

**CITY OF MERRILL
COMMITTEE OF THE WHOLE
Tuesday, September 29, 2020 at 6:00 P.M.
City Hall Common Council Chambers
1004 East First Street**

AGENDA

1. Call to order
2. Public Comment
3. Consider bids on contracting for garbage/recycling services (from Board of Public Works meeting of August 26th, 2020); how services would be paid for; and existing City Streets Department positions
4. Consider new 2021 employee position requests, including:
 - Utility – Sewer Wastewater Operator
 - Fire – Fire Inspector (Part-Time)
 - Parks – Parks Laborer
 - Streets – Concrete Program (Deferred from 2020 due to COVID-19)
5. Adjournment

Agenda prepared by Finance Director Kathy Unertl

The Merrill City Hall is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Merrill City Hall at 536-5594.

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

City of Merrill - Garbage & Recycling Services

Why being reviewed?:

The existing City of Merrill recycling contract with Eagle Waste expires at the end of 2020. Due to significant decline in the value of recycling materials, it was projected that an additional \$30,000 (or so) would be needed for Recycling Tipping Fees beginning in 2021.

Public Works and Streets management is recommending automated pick-up. Automated truck and collection carts were estimated at \$945,500 in September 2019.

Public Works and Streets management would like to reallocate City employee staff resources. Also, automated pick-up would reduce potential injuries for City Streets employees and the resulting Workers Compensation Insurance expense.

Committee of Whole at July 24th, 2020 requested that potential contractor bids be solicited. The bid prices were reviewed at the August 26th, 2020 Board meeting which recommended potential contracting and referred to the Committee of Whole 2021 budget process.

Existing City of Merrill Garbage & Recycling Services:

Includes residential collection (i.e. up to two bags of garbage and additional \$2.00 per bag) and unlimited recycling collection. City Streets Department also provides yard waste collection and scheduled large item pick-ups.

Includes business, apartments above businesses, and apartments with four or more units are allowed up to four bags of garbage and unlimited recycling collection.

Net 2020 Tax Levy Budget - Garbage & Recycling:

As shown on the following spreadsheet, the **Net 2020 Tax Levy Budget was \$325,260.**

A higher cost for City operations was referenced at the August 26th Board of Public Works meeting (i.e. with estimated Garbage equipment costs).

Potential 2021 Tax Levy Budget for potential contractor (even with offsetting \$32,500 WI DNR Recycling Grant) would be about \$400,000 or higher.

State of Wisconsin Tax Levy Limits and Requirements:

State Tax Levy Limits would **not** allow for potential increase in Garbage & Recycling 2021 Net Budget without reductions in other City of Merrill tax levy operational expenses or additional non-tax levy revenues.

If Garbage were transferred to fee-based system on Utility Bills, there would need to be \$213,215 reduction in the City Tax Levy (i.e. estimated at about \$29 on a \$50,000 assessment).

If Recycling were transferred to fee-based system on Utility Bills, it would be possible to reallocate the \$213,215 Net Budget for Streets personnel or other City of Merrill functions. Please see June 2019 The Municipality article for additional information.

City of Merrill - Street Department

Tax Levy Budget - 2020

Garbage & Recycling Services

| | 2020 Garbage | 2020 Recycling | 2020 Total |
|--------------------------|------------------|-------------------|-------------------------------|
| Personnel Services | \$122,065 | \$144,495 | \$266,560 |
| Supplies & Expenses | \$4,800 | \$5,050 | \$9,850 |
| Tipping Fees | \$92,350 | \$0 | \$92,350 |
| Capital Outlay | \$24,000 | \$90,000 | \$114,000 |
| Operations - Offsetting* | (\$24,000) | (\$90,000) | (\$114,000) |
| Revenues - Fees/Grants | (\$6,000) | (\$37,500) | (\$43,500) |
| Totals | \$213,215 | \$112,045 | \$325,260 Net Tax Levy |

***Offsetting is credited as Revenue into Streets - Operations Support**

Garbage Capital Outlay only includes diesel fuel expenses (i.e. no equipment repairs or debt service).

Recycling Capital Outlay is fixed \$51.30 per hour of truck use and \$6.60 per hour for forklift based upon actual usage.



Charging or Increasing Recycling Fees Does Not Impact a Community's Levy Limit

Curt Witynski, J.D., Deputy Executive Director, League of Wisconsin Municipalities

As the market for most recycled material is drying up and prices have plummeted, many municipalities are struggling to fund recycling programs. What options do municipalities have to pay for the cost of recycling, which is mandated by state law, when recycling programs are unable to recover as much of the cost from the sale of recyclables as in the past? Municipalities across the state are dealing with this question. The City of Waukesha, for example, was recently informed by the county that its share of revenue from the county's sale of recycled materials may drop by \$300,000 next year.

Levy limits make it difficult for communities to turn to the property tax to fill the budget hole caused by reduced earnings from the sale of recyclables. However, one option municipalities may want to consider, which would not affect

a community's allowable levy, is charging or increasing an existing fee for collecting recyclables. Wisconsin municipalities have broad authority under Wis. Stat. sec. 66.0627 to charge for services like recycling. The state's recycling law clearly contemplates municipalities and other responsible units may charge for recycling services and many communities do. See, for example, Wis. Stat. sec. 287.093 (Recycling Fee Liens).

While it is true that if a municipality adopts a new fee or a fee increase for garbage collection services (which were partly or wholly funded in 2013 by property tax levy), the municipality must reduce its levy limit by the amount of revenue from the new fee or fee increase. This requirement does not apply to recycling fees. The Department of Revenue (DOR), which oversees

municipal compliance with the levy limit law, interprets the term "garbage collection" in Wis. Stat. sec. 66.0602(2m)(b), to not include recycling.¹ Therefore, if a community adopts a new recycling fee or increases an existing recycling fee, there is no requirement that it reduce its levy limit by the amount of recycling fee revenue it collects.

