaid leave if the employee does not return to work after the leave entitlement has been exhausted or expired. Such premium amounts may be deducted from any compensation owed to the employee upon termination of employment. An employee must return to work for at least thirty (30) calendar days in order to be considered to have “returned” to work. However, an employee’s liability to repay health insurance premiums does not apply if his/her failure to return to work is due to a serious health condition or specific circumstances beyond the control of the employee.

XIV. Return From Leave.

An employee returning from family and/or medical leave can return to his or her old position, if vacant, at the time the employee returns to work. If the position is no longer vacant, the employee may be offered an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

The determination as to how an employee is to be restored to “an equivalent position” upon return from FMLA leave is made on the basis of established policies, practices and provisions of the federal FMLA. You will be required to present a document that confirms you are able to return to work.

XV. Outside Employment.

An employee who is solely utilizing federal FMLA leave (i.e., Wisconsin FMLA leave has been exhausted) and/or a City provided and approved leave, is prohibited from working for another employer while on federal FMLA leave.

Employees should contact the City Administrator if they have any questions regarding this policy.

BENEFITS

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 P~~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 The 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 p~~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

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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 ~~the~~ 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~~ 6-9 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 ~~employment 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 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

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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 dentalhealth 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 Clerk Treasurers 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~~ on a regular basis working thirty (30) or more hours per week 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 (Mayor 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

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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.

Attachment: Employee Handbook - September 2017 (2813 : Personnel Policies/Employee Handbook (September draft revision))

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.

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- 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.

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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

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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

DISCIPLINARY ACTION / WORK RULES

16-1 REASONS FOR DISCIPLINARY ACTION. Disciplinary action against employees may be taken for violations of standards of conduct, violations of policies and procedures, or for unsatisfactory work performance. Disciplinary action will only be taken after a full investigation and after giving the employee an opportunity to respond to any and all allegations.

The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. **Disciplinary action is meant to be corrective, to change behavior, not to be punitive in nature.** At the employer's sole discretion, various types of employee discipline may be imposed which include, but are not limited to the following: verbal warning, written warning, or suspension. None of these disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order. The employer may repeat disciplinary action.

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the City of Merrill. The following is a **non-exhaustive** list of examples of behavior which would normally justify disciplinary action.

Infractions include, but are not limited to:

- 16-1-1 Dishonesty or falsification of records, fraud in securing employment, or falsification of timekeeping records.
- 16-1-2 Insubordination or willful misconduct (refusal to carry out a reasonable order, insolence, talking back, arguing, verbal or physical assault of a supervisor, co-worker, or member of the general public).
- 16-1-3 Theft, ~~or~~ inappropriate removal, or **unauthorized** possession of **City** property.
- 16-1-4 Incompetency/inefficiency **in performing job duties/responsibilities.**
- 16-1-5 Neglect of duty.
- 16-1-6 Failure to obtain and maintain **a** current licenses or certifications as required by law or the City of Merrill.
- 16-1-7 Destruction, neglig**ence**, or improper conduct or use of City equipment or property.

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- 16-1-8 Abuse or unauthorized use of City equipment or property.
- 16-1-9 Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or closely preceding duty to the extent that the effects on the user are apparent on the job (including abuse of prescription or other medications) or while operating employer-owned vehicles or equipment.
- 16-1-10 Smoking or tobacco use, while on duty, in City owned property or in/on City owned equipment.
- 16-1-11 Discourteous treatment of the public or fellow employees.
- 16-1-12 ~~Failure~~ **Actions that lead to the inability** to maintain effective working relationships with other employees or the public.
- 16-1-13 Workplace violence, fighting or creating a disturbance among co-workers resulting in an **adverse effect** upon morale, production, or maintenance or proper order.
- 16-1-14 Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace. The City strictly prohibits concealed carry by its employees during the course of employment.
- 16-1-15 Disorderly or unreasonable conduct including off-duty conduct which brings disrepute upon the individual or which reflects adversely upon the City as an employer thereby affecting employee's ability to perform **assigned duties**.
- 16-1-16 Conviction of a felony or misdemeanor that is substantially related to the employee's position and duties performed.
- 16-1-17 Unavailability for work because of incarceration.
- 16-1-18 Absence without authorized leave, or misrepresenting the purpose of an authorized leave.
- 16-1-19 Unauthorized absence from work ~~station~~ **place** during the workday.
- 16-1-20 Abuse of sick leave.
- 16-1-21 Habitual tardiness.
- 16-1-22 Use of official position or authority for personal profit, sexual purpose, or political advantage.

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- 16-1-23 Sexual or other unlawful or unwelcomed harassment.
- 16-1-24 Engaging in discriminatory or abusive conduct with respect to employees protected by equal opportunity laws.
- 16-1-25 Gambling on City property.
- 16-1-26 Disregard or repeated violation of safety rules and regulations.
- 16-1-27 Knowingly make false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of individuals or organizations.
- 16-1-28 Acceptance of any gift, favor, or service in return for performing duties that might reasonably be viewed as tending to improperly influence an employee in the discharge of his/her duties.
- 16-1-29 Violation of established personnel policies, including, but not limited to, this manual.
- 16-1-30 Negligence or willful damage to City, or other, property during the course of employment.
- 16-1-31 Negligent work performance or failure to perform duties in accordance with City standards.
- 16-1-32 Violation of personnel policies.
- 16-1-33 Unsatisfactory performance or conduct.
- 16-1-34 Unauthorized disclosure of proprietary or confidential information.
- 16-1-35 Violation of any lawful order, directive, policy or work rule.

The offenses listed above are not intended to be all-inclusive, and discipline or discharge may occur for any other reason depending upon the seriousness of the offense and the particular circumstances involved.

16-2 Documentation. All discipline shall be documented with a copy provided to the employee and a copy placed in the employee's personnel file.

16-3 Employee Warning Notice. The following form may be used to document disciplinary actions:

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CITY OF MERRILL
EMPLOYEE WARNING NOTICE

EMPLOYEE: _____

SHIFT: _____ TIME: _____ a.m. DATE OF WARNING: _____
p.m.

DATE OF VIOLATION _____ 1st Notice
2nd Notice
3rd Notice

LOCATION VIOLATION OCCURRED: _____

NATURE OF VIOLATION

____ SUBSTANDARD WORK ____ CONDUCT ____ TARDINESS
____ CARELESSNESS ____ DISOBEDIENCE ____ ABSENTEEISM

____ PUNCHING OUT ____ PUNCHING OUT ____ INTOXICATION
____ AHEAD OF TIME ____ WRONG TIME CARD ____ OR DRINKING/DRUG USE

OTHER: _____

DESCRIPTION OF PROBLEM: _____

ADDITIONAL REMARKS

Supervisor: _____

Employee: _____

SIGNATURES:

EMPLOYEE Date

SUPERVISOR Date

CITY ADMINISTRATOR Date

Attachment: Employee Handbook - September 2017 (2813 : Personnel Policies/Employee Handbook (September draft revision))

DISCIPLINARY AND GRIEVANCE

DISCIPLINARY ACTION POLICY

17-1 DISCIPLINARY 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 – Counseling, Reprimand~~verbal warning~~, ~~written warning~~, Ssuspension (~~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.

17-1-1 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.

17-1-2 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.

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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~~Counseling

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~~Reprimand

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~~reprimand to the employee. **In the event that the violation is so severe that the lesser steps are inappropriate, termination will result.**

Step 3: ~~Reprimand~~Suspension

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 suspension ~~without pay~~ notice to the employee. **In the event that the violation is so severe that the lesser steps are inappropriate, termination will result.**

Step 4: Termination

In the event that a ~~reprimand~~suspension 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/t~~ Termination will be the removal of an employee from the payroll.

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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.

18-1-2 **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 ~~City Attorney~~ 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

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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.

- 18-1-3 **Step 3 – Review by the Governing Body.** If the grievance is not resolved after Step ~~2~~ 2, 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 impartial 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.

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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**.

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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.

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

Attachment: Employee Handbook - September 2017 (2813 : Personnel Policies/Employee Handbook (September draft revision))

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.

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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

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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.

22-3 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:

22-3-1 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.

22-3-2 If the employee is unable to confront the person or if the harassment continues, the employee should contact the [City Administrator](#) or City Attorney. If the City Administrator or City Attorney are the accused, the employee should contact the Mayor or his or her designee. This contact will result in a prompt and confidential investigation.

22-4 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.

22-5 DISCIPLINE. Violations of this policy may result in disciplinary actions.

22-6 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.

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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: _____

Attachment: Employee Handbook - September 2017 (2813 : Personnel Policies/Employee Handbook (September draft revision))

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MISCELLANEOUS CONDITIONS OF EMPLOYMENT

MISCELLANEOUS CONDITIONS

23-1 PURPOSE. This chapter sets forth a definition of the relationships that exist between the City of Merrill and all of its employees who are not covered by a collective bargaining agreement or an individual employment contract. This chapter also defines other conditions of employment not set forth elsewhere in this manual.

23-2 EMPLOYMENT STATUS. All employees other than those covered by a collective bargaining agreement or an individual employment contract are considered to be employed at will, meaning that there exists no contractual employment relationship between the City of Merrill and the employee, either expressed or implied, and meaning further that such employment relationship may be terminated at will by either the City or the employee, subject, however, to the other provisions of this manual, City of Merrill Code of Ordinances, and State and Federal Law.

23-3 PUBLIC SERVICE MISSION. Each employee of the City of Merrill is expected to deal with the public at all times in prompt, polite, and helpful manners. Fulfillment of this requirement may mean occasional personal inconvenience.

23-4 DRESS AND GROOMING. All employees are to dress and be groomed appropriately for the job in accordance with department requirements and health and safety standards.

- 23-4-1 Employees' clothing must be neat and clean. In the event of any questions regarding the appropriateness of any particular style of clothing or grooming, the Department Head makes the final determination.
- 23-4-2 Employees in the positions of Utilities Operator, Public Works ~~Supervisor~~ Foreman, and Public Works I, and II ~~and III~~ will be provided coveralls or uniforms, and fluorescent type t-shirts for the summer purchased by the City. Uniforms/shirts shall be worn by all employees to whom they are issued.
- 23-4-3 Safety Toe Boots shall be worn by all employees in the positions of Utilities Operator, Public Works ~~Supervisor~~ Foreman, and Public Works I, and II ~~and III~~. The City will reimburse the employee up to one hundred fifty dollars maximum (\$150.00) per calendar year to purchase safety toe boots.

23-5 USE OF EQUIPMENT. Employees are not to use City equipment for non-city purposes without permission from the Department Head. Employees may not use personal equipment in connection with their jobs unless they obtain prior approval from their Department Head. The City is not responsible for any damages or repairs to personal equipment of employees used in connection with their jobs unless the use of the equipment for City purposes was approved in writing by the Department Head. If such personal equipment is damaged in the course of City business, any repairs must be approved by the City Administrator, the Mayor and

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~~Director of Finance and the repairs are approved by the Director of Finance City Administrator.~~
In no event may damages or repairs exceed \$500 without prior approval of the Common Council.

23-6 CITY VEHICLES. Use of City vehicles by employees is only for the benefit and convenience of the City. Employees may not use City vehicles to travel to and from their homes unless they are subject to emergency call at any time or their work schedules require them to leave directly from a work site related to their position away from their personal vehicle or travel directly to a work site away from their normal office or work site ~~and the use of the City vehicle is for the City's convenience and benefit.~~ City owned vehicles may not be taken to employee residences outside of the city limits.

23-7 USE OF CITY TELEPHONE. Personal use of department telephones is permitted. However, care should be taken to limit calls to emergencies and other essential matters.

23-7-1 If an employee needs to make a personal long distance call during working hours, they may call collect, ~~use a pay phone,~~ or arrange for payment through a credit card or a third party. Under no circumstances may an employee charge personal long distance calls to the City, even if the employee intends to reimburse the City for the cost of the call.

23-7-2 Some City employees, in order to better accommodate service to the public, have been assigned cell phones. City cell phones assigned to employees are for City business purposes. It is recognized that some personal telephone calls are necessary, but these should be kept as brief as possible. ~~In the event that such personal calls have no relation to City business, the employee must reimburse the City for the cost of those calls, plus applicable taxes.~~ Long distance personal toll calls should not be charged to the City's cell phones unless City business has taken the employee outside of the area and detained the employee beyond the expected return time. In that event, a brief telephone call to the employee's family may be permitted to inform the employee's family of the employee's whereabouts. Employees are required to keep track of all such personal toll calls and reimburse the City for those costs. All cell phones are subject to audit. In the event that an employee is found to have made excessive personal calls on a cell phone, the employee's privilege to use the cell phone may be discontinued and further disciplinary action may be taken.

23-8 USE OF PERSONAL CELL PHONE/MOBILE DEVICES. The purpose of this policy is to promote a safe and productive work environment and increase public safety. This policy applies to both incoming and outgoing cellular calls as well as email, web browsing, and any other application on a cell phone or other mobile device. **OPEN RECORDS**

23-8-1 Cell phones and mobile devices shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where

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incoming calls may disrupt normal workflow.

