



CITY OF MERRILL
COMMITTEE OF THE WHOLE
AGENDA • WEDNESDAY OCTOBER 16, 2019

Budget Session

City Hall Council Chambers

5:15 PM

- I. Call to Order
- II. Pledge of Allegiance
- III. Review and discussion of 2020 Budget Requests:
 1. Transit
 2. Airport
 3. Health Officer
 4. Merrill Enrichment Center
 5. Library
 6. Common Council
 7. Mayor
 8. Joint Merrill-Tomahawk Municipal Court
 9. City Attorney
 10. City Administrator
 11. Personnel - Human Resources
 12. City Clerk
 13. Elections (Averaged)
 14. Clerk Treasurer Staff
 15. Treasurer / Finance Director
 16. Information Technology
 17. Assessment of Property
 18. Independent Auditing
 19. Over Collected Taxes
 20. Insurance / Employee
 21. City Sealer
 22. City Maintenance
 23. Building Inspection / Zoning
 24. Community Development (Fund 25)
 25. Economic Development (Non-TID)
 26. Next Meeting Items - Tuesday, October 29th

IV. Public Comment

V. Adjournment

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.1.a

10 -General Fund
Transit

	2017 ACTUAL	2018 ACTUAL	(----- 2019 -----)	(----- 2020 -----)				
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
REVENUES								
<u>Specials (Utility Rev.)</u>								
43520-42227 Federal Transit Sect. 5311	242,563	190,802	242,500	170,994	240,000	242,500	0	
TOTAL Specials (Utility Rev.)	242,563	190,802	242,500	170,994	240,000	242,500	0	
<u>Intergovernmental</u>								
43520-43537 State Urban Mass Transit Aid	81,520	80,154	82,500	78,627	78,627	82,500	0	
TOTAL Intergovernmental	81,520	80,154	82,500	78,627	78,627	82,500	0	
<u>Public Charges-Services</u>								
43520-46350 Mass Transit Fares	75,843	71,004	78,500	55,829	74,250	75,500	(3,000)	
43520-46388 Freight Tariffs-Packages	0	955	2,250	820	1,500	1,500	(750)	
43520-46550 CCCW - Local Share	50,868	27,873	0	0	0	0	0	
43520-46553 Inclusive Revenue	0	17,670	50,000	27,617	35,000	35,000	(15,000)	
43520-46566 Lakeland Care	0	0	0	1,806	2,750	3,500	3,500	
43520-46575 IRIS - Local Share	9,393	10,718	12,500	7,298	10,500	10,500	(2,000)	
TOTAL Public Charges-Services	136,104	128,220	143,250	93,370	124,000	126,000	(17,250)	
<u>Miscellaneous Revenues</u>								
43520-48440 Ins.-Damages Reimbursement	2,138	1,000	0	0	0	0	0	
43520-48445 Transit Mutual Dividend	0	4,161	4,000	3,514	3,514	4,000	0	
43520-48500 Non-Lapsing - Major Repairs	0	18,457	20,000	0	20,000	20,000	0	
TOTAL Miscellaneous Revenues	2,138	23,618	24,000	3,514	23,514	24,000	0	
TOTAL REVENUES	462,325	422,794	492,250	346,505	466,141	475,000	(17,250)	
EXPENDITURES								
<u>Personnel Services</u>								
53520-01-11000 Salaries - Regular	65,959	63,036	66,188	47,984	66,188	69,253	3,065	
53520-01-21000 Wages - Perm - Regular	48,547	41,682	41,068	29,910	41,068	42,967	1,899	
53520-01-21500 Wages - Perm - Drivers	129,087	110,969	114,749	83,874	114,749	119,599	4,850	
53520-01-22000 Overtime	3,681	93	2,500	0	2,500	2,500	0	
53520-01-25500 Wages - Temp - Drivers	53,259	43,911	62,637	28,963	51,750	52,750	(9,887)	
53520-01-51000 Social Security	26,519	19,799	21,775	14,041	21,175	21,750	(25)	
53520-01-52000 Retirement (WRS)	16,475	14,692	14,528	10,610	14,528	15,648	1,120	
53520-01-52500 Prior Service-Debt Serv	1,864	1,895	1,553	1,553	1,553	1,623	70	
53520-01-54000 Health Insurance	46,200	37,778	52,684	37,262	53,183	55,167	2,483	
53520-01-55000 Life Insurance	1,219	1,046	1,316	949	1,277	1,318	2	
TOTAL Personnel Services	392,809	334,902	378,998	255,147	367,971	382,575	3,577	

Attachment: Transit (4591 : Transit)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.1.a

10 -General Fund
Transit

	2017 ACTUAL	2018 ACTUAL	(----- CURRENT BUDGET	2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	2020 REQUESTED BUDEGT	(----- BUDGET CHANGE	PROPOSED BUDGET
Contractual Services								
53520-02-20000 Utility Charges	2,668	2,801	3,250	1,922	3,000	3,000	(250)	
TOTAL Contractual Services	2,668	2,801	3,250	1,922	3,000	3,000	(250)	
Supplies & Expenses								
53520-03-10000 Office Supplies	637	379	750	298	500	500	(250)	
53520-03-11000 Postage	89	66	100	56	100	100	0	
53520-03-13000 Copier	265	159	350	137	350	350	0	
53520-03-20000 Publish Legal Notices	428	2,048	1,000	1,215	1,500	1,500	500	
53520-03-21000 Membership Dues	1,475	1,475	1,500	0	1,475	1,475	(25)	
53520-03-32000 Education & Conference	182	980	1,500	1,474	1,500	1,500	0	
53520-03-40000 Operating Supplies	1,065	1,047	1,000	487	1,000	1,000	0	
53520-03-41000 Public Relations/Publicit	1,431	350	1,500	1,013	1,500	1,500	0	
53520-03-53000 Fuel and Lube	27,271	31,697	35,000	20,853	28,500	32,625	(2,375)	
53520-03-64000 Street Dept. Charges	24,679	14,300	25,000	7,087	15,750	20,000	(5,000)	
53520-03-64010 Fuel Station Charges	709	693	725	496	725	725	0	
53520-03-66000 Other Services	6,052	4,899	30,000	3,333	30,000	30,000	0	
53520-03-67000 Bus Supplies and Parts	40,885	21,668	35,000	12,667	32,500	32,500	(2,500)	
53520-03-67750 Tires and Tubes	5,610	3,745	4,000	555	4,000	4,000	0	
TOTAL Supplies & Expenses	110,778	83,507	137,425	49,669	119,400	127,775	(9,650)	
53520-03-53000Fuel and Lube	PERMANENT NOTES: Diesel Fuel prices - \$1.80 in 2017, \$2.31 in 2018, projecting \$2.10 for 2019, and estimating \$2.25 for 2020 - 14,500 gallons.							
53520-03-66000Other Services	PERMANENT NOTES: Includes \$20,000 - potential engine replacement. City funding will be through Non-Lapsing account.							
Fixed Charges								
53520-05-10000 Liability Insurance	8,372	7,466	7,500	7,120	7,120	7,500	0	
53520-05-10133 Property Insurance	0	3,349	3,350	3,304	3,304	3,350	0	
53520-05-10500 Workers Comp. Insurance	15,273	14,834	15,000	14,487	14,487	15,500	500	
53520-05-53000 Office Lease	6,461	6,654	6,750	6,854	6,854	7,000	250	
TOTAL Fixed Charges	30,106	32,303	32,600	31,765	31,765	33,350	750	
Technology								
53520-15-42500 Computer Hardware/Upgrade	0	0	500	1,167	1,167	500	0	
53520-15-42575 Software & Maintenance	250	0	500	200	200	250	(250)	
53520-15-42600 Dispatch Software Support	0	0	0	2,520	2,520	2,520	2,520	
53520-15-91000 MDT - Verizon	0	1,061	750	1,129	1,515	1,525	775	
TOTAL Technology	250	1,061	1,750	5,015	5,402	4,795	3,045	
TOTAL EXPENDITURES	536,611	454,574	554,023	343,519	527,538	551,495	(2,528)	
REVENUE OVER/(UNDER) EXPENDITURES	(74,286)	(31,780)	(61,773)	2,986	(61,397)	(76,495)	(14,722)	

Capital Plan

City of Merrill, Wisconsin

2020 thru 2029

Project # BUS-20-001
Project Name Transit Bus Replacement

Type Equipment **Department** Transit
Useful Life 12 years **Contact** Transit Administrator
Category Transit **Priority** 1 Critical

Description **Total Project Cost:** \$2,340,000

Replacement of five transit buses that were purchased in 2004 and 2005 (for specifications and delivery in 2020 and 2021. Federal grant funding of 80% and City local match of 20%.
 Wisconsin DOT awarded funding for three transit buses in March 2019 with planned August 2020 delivery. Transit Administrator is applying for grant funding for the additional two transit buses.

Justification

Normal replacement cycle for 2004-2005 transit buses to avoid increasing maintenance expenses. Has reached maximum life span.

Expenditures	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Equipment/Vehicles	1,440,000	900,000									2,340,000
Total	1,440,000	900,000									2,340,000

Funding Sources	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Borrowing-20-Years (City Tax Levy)	288,000	180,000									468,000
Federal Grant	1,152,000	720,000									1,872,000
Total	1,440,000	900,000									2,340,000

Budget Impact/Other

New transit buses will stabilize maintenance costs and efficiencies.

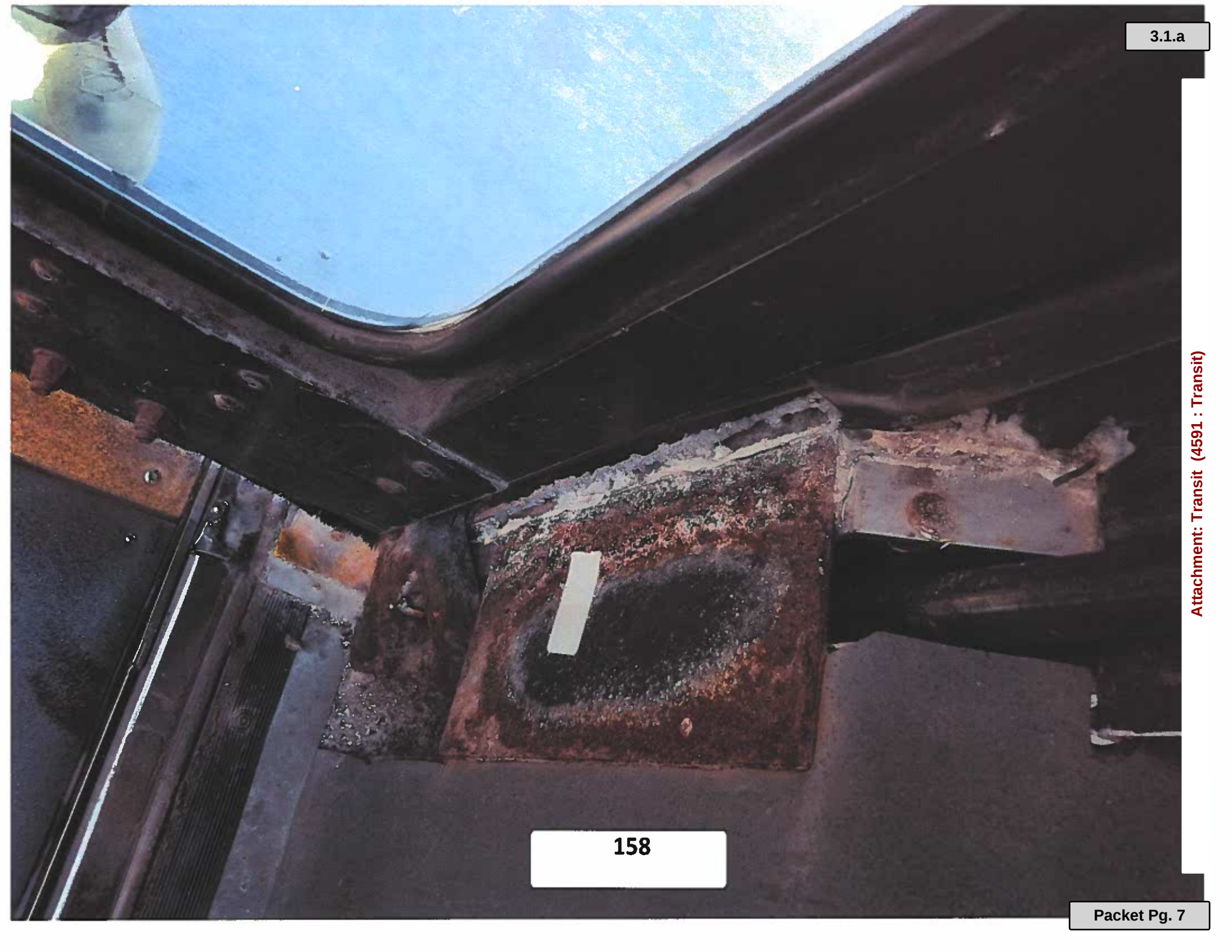
Next replacement cycle would be in about 2035.

Attachment: Transit (4591 : Transit)

FUNDED VEHICLE REPLACEMENT PROJECTS – WI DOT 3/11/2019

Subrecipient	Qty	Item Description	Item Total	Federal Share	Local Share
Baraboo	1	Mini-van	\$37,000	\$29,600	\$7,400
Beaver Dam	1	Mini-van	\$37,000	\$29,600	\$7,400
Berlin	1	Mini-van	\$37,000	\$29,600	\$7,400
Black River Falls	1	Mini-van	\$37,000	\$29,600	\$7,400
Clintonville Transit Commission	1	Mini-van	\$35,000	\$28,000	\$7,000
Fort Atkinson	1	Mini-van	\$38,000	\$30,400	\$7,600
La Crosse County	2	Cutaway bus	\$200,000	\$160,000	\$40,000
Manitowoc	2	30-ft Heavy-Duty Bus	\$220,000	\$176,000	\$44,000
Marshfield	1	Mini-van	\$37,500	\$30,000	\$7,500
Merrill	3	<30-ft Heavy-Duty Bus	\$1,440,000	\$1,152,000	\$288,000
Monroe	1	Mini-van	\$39,600	\$31,680	\$7,920
Platteville	1	Mini-van	\$38,000	\$30,400	\$7,600
Platteville	1	Cutaway Bus	\$107,110	\$85,688	\$21,422
Portage	1	Mini-van	\$37,000	\$29,600	\$7,400
Prairie du Chien	1	Mini-van	\$38,000	\$30,400	\$7,600
River Falls	1	Mini-van	\$37,000	\$29,600	\$7,400
Rusk County	2	Cutaway bus	\$111,000	88,800	\$22,200
Sawyer County/LCO Transit Com	4	Cutaway Bus	\$250,000	\$200,000	\$50,000
Stevens Point	1	Cutaway Bus	\$60,000	\$48,000	\$12,000
Tomah	1	Mini-van	\$37,000	\$29,600	\$7,400
Watertown	1	Mini-van	\$27,500	\$22,000	\$5,500
Waupaca	1	Mini-van	\$37,000	\$29,600	\$7,400
Whitewater	1	Mini-van	\$37,000	\$29,600	\$7,400
Wisconsin Rapids	1	Mini-van	\$38,000	\$30,400	\$7,600
TOTAL	34		\$3,012,710	\$2,410,168	\$602,542

Attachment: Transit (4591 : Transit)



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CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.2.a

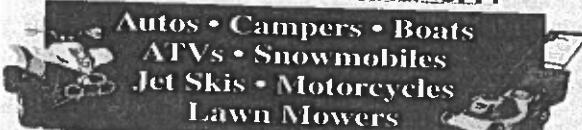
10 -General Fund
Airport

	2017 ACTUAL	2018 ACTUAL	CURRENT BUDGET	2019 Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	2020 BUDGET CHANGE	PROPOSED BUDGET
REVENUES								
Public Charges-Services								
43510-46340 Airport Revenue	23,021	24,941	25,000	22,321	25,000	25,500	500	
43510-46400 Fund 27 - Fuel Profit	0	0	0	0	0	0	0	
TOTAL Public Charges-Services	23,021	24,941	25,000	22,321	25,000	25,500	500	
43510-46400 Fund 27 - Fuel Profit	PERMANENT NOTES: Aviation fuel profit to balance Fund 10 (General) budget.							
Miscellaneous Revenues								
43510-48445 Ins Recovery-Damages	46,269	0	0	3,705	3,705	0	0	
TOTAL Miscellaneous Revenues	46,269	0	0	3,705	3,705	0	0	
TOTAL REVENUES	69,290	24,941	25,000	26,026	28,705	25,500	500	
EXPENDITURES								
Personnel Services								
53510-01-51000 Social Security	1,332	905	1,250	733	1,250	1,250	0	
TOTAL Personnel Services	1,332	905	1,250	733	1,250	1,250	0	
53510-01-51000 Social Security	PERMANENT NOTES: For part-time employees hired for snow removal and mowing.							
Contractual Services								
53510-02-13400 FBO/Airport Man. Contract	52,904	52,060	53,306	37,759	53,306	54,639	1,333	
53510-02-15500 Snow Removal Services	4,927	7,925	7,000	7,870	11,500	8,000	1,000	
53510-02-15550 Mowing Services	11,730	5,676	9,000	4,788	8,000	8,000	(1,000)	
53510-02-15600 Brush Cutting/Tree Grub	12,571	5,916	7,000	4,841	6,000	6,000	(1,000)	
53510-02-21000 Water and Sewer	1,049	1,113	989	682	1,000	1,000	11	
53510-02-22000 Electric and Natural Gas	12,095	13,498	13,000	12,760	13,500	13,500	500	
53510-02-24000 Crack Filling	0	21,677	15,000	0	0	0	(15,000)	
53510-02-24250 Electrical Maint/Repair	1,183	3,215	4,000	6,255	6,500	4,000	0	
53510-02-24277 Lightning Damage Repairs	46,962	0	0	3,071	3,070	0	0	
53510-02-24600 T-Hangar Repair/Maint.	1,069	3,193	750	102	750	750	0	
53510-02-24700 Terminal Maint/Repair	699	215	1,250	76	3,750	16,250	15,000	
53510-02-24711 SRE Building	513	0	0	0	0	0	0	
53510-02-24725 FBO Hanger Maint/Repairs	1,533	2,279	500	219	500	500	0	
53510-02-24733 New Terminal - Maint	1,509	469	750	478	750	750	0	
53510-02-24735 Cleaning - New Terminal	1,075	1,696	1,250	1,114	1,250	1,250	0	
53510-02-24750 House Maintenance/Repair	165	0	750	289	750	750	0	
53510-02-25000 Telephone (9-1-1 Backup)	745	831	1,000	646	900	900	(100)	

10 -General Fund
Airport

	2017	2018	CURRENT	2019	PROJECTED	REQUESTED	2020	PROPOSED
	ACTUAL	ACTUAL	BUDGET	Y-T-D	YEAR END	BUDEGT	BUDGET	BUDGET
				ACTUAL			CHANGE	BUDGET
53510-02-30000 Regulatory Fees/Permits	0	0	130	130	130	130	0	
53510-02-31117 Compass Rose Project	0	1,540	0	0	0	0	0	
TOTAL Contractual Services	150,729	121,304	115,675	81,080	111,656	116,419	744	
53510-02-1340FBO/Airport Man. Contract	PERMANENT NOTES: Contract with Park City Aviation, LLC.							
53510-02-2400Crack Filling	PERMANENT NOTES: Deferring in 2019 and requesting Airport Entitlement Project Funding for 2020.							
53510-02-2400Crack Filling	CURRENT YEAR NOTES: For 2020, this annual pavement maintenance amount reallocated to building maintenance.							
53510-02-2472FBO Hanger Maint/Repairs	PERMANENT NOTES: For 2019, metal roof seams are leaking. Airport Commission obtaining quotes for repairs.							
Supplies & Expenses								
53510-03-10000 Office Supplies	548	11	750	46	500	500	(250)	
53510-03-32000 Education & Conference	100	0	350	0	350	100	(250)	
53510-03-40000 Operating Supplies	2,274	1,208	1,000	2,204	2,500	2,000	1,000	
53510-03-41000 Promotion - Airport Day	1,811	3,218	3,000	2,065	3,000	3,000	0	
53510-03-41500 Airport Promotion	733	1,348	500	271	500	500	0	
53510-03-42500 Support - Gates/Cameras	3,129	3,207	3,250	115	3,250	3,250	0	
53510-03-42575 Fiber - Charter	11,004	11,004	11,225	8,253	11,225	5,225	(6,000)	
53510-03-42600 UPS-Computer Equipment	1,405	0	0	0	0	0	0	
53510-03-50000 Repair/Maint Supplies	1,239	1,636	1,000	648	1,000	1,000	0	
53510-03-50750 Equipment Maint/Repair	3,562	8,968	4,500	2,138	4,500	4,500	0	
53510-03-51000 Vehicle Repair/Maint	458	1,094	750	1,624	2,000	1,500	750	
53510-03-53000 Fuel & Oil-For Equipment	3,585	4,571	4,750	4,272	6,000	5,750	1,000	
TOTAL Supplies & Expenses	29,849	36,263	31,075	21,636	34,825	27,325	(3,750)	
53510-03-4257Fiber - Charter	PERMANENT NOTES: For 2020, new City-owned fiber network service.							
53510-03-5100Vehicle Repair/Maint	PERMANENT NOTES: Without replacement of 1994 snowplow truck, it is anticipated that vehicle repairs will increase.							
TOTAL EXPENDITURES	181,909	158,472	148,000	103,449	147,731	144,994	(3,006)	
REVENUE OVER/(UNDER) EXPENDITURES	(112,620)	(133,531)	(123,000)	(77,424)	(119,026)	(119,494)	3,506	

- \$15 per region or \$25 for all regions
- get the second week **HALF OFF!***



*Private Party ads only. Offer expires Oct. 31, 2019.
Second ad must run before Nov. 13, 2019.