Taxation 1058

About the Author:

Curt Witynski, J.D., Deputy Executive Director, manages the League's lobbying program, representing the League before the Legislature, the governor's office, and state agencies. Before becoming Deputy Executive Director, Curt served as the League's Legal Counsel for eight years. Contact Curt at witynski@lwm-info.org

1. See DOR's Levy Limit Fact Sheet providing guidance on Implementation of Wis. Stat. sec. 66.0602(2m)(b), which explicitly states that "garbage collection" does not include recycling. <https://www.revenue.wi.gov/DOR%20Publications/LevyLimitFactSheet2013.pdf>

Thinking beyond engineering
for municipalities since 1977.

www.srp.com 1-800-338-6076

2000 Vegas Blvd • Madison, WI 53718 • (608) 933-6344

Crack Filling Service Corp.

Pioneers in crack routing and rubberized sealants

1-800-732-4379

Jeff Herring Jim Herring Scott Herring Greg Herring
4033 Barlow Rd., Cross Plains, WI 53528

Nielsen Madsen + Barber
CIVIL ENGINEERS AND LAND SURVEYORS
Municipal / Transportation / Land Surveying
Airports / Planning / Construction Management
Racine, Wisconsin ■ (262) 634-5588 ■ www.nmbasc.net

Solving Railroad Issues for Municipalities
Unmatched Experience, Uniquely Qualified
Former Legal Counsel, Office of the Commissioner of Railroads

Attorney Douglas S. Wood
608.238.4338
www.wisconsinrailroadconsulting.com

1304 Oktober Road
Monona, WI 53176

From Streets Superintendent Dustin Bonack – 2020-09-23

- Residential stops: 3,330
 - @ Eagle Waste price of \$10.36 per stop: \$413,985.60
 - Includes single family, duplex and triplex
 - Based on one set of cans per stop

- Business/apartment/multi-units: 145
 - @ Eagle Waste price of \$10.36 per stop: \$36,052.80
 - Includes businesses, apartments above businesses and apartments with 4 or more units
 - Based on two sets of cans per address (considered 290 stops)

Total if all collected at Eagle Waste price: \$450,038.40

Building Inspector/Zoning Administrator Pagel reported that, in 2018, Max Zelich requested funding from the Redevelopment Authority for improvements, including parking lot hard-surfacing, at Zelich Customs, 2213 East Main Street. The funding was approved but the funds have not yet been released. City policy dictates that hard-surfacing must be completed by one year after the permit expires. In this case, that deadline is October 1st, 2020.

Building Inspector/Zoning Administrator Pagel is seeking input from the Board as to whether they would consider a deadline extension. Although Max Zelich was mailed an agenda for this meeting, he did not appear and did not submit an extension request.

The Board agreed to delay consideration of this until the September meeting. Max Zelich will be notified to appear at the September meeting to provide an extension request and/or his hard-surfacing timeline.

4. Consider survey exhibit map for the property on Riverside Avenue

Public Works Director/City Engineer Akey reported that the cost of the map would be \$2,500. The City would pay \$1,500, and the other property owners would be charged the remaining \$1,000. Public Works Director/City Engineer is looking for a fair and consistent way to divide these charges among the property owners. He suggested the square footage method.

Without objection, Public Works Director/City Engineer Akey will proceed on this. No formal action was taken.

5. Bids on contracting for garbage/recycling services

Information on the bids and other related information were in the meeting packet.

Street Superintendent Bonack noted that four bids were received. He then distributed information related to the costs associated with providing garbage/recycling services.

David Hayes, Brenton Vruwink and Geoff Hoock then made comments and asked questions related to the possibility of contracting for garbage/recycling services.

Motion (Van Lieshout/Sabatke) to recommend approving the low bid (\$10.36 per property) from Eagle Waste & Recycling, Inc., and send this recommendation to the 2021 Budget process.

RESULT: CARRIED

6. Consider potential sales of City property in Aldermanic Districts 1 and 2:

Street Superintendent Bonack reported on seven properties in Aldermanic Districts 1 and 2 that could potentially be sold by the City. The seven properties are listed in the minutes that follow.

Alley between Cedar/Center/8th/9th

Street Superintendent Bonack reported.

Handout at Board of Public Works – 2020-08-16 Meeting

Garbage

| | |
|------------------------|----------------------------|
| Trucks: | \$51.65/hr x 1,628 hours = |
| \$84,086.20 | |
| Supplies/tipping fees: | |
| \$97,150.00 | |
| Personnel: | |
| \$122,065.00 | |

Recycle

| | |
|------------------------|---------------------------|
| Trucks: | \$51.65/hr x 1,849 hours= |
| \$95,500.85 | |
| Supplies/tipping fees: | |
| \$38,650.00 | |
| Personnel: | |
| \$144,495.00 | |

| | |
|------------------------|----------------------------------|
| Total City Cost 2021: | \$581,947.05 or \$14.92 per stop |
| Eagle Waste Cost 2021: | \$404,040.00 or \$10.36 per stop |
| Difference: | \$177,907.05 |



EAGLE WASTE & RECYCLING, INC.

P.O. Box 729 ★ Eagle River, WI 54521 ★ (715) 477-0077 ★ Fax (715) 477-1819

August 18, 2020

Re: Trash and Recycling Collection Proposal

City of Merrill Officials:

Thank you for the opportunity to provide a Proposal for Trash and Recycling Collection and Disposal. Besides our great pricing and history of working with the City, some additional reasons to select Eagle Waste & Recycling, Inc. as your new service provider include the following.