- 23-8-2 Employees may carry personal cell phones and other mobile devices while at work and use them on an occasional and infrequent basis. If employee use of a personal cell phone or mobile device causes disruptions or loss in productivity, the employee may become subject to disciplinary action per City policy. Department Heads or Managers reserve the right to request that the employee provide cell phone bills and usage reports for calls, texts, and data usage during the working hours of that employee to determine if use is excessive.
- 23-8-3 Personal cell phones and mobile devices can be used for City business on an occasional and infrequent basis. Employees shall not be reimbursed for calls made from their cell phones unless prior authorization is obtained from their Department Head.
- 23-8-4 An employee shall not make a call, send or read a text message, read, compose, or send email, browse the internet, or use any application on a cell phone or other mobile device while operating a City owned vehicle. If an employee is operating a City owned vehicle and receives a call or message on a cell phone or mobile device, the employee may answer the call or respond to the message only if a “hands free” device is used and then only if it does not interfere with the safe operation of the vehicle and is not in violation of any State or local regulations. Otherwise, the employee may pull to the side of the roadway, into a parking lot or other safe location to respond to the call or message.
- 23-8-5 Failure to follow this policy may result in disciplinary action up to and including termination.

(Also found in City of Merrill Administrative Procedure Manual - Policies and Procedures)

23-9 COMPUTER/ELECTRONIC USE POLICY: The computer systems owned by the City of Merrill must remain useable and maintain the security, confidentiality, accessibility and efficiency of business related information. This includes the workstation/laptop/device that has been issued to you. Users of the City of Merrill computer systems are to understand and comply with the following:

- 23-9-1 a. Use of Computer Resources
Computers and network resources are provided as a business tool to enable users to perform their job duties. These resources are to be used by City of Merrill employees for business purposes only. Any other use of the City’s computer systems must be approved in advance by the user’s Department Head, must be done on the user’s own time and must not disrupt the department workflow or interfere with any automated or

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scheduled network utilities. Keep in mind; you are responsible for anything that happens while you are logged in under your user name and password. Computer activities will be monitored to protect legitimate business interests. This includes Internet browsing and e-mail. Users are responsible, and may be held liable for a computer becoming infected with a virus or other malicious software.

b. Ownership

All information/data/documents that are produced by the City of Merrill computer system shall be considered the property of the City of Merrill. All communications and information accessible via the network should be assumed to be property of the City of Merrill. Employees should not have the expectation of privacy in anything they create, send or receive on the computer, except that all communications which are confidential according to state and/or federal law will be treated with the same care and insurance of privacy as non-electronic records.

c. Remote Access

Employee owned devices may be used to access City of Merrill e-mail and for the remote access of applications the employee has been given permission to use by their Department Head. When accessing e-mail or applications remotely, the employee is under the same restrictions and has the same responsibilities and obligations as when he/she is at the office. The employee will take care to assure that information owned by the City of Merrill is not viewed by or disseminated to another person who is not authorized.

d. Illegal Activity

The City of Merrill's computing and Internet resources must not be used to violate the laws and regulations of the United States or any other nation, the laws and regulations of any state, city, providence, or other local jurisdiction in any material way. Use of any City resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement activity. Attempting to gain unauthorized access to any computer system and/or network resource is against the law and is prohibited and may subject an employee to disciplinary action including but not limited to termination.

e. Workstation Settings

Workstations are setup by the Technology Department and are configured to communicate with the network. Users are prohibited from making any configuration changes to their systems without approval from the Technology Department. Any configuration changes that are required on a workstation will be performed by, or approved by the Technology Department.

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f. Acquisition / Disposal of Computer Equipment

The Technology Department is responsible for the accurate inventory and appropriate disposal of all computer equipment for the City of Merrill. For this reason, the purchase and disposal of computer related items must go through the Technology Department. This will insure that the equipment is entered into our records for inventory, and eventual disposal is done in a safe, secure fashion.

23-9-2 Software

- a. Any and all software that is installed on City of Merrill Computers is to be done by, or approved by the City of Merrill Technology Department.
- b. Installing personal games or software on City of Merrill computers is prohibited by this policy. The Technology Department is responsible for the installation, licensing, and documentation of all software on City computer equipment.
- c. Copying and/or using any software that has been illegally obtained or copied is prohibited. Any employee using software not accessed through the network (installed on the workstations hard drive), not installed by the Technology Department, even if approved by the Technology Department, must be able to provide a license and/or proof of purchase.
- d. Employees are prohibited from making copies of any software, files, or documentation owned by the City of Merrill for use outside the City and/or for use on personal computers in their homes. Software and documentation must be used only in ways that are consistent with their licenses or copyrights.
- e. Any software that is installed illegally, not approved by or installed by the Technology Department may be deleted from the network or workstation. This will include any of the supporting files that may have been created with the illegally obtained/installed software. In addition, information about the incident will be forwarded to the Department Head or Oversight Committee for disciplinary action. Software installations will be monitored.
- f. Users are prohibited from deleting/uninstalling/disabling software applications, system files, anti-virus software, anti-malware software, or any other file/folder that they did not create or have ownership of from their workstations or city network resources.

23-9-3 Security

a. User Accounts/Passwords

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The Technology Department has issued you a login name and a password. Passwords are the first line of defense for security. Each user's password is a unique key to applications, files, departmental data, and functions. Your password must be kept confidential. Passwords are not to be disclosed to others, entered for use by another person, or loaded automatically when the computer is turned on or an application started. At the close of each workday, users must log out of the system. In addition, users with access to sensitive data are to log out or lock their workstation when leaving their work area. Any employee who feels the confidentiality of a password has been breached is to contact the Technology Department immediately.

Passwords protect you and your files from unauthorized use. You are responsible to make sure that your password remains confidential. You will be held accountable for anything that happens on your workstation or the network while logged in under your user name and password.

You will be required to change your password on a regular basis for security purposes. The system will alert you prior to your password expiring. There are length and complexity requirements for passwords and the system will help you choose an appropriate password based on the current password policy. If you forget your password, contact the Technology Department to have it re-set.

a. Network Access

Users are prohibited from trying to 'crack' another user's password, log on as another user, or log onto any City computer system that they have not been granted access to use. System access is monitored and logged. If you need to access information or systems that are currently unavailable to you, it can be setup for your access if approved by your Department Head, or the owner of the information or system.

b. Shared Folders

Shared folders will be set up at the department level. Any documents that will be shared by users in your office can be stored in this shared folder. Shared folders allow your department to share common documents without giving them access to your personal directory. For this reason it is not necessary for another user to have your password. If there is information that must be shared, it should be stored in the shared departmental folder, or the Shared folder (S drive) for city-wide access.

23-9-4

Etiquette

- a. Be polite.
- b. Use appropriate language. Do not use abusive language in messages or communications to others. Do not use swear words, vulgarities or any other

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inappropriate language. Use the same care in drafting messages as you do in written communications. Do not use the network or Internet in such a way that would disrupt the use of the network by others.

- c. Users are responsible for the appropriateness and content of material they transmit or publish on the network and Internet. Hate mail, harassment, discriminatory remarks or other antisocial behavior such as targeting another person or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort is prohibited. Personal attacks or other action to threaten or intimidate or embarrass an individual group or organization or attacks based on a person's race, national origin, ethnicity, handicap, religion, gender, veteran status, sexual orientation or another such characteristic or affiliation is prohibited and shall result in disciplinary action including, but not limited to, the termination of the right to access the Internet/e-mail and/or termination of employment.

23-9-5 Electronic Mail

- a. E-mail may not be used for commercial solicitation and/or personal activities.
- b. Users must clearly identify themselves by name, title, agency, and employer (City of Merrill) in all E-mail communications going outside of our network.
- c. Users must be aware that the Internet is not secure and assume that others can read and possibly alter E-mail. Users must take all necessary precautions to ensure that confidential information exchanged over the network and/or Internet and through E-mail is handled in such a way to maintain the confidentiality of the information.
- d. No form of a chain letter or similar communication may be sent on the network or Internet.
- e. Sending mail that appears to have come from someone else is prohibited.
- f. Use extreme caution when downloading attached files and/or programs from persons known or unknown since they may contain viruses.
- g. E-mail received at the City of Merrill is retained on the system until deleted by the recipient. In addition, E-mail deleted on the system by the recipient will continue to exist in an archive file.
- h. Employees are expected to delete E-mail in a timely manner. The Technology Department may remove such mail if not attended to regularly by the recipient.

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- i. The City of Merrill reserves the right to inspect contents of E-mail. The City of Merrill will fully cooperate with local, state and/or federal officials in any investigation concerning or relating to any E-mail transmitted from or received at any City of Merrill facility.
- j. The City of Merrill recognizes that some messages sent via E-mail for valid city purposes contain privileged and confidential material. Therefore, any such material discovered during compliance monitoring by The City of Merrill shall be handled with the same care and protection as written documents containing such material. Any person disclosing confidential and/or privileged material without appropriate authorization shall be subject to disciplinary action, including but not limited to termination of employment.

(Also found in City of Merrill Administrative Procedure Manual - Policies and Procedures)

~~23-8~~ ~~MAIL.~~ Employees are expected to use common sense in the use of the mail system. The City's paramount goal is to communicate efficiently and effectively with our constituents and vendors. As a courtesy, employees are permitted to send and receive a reasonable amount of personal mail at the office.

~~23-8-1~~ ~~Contracts.~~ All contracts are to be confirmed by mailing signed originals via the United States Postal Service (USPS).

~~23-8-2~~ ~~Harassment.~~ In keeping with the City policy of treating everyone with respect for their dignity, the mail system may not be used to harass or embarrass anyone. Anonymous letters are not to be sent. Any employee who is subjected to harassing mail or interoffice, memos should report such events to his or her supervisor, the department head or any officer of the City, in keeping with the City's harassment policy.

~~23-8-3~~ ~~Mail Covers.~~ To ensure compliance with City policies, the identity of the sender, the date, the recipient, and the volume or size of mail may be monitored.

~~23-8-4~~ ~~Opening Mail.~~ Unless clearly marked "personal," all mail is treated as intended for the City and may be opened by departmental personnel. To ensure compliance with City policies, even personal mail may be subject to inspection. Your use of the City's mail service is treated as permission for such inspections. Employees should review the City policies regarding harassment, moonlighting, conflict of interest, solicitation, and confidentiality, as all apply to our mail services.

~~23-8-5~~ ~~Personal Mail.~~ Personal mail is to be kept to a minimum. It should only be sent when absolutely necessary. All City mail is given priority over personal mail. Employees should review the City policies regarding

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~~harassment, moonlighting, conflict of interest, solicitation, and confidentiality, as all apply to facsimile transmissions.~~

- ~~23-8-6 — **Postage Meter.** The postage meter may not be used for personal mail. All metered mail is treated as City mail and is subject to inspection. No employee may use the postage meter for personal mail even if the employee intends to reimburse the City for the cost of postage used.~~
- ~~23-8-7 — **Certified Mail.** All certified mail is to be documented as to the date mailed, where mailed and by whom. Whenever proof of mailing is required, the item will be sent via certified mail. Whenever proof or receipt is required, the item will be sent certified mail, return receipt requested.~~
- ~~23-8-8 — **Summons.** All mail that appears to contain legal papers being served upon the City will be opened and logged in. If not addressed to the City Attorney's Office or the City Clerk's Office, a copy will be made for both offices. The original and the copy shall be delivered within the hour.~~
- ~~23-8-9 — **Mail for Former Employees.** Mail received for former employees that is clearly personal will be forwarded unopened for three months following termination. A notice to the former employee requesting he or she notify the sender of a change of address and the three-month limit will accompany the forwarded item. After three months, personal mail will be returned to the sender. All mail addressed to a former employee that is not clearly personal will be opened to determine whether it is for the City or the former employee, and if personal, the foregoing policy applies.~~
- ~~23-8-10 — **Mail for Employees on Leave.** All personal mail received for employees on leave is forwarded. When reasonable, the employee on leave may be requested to send a change of address.~~
- ~~23-8-11 — **Overnight Mail.** Generally short documents, less than 50 pages, should be sent via facsimile rather than overnight mail, which is more expensive than long distance charges. If a document is to be signed, regular or overnight mail is to be used. Facsimile signatures on contracts are not to be accepted.~~
- ~~23-8-12 — **Junk Mail.** Mail that is clearly advertisements unrelated to City business is returned unopened to the sender, or destroyed.~~
- ~~23-8-13 — **Discipline.** Any employees who violate any City policy with respect to the use of mail services are subject to discipline, up to and including discharge.~~
- ~~23-9 — **FACSIMILE TRANSMISSION.** Employees are expected to use common sense with the use of facsimiles. Our paramount goal is to communicate efficiently and effectively~~

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~~with citizens, contract vendors and others doing business with the City.~~