Merrill Foto News
715-536-7121

Buyers' Guide
715-842-4424

Bryce's next live performance is set for Saturday, Oct. 12 at Fisher's Bar in Parrish. Additional performance dates are still in the works.

For more information on Bryce's future performances, he can be reached at (715) 212-3810 or visit Thomaschefskey Entertainment on Facebook.

City of Merrill - Merrill Municipal Airport
1701 Champaign Street, Merrill, WI 54452

Notice of Public Hearing

All persons interested will be given an opportunity to be heard at a public meeting to be held by and before the Merrill Airport Commission of the City of Merrill Wisconsin, commencing at 6:00 PM on Tuesday, October 8, 2019 at 6:00 PM at the new Terminal Building, 1701 Champaign Street Merrill, Wisconsin, on the following proposed matters, to wit:

The petitioner, City of Merrill is considering petitioning for State, and Federal aid for improvements at the Merrill Municipal Airport. Improvement including the following;

Entitlement Grant Projects

1. Replace dated nonfunctioning components of the Merrill Municipal Airport Automated Weather Observation System (AWOS) as needed. Erect required associated monument calibrated to true North and verify/certify that the system is calibrated correctly.
2. Pavement repair, including crack filling with appropriate materials including mastic, and spraying of a FAA approved pavement preservation system. This work will be performed on all airport owned pavement surfaces.
3. Install three sets of aircraft tie downs at the new Terminal site, each set containing three separate tie downs. Aircraft tie downs will be constructed of poured concrete with central steel loops for tie down points.
4. Repair existing T Hangar set to eliminate internal flooding of water and ice by repair to the internal drains and to install an external trench drain system to carry water to the North to prevent pooling and flooding of the interior of the hangars under the doors.
5. Construct eight-unit T-Hangar to be built on the existing and designated/mapped site. Each unit will be separated within the building and will include an aviation style door access for aircraft. Construction will include blacktop pavements to allow access to and from existing taxi ways, and may also include installation of utilities such as gas, electric, water and sewer, and internet.
6. Extend current aircraft ramp at Champagne Street new Terminal area from the existing ramp to the West to allow for aircraft parking which does not exist at this time.
7. Runway approach surveying to determine potential areas in need of clearing to protect the approaches to runways 7, 16, 25, and 34. Also to include the actual clearing of trees under the aviation rights held by the airport.
8. Purchase of a rotary broom attachment for our bi-directional tractor to be used in clearing snow from airport paved surfaces.

All interested parties are hereby invited to attend, and to express their opinions and to receive more detailed information from the Merrill Municipal Airport Commission, and staff. Any person requiring a transcript of the proceeding must obtain and furnish the same at his or her own expense. Parking for people with disabilities and an accessible entrance are available at the front doors of the Terminal. Please call the Merrill Municipal Airport at (715) 536-2024 one day in advance of the hearing to make specific accessibility requests.

Any questions please call Rich McCullough, Airport Manager at 715-536-2024.
Dated October 8, 2019.

City of Merrill Wisconsin
Published September 25 & October 2, 2019

BY: William N Heideman, City Clerk
WNAXLP

three people reported striking deer this past week. On Tuesday a motorist reported striking a turkey on US Hwy 51 at US Hwy 8 north of Tomahawk.

MERRILL FIRE DEPARTMENT SEPTEMBER 19

Calls: #1439- At 7:00 a.m. Med 62 responded to 6th St. for an 93-year old female with a medical problem, transported to AGSH. #1440- At 7:40 a.m. Med 62 responded to Theilman St. for a 89-year old female with a medical problem, transported to Sacred Heart. #1441- At 10:13 a.m. Med 62 responded to Theilman St. for a 84-year old male with a trauma problem, transported to Aspirus. #1442- At 1:10 p.m. Med 62 responded to AGSH for a 92-year old female with for a medical transport, transported to PCNH. #1443- At 2:07 p.m. Med 62 responded to 6th St. for a 79-year old female with a medical problem, transported to AGSH. #1444- At 4:23 p.m. Med 62 responded to 6th St. for an 87-year old with a medical problem, transported to AGSH.

SEPTEMBER 20

Calls: #1450- At 12:46 a.m. Med 62 responded to O'Day St. for a 82-year old male with a trauma problem, transported to AGSH. #1451- At 7:49 a.m. Med 62 responded to Jackson St. for a 69-year old male with a medical problem, no transport. #1452- At 8:48 a.m. Med 62 responded to Cty. Rd. Z for a female, no transport. #1453- At 9:52 a.m. Med 62 responded to 6th St. for a 91-year old female with a medical problem, transported to AGSH. #1454- Med 62 responded to Jackson

3.2.a

a.m. Med 62 re for a 78-year ol problem, n p.m. Med 6 for a 57-ye problem, tr

Calls: #1 responded i old female transported p.m. Med 6: for a 85-ye problem, tra At 8:07 p.m 6th St. for a medical pro

ME

At 1:31 p female unde violation.

At 12:00 dispatched to investigation

At approx were dispatched report of a pl had occurred suspect in the officers arrival was driving a The suspect e had gone to t the other mal able to get in the doors bel



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Attachment: Airport (4592 : Airport)

City of Merrill, Wisconsin
Capital Plan
 2020 thru 2029

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Merrill Municipal Airport												
Airport Snow Plow Truck	MAR-20-001	60,000										60,000
Airport T-Hangar - Champagne	MAR-20-003	300,000										300,000
Airport One-Ton Plow Truck	MAR-21-001		40,000									40,000
Airport Tractor/Mower Deck	MAR-22-001			15,000								15,000
Airport Large Mower	MAR-23-001				15,000							15,000
Champagne - FBO Hangar	MAR-23-003				750,000							750,000
Runway 7/25 Resurfacing	MAR-24-001					1,000,000						1,000,000
Champagne Terminal Taxiways	MAR-25-001						500,000					500,000
Merrill Municipal Airport Total		360,000	40,000	15,000	765,000	1,000,000	500,000					2,680,000
<i>Borrowing-10-Years (City Tax Levy)</i>		60,000	40,000	15,000	15,000	25,000						155,000
<i>Borrowing-20-Years (City Tax Levy)</i>					750,000		12,500					762,500
<i>Federal Grant</i>						975,000	487,500					1,462,500
<i>Taxable Borrowing-Revenue Supported</i>		300,000										300,000
Merrill Municipal Airport Total		360,000	40,000	15,000	765,000	1,000,000	500,000					2,680,000
Grand Total		360,000	40,000	15,000	765,000	1,000,000	500,000					2,680,000

Attachment: Airport (4592 : Airport)

Capital Plan

City of Merrill, Wisconsin

2020 thru 2029

Project # MAR-20-001
Project Name Airport Snow Plow Truck

Type Equipment **Department** Merrill Municipal Airport
Useful Life 20 years **Contact** Airport Manager
Category Equipment: Computers **Priority** 2 Important

Description **Total Project Cost:** \$60,000

Replace 1994 snow plow truck and plow equipment.

Justification

Existing 1994 snow plow truck reaching maximum lifespan and repair costs are increasing.

Expenditures	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Equipment/Vehicles	60,000										60,000
Total	60,000										60,000

Funding Sources	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Borrowing-10-Years (City Tax Levy)	60,000										60,000
Total	60,000										60,000

Budget Impact/Other

Street Department is not replacing any plow trucks in 2020. The two oldest trucks do not have a wing so they would need to retrofit one on it.

One future option could be transfer of City street grader when Street Department next replaces. Another option is purchasing used snowplow truck.

Attachment: Airport (4592 : Airport)



Attachment: Airport (4592 : Airport)

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Capital Plan

City of Merrill, Wisconsin

2020 thru 2029

Project # **MAR-20-003**
 Project Name **Airport T-Hangar - Champagne**

Type	Improvement	Department	Merrill Municipal Airport
Useful Life	20+ years	Contact	Airport Manager
Category	Buildings	Priority	2 Important

Description **Total Project Cost: \$300,000**

Construction of new 8-unit T-hangar at Champagne Street terminal area.

Justification

Existing 10-unit T-hangar at Airport Road terminal area has been fully leased and there is waiting list for hangar rental space.

Expenditures	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Construction/Maintenance	300,000										300,000
Total	300,000										300,000

Funding Sources	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Taxable Borrowing-Revenue Supported	300,000										300,000
Total	300,000										300,000

Budget Impact/Other

There would be offsetting revenue from T-hangar lease that would assist supporting Merrill Airport operational expenditures.

Attachment: Airport (4592 : Airport)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.2.a

27 -Merrill Airport Fuel
Aviation Fuel

	2017 ACTUAL	2018 ACTUAL	(----- 2019 -----) CURRENT BUDGET	(----- 2019 -----) Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2020 -----) REQUESTED BUDGET	(----- 2020 -----) BUDGET CHANGE	PROPOSED BUDGET
REVENUES								
Public Charges-Services								
43515-46450 Jet-A Fuel Sales	28,704	30,258	33,500	25,274	30,500	33,900	400	
43515-46457 100LL Fuel Sales	38,207	52,099	55,000	29,896	53,000	55,000	0	
43515-46500 Aircraft Oil Sales Rev.	0	0	50	0	0	0	(50)	
TOTAL Public Charges-Services	66,911	82,357	88,550	55,171	83,500	88,900	350	
43515-46457 100LL Fuel Sales								
Miscellaneous Revenues								
43515-48500 F84 Memorial Revenue	0	900	0	0	0	0	0	
TOTAL Miscellaneous Revenues	0	900	0	0	0	0	0	
Other Financing Sources								
43515-53025 Donation - Piano	0	0	0	50	50	0	0	
43515-53027 Tax Refund-T of Merrill	0	931	0	0	0	0	0	
43515-53333 CC - Car Rentals	175	140	100	90	180	100	0	
TOTAL Other Financing Sources	175	1,071	100	140	230	100	0	
TOTAL REVENUES	67,086	84,328	88,650	55,311	83,730	89,000	350	
EXPENDITURES								
Contractual Services								
53515-02-24500 Fuel System Maintenance	2,295	1,820	2,500	2,483	2,348	2,500	0	
53515-02-25022 Telephone-Fuel Pumps	1,266	1,185	1,300	913	1,200	0	(1,300)	
53515-02-25028 Telephone-CC Line	862	920	1,000	691	925	925	(75)	
TOTAL Contractual Services	4,423	3,925	4,800	4,087	4,473	3,425	(1,375)	
53515-02-2502Telephone-Fuel Pumps								
Special Services								
53515-04-51000 Jet-A Truck Repair/Maint	0	0	1,000	0	1,000	1,000	0	
53515-04-52666 Fuel Credit Card Fees	1,739	1,915	2,000	1,579	2,000	2,000	0	
53515-04-53000 Jet-A Fuel Purchases	15,902	21,175	20,000	0	20,000	20,000	0	
53515-04-53250 100LL Fuel Purchases	58,918	48,549	60,000	26,832	60,144	60,000	0	
53515-04-53333 Rental Car - Paid via CC	530	140	200	90	180	100	(100)	
53515-04-53477 Oil -For Aircraft Sales	0	0	150	0	150	150	0	
TOTAL Special Services	77,089	71,779	83,350	28,501	83,474	83,250	(100)	

PERMANENT NOTES:

Finance Director Note: If needed, aviation fuel net profit will be transferred to balance Fund 10 (General - Airport).

PERMANENT NOTES:

In 2020, City fiber connection between fuel pumps and Champagne Terminal Building.

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.2.a

27 -Merrill Airport Fuel
Aviation Fuel

	2017 ACTUAL	2018 ACTUAL	(----- 2019 -----)	(----- 2020 -----)				
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
<u>Fixed Charges</u>								
53515-05-11000 Transfer - Debt Service	1,580	1,625	1,625	813	1,625	1,625	0	
TOTAL Fixed Charges	1,580	1,625	1,625	813	1,625	1,625	0	
53515-05-1100Transfer - Debt Service								
PERMANENT NOTES: Debt Service on Series 2016B borrowing of \$80,000 (for airport local match).								
<u>Capital Outlay</u>								
53515-08-57500 Airport - Equipment	2,880	0	0	0	0	0	0	
53515-08-85000 Property-Demo-Seed	987	0	0	0	0	0	0	
53515-08-85111 Property Tax-Land Acq.	0	931	0	0	0	0	0	
TOTAL Capital Outlay	3,866	931	0	0	0	0	0	
TOTAL EXPENDITURES	86,958	78,261	89,775	33,401	89,572	88,300	(1,475)	
REVENUE OVER/(UNDER) EXPENDITURES	(19,873)	6,068	(1,125)	21,910	(5,842)	700	1,825	
FUND TOTAL REVENUES	67,086	84,328	88,650	55,311	83,730	89,000	350	
FUND TOTAL EXPENDITURES	86,958	78,261	89,775	33,401	89,572	88,300	(1,475)	
REVENUE OVER/(UNDER) EXPENDITURES	(19,873)	6,068	(1,125)	21,910	(5,842)	700	1,825	

*** END OF REPORT ***

Attachment: Airport (4592 : Airport)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.3.a

10 -General Fund
Health Officer

	2017 ACTUAL	2018 ACTUAL	(----- 2019 -----) CURRENT BUDGET	(----- 2019 -----) Y-T-D ACTUAL	(----- 2019 -----) PROJECTED YEAR END	(----- 2020 -----) REQUESTED BUDEGT	(----- 2020 -----) BUDGET CHANGE	(----- 2020 -----) PROPOSED BUDGET
EXPENDITURES								
Personnel Services								
54100-01-11000 Salaries - Regular	3,400	3,618	3,400	3,400	3,400	3,400	0	
54100-01-51000 Social Security	260	277	260	260	260	260	0	
TOTAL Personnel Services	3,660	3,895	3,660	3,660	3,660	3,660	0	
Supplies & Expenses								
54100-03-30000 Mileage	91	172	100	0	100	100	0	
TOTAL Supplies & Expenses	91	172	100	0	100	100	0	
54100-03-3000Mileage								
PERMANENT NOTES: If rat control expense needed, it will be charged to Fund 52 (Capital) - Blight-Demo account.								
TOTAL EXPENDITURES	3,751	4,066	3,760	3,660	3,760	3,760	0	

Attachment: Health Officer (4593 : Health Officer)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.4.a

10 -General Fund
MEC - Enrichment

	2017 ACTUAL	2018 ACTUAL	(----- CURRENT BUDGET	2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- REQUESTED BUDGET	2020 BUDGET CHANGE	(----- PROPOSED BUDGET
REVENUES								
Public Charges-Services								
44600-46150 Copier Rev-MEC	0	0	0	0	0	0	0	
44600-46574 MEC Activities-Fees	0	5,000	7,500	0	8,290	11,766	4,266	
44600-46750 Enrichment - Rental Rev	0	0	0	0	0	0	0	
TOTAL Public Charges-Services	0	5,000	7,500	0	8,290	11,766	4,266	
44600-46574 MEC Activities-Fees								
PERMANENT NOTES: Transfer from Fund 26 (Non-Lapsing).								
TOTAL REVENUES	0	5,000	7,500	0	8,290	11,766	4,266	
EXPENDITURES								
Personnel Services								
54600-01-11000 Salaries - Regular	44,637	47,446	49,012	35,714	49,012	51,285	2,273	
54600-01-21000 Wages - Perm - Regular	39,432	45,925	49,396	35,768	49,395	50,423	1,027	
54600-01-22000 Overtime	60	0	0	0	0	0	0	
54600-01-51000 Social Security	5,899	6,443	7,528	6,731	7,625	7,779	251	
54600-01-52000 Retirement (WRS)	5,141	5,388	5,386	3,901	5,300	5,616	230	
54600-01-54000 Health Insurance	16,027	17,267	18,000	13,997	17,989	19,050	1,050	
54600-01-55000 Life Insurance	491	605	597	350	471	464	(133)	
TOTAL Personnel Services	111,687	123,074	129,919	96,462	129,792	134,617	4,698	
54600-01-1100Salaries - Regular								
PERMANENT NOTES: Director at 80% position (32 hours/week).								
54600-01-2100Wages - Perm - Regular								
PERMANENT NOTES: One position at 80% (32 hours/week) and one position at 57.5% (23 hours/week).								
Contractual Services								
54600-02-25000 Telephone	365	492	500	423	500	500	0	
TOTAL Contractual Services	365	492	500	423	500	500	0	
Supplies & Expenses								
54600-03-10000 Office Supplies	196	655	750	571	750	500	(250)	
54600-03-11000 Postage	90	5	100	53	100	100	0	
54600-03-13000 Copier/Printer	513	907	500	60	500	500	0	
54600-03-19000 MEC-CC Fees	37	313	225	285	325	325	100	
54600-03-30000 Mileage	116	45	125	41	100	100	(25)	
54600-03-32000 Education & Conference	10	0	500	0	250	250	(250)	

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

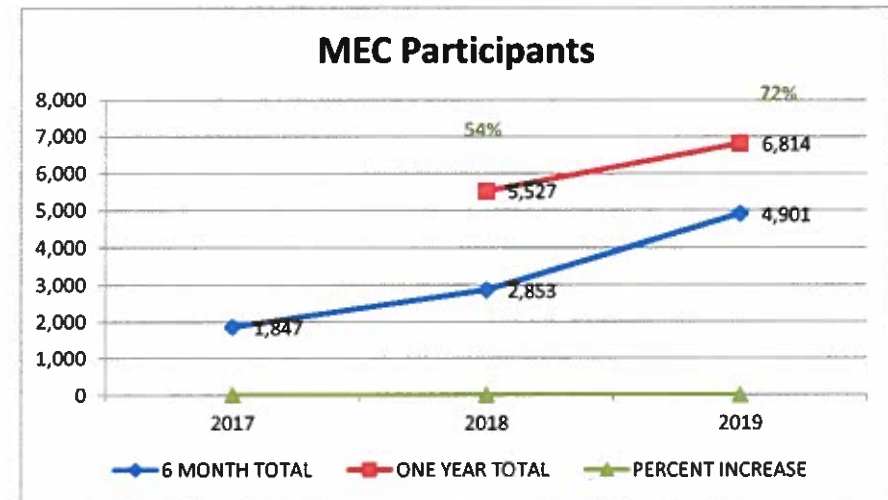
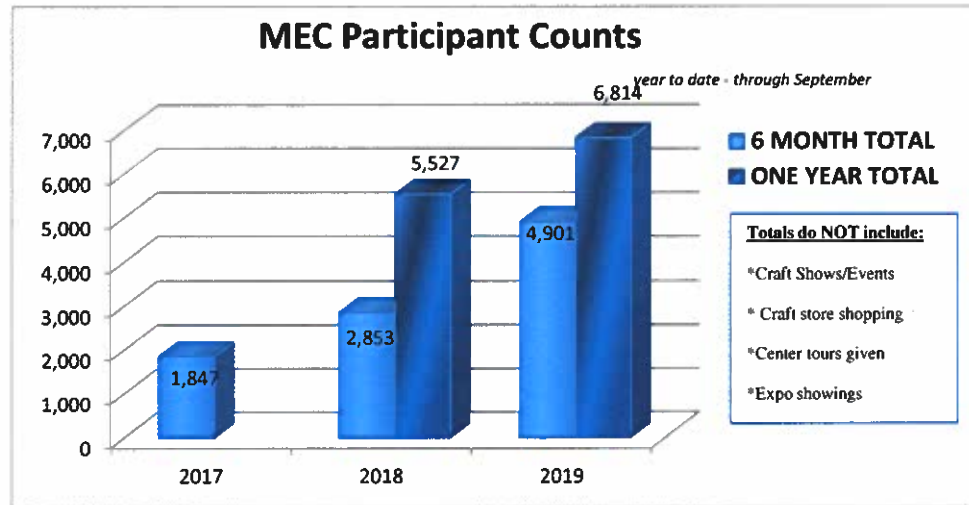
3.4.a

10 -General Fund
MEC - Enrichment

	2017 ACTUAL	2018 ACTUAL	(----- 2019 -----)	(----- 2020 -----)				
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
54600-03-40000 Operating Supplies	2,686	2,046	1,507	1,197	1,500	1,500	(7)	
TOTAL Supplies & Expenses	3,648	3,971	3,707	2,208	3,525	3,275	(432)	
<u>Technology</u>								
54600-15-91000 Computer Equipment	0	0	0	1,099	1,099	0	0	
TOTAL Technology	0	0	0	1,099	1,099	0	0	
TOTAL EXPENDITURES	115,700	127,536	134,126	100,191	134,916	138,392	4,266	
REVENUE OVER/ (UNDER) EXPENDITURES	(115,700)	(122,536)	(126,626)	(100,191)	(126,626)	(126,626)	0	

Attachment: Merrill Enrichment Center (4594 : Merrill Enrichment Center)

City of Merrill - Enrichment Center Participants



Opportunities: Continue to grow programming based on demand

Current Challenges:

Staffing not adequate to continue to grow programming

Blurred line between Expo and MEC

MEC staff is involved in many aspects of managing rentals

Community Partnerships	
Housing Authority	ADRC
UW Extension	MAC House
MAPS	Local Churches – holiday outreach
Optimists	Ascension
Merrill Chamber	HAVEN
Crime Stoppers	NAMI Northwoods
Blood Drive	Alzheimer's Association
Kings Veterans Home	Eagles Club
Pine Crest	Bell Tower

PARTICIPANTS	2017	2018	2019
6 MONTH TOTAL	1,847	2,853	4,901
ONE YEAR TOTAL		5,527	6,814 *through September
MONTHLY AVERAGE	308	461	568
PERCENT INCREASE	-	54%	72% *through September

Memo to: Dan Leydet, Lincoln County Finance Director
From: Stacy D. Stevens, T.B. Scott Free Library Director
Re: 2020 Budget Request
Date: _____

T.B. Scott Library

2020 BUDGET REQUEST

Personnel Services	758,230
Contractual Service	49,000
Supplies and Expenses	45,650
Fixed Charges (Insurance)	9,400
Print Media—Library	51,000
Nonprint Media—Library	17,855
Technology	46,315
Special Major Projects	-0-
Subtotal	977,450 (0.12%)
Est. misc. income (turned over to City)	-13,500
TOTAL	\$963,950

COUNTY REQUEST	\$449,305
CITY OF MERRILL REQUEST	\$514,645

Due to fiscal challenges at both municipal and county levels, the T.B. Scott Free Library Board approved a 2020 budget that reflects an increase of 0.38% from 2019 budget.