1. Eagle Waste & Recycling will not charge a fuel surcharge to the City of Merrill unless fuel exceeds \$4.00 per gallon. This may result in no fuel increases for the life of the Agreement.
2. Eagle Waste & Recycling owns its own recycling sorting facility in Eagle River, WI. We have serviced the City with this facility for many years with no issues and look forward to servicing you for many years to come.
3. Eagle Waste & Recycling currently supports the Lincoln County Landfill.
4. Eagle Waste & Recycling maintained pricing for the City of Merrill in hauling recyclables to our facility in Eagle River after the value of these materials crashed a few years ago. Many other companies went after their customers for price increases whether they were allowed by Contract or not.
5. Eagle Waste & Recycling intends to build an operating location in your area, thereby providing a nearby location for residents to dump recyclables and trash. In addition, our expansion in your area will add several jobs.

Sincerely,

Alan P. Albee

President

Eagle Waste & Recycling

FORM A BID

THE UNDERSIGNED PROPOSES TO FURNISH CURBSIDE COLLECTION SERVICES FOR THE CITY OF MERRILL AS SET OUT BELOW:

Waste Collection Rates:

Weekly collection of WASTE using Proposer supplied carts:

\$ 6.90 per property, per month rate for collection of waste and waste disposal

Recycling Collection Costs:

Every other week collection of SINGLE STREAM RECYCLING using Proposer supplied carts:

\$ 3.46 per property, per month rate for collection of recyclables

Attach a price list for increased trash container or additional trash or recycling containers. These fees must be charged directly to the resident. The City is not responsible for payment or collection of these additional fees.

Attach fuel surcharge matrix based on Fuel Surcharges in Section 11 of this document.

Authorized Signature: Alan P. Allen Title: PRESIDENT

Company: EAGLE WASTE & RECYCLING, INC.

Date: 08/12/20

**SUPPLEMENTAL SERVICE PRICING
CITY OF MERRILL TRASH & RECYCLING COLLECTION**

The City of Merrill is taking responsibility for a 48-gallon trash cart collected once per week and a 96-gallon recycling cart collected once every other week. Additional carts and services contracted directly between the resident and Eagle Waste & Recycling, Inc. will be at the following rates:

| Supplemental Service | Monthly Cost |
|-------------------------------------|---------------------|
| Increase to 64-gallon trash cart | \$3.00 |
| Increase to 96-gallon trash cart | \$5.00 |
| Additional 96-gallon trash cart | \$10.00 |
| Additional 96-gallon recycling cart | \$5.00 |

A resident will be allowed to switch out their trash cart for an alternative size one time for no charge. Subsequent switch-outs or the addition of services will result in a \$10 delivery charge.

FUEL SURCHARGE SUMMARY
CITY OF MERRILL TRASH & RECYCLING COLLECTION

A fuel surcharge will result in an adjustment in the unit cost of collection only if fuel exceeds \$4.00 per gallon. If fuel exceeds \$4.00 per gallon, a total surcharge of \$.24/household/month will apply to the bill. In addition, for every \$0.50 per gallon increase in fuel above \$4.00 per gallon, an additional \$0.12/household/month will apply. See the table below for clarification.

| Fuel Cost | Total monthly surcharge per resident |
|-----------|--------------------------------------|
| < \$4.00 | \$0.00 |
| \$4.00 | \$0.24 |
| \$4.50 | \$0.36 |
| \$5.00 | \$0.48 |



EAGLE WASTE & RECYCLING, INC.

PO Box 729, Eagle River, WI 54521 Ph (715) 477-0077 Fax (715) 477-1819

MUNICIPAL REFERENCES

City of Rhinelander

135 S. Stevens Street
Rhinelander, WI 54501
cityadministrator@rhinelandercityhall.com
715.365.8600 – 715.906.7692

Forest County

Crandon, WI 54520
Jeanne Fannin
fczone@co.forest.wi.us
715.478.3893

City of Eagle River

P.O. Box 1269
Eagle River, WI 54521
Deb Brown
dbrownclerktreasurer@ci.eagle-river.wi.us
715-479-8682

City of Tomahawk

23 N. 2nd Street
Tomahawk, WI 54487
Amarda Bartz
Clerk-treasurer@cityoftomahawk.com
715-453-4040

City of Crandon

P.O. Box 335
Crandon, WI 54520
Cindy Bradley
ccrandon@newnorth.net
715-478-2400

City of Rhinelander

135 S. Stevens St
Rhinelander, WI 54501
Chris Frederickson
mayor@rhinelandercityhall.org
715.365.8630

City of Washburn

P.O. Box 638
Washburn, WI 54891
Richard Avo!, Mayor
washburnmayor@gmail.com
715.373.6160, Ext: 7

City of Hayward

10244 Townline Rd
Hayward, WI 54843
Charlie Munich, Mayor
715.634.1780

City of Ashland

202^c Sixth Street
Deb Lewis, Mayor – Sharon Campbell
dlewis@co.wi.org
715.682.7061

Town of Lac Du Flambeau

PO Box 68
Lac du Flambeau, WI 54538
Matthew Gaulke
715.588.3358

City of Ironwood, MI

213 S. Marquette Street
Ironwood, MI 49938
Bob Tervonen – Scott Erickson
tervonenb@cityofironwood.org
906.932.5050, ext 111 or 116

Town of Mountain

PO Box 95
Mountain, WI 54149-0095
Wayne O'Barski
waynetownsupervisor@gmail.com
920.323.6787

City of Merrill (SSR processing only)