- ~~23-9-1 — **Contacts.** Generally, contracts should not be entered into via facsimile. Prior approval of any proposed contractual agreement by facsimile must be obtained from the City Attorney. All contracts are to be confirmed by mailing signed originals via United States Postal Service.~~
- ~~23-9-2 — **Graphic Signatures.** Those employees who have facsimile boards in their computers may at the City's expense obtain a graphic file containing their signature. These graphic files are password protected. The passwords are to be changed each quarter. Employees are not to provide this password to anyone else. Individuals with check signing authority may not obtain graphic files of their signature.~~
- ~~23-9-3 — **Harassment.** In keeping with the City policy of treating everyone with respect for their dignity, facsimile transmissions may not be used to harass or embarrass anyone. Any employee who is subjected to harassing facsimiles or anonymous facsimiles should report such events to his or her supervisor or any officer of the City, in keeping our harassment policy.~~
- ~~23-9-4 — **Facsimile Covers.** Facsimile cover sheets are optional. Every facsimile should identify either on the first page or on the cover sheet the total number of pages being sent, the identity of the sender, his or her correct file number, the date, the time, the intended recipient, and the file reference.~~
- ~~23-9-5 — **Personal Facsimiles.** Personal facsimile messages are prohibited.~~
- ~~23-9-6 — **Fax/modem Boards.** Employees should not give out the telephone numbers to outsiders to send facsimiles to the fax modem boards. Fax/modem boards should normally be used only to send outgoing facsimiles. In this fashion, when you are out of your office, out ill, on vacation, or otherwise not available, important messages will not be left on your machine, but instead will come into the facsimile receiving equipment and routed through an individual who can respond to the facsimile in your absence. This policy also reduces the "junk" faxes on your machine and thus reduce wasted space on your hard disk.~~

23-10 ELECTRONIC MEDIA AND SOCIAL MEDIA POLICY. Information, in all its forms, written, spoken, recorded electronically, or printed, will be protected from accidental or intentional unauthorized modification, destruction, or disclosure. All electronic media must be protected from misuse, unauthorized manipulation, and destruction. It is further the policy of the employer that employees may not use social media technology to engage in or post communications or material that would violate any Handbook policy, including, but not limited to, using technology to post communications or materials that are derogatory **or offensive** with respect to race, religion, gender, sexual orientation, national origin, disability, age, or any other

legally protected class status.

23-10-1

General Guidelines – Electronic Media:

- a. All employer-provided electronic media systems are the employer's property. Additionally, all messages and files composed, sent or received on these systems are and remain the property of the employer. They are not the private property of any employee.
- b. The use of our electronic media systems is reserved solely for the conduct of business, during work hours. However, if employees wish to use these systems during breaks, lunch periods, or before and after regular working hours, they may do so, but employees are specifically prohibited from using these services for any illegal, illicit, immoral or offensive purposes.
- c. The electronic media systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations.
- d. The electronic media systems are not to be used to create any offensive or disruptive messages or documents.
- e. The electronic media systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization.
- f. The employer reserves and intends to exercise the right to review, audit, intercept, access and disclose all internet activity and any messages or documents created, received or sent over the employer's electronic media systems for any purpose.
- g. The confidentiality of any message cannot be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to management or they are invalid and cannot be used.
- h. Employees may not modify, delete, or destroy any employer document created by any electronic media unless specifically authorized to do so.

23-10-2

General Guidelines – Social Media:

- a. ***Only on Your Own Time.*** Unless you have received advance permission from your supervisor or unless such activity is directly related to the performance of your job, you may not engage in social media activity on work time.
- b. ***Post as Yourself.*** Make clear that you are expressing your personal views alone, not those of your employer.
- c. ***Be Respectful and Nice.*** Do not post communications or material that is disparaging, obscene, profane, vulgar, bullying, threatening, or inappropriately inflammatory.

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- d. **Use Good Judgment.** Because what you say online is accessible to the public, use good judgment in your communications.
- e. **Obey the Law.** Do not post any material that violates the law, such as material that is obscene, profane, defamatory, threatening, harassing, or that violates the privacy rights of someone else. The posting of such material may subject you to criminal and civil liability.
- f. **Don't Expect Privacy.** Because your social media communications are publicly available, you should not expect that your communications are private in any way. Once you post something online, it is completely out of your control and generally available to anyone in the world.
- g. **Ask for Guidance.** If you have any questions about what is appropriate to include in social media communications, ask your supervisor.
- h. **Comply with Harassment and Other Policies.** **EmployeesTeam members** may not use social media technology to engage in or post communications or material that would violate any other Handbook Policy, including, but not limited to, Workplace Safety, Discrimination, Harassment and Retaliation policy.
- i. **Keep Secrets.** You must not disclose confidential information.

23-10-3 **Duty to Report:** All employees have a duty to report any discovered or suspected unauthorized or improper usage of electronic media or social media with impact on the workplace.

23-10-4 **Policy Violations:** Employees who violate this policy may be subject to discipline, up to and including immediate termination of employment.

23-11 INCLEMENT WEATHER. In the event that bad weather (such as snow or freezing rain) creates hazardous traveling conditions between an employee's home and his/her work site, and the employee cannot make it to work, vacation time may be used by the employee for time missed. In order for an employee to utilize vacation time, he or she must notify the **Department Head** or the City Administrator of the employee's inability to travel safely to work. ~~In the event that the employee has no vacation time to use, the employee may use vacation available in the next year or may make up the time lost, but only if such time can be made up within the same work week and with the approval of the employee's Department Head.~~

23-12 TRAVEL POLICY. It is recognized that certain employees are required to travel in order to satisfy the responsibilities of their jobs. The City has therefore established the following policy regarding travel, travel expenses, and related matters.

23-12-1 **Travel Time.** If it is necessary for a nonexempt employee to travel, a record must be kept and payment made for all hours spent in actual travel and for time worked outside normal working hours, in addition to those hours considered as normal working hours. In the event such travel and

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work time results in hours over and above normal working hours, such hours are paid at a rate in accordance with the overtime pay policy.

23-12-2

Use of Personal Auto. It is the City Administrator's responsibility to ensure that all employees who utilize their personal vehicles for business use are properly notified of certain conditions and requirements as reflected in this policy. (Notification may be accomplished by means of issuing a copy of this policy to those employees who have occasion to travel.)

- (a) **Voluntary Use.** The use of a personal automobile in the performance of City business is entirely voluntary.
- (b) **Auto Insurance.** The City does not provide insurance coverage for any employee who uses his or her personal auto for business purposes. The mileage allowance policy is provided to cover the cost of gas, maintenance, repair, and insurance while on City business. Since the City assumes no responsibility beyond making available mileage reimbursement allowance, it is the employee's responsibility to protect against damage to his or her auto and legal liability in such form and amount as the employee deems adequate. It is suggested that those employees who have occasion to use their personal auto for business purposes carry a minimum coverage of: \$100,000/\$300,000 bodily injury \$100,000 property **damage**.

However, it is highly recommended that employees consult with their own insurance agent and consider carrying liability coverage in excess of this to ensure avoidance of a situation which could potentially be a financial burden to the employee. Note: it is possible that an employee's carrier will deny coverage due to misrepresentation regarding the usage of an automobile. It is therefore essential that employees who use their personal auto on City business properly inform their carrier accordingly, to ensure complete coverage.

23-13 TRAVEL, LODGING AND MEAL REIMBURSEMENT. The City reimburses an employee for necessary and reasonable travel expense incurred while on authorized official City business. All such travel must be authorized by the employee's **Department Head** in order to be eligible for reimbursement.

23-13-1

The **Department Head** approves travel expenses as set forth in the budget approved by the Common Council. An extraordinary expense beyond the amount budgeted requires the approval of the Common Council.

23-13-2

Travel advances may be requested by the employee when the total of such expenses is anticipated to exceed \$50.00.

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23-14 MILEAGE. The City reimburses employees at the standard IRS mileage rate, as amended from time to time when employees use their own vehicles for official travel.

23-15 LODGING. Lodging should be at a hotel or motel reasonably close to the place at which an employee is expected to conduct business or attend a conference during the day so that additional public transportation costs are not incurred. Prior approval is required from the [City Administrator](#) ~~Mayor~~ when overnight lodging is requested at a place less than 50 miles from the City of Merrill. If more than one employee from the same department attends a meeting or conference, room sharing is encouraged. Request for reimbursement of hotel expense may not be granted if the location of the conference is less than two hours from location of work site, unless a work related purpose exists for overnight lodging.

23-16 MEALS. Although any claims for the reimbursement of meal costs are expected to represent actual, reasonable and necessary expenses, including tips at a maximum rate of 15 percent, receipts are not required provided the maximum allowances set for breakfast, lunch and dinner are not exceeded, except if required by individual department standard operating procedures approved by the [Department Head](#). The current rate of reimbursement for meals, including tips, provides a maximum of ~~\$7.50~~ 10.00 for breakfast, ~~\$10.00~~ 12.00 for lunch and ~~\$12.50~~ 15.00 for dinner. If a meal is part of the conference, convention or instructional program being attended by the employee and a higher amount is charged each participant, the higher amount is reimbursed upon documented receipts. If the meal is part of the conference fee, the total meal reimbursement for that day without receipts is reduced by the maximum allowance for the meal provided.

23-16-1 **Documentation Requirements.** Receipts for meals are not required except for any unusual amount in excess of the maximum-permitted amounts, which must be accompanied by a receipt and explanation. Such costs may be allowed when they are outside the employee's control (i.e., the mandatory meal cost at a meeting or conference approved by the state). When claiming reimbursement for meal expenses incurred while attending a conference, employees shall be required to attach a copy of the conference brochure to the travel voucher.

23-16-2 **Eligibility Requirements.** Reimbursement for meals will be allowed on trips which require overnight lodging expenses as well as non-overnight trips in accordance with the following time requirements:

- (a) **Breakfast;** provided the employee is on work status before 6:00 a.m.
- (b) **Lunch;** provided the employee leaves the city before 10:30 a.m. and returns after 2:30 p.m.
- (c) **Dinner;** provided the employee leaves directly from work and returns home after 7:00 p.m.

Note: If an employee on travel status is working other than a day-shift (8:00 a.m. - 4:30 p.m.), reimbursement maximum limits shall be based on

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the type of meal appropriate to the time of day.

Even if the time requirements are satisfied, the reimbursement will NOT be allowable when the employee is within the boundary of the City. All claims must normally meet the above criteria. Modifications under unique work situations are possible, such as business luncheons where the employee's presence is required for the benefit of the City.

23-16-3 **Reporting Taxable Travel Expense Reimbursements for Non-Overnight Trips.** The City is required to report as taxable income, all reimbursed meal expenses when the employee does not stay overnight. ~~A supplemental W-2 form will be provided to employees for these reimbursements.~~

23-17 AUTO INSURANCE. All employees who drive their personal vehicle for City business are required to purchase and maintain at their own expense auto insurance at a level which meets the City's minimum standards.

23-18 SMOKING. All City of Merrill buildings and City owned equipment are smoke or tobacco free. As a result, smoking and tobacco use are not permitted inside City owned buildings or in City owned equipment. Pursuant to Section 16-1-10, there shall be no smoking or tobacco use, while on duty, in City owned property or in/on City owned equipment.

23-19 LICENSES AND CERTIFICATION. Any employee, in order to operate a City vehicle or equipment, must possess an appropriate and valid operator's license complying with the State of Wisconsin requirements for that occupation and submit a photocopy of that license as proof. The cost of obtaining and maintaining a commercial driver's license when required by State law for operating City vehicles is reimbursed by the City. The City also pays for any professional licenses or certifications required of an employee to fulfill the requirements of his or her position.

If an employee's Commercial Driver's license is revoked or suspended, the employee may be assigned other work, which may or may not be at the employee's pay rate, or if no alternative work is available, the employee ~~will~~ may be placed on lay-off until such time the employee is able to obtain a CDL or other work becomes available.

23-20 NON-UNION POLICE PERSONNEL. The following provisions apply to police department employees not covered by a collective bargaining agreement, including sworn and non-sworn personnel as applicable.

23-20-1 Clothing Allowance: As per the current Merrill Professional Police Contract for sworn personnel.

23-20-2 In recognition that sworn police personnel are required to maintain proficiency or certifications in work related fields, each sworn officer shall receive the same amount as per the current Merrill Professional Police

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Contract annually based on certifications maintained in the previous year, as determined by the Chief.

In addition, all police personnel who are trained and certified in CPR and first aid, as determined by the Chief, shall receive \$100 certification pay annually. Certification pay should be paid at the same time as union personnel receive such pay.

