



## CITY OF MERRILL

### COMMON COUNCIL

AGENDA • TUESDAY OCTOBER 11, 2022

Regular Meeting

City Hall Council Chambers

7:00 PM

To attend remotely, call 337-435-0808 PIN 881 118 838 #

- I. Call to Order
- II. Invocation
  1. Reverend Paul Hohman from New Testament Church
- III. Pledge of Allegiance
- IV. Roll Call
- V. Public Comment
- VI. Minutes of Previous Common Council meeting:
  1. Consider placing the minutes from the September 13, 2022 Common Council meeting on file.
- VII. Revenue and Expense Reports
  1. Consider placing the September 2022 Revenue & Expense Reports on file
- VIII. Committee of the Whole:
  1. Review 2022 preliminary borrowing plan and consider authorization to proceed
- IX. General Agenda Items:
  1. Employee Years of Service Recognition:

Shari Wicke, 25 years (Community Development/Building and Zoning)
- X. Health & Safety:
  1. Consider a Temporary Class "B" picnic license for the Merrill Historical Society for November 5th at the Merrill Historical Society, 100 E Third St, in conjunction with the Merrill Historical Society Trivia Contest. The Health & Safety Committee recommends approval.
  2. Consider a Temporary Class "B" picnic license for the Merrill Historical Society for November 12th at the Expo Center, 303 N Sales Street, in conjunction with the GLCW Presents "Fall Brawl". The Health & Safety Committee recommends approval.
- XI. Marketing & Communications:
  1. Consider approval of the new City of Merrill logo. The Marketing & Communications Committee recommends the logo.

Logo Presentation - Scott Steele

Logo survey results - Communications Consultant Kuczmariski

## XII. Personnel &amp; Finance:

1. Discussion and consideration regarding the Communications Specialist agreement. This was referred, without recommendation, from the Personnel & Finance Committee.
2. Consider amendment to Group Health Insurance Incentive Plan - part-time employees (Section 14-5-2 Employee Handbook). The Personnel & Finance Committee recommends approval.
3. Discussion and consideration regarding the revisions to the Employee Handbook. The Personnel & Finance Committee recommends approval.

## XIII. Ad-Hoc Committee

1. Recommendation to keep title of City Administrator as is
2. Review and approve job description for City Administrator

## XIV. Place Committee Reports on File:

1. Consider placing the following reports on file: Ad-Hoc Committee, Airport Commission, Board of Public Works, Committee of the Whole, Health & Safety Committee, Historic Preservation Committee, Marketing & Communications Committee, Merrill Enrichment Center Committee, Personnel & Finance Committee, Redevelopment Authority, T.B. Scott Free Library Board, & Transit Commission

## XV. Resolutions:

1. Honoring Police Canine Eros for his extended service and great contribution to the City of Merrill
2. City of Merrill Outdoor Recreation Plan (ORP) 2023-2027

## XVI. Mayor's Appointments:

Andrew Polzin to the Merrill Housing Authority, term to expire November 2027  
Gary Schwartz reappoint to the Airport Commission, term to expire October 2024

## XVII. Mayor's Communications

## XVIII. Adjournment

The Merrill City Hall is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Merrill City Hall at (715) 536-5594.

# CITY OF MERRILL COMMON COUNCIL

## Tuesday, September 13, 2022 MINUTES

**Regular Meeting      City Hall Council Chambers      7:00 p.m.**

- I. **Call to Order:** Mayor Hass called the meeting to order at 7:03 p.m. The following elected officials, department heads and residents were in attendance:

Elected Officials and Department Heads present: City Attorney Hayden, City Administrator Johnson, City Clerk Anderson-Malm, Facilities Maintenance Manager Wszalek, Finance Director Unertl, Fire Chief Klug, Police Chief Bennett, Park & Recreation Director Wendorf, Utility Operations Manager Steinagel, Street Superintendent Bonack, Merrill Enrichment Director Mrachek, Interim Library Director Ollhoff and Merrill Productions.

Residents in attendance: Pastor Mike Southcomb, Bill Bialecki, Clyde Nelson, Sue Kunkel, CLA Representative Amber Danielski.

- II. **Invocation** by Pastor Mike Southcomb – St. Stephens United Church of Christ

- III. **Pledge of Allegiance** was recited.

- IV. **Roll Call** was taken and the following alderperson's were in attendance:

|                                        |         |
|----------------------------------------|---------|
| Paul Russell – First District          | Present |
| Michael "Gus" Caylor – Second District | Present |
| Rick Blake – Third District            | Present |
| LaDonna Fermanich – Fourth District    | Present |
| Dick Lupton – Fifth District           | Present |
| Mike Rick – Sixth District             | Remote  |
| Mark Weix – Seventh District           | Excused |
| Steve Sabatke – Eighth District        | Present |

- V. **Public Comment** – Clyde Nelson, 709 Cottage Street represented the Fair Association. He thanked the City of Merrill for their continued support for the fair. He also thanked a number of city employees and departments for their help during the fair.