1004 East First St.
Merrill, WI 54452
Dustin Bonack
dustin.bonack@ci.merrill.wi.us
715.536.422

Town of Land O' Lakes

PO Box 660
Land O' lakes, WI 54540
Dan Balog
town.landolakes@gmail.com
715.547.3255 office
715.617.0952 cell

Town of Bradley

Bradley, WI 54832
Kevin Koth, Chairman
715.612.8124
Kari Kiser, Clerk
715.453.3326 –
tofb@frontier.com

Town of Lakewood

17181 Twin Pines Rd
Lakewood, WI 54138
Joanne Roy, Chairman
715.276.3579 or 715.276.6224

City of Merrill - Utility: Sewer Department

Proposed fourth Wastewater Operator position - 2021 fiscal

Focus is assisting with expanding lab testing requirements

Would allow shift of employees from every-three weekends on-duty to every-four weekends on-duty

Funding source: Sewer Fund - Other Operating Revenue (No Tax Levy impact)

| | Grade 9 - Step 1 | If Jan. 2nd (2,080 Hours) | Eliminating PT-1,150 Hours | Eliminating LTE-450 Hours | Net 2021 (2,080 Hours) |
|--|---------------------|------------------------------|-------------------------------|------------------------------|------------------------------------|
| Wages | \$21.80 | \$45,335 | (\$14,904) | (\$4,950) | \$25,481 |
| SS/Medicare | 7.65% | \$3,468 | (\$1,140) | (\$379) | \$1,949 |
| WRS - Retirement | 6.75% | \$3,060 | N/A | N/A | \$3,060 |
| Health Insurance - Family per month | \$1,738.90 | \$19,128 (11 months) | N/A | N/A | \$19,128 |
| Life Insurance -Estimated monthly | \$10.00 | \$120 | N/A | N/A | \$120 |
| Outside Lab Testing | | (\$2,000) | N/A | N/A | (\$2,000) |
| Total | | \$69,111 | (\$16,044) | (\$5,329) | \$47,739 Net 2021 |

Sewer Fund - Other Operating Revenues:

| | Amount | Increase | |
|-----------------------|------------------|----------------|---------------------------------|
| 2016 | \$100,942 | (\$5,521) | |
| 2017 | \$115,729 | \$14,787 | |
| 2018 | \$122,876 | \$7,147 | |
| 2019 | \$145,894 | \$23,018 | |
| Projected 2020 | \$148,500 | \$2,606 | 47.1% increase over 2016 |

CITY OF MERRILL JOB DESCRIPTION

| | | | |
|--------------------|-------------------|----------------|------------|
| JOB TITLE: | Utility Operator | STATUS: | Exempt |
| REPORTS TO: | Utilities Manager | DATE: | July, 2018 |

Position Summary:

Performs duties associated with operation, installation, maintenance, and repair in the wastewater and water treatment operations. Employee is expected to learn all phases of wastewater and/or water operations and obtain various State and Wisconsin Department of Natural Resources certifications.

Principal Duties and Responsibilities: (Varies according to area of assignment)

1. Operate, maintain and repair the wastewater collection and treatment process equipment within required parameters. Duties include monitoring the treatment process and equipment, making appropriate adjustments as needed based on the appropriate parameters on a daily basis, providing preventive maintenance and equipment repair as needed in order to comply with the requirements of the NPDES permit issued by the Wisconsin DNR.
2. Operate, maintain and repair the water treatment plant equipment within required parameters to maintain the municipal water supply. This consists of monitoring the treatment process and equipment, making appropriate adjustments as needed based on the appropriate parameters on a daily basis, as well as maintain and repair the water distribution system.
3. Operate various pieces of equipment used in the water/sewage/wastewater industry such as, but not limited to, combination sewer cleaner, sewer telespection camera, backhoe, dump truck, portable pump, and portable generator.
4. Maintain and repair the water distribution and wastewater collection system, including sanitary lift stations.
5. Collect and input data using Global Positioning System (GPS) computers for Geographic Information System (GIS).
6. Learn and perform various laboratory sampling and testing procedures.
7. Respond to customer problems and complaints, and resolve them satisfactorily.
8. Maintain and repair sanitary sewer lines, sanitary sewer lift stations, water mains, water services, wells, water storage tanks, hydrants, and meters.
9. Read water meters for billing purposes.
10. Conduct maintenance service and update all data forms and complete reports.
11. Other duties and related work as may be necessary and assigned to fulfill the responsibilities of this position and the needs of the City.

Examples of Work Performed:

Monitor and adjust treatment process to remain within permit parameters. Install, repair and maintain chemical feed and other process equipment. Perform installation, repair, reading and maintenance of water meters. Maintain and repair sewer mains, water mains, services and hydrants. Provide assistance with sewer cleaning and lift station maintenance. Participate in the routine maintenance functions and custodial duties associated with plant operations. Collect samples and perform and interpret various lab tests. Monitor gauges, meters and various control panels. Handle various chemicals required for treatment process. Use computers and GPS to develop maintenance reports. Collect data and information associated with GIS. Handle customer concerns and complaints.

Work Relationships and Scope:

Reports to: Utilities Manager

Supervises: None

Work Relationships: Works very closely with employees in the same and other departments, and general public. Has occasional contact with vendors, community, and regulatory agencies.

Knowledge, Skills and Abilities:

Possess the experience, education and training which provides the required knowledge, skills and abilities to perform the duties of this position.