- 23-20-3 Officers attending or instructing training sessions, approved by the Chief, while off-duty will receive two (2) hours straight time pay plus any additional time spent at the training.
- 23-20-4 Night Shift Differential: Non-Union Police Personnel working the same shift as union personnel shall receive the same shift differential per the current Merrill Professional Police [Contract](#).
- 23-20-5 Call Time Emergency: Two hours straight pay for call time plus time and one-half for actual time spent with no minimum.
- 23-20-6 Court Time: If called to testify in court while off-duty, police personnel receive pay at the rate of time and one-half with a two hour minimum.
- 23-20-7 Sworn police personnel who have obtained at least an Associates Degree in Police Science or a related field shall receive an annual education benefit as per the current Merrill Professional Police Contract to be paid at the same time as union personnel receive such pay.

23-21 NON UNION/NON-EXEMPT PERSONNEL – CALL-TIME AND SHIFT DIFFERENTIAL. The following provisions apply to non-union personnel except police personnel covered by Section 23-20.

Any non-exempt employee called in to work outside of their normally scheduled hours, shall receive **a minimum of two (2) hours of call time (at regular rate of pay) regardless of time worked. plus time and one-half for actual time worked with no minimum. This shall not apply to unpaid lunch time.**

Any full-time non-exempt employee working outside their normally scheduled hours, shall receive forty cents (0.40) per hour as shift differential pay. This shift differential pay shall also be included when calculating overtime pay.

23-22 NON-UNION FIRE PERSONNEL. The following provisions apply to fire department employees not covered by a collective bargaining agreement, including sworn and non-sworn personnel as applicable.

- 23-22-1 **Clothing Allowance.** [Captains-Battalion Chiefs](#) - Administration and

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Operations shall receive a clothing allowance as per the current Merrill Firefighters Local 847, International Association of Firefighters Contract. (Res. #2331 09-10-13)

The City provides the Chief with a uniform and pay for its upkeep, including, but not limited to repair, replacement and cleaning.

23-22-2

Firefighters who have obtained at least an Associates Degree in Fire Administration, Fire Prevention Technology, Fire Science or a related field shall receive an annual education benefit as per the current contract with the Merrill Firefighters Local 847, International Association of Firefighters. (Res. # 02-10-2015)

REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: Monday – September 25th, 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 2018 compensation adjustment for Election Officials

There continue to be increasing State of Wisconsin required election training.

Please see following information on historical and requested compensation.

Signed: 

Date: 9/18/2017

**City of Merrill
Election Officials**
Proposed Effective December 31st, 2017

There has been increasing State of Wisconsin required election training. Recommending adjustments based upon responsibilities and required training levels.

New 2018 Title	Responsibilities and Training Requirements
Chief Inspector	Head person in charge - has taken baseline Chief Inspector training and attends all other election training.
Assistant Chief Inspector	Assistant to Chief Inspector - trained and ready to step in for the Chief Inspector.
Election Inspector I	Has taken baseline Chief Inspector training and attends majority of other training.
Election Inspector II	Has minimal training required to work the election polls.

Old Title	New 2018 Title	Effective 12/31/12	Effective 12/31/15	Effective 12/31/17	2018 Difference
Chairperson	Chief Inspector	\$9.00	\$11.00	\$13.00	\$2.00
Assistant Chairperson**	Assistant Chief Inspector	\$8.50	\$10.50	\$12.00	\$1.50
Poll Workers		\$8.00	\$10.00	N/A	N/A
	Election Inspector I			\$11.00	\$1.00
	Election Inspector II			\$10.00	\$0.00

**Assistant Chairperson never implemented.

Attachment: Election Officials 2018 Compensation (2795 : Election officials compensation)

REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: Monday – September 25th, 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 2018 MAPS - Merrill Productions Budget Request

Please see following Merrill Productions request. **There is \$25,000 increase related to a proposed Full Time Manager.**

I have also provided the following:

- Cable Franchise Non-Lapsing historical expenditures and draft 2018 budget
- City of Merrill and MAPS Agreement – which needs to be reviewed for Potential updates.

Signed:  Date: 9/19/2017

<i>Merrill Productions - Budget Request 2018</i>			
Planned Expenses			
Equipment/Set Expenses		\$10,300	
Hardware/Computer Updates/Repairs			\$7,000
Batteries, SD cards, ink, etc.			\$700
Set Improvements - news desk (school may be able to help build)			\$2,000
Update wiring in Auditorium - split with MAPS			\$600
Video Services			
Leightronix VieBit Subscription		\$2,988	
Total Info Subscription		\$995	
Charter extra box - 8 mo @ \$10.99/mo		\$140	
4 mo @ \$12.99/mo			
Full Time Manager		\$25,000	
Non-Salaried Employees		\$40,000	
(includes Ass't. Mgrs. & students)			
Administrative Expenses		\$2,695	
Fall Conference			\$200
Spring Conference			\$700
Memberships - WCM, ACM			\$495
Meals			\$200
Video Fest Entries/Awards			\$900
Other			\$200
(conferences, mileage, etc.)			
Total		\$82,118	

CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2017

26 -Reserved - Non-Lapsing
 Cable Franchise

	2015 ACTUAL	2016 ACTUAL	(-----) 2017 CURRENT BUDGET	(-----) 2017 Y-T-D ACTUAL	(-----) 2017 PROJECTED YEAR END	(-----) 2018 REQUESTED BUDEGT	(-----) 2018 BUDGET CHANGE	(-----) PROPOSED BUDGET
REVENUES								
<u>Licenses and Permits</u>								
45305-44900 Cable Franchise (Less Adm)	0	108,130	110,000	87,517	110,000	110,000	0	
TOTAL Licenses and Permits	0	108,130	110,000	87,517	110,000	110,000	0	
45305-44900 Cable Franchise (Less Adm)	PERMANENT NOTES: Revenue less City 5% Administrative Fee which is transferred to General Fund. The 2016 amount was \$5,691.							
45305-44900 Cable Franchise (Less Adm)	CURRENT YEAR NOTES: Non-Lapsing account balance as of 8/31/2017 was \$191,250.							
TOTAL REVENUES	0	108,130	110,000	87,517	110,000	110,000	0	
EXPENDITURES								
<u>Supplies & Expenses</u>								
55305-03-40000 M-3-Operating Reimburseme	17,892	71,409	77,318	32,207	77,318	82,118	4,800	
55305-03-45000 Audio-Chambers/Conference	0	308	3,000	3,978	3,978	3,000	0	
55305-03-46333 Downtown WiFi/Internet	18,137	3,806	0	0	0	0	0	
55305-03-46345 Aquatic-WiFi/Internet	2,934	179	0	0	0	0	0	
55305-03-46389 Wi-Fi Public Replacements	0	8,742	10,000	0	10,000	10,000	0	
55305-03-46400 MARC - Wi-Fi	0	11,669	0	0	0	0	0	
55305-03-46500 Festival Grounds & Expo	0	0	15,000	15,732	15,732	1,500	(13,500)	
55305-03-47500 Accela Live Streaming	5,598	7,974	8,500	15,190	15,190	15,000	6,500	
TOTAL Supplies & Expenses	44,560	104,086	113,818	67,106	122,218	111,618	(2,200)	
55305-03-4000M-3-Operating Reimbursemen	PERMANENT NOTES: Fiscal Note: Future directions for Merrill Productions and related classroom program(s) need to be discussed between City of Merrill and Merrill Area Public Schools.							
55305-03-4000M-3-Operating Reimbursemen	CURRENT YEAR NOTES: New \$25,000 expenditure proposed for new Full Time Manager in 2018.							
55305-03-4650Festival Grounds & Expo	PERMANENT NOTES: MFG WiFi equipment will be installed in Spring 2018.							
TOTAL EXPENDITURES	44,560	104,086	113,818	67,106	122,218	111,618	(2,200)	
REVENUE OVER/(UNDER) EXPENDITURES	(44,560)	4,045	(3,818)	20,411	(12,218)	(1,618)	2,200	

Attachment: Merrill Productions-2018 Request (2814 : Consider 2018 MAPS - Merrill Productions Budget

DRAFT

MERRILL AREA LOCAL CABLE ACCESS CHANNEL AGREEMENT

THIS AGREEMENT, made this 16th day of May, 2007 by and between the City of Merrill, a Wisconsin municipal corporation (the "City"), and the Merrill Area Common Public School District, a common school district organized under ch. 120, Wis. Stats. ("MAPS").

W I T N E S S E T H

WHEREAS, the City granted a franchise for Cable Television (the "Franchise") under Title 9, Chapter 3 of the Code of Ordinances of the City of Merrill (the "Cable Franchise Ordinance"); and,

WHEREAS, Charter Communications acquired the Franchise and provides Cable Television services to the Merrill Area; and,

WHEREAS, pursuant to Sec. 9-3-7(b)(3) of the Cable Franchise Ordinance, Charter Communications is required to provide up to two local access channels; and,

WHEREAS, the City imposes a five percent (5%) franchise fee on the gross revenues of the cable franchisees under the Cable Franchise Ordinance; and

WHEREAS, an access channel for the benefit of Merrill area residents has been activated; and,

WHEREAS, MAPS is developing a distance learning network to facilitate learning in the schools and community and to increase learning opportunities throughout the area; and,

WHEREAS, MAPS has developed a media production class that trains students to produce programming for an access channel; and,

WHEREAS, it is to the benefit of the City and MAPS to enter into an agreement to provide for the equipping and operation of a cable access channel through the joint effort of both entities;

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

1. Authority. The authority for this agreement is pursuant to the terms of §66.30(2), Wis. Stats. as amended from time to time.
2. Purpose. This agreement is intended to provide the operational framework for the Joint Merrill Access Channel- on the Merrill Area Cable Television system. It is intended to cover the initial Access Channel and any additional access channel(s) provided for under the Cable Television Franchise Ordinance.
3. MAPS Contribution. MAPS shall contribute to the Access Channel-Distance Learning Project the following:
 - a. Staff and costs necessary to provide a media production curriculum at the Merrill High School. The curriculum shall consist of at least one course per semester and shall be designed to teach students the elements of media production.

- b. Participate in a Distance Learning Network/Consortium to facilitate long distance learning for both students in the MAPS system and, in the future, the general community. Distance Learning Courses may be utilized for programming on the Access Channel.
 - c. Access Channel-Distance Learning Project editing and studio facilities.
 - d. Cable access points at Merrill High School
 - e. MAPS contribution shall not exceed the cost to provide the curriculum, distance learning network, and other items listed in this paragraph.
4. City Contribution. The City shall contribute to the Access Channel-Distance Learning Project through the Franchise Fee charged under the Cable Franchise Ordinance for the following expenses:
- a. Capital Equipment related to Access Channel-Distance Learning Project operations
 - b. Access Channel Operating expenses not including the costs of capital equipment listed above.
 - c. Cable access points at City Hall.
 - d. Access Channel editing facilities. In addition, the Common Council Chambers shall be equipped to allow for the broadcast of Common Council and other public meetings held in the chambers.
 - e. Notwithstanding the foregoing, the City's contribution under this agreement shall not exceed the amount collected under the Franchise Fee imposed under the Cable Franchise Ordinance.
5. Government Meeting Broadcasts. The parties hereto shall use their best efforts to provide for the broadcast of core meetings of the City of Merrill (as defined by the CATV Committee). Other government meetings, including but not limited to the MAPS Board of Education Meetings may be added as production capacity is achieved through the media production curriculum. Capacity for additional government meeting broadcasts shall be determined by MAPS and the CATV Committee.
6. Access Channel-Distance Learning Project Coordinator & Operations. Instructional staff of the media production curriculum shall also serve as the Merrill Access Channel Coordinator. The cost to serve, as Access Channel- Coordinator shall be considered a part of MAPS contribution to the Access Channel-Distance Learning Project operations. The Access Channel Coordinator may utilize students to produce local programming for broadcast on the Access Channel. Students utilized in this capacity may not be paid separately for any work completed unless it is outside of classroom or homework activities related to the media production curriculum or they are enrolled in an apprenticeship program related to the television production curriculum. Payment of wages for media production purposes under this agreement shall be subject to prior City approval.
7. Employees. Any individuals employed by MAPS in connection with the media production curriculum or Access Channel-Distance Learning Project operations shall not be consider employees of the City.
8. CATV Committee. The CATV Committee of the City of Merrill shall have administrative oversight over the operations of the Access Channel, including the development and implementation of any rules relating to programming on the Access Channel. MAPS shall have one (1) representative on the CATV Committee.

9. Educational Policy. MAPS shall have authority and oversight concerning all aspects of curriculum development and educational activities relating to the operation of the media production course or courses at the Merrill High School.

10. Term. The term of this agreement shall commence upon the signing of this agreement and continue until the end of the 2006-2007 school year. Unless either party to the other gives notice at least 90 days prior to its expiration, this Agreement shall automatically renew for successive one (1) year periods thereafter. In the event that less than five (5) students enroll in the media production curriculum in any regular semester during the term of this agreement, MAPS may suspend Access Channel-Distance Learning Project productions for that semester. Notwithstanding the foregoing, the parties shall use best efforts to find alternative production methods to maintain Access Channel-Distance Learning Project broadcasts.