- VI. **Minutes of previous Common Council meeting** – August 10, 2022

Aldersperson Blake made a motion to approve the minutes from the August 10, 2022 Common Council meeting. Aldersperson Lupton seconded and the motion passed.

**VII. Revenue & Expense Reports:**

Alderson Russell made a motion to approve the revenue and expense reports ending August 31, 2022. Alderson Sabatke seconded and the motion passed.

**VIII. Board of Public Works:**

1. **Consider a Street Use Permit from The Haunted Sawmill to close the street in the area in front of the Haunted Sawmill (Hendricks Street from E 7<sup>th</sup> Street to E 8<sup>th</sup> Street) from 5:00 PM to 10:00 PM on the following dates in October 2022: October 7, 8, 14, 15, 21, 22, 28, 29 and 30<sup>th</sup>, in conjunction with a haunted house event.**

Alderson Sabatke made a motion to approve the street use permit for the Haunted Sawmill. Alderson Lupton seconded and the motion carried.

**IX. Personnel & Finance:**

1. **Consider non-union holiday hours for employees working a scheduled 10 hour work day to get 10 hours of holiday pay.**

After discussion, Alderson Caylor motioned to approve two hours per holiday to each non-union employee's holiday bank. Alderson Russell seconded. Alderson Rick asked to amend the motion to give back the two hours for Labor Day.

Alderson Caylor amended the original motion to include returning two hours back to the banks of the affected employees for Labor Day. Alderson Russell seconded the amended motion and the motion carried.

2. **Consider approval of the 2023-2024 contract with Bowmar Appraisal, Inc. for Maintenance and Market Revaluation.**

Alderson Fermanich made a motion to approve with the stipulation that an RFP would be put out after the 2023/2024 contract. Alderson Caylor seconded and the motion carried.

**X. General Agenda Items:**

1. **Employee Years of Service Recognition:**

Mayor Hass thanked Tom Hayden and Robert Caylor for their years of service to the City of Merrill.

2. **Presentation and discussion of 2021 City of Merrill Audit Reports by CliftonLarsonAllen LLP.**

Amber Danielski from Clifton Larson Allen LLP went through the Governance Communications. She stated this summarizes items to bring to the Council regarding the audit.

**XI. Committee of the Whole:**

- 1. Discussion and consideration regarding the recommendation from the August 24<sup>th</sup> Committee of the Whole meeting. Continue with Carlson Dettmann until the next city administrator is in place.**

Aldersperson Caylor made a motion to refer this to the October 25<sup>th</sup> P&F Committee for review. Aldersperson Sabatke seconded for discussion.

After discussion, Aldersperson Caylor amended the original motion to refer the continuation with Carlson Dettmann until the next city administrator is in place to the September 27<sup>th</sup> Personnel & Finance Committee meeting for review. Aldersperson Sabatke seconded and the motion carried.

- 2. Discussion and consideration regarding the agreement for the Urban Search & Rescue Emergency Response Services from the earlier COW.**

Aldersperson Blake made a motion to move forward with the agreement for the Urban Search & Rescue Emergency Response Service. Aldersperson Lupton seconded. After discussion, the motion carried on a 6/1 voice vote.

**XII. Place Committee Reports on File:**

- 1. Place the following committee reports on file: Redevelopment Authority, Ad-Hoc Committee August meeting, Police & Fire Commission, Airport Commission, Marketing & Communications Committee, Health & Safety Committee, Personnel & Finance Committee August meeting, Committee of the Whole, Board of Public Works, Committee of the Whole August Budget Session, Festival Grounds Committee, Parks & Recreation Commission, Zoning Board of Appeals, Ad-Hoc Committee September meeting, Personnel & Finance Committee Special Meeting, Community Development Committee, Transit Commission, 2020 minutes Committee of the Whole July 24, September 29 and October 6.**

Aldersperson Russell made a motion to place the committee reports on file. Aldersperson Blake seconded and the motion carried.

**XIII. Mayor's Appointments:**

- 1. Rebecca Rutkowski to Redevelopment Authority replacing Sheila Polak term to expire 09/01/2027**

**2. Rick Blake to the Tourism Commission replacing Paul Russell term to expire 05/01/2024**

Aldersperson Caylor made a motion to approve both appointments. Aldersperson Fermanich seconded and the motion carried.

**XIV. Mayor's Communications:**

Mayor Hass had the following communications:

He reminded everyone school is open and to be aware.

The Fall Ride is this weekend, be diligent and aware.