Circulation to Lincoln County Residents in 2018 –46.27%
Circulation to Lincoln County Residents in 2017 –46.79%
Circulation to Lincoln County Residents in 2016 – 45.25%
Circulation to Lincoln County Residents in 2015 – 46.7%
Circulation to Lincoln County Residents in 2014 – 45.8%
Circulation to Lincoln County Residents in 2013 – 43.7%

This budget request has been approved by the Library Board of Trustees 7/17/2019 and the City of Merrill Personnel and Finance Committee

Attachment: Library (4595 : Library)

2020 BUDGET-PRELIMINARY WORKSHEET

Account	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2019 Budget	2020 Budget	Inc./(Dec.)
TOTAL PERSONNEL SERVICES	729,299.38	709,088.34	714,419.57	725,380.05	370,123.70	735,780.00	758,230.00	3.05%
02-15000- Contract Services	70.00	105.00	402.50	65.00	-	-	-	
02-15500- Snow Removal	673.93	296.53	464.91	662.38	662.38	600.00	600.00	
02-16000- Elevator Contract	2,552.60	2,721.97	2,763.36	2,901.25	2,992.15	2,800.00	3,000.00	
02-16250- HVAC Service Contract	-	-	-	-	-	-		
02-16500- Fire/Security System	1,896.10	2,815.60	1,530.35	2,280.22	107.00	2,000.00	2,000.00	
02-21000- Water	1,471.97	1,639.33	1,953.74	1,504.86	785.26	1,900.00	2,000.00	
02-22000- Electric	28,471.23	26,880.38	28,611.06	24,721.59	9,476.40	25,000.00	25,500.00	
02-22500- Fuel	8,478.80	6,117.24	8,075.92	7,709.70	5,822.65	8,500.00	8,500.00	
02-23100- Janitorial Services	-	-	-	-				
02-23250- Facility Cleaning Service	5,499.01	5,001.14	838.51	5,476.62	404.10	5,000.00	5,000.00	
02-23500- Misc. Facility/Equipment S	4,562.94	164.24	-	-	-	-		
02-25000- Telephone	941.39	1,296.14	1,523.53	1,606.56	732.34	1,400.00	1,400.00	
02-26000- Office Equipment Service	1,242.00	772.00	210.00	150.00	240.00	1,000.00	1,000.00	
TOTAL CONTRACTUAL SERVICES	55,859.97	47,809.57	46,373.88	47,078.18	21,222.28	48,200.00	49,000.00	1.66%
05-10000- Insurance	7,939.00	9,704.00	9,784.00	9,460.00	1,830.00	9,400.00	9,400.00	0.00%
15-31000- Computer Supplies	3,069.05	2,030.56	3,079.47	1,656.45	379.26	3,000.00	3,000.00	
15-32750 T1/Inet Access	4,530.00	4,570.00	4,798.00	3,730.00	3,730.00	3,730.00	3,730.00	
15-32900- Charter Fiber-VOIP	3,095.76	6,480.00	6,480.00	6,480.00	3,240.00	6,480.00	3,700.00	
15-40000- Computer/Network Maint.	9,000.00	9,000.00	9,000.00	9,000.00	4,500.00	9,000.00	9,000.00	
15-42500- Computer Equip.	7,402.00	12,964.01	16,805.83	8,506.60	5,925.76	10,000.00	7,920.00	
15-47500- Software/Upgrades	2,336.67	1,697.75	1,971.13	1,410.74	99.50	1,332.45	1,125.00	
15-70000- V-CAT Shared Automator	15,119.04	16,996.80	16,481.39	17,134.11	17,206.15	17,255.00	16,840.00	
15-71000- Computer Contingency	5,012.13	14,687.88	6,144.00	7,306.75	-	6,000.00	1,000.00	

Attachment: Library (4595 : Library)

T.B. Scott Free Library
2020 BUDGET-PRELIMINARY WORKSHEET

07/18/2019

3.5.a

Account	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2019 Budget	2020 Budget	Inc./(Dec.)
TOTAL TECHNOLOGY	49,564.65	68,427.00	64,759.82	55,224.65	35,080.67	56,797.45	46,315.00	18.46%
03-10000- Office	2,741.31	2,845.98	1,315.55	1,421.96	776.60	1,500.00	1,500.00	
03-10500- Library Supplies	9,192.27	9,749.54	6,606.29	7,812.43	3,742.44	6,500.00	6,500.00	
03-11000- Postage	1,827.74	2,069.50	2,089.94	1,810.93	879.86	2,500.00	2,000.00	
03-13000- Printing	228.50	678.00	410.94	-	-	500.00	500.00	
03-21000- Memberships	50.00	250.00	250.00	250.00	200.00	250.00	250.00	
03-30500- Mileage	835.43	1,294.49	1,639.94	1,272.77	553.39	1,600.00	1,600.00	
03-31000- Petty Cash	-	7.95	-	(75.00)	(10.00)		-	
03-32000- Education/In Service	1,517.15	3,089.55	1,483.93	3,282.74	1,559.72	2,000.00	2,000.00	
03-41000- Publicity	2,618.31	3,082.84	2,565.00	2,993.23	257.50	2,500.00	2,500.00	
03-41250- Programming-Adult	504.05	3,005.79	3,122.84	3,299.86	1,921.69	5,000.00	10,000.00	
03-41500- Programming-YS	1,452.03	2,055.68	2,632.04	2,477.77	1,179.62	5,000.00	7,500.00	
03-41750- Hospitality	517.23	226.88	394.97	134.40	139.98	300.00	300.00	
03-44000- Janitorial	4,290.23	4,373.33	4,574.12	6,351.06	2,639.83	3,800.00	4,000.00	
03-50000- M/R-General	5,799.20	8,814.57	7,768.81	8,780.96	721.77	5,980.00	6,000.00	
03-50275- M/R Contingency	12,431.94	9,678.55	33,773.66	22,500.49	6,466.89	16,375.00	1,000.00	
03-50750- M/R Equipment	444.49	329.94	-	-	-			
TOTAL SUPPLIES	44,449.88	51,552.59	68,628.03	62,313.60	21,029.29	53,805.00	45,650.00	15.16%
13-10000- Adult Fiction	10,001.13	10,166.01	11,709.31	10,018.33	5,839.56	9,700.00	9,700.00	
13-10100- Adult NonFiction	11,326.01	10,649.11	9,519.66	11,056.80	4,788.34	10,150.00	10,150.00	
13-10200- Adult Paperbacks	1,488.36	1,077.34	743.42	565.31	110.95	900.00	750.00	
13-10300- Adult Reference	1,233.61	1,017.62	1,610.37	976.39	496.94	500.00	500.00	
13-10400- Large Print	4,560.66	4,231.30	4,230.65	4,285.67	2,052.37	4,300.00	4,300.00	
13-20000- YS Books	14,684.18	17,772.41	11,990.78	15,642.82	7,036.89	16,500.00	16,500.00	
13-20100- Young Adult Bks	2,860.38	1,759.43	2,554.25	2,487.83	775.07	2,600.00	2,600.00	

Attachment: Library (4595 : Library)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

10 -General Fund
Library

	2017 ACTUAL	2018 ACTUAL	(-----2019-----) CURRENT BUDGET	(-----2019-----) Y-T-D ACTUAL	(-----2019-----) PROJECTED YEAR END	(-----2020-----) REQUESTED BUDEGT	(-----2020-----) BUDGET CHANGE	PROPOSED BUDGET
REVENUES								
<u>Intergovernmental</u>								
45110-43215 Federal Grants	0	0	0	1,319	0	0	0	
45110-43514 State of WI Grents	0	0	0	508	0	0	0	
45110-43790 County Library Aid	448,400	448,400	449,305	449,305	449,305	449,305	0	
TOTAL Intergovernmental	448,400	448,400	449,305	451,132	449,305	449,305	0	
<u>Public Charges-Services</u>								
45110-46710 Library Revenue	15,009	13,126	16,000	9,976	13,500	13,500	(2,500)	
TOTAL Public Charges-Services	15,009	13,126	16,000	9,976	13,500	13,500	(2,500)	
<u>Miscellaneous Revenues</u>								
45110-48400 Library Endowment Reimb.	1,565	3,185	0	983	0	0	0	
45110-48450 Insurance Reimbursement	0	0	0	20,914	0	0	0	
45110-48455 Friends of Lib. Reimb.	3,469	3,750	0	2,318	0	0	0	
45110-48475 Library Programs Revenue	1,688	2,566	0	2,097	0	0	0	
45110-48500 Grant - Mead Witter	0	0	0	0	0	0	0	
45110-48525 Grant - Community Liaison	0	0	0	0	0	0	0	
45110-48555 Grant - WVLS System Aid	0	133	0	83	0	0	0	
45110-48750 Grant - Walmart	0	0	0	0	0	0	0	
45110-48999 Focus on Energy Grants	0	8,089	0	0	0	0	0	
TOTAL Miscellaneous Revenues	6,722	17,722	0	26,394	0	0	0	
TOTAL REVENUES	470,131	479,248	465,305	487,502	462,805	462,805	(2,500)	
<u>EXPENDITURES</u>								
<u>Personnel Services</u>								
55110-01-11000 Salaries - Regular	172,412	171,222	179,226	131,226	179,226	182,829	3,603	
55110-01-21000 Wages - Perm - Regular	356,003	365,507	364,135	269,346	364,135	387,277	23,142	
55110-01-22000 Overtime	249	303	0	113	250	0	0	
55110-01-23000 Longevity	1,008	1,008	0	0	0	0	0	
55110-01-51000 Social Security	38,601	39,129	41,567	30,077	41,567	43,613	2,046	
55110-01-52000 Retirement (WRS)	32,234	32,216	30,583	23,684	30,583	34,231	3,648	
55110-01-52500 Prior Service-Debt Serv.	3,388	3,308	3,268	3,268	3,268	3,550	282	
55110-01-54000 Health Insurance	106,937	109,150	113,802	75,229	102,500	103,636	(10,166)	
55110-01-55000 Life Insurance	3,587	3,537	3,199	2,266	3,199	3,094	(105)	
TOTAL Personnel Services	714,420	725,380	735,780	535,208	724,728	758,230	22,450	

55110-01-1100Salaries - Regular

PERMANENT NOTES:

Salaried include Library Director, Assistant Library Director, and a Department Head.

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

10 -General Fund
Library

	2017 ACTUAL	2018 ACTUAL	(-----) 2019 CURRENT BUDGET	(-----) 2019 Y-T-D ACTUAL	(-----) 2019 PROJECTED YEAR END	(-----) 2020 REQUESTED BUDEGT	(-----) 2020 BUDGET CHANGE	(-----) 2020 PROPOSED BUDGET
Contractual Services								
55110-02-15000 Contract Services	403	65	0	0	0	0	0	
55110-02-15500 Snow Removal Services	465	662	600	662	662	600	0	
55110-02-16000 Elevator Contract/Inspect	2,763	2,901	2,800	2,992	2,992	3,000	200	
55110-02-16250 HVAC Service	0	0	0	0	0	0	0	
55110-02-16500 Fire/Security System Cont	1,530	2,280	2,000	194	2,000	2,000	0	
55110-02-21000 Water and Sewer	1,954	1,505	1,900	1,121	1,900	2,000	100	
55110-02-22000 Electric	28,611	24,722	25,000	15,420	25,000	25,500	500	
55110-02-22500 Fuel - Natural Gas	8,076	7,710	8,500	5,961	8,500	8,500	0	
55110-02-23100 Janitorial Services Contr	0	0	0	0	0	0	0	
55110-02-23250 Facility Cleaning Service	839	5,477	5,000	610	5,000	5,000	0	
55110-02-23500 Misc Facility/Equip Servi	0	0	0	0	0	0	0	
55110-02-25000 Telephone	1,524	1,607	1,400	1,290	1,500	1,400	0	
55110-02-26000 Office Equipment Service	210	150	1,000	240	1,000	1,000	0	
TOTAL Contractual Services	46,374	47,078	48,200	28,490	48,554	49,000	800	
Supplies & Expenses								
55110-03-10000 Office Supplies	1,316	1,422	1,500	1,181	1,500	1,500	0	
55110-03-10500 Library Supplies	6,606	7,812	6,500	5,422	7,500	6,500	0	
55110-03-11000 Postage	2,090	1,811	2,500	1,389	2,500	2,000	(500)	
55110-03-13000 Copier/Printing	411	0	500	0	2,500	500	0	
55110-03-21000 Membership Dues	250	250	250	200	250	250	0	
55110-03-30500 Mileage	1,640	1,273	1,600	731	1,600	1,600	0	
55110-03-31000 Misc. - Petty Cash	0	(75)	0	(25)	0	0	0	
55110-03-31001 Misc Rev-Petty Cash	0	0	0	0	0	0	0	
55110-03-32000 Education & Conference	1,484	3,283	2,000	1,955	2,000	2,000	0	
55110-03-32001 Misc Rev - Educ & Conf	0	348	0	308	0	0	0	
55110-03-41000 Public Relations/Publicit	2,565	2,993	2,500	1,161	2,500	2,500	0	
55110-03-41001 Misc Rev - Publicity	1,951	1,870	0	964	0	0	0	
55110-03-41250 Programming - Adult	3,123	3,300	5,000	2,547	5,000	10,000	5,000	
55110-03-41251 Misc Rev-Programming Adul	479	693	0	2,051	0	0	0	
55110-03-41500 Programing - Youth	2,632	2,478	5,000	3,020	5,000	7,500	2,500	
55110-03-41501 Misc Rev-Programming-Yout	4,933	9,059	0	7,143	0	0	0	
55110-03-41750 Hospitality	395	134	300	264	300	300	0	
55110-03-41751 Misc Rev-Hospitality	0	0	0	0	0	0	0	
55110-03-44000 Janitor Supplies	4,574	6,351	3,800	3,098	3,800	4,000	200	
55110-03-50000 M/R-General Repair/Maint.	7,769	8,781	5,980	2,103	5,980	6,000	20	
55110-03-50001 Mis Rev-M/R General/Cont	0	0	0	0	0	0	0	
55110-03-50275 M/R - Contingency	33,774	22,500	16,375	9,317	16,375	1,000	(15,375)	
55110-03-50750 M/R- Equipment Maint.	0	0	0	0	0	0	0	
TOTAL Supplies & Expenses	75,991	74,283	53,805	42,830	56,805	45,650	(8,155)	

Attachment: Library (4595 : Library)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

10 -General Fund
Library

	2017 ACTUAL	2018 ACTUAL	(----- 2019 -----)	(----- 2020 -----)				
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	BUDGET CHANGE	PROPOSED BUDGET
Fixed Charges								
55110-05-10000 Ins.-Property, Liability,	9,784	9,460	9,400	9,781	9,400	9,400	0	
TOTAL Fixed Charges	9,784	9,460	9,400	9,781	9,400	9,400	0	
Capital Outlay								
55110-08-50000 Special/Major Projects	31	0	0	4,979	0	0	0	
55110-08-50001 Misc Rev-Special/Major Pr	0	0	0	6,996	0	0	0	
55110-08-50500 Capital Equipment/Outlay	0	0	0	0	0	0	0	
55110-08-50501 Misc Rev-Capital Equip/Ou	95	7,000	0	0	0	0	0	
55110-08-57500 Property Damages	0	0	0	37,195	0	0	0	
TOTAL Capital Outlay	126	7,000	0	49,170	0	0	0	
Print Media - Library								
55110-13-10000 Adult Dept Fiction	11,709	10,018	9,700	9,265	9,700	9,700	0	
55110-13-10100 Adult Dept Non-Fiction	9,520	11,057	10,150	8,508	10,150	10,150	0	
55110-13-10200 Adult Dept Paperbacks	743	565	900	349	900	750 (	150)	
55110-13-10300 Adult Dept Reference	1,610	976	500	1,267	500	500	0	
55110-13-10400 Adult Dept Large Print	4,231	4,286	4,300	4,583	4,300	4,300	0	
55110-13-20000 Youth Children's Books	11,991	15,643	16,500	9,040	16,500	16,500	0	
55110-13-20100 Young Adult Books	2,554	2,488	2,600	1,233	2,600	2,600	0	
55110-13-20200 Youth Services Reference	0	999	0	0	0	0	0	
55110-13-30000 Standing Orders	412	217	800	0	800	0 (	800)	
55110-13-40000 Professional Books	0	0	0	0	0	0	0	
55110-13-50000 Magazines/Periodicals	6,984	5,856	6,500	929	6,500	6,500	0	
55110-13-60000 Pamphlets	0	0	0	0	0	0	0	
55110-13-75000 Misc Rev-Grant Print	0	0	0	0	0	0	0	
TOTAL Print Media - Library	49,754	52,106	51,950	35,175	51,950	51,000 (	950)	
Non-Print Media-Library								
55110-14-10000 Adult Dept Audio Books	0	0	0	0	0	0	0	
55110-14-10100 Adult Dept Books on CD	3,388	3,691	3,800	1,924	3,800	3,000 (	800)	
55110-14-10200 Adult Dept CDs	1,685	1,281	1,000	402	1,000	900 (	100)	
55110-14-10300 Adult Dept CD-ROMs Circ.	0	0	0	0	0	0	0	
55110-14-10301 Misc Rev-Adult Software	0	0	0	0	0	0	0	
55110-14-10400 Adult Dept DVDs	3,726	4,356	3,750	1,404	3,750	3,500 (	250)	
55110-14-10500 Adult Dept Videos	0	0	0	0	0	0	0	
55110-14-20000 Youth Audiobooks & CDs	1,362	2,843	1,800	969	1,800	1,800	0	
55110-14-20100 Youth Videos, DVDs & CD-R	1,422	1,411	1,300	1,103	1,300	1,300	0	
55110-14-30000 Microfilm	0	0	0	0	0	0	0	
55110-14-40000 Learning Games/Story Boxe	881	896	500	509	500	500	0	
55110-14-45000 Ebooks/Digital Content	8,229	6,045	8,177	6,095	8,177	6,855 (	1,322)	
55110-14-45001 Misc Rev-Ebooks/Digital	0	0	0	0	0	0	0	
55110-14-45900 Misc Rev-Grant Non-Print	0	0	0	0	0	0	0	
TOTAL Non-Print Media-Library	20,693	20,524	20,327	12,405	20,327	17,855 (	2,472)	

Attachment: Library (4595 : Library)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

10 -General Fund
Library

	(------ 2019 -----) (------2020 -----)							
	2017 ACTUAL	2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
Technology								
55110-15-31000 Computer Supplies	3,079	1,656	3,000	872	3,000	3,000	0	
55110-15-32750 TI/Internet Access	4,798	3,730	3,730	3,730	3,750	3,730	0	
55110-15-32900 Charter Fiber-VOIP	6,480	6,480	6,480	4,860	6,480	3,700	(2,780)	
55110-15-40000 Computer/Network Maintena	9,000	9,000	9,000	4,500	9,000	9,000	0	
55110-15-42500 Computer Equipment	16,806	8,507	10,000	9,646	10,000	7,920	(2,080)	
55110-15-47500 Software/Upgrades	1,971	1,411	1,332	763	1,332	1,125	(207)	
55110-15-70000 V-Cat Shared Automation	16,481	17,134	17,255	17,206	17,206	16,840	(415)	
55110-15-71000 Computer Contingency	6,144	7,307	6,000	0	6,000	1,000	(5,000)	
TOTAL Technology	64,760	55,225	56,797	41,576	56,768	46,315	(10,482)	
TOTAL EXPENDITURES	981,902	991,055	976,259	754,635	968,532	977,450	1,191	
REVENUE OVER/(UNDER) EXPENDITURES	(511,771)	(511,807)	(510,954)	(267,133)	(505,727)	(514,645)	(3,691)	

City of Merrill, Wisconsin

Capital Plan

2020 thru 2029

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Library												
Library Roofs - Replacement	LIB-20-003	75,000										75,000
Boiler Replacement	LIB-21-001		70,000									70,000
Parking Lot Replacement	LIB-21-005		40,000									40,000
Humidifier Replacements	LIB-22-002			30,000								30,000
Carpet Replacement	LIB-24-001		25,000	25,000	25,000							75,000
Library Total		75,000	135,000	55,000	25,000							290,000
Borrowing-20-Years (City Tax Levy)		75,000	120,000	55,000	25,000							275,000
Library Endowment Fund			15,000									15,000
Library Total		75,000	135,000	55,000	25,000							290,000
Grand Total		75,000	135,000	55,000	25,000							290,000

Attachment: Library (4595 : Library)

Capital Plan

City of Merrill, Wisconsin

2020 thru 2029

Project # **LIB-20-003**
 Project Name **Library Roofs - Replacement**

Type Improvement Department Library
 Useful Life 20 years Contact Maintenance Manager
 Category T.B. Scott Library Priority 1 Critical

Description Total Project Cost: \$75,000

Replace west upper level flat roof.