11. Ownership, Maintenance and Insurance of Capital Equipment. In the event that this agreement is terminated for any reason, including the expiration of the agreement, disposition of capital equipment shall be handled as follows:

- a. *Access Channel.* Capital equipment purchased by the City for the Access Channel use shall remain the property of the City of Merrill. Upon termination of the agreement, MAPS shall return possession of such equipment to the City at City Hall, Merrill to the extent that such equipment is not located there.
- b. *Distance Learning Network.* Capital equipment purchased for the operation of a Distance Learning Network shall remain the property of MAPS. Upon termination of the agreement, the City shall return possession of such equipment to MAPS at the School Administration Building, Sales Street, Merrill to the extent that such equipment is located on City property at the time this agreement is terminated.
- c. *Designation and Use of Equipment.* At the time that capital equipment is purchased pursuant to this agreement, MAPS and the City shall develop and maintain a complete list of such equipment, designating at the time of the purchase which equipment is for Access Channel-Distance Learning Project operations and which equipment is for Distance Learning Network purposes. Notwithstanding the foregoing, equipment designated for use for one purpose or another may be used for either the Access Channel or Distance Learning Network interchangeably during the term of this agreement.
- d. *Maintenance and Insurance of Equipment.* Ongoing maintenance and insurance of the equipment purchased under this agreement shall be the responsibility of MAPS. The cost of maintenance and insurance shall be incorporated as part of the Access Channel operating costs supported by the City under Paragraph 5 above.

12. Notice. Notices required under this agreement shall be provided as follows:

If to the City:

Mayor
City of Merrill
City Hall
1004 East First Street
Merrill, WI 54452

If to MAPS:

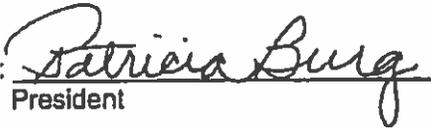
Superintendent
Merrill Area Public Schools
1111 N. Sales Street
Merrill, WI 54452

IN WITNESS WHEREOF, the parties have executed this agreement as of the day and year above indicated.

CITY OF MERRILL

MERRILL AREA COMMON PUBLIC SCHOOL DISTRICT

By: 
Douglas C. Williams, Mayor

By: 
President

Attest: 
William N. Heideman, City Clerk

Attest: 
Clerk

Attachment: Merrill Productions-2018 Request (2814 : Consider 2018 MAPS - Merrill Productions Budget Request)

REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: Monday – September 25th, 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 compensation for Elected Street & Weed Commissioner

Please see following:

- Organizational Chart

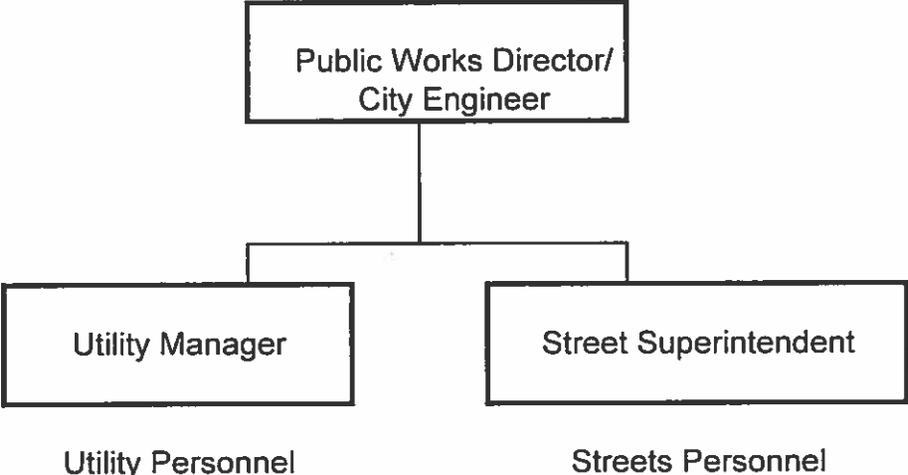
- 2018 budget request

- Related Ordinance Amendments

Signed: 

Date: 9/19/2017

City of Merrill
Public Works Department



**Part-Time Elected
Street & Weed Commissioner**

CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2017

10 -General Fund
 Street Commissioner

	2017			2018				
	2015 ACTUAL	2016 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
EXPENDITURES								
Personnel Services								
53101-01-11000 Salaries - Regular	71,928	1,126	0	0	0	1,667	1,667	
53101-01-51000 Social Security	5,971	3,427	0	0	0	127	127	
53101-01-52000 Retirement (WRS)	5,746	74	0	0	0	0	0	
53101-01-54000 Health Insurance	3,000	0	0	0	0	0	0	
53101-01-55000 Life Insurance	727	61	0	0	0	0	0	
TOTAL Personnel Services	87,371	4,688	0	0	0	1,794	1,794	
53101-01-1100Salaries - Regular			PERMANENT NOTES: Full-time Elected official retired 12/31/2015.					
53101-01-1100Salaries - Regular			CURRENT YEAR NOTES: Next election for Street & Weed Commissioner in April 2018 for term of office beginning 5/1/2018.					
53101-01-1100Salaries - Regular			NEXT YEAR NOTES: Annual compensation of \$2,500. See proposed Ordinance Amendments for duties and responsibilities.					
Supplies & Expenses								
53101-03-11000 Postage	0	0	0	0	0	100	100	
53101-03-30000 Mileage	0	0	0	0	0	231	231	
53101-03-40000 Operating Supplies	0	0	0	0	0	100	100	
TOTAL Supplies & Expenses	0	0	0	0	0	431	431	
TOTAL EXPENDITURES	87,371	4,688	0	0	0	2,225	2,225	

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Attachment: Elected Street-Weed Compensation (2815 : Consider compensation for Elected Street &

2-109

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CITY OF MERRILL

1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: By Board of Public Works
Re: Amending Chapter 2, Article II, Section 2-109
to Eliminate/Change References to Street or
Weed Commissioner

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 II, Section 2-109 of the Code of Ordinances for the City of Merrill is amended as follows:

- (a) *Elected officials.* The elected officials of the city shall consist of:
 - (1) *Mayor.* The mayor shall have a four-year term, elected in even-numbered years ~~beginning with the term to be elected at the April 5, 1994, general municipal election.~~
 - (2) *Aldersperson.* There shall be eight alderspersons, one elected from each aldermanic district, all elected in even-numbered years.
 - (3) *City clerk.* The term of office for the city clerk shall be four years ~~beginning with the term elected at the April 5, 1994, general municipal election.~~ The person so elected to perform the duties of the city clerk shall perform all duties as provided by law and such other duties as are requested to be performed by such person by the common council.
 - (4) *Street and weed commissioner.* The term of office for the street and weed commissioner shall be four years ~~beginning with the term elected at the April 5, 1994, general municipal election.~~
 - (5) *Municipal court judge.* The judge of the municipal court shall have a four-year term, ~~elected in even-numbered years, beginning with the term to be elected in the spring elections of 1998.~~ The judge shall be subject to the qualifications and requirements of chapter 10, article II and Wis. Stats. ch. 755.
- (b) *Salaries for elected officials.*
 - (1) *City clerk.* Pursuant to Wis. Stats. § 62.09(6)(b), the annual salary for the elected city clerk shall be \$54,339.47, effective May 1, 2014, annually from \$53,801.46. Thereafter, the annual salary for the city clerk shall be increased by the same percentage amount afforded all non-union city employees. The elected city clerk shall be entitled to all fringe benefits afforded all non-union city employees as permitted by law.

Attachment: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

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(2) *Street commissioner.* Pursuant to Wis. Stat. § 62.09(6)(b), the annual salary for the elected street commissioner shall be ~~\$2,500.0070,127.49~~ effective May 1, 2018. ~~No other City benefits will be paid, annually from \$69,433.16. Thereafter, the annual salary for the street commissioner shall be increased by the same percentage amount afforded all non-union city employees. The elected street commissioner shall be entitled to all fringe benefits afforded all non-union city employees as permitted by law~~

(c) *Wisconsin Retirement System Pension Contribution.* The city shall continue to pay, on behalf of ~~the~~ elected ~~City Clerk~~officials, an amount ~~equal to that amount paid on behalf of general employees, not to exceed 3.9 percent of covered wages toward the employee-required contributions~~

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: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

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CITY OF MERRILL

1004 EAST FIRST STREET
MERRILL, WI 54452-2586

Attachment: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

AN ORDINANCE: By Board of Public Works
Re: Amending Chapter 2, Article II, Section 2-23(b)(5) to Eliminate/Change References to Street or Weed Commissioner

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 II, Section 2-23(b)(5) of the Code of Ordinances for the City of Merrill is amended as follows:

• **-Sec. 2-23. - Issuance of citation.**

(b) *City officials.* The following city officials may issue citations with respect to those specified ordinances which are directly related to their official responsibilities:

- (1) Any law enforcement officer;
- (2) Fire chief or fire inspector;
- (3) School crossing guards;
- (4) Building inspector, plumbing inspector, electrical inspector, HVAC inspector;
- (5) Street and weed commissioner and Street Superintendent;
- (6) On-duty member of the city police department auxiliary under the direction of the chief of police or designee.

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.

DRAFT

Moved by: _____
 Adopted: _____
 Approved: _____
 Published: _____

Approved:

 William R. Bialecki,
 Mayor

Attest:

 William N. Heideman, City Clerk

Attachment: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

2-81

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CITY OF MERRILL

1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: By Board of Public Works
Re: Amending Chapter 2, Article IV, Section 2-81 to
Change the Composition and Duties

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 IV, Section 2-81 of the Code of Ordinances for the City of Merrill is amended as follows:

• **Sec. 2-81 – Standing committees; action on committee reports.**

(1) *Board of public works.*

a. *Composition.* The board of public works shall consist of the following:

1. ~~The mayor and three~~ The mayor and three alderpersons appointed by the mayor, ~~the street commissioner and the mayor;~~
2. The mayor shall act as chairperson, ~~and shall not vote except to break a tie;~~ and
3. The city administrator, city attorney, public works director/city engineer, street superintendent, and street commissioner ~~city engineering department representative and finance director~~ shall attend all meetings.

b. *Duties.* In addition to the powers and duties prescribed by state statutes, the board of public works shall:

1. Keep all streets, alleys, storm sewers, sidewalks, curbs, gutters, and other public places maintained and repaired;
2. Prescribe rules and regulations for the street department;
3. Hold public hearings relative to special assessments and related charges permitted by state statutes and city ordinances;
4. Appoint special committees for special matters within the jurisdiction of the common council;
5. Perform such duties pertaining to acquisition of private property for public use as may be prescribed by the council; and

Attachment: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

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6. Prescribe all rules and regulations, and perform all duties relating to recycling and garbage collection.

7. Make recommendations for meeting future needs of on-street and off-street parking.

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: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

2-88

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CITY OF MERRILL

1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: By Board of Public Works
Re: Amending Chapter 2, Article II, Section 2-88(c)(5) to Eliminate/Change References to Street or Weed Commissioner

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 II, Section 2-88(c)(5) of the Code of Ordinances for the City of Merrill is amended as follows:

(c) *Required meetings; attendance.* The following department heads and city officials shall attend all council meetings. If he cannot attend due to illness or other good cause, a member of his/her staff or department may attend in his/her stead.