Pork in the Park has been cancelled

Oktober Fest is October 24<sup>th</sup> at the Sawmill Brewery; St. Stephens is sponsoring this event

The TB Scott Library has a chat with author Scott Spoolman on September 26<sup>th</sup> at 5:30 PM

Toddler Story Time started on September 12<sup>th</sup>

Family Story Time begins on September 14<sup>th</sup> at 10:30 AM

Monthly Critics Choice Movie is on Wednesday, September 28<sup>th</sup> at 1:00 PM

The Enrichment Center has a craft show on October 1<sup>st</sup> from 9:00 AM – 2:00 PM

and a retirement workshop on September 22 at 10:00 AM and 6:00 PM

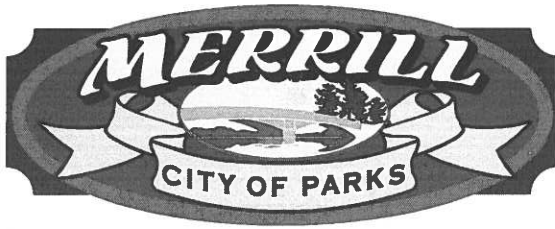
He attended the ribbon cutting at the Trinity Daycare and toured the facility.

He thanked everyone who went to the Community Night Out.

**XV. Adjournment:**

Mayor Hass asked for a motion to adjourn. Aldersperson Lupton made a motion to adjourn and Aldersperson Sabatke seconded. The meeting was adjourned at 7:49 PM.

Minutes respectfully submitted by Lori L Anderson-Malm – City Clerk.



## 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 6, 2022

To: Mayor Steve Hass  
Alderpersons

From: Kathy Unertl, Finance Director *Kathy Unertl*

RE: September 2022 - Revenue & Expense Reports

### **Revenues – General Fund:**

Consistent with budgeted amounts.

### **Expenses – General Fund:**

Consistent with budgeted amounts except for the following:

- Significant Personnel Services savings due to vacant Police Officer positions.
- Fuel prices will exceed 2022 budgeted levels. There will be some offsetting revenues. After brief decrease in price, trend looks to be higher prices for undetermined timeframe.
- Aquatic Center will need additional 2022 American Rescue Plan Act (ARPA) funds to offset Water & Sewer and Electric & Natural Gas operational expenses. Projected at about \$30,000 pending further info on needed repairs for leaks.

### **Fund 30 – Debt Service – Tax Levy and Tax Incremental District (TID):**

- City of Merrill paid \$2,147,507.39 in Principal and Interest during September. The detail Revenues & Expense Report for Fund 30 is provided.
- As soon as the 2023 budget development is complete, I will be entering and posting journal entries to transfer the 2022 TID-related payments from the various TIDs to 30-40000-41041 (Transfer from TID) Fund 30 Revenue account.
- City will be paying additional debt service amounts during October.

Attachment: Revenue & Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue & Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

## 10 -General Fund

| SUMMARY                       | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <b>REVENUES</b>               |                  |                   |                 |                |                   |
| =====                         |                  |                   |                 |                |                   |
| <u>Non-Departmental</u>       |                  |                   |                 |                |                   |
| Taxes (or Utility Rev.)       | 4,445,502.00     | 35,390.39         | 4,409,906.69    | 99.20          | 35,595.31         |
| Intergovernmental             | 4,399,898.10     | 0.00              | 1,544,091.61    | 35.09          | 2,855,806.49      |
| Licenses and Permits          | 41,720.00        | 1,305.00          | 35,031.00       | 83.97          | 6,689.00          |
| Fines, Forfeits, & Pen.       | 118,500.00       | 7,052.87          | 86,746.67       | 73.20          | 31,753.33         |
| Public Charges-Services       | 9,150.00         | 994.61            | 5,300.19        | 57.93          | 3,849.81          |
| Miscellaneous Revenues        | 120,325.00       | 10,106.96         | 88,644.09       | 73.67          | 31,680.91         |
| TOTAL Non-Departmental        | 9,135,095.10     | 54,849.83         | 6,169,720.25    | 67.54          | 2,965,374.85      |
| <u>Municipal Court</u>        |                  |                   |                 |                |                   |
| Intergov Charges (Misc.)      | 8,025.00         | 690.00            | 3,665.50        | 45.68          | 4,359.50          |
| TOTAL Municipal Court         | 8,025.00         | 690.00            | 3,665.50        | 45.68          | 4,359.50          |
| <u>City Attorney</u>          |                  |                   |                 |                |                   |
| Intergov Charges (Misc.)      | 10,000.00        | 0.00              | 4,207.60        | 42.08          | 5,792.40          |
| Miscellaneous Revenues        | 31,000.00        | 0.00              | 0.00            | 0.00           | 31,000.00         |
| TOTAL City Attorney           | 41,000.00        | 0.00              | 4,207.60        | 10.26          | 36,792.40         |
| <u>Mayor</u>                  |                  |                   |                 |                |                   |
| Miscellaneous Revenues        | 1,600.00         | 0.00              | 0.00            | 0.00           | 1,600.00          |
| TOTAL Mayor                   | 1,600.00         | 0.00              | 0.00            | 0.00           | 1,600.00          |
| <u>City Administrator</u>     |                  |                   |                 |                |                   |
| Intergovernmental             | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| Miscellaneous Revenues        | 36,005.00        | 0.00              | 0.00            | 0.00           | 36,005.00         |
| TOTAL City Administrator      | 36,005.00        | 0.00              | 0.00            | 0.00           | 36,005.00         |
| <u>Personnel - HR</u>         |                  |                   |                 |                |                   |
| Miscellaneous Revenues        | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Personnel - HR          | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| <u>Clerk/Treasurer Staff</u>  |                  |                   |                 |                |                   |
| Intergovernmental             | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Clerk/Treasurer Staff   | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| <u>Elections - AVERAGED</u>   |                  |                   |                 |                |                   |
| Intergovernmental             | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Elections - AVERAGED    | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| <u>Treasurer/Finance Dir.</u> |                  |                   |                 |                |                   |
| Intergovernmental             | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| Licenses and Permits          | 400.00           | 183.82            | 1,136.26        | 284.07         | ( 736.26          |
| Miscellaneous Revenues        | 37,744.00        | 0.00              | 0.00            | 0.00           | 37,744.00         |
| TOTAL Treasurer/Finance Dir.  | 38,144.00        | 183.82            | 1,136.26        | 2.98           | 37,007.74         |