- Ability to learn principles and practices of water or wastewater treatment plant operations.
- Ability to learn operating principles of plant equipment such as valves, pumps and motors.
- Mechanical aptitude or prior mechanical experience working with process equipment.
- Ability to understand and operate water & wastewater systems with training.
- Ability to make independent technical decisions to maintain proper treatment process.
- Ability to operate computers for input and output of operational data as it pertains to water/GIS/wastewater operations.
- Ability to understand and adhere to safety principles relating to confined entry, chemical, electrical and mechanical safety.
- Ability to work well with other operators and other city employees, as well as ability to meet and work with the public.
- Ability to perform job functions with minimal supervision.
- Ability to accept responsibility for the accuracy of work performed.
- Knowledge of basic mathematical principles necessary for process calculations and reports.
- Ability to express ideas both orally and in writing.

- Ability to work under adverse conditions and emergency situations; show initiative and resourcefulness in resolving problems.
- Ability to establish good working relationships with city officials, employees and residents.
- Possess good judgment, thoroughness, dependability, and be in good physical condition.
- Know when and where to ask for help.

Working Conditions:

Job Conditions/Work Location: Work is performed normally in a treatment plant or outdoor environment in all weather conditions. Employee performs standard activities requiring physical effort. The duties of the job include physical activities such as stooping, bending kneeling, standing, walking, climbing, lifting (lift and carry objects weighing 100 pounds or less, and push or pull objects weighing up to 100 pounds), fingering, grasping, talking, hearing/listening (perceiving sounds in order to understand signals such as spoken directions, warning alarms, or requests for information), seeing/observing, bending/twisting (of the neck, back, or torso in order to reach, lift, tend machines, move materials, etc), reaching (extending the hands or arms in any direction in order to push, pull, or grasp an object or control), feeling (using the sense of touch in fingers, hands, or other body parts to sense the position or quality of objects) and climbing (ascending or descending steps, stairs, ladders (heights higher than 10 feet), scaffolding, or machines). Specific vision abilities required include close, distance, and peripheral vision; depth perception; the ability to adjust focus; and distinguish objects clearly at 20 inches or less with glasses, if needed.

The employee may be exposed to disagreeable elements of high and low outdoor temperatures and may be exposed to repetitive activities; intense or continuous noise; wet and dirty environment; potential contact with municipal wastewater; improper illumination; chemical hazards, and air contamination. The use of personal protection equipment (PPE) may be required, as there is significant exposure to hazards and conditions where there is a possible danger to life, health, or bodily injury, which may include mechanical, electrical, air contaminations, and heights. May be required to work in a physically confined worksite with cramped, small or restricted workplace making it difficult to stand, sit, or walk

Work hours are normally during regular business hours and may be subject to call-in and/or schedule revisions depending on the City's needs. Will include nights, weekends, and holidays when necessary. Employee may be required to travel out of town for education and professional development.

Qualifications:

Completion of a high school degree or equivalent, and at least 3 years prior work experience, not necessarily in water/wastewater field. Associates Degree in Wastewater or related field preferred. Possess or work towards obtaining WDNR certification in Water & Wastewater, as required by permit.

Duties and responsibilities will require the periodic participation in continuing education programs as required by the Wisconsin Department of Natural Resources and the City of Merrill.

Must work toward and obtain the various certifications required by the Wisconsin Department of Natural Resources and the City of Merrill for operation of wastewater treatment facilities with sub-classes as established by the Wis. Admin. Code NR 114.

Candidates are required to pass a background check, physical examination and drug screening once the job is offered, paid for by the City. Until physical examination has been conducted and records provided to the City of Merrill, applicant chosen is not officially hired.

Candidates must possess a valid Commercial Driver's License (CDL), or obtain same within six (6) months of employment.

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time. The City of Merrill is an equal opportunity employer.

Dept. Head Acknowledgment:

Date:

City of Merrill - Fire Department

Proposed part-time Fire Inspector Assistant - 2021 fiscal

Funding source: 2% Fire Inspection Dues (No Tax Levy impact)

| | Grade 10 - Step 1 | If Jan. 2nd (1,199 Hours) | If WRS/Life (1,199 Hours) |
|--|----------------------|------------------------------|------------------------------|
| Wages | \$23.18 | \$27,792 | \$27,792 |
| Medicare | 1.45% | \$403 | \$403 |
| If Social Security* | 6.20% | N/A | \$1,723 |
| WRS - Retirement** | 7.65% | N/A | \$2,126 |
| Health Insurance - Family per month | N/A | N/A | N/A |
| Life Insurance - Estimated monthly | N/A | N/A | \$120 |
| | | Total \$28,195 | Potential \$32,164 |

*Social Security (6.2%) might also be required for this proposed position. Needs further legal - employee benefits review.

**There is also potential that participation in Wisconsin Retirement System. If 1,200 hours, would definitely be required. However, there are various criteria if potential individual receiving WRS retirement annuity.

Fund 26 - Non-Lapsing Account - 2% Fire Dues

| | 2016 | 2017 | 2018 | 2019 | 2020 |
|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| City of Merrill | \$15,760 | \$16,061 | \$17,745 | \$19,847 | \$20,260 |
| Town of Merrill | \$7,557 | \$7,979 | \$7,656 | \$8,551 | \$8,584 |
| Town of Rock Falls | \$2,407 | \$2,521 | \$2,548 | \$2,698 | \$2,662 |
| Town of Scott | \$3,904 | \$4,079 | \$3,825 | \$4,240 | \$4,187 |
| Total | \$29,629 | \$30,640 | \$31,774 | \$35,336 | \$35,692 |



CITY OF MERRILL

Fire Department

Joshua Klug, Fire Chief

110 Pier Street • Merrill, Wisconsin 54452

Phone: 715-536-2233 • Work Cell: 715-218-0815 • Fax: 715-536-8334

September 23, 2020

Fire Inspector – Information to Consider

- Sturgeon Bay Fire Department went through similar fire inspections and audit issues which resulted in hiring a part-time Fire Inspector. Highlights of their position include:
 - 1) Employee is limited part-time employee
 - 2) Works 24 hours/week
 - 3) Does receive holiday pay & vacation
 - 4) \$25.00/hour or \$31,200 annually + benefits
 - 5) Eligible & enrolled in Wisconsin Retirement System (WRS)

- WRS website shows employees hired after July 1, 2011 are eligible if they work 880 hours/year. This is approximately 16.9 hours/week.
- WRS Employee contribution rate is 6.75%

- According to Payroll Specialist Bostrom, employees are only eligible for health insurance if they work over 29 hours/week. As a part-time employee, they would not be eligible for health insurance through the city.