- (1) Chief of police.
- (2) Fire chief.
- (3) City clerk.
- (4) City attorney.
- (5) Street ~~Superintendent~~ commissioner.
- (6) ~~Community development representative~~ Building Inspector/Zoning Administrator.
- (7) Public Works Director/City Engineer ~~Engineering department representative.~~
- (8) Utilities Manager
- (9) Parks and recreation director.
- (10) Transit director.
- (11) Enrichment ~~Senior~~ center director.
- (12) City administrator.
- (13) Finance ~~technology~~ director.
- (14) Library director

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

Attachment: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

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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: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

14-34, 14-35, 14-36

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CITY OF MERRILL
1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: By Board of Public Works
Re: Amending Chapter 2 Article II, Section 14-34(b), 14-35(e), 14-36(d), 14-36(e), and 14-36(f), to Eliminate/Change References to Street or Weed Commissioner

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 14, Article II, Section 14-34(b), 14-35(e), 14-36(d), 14-36(e), 14-36(f) of the Code of Ordinances for the City of Merrill is amended as follows:

Sec. 14-34. - Destruction of noxious weeds

- (b) If the owner or occupant shall neglect to destroy any weeds as required by such notice, then the weed commissioner or the Street Superintendent shall give ten days' written notice by mail to the owner or occupant of any lands upon which the weeds shall be growing, that the weed commissioner or the Street Superintendent, after the expiration of the ten-day period, will proceed to destroy or cause to be destroyed all such weeds growing upon said lands and that the cost thereof will be assessed as a tax upon the lands where such weeds are located under the provisions of Wis. Stats. § 66.0407. In case the owner or occupant shall further neglect to comply within such ten-day notice, then the weed commissioner or the Street Superintendent shall destroy such weeds or cause them to be destroyed in the manner deemed to be the most economical method and the expense thereof, including the cost of billing and other necessary administrative expenses, shall be charged against such lots and be collected as a special tax thereon

Sec. 14-35. - Regulation of natural lawns

- (e) Revocation of permit; appeals. The weed commissioner or the Street Superintendent shall have the authority to revoke an approved natural lawn management plan permit, if the owner fails to maintain the natural lawn or comply with the provisions set forth in this section. Notice of intent to revoke an approved natural lawn management plan permit shall be appealable to the common council or designated committee thereof. All applications for appeal shall be submitted within 15 calendar days of receipt of the written notice of intent to revoke. Failure to file an application for appeal within the 15 calendar days shall result in the revoking of the natural lawn management plan permit. All written applications for appeal filed

Attachment: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

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within the 15 calendar day requirement shall be reviewed by the common council in an open meeting. The decision rendered by the common council shall be final and binding

Sec. 14-36. - Regulation on length of lawn and grasses

- (d) *Inspection.* The weed commissioner or the Street Superintendent or his designee, shall inspect or cause to be inspected all premises and places within the city to determine whether any public nuisance under subsection (b) of this section, exists.
- (e) *Abatement of nuisance.*
- (1) If the weed commissioner or the Street Superintendent shall determine with reasonable certainty that any public nuisance under subsection (b) of this section, exists, he shall immediately cause written notice to be served that the city proposes to have the lot grass or lawn cut so as to conform with this section and section 14-35.
 - (2) The notice shall be served at least ten days prior to the date of the hearing and shall be mailed or served on the owner of the lot or parcel of land or, if he is not known and there is a tenant occupying the property, then to the tenant, of the time and place at which the hearing will be held.
- (f) *Hearing.* If the owner believes that his grasses or weeds are not a nuisance, he may request a hearing before the common council. The request for said hearing must be made in writing to the city clerk's office within the ten days set forth in the weed commissioner's or the Street Superintendent's notice. Upon application for the hearing, the property owner must deposit a \$25.00 bond. If a decision is rendered in the property owner's favor, the \$25.00 will be returned. If the property owner fails to appear for the hearing, or if the decision is rendered against the property owner, the deposit shall be forfeited and applied to the cost of city personnel abating the nuisance. When a hearing is requested by the owner of the property, a hearing by the common council shall be held within seven days from the date of the owner's request. The property in question will not be mowed by the city until such time as the hearing is held by the common council. At the hearing, the owner may appear in person or by his attorney, may present witnesses in his own behalf and may cross examine witnesses presented by the city, as well as, subpoena witnesses for his own case. At the close of the hearing, the common council shall make its determination in writing specifying its findings, facts, and conclusions. If the common council determines that a public nuisance does exist, the common council shall order the weed commissioner or the Street Superintendent to mow the property in question, unless the property has been mowed by the owner within 48 hours of the common council's decision. If the owner does not abate the nuisance within the prescribed 48 hours, the weed commissioner or the Street Superintendent shall cause the same nuisance to be abated and any cost in excess of the forfeited bond assessed accordingly

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

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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: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

30-2,3,4,6

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CITY OF MERRILL
1004 EAST FIRST STREET
MERRILL, WI 54452-2586

Attachment: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

AN ORDINANCE: By Board of Public Works
Re: Amending Chapter 30, Article I, Section 30-2,
30-3(b), 30-4(b), 30-6 Eliminate/Change
References to Street or Weed Commissioner

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 30, Article I, Section 30-2, 30-3(b), 30-4(b), 30-6 of the Code of Ordinances for the City of Merrill is amended as follows:

Sec. 30-2. - Definitions.

Curbside means where there is intended to be the boulevard area between the curb and gutter of the road and sidewalk or the shoulder of the road or other location approved by the Street Superintendentstreet commissioner in writing

Sec. 30-3. - Governing committee

- (b) The supervision, direction, collection and disposal of solid waste shall be under the daily direction of the Street Superintendentstreet commissioner who shall see that the work is done in strict compliance with this chapter and the rules and regulations promulgated by the board

Sec. 30-4. - Forfeiture

- (b) The Street Superintendentstreet commissioner shall be authorized to issue citations for violations of this chapter. Said citations shall meet the requirements of Wis. Stats. § 66.0113, as amended from time to time

Sec. 30-6. - Intent

It is the intent of this chapter to set forth the fundamental elements of an effective solid waste program for the city. It is also recognized that an effective solid waste program needs more detailed explanation and the ability to change as conditions warrant. Therefore, as a part of this chapter, the board and the Street Superintendentstreet commissioner, pursuant to section 30-3, shall establish policies that will support the intention of this chapter. After publication in

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accordance with this chapter, said policies shall be kept on file in the city clerk's office for inspection by the public during normal business hours. Copies of the policies shall be provided to the public pursuant to the Open Records Law and city ordinances.

- **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: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

30-31, 30-32, 33

DRAFT

CITY OF MERRILL
1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: By Board of Public Works
Re: Amending Chapter 30, Article I, Section 30-31,
30-32(a) and 30-32(b) Eliminate/Change
References to Street or Weed Commissioner

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 30, Article I, Section 30-31, 30-32(a) and 30-32(b) of the Code of Ordinances for the City of Merrill is amended as follows:

Section 30-32(f) Procedures for Collection and Disposal

(f) The collection of solid waste shall be done at least once a week on a schedule, method and routes as set up by the board of public works or the Public Works Director/City Engineerstreet-commissioner.

Section 30-32((a) and (b) Solid Waste and Assessment Fee

(a) In the event that any person places solid waste for pickup by the collector in violation of this article or rules promulgated pursuant to the terms of this chapter, the Public Works Director/City Engineerstreet-commissioner or designee shall tag the solid waste indicating what provisions of this chapter or the rules have been violated. The tag shall indicate that if the solid waste is not removed by noon the following day, the collector shall return and collect the solid waste and charge the person \$10.00 per bag, box or garbage can collected. The person shall correct the violation and place the solid waste for pickup on the next succeeding collection day for that property.

(b) In the event that the solid waste tagged with a violation is left at the site for normal solid waste pickup longer than noon on the day after the property's normal pickup day, the collector shall return and collect the solid waste and report the pickup to the Public Works Director/City Engineerstreet-commissioner. The Public Works Director/City Engineerstreet-commissioner shall cause a bill to be sent to the property from which the solid waste was collected equal to \$10.00 per bag, box or garbage can collected

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

Attachment: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

DRAFT

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: _____

Approved:

Adopted: _____

William R. Bialecki, Mayor

Approved: _____

Attest:

Published: _____

William N. Heideman, City Clerk

Attachment: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

DRAFT

32-24

CITY OF MERRILL

1004 EAST FIRST STREET
MERRILL, WI 54452-2586

Attachment: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

AN ORDINANCE: By Board of Public Works
Re: Amending Chapter 32, Article II, Section 32-24
to Eliminate/Change References to Street or
Weed Commissioner

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 II, Section 32-24 of the Code of Ordinances for the City of Merrill is amended as follows:

Sec. 32-24. - Alteration prohibited.

No person shall alter the grade of any street, alley, sidewalk or public ground or any part thereof in the city by any means whatsoever, unless authorized or instructed to do so by the common council, board of public works, Public Works Director/City Engineer~~street commissioner or city engineering department representative~~. ~~All such alterations of grade shall be recorded in the office of the city clerk~~

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.

DRAFT

Moved by: _____

Adopted: _____

Approved: _____

Published: _____

Approved:

William R. Bialecki,
Mayor

Attest:

William N. Heideman, City Clerk

Attachment: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

DRAFT

32-58(E)

CITY OF MERRILL
1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: By Board of Public Works
Re: Amending Chapter 32, Article III, Section 32-58(e) Eliminate/Change References to Street or Weed Commissioner

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 32, Article III, Section 32-58(e) of the Code of Ordinances for the City of Merrill is amended as follows:

Sec. 32-58. - Special assessments

- (e) If 100 percent of the property owners in any area request that a currently paved street, which does not meet the criteria of the city's five-year capital improvement plan be improved and agree to pay 100 percent of the improvements, the city may do so. No such improvement shall be done for an area less than three city blocks on a continuous street or a total of any shorter street, as determined by the Public Works Director/City Engineer city-street commissioner or city-engineering department representative.

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.

Attachment: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

DRAFT

Moved by: _____

Adopted: _____

Approved: _____

Published: _____

Approved:

William R. Bialecki,
Mayor

Attest:

William N. Heideman, City Clerk

Attachment: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

32-88

DRAFT

CITY OF MERRILL

1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: By Board of Public Works
Re: Amending Chapter 32, Article IV, Section 32-88
to Eliminate/Change References to Street or
Weed Commissioner

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 32, Article IV, Section 32-88 of the Code of Ordinances for the City of Merrill is amended as follows:

- **Sec. 32-88. - Excavations of streets, alleys, public ways and grounds.**

(a) *Permit procedure.*

(1) *Requirements.* No person shall excavate or disturb the surface of any street or right-of-way, including street surface, boulevard, sidewalk, alley or public ground such as a utility easement in the city, for any purpose without first filing an application in writing accompanied by the proper fee and receiving a written permit therefor. No permits shall be issued by the city between the dates of November 15 through April 15, unless the work is done by the city or is done in an emergency. The term "emergency" means such situations as broken water lines, broken sewer lines or nonfunctioning utilities which would not function properly without adequate immediate repair. Other street openings done between November 15 and April 15 shall first have a written request and be approved by action of the board of public works. During periods when weather or other conditions present additional traffic hazards, potential damage to the street or right-of-way, or other concerns for public health and safety, the Public Works Director/City Engineer ~~city engineering department representative or street commissioner~~ shall confer with the permit applicant to consider alternative scheduling or added conditions to protect public health and safety. If the city is satisfied that the public health and safety cannot be adequately protected during such period, the permit may be delayed or denied.

(2) *Application.* The application shall be signed by the applicant and shall state the purpose, dimensions, depth and exact location of the proposed excavation and the kind of street surfacing at such point. All permits shall be applied for a minimum of 24 hours prior to work commencing on street opening with date of work to be indicated on permit application.

Attachment: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

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- (3) *Issuance.* The city clerk may issue a permit for excavating any street or alley upon receipt of an application properly executed by a responsible party and payment of the proper fee; in the event of a situation reviewed by the Public Works Director/City Engineer~~city engineering department representative or street commissioner~~, as described in subsection (a)(1) of this section, such permit shall only be issued by the city clerk after approval of the Public Works Director/City Engineer~~city engineering department representative's office~~ in writing. All permit applications shall be acted upon within 30 days after a complete application is filed with the city clerk's office. Applications not acted upon within 30 days shall be deemed to be denied. The permit issued shall be good for a period of 30 days and may be renewed for an additional 30 day period, for no additional fee, upon written request of the permit holder and approval of the Public Works Director/City Engineer~~city engineering department representative or street commissioner~~. The responsible party shall give 24 hours' notice to the city water utility in requesting taps for water, storm sewer and sanitary sewer laterals.
- (b) *Fee.*
- (1) *Determination.* The fee for excavating in a city street, right-of-way, including a street surface, boulevard, sidewalk, alley or other portion of any public property such as a utility easement shall be an amount equal to the cost to the city for replacement of said street, alley or other public property surface to its original condition or better, in a workmanlike manner. The fees shall be as established annually by the board of public works and by the common council and as indicated on the schedule of licenses and fees appearing in chapter 16 of this Code. Said costs shall cover mainly surface restoration, boulevard, black dirt and seeding, pavement and gravel, the only exception being a concrete pavement street. The property owner or agent will be responsible for the payment of restoration of curb, gutter and sidewalk which will be a special assessment.
- (2) *Payment of street opening charges.*
- a. Once a public works project has been requested by abutting property owners, or the board of public works, and approved by the common council, it shall be the policy of the board of public works to waive the street opening charges to the abutting property owners for work that is required as part of the public works project.
 - b. On a petitioned project, the abutting property owner will be required to pay street opening charges, which will be reimbursed to the property owner if the public works project is approved within one year of petition.
 - c. On all approved public works projects, there shall be no street opening charge provided work is done prior to the public works project and bids have been accepted by the common council.
 - d. Public works projects shall be the installation of sanitary sewer, water main, storm sewer and bituminous paving with curb and gutter within a complete city block.
- (3) *New streets.* Except for emergencies as determined by the Public Works Director/City Engineer~~city engineering department representative or street commissioner~~, and variances granted by the board of public works upon good

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cause shown by the applicant, no person shall be granted a street opening permit within two construction seasons following the completed construction or reconstruction of any street in the city.