Replace west lower level flat roof.

Replace east upper level flat roof.

Justification

Rock ballast roof has reached the end of life cycle and should be replaced prior to damage to the building. Most flashings around roof penetrations are showing signs of failure and will cause leaks.

Upper west level roof has had patches the past three years due to leaks.

Expenditures	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Construction/Maintenance	75,000										75,000
Total	75,000										75,000

Funding Sources	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Borrowing-20-Years (City Tax Levy)	75,000										75,000
Total	75,000										75,000

Budget Impact/Other

Attachment: Library (4595 : Library)

Lincoln County Public Access Land Records Viewer



Attachment: Library (4595 : Library)

Author: Public
Date Printed: 5/17/2019



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Lincoln County Public Access Land Records Viewer



Attachment: Library (4595 : Library)

Author: Public
Date Printed: 5/17/2019



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Lincoln County Public Access Land Records Viewer



Attachment: Library (4595 : Library)

Author: Public
Date Printed: 5/17/2019



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Capital Plan
City of Merrill, Wisconsin

2020 thru 2029

Project # LIB-21-001
Project Name Boiler Replacement

Type Equipment **Department** Library
Useful Life 20 years **Contact** Maintenance Manager
Category Library **Priority** 2 Important

Description **Total Project Cost: \$70,000**

Replace cast iron boiler with condensing boiler. Replace all pumps and controls with new installation.

Justification

Boiler will be at end of life cycle. Replacing the cast iron boiler with condensing boiler would also reduce utility expenses.

Expenditures	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Equipment		70,000									70,000
Total		70,000									70,000

Funding Sources	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Borrowing-20-Years (City Tax Levy)		70,000									70,000
Total		70,000									70,000

Budget Impact/Other

Attachment: Library (4595 : Library)

Capital Plan

City of Merrill, Wisconsin

2020 thru 2029

Project # **LIB-21-005**
 Project Name **Parking Lot Replacement**

Type Improvement Department Library
 Useful Life 20+ years Contact Library Director
 Category T.B. Scott Library Priority 2 Important

Description Total Project Cost: \$65,000

Removal and replacement of asphalt pavement in parking lots. Also, install curb and gutter.

Staff lot in 2017
 Public lot in about 2021

Justification

Asphalt paving has increasing cracks and pot holes - reaching maximum lifespan.

Replacement needed for safety of employees and public users. Curb and gutter will assist with stormwater drainage.

Prior	Expenditures	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
25,000	Construction - Parking Lot		40,000									40,000
Total	Total		40,000									40,000

Prior	Funding Sources	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
25,000	Borrowing-20-Years (City Tax Levy)		25,000									25,000
Total	Library Endowment Fund		15,000									15,000
	Total		40,000									40,000

Budget Impact/Other

Attachment: Library (4595 : Library)

Capital Plan

2020 thru 2029

City of Merrill, Wisconsin

Project # **LIB-22-002**
 Project Name **Humidifier Replacements**

Type **Equipment** Department **Library**
 Useful Life **20 years** Contact **Maintenance Manager**
 Category **Equipment: Miscellaneous** Priority **2 Important**

Description **Total Project Cost: \$30,000**

Replace existing humidifiers with new models, piping, and controls.

Justification

Existing equipment (from 2001) reaching maximum life cycle.

Expenditures	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Equipment			30,000								30,000
Total			30,000								30,000

Funding Sources	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Borrowing-20-Years (City Tax Levy)			30,000								30,000
Total			30,000								30,000

Budget Impact/Other

Attachment: Library (4595 : Library)

Capital Plan

City of Merrill, Wisconsin

2020 thru 2029

Project # **LIB-24-001**
 Project Name **Carpet Replacement**

Type Improvement Department Library
 Useful Life 15 years Contact Library Director
 Category T.B. Scott Library Priority 5 Future Consideration

Description **Total Project Cost: \$75,000**
 Beginning of multi-year program for replacement of 2001 carpet. Preliminary plan is one-floor per year.

Justification
 Carpeting was installed in 2001 and reaching maximum lifespan.

Expenditures	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Other		25,000	25,000	25,000							75,000
Total		25,000	25,000	25,000							75,000

Funding Sources	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Borrowing-20-Years (City Tax Levy)		25,000	25,000	25,000							75,000
Total		25,000	25,000	25,000							75,000

Budget Impact/Other

Attachment: Library (4595 : Library)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.6.a

10 -General Fund
Common Council

	2017 ACTUAL	2018 ACTUAL	(----- 2019 -----) CURRENT BUDGET	(----- 2020 -----) Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
EXPENDITURES								
<u>Personnel Services</u>								
51110-01-11000 Salaries - Regular	27,121	26,996	28,500	19,578	28,000	27,500	(1,000)	
51110-01-25000 Wages - Temp - Regular	4,050	2,610	3,500	90	3,250	3,250	(250)	
51110-01-51000 Social Security	2,084	2,065	2,200	1,498	2,150	2,150	(50)	
TOTAL Personnel Services	33,255	31,672	34,200	21,165	33,400	32,900	(1,300)	
51110-01-1100Salaries - Regular								
PERMANENT NOTES: 25% of three Alderpersons allocated to Water & Sewer Funds.								
<u>Contractual Services</u>								
51110-02-15000 Ordinance - Muni Code	2,174	5,041	4,000	1,354	4,000	4,000	0	
51110-02-16000 Strategic Planning	160	681	890	44	890	876	(14)	
TOTAL Contractual Services	2,334	5,722	4,890	1,398	4,890	4,876	(14)	
<u>Supplies & Expenses</u>								
51110-03-20000 Publish Legal Notices	7,492	5,772	8,000	3,300	6,000	4,000	(4,000)	
51110-03-21000 Membership Dues	1,903	1,913	2,035	2,035	2,035	1,999	(36)	
51110-03-32000 Education & Conference	106	105	250	0	250	250	0	
51110-03-40000 Operating Supplies	372	1,140	900	52	900	900	0	
TOTAL Supplies & Expenses	9,873	8,930	11,185	5,387	9,185	7,149	(4,036)	
51110-03-2000Publish Legal Notices								
PERMANENT NOTES: Legal notices and publication of Council proceedings. Some ordinance may be published by synopsis only.								
51110-03-2000Publish Legal Notices								
CURRENT YEAR NOTES: For 2020, projecting some City website legals only instead of all through newspaper notices.								
51110-03-2100Membership Dues								
PERMANENT NOTES: League of Wisconsin Municipalities								
TOTAL EXPENDITURES	45,462	46,324	50,275	27,950	47,475	44,925	(5,350)	

Attachment: Common Council (4596 : Common Council)

City of Merrill Elected Officials - Part-Time

Current Annual Compensation - Established by City Ordinance

	Current Ordinance No.	Adopted	Amount		Pay Period Amount*
Compensation for the following elected officials has been set for entire term of office:					
Council President	2014-16	05/13/14	\$3,719.90	Plus various per-meeting payments.	\$143.07
Alderspersons	2003-22	12/09/03	\$3,459.90	Plus various per-meeting payments	\$133.07

***City payroll is every other Friday via electronic deposit - total of 26 pay periods annually.**

	Population	Mayor/Village President FT or PT	Mayor/Village President Compensation	Aldersperson/Village Board Compensation	City Administrator	City Administrator Compensation Range
City of Merrill	9,646	Part-Time	\$16,200	\$3,460 + (\$3,720 + President)	City Administrator	\$93,100 - \$119,912
City of Antigo	7,800	Part-Time	\$15,000 plus \$30 per committee meeting	\$900/annual plus \$30 per committee meeting	City Administrator	\$76,085.44 to \$106,360.03
City of Ashland	8,200	Part-Time	\$14,000	\$75/Council meeting and \$50/COW meeting	City Administrator	\$96,000
City of Chippewa Falls	14,002	Part-Time	\$10,000	\$3,000/\$3,500 President	No	N/A
City of Marinette	10,000	Full-Time	\$68,266	\$50/regular meeting and \$25/special meeting	No	N/A
City of Marshfield	19,118	Part-Time	\$22,500	\$4,200	City Administrator	\$101,587 - \$133,348
City of Menasha	18,000	Full-Time	\$64,000	\$5,190; \$5,490 for President	City Administrator	\$99,000 - \$121,000
City of Rhinelander	7,825	Part-Time	\$12,000 plus per diems for meetings	Per diem \$40 committee member; \$50 chair committee; \$85 council	City Administrator	Hired at \$95,000
City of Shawano	9,143	Part-Time	\$14,433	\$3,120 plus \$35 per meeting	City Adm/Utility	\$133,307
City of Sparta	9,200	Part-Time	\$8,520	\$3,600	Co-City Administrators acting as City Administrator/Director of Community Development/Building Inspector and City Administrator/City Treasurer/City Assessor	Each earn \$95,000/year
City of Tomah	9,424	Part-Time	\$13,200	\$3,000	City Administrator	\$90,937.60 - \$116,916.80
City of Wisconsin Rapids	20,000	Full-Time	\$68,177	\$5,880 plus \$15/month if they hold an office plus \$500 education reimbursement per term	No	N/A
Village of Kronenwetter	7,616	Part-Time Village President	\$7,800	\$4,200	City Administrator	\$90,000 - \$95,000
Village of Plover	12,603	Part-Time Village President	\$24,000	\$3,000	Village Administrator	\$100,958 - \$105,549
Village of Weston	15,445	Part-Time Village President	\$6,000	\$4,800	Vacant Village Administrator	\$96,636 - \$132,537

0312251

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



AN ORDINANCE: By Personnel and Finance
 Committee
 Re: Amending Ord. 2-2-2(c) regarding a change in
 Salaries for Aldermen

ORDINANCE NO. 2003-22

Introduced: December 9, 20031st Reading: December 9, 20032nd Reading: December 9, 20033rd Reading: December 9, 2003

Committee/Commission Action:

RECOMMENDED FOR PASSAGE

AN ORDINANCE

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

Section 1. Section 2-2-2(c) of the Code of Ordinances for the City of Merrill is amended to read as follows:

Salaries. Aldermen shall receive an annual salary of ~~Three Thousand Six Hundred Forty-Two and no/100 Dollars (\$3,642.00)~~ Three Thousand, Four Hundred, Fifty-nine Dollars and 90/100 Dollars (\$3,459.90) (Ord. No. 99-22). Any Council member who misses a regular Council meeting shall have Fifteen Dollars (\$15.00) deducted from his or her salary. Any Council member who misses all regular Council and Committee meetings for two (2) consecutive months shall receive no pay commencing with the second month, unless he or she starts attending meetings again; or as otherwise ordered by the Council. Aldermen attending a special Council meeting shall receive an additional salary of Fifteen Dollars (\$15.00) per meeting. Aldermen serving on the Personnel and Finance Committee shall be entitled to Twenty-five Dollars (\$25.00) per meeting when meeting for personnel matters for City employees, and also receive loss of time pay, if the meeting is held during the day. Aldermen attending Committee of the Whole meetings called by the Mayor shall receive an additional salary of Twenty-five Dollars (\$25.00) per meeting. Aldermen attending the annual budget meeting shall be compensated One Hundred Dollars (\$100.00) for the day.

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: Common Council (4596 : Common Council)

1405258

CITY OF MERRILL

1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: By The Committee of the Whole
Re: Amending Chapter 2, Article IV, Section 80 to
increase salary – President of the Council

ORDINANCE NO. 2014-16

Introduced: May 13, 20141st Reading: May 13, 20142nd Reading: May 13, 20143rd Reading: May 13, 2014

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 80 of the Code of Ordinances for the City of Merrill is amended to add the following:

Sec. 2-80. - President of the council.

The common council at its organizational meeting shall, after organization, annually choose from its members a president who, in the absence of the mayor, shall preside at meetings of the council and, during the absence or inability of the mayor, shall have the powers and duties of the mayor, except that he shall not have the power to approve an act of the council, which the mayor has disapproved, by filing objections with the city clerk. He shall, when so officiating, be styled acting mayor. The president of the council shall be elected for a two-year term of office. The acting mayor may, by announcement at the beginning of the meeting, vote in his capacity as alderperson.

The Common Council President shall receive an additional Two Hundred Sixty Dollars \$260.00 per year for additional duties.

Section 6. 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.

Attachment: Common Council (4596 : Common Council)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.7.a

10 -General Fund
Mayor

	2017 ACTUAL	2018 ACTUAL	(----- CURRENT BUDGET	2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- REQUESTED BUDEGT	2020 BUDGET CHANGE	(----- PROPOSED BUDGET
EXPENDITURES								
Personnel Services								
51410-01-11000 Salaries - Regular	11,340	12,600	12,800	9,208	12,800	12,800	0	
51410-01-51000 Social Security	869	964	980	705	980	980	0	
TOTAL Personnel Services	12,209	13,564	13,780	9,912	13,780	13,780	0	
51410-01-11000 Salaries - Regular								
PERMANENT NOTES: Mayor annual salary of \$12,600 through 4/19/2022 term of office.								
Supplies & Expenses								
51410-03-10000 Office Supplies	111	18	125	175	200	200	75	
51410-03-30000 Mileage	134	147	150	0	100	100	(50)	
51410-03-31000 Business/Misc. Expense	510	558	200	379	275	275	75	
51410-03-32000 Education & Conference	221	35	350	0	250	250	(100)	
TOTAL Supplies & Expenses	976	758	825	554	825	825	0	
TOTAL EXPENDITURES	13,185	14,322	14,605	10,467	14,605	14,605	0	

Attachment: Mayor (4597 : Mayor)

City of Merrill Elected Officials - Part-Time

Current Annual Compensation - Established by City Ordinance

	Current Ordinance No.	Adopted	Amount		Pay Period Amount*
Compensation for the following elected officials has been set for entire term of office:					
Mayor	2005-22	11/08/05	\$12,600.00	No City-paid benefits	\$484.62

*City payroll is every other Friday via electronic deposit - total of 26 pay periods annually.

Attachment: Mayor (4597 : Mayor)

	Population	Mayor/Village President FT or PT	Mayor/Village President Compensation	Aldersperson/Village Board Compensation	City Administrator	City Administrator Compensation Range
City of Merrill	9,646	Part-Time	\$16,200	\$3,460 + (\$3,720 + President)	City Administrator	\$93,100 - \$119,912
City of Antigo	7,800	Part-Time	\$15,000 plus \$30 per committee meeting	\$900/annual plus \$30 per committee meeting	City Administrator	\$76,085.44 to \$106,360.03
City of Ashland	8,200	Part-Time	\$14,000	\$75/Council meeting and \$50/COW meeting	City Administrator	\$96,000
City of Chippewa Falls	14,002	Part-Time	\$10,000	\$3,000/\$3,500 President	No	N/A
City of Marinette	10,000	Full-Time	\$68,266	\$50/regular meeting and \$25/special meeting	No	N/A
City of Marshfield	19,118	Part-Time	\$22,500	\$4,200	City Administrator	\$101,587 - \$133,348
City of Menasha	18,000	Full-Time	\$64,000	\$5,190; \$5,490 for President	City Administrator	\$99,000 - \$121,000
City of Rhinelander	7,825	Part-Time	\$12,000 plus per diems for meetings	Per diem \$40 committee member; \$50 chair committee; \$85 council	City Administrator	Hired at \$95,000
City of Shawano	9,143	Part-Time	\$14,433	\$3,120 plus \$35 per meeting	City Adm/Utility	\$133,307
City of Sparta	9,200	Part-Time	\$8,520	\$3,600	Co-City Administrators acting as City Administrator/Director of Community Development/Building Inspector and City Administrator/City Treasurer/City Assessor	Each earn \$95,000/year
City of Tomah	9,424	Part-Time	\$13,200	\$3,000	City Administrator	\$90,937.60 - \$116,916.80
City of Wisconsin Rapids	20,000	Full-Time	\$68,177	\$5,880 plus \$15/month if they hold an office plus \$500 education reimbursement per term	No	N/A
Village of Kronenwetter	7,616	Part-Time Village President	\$7,800	\$4,200	City Administrator	\$90,000 - \$95,000
Village of Plover	12,603	Part-Time Village President	\$24,000	\$3,000	Village Administrator	\$100,958 - \$105,549
Village of Weston	15,445	Part-Time Village President	\$6,000	\$4,800	Vacant Village Administrator	\$96,636 - \$132,537

0511254

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



AN ORDINANCE: By Personnel and Finance
 Committee
 Re: Salary for Elected Mayor

ORDINANCE NO. 2005-22

Introduced: November 8, 2005
 1st Reading: November 8, 2005
 2nd Reading: November 8, 2005
 3rd Reading: November 8, 2005

Committee/Commission Action:

RECOMMENDED FOR PASSAGE

AN ORDINANCE

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

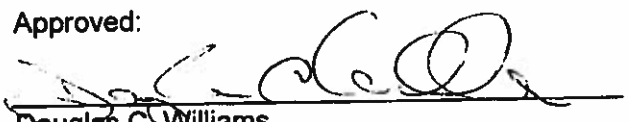
Section 1. Mayor. Pursuant to Wis. Stat. Sec. 62.09(6), Sec. 2-2-3(d) of the Code of Ordinances of the City of Merrill is amended to provide that the annual salary for the Mayor shall be \$12,600.00 annually from \$24,862.00 present salary. The Mayor shall be entitled to mileage reimbursement per City Personnel Policies and considered part-time, working under 600 hours annually.

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.

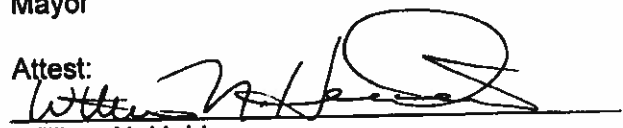
Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect on April 18, 2006.