- Job position was reviewed by Carlson Dettmann for wage classification. It was determined the position would be Grade 10. If we start the position at Step 1, they would be paid \$23.18/hour.

- We will use 2% Dues funds to pay for part-time position. Annually, we receive over \$35,000 from 2% Fire Dues which covers the cost of the position. Fire Inspector is one of the approved uses of 2% Dues funds. 2% Dues are not generated through local taxes, so no taxpayer money is used to fund this position.

- We recently had a firefighter/paramedic on light duty, so he was able to perform fire inspections. Last month, he performed 91 inspections in 49.5 hours plus spent 1.3 hours making phone calls related to fire inspections. This equates approximately to 2 inspections/hour, meaning there should be no problem having this position conduct our 1,206 annually.



CITY OF MERRILL

Fire Department

Joshua Klug, Fire Chief

110 Pier Street • Merrill, Wisconsin 54452

Phone: 715-536-2233 • Work Cell: 715-218-0815 • Fax: 715-536-8334

- This position will also be responsible for re-inspections, code review, occupancy limit calculations, and organizing fire prevention programs. With those duties assigned to the fire inspector, our Administrative Battalion Chief will be allowed to focus primarily on training and EMS administration in the department.
- MFD line personnel will still conduct company inspections and incident pre-planning to maintain a level of awareness and familiarity with high hazard buildings in our jurisdiction. During the past couple months, MFD line personnel have experienced the increased flexibility in other assigned duties since fire inspections were performed by our employee on light duty. The fire inspector position will allow us to keep that flexibility for crew assignments.

Respectfully submitted,

Joshua R. Klug

CITY OF MERRILL JOB DESCRIPTION

JOB TITLE: Fire Inspector

STATUS: Non-exempt

REPORTS TO: Fire Chief

DATE: October 2020

Position Summary:

The incumbent oversees the planning, implementation, performance, and evaluation of fire prevention/inspections and public safety education as directed by the fire department. The Fire Inspector is responsible for coordinating and performing fire inspections. He/she performs fire prevention and suppression functions, answers emergency calls, and operates and maintains Fire/EMS Department equipment, apparatus, and facilities.

Principal Duties and Responsibilities:

- Develops, maintains, and evaluates the fire inspection division record-keeping system.
- Manages the process for conducting fire inspections and fire safety education.
- Inspects properties for fire code violations as required by State statutes and Merrill Municipal Code. Conduct periodic, special inspections and investigations, write technical reports on findings, issue violation notices, conduct re-inspections, recommend the issuance of citations or re-inspection fees, process complaints and referrals, and follow-through on the compliance process. Observe or review annual testing of fire protection systems and act on deficiencies.
- Inspects properties to ensure compliance with codes relative to safe storage and handling of flammable and combustible liquids and hazardous materials. Use detection devices to measure presence of flammable and combustible gases.
- Evaluates target risks in the community using level of protection and occupancy types and assists in development of community risk profile.
- Prepares for, schedules, and conducts fire/safety education.
- Receives, investigates, and determines disposition to citizen complaints against the fire inspection division.
- Receives complaints, investigates, and determines if fire hazards exist in occupancies per municipal code.
- Perform basic level sprinkler and building construction plan review. Act on findings.
- Calculate occupancy limits of buildings.
- Maintain adequate supplies for fire inspection division. Order supplies as needed.

Additional Duties and Responsibilities:

- Expected to maintain basic fire, rescue, and ambulance response capabilities.
- Function as Firefighter/EMT when necessary.
- Other duties as may be necessary to fulfill the responsibilities of this position.

Work Relationships and Scope:

Reports to: Fire Chief

Supervises: Line staff that are conducting inspections, public education, or assisting with fire investigation. Additional supervision of line staff while on emergency scenes.

Work Relationships: Works very closely with Merrill Fire/EMS department employees especially the Command Staff, City Employees, other fire departments, Wisconsin Department of Safety and Professional Services, and the public. Work is performed under the general supervision of the Fire Chief.

Knowledge, Skills and Abilities, Qualifications Required:

Education and Experience:

Minimum:

- State of Wisconsin or an IFSAC accredited agency Firefighter I ;
- State of Wisconsin licensed EMT – Basic or higher.
- State of Wisconsin or an IFSAC accredited agency Fire Inspector I
- State of Wisconsin or IFSAC accredited agency Fire Officer I
- National Incident Management System (NIMS) Incident Command System (ICS) 700, 100, 200, & 800
- Valid Wisconsin driver's license with acceptable driving record.
- Previous fire and/or EMS experience in career or similar type fire department, or experience with fire inspections, building construction, or public education.

Preferred/Potentially Requested after Hire:

- An Associate Degree or higher from a regional accredited college or university in fire service, building construction, or other related field.
- National Incident Management System (NIMS) Incident Command System (ICS) 300 & 400
- State of Wisconsin or an IFSAC accredited agency Fire Inspector II.
- State of Wisconsin or an IFSAC accredited agency Fire Officer II.