- (4) *Complex projects or unusual costs.* Where complex projects are involved or unusual costs are incurred to return the right-of-way to its original condition, including any costs incurred to restore the life-expectancy of the right-of-way improvements as existed prior to any street excavation conducted pursuant to this section, the city may charge the permit holder, its agent, or the property owner benefited by the street excavation, the city's actual costs for restoration of the right-of-way and inspection of the same.
- (c) *Street closing; specifications and procedures.*
- (1) All excavations for sewers, water and other purposes in the streets, alleys and other public property of the city shall be performed by the owner of the property or his agent or as ordered by the common council, and shall be closed and refilled within the same day after the opening thereof, unless such time is extended in advance with approval from the Public Works Director/City Engineer~~city engineering department representative or street commissioner.~~
- (2) In excavation of a trench, OSHA regulations and requirements shall be observed and pavement removal shall be kept to the minimum area possible. No tunneling will be allowed under any pavement, curb and gutter and sidewalk without consent of the Public Works Director/City Engineer~~city engineering department representative or the street commissioner.~~
- (3) All equipment or machinery used must be capable of performing the intended work involved and in good operating condition.
- (4) The owner of the property or his agent shall be responsible for the proper filling of the excavation which shall include backfill material of existing approved native material from the trench or hauled-in sand and gravel if native material is unacceptable, filled in to a level up to 13 inches of the final grade elevation, compacted with a vibratory mechanical compactor in lifts appropriate in the backfill material used; maximum lifts to be one foot thick and the top 13 inches, at a minimum, shall be compacted with state-approved gravel, supplied by the city, and placed by the owner or agent. The owner or agent shall make proper arrangements with the city street department prior to commencing excavation work for the delivery of the state-approved gravel to the excavation site. Any deliveries outside regular hours will be charged overtime rates.
- (5) Street openings in concrete pavement shall be replaced with equivalent to existing concrete, eight inches of state-approved gravel base and seven inches of concrete, or eight inches of state-approved base and six inches of bituminous pavement placed in two inch layer lifts compacted with a vibratory compactor. The replacement of concrete pavement should be done as soon as possible, but in no case, shall the replacement of a street opening in a concrete pavement exceed a period of 30 days. All concrete replacement excavations shall be approved in writing by the Public Works Director/City Engineer~~street commissioner or the city engineering department representative.~~
- (6) Street openings in new streets less than five years old may require additional improvements in repairing a street opening in order to insure the integrity and

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maintain the original longevity of the street. The permit holder, its agent or the property owner benefited by the work involved in the street opening shall pay the costs of said improvement. The Public Works Director/City Engineer~~city engineering department representative or street commissioner~~ shall determine and assess those costs as part of the permit fee under this section.

(d) *Disposition of final restoration fee; damage liability.*

(1) There shall be no refund of the estimated cost of any restoration of roadways and public property mentioned in this article, and it is the intention of the common council that the fee prescribed in subsection (b) of this section shall be reimbursement to the city for the time and labor expended by the city in restoring the roadways indicated in this article. The payment by the licensee in advance of the estimated cost of restoration of the surface shall in no way be construed as applying on any claim for damages which the city may have against the licensee, property owner, or others, by reason of such excavation. Each permit is granted upon the express condition that the licensee shall be fully responsible for protecting the public and the city against injury and damages by reason of such excavation, and such licensee by accepting such permit agrees to reimburse and save harmless the city and its officers from any loss or damage which may in any way result from the excavation and the prosecution of the work in and about the excavation.

(2) If deficiencies occur in work, excavation or backfilling, the city shall notify the permit holder, its agent or the property owner of the deficiencies and corrective work shall be done. If the permit holder does not correct work deficiencies, the city may do necessary corrective work. The cost for corrective work shall be billed to the permit holder or removed from the cash bond. Each permit shall recite in the body thereof, that the terms and conditions of this article are made a part of the permit and that the licensee assumes the obligation therein.

(3) In addition, the licensee, or agent or landowner, shall be responsible for all necessary blocking of the street, necessary detouring and notification of the detours at his own expense; if said licensee, agent or landowner shall not do so, the street department may do so and charge back the costs of said detouring and blocking to the licensee, agent or landowner, which charge shall be over and above the street opening costs and shall be paid within 30 days of billing. The agent or property owner shall furnish necessary flagmen, barricades and signs to adequately control traffic at all times in accordance with the latest revision of "Part IV, Traffic Controls for Street and Highway Construction and Maintenance Operations of the Division of Highways" manual, or traffic control devices. Notice shall be given to the Public Works Director/City Engineer~~street commissioner, the city engineering department representative~~ and the police department of any street that will be closed off or detoured for any time, with a detour being approved by the Public Works Director/City Engineer~~city engineering department representative~~ prior to work commencing.

(e) *Utility connections.* No person shall connect to any municipal utilities within the city, unless the Public Works Director/City Engineer~~city engineering department representative~~ or his agent is present and personally supervising the attaching and making of such connection, which shall be made in the manner and of materials directed by the Public Works Director/City Engineer~~city engineering department representative~~.

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The ~~Public Works Director/City Engineer~~city engineering department representative or his representatives shall have the right to refuse a utility tap if conditions are considered unsafe or not adequate for construction anticipated. The agent or property owner shall, on all street openings, contact the Diggers Hotline three days before excavation for location and field check of all utilities. (Diggers Hotline number is 811 (in Wisconsin) or 1-800-242-8511). The agent or property owner shall, prior to excavating, contact the proper city utility to become knowledgeable as to depth and location of city utilities involved in the area of excavation.

(f) *Bond; insurance.*

- (1) *Cash bond.* Any agent or property owner who excavates or requests a street opening shall have a cash bond in an amount of \$500.00 filed with the city clerk on a yearly basis in advance of receiving a street opening permit. The cash bond filed with the city clerk shall be good for a period of one year, and the cash bond shall be returned to the agent or property owner if all work is done in accordance with the provisions of this article as of January 1 of each year, unless requested to be refiled by the agent. The bond shall be over and above any street opening charges. In the event any claim is made under this section, then the bond shall be used to offset the claims, with the balance of the bond being returned to the permit holder as provided herein. In addition, any general penalties provided under [section 1-7](#) and subsection (g) of this section, shall first be satisfied from the bond prior to return of said bond.
- (2) *Bond review.* The ~~Public Works Director/City Engineer~~city engineering department representative and the street commissioner shall review all cash bonds on an ongoing basis. If a contractor's bond or work comes into question, ~~either the Public Works Director/City Engineer~~city engineering department representative or the street commissioner may present bond documents to the board of public works for review and reconsideration if necessary. The ~~Public Works Director/City Engineer~~city engineering department representative, upon written request by a contractor and upon receiving the required cash bond and certificate of insurance, may approve the contractor to be bonded in the city. The ~~Public Works Director/City Engineer~~city engineering department representative will notify in writing all agents for property owners of bond status, approval, or disapproval.
- (3) *Insurance.* An agent or property owner who receives cash bond approval shall file with the city a copy of the insurance policy covering the same period of time as the cash bond, with coverage of \$500,000.00 for each person, \$500,000.00 for property damage covering comprehensive or general liability insurance, covering personal injury and property damage and such other insurance that may be necessary to protect the city herein from any claims and/or actions without limiting its liability.
- (4) *Exception.* This subsection shall not apply to telecommunication carriers, as defined in Wis. Stats. § 196.01(8m); telecommunication utilities, as defined in Wis. Stats. § 196.01(10); alternative telecommunication utilities, as defined in Wis. Stats. § 196.01(d); public service corporations, or to cooperative associations organized under Wis. Stats. ch. 185, to render or furnish telecommunication service, gas, light, heat or power. Notwithstanding the foregoing, such carriers, utilities, corporations and associations shall:
 - a. Secure a permit for temporary obstructions or excavation in a highway;

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- b. Be subject to all other regulations under this section;
- c. Do all necessary repair work, including restoration of road, surface, curb and gutter, sidewalk and boulevard at their own expense; and
- d. Be liable for all injuries to person or property thereby.

(g) *Violation; penalty.* In addition to the general penalty provided in [section 1-7](#), a penalty fee of \$25.00 shall be charged against the permit holder for each day in which the permit holder allows an excavation as described in this article to remain open and unfilled after the expiration of the time limits set forth in subsection (c) of this section. This penalty shall not apply if a written justifiable reason for the delay in refilling the excavation is approved by the Public Works Director/City Engineer~~city engineering department representative or the street commissioner.~~

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: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

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32-89

CITY OF MERRILL
1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: By Board of Public Works
Re: Amending Chapter 32, Article IV, Section 32-89(c) and 32-89(e) to Eliminate/Change References to Street or Weed Commissioner

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 32, Article IV, Section 32-89(c) and 32-89(e) of the Code of Ordinances for the City of Merrill is amended as follows:

• Sec. 32-89. - Obstructions and encroachments.

(c) Issuance of permit.

- (1) The city engineering department representative or Street Superintendentstreet commissioner is authorized to issue a permit which allows property owners to place certain fixtures on sidewalks which immediately adjoin their property for a limited period of time. In determining if a permit shall be authorized, all of the following requirements must be met:
a. The property must be located in an area zoned for commercial uses;
b. The fixture shall not be physically attached to the sidewalk, any street fixture or any adjacent building, and shall be of a temporary design;
c. The placement of the fixture shall not impede the flow of pedestrian traffic on the sidewalk. In no event shall the fixture reduce the unobstructed sidewalk width to less than four feet at any point;
d. The property owner whose property adjoins the city sidewalk shall file the permit application or authorize the occupant of the subject property to file the permit application; and
e. The permitted use is for a specific limited period of time.
(2) Upon reviewing the permit application if it is determined by the Street Superintendentstreet commissioner or city engineering department representative that all of the above requirements have been met, he shall issue the permit. Said permit may be revoked by the Street Superintendentstreet commissioner or city engineering department representative at any time when, one or more of the requirements in this subsection are not complied with, or if he determines that the

Attachment: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

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placement of the fixture endangers the safety of the pedestrians who utilize the sidewalks.

(e) **Notice to remove obstructions and encroachments located in the city streets, alleys, public grounds or lands dedicated for public use.** In addition to any other penalty imposed, if the chief of police, ~~or Street Superintendent~~ ~~street commissioner or city engineering department representative~~ determines that a city street, alley, public grounds or land dedicated for public use is obstructed or encumbered, he shall issue a written notice to the property owner of the premises which adjoin the obstructed public area directing that the obstruction be removed within 24 hours.

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: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

DRAFT

32-90

CITY OF MERRILL
1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: By Board of Public Works
Re: Amending Chapter 32, Article IV, Section 32-90
to Eliminate/Change References to Street or
Weed Commissioner

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 32, Article IV, Section 32-90 of the Code of Ordinances for the
City of Merrill is amended as follows:

Sec. 32-90. - Street privilege permits.

(a) Required. Permits for the use of the streets, alleys, sidewalks or other public ways or
places of the city may be granted to applicants by the Street Superintendentstreet
commissioner or city engineering department representative for the purpose of moving any
building or structure or of encumbering the street, alley, sidewalk or way with materials
necessary in and about the construction or demolition of any building or structure, provided
such applicant has complied with the other requirements of this section and has obtained a
building permit if required by this Code. The Street Superintendentstreet commissioner or city
engineering department representative may request advisory recommendations from the
chief of police and building inspector prior to issuance of the permit. City officials may attach
conditions to the permit, including proof of liability insurance.

(b) Insurance. No street privilege permit shall be issued until the applicant shall file with
the city clerk a copy of an insurance policy with coverage of \$500,000.00 for each person and
\$500,000.00 for property damage covering personal injury and property damage.

(c) Fee. There shall be a fee for a street privilege permit plus any actual city costs. The
fee shall be as established by the common council, from time to time, and as indicated on the
schedule of licenses and fees appearing in chapter 16 of this Code.

(d) Conditions of occupancy. The permission to occupy or obstruct the streets, alleys,
sidewalks or public grounds is intended only for use in connection with the actual erection,
alteration, repair, removal or moving of buildings or structures and shall be given upon the
following terms and conditions and subject to revocation without notice by the chief of police,
or Street Superintendentstreet commissioner or city engineering department representative
for violation thereof:

- (1) Such temporary obstruction shall cover not more than one-third of any street or
alley.

Attachment: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

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- (2) Obstructions shall be sufficiently lighted at night so as to be in full view of the public from all directions.
- (3) Sidewalk traffic shall not be interrupted, but temporary sidewalks of not less than four feet in width guarded by a closed fence at least four feet high on both sides may be maintained during the period of occupancy.
- (4) No building or structure shall be allowed to remain overnight on any street crossing or intersection or so near thereto as to prevent easy access to any fire hydrant.
- (5) Upon termination of the work necessitating such obstruction, all parts of the streets, alleys, sidewalks or public grounds occupied under the permit shall be vacated, cleaned of all rubbish and obstructions and placed in a safe condition for public travel at the expense of the permittee.

(e) *Termination.* All street privilege permits shall automatically terminate at the end of three months from the date of issuance, unless an earlier termination date is specified thereon at the discretion of the ~~Street Superintendent~~ street commissioner or city engineering department representative.