Moved by: Alderman Peterson
 Adopted: November 8, 2005 8-0
 Approved: November 14, 2005
 Published: _____

Approved:


 Douglas C. Williams,
 Mayor

Attest:


 William N. Heideman,
 City Clerk

Attachment: Mayor (4597 : Mayor)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.8.a

10 -General Fund
Municipal Court

	2017 ACTUAL	2018 ACTUAL	(----- CURRENT BUDGET	2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- REQUESTED BUDEGT	2020 BUDGET CHANGE	(----- PROPOSED BUDGET
REVENUES								
Intergov Charges (Misc.)								
41200-47125 Joint Court-Tomahawk	5,650	7,523	7,500	4,043	7,500	7,515	15	
41200-47500 Tomahawk IT Reimb.	439	452	450	465	475	475	25	
TOTAL Intergov Charges (Misc.)	6,089	7,975	7,950	4,508	7,975	7,990	40	
TOTAL REVENUES	6,089	7,975	7,950	4,508	7,975	7,990	40	
EXPENDITURES								
Personnel Services								
51200-01-11000 Salaries - Regular	16,418	16,120	16,120	11,812	16,120	16,120	0	
51200-01-21000 Wages - Perm - Regular	38,748	40,606	42,550	30,914	42,550	44,523	1,973	
51200-01-51000 Social Security	3,957	4,185	4,488	3,074	4,488	4,639	151	
51200-01-52000 Retirement (WRS)	2,635	2,720	2,787	2,025	2,787	3,005	218	
51200-01-54000 Health Insurance	17,238	18,668	19,874	14,905	19,874	20,867	993	
51200-01-55000 Life Insurance	92	121	125	95	125	130	5	
TOTAL Personnel Services	79,088	82,421	85,944	62,825	85,944	89,284	3,340	
Contractual Services								
51200-02-33000 Substitute Judge	0	0	250	0	250	250	0	
51200-02-35000 Interpreter Services	0	0	250	0	250	250	0	
TOTAL Contractual Services	0	0	500	0	500	500	0	
Supplies & Expenses								
51200-03-10000 Office Supplies	1,159	519	1,000	651	1,000	1,000	0	
51200-03-11000 Postage	798	1,053	1,250	750	1,000	1,000	(250)	
51200-03-13000 Copier	486	766	500	(126)	500	500	0	
51200-03-30000 Mileage	271	445	500	240	500	500	0	
51200-03-32000 Education & Conference	1,669	1,615	1,750	1,437	1,750	1,750	0	
51200-03-65000 Surety Bond	0	325	0	0	0	0	0	
TOTAL Supplies & Expenses	4,383	4,722	5,000	2,952	4,750	4,750	(250)	
Capital Outlay								
51200-08-95000 Security Alarm	0	988	500	0	500	500	0	
TOTAL Capital Outlay	0	988	500	0	500	500	0	

Attachment: Joint Merrill - Tomahawk Municipal Court (4598 : Municipal Court)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.8.a

10 -General Fund
Municipal Court

	2017	2018	(----- 2019 -----)			(----- 2020 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
Technology								
51200-15-35000 Tomahawk IT Expenses	439	452	450	465	465	475	25	
51200-15-40000 Computer Maintenance	0	0	250	0	250	250	0	
51200-15-42500 Computer Hardware/Upgrade	0	750	0	271	271	0	0	
51200-15-91000 TIPSS Program/Support	4,790	6,711	4,850	5,121	5,121	5,275	425	
TOTAL Technology	5,229	7,913	5,550	5,857	6,107	6,000	450	
TOTAL EXPENDITURES	88,700	96,044	97,494	71,634	97,801	101,034	3,540	
REVENUE OVER/(UNDER) EXPENDITURES	(82,611)	(88,069)	(89,544)	(67,126)	(89,826)	(93,044)	(3,500)	

Attachment: Joint Merrill - Tomahawk Municipal Court (4598 : Municipal Court)

City of Merrill Elected Officials - Part-Time

Current Annual Compensation - Established by City Ordinance

Joint Municipal Court - City of Merrill and City of Tomahawk:

	Current Ordinance No.	Adopted	Amount		Pay Period Amount*
Joint Municipal Court Judge	2014-07	04/08/14	\$16,000.00	No City-paid benefits	\$615.38

*City payroll is every other Friday via electronic deposit - total of 26 pay periods annually.

1404250

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

AN ORDINANCE: By the Mayor
 Re: Amending Chapter 10, from a Municipal Court
 to a Joint Municipal Court

ORDINANCE NO. 2014-07

Introduced: April 8, 2014

1st Reading: April 8, 2014

2nd Reading: April 8, 2014

3rd Reading: April 8, 2014

Committee/Commission Action:

DIRECTLY BY MAYOR BIALECKI

AN ORDINANCE

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

Section 1. Chapter 10, of the Code of Ordinances for the City of Merrill is amended as follows:

Sec. 10-19. – Joint Municipal Court Created.

Pursuant to the authority granted by Chapter 755 of the Wisconsin Statutes, there is hereby created and established a joint municipal court to be designated "Municipal Court for the City of Merrill and the City of Tomahawk" said court to become operative and functional on May 1, 2014.

Sec. 10-20. – Municipal Judge.

(a) Qualifications: The municipal court shall be under the jurisdiction of, and presided over, by a municipal judge, who resides in either the City of Merrill or the City of Tomahawk that is a party to the agreement forming this joint court.

(c) Oath and Bond: The municipal judge shall, after election or appointment to fill a vacancy, take and file the official oath as prescribed in Wis. Stats. § 757.02(1), and at the same time execute and file an official bond in the amount of \$1,000.00. The municipal judge shall not act until the oath and bond have been filed, as required by Wis. Stats. § 19.01(4)(c), and the requirements of Wis. Stats. § 755.03(2), have been complied with.

Attachment: Joint Merrill - Tomahawk Municipal Court (4598 : Municipal Court)

(d) Salary:

- (1) The salary of the municipal judge shall be fixed by the common council of the municipalities that are parties to the agreement, which shall be in lieu of fees and costs. The municipal judge shall be entitled to mileage reimbursement, per city personnel policies, and considered a parttime employee working under 600 hours annually. No salary shall be paid for any time during the term where the municipal judge has not executed the official bond or official oath, as required by Wis. Stats. § 755.03, and filed pursuant to Wis. Stats. § 19.01(4)(c).
- (2) The municipalities may, by separate ordinance or resolution, allocate funds for the administration of the municipal court pursuant to Wis. Stats. §66.0301.

Sec. 10-21. - Elections.

The city clerk shall comply with Wis. Stats. §§ 5.58(1c), 5.60(1)(b), 5.60(2), 7.10(1)(a), 7.60(4)(a) and 8.10(6)(bm), to provide for the election of a municipal judge under Wis. Stats. § 755.01(4). Such municipal judge shall be elected at large in the spring election for a term of four years commencing on May 1. All candidates for the position of municipal judge shall be nominated by nomination papers, as provided in Wis. Stats. § 8.10, and selection at a primary election, if such is held, as provided in Wis. Stats. § 8.11. The common council shall provide for a primary election in the event that more than two candidates file nomination papers for such position of municipal judge, as provided in Wis. Stats. § 8.11(1)(a), and such primary election shall be held on the third Tuesday of February as provided in Wis. Stats. § 5.02(22). In the event of any vacancy in the office of municipal judge, the common council may appoint as municipal judge a resident of the cities, otherwise qualified under this section upon the recommendation of the mayors. Such appointment is subject to the requirements of Wis. Stats. § 8.50(4)(fm). A municipal judge so appointed shall serve until the next spring election.

Sec. 10-22. - Jurisdiction.

- (a) The municipal court shall have such jurisdiction over incidents occurring on or after May 1, 2014 as provided in Article VII, §14 of the Wisconsin Constitution, by Wis. Stats. §§ 755.045, 755.05, and as otherwise provided by state law. In addition, it shall have exclusive jurisdiction over actions in the municipalities that are parties to the agreement seeking to impose forfeitures for violations of municipal ordinances, resolutions and by-laws.
- (b) The municipal judge may issue civil warrants to enforce matters under the jurisdiction of the municipal court under Wis. Stats. §755.045(2), §66.0119

- (c) The municipal court has jurisdiction over juvenile offenders when a municipality that is party to the agreement enacts an ordinance under the authority of Wis. Stats. §938.17(2)(cm).

Sec. 10-23. - Court hours.

- (a) Hours: The municipal court shall be open at such location and at such times as determined by the governing bodies of the municipalities that are parties to the agreement and the municipal judge.
- (b) Employees: The Judge shall, in writing, appoint such clerks and deputy clerks as are authorized and funded by the City Council of the municipalities that are parties to the agreement.

Sec. 10-24. – Collection of forfeitures and costs

The municipal judge may impose punishment and sentences, as provided by Wis. Stats. ch. 800, and 938 and as provided in the ordinances of the municipalities that are parties to the agreement. All forfeitures, fees, penalty assessment and costs, in addition to forfeitures imposed to cover the city's administrative charges, shall be paid to the treasurer of the municipality within which the case arose within thirty days after receipt of the money by the municipal court. At the time of the payment, the municipal court shall report to the treasurer the title of the action, the nature of the offenses and the total amount of the forfeiture, fees, penalty assessment and costs, if any.

Sec. 10-25. - Contempt procedure.

- (a) The municipal judge may impose a sanction authorized under Wis. Stats. § 800.12(2), for contempt of court, as defined in Wis. Stats. § 785.01(1), in accordance with the procedures under Wis. Stats. § 785.03.
- (b) The municipal judge may impose a forfeiture for contempt under Wis. Stats. § 800.12(1), in an amount not to exceed \$200.00 or, upon nonpayment of the forfeiture, plus costs, fees, and surcharges imposed under Wis. Stats. ch. 814, a jail sentence not to exceed seven days.

Sec. 10-26. – Abolition

The municipal Court hereby established shall not be abolished while the §755.01(4) agreement is in effect.

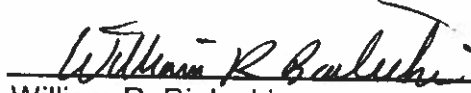
Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding

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.

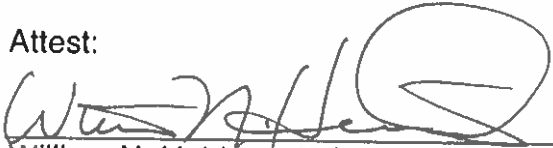
Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Moved by: Alderman Hass
 Adopted: April 8, 2014 8-0
 Approved: April 8, 2014
 Published: _____

Approved:


 William R. Bialecki,
 Mayor

Attest:


 William N. Heideman, City Clerk

Attachment: Joint Merrill - Tomahawk Municipal Court (4598 : Municipal Court)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.9.a

10 -General Fund
City Attorney

	2017 ACTUAL	2018 ACTUAL	(----- 2019 -----)	(----- 2020 -----)				
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	BUDGET CHANGE	PROPOSED BUDGET
REVENUES								
<u>Intergov Charges (Misc.)</u>								
41300-47300 Tomahawk Legal Services	9,269	12,118	10,500	4,448	10,500	11,000	500	
TOTAL Intergov Charges (Misc.)	9,269	12,118	10,500	4,448	10,500	11,000	500	
<u>Miscellaneous Revenues</u>								
41300-48111 Various TIDs	0	0	15,000	0	15,671	15,329	329	
TOTAL Miscellaneous Revenues	0	0	15,000	0	15,671	15,329	329	
41300-48111 Various TIDs								
PERMANENT NOTES: Allocations to TIDs are year-end journal entries.								
TOTAL REVENUES	9,269	12,118	25,500	4,448	26,171	26,329	829	
EXPENDITURES								
<u>Personnel Services</u>								
51300-01-11000 Salaries - Regular	91,803	100,068	112,384	81,498	112,384	116,577	4,193	
51300-01-21000 Wages - Perm - Regular	44,113	46,145	48,257	38,538	49,832	42,693	(5,564)	
51300-01-51000 Social Security	9,603	10,613	12,289	8,376	12,409	12,184	(105)	
51300-01-52000 Retirement (WRS)	9,231	9,768	10,522	7,857	10,664	10,751	229	
51300-01-54000 Health Insurance	32,741	35,580	39,747	27,475	37,725	31,300	(8,447)	
51300-01-55000 Life Insurance	1,686	1,912	2,127	1,506	1,926	1,725	(402)	
TOTAL Personnel Services	189,176	204,086	225,326	165,250	224,940	215,230	(10,096)	
<u>Contractual Services</u>								
51300-02-11500 Outside Legal Counsel	5,767	2,279	2,500	13,430	15,500	2,500	0	
51300-02-27500 E-Time - WI DOT	900	1,200	1,200	900	1,200	1,200	0	
TOTAL Contractual Services	6,667	3,479	3,700	14,330	16,700	3,700	0	
<u>Supplies & Expenses</u>								
51300-03-10000 Office Supplies	1,062	748	750	232	750	750	0	
51300-03-11000 Postage	177	199	275	94	200	200	(75)	
51300-03-13000 Copier	1,457	1,318	1,500	714	1,500	1,500	0	
51300-03-13500 L. Filing Fees/Court Cost	60	120	250	30	150	250	0	
51300-03-30000 Mileage - Tomahawk	294	300	300	174	300	300	0	
51300-03-32000 Education & Conference	1,724	2,588	2,000	1,718	2,000	2,000	0	
51300-03-33000 Library/West Law On-Line	1,130	1,250	1,250	1,404	1,250	1,250	0	
51300-03-40000 Operating Supplies	758	398	750	609	750	750	0	
TOTAL Supplies & Expenses	6,663	6,921	7,075	4,974	6,900	7,000	(75)	

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.9.a

10 -General Fund
City Attorney

	2017 ACTUAL	2018 ACTUAL	(----- 2019 -----)	(----- 2020 -----)				
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
<u>Technology</u>								
51300-15-42500 Computer Replacement	0	0	0	1,099	1,099	0	0	
TOTAL Technology	0	0	0	1,099	1,099	0	0	
TOTAL EXPENDITURES	202,506	214,487	236,101	185,653	249,639	225,930	(10,171)	
REVENUE OVER/ (UNDER) EXPENDITURES	(193,237)	(202,368)	(210,601)	(181,206)	(223,468)	(199,601)	11,000	

Attachment: City Attorney (4599 : City Attorney)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.10.a

10 -General Fund
City Administrator

	2017 ACTUAL	2018 ACTUAL	(----- 2019 -----) CURRENT BUDGET	(----- 2019 -----) Y-T-D ACTUAL	(----- 2019 -----) PROJECTED YEAR END	(----- 2020 -----) REQUESTED BUDGET	(----- 2020 -----) BUDGET CHANGE	(----- 2020 -----) PROPOSED BUDGET
REVENUES								
<u>Miscellaneous Revenues</u>								
41415-48111 Various TIDs	0	0	27,500	0	27,500	30,318	2,818	
TOTAL Miscellaneous Revenues	0	0	27,500	0	27,500	30,318	2,818	
41415-48111 Various TIDs								
PERMANENT NOTES: Allocations to TIDs are year-end journal entries.								
TOTAL REVENUES	0	0	27,500	0	27,500	30,318	2,818	
EXPENDITURES								
<u>Personnel Services</u>								
51415-01-11000 Salaries - Regular	65,086	69,806	90,851	65,844	90,851	93,156	2,305	
51415-01-51000 Social Security	4,780	5,019	6,950	4,597	6,950	7,126	176	
51415-01-52000 Retirement (WRS)	4,413	4,664	5,951	4,313	5,951	6,288	337	
51415-01-54000 Health Insurance	10,465	10,844	14,905	11,179	14,905	15,650	745	
51415-01-55000 Life Insurance	859	991	1,250	954	1,250	1,305	55	
TOTAL Personnel Services	85,603	91,324	119,907	86,886	119,907	123,525	3,618	
51415-01-11000 Salaries - Regular								
PERMANENT NOTES: Position directly budgeted with 25% to Water/Sewer Funds.								
<u>Contractual Services</u>								
51415-02-25000 Telephone-Cell/Smart	1,105	679	675	511	675	675	0	
TOTAL Contractual Services	1,105	679	675	511	675	675	0	
<u>Supplies & Expenses</u>								
51415-03-10000 Office Supplies	62	269	250	88	250	250	0	
51415-03-30000 Mileage	46	19	100	50	50	50	(50)	
51415-03-32000 Education & Conference	349	13	500	0	250	250	(250)	
TOTAL Supplies & Expenses	457	301	850	138	550	550	(300)	
TOTAL EXPENDITURES	87,165	92,304	121,432	87,535	121,132	124,750	3,318	
REVENUE OVER/(UNDER) EXPENDITURES	(87,165)	(92,304)	(93,932)	(87,535)	(93,632)	(94,432)	(500)	

Attachment: City Administrator (4600 : City Administrator)

	Population	Mayor/Village President FT or PT	Mayor/Village President Compensation	Aldersperson/Village Board Compensation	City Administrator	City Administrator Compensation Range
City of Merrill	9,646	Part-Time	\$16,200	\$3,460 + (\$3,720 + President)	City Administrator	\$93,100 - \$119,912
City of Antigo	7,800	Part-Time	\$15,000 plus \$30 per committee meeting	\$900/annual plus \$30 per committee meeting	City Administrator	\$76,085.44 to \$106,360.03
City of Ashland	8,200	Part-Time	\$14,000	\$75/Council meeting and \$50/COW meeting	City Administrator	\$96,000
City of Chippewa Falls	14,002	Part-Time	\$10,000	\$3,000/\$3,500 President	No	N/A
City of Marinette	10,000	Full-Time	\$68,266	\$50/regular meeting and \$25/special meeting	No	N/A
City of Marshfield	19,118	Part-Time	\$22,500	\$4,200	City Administrator	\$101,587 - \$133,348
City of Menasha	18,000	Full-Time	\$64,000	\$5,190; \$5,490 for President	City Administrator	\$99,000 - \$121,000
City of Rhinelander	7,825	Part-Time	\$12,000 plus per diems for meetings	Per diem \$40 committee member; \$50 chair committee; \$85 council	City Administrator	Hired at \$95,000
City of Shawano	9,143	Part-Time	\$14,433	\$3,120 plus \$35 per meeting	City Adm/Utility	\$133,307
City of Sparta	9,200	Part-Time	\$8,520	\$3,600	Co-City Administrators acting as City Administrator/Director of Community Development/Building Inspector and City Administrator/City Treasurer/City Assessor	Each earn \$95,000/year
City of Tomah	9,424	Part-Time	\$13,200	\$3,000	City Administrator	\$90,937.60 - \$116,916.80
City of Wisconsin Rapids	20,000	Full-Time	\$68,177	\$5,880 plus \$15/month if they hold an office plus \$500 education reimbursement per term	No	N/A
Village of Kronenwetter	7,616	Part-Time Village President	\$7,800	\$4,200	City Administrator	\$90,000 - \$95,000
Village of Plover	12,603	Part-Time Village President	\$24,000	\$3,000	Village Administrator	\$100,958 - \$105,549
Village of Weston	15,445	Part-Time Village President	\$6,000	\$4,800	Vacant Village Administrator	\$96,636 - \$132,537

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.11.a

10 -General Fund
Personnel - HR

	2017 ACTUAL	2018 ACTUAL	(-----2019-----) CURRENT BUDGET	(-----2019-----) Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	(-----2020-----) BUDGET CHANGE	PROPOSED BUDGET
EXPENDITURES								
<u>Contractual Services</u>								
51417-02-18000 Drug Testing (CDL)	484	465	600	205	500	500	(100)	
51417-02-19000 HR Consulting	250	0	500	0	500	500	0	
51417-02-50000 EAP-Employee Assistance	3,242	3,222	3,250	2,140	3,250	3,250	0	
51417-02-75000 Training Support	75	500	0	458	458	250	250	
TOTAL Contractual Services	4,051	4,187	4,350	2,803	4,708	4,500	150	
<u>Supplies & Expenses</u>								
51417-03-40000 Operating Supplies	466	209	500	9	250	250	(250)	
TOTAL Supplies & Expenses	466	209	500	9	250	250	(250)	
TOTAL EXPENDITURES	4,516	4,396	4,850	2,812	4,958	4,750	(100)	

Attachment: Personnel - Human Resources (4601 : Personnel - Human Resources)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.12.a

10 -General Fund
City Clerk

	2017 ACTUAL	2018 ACTUAL	(----- 2019 -----) CURRENT BUDGET	(----- 2019 -----) Y-T-D ACTUAL	(----- 2019 -----) PROJECTED YEAR END	(----- 2020 -----) REQUESTED BUDGET	(----- 2020 -----) BUDGET CHANGE	(----- 2020 -----) PROPOSED BUDGET
EXPENDITURES								
Personnel Services								
51420-01-11000 Salaries - Regular	56,851	57,993	59,118	43,123	57,953	59,999	881	
51420-01-51000 Social Security	4,102	4,159	4,523	3,056	4,433	4,590	67	
51420-01-52000 Retirement (WRS)	3,863	3,883	3,872	2,825	3,883	4,050	178	
51420-01-54000 Health Insurance	8,373	9,147	9,738	7,303	9,113	10,173	435	
51420-01-55000 Life Insurance	735	735	735	560	735	753	18	
TOTAL Personnel Services	73,925	75,918	77,986	56,866	76,117	79,565	1,579	
51420-01-1100 Salaries - Regular								
PERMANENT NOTES: Same % increases as Non-Union employees.								
51420-01-5500 Life Insurance								
PERMANENT NOTES: Utility funds covering 2.0% of Personnel Service costs - support for Water & Sewage Committee and insurance programs.								
Supplies & Expenses								
51420-03-10000 Office Supplies	830	747	750	617	750	750	0	
51420-03-13000 Copier	3,349	3,371	3,000	3,161	3,000	3,000	0	
51420-03-30000 Mileage	455	496	500	352	500	500	0	
51420-03-32000 Education & Conference	412	366	300	230	300	300	0	
TOTAL Supplies & Expenses	5,046	4,981	4,550	4,361	4,550	4,550	0	
Technology								
51420-15-45000 Accela-Agenda/Minutes	6,570	4,465	4,500	4,495	4,465	4,500	0	
TOTAL Technology	6,570	4,465	4,500	4,495	4,465	4,500	0	
51420-15-4500 Accela-Agenda/Minutes								
PERMANENT NOTES: Water and Sewer Funds - each 12.5% of Accela expense.								
TOTAL EXPENDITURES	85,541	85,364	87,036	65,722	85,132	88,615	1,579	