Qualifications:

Candidates are required to pass a background check and drug screening. A physical examination is required once job is offered. Physical examination is paid for by the City. Until physical examination has been conducted and records turned over to the City of Merrill, applicant chosen is not officially hired. Residency requirements apply within 60 days of successful completion of probationary period.

Skills/Abilities:

- Thorough knowledge of modern fire fighting methods and equipment and the application of firefighting and fire prevention practices;
- Possess good judgment, thoroughness, and dependability;
- Incumbents are required to maintain appropriate levels of licensure, certifications and proficiency.

- Ability to counsel, treat and mediate, and/or provides first line supervision. Ability to persuade, convince, Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations and train others.
- Ability to utilize a variety of advisory and design data and information such as equipment manuals, a variety of department activity statistical and narrative reports, license renewal forms, plans, department forms, non-routine correspondence, injury reports, inspection records, Wisconsin Administrative Codes, municipal ordinances, State statutes, professional journals and books, investigation manuals and guides, Department rules and regulations, National Fire Protection Association materials, engineering manuals and educational curricula.
- Ability to communicate orally and in writing with department personnel, city officials, law enforcement personnel, community groups, school personnel, state agency personnel and officials, and the general public.
- Ability to apply algebraic and trigonometric formulas. Ability to interpret inferential statistical reports and/or formulation and equation data.
- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, instructing, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.
- Ability to operate equipment and machinery with some requiring complex and rapid adjustments, such as motor vehicles, firefighting equipment and tools, carpenter's tools, mechanic's tools, audio-visual equipment, computer/tablets, smartphone, photocopier, fax machine, telephone, two-way radio, and gas detectors.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use and firefighting equipment operation.
- Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to assist in emergency medical services incidents making appropriate decisions in regard to patient care;
- Ability to assist in managing emergency fire incidents making appropriate decisions in regard to fire suppression and property protection.
- Must be in and maintain good physical condition.

Working Conditions:

Job Conditions/Work Location: Work is performed in a fire station, fire scenes, accident scenes, homes and businesses.

Physical Requirements: Ability to work under conditions where exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, potential violence,

noise, vibrations, machinery, electrical current, explosives, wetness, disease and/or dust, may cause discomfort and where there is a risk of injury.

Moderate exposure to environmental conditions that impact physical comfort such as poor ventilation and temperature extremes.

May require specialized clothing or use of common personal protective equipment. Damage to clothing possible. Frequent travel.

Close mental and visual attention is continuously required. Moderate physical demands typically found in trades work with moderate exposure to workplace hazards. Requires regular lifting, bending, twisting, turning, and use of power equipment.

Equipment Operated:

Firefighting and EMS equipment and apparatus.

Employee Acknowledgment:

This job description describes the general nature and level of work performed by the employee in this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Employee's Signature

Date

Fire Chief

Date

City of Merrill - Parks & Recreation Department

Proposed third Parks Laborer position - 2021 fiscal

Funding source: Tax Levy expense

| | Grade 7 - Step 1 | If April 1st (1,520 Hours) | If Jan. 4th (2,000 Hours) |
|---|---------------------|-------------------------------|------------------------------|
| Wages | \$19.28 | \$29,307 | \$38,562 |
| SS/Medicare | 7.65% | \$2,242 | \$2,950 |
| WRS - Retirement | 6.75% | \$1,978 | \$2,603 |
| Health Insurance - Family per month | \$1,738.90 | \$17,389 | \$20,867 |
| Life Insurance -Estimated monthly | \$10.00 | \$90 | \$110 |
| | Total | \$51,006 | \$65,091 |
| | | | |
| If Health Insurance through Non-Lapsing | | \$33,617 | \$44,225 |



Job Description – Park Laborer

Nature of Work: This position involves actual on-site work, both hands-on and supervisory in the maintenance of the City's park land, facilities, and equipment. Work assignments are given by the Parks & Recreation Director on a weekly/daily basis with the employee expected to perform maintenance tasks in accordance with these instructions. The Park Laborer will help oversee and directly supervise some of the work of the summer seasonal staff.

Examples of Work Performed: Performs maintenance of park facilities and buildings, including: general plumbing, electrical work, masonry, and carpentry repairs. Performs general custodial work, including: maintenance of Aquatic Center and all mechanical procedures, cleaning park shelters, restrooms, and collecting and disposing refuse, removing snow, and similar tasks. Operates all types of mowing and trimming equipment; floods, sprays, plows, and brooms off ice rinks; repairs picnic tables, benches, and vandalized items; shapes, drags, and maintains athletic fields, ball fields and other outdoor play areas; winterizes the outdoor swimming pool, shelters, and restrooms; performs brushing, trimming, and planting and caring of trees and shrubs; actually participates in performing all physical work; delegates work assignments for summer seasonal staff; performs ice installation, maintenance, and ice resurfacing, including ability to operate ice resurfer; position includes seasonal weekend work, performs related work as required and directed by the Parks & Recreation Director.

Knowledge, Skills, and Abilities: General knowledge of materials, tools, methods, and practices essential to the maintenance and repair of park grounds and facilities; general knowledge and skills in the uses and types of vehicles and equipment used in the park and Smith Center operation; knowledge of power and hand tools used in the park department; ability to operate the equipment in the park department effectively, safely, and efficiently; ability to work outdoors in adverse weather conditions; ability to accurately follow oral and written instructions; ability to address the public with courtesy, tact and cooperation. Ability to work closely and effectively with other park employees. Ability to adapt to all situations and work in and contribute to a team environment.

Required Qualifications, Experience, and Training: Some work experience in the maintenance of buildings and grounds is recommended. Must be in good physical condition to perform a variety of manual tasks. Must have a valid Wisconsin Driver's License and good driving record. Upon being hired, must become a Certified Pool Operator.