(f) *Failure to remove obstruction.* In addition to any other penalty imposed, if the owner or occupant of the premises adjoining any lawfully obstructed sidewalk shall remove or neglect to remove such obstruction within 24 hours after such notice from the common council to do so, it shall be the duty of the city to remove such obstruction and make return of the costs and expenses thereof to the city clerk who shall enter such cost on the next annual tax roll as a special charge against the property abutting such obstructed sidewalk, and such sum shall be levied and collected as other special taxes against real estate

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: Ordinances related to Street or Weed Commissioner (2816 : Ordinance Amendments related to Street and Weed Commissioner)

2017 MERRILL and TOMAHAWK MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	APRIL	May	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
INITIAL APPEARANCES-Merrill (Docket)													
1. Total Citations	160	92	96	83	86	121	116	67					821
2. Adult Citations	148	86	93	76	82	116	113	63					777
3. Juvenile Citations	12	6	3	7	4	5	3	4					44
4. Not Guilty Pleas (potential trials)	10	2	3	6	0	1	6	3					31

INITIAL APPEARANCES-Tomahawk													
1. Total Citations	9	14	16	12	17	19	31	27					145
2. Not Guilty Pleas (potential trials)	1	0	1	0	2	1	0	1					

TRIALS													
1. Scheduled	0	0	0	1	0	1	1	1					4
2. Held	0	0	0	0	0	0	0	0					0
3. Rescheduled	0	0	0	1	1	1	1	1					5
4. Settled	0	0	0	0	1	0	0	1					2

CASES DISPOSED													
1. # Citations	169	116	116	91	111	139	149	96					987

WRITS ISSUED													
1. # Citations	Tax Intercept	Tax Intercept	Tax Intercept	Tax Intercept	39	43	46	35					163

FINANCIALS													
1. Amount Collected (Reported to State)	\$9,861.49	\$22,198.73	\$25,557.28	\$9,030.64	\$12,491.32	\$13,194.06	\$18,359.04	\$13,357.85					\$124,050.41
2. Amount Paid to County & State	(\$3,143.35)	(\$8,134.92)	(\$9,570.70)	(\$3,311.22)	(\$4,126.58)	(\$4,748.13)	(\$6,799.50)	(\$4,913.31)					(\$44,747.71)
3. Forf & Cost Retained by City	\$6,718.14	\$14,063.81	\$15,986.58	\$5,719.42	\$8,364.74	\$8,445.93	\$11,559.54	\$8,444.54					\$79,302.70
4. Add. Misc. fees collected	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00
5. Add. Forf. Receipts from LCCC	\$0.00	\$0.00	\$85.78	\$63.27	\$0.00	\$0.00	\$0.00	\$0.00					\$149.05
6. Total Revenue to the City	\$6,718.14	\$14,063.81	\$16,072.36	\$5,782.69	\$8,364.74	\$8,445.93	\$11,559.54	\$8,444.54					\$79,451.75
7. Municipal Court Expenses	(\$11,026.71)	(\$7,116.02)	(\$6,718.07)	(\$6,179.20)	(\$6,174.81)	(\$8,894.21)	(\$6,665.11)	(\$6,654.59)					(\$59,428.72)
8. Net Revenue to the City of Tomahawk **	(\$248.00)	(\$484.00)	(\$912.68)	(\$160.00)	(\$709.71)	(\$226.80)	(\$453.00)	(\$877.00)					(\$4,071.19)
9. Net Revenue to the City of Merrill	(\$4,556.57)	\$6,463.79	\$8,441.71	(\$556.51)	\$1,480.22	(\$675.08)	\$4,441.43	\$912.95					\$15,951.94
10. Restitution Collected	\$67.35	\$653.29	\$1,333.88	\$136.51	\$525.77	\$305.91	\$258.42	\$346.95					\$3,628.08

adj for LCCC
forf rec'ts

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



City of Merrill

Kathy Unertl, Finance Director

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Date: September 18th, 2017

To: Personnel & Finance Committee

From: Kathy Unertl, Finance Director

RE: Activities – August - September 2017

Payroll and Employee Benefits: The entire Clerk-Treasurer staff does an exceptional job in handling the challenges of employee compensation and benefits. Thanks to Kathy Seubert, Brenda Grefe, Jill Bostrom, and Lara Millis.

Thanks for giving us time to provide input on the Employee Handbook.

Information Technology: Continue to assist in determining status of various IT projects and obtaining critical IT resources. RMM Solutions has been able to provide on-site IT assistance which works way better than remote IT assistance.

When something goes wrong, we are finding out about IT capabilities (such as at T. B. Scott Library) that City Departments and former IT Manager Ron Turner quietly implemented.

With assistance from Brenda Grefe and Dustin Brown from RMM Solutions, working on how to access and update the aviation fuel sales information. Since the City of Merrill owns the fuel, City employees need to be only ones making manual entries into the system for none credit card sales.

2018 Budget & Capital Planning: We will be attempting to integrate Departmental Operational and Capital Budgets into one document – like was done for 2016 budget. There will be separate 2017 budget binder for infrastructure projects.

Economic Development: Exciting time for Merrill's future!

Will continue working with Ehlers on needed TID Plan amendments for TID No. 4 (related to industrial/business park land and N. Pine Ridge Ave. extension) and TID No. 9 (related to Idle Sites grant projects and S. Center Ave. infrastructure improvements).

CITY ATTORNEY

REPORT FOR SEPTEMBER 25, 2017

DEVELOPMENT PROJECTS: All still proceeding at a good pace. Paperwork on Phase II of Rock Ridge Apartments is being finalized, along with AmericInn, Badger Portfolio (garage) Development Agreements, Upcoming closings on real estate include Weinbrenner, a 4.3 acre parcel on Theilman Street, Whispering Pines, which once the City takes ownership, will be turned over to several entities for new businesses. Attended the groundbreaking at Cobblestone Borders Hotel. Very impressive group of developers. Hwy G annexation project is moving along also.

FESTIVAL GROUNDS: Events are being booked for the expo hall at a quick pace. Next Festival Grounds meeting will hopefully produce a “fair date” for next year’s Lincoln County Fair.

UNIONS: Have had initial meetings with unions. Health insurance is the big issue. Grievances from Fire Union proceeding per contract.

LITIGATION: The City, the Building Inspector and I are defendants in a Federal lawsuit filed (pro-se) by the former owner of the property located at the corner of 4th and Hendricks. Met with Attorney Luke A. Martell, counsel assigned by our insurance carrier. The process will continue for the next several months.

MUNICIPAL COURT: All proceeding well. We have proposed a slight fee increase to the City of Tomahawk. Several contested matters on the docket.

MISCELLANEOUS: A hearty thank you to Diane and the ladies in the Clerk’s office for their input and help on the Personnel Handbook. We’re getting there!

*The four most beautiful works in our language: “I told you so”
Gore Vidal*

City Attorney					
MONTHLY REPORT					
September 18, 2017					
		Aug/Sept	July		
MUNICIPAL COURT		5 weeks	2 weeks		
TOTAL ADULT		179	101		
Adult Ordinance		48	25		
Adult Traffic		131	76		
Total Adult Defendants		146	76		
Adult Closed		22	12		
Other Jurisdictions		0	0		
TOTAL JUVENILE		8	4		
Juvenile Ordinance		8	4		
Juvenile Traffic		0	0		
Total Juvenile Defendants		8	4		
Juvenile Closed		5	3		
TRIALS		1	2		
Pending Municipal Trials		1	2		
Pending Circuit Court Trials		0	0		
Pending Other Jurisdictions		0	0		
Other Court Matters		Beginning	New	Closed	Ending
Deferred Prosecution Agree.					
MERRILL DPA'S	July	11	0	0	11
	Aug/Sept	11	5	4	13
	Oct.	13			
TOMAHAWK DPA'S	July	1	0	0	1
	Aug/Sept	1	0	0	1
	Oct	1			
TOMAHAWK		September	August	July	
Total Adult & Juvenile		16	26	33	
Total Adult Defendants		15	20	31	
Ordinance Violation		7	9	1	
Traffic Violations		8	11	30	
Total Juvenile Defendants		1	1	2	
Closed since last Report		2	0	2	



MERRILL
WISCONSIN
City Of Parks

CITY OF MERRILL

Office of the City Clerk

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City Clerk Report – September 25th, 2017

1. At the request of Alderman Russell, researched and located historical information related to the initial formation and composition of the Housing Authority (1964).
2. Assisted and trained Angie Holz on using the Accela software to create and distribute agendas and meeting packets.
3. Working with Dustin Brown, as requested and/or necessary, to resolve any issues related to Information Technology.
4. Other duties as assigned and/or requested

City Clerk Bill Heideman, CMC, WCMC

Attachment: Monthly Report - City Clerk (2792 : City Clerk Heideman)

“Focusing on the Future”

An equal opportunity/affirmative action employer.

Administrator's Monthly Report 9/20/17

New Development and Blight elimination

On August 29, we met with DNR representatives and Gordon Renn, owner of Merrill Renew Properties, to discuss capping of the former dip tank area on the former Hurd Property.

On August 30, we met with the owners of another business interested in obtaining 1/3 of our Whispering Pines Property. If this project comes to fruition, which I believe it will knowing the individuals involved, we will have three new developments lined up for the property before taking actual ownership. This would demonstrate that businesses are willing to invest in Merrill when we can offer them developable property.

We are down to the last trailer in Whispering Pines and that unit is expected to be moved shortly so that we can begin the first of our development projects on the property.

Festival Grounds

New LED lighting has been installed in the Bierman Building parking lot.

Personnel

On August 24, we held our first bargaining session with the Police Union. We have not set another meeting but will do so once our health insurance is decided upon.

On August 28, we held our first bargaining session with the Fire Department Union. Their proposal was totally out of line with reality so we settled nothing other than agreeing that we both want a multi-year contract. We will be meeting again once we have more information on where we are going with our health insurance.

We are currently working on two union grievances from the Fire Union. One deals with our letter of intent to enforce the existing provision no vacation carryover that the Union agreed to years ago, along with our offer to discuss new language in negotiations. The Union is disputing our right to enforce existing language. The second grievance concerns the denial by the Chief for a firefighter to attend self-selected training at NTC while on the clock.

After advertising, we received 7 applications for the IT Manager position. Two applicants were totally unqualified, two were marginal at best, leaving us with three to interview. We will be testing these individual through RMM Solutions to make sure they are proficient in what they claim they are proficient in

Miscellaneous

On August 24, we had the pre-construction inspection for installation of the LINC fiber optic system for the City and County.

Dustin Brown from RMM continues to fill in for Ron until we can hire for the IT Manager position.

On August 28, Kathy Unertl, Tom Hayden, and I met with Judge Seubert to discuss Municipal Court. It was mutually agreed that everything is working well.

On August 31, we met with M3 to discuss our health insurance situation. At that meeting it was decided to have a special COW on September 21 for a presentation by M3 to explain where we are where we are and what our options are. Our claims experience has deteriorated even more because of the claims for treatment still underway for a firefighter seriously injured off-duty.

On September 6, I met with PerMar Security to discuss the installation of a panic alarm at the front desk in the Council Chamber. This alarm will go to the PD and 911 Dispatch. I also met with Alderperson Mary Ball to discuss the street banner project she is working on.

On September 11, Kathy Unertl and I met with RMM Solutions again to discuss our on-going IT needs. At this meeting they offered to provide testing for our IT Manager position applicants prior to our interviewing them. I have talked with Jeremy Thompson at Church Mutual and he has agreed to sit in on the interviews when we have them set up.

On September 18, I did an interview with Channel 12 at Whispering Pines as a follow up to an earlier story they had done when it was decided to purchase the property.

Also on the 18th, the Mayor, Tom Hayden and I attended the check presentation from Church Mutual, Weinbrenner Shoes, and Park City Credit Union held at the Fire Station. These three businesses paid for the new fire extinguisher training simulator for the Merrill Fire Department.

On September 19, I attended the latest evening session of the Building Merrill Together Series at the T.B. Scott Library. This session focused on Millennials and how to keep and attract young people to Merrill.

Department Head Meeting

Dept. Head Mtg. Agenda 9/12/17

- CGI video update
- Employee Handbook update status
- Vacation carryover and payout changes

Section 9-3 will have added : *Vacation and Sick Leave payouts shall be calculated as per Section 12-2-10 and 12-3-9.*

Section 12-2-10 will be changed to read: *Employees, other than the Fire and Police Departments, may carry over a maximum of 120 hours of vacation annually. Firefighters may carry over a maximum of 168 hours of vacation annually, per their scheduled 56 hour work week requirement. Union PD employees, and non-union PD employees working a similar 12hr work day may carry over a maximum of 144 hrs. Once the transition time is over, any hours over the 120, 144, or 168 hours annually will be forfeited.*

Carryover vacation leave payout, upon retirement or separation, will be a maximum of 120 hours for employees other than the Fire (168 hours) and Police Department (144 hours).

- COW 9/21st 5 p.m. – Health Insurance Options presentation & discussion
- 2018 Operating and Capital Budgets
- Update on 2017 borrowing process