Attachment: City Clerk (4602 : City Clerk)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.13.a

10 -General Fund
Elections - AVERAGED

	2017 ACTUAL	2018 ACTUAL	(----- CURRENT BUDGET	2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- REQUESTED BUDGET	2020 BUDGET CHANGE	(----- PROPOSED BUDGET
REVENUES								
<u>Miscellaneous Revenues</u>								
41440-48500 Donation - Recall	0	0	0	1,600	1,600	0	0	
TOTAL Miscellaneous Revenues	0	0	0	1,600	1,600	0	0	
TOTAL REVENUES	0	0	0	1,600	1,600	0	0	
EXPENDITURES								
<u>Personnel Services</u>								
51440-01-21000 Wages - Street Dept.	537	877	850	479	479	850	0	
51440-01-21500 Clerk-Treasurer Staff	2,000	5,500	5,500	3,500	3,500	5,500	0	
51440-01-22000 Overtime-Elections	97	125	115	0	0	115	0	
51440-01-25000 Wages-Election Off. AVE	9,280	27,771	18,000	8,302	8,302	18,000	0	
51440-01-51000 Social Security	199	905	150	303	303	150	0	
51440-01-52000 Retirement (WRS)	179	436	125	261	261	125	0	
51440-01-54000 Health Insurance	695	629	500	230	230	500	0	
51440-01-55000 Life Insurance	18	2	10	0	0	10	0	
TOTAL Personnel Services	13,004	36,244	25,250	13,074	13,075	25,250	0	
51440-01-2500Wages-Election Off. AVE								
PERMANENT NOTES:								
Personnel & Finance Committee on 9/25/2017:								
\$13.00 Chief Inspector								
\$12.00 Assistant Chief Inspector								
\$11.00 Election Inspector I								
\$10.00 Election Inspector II								
<u>Contractual Services</u>								
51440-02-47500 Equipment-Counting/Voting	0	0	5,000	0	5,000	5,000	0	
51440-02-49500 Election Fees-County	1,200	7,944	5,500	0	1,200	5,500	0	
51440-02-50000 Election Machine Maint.	2,304	200	2,500	0	1,500	2,500	0	
TOTAL Contractual Services	3,504	8,144	13,000	0	7,700	13,000	0	
51440-02-4750Equipment-Counting/Voting								
PERMANENT NOTES:								
Unexpended for future equipment replacement (Non-Lapsing).								
<u>Supplies & Expenses</u>								
51440-03-11000 Postage & Envelopes	335	794	500	661	661	500	0	
51440-03-20000 Publish Legal Notices	270	0	275	660	660	275	0	
51440-03-23000 Poll Room Charges	200	0	0	0	0	0	0	
51440-03-30000 Mileage-Elections	0	6	0	0	0	0	0	
51440-03-40000 Operating Supplies	92	322	750	182	182	750	0	
TOTAL Supplies & Expenses	897	1,122	1,525	1,503	1,503	1,525	0	
TOTAL EXPENDITURES	17,404	45,511	39,775	14,577	22,278	39,775	0	
REVENUE OVER/ (UNDER) EXPENDITURES	(17,404)	(45,511)	(39,775)	(12,977)	(20,678)	(39,775)	0	

213

Attachment: Electons (Averaged) (4603 : Elections)

Capital Plan

City of Merrill, Wisconsin

2020 thru 2029

Project # **C-ELE-23-001**
 Project Name **Election Voting Machines**

Type **Equipment** Department **Clerk - Election**
 Useful Life **10+ years** Contact **City Clerk**
 Category **Equipment: Computers** Priority **5 Future Consideration**

Description **Total Project Cost: \$90,000**
 Replace election voting machines - for counting ballots and for ADA voting. Projected life span of 10 to 15 years due to design of system that allows firmware changes and upgradeable memory capacity.

Justification
 Equipment will be reaching maximum life span which is projected at 10 to 15 years. This preliminary plan projects replacement after 13 years of service.
 Replacement process would need to be coordinated with Lincoln County Clerk's Office since ballot counting is at County level after election polls close.

Expenditures	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Equipment - Computer/Communication				90,000							90,000
Total				90,000							90,000
Funding Sources	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Non-Lapsing Fund				45,000							45,000
Borrowing-10-Years (City Tax Levy)				45,000							45,000
Total				90,000							90,000

Budget Impact/Other
 Unlike original electronic voting equipment provided in 2008, it is unlikely that Federal or State funding will be available.
 Beginning in 2013, there is \$5,000 tax-levy funds being budgeted and allocated to Non-Lapsing account.

Attachment: Electons (Averaged) (4603 : Elections)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.14.a

10 -General Fund
Clerk/Treasurer Staff

	2017 ACTUAL	2018 ACTUAL	(----- 2019 -----) CURRENT BUDGET	(----- 2019 -----) Y-T-D ACTUAL	(----- 2019 -----) PROJECTED YEAR END	(----- 2020 -----) REQUESTED BUDEGT	(----- 2020 -----) BUDGET CHANGE	(----- 2020 -----) PROPOSED BUDGET
REVENUES								
Miscellaneous Revenues								
41430-48111 Various TIDs	0	0	2,500	0	0	15,915	13,415	
TOTAL Miscellaneous Revenues	0	0	2,500	0	0	15,915	13,415	
41430-48111 Various TIDs								
PERMANENT NOTES: Allocations to TIDs are year-end journal entries (including from new Assistant Finance Director).								
TOTAL REVENUES	0	0	2,500	0	0	15,915	13,415	
EXPENDITURES								
Personnel Services								
51430-01-21000 Wages - Perm - Regular	124,765	130,806	128,117	98,560	128,117	147,245	19,128	
51430-01-22000 Overtime	3,763	7,701	5,000	2,133	5,000	5,000	0	
51430-01-23000 Longevity	1,053	1,053	923	0	923	450	(473)	
51430-01-25000 Wages - Temp - Regular	0	3,286	0	0	0	0	0	
51430-01-51000 Social Security	9,034	10,525	9,995	7,207	9,995	11,415	1,420	
51430-01-52000 Retirement (WRS)	8,809	9,708	8,558	6,595	8,558	12,843	4,285	
51430-01-54000 Health Insurance	26,947	20,032	18,918	11,924	18,918	19,563	645	
51430-01-55000 Life Insurance	647	967	872	799	872	799	(73)	
TOTAL Personnel Services	175,017	184,079	172,383	127,219	172,383	197,315	24,932	
51430-01-2100 Wages - Perm - Regular								
PERMANENT NOTES: Parts of four positions directly charged to Utility Funds.								
51430-01-2100 Wages - Perm - Regular								
CURRENT YEAR NOTES: For 2020, retirement of Clerk-Treasurer Office Manager with replacement by Assistant Finance Director.								
51430-01-2500 Wages - Temp - Regular								
PERMANENT NOTES: In 2018, City Maintenance employee on Workers Comp.								
Supplies & Expenses								
51430-03-10000 Office Supplies	564	717	1,000	423	1,000	1,000	0	
51430-03-32000 Education & Conference	95	154	100	54	100	100	0	
TOTAL Supplies & Expenses	659	871	1,100	476	1,100	1,100	0	

Attachment: Clerk-Treasurer Staff (4604 : Clerk Treasurer Staff)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.14.a

10 -General Fund
Clerk/Treasurer Staff

	2017 ACTUAL	2018 ACTUAL	(----- 2019 -----)	(----- 2020 -----)				
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
<u>Technology</u>								
51430-15-45000 Tax Receipting-Software	0	8,000	0	0	0	0	0	
TOTAL Technology	0	8,000	0	0	0	0	0	
TOTAL EXPENDITURES	175,676	192,950	173,483	127,696	173,483	198,415	24,932	
REVENUE OVER/(UNDER) EXPENDITURES	(175,676)	(192,950)	(170,983)	(127,696)	(173,483)	(182,500)	(11,517)	

Attachment: Clerk-Treasurer Staff (4604 : Clerk Treasurer Staff)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.15.a

10 -General Fund
Treasurer/Finance Dir.

	2017 ACTUAL	2018 ACTUAL	(----- 2019 -----)	(----- 2020 -----)				
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
REVENUES								
Licenses and Permits								
41520-44175 CC Convenience Revenue	62	74	500	287	400	400	(100)	
TOTAL Licenses and Permits	62	74	500	287	400	400	(100)	
41520-44175 CC Convenience Revenue								
PERMANENT NOTES: For 2018, pending Finance Director reallocation to Utility.								
Miscellaneous Revenues								
41520-48111 Various TIDs	0	0	27,500	0	27,500	28,750	1,250	
TOTAL Miscellaneous Revenues	0	0	27,500	0	27,500	28,750	1,250	
41520-48111 Various TIDs								
PERMANENT NOTES: Allocations to TIDs are year-end journal entries.								
TOTAL REVENUES	62	74	28,000	287	27,900	29,150	1,150	
EXPENDITURES								
Personnel Services								
51520-01-11000 Salaries - Regular	56,862	66,842	85,255	62,873	85,255	89,436	4,181	
51520-01-51000 Social Security	4,194	5,027	6,522	4,513	6,522	6,853	331	
51520-01-52000 Retirement (WRS)	3,860	4,486	5,584	4,118	5,584	6,047	463	
51520-01-54000 Health Insurance	7,662	6,102	8,695	6,521	8,695	9,036	341	
51520-01-55000 Life Insurance	730	818	985	788	985	1,063	78	
TOTAL Personnel Services	73,308	83,275	107,041	78,812	107,041	112,435	5,394	
51520-01-11000 Salaries - Regular								
PERMANENT NOTES: 12.5% salary & benefits direct to Utility Funds.								
Contractual Services								
51520-02-12500 Financial Advisor Service	3,000	3,000	3,000	3,300	3,000	3,250	250	
51520-02-25000 Telephone	1,738	1,825	1,750	1,434	1,750	1,750	0	
51520-02-44444 LC Tax Software Fees	0	850	1,250	0	1,250	1,250	0	
TOTAL Contractual Services	4,738	5,675	6,000	4,734	6,000	6,250	250	
51520-02-12500 Financial Advisor Services								
PERMANENT NOTES: Ehlers & Associates - continuing disclosurer reporting.								
51520-02-44444 LC Tax Software Fees								
PERMANENT NOTES: New Lincoln County tax software fees - beginning 11/2018.								

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.15.a

10 -General Fund
Treasurer/Finance Dir.

Treasurer/Finance Dir.

	2017	2018	(----- 2019 -----)		(----- 2020 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	BUDGET CHANGE	PROPOSED BUDGET
Supplies & Expenses								
51520-03-10000 Office Supplies	1,781	1,087	2,500	345	1,250	1,250	(1,250)	
51520-03-11000 Postage	14,263	3,929	11,000	10,264	11,000	11,000	0	
51520-03-13000 Copier	8,514	8,042	6,000	4,949	7,500	7,500	1,500	
51520-03-18000 Checks and Supplies	2,944	4,630	3,000	2,004	3,000	3,000	0	
51520-03-19000 Credit Card Service Fees	126	279	500	263	400	400	(100)	
51520-03-20000 Publish Legal Notices	579	49	150	0	150	150	0	
51520-03-32000 Education & Conference	585	609	750	694	750	750	0	
51520-03-40000 Operating Supplies	370	417	750	791	850	750	0	
51520-03-51000 Vehicle Repair/Maint-Pool	468	236	500	539	575	500	0	
TOTAL Supplies & Expenses	29,630	19,278	25,150	19,849	25,475	25,300	150	
TOTAL EXPENDITURES	107,675	108,227	138,191	103,395	138,516	143,985	5,794	
REVENUE OVER/(UNDER) EXPENDITURES	(107,613)	(108,153)	(110,191)	(103,108)	(110,616)	(114,835)	(4,644)	

Attachment: Treasurer-Finance Director (4605 : Treasurer / Finance Director)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.16.a

10 -General Fund
Information Technology

	2017	2018	(----- 2019 -----)	(----- 2020 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	BUDGET CHANGE
							PROPOSED BUDGET

EXPENDITURESPersonnel Services

51525-01-21000 IT Manager-Salary	28,406	31,350	33,420	23,900	33,420	34,491	1,071	
51525-01-21500 Wages - GIS Specialist	7,906	13,636	16,500	9,921	14,500	15,000	(1,500)	
51525-01-51000 Social Security	4,004	3,296	3,820	2,434	3,750	3,850	30	
51525-01-52000 Retirement (WRS)	2,410	3,014	3,270	2,215	3,125	3,475	205	
51525-01-54000 Health Insurance	6,807	13,316	14,915	10,505	14,000	15,250	335	
51525-01-55000 Life Insurance	139	61	75	47	70	84	9	
TOTAL Personnel Services	49,673	64,673	72,000	49,022	68,865	72,150	150	

51525-01-21000 IT Manager-Salary

PERMANENT NOTES:

50% directly allocated to Utility Funds.

51525-01-21500 Wages - GIS Specialist

PERMANENT NOTES:

City cost based upon GIS work performed for non-Utility.

Technology

51525-15-31000 Computer Supplies	954	144	500	485	500	500	0	
51525-15-31500 Computer Insurance	524	520	525	0	0	0	(525)	
51525-15-32000 Technology Training	492	25	750	0	500	500	(250)	
51525-15-32750 Internet & Spam Filter	3,190	2,798	3,250	2,064	3,250	3,250	0	
51525-15-32900 Fiber & PRI - Charter	24,383	25,858	22,475	19,642	25,000	15,000	(7,475)	
51525-15-32915 Digger's Hotline-Fiber	0	0	0	0	0	1,500	1,500	
51525-15-40000 Computer/Network Maint.	0	110	2,000	3,407	3,750	2,000	0	
51525-15-41000 Systems Eng.-Tech.	6,454	15,811	7,500	983	3,500	7,500	0	
51525-15-41055 RMM - IT Managed Services	19,614	0	0	0	0	0	0	
51525-15-42500 Computer Hardware/Upgrade	17,834	21,514	33,000	6,812	22,500	22,750	(10,250)	
51525-15-42517 NetApp Storage	0	16,895	0	0	0	0	0	
51525-15-42525 Backup-Unitrends	14,612	0	0	0	0	0	0	
51525-15-42550 Council iPads	1,182	1,514	2,000	1,385	2,000	1,750	(250)	
51525-15-45000 Software Maintenance	36,891	55,580	38,750	29,614	43,500	40,125	1,375	
51525-15-46025 Security-Filtering Softwa	8,759	5,869	5,000	0	5,000	5,000	0	
51525-15-47500 Add. Software/Upgrades	15,820	19,348	11,000	1,250	10,000	11,000	0	
51525-15-47566 AC Repair - Computer RM	524	0	500	0	500	500	0	
51525-15-54633 Bierman Bldg -IT-Related	57,156	0	0	0	0	0	0	
51525-15-55500 GIS - City Functions	3,902	4,281	5,000	4,303	5,000	10,725	5,725	
TOTAL Technology	212,289	170,267	132,250	69,945	125,000	122,100	(10,150)	

51525-15-32900 Fiber & PRI - Charter

PERMANENT NOTES:

City Fiber network between City-Utility facilities should be operational yet in 2019; however, still need Internet connect to the outside world.

51525-15-55500 GIS - City Functions

PERMANENT NOTES:

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.16.a

10 -General Fund
Information Technology

	2017 ACTUAL	2018 ACTUAL	(----- 2019 -----) CURRENT BUDGET	(----- 2019 -----) Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2020 -----) REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
In 2020, City-wide 3-inch pixel resolution ortho photos - \$17,850 cost will be split between Water, Sewer, and City.								
TOTAL EXPENDITURES	261,963	234,940	204,250	118,966	193,865	194,250	(10,000)	

Attachment: Information Technology (4606 : Information Technology)

Capital Plan

City of Merrill, Wisconsin

2020 thru 2024

Department Information Technology

Contact IT Manager

Type Improvement

Useful Life 10+ years

Category Equipment: Computers

Priority 2 Important

Project # IT-17-002

Project Name Fiber Community Area Network

Description

Total Project Cost: \$950,000

The City of Merrill is participating in the Lincoln County Inter-Networking Consortium (LINC) for potential public-sector fiber network. Core members are Lincoln County, Merrill Area Public Schools, TB Scott Library/Wisconsin Valley Library System, and the City of Merrill whom contracted with Livermore Technologies.

Phase 1 (2017) was the Lincoln County data center consolidation project. City/County split the cost of the backbone and each paying for its own laterals/vaults.

Phase 2 (2018 - 2019) will be the City of Merrill fiber project to all City facilities, including Water Garage and Wastewater Treatment Plant. We would potentially contract with Nsight for transport to WiscNet at this time.

Phase 3 will be closing the northern loop to complete a redundant ring.

Phase 4 will be to continue the backbone fiber down East Main Street (from the Waste Water Treatment Plant vault) to Highway 51 for potential future connectivity to resources located in the highway right of way, to provide future services to this growing area, and as a starting point for a fiber route to the City of Tomahawk. We also are planning in this phase to install a WiMAX wireless system on the East Street water tower for Government vehicles and other mobile resources to utilize.

Justification

Phase 2 (2018 - 2019) includes 10/9/2018 contract awarded to Underground Systems for \$489,359. Also needed in 2019 to implement was Fiber Stack Switch at City Hall and comparable equipment at Fire Station (i.e. IT backup center), along with Transceiver Modules for each City/Utility facility. Estimated about \$100,000 with systems engineering.

Phase 3 (2020) involves redundancy - please see 7/2/2019 e-mail information. Key for City ability to sell service to other public-sector users (such as Merrill Area Public Schools and Northcentral Technical College).

Prior	Expenditures	2020	2021	2022	2023	2024	Total
730,000	Construction/Maintenance	220,000					220,000
Total	Total	220,000					220,000

Prior	Funding Sources	2020	2021	2022	2023	2024	Total
730,000	Borrowing-10-Years (City Tax Levy)	150,000					150,000
Total	Sewer Fund	35,000					35,000
	Water Fund	35,000					35,000
	Total	220,000					220,000

Budget Impact/Other

Costs for potential Phase 4 - to be determined.

Attachment: Information Technology (4606 : Information Technology)

Unertl, Kathy

From: Brown, Dustin
Sent: Tuesday, July 02, 2019 8:53 AM
To: Unertl, Kathy; Hayden, Tom; Johnson, David; Woellner, Derek
Cc: 'Frank Livermore'
Subject: FW: FW: Fiber Phase 3 - Capital Plan (Why Redundancy?)

Hi all –

For Phase 3 of the Fiber design, Frank brings up some good points that I wanted to iterate on. I've highlighted a few key lines below to show these.

The biggest piece to the redundant ring, phase 3 of the fiber network, is to be the redundancy portion. If the Fiber gets cut or interfered with in some way, and building beyond that cut is missing it's connection to the City Hall for internal servers, data, and Internet access. Worst case, as Frank pointed out, would be a cut between Fire and City Hall affecting most of our locations. A completed ring would provide a redundancy in the event of a fiber cut so all of our locations would continue to function. The fiber cuts in this case would be along the core route. Laterals from the core to each building would still be a single point of failure, but even less chance those would get hit. The network design from our equipment would realize a connection having been cut or gone down, and route all traffic the opposite direction providing no downtime.

Also to note, the MAPS system has been looking to jump into this and the redundancy portion would be a high value item they would desire for the schools.

If you have any questions, please let me know. I am open for any discussion.

Dustin Brown
 Information Technology Manager
 City of Merrill
 (715) 536-5594

From: Frank Livermore [<mailto:frank.livermore@livermoretechnologies.com>]
Sent: Tuesday, July 2, 2019 8:23 AM
To: Brown, Dustin
Subject: Re: FW: Fiber Phase 3 - Capital Plan (Why Redundancy?)

Dustin,

Here are some things to consider for the Phase 3 build and why redundancy would and will be important.

The first thing to consider is that the design of what has already been done was designed to accommodate redundancy...so the City has already invested towards a reliable fiber network. Not completing the ring would leave some previous investment on the table.