11. Other duties and related work as may be necessary and assigned to fulfill the responsibilities of this position and the needs of the City.

Examples of Work Performed:

Perform construction and maintenance on city streets, right of ways and in city parks: including working with asphalt and concrete, brushing, trimming, planting and caring for trees and shrubs; mowing and trimming grass and weeds. Perform winter maintenance: including snow plowing and hauling from streets and parking lots, sand and salt streets, parking lots and sidewalks, plowing and shoveling sidewalks and walkways, and flood, spray, plow and broom off ice rinks. Perform storm sewer construction and repair including: building and repairing catch basins and manholes, installing and repairing sewer pipes, thawing frozen catch basins and pipes. Perform maintenance of Park and Street Department facilities and buildings including: general plumbing, electrical work, masonry and carpentry repairs. Perform general custodial work in Park and Street Department buildings and in City parks: including cleaning buildings, park shelters and restrooms, collecting and disposing refuse, removing snow and similar tasks. Perform work with the city collection of garbage and recycling. Shape, drag and maintain ball fields and outdoor play areas, repair picnic tables, benches and any vandalized items. Winterize the outdoor swimming pool, shelters and restrooms. Operate all equipment used in performing Park and Street Department work: including road graders, front end loaders, street sweepers, dump trucks, tractors, mowers, chainsaws, trimmers, brush saws, etc. Maintain and install traffic signs and street signs. Must participate in performing all physical work performed in the Park and Street Departments.

Work Relationships and Scope:

Reports to: Street Superintendent and/or Parks and Recreation Director.
Supervises: None.
Work Relationships: Works closely with employees in the same and other departments, and the general public.

Knowledge, Skills and Abilities, Qualifications Required:

Experience or training in the operation and maintenance of street, parks, or public works related equipment.

Graduation from High School, or equivalent.

Experience and training which provides the required knowledge, skills and abilities to perform the duties of this position.

Skills/Abilities:

- Knowledge of building and turf maintenance, current urban forestry practices, motorized equipment, ice arena equipment, fundamental construction and blueprint reading.
- Ability to operate and maintain Public Works/Parks related equipment (motor-grader, front end loader, street sweeper, trucks, etc.).

- Ability to physically operate small Public Works/Parks equipment (chainsaws, concrete cutoff saw, 60 lb. and 90 lb. air hammers, etc.).
- Ability to get along well with others, to establish and maintain good relations with co-workers, participants, special interest user groups, and the public.
- Ability to physically perform regular Public Works/Parks duties.
- Ability to communicate effectively in verbal and written format.
- Demonstrate tact and courtesy.
- Possess good judgment, thoroughness and dependability and be in good physical condition.

Working Conditions:

Job Conditions/Work Location: Work is performed normally in an outdoor environment. Slight risk of electrical shock, temperature extremes and toxic chemicals. Must be able to lift and carry 100 lbs. Position requires sitting, standing, bending, climbing, reaching, lifting, driving, and walking on uneven surfaces, Work near moving mechanical parts. Work hours are normally during regular business hours but may be subject to call and or revisions depending on the City's needs. May include nights, weekends, and holidays when necessary

Qualifications:

Candidates are required to pass a background check, physical examination and drug screening once the job is offered, paid for by the City. Until physical examination has been conducted and records provided to the City of Merrill, applicant chosen is not officially hired.

Candidates must possess a valid commercial driver's license (CDL) with air brake (A).

When asked, must obtain and maintain Certified Pool Operator's Certification.

Employee Acknowledgment:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

 Department Head Signature

 Date

Capital Plan
City of Merrill, Wisconsin

2020 thru 2024

Project # **TCAP-15-001**
 Project Name **Sidewalk-Concrete Maintenance**

Type **Maintenance** Department **Capital - Infrastructure**
 Useful Life **20 years** Contact **Building Inspector**
 Category **Sidewalks/Paths** Priority **2 Important**

Description Total Project Cost: **\$1,664,000**
 On-going sidewalk and concrete maintenance program (including curb & gutter and ADA ramps).
 Due to unavailability of cost-effective contractors, proposed Street Department work beginning in 2020. This proposal is dependent upon automation of Garbage and Recycling operations, or an additional PW operator 4/1/2021.

Justification
 Replacement of public sidewalks, curb & gutter, and ADA ramps based upon City Building Inspector and Street Superintendent inspections.

| Prior | Expenditures | 2020* | 2021 | 2022 | 2023 | 2024 | Total | Future |
|--------------|--------------------------|---------------|----------------|----------------|----------------|----------------|----------------|--------------|
| 674,000 | Construction/Maintenance | 90,000 | 100,000 | 100,000 | 100,000 | 100,000 | 490,000 | 500,000 |
| Total | Total | 90,000 | 100,000 | 100,000 | 100,000 | 100,000 | 490,000 | Total |

| Prior | Funding Sources | 2020 | 2021 | 2022 | 2023 | 2024 | Total | Future |
|--------------|------------------------------------|---------------|----------------|----------------|----------------|----------------|----------------|--------------|
| 714,000 | Borrowing-20-Years (City Tax Levy) | 75,000 | 85,000 | 85,000 | 85,000 | 85,000 | 415,000 | 500,000 |
| | Special Assessments | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 75,000 | |
| Total | Total | 90,000 | 100,000 | 100,000 | 100,000 | 100,000 | 490,000 | Total |

Budget Impact/Other
 City Street Department program would allow maximum expenditures for this on-going concrete replacement operation. Property owners would also have lower Special Assessments.

* deferred due to COVID-19 in 2020