The obvious first advantage is reliability. For most fiber cuts, the time to repair would be in the neighborhood of 6 hours (longer in the winter). In the worst case, fiber gets cut between City Hall and the Fire Department in the winter. I'm not sure how many employees would be impacted but the hourly cost of those employees multiplied by 8-12 hrs would probably add up. Not to mention

the services they normally provide to residents would be significantly impaired for a day or more. This would include everything from the Fire Department to the Airport Hanger including the locations in-between such as the Library and Smith Center. The City's disaster recovery site is hosted at the Fire Department so there would be no backup for that day either. Although the odds are small, if something happened to the City's data that day, there would be no way to retrieve the previous day's data. The work would have to be recreated by the employee(s) that originally made it. And it's very difficult for most to revert back to working from paper today since a lot of work is done exclusively on computers and not on paper documents.

That's what would happen now. From my experience, once a City has fiber they begin to realize different uses for it such as placing their Scada systems for water and sewer on the network and eliminating the radios commonly used for those systems. Some Cities have installed their own radio and wireless data systems for police, public works, and street department over their fiber. Traffic cameras, security cameras, and Kiosks as well. Eventually the school district will likely be on the fiber network as well. The value for them would be the same. As time goes on the fiber will become more important and the cost to complete the ring will only go up as inflation causes labor and materials to increase a little every year.

With the ring completed, a fiber cut (or other issue such as bad electronics) would not be an issue for any user in the city. The network would automatically recognize the problem and instantly switch to the working side of the fiber route. The City's backup would also automatically switch to the working side of the ring.

Ultimately the largest benefit is ensuring that the City's sites stay up in ANY event so there is no loss of service or risk of losing data. Wausau just had an issue this winter where the fiber got pinched at a bridge crossing and it took 2-3 days to fix. Fortunately they had a ring, and in this case, the School District's schools remained connected without downtime. Sometimes it's hard to predict where an issue can occur or how it will happen but having redundancy eliminates the concern of downtime for any service - now and in the future.

I don't know if this helps much but the we are at the doorstep on finishing a fiber network with the most reliable design the City should have. It would make sense to bring it to the finish line as originally planned to ensure there is never a loss of service for any surprise.

Thanks,

Frank

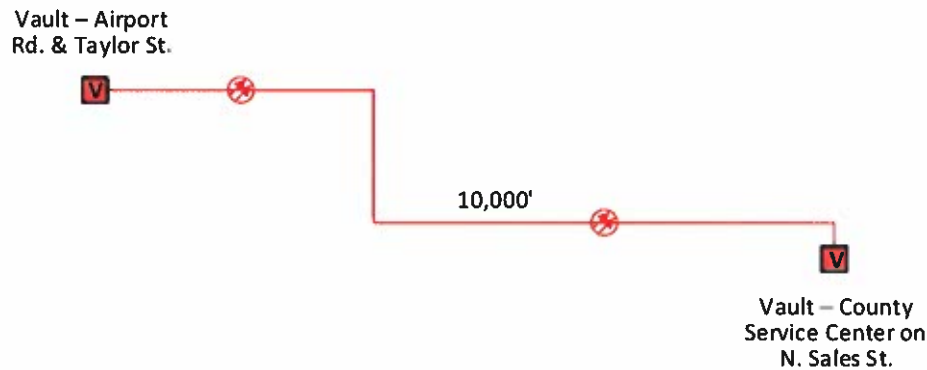


City of Merrill
1004 E. First St.
Merrill, WI 54452
SoW – Construction Planning & Project Management

PROJECT EXECUTIVE SUMMARY

The City of Merrill is seeking to complete their city-wide fiber-optic network with a build from Taylor St. and Airport Rd. to a vault located on N. Sales St. outside of the County's Service Center. This fiber will complete a fiber ring that will allow for all City sites to have a redundant path back to the City's datacenter location at City Hall.

Fiber strand count will be 144-strand to match the existing 144 strand fiber in the City now. No service locations will currently be a part of this build but could be in the future. Planning for future locations will be a part of this project.



Underground routes will be the preferred construction method to obtain connectivity using single mode fiber. No multiplexing will be necessary as part of this project. The total solution will include an end-to-end assessment of needs that will result in a properly functioning broadband connection.



City of Merrill
1004 E. First St.
Merrill, WI 54452
SoW – Construction Planning & Project Management

Likely Route Location

The anticipated route from Taylor St. & Airport Rd. would have the fiber continue east on Taylor St. to Monroe St. The fiber would then go south for one block on Monroe St. and then East on E. St. Paul St. Once at Pier St., the fiber would go south again; crossing the railroad tracks and a river to arrive at E. 9th St. The fiber would finally go 13 blocks to N. Sales where the vault is a short distance south of E. 9th St.

Limited field work will be performed to verify the distances, obstacles, discovered utilities or any alternatives that might be possible to create an optimum route that is cost-effective. Previous field work will be relied on unless there is a reason to re-check any areas of question.



Note: The green line is the anticipated route. This may change to improve construction costs.

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.17.a

10 -General Fund
Assessment of Property

	2017 ACTUAL	2018 ACTUAL	(----- 2019 -----) CURRENT BUDGET	(----- 2019 -----) Y-T-D ACTUAL	(----- 2019 -----) PROJECTED YEAR END	(----- 2020 -----) REQUESTED BUDEGT	(----- 2020 -----) BUDGET CHANGE	PROPOSED BUDGET
EXPENDITURES								
<u>Contractual Services</u>								
51530-02-12000 Assessment Contract	24,900	25,800	26,200	19,650	26,200	26,600	400	
51530-02-12250 Assmt Automation	0	0	0	0	0	0	0	
51530-02-12500 Manuf. Assmts.-State	2,228	2,201	2,225	0	2,175	2,225	0	
TOTAL Contractual Services	27,128	28,001	28,425	19,650	28,375	28,825	400	
51530-02-1200Assessment Contract								
PERMANENT NOTES: Bowmar Appraisal contract for 2018 - 2020 assessment years.								
51530-02-1250Manuf. Assmts.-State								
PERMANENT NOTES: State fee - 50% of manufacturing assessment costs.								
<u>Supplies & Expenses</u>								
51530-03-10000 Office Supplies	0	0	100	0	0	0	(100)	
TOTAL Supplies & Expenses	0	0	100	0	0	0	(100)	
TOTAL EXPENDITURES	27,128	28,001	28,525	19,650	28,375	28,825	300	

Attachment: Assessment of Property (4607 : Assessment of Property)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.19.a

10 -General Fund
Over-Collected Taxes

	2017 ACTUAL	2018 ACTUAL	(----- CURRENT BUDGET	2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- REQUESTED BUDGET	2020 BUDGET CHANGE	(----- PROPOSED BUDGET
REVENUES								
<u>Miscellaneous Revenues</u>								
41910-48950 Other Taxing-Reimbursement	0	479	1,500	898	898	75	(1,425)	
TOTAL Miscellaneous Revenues	0	479	1,500	898	898	75	(1,425)	
41910-48950 Other Taxing-Reimbursement								
PERMANENT NOTES: City of Merrill is reimbursed by Lincoln County, MAPS, and NTC for their portion of taxes in the following year after write-offs occurs.								
TOTAL REVENUES	0	479	1,500	898	898	75	(1,425)	
EXPENDITURES								
<u>Supplies & Expenses</u>								
51910-03-13500 Small Claims-Filing Fees	0	0	100	0	0	100	0	
51910-03-40000 Over-Collected Taxes	2,044	4,306	250	140	1,418	250	0	
TOTAL Supplies & Expenses	2,044	4,306	350	140	1,418	350	0	
TOTAL EXPENDITURES	2,044	4,306	350	140	1,418	350	0	
REVENUE OVER/ (UNDER) EXPENDITURES	(2,044)	(3,828)	1,150	758	(520)	(275)	(1,425)	

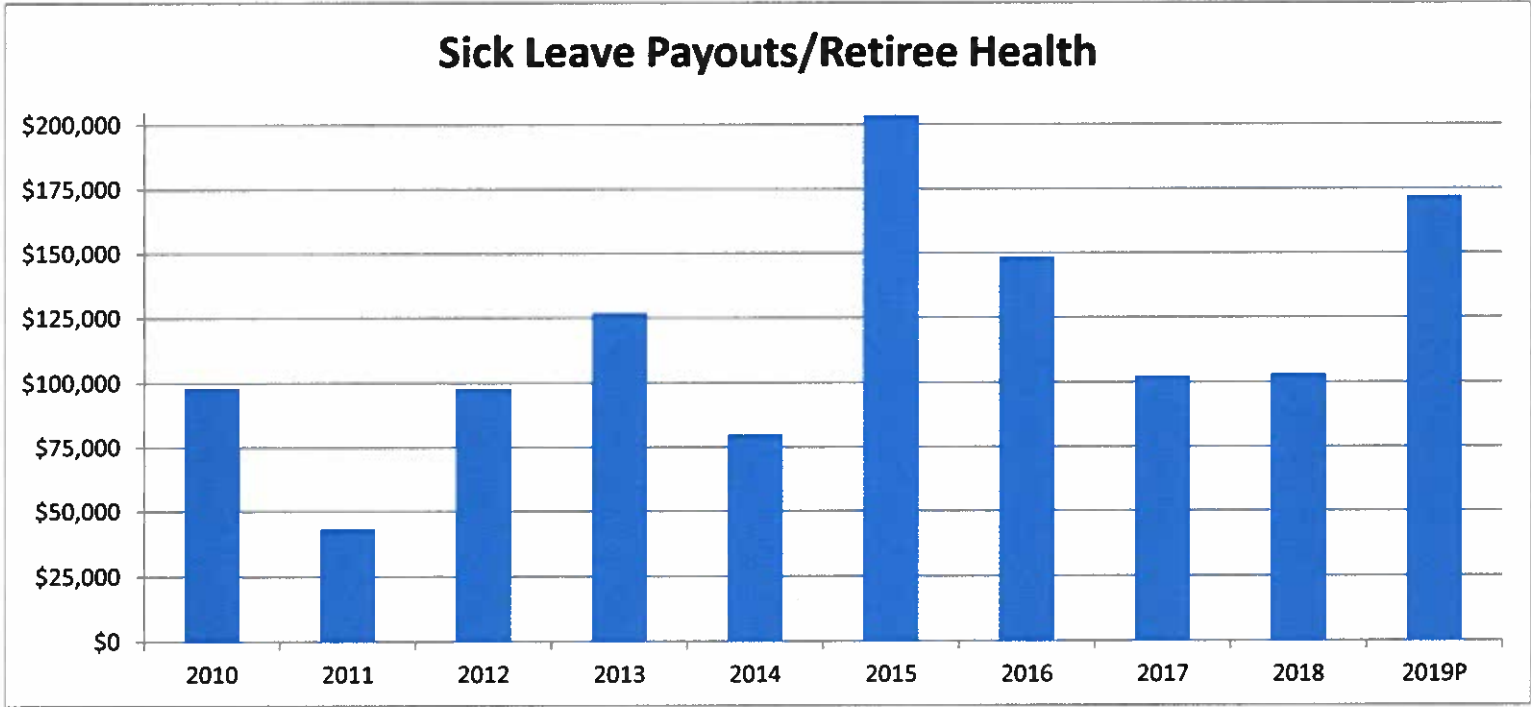
Attachment: Over-Collected Taxes (4609 : Over Collected Taxes)

10 -General Fund
Insurance/Employee

	2017 ACTUAL	2018 ACTUAL	(-----2019-----) CURRENT BUDGET	(-----2019-----) Y-T-D ACTUAL	(-----2019-----) PROJECTED YEAR END	(-----2020-----) REQUESTED BUDGET	(-----2020-----) BUDGET CHANGE	PROPOSED BUDGET
EXPENDITURES								
Personnel Services								
51930-01-21000 Wages-Perm-Regular	0	1,526	0	0	0	0	0	
51930-01-51000 Social Security	0	22	0	0	0	0	0	
51930-01-52000 Retirement WRS	0	234	0	0	0	0	0	
51930-01-54000 Health Insurance	0	0	0	0	0	0	0	
51930-01-55000 Life Insurance	0	0	0	0	0	0	0	
51930-01-56000 PEPH	0	14	0	0	0	0	0	
51930-01-75000 Contingency-Health Ins.	0	0	0	0	0	0	0	
TOTAL Personnel Services	0	1,796	0	0	0	0	0	
51930-01-21000 Wages-Perm-Regular								
PERMANENT NOTES: For 2018, leave payout for former disabled employee.								
Fixed Charges								
51930-05-10000 Property & Liability Ins.	111,037	104,196	107,500	110,187	110,187	110,750	3,250	
51930-05-10500 Workers Comp. Ins.	110,283	92,267	113,000	90,369	125,000	132,500	19,500	
51930-05-30000 Unemployment Comp.	6,290	7,422	0	2,582	2,582	0	0	
51930-05-40000 Flex Plan - EBC	441	727	0	0	0	0	0	
51930-05-45000 Retiree's SL/Health Ins.	102,313	103,172	100,500	168,804	172,000	100,500	0	
TOTAL Fixed Charges	330,364	307,784	321,000	371,942	409,769	343,750	22,750	
51930-05-10500 Workers Comp. Ins.								
PERMANENT NOTES: Fire/EMS workers comp insurance (\$42,500) directly allocated to Fire Department.								
51930-05-10500 Workers Comp. Ins.								
CURRENT YEAR NOTES: Due to workers comp injuries, City experience modifier increased impacting WC insurance rates.								
51930-05-45000 Retiree's SL/Health Ins.								
PERMANENT NOTES: See retiree sick leave payouts/health insurance historical information (2010 - projected 2019).								
TOTAL EXPENDITURES	330,364	309,580	321,000	371,942	409,769	343,750	22,750	

Attachment: Insurance - Employee (4610 : Insurance / Employee)

City of Merrill - Retiree Sick Leave Payouts/Health Insurance



2010	\$98,105	
2011	\$43,279	
2012	\$97,845	
2013	\$126,734	
2014	\$79,717	
2015	\$203,377	
2016	\$148,381	
2017	\$102,313	
2018	\$103,172	
2019P	\$172,000 Projected	\$168,804 through 9/30/2019

\$117,492 Average - 10-Years

230

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.21.a

10 -General Fund
City Sealer

	2017 ACTUAL	2018 ACTUAL	(----- 2019 -----) CURRENT BUDGET	(----- 2019 -----) Y-T-D ACTUAL	(----- 2019 -----) PROJECTED YEAR END	(----- 2020 -----) REQUESTED BUDEGT	(----- 2020 -----) BUDGET CHANGE	(----- 2020 -----) PROPOSED BUDGET
EXPENDITURES								
<u>Contractual Services</u>								
52401-02-17500 City Sealer Contract	4,800	4,800	4,800	4,800	4,000	4,800	0	
TOTAL Contractual Services	4,800	4,800	4,800	4,800	4,000	4,800	0	
52401-02-17500 City Sealer Contract								
PERMANENT NOTES: Contract service - State of Wisconsin. Based upon number of devices and businesses inspected.								
TOTAL EXPENDITURES	4,800	4,800	4,800	4,800	4,000	4,800	0	

Attachment: City Sealer (4611 : City Sealer)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.22.a

10 -General Fund
City Maintenance

	2017 ACTUAL	2018 ACTUAL	(----- CURRENT BUDGET	2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- REQUESTED BUDEGT	2020 BUDGET CHANGE	(----- PROPOSED BUDGET
EXPENDITURES								
Personnel Services								
51600-01-11000 Wages - Salaried	0	35,857	42,076	28,440	42,076	44,025	1,949	
51600-01-21000 Wages - Perm - Regular	24,574	22,532	24,500	16,936	24,500	25,508	1,008	
51600-01-22000 Overtime	85	148	250	58	250	250	0	
51600-01-25000 Wages - PT- Regular	44,356	22,479	30,000	17,187	30,000	30,000	0	
51600-01-51000 Social Security	5,402	6,213	7,390	4,696	7,390	7,711	321	
51600-01-52000 Retirement (WRS)	3,903	5,266	6,325	3,929	6,325	6,804	479	
51600-01-52500 Prior Service-Debt Serv	450	222	335	335	335	350	15	
51600-01-54000 Health Insurance	1,646	16,567	17,699	10,226	17,699	18,493	794	
51600-01-55000 Life Insurance	133	264	335	238	300	466	131	
TOTAL Personnel Services	80,549	109,548	128,910	82,046	128,875	133,607	4,697	
51600-01-1100Wages - Salaried								
PERMANENT NOTES: City Maintenance Manager - postion shared with Library.								
51600-01-2100Wages - Perm - Regular								
PERMANENT NOTES: Position also allocated to Fund 24 - Merrill Festival Grounds and Bierman Building.								
51600-01-2500Wages - PT- Regular								
PERMANENT NOTES: In 2018, employee on Workers Comp light-duty in Clerk-Treasurer Office (Wages of \$3,286).								
Contractual Services								
51600-02-16000 Elevator Contract	3,078	3,265	3,250	3,222	3,222	3,250	0	
51600-02-16250 HVAC Service Contractor	1,395	7,628	5,000	701	5,000	5,000	0	
51600-02-21000 Water and Sewer	3,480	3,422	3,650	2,667	3,500	3,650	0	
51600-02-22000 Electric and Natural Gas	40,948	46,613	50,000	29,432	47,500	50,000	0	
51600-02-23000 Outside Services	1,222	871	750	2,185	750	750	0	
51600-02-23250 Mats, Rugs, Etc.	2,223	4,251	2,750	4,397	5,000	4,250	1,500	
51600-02-95000 Fire/Security Monitoring	1,770	1,992	2,000	3,040	3,358	2,000	0	
51600-02-95333 Lift Rental	0	0	1,500	0	1,000	500	(1,000)	
TOTAL Contractual Services	54,115	68,043	68,900	45,644	69,330	69,400	500	
51600-02-9533Lift Rental								
PERMANENT NOTES: From 2019, \$1,000 will be transferred into new Non-Lapsing account. Need \$1,500 every three-years. Future year budgets will be \$500.								

Attachment: City Maintenance (4612 : City Maintenance)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.22.a

10 -General Fund
City Maintenance

	2017 ACTUAL	2018 ACTUAL	(----- 2019 -----)	(----- 2020 -----)				
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
<u>Supplies & Expenses</u>								
51600-03-30000 Mileage	1,255	1,305	1,250	1,313	1,500	1,500	250	
51600-03-44000 Janitor Supplies	8,306	11,380	8,750	6,263	8,750	8,750	0	
51600-03-46000 Uniform Services	0	0	150	635	875	750	600	
51600-03-46500 Safety Toe Boots	0	0	1,750	0	300	300	(1,450)	
51600-03-50000 Repair/Maintenance Supply	2,453	4,752	5,000	2,156	5,000	5,000	0	
51600-03-51000 Vehicle Repairs/Maintenan	0	0	0	257	750	500	500	
51600-03-53000 Oil & Gas	0	0	0	84	250	250	250	
TOTAL Supplies & Expenses	12,015	17,436	16,900	10,709	17,425	17,050	150	
51600-03-5100Vehicle Repairs/MaintenancPERMANENT NOTES: Former Parks truck/plow transferred to City Maintenance.								
<u>Capital Outlay</u>								
51600-08-82000 Bldg/Grounds Improvements	2,499	5,811	7,000	6,107	7,000	7,000	0	
51600-08-82100 Exterior Pressure Wash	0	0	0	0	0	0	0	
51600-08-82333 Maintenance Shop Imp	659	0	0	0	0	0	0	
TOTAL Capital Outlay	3,157	5,811	7,000	6,107	7,000	7,000	0	
<u>Technology</u>								
51600-15-42500 IT Hardware-Printer	0	190	0	0	0	0	0	
TOTAL Technology	0	190	0	0	0	0	0	
TOTAL EXPENDITURES	149,836	201,029	221,710	144,505	222,630	227,057	5,347	

Attachment: City Maintenance (4612 : City Maintenance)

City of Merrill, Wisconsin

Capital Plan

2020 thru 2029

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
City Hall												
Carpeting Replacement - City Hall	CH-16-012	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500			28,000
Roof Replacement	CH-20-001	80,000										80,000
City Hall Roof Top HVAC	CH-20-002	30,000										30,000
Boiler Replacements	CH-22-003				375,000							375,000
Parking Lot Repaving	CH-22-004		55,000									55,000
LED Lighting-City Hall	CH-22-008			50,000	45,000					40,000		135,000
City Hall - Front Entryway (SW)	CH-22-010			50,000								50,000
City Hall Parking Expansion	CH-24-006					135,000				135,000		270,000
Garage - City Vehicles	CH-25-005						50,000					50,000
Common Council Chambers	CH-25-011						25,000					25,000
City Hall Total		113,500	58,500	103,500	423,500	138,500	78,500	3,500	3,500	175,000		1,098,000
Borrowing-10-Years (City Tax Levy)		110,000	55,000	100,000	420,000	135,000	75,000			175,000		1,070,000
Tax Levy		3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500			28,000
City Hall Total		113,500	58,500	103,500	423,500	138,500	78,500	3,500	3,500	175,000		1,098,000
Grand Total		113,500	58,500	103,500	423,500	138,500	78,500	3,500	3,500	175,000		1,098,000

Attachment: City Maintenance (4612 : City Maintenance)

Capital Plan

2020 thru 2029

City of Merrill, Wisconsin

Project # CH-16-012

Project Name Carpeting Replacement - City Hall

Type Maintenance

Department City Hall

Useful Life 10 years

Contact Maintenance Manager

Category City Hall

Priority 2 Important

Description

Total Project Cost: \$48,500

Replacement of carpeting - various locations of City Hall.

If damaged, removal, remediation, and replacement of floor tile with asbestos. Potential front entryway tile repairs as needed due to cracking.

Justification

Planned life cycle replacement of the following areas:

In 2019 and 2020 Police Work Area (Replaced in 2009)

in 2021 Clerk-Treasurer Work Area (From about 2000)

Future year priority based upon condition. If damaged, removal, remediation, and replacement of floor tile with asbestos.

Prior	Expenditures	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
20,500	Other	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500			28,000
Total	Total	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500			28,000

Prior	Funding Sources	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
20,500	Tax Levy	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500			28,000
Total	Total	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500			28,000

Budget Impact/Other

Unexpended funds will be placed in Non-Lapsing account if needed for removal, remediation, and replacement of floor tile with asbestos. Carpeting over asbestos floor tile might be option depending upon area of the building.

Attachment: City Maintenance (4612 : City Maintenance)

Capital Plan

City of Merrill, Wisconsin

2020 thru 2029

Project # CH-20-001
Project Name Roof Replacement

Type Improvement **Department** City Hall
Useful Life 20 years **Contact** Maintenance Manager
Category City Hall **Priority** 1 Critical

Description **Total Project Cost:** \$160,000
 Additional City Hall roof sections need replacement - original 100-year old west section and two-story north section.
 Police wing and lower south section were replaced in 2018. Metal front entryway was replaced in 2007.

Justification
 Reaching the end-of-life cycle and some separation around building edges. Leaks developing above State of Wisconsin Probation & Parole 2nd floor rental space.
 Roof inspected by contractor in Spring 2019 and needs replacement within next year.

Prior	Expenditures	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
80,000	Construction/Maintenance	80,000										80,000
Total	Total	80,000										80,000

Prior	Funding Sources	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
80,000	Borrowing-10-Years (City Tax Levy)	80,000										80,000
Total	Total	80,000										80,000

Budget Impact/Other
 The metal entryway roof into the front of City Hall (i.e. part of 1993 addition) was previously replaced due to leaking.

Attachment: City Maintenance (4612 : City Maintenance)

Lincoln County Public Access Land Records Viewer



Attachment: City Maintenance (4612 : City Maintenance)

Lincoln County, WI

Author: Public
Date Printed: 5/17/2019



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Lincoln County Public Access Land Records Viewer



Attachment: City Maintenance (4612 : City Maintenance)

Lincoln County, WI

Author: Public
Date Printed: 5/17/2019



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Capital Plan

2020 thru 2029

City of Merrill, Wisconsin

Project # CH-20-002

Project Name City Hall Roof Top HVAC

Type	Equipment	Department	City Hall
Useful Life	15 years	Contact	Maintenance Manager
Category	Equipment: Miscellaneous	Priority	1 Critical

Description	Total Project Cost: \$30,000
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Remove and replace two roof top HVAC units.

Justification

The existing roof top HVAC equipment nearing end of life cycle. Replacement at same time as roof replacements.

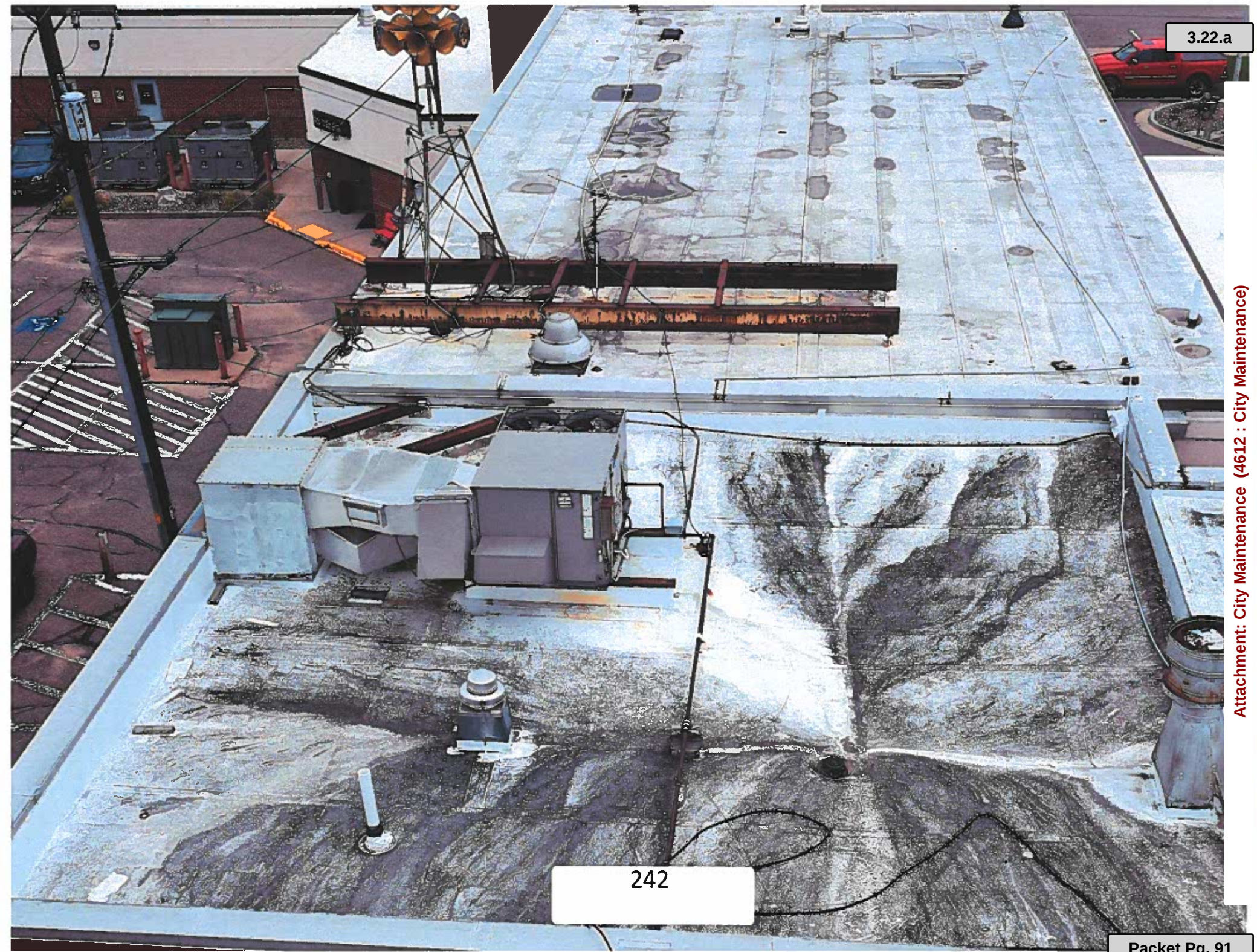
Expenditures	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Construction/Maintenance	30,000										30,000
Total	30,000										30,000

Funding Sources	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Borrowing-10-Years (City Tax Levy)	30,000										30,000
Total	30,000										30,000

Budget Impact/Other

Attachment: City Maintenance (4612 : City Maintenance)

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CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.23.a

10 -General Fund
Bldg. Inspection/Zoning

Bldg. Inspection/Zoning	2017 ACTUAL	2018 ACTUAL	(----- CURRENT BUDGET	2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- REQUESTED BUDEGT	2020 BUDGET CHANGE	(----- PROPOSED BUDGET
REVENUES								
Licenses and Permits								
42400-44300 Building/Zoning Permit Fees	22,075	38,758	32,500	16,979	27,500	32,500	0	
TOTAL Licenses and Permits	22,075	38,758	32,500	16,979	27,500	32,500	0	
42400-44300 Building/Zoning Permit Fee	PERMANENT NOTES: Commercial building permit fee increased 1/1/2018.							
Miscellaneous Revenues								
42400-48111 Various TIDs-Blight	0	0	5,000	0	10,000	7,500	2,500	
42400-48750 Sidewalk/Concrete Program	0	0	5,000	0	0	5,000	0	
TOTAL Miscellaneous Revenues	0	0	10,000	0	10,000	12,500	2,500	
42400-48111 Various TIDs-Blight	PERMANENT NOTES: Allocations to TIDs are year-end journal entries.							
TOTAL REVENUES	22,075	38,758	42,500	16,979	37,500	45,000	2,500	
EXPENDITURES								
Personnel Services								
52400-01-11000 Salaries-Bldg Inspector	60,498	64,576	75,845	55,128	75,845	79,396	3,551	
52400-01-21000 Wages-Regular CD	13,979	34,136	35,745	25,925	35,745	37,379	1,634	
52400-01-23000 Longevity	116	271	271	0	271	271	0	
52400-01-51000 Social Security	5,243	6,824	8,557	5,546	8,557	8,950	393	
52400-01-52000 Retirement (WRS)	5,071	6,629	7,327	5,309	7,327	7,897	570	
52400-01-54000 Health Insurance	6,570	13,274	13,911	10,434	13,911	14,607	696	
52400-01-55000 Life Insurance	405	546	525	458	600	635	110	
TOTAL Personnel Services	91,882	126,257	142,181	102,800	142,256	149,135	6,954	
52400-01-2100Wages-Regular CD	PERMANENT NOTES: Effective 2018, includes 70% of Community Development Program Coordinator position.							
Contractual Services								
52400-02-17550 Condemn-Title Research	0	0	250	0	0	0	(250)	
52400-02-17575 Condemn-Engineering	0	0	250	0	0	0	(250)	
52400-02-17588 Condemn - Legal Notices	0	0	150	30	250	250	100	
52400-02-25000 Telephone	642	0	650	0	0	0	(650)	
52400-02-25500 iPad - Bldg Inspector	350	197	350	81	200	200	(150)	
TOTAL Contractual Services	992	197	1,650	111	450	450	(1,200)	

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.23.a

10 -General Fund
Bldg. Inspection/Zoning

	2017 ACTUAL	2018 ACTUAL	2019			2020		
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
Supplies & Expenses								
52400-03-10000 Office Supplies	589	1,081	1,000	552	1,000	1,000	0	
52400-03-11000 Postage	334	345	750	176	400	400	(350)	
52400-03-20000 Publications & Notices	323	0	250	0	250	250	0	
52400-03-32000 Education & Conference	1,285	1,272	1,250	729	1,250	1,250	0	
52400-03-40000 Operating Supplies	391	97	500	236	250	250	(250)	
52400-03-51000 Vehicle Repair/Maintenanc	64	484	550	539	600	600	50	
52400-03-53000 Mileage & Gas	416	489	530	254	530	530	0	
TOTAL Supplies & Expenses	3,401	3,767	4,830	2,486	4,280	4,280	(550)	
Technology								
52400-15-42500 Computer Replacement	0	734	0	0	0	0	0	
52400-15-51111 Drone - Aerial	0	0	0	2,248	2,248	0	0	
TOTAL Technology	0	734	0	2,248	2,248	0	0	
TOTAL EXPENDITURES	96,275	130,954	148,661	107,645	149,234	153,865	5,204	
REVENUE OVER/(UNDER) EXPENDITURES	(74,200)	(92,196)	(106,161)	(90,666)	(111,734)	(108,865)	(2,704)	

Attachment: Building Inspection - Zoning (4613 : Building Inspection / Zoning)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.24.a

25 -Community Development
CDBG Grants/Loans

	2017	2018	2019			2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
REVENUES								
Miscellaneous Revenues								
40000-48114 Int CK/PCCU - CDBG	29	71	40	166	200	200	160	
40000-48115 Int CK- LCB HCRI	0	0	0	0	0	0	0	
40000-48116 Int CK/PCCU HOME	0	0	0	0	0	0	0	
40000-48118 Int SBA - LCB & PCCU	84	127	95	293	400	350	255	
40000-48610 Housing Paybacks- Prin.	105,730	171,206	100,000	75,853	100,000	100,000	0	
40000-48615 Housing Paybacks- Interest	0	0	0	0	0	0	0	
40000-48630 Rental Paybacks-Prin.	0	0	0	400	0	0	0	
40000-48650 SBA Paybacks- Prin.	32,367	38,844	60,000	54,441	60,000	62,500	2,500	
40000-48655 SBA Paybacks- Interest	10,785	2,292	2,000	1,902	2,000	2,250	250	
40000-48660 HCRI Paybacks- Prin.	0	0	0	0	0	0	0	
40000-48670 HOME Paybacks- Prin.	0	0	0	0	0	0	0	
40000-48750 Donation/Sale Paybacks	0	0	0	0	0	0	0	
40000-48759 Sale of Donated Property	0	0	0	0	0	0	0	
TOTAL Miscellaneous Revenues	148,994	212,541	162,135	133,055	162,600	165,300	3,165	
TOTAL REVENUES	148,994	212,541	162,135	133,055	162,600	165,300	3,165	
EXPENDITURES								
Special Services								
50000-04-35000 CDBG RLF Payouts	65,996	98,341	75,000	75,010	100,000	100,000	25,000	
50000-04-35777 CDBG Rental Payouts	0	430	57,910	57,910	57,910	25,000	(32,910)	
50000-04-37000 HCRI RLF Payouts	0	0	0	0	0	0	0	
50000-04-38100 HCRI Grant Payouts	0	0	0	0	0	0	0	
50000-04-38200 HOME Grant Payouts	0	0	0	0	0	0	0	
50000-04-38500 HOME RLF Payouts	0	0	0	0	0	0	0	
50000-04-50000 Donation/Sale Payouts	0	0	0	0	0	0	0	
50000-04-62500 SBA Loans to Business	17,500	15,000	25,000	20,000	25,000	25,000	0	
50000-04-62507 SBA Loan to TID No. 7	0	0	100,000	100,000	100,000	0	(100,000)	
50000-04-70000 RLF Administration	0	571	500	516	1,000	500	0	
TOTAL Special Services	83,496	114,342	258,410	253,436	283,910	150,500	(107,910)	
TOTAL EXPENDITURES	83,496	114,342	258,410	253,436	283,910	150,500	(107,910)	
REVENUE OVER/(UNDER) EXPENDITURES	65,498	98,198	(96,275)	(120,380)	(121,310)	14,800	111,075	

Attachment: Community Development (Fund 25) (4614 : Community Development)

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

25 -Community Development
Community Development

	2017 ACTUAL	2018 ACTUAL	(-----2019-----) CURRENT BUDGET	(-----2019-----) Y-T-D ACTUAL	(-----2019-----) PROJECTED YEAR END	(-----2020-----) REQUESTED BUDEGT	(-----2020-----) BUDGET CHANGE	PROPOSED BUDGET
REVENUES								
<u>Taxes (or Utility Rev.)</u>								
46900-41110 Property Taxes - CD	41,500	14,683	14,993	14,993	14,993	14,000	(993)	
TOTAL Taxes (or Utility Rev.)	41,500	14,683	14,993	14,993	14,993	14,000	(993)	
<u>Intergov Charges (Misc.)</u>								
46900-47500 CD Admin. Charges	0	0	9,500	0	9,500	11,185	1,685	
46900-47550 Inspection Fee	1,750	1,625	2,000	1,300	2,000	2,000	0	
TOTAL Intergov Charges (Misc.)	1,750	1,625	11,500	1,300	11,500	13,185	1,685	
TOTAL REVENUES	43,250	16,308	26,493	16,293	26,493	27,185	692	
EXPENDITURES								
<u>Personnel Services</u>								
56900-01-21000 Wages - Perm - Regular	32,628	14,640	15,320	11,110	15,320	16,020	700	
56900-01-23000 Longevity	271	116	116	0	116	116	0	
56900-01-51000 Social Security	2,249	984	1,181	742	1,181	1,234	53	
56900-01-52000 Retirement (WRS)	2,235	988	1,011	728	1,011	1,089	78	
56900-01-54000 Health Insurance	11,962	5,600	5,962	4,471	5,962	6,265	303	
56900-01-55000 Life Insurance	151	81	78	63	85	86	8	
TOTAL Personnel Services	49,495	22,409	23,668	17,115	23,675	24,810	1,142	
56900-01-2100 Wages - Perm - Regular								
PERMANENT NOTES: Community Development Program Coordinator - 30% allocation effective 2018 - with 70% to Bldg Inspection/Zoning.								
<u>Contractual Services</u>								
56900-02-25000 Telephone	464	15	450	81	150	150	(300)	
56900-02-32000 SBA Adm Expense	598	325	0	0	0	0	0	
56900-02-50000 LCEDC Loan Review	0	0	250	0	250	250	0	
TOTAL Contractual Services	1,062	340	700	81	400	400	(300)	
<u>Supplies & Expenses</u>								
56900-03-10000 Office Supplies	395	494	700	328	500	500	(200)	
56900-03-11000 Postage	112	150	200	106	150	150	(50)	
56900-03-13000 Copier	157	102	200	93	200	200	0	
56900-03-13500 Legal Filing Fees	0	335	150	220	325	250	100	
56900-03-32000 Education & Conference	321	75	250	113	250	250	0	
56900-03-40000 Operating Supplies	383	57	250	118	250	250	0	
56900-03-41000 Advertising/PR	0	0	250	0	250	250	0	
56900-03-53000 Mileage - Fuel	62	0	125	0	125	125	0	
TOTAL Supplies & Expenses	1,430	1,214	2,125	978	2,050	1,975	(150)	
TOTAL EXPENDITURES	51,987	23,963	26,493	18,173	26,125	27,185	692	
REVENUE OVER/(UNDER) EXPENDITURES	(8,737)	(7,655)	0	(1,880)	368	0	0	

CITY OF MERRILL
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2019

3.25.a

10 -General Fund
Economic Development

	2017 ACTUAL	2018 ACTUAL	(----- CURRENT BUDGET	2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- REQUESTED BUDEGT	2020 BUDGET CHANGE	(----- PROPOSED BUDGET
EXPENDITURES								
Contractual Services								
56700-02-13500 Merrill Area Dev. Corp.	3,200	3,200	3,200	3,200	3,200	3,200	0	
56700-02-13750 Lincoln County EDC	16,500	17,000	17,000	17,000	17,000	17,000	0	
TOTAL Contractual Services	19,700	20,200	20,200	20,200	20,200	20,200	0	
56700-02-13750 Lincoln County EDC								
PERMANENT NOTES:								
Totals for LCEDC - with balance from various TIDS:								
2017	\$23,025	(TIDS \$6,525)	- with 2.5% Increase					
2018	\$23,600	(TIDS \$6,550)						
2019	\$24,190	(TIDS \$7,190)						
2020	\$24,750	(TIDS \$7,750)	- with 2.3% Increase					
TOTAL EXPENDITURES	19,700	20,200	20,200	20,200	20,200	20,200	0	

Attachment: Economic Development (Non-TID) (4615 : Economic Development)



City of Merrill

Kathy Unertl, Finance Director

1004 East 1st Street • Merrill, Wisconsin • 54452

Phone: 715.536.5594 • Fax: 715.539.2668

e-mail: Kathy.Unertl@ci.merrill.wi.us

Date: October 10th, 2019

To: Mayor Derek Woellner and Aldermen

From: Kathy Unertl, Finance Director

RE: Budget 2020 – Follow-Up Items – Committee of Whole on
Tuesday, 10/29th @ 5:30 p.m.

Besides review of Tax Increment Districts (TIDs) budget requests and Debt Service Levy, the following research/follow-up items have been requested:

-Wage increase – fiscal impact of Non-Union Steps, as well as proposed 1% wage increase in January and 1% wage increase in July.

-Health Insurance – comparison with other Lincoln County public-sector employers and fiscal (including Health Incentive Program).

-Cost comparisons for garbage and recycle operations – City vs. potential contractor?

-Potential Recycle Fee – What steps are needed for Recycle Utility? Potential fee amount?

-Water Rates – Looks like WI Public Service Commission (PSC) spreadsheet templates should allow City staff to prepare most of the required information. However, this will be something for Water & Sewage Committee and Committee of Whole review in early 2020.

-Review of City and utility insured assets – buildings, contents, property-in-the-open, and vehicles/equipment.

-Review and consideration of all the 2020 Capital requests and fiscal implications for new borrowing and future debt service levy.

-Items listed in Mayor Woellner's 10/7/2019 e-mail.

-Items suggested by City Administrator Dave Johnson for potential discussion.

What other items/suggestions you want researched and fiscal numbers prepared?

Since WI Department of Revenue Assessed Valuation information needed to calculate the tax rate will not be available until November 1st, I suggest scheduling a Committee of Whole meeting the week of November 4th for consideration of the overall 2020 budget.