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)



CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

10 -General Fund

| SUMMARY                        | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|--------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <u>Information Technology</u>  |                  |                   |                 |                |                   |
| Intergovernmental              | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Information Technology   | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| <u>City Maintenance</u>        |                  |                   |                 |                |                   |
| Intergovernmental              | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| Miscellaneous Revenues         | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL City Maintenance         | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| <u>Over-Collected Taxes</u>    |                  |                   |                 |                |                   |
| Miscellaneous Revenues         | 750.00           | 0.00              | 123.92          | 16.52          | 626.08            |
| TOTAL Over-Collected Taxes     | 750.00           | 0.00              | 123.92          | 16.52          | 626.08            |
| <u>Police</u>                  |                  |                   |                 |                |                   |
| Intergovernmental              | 18,700.00        | 2,813.04          | 18,324.37       | 97.99          | 375.63            |
| Public Charges-Services        | 15,300.00        | 651.25            | 8,839.89        | 57.78          | 6,460.11          |
| Intergov Charges (Misc.)       | 10,341.00        | 0.00              | 7,845.49        | 75.87          | 2,495.51          |
| Miscellaneous Revenues         | 0.00             | 0.00              | 3,442.65        | 0.00           | ( 3,442.65)       |
| TOTAL Police                   | 44,341.00        | 3,464.29          | 38,452.40       | 86.72          | 5,888.60          |
| <u>Traffic Control</u>         |                  |                   |                 |                |                   |
| Miscellaneous Revenues         | 0.00             | 0.00              | 9,078.17        | 0.00           | ( 9,078.17)       |
| TOTAL Traffic Control          | 0.00             | 0.00              | 9,078.17        | 0.00           | ( 9,078.17)       |
| <u>Fire Protection</u>         |                  |                   |                 |                |                   |
| Intergovernmental              | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| Public Charges-Services        | 11,025.00        | 270.00            | 12,775.14       | 115.87         | ( 1,750.14)       |
| Intergov Charges (Misc.)       | 221,899.00       | 0.00              | 221,898.60      | 100.00         | 0.40              |
| Miscellaneous Revenues         | 0.00             | 0.00              | 1,189.80        | 0.00           | ( 1,189.80)       |
| TOTAL Fire Protection          | 232,924.00       | 270.00            | 235,863.54      | 101.26         | ( 2,939.54)       |
| <u>Ambulance/EMS</u>           |                  |                   |                 |                |                   |
| Intergovernmental              | 1,155,912.00     | 88,586.27         | 708,115.90      | 61.26          | 447,796.10        |
| Miscellaneous Revenues         | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Ambulance/EMS            | 1,155,912.00     | 88,586.27         | 708,115.90      | 61.26          | 447,796.10        |
| <u>Bldg. Inspection/Zoning</u> |                  |                   |                 |                |                   |
| Licenses and Permits           | 40,500.00        | 4,050.00          | 39,693.50       | 98.01          | 806.50            |
| Miscellaneous Revenues         | 12,250.00        | 0.00              | 0.00            | 0.00           | 12,250.00         |
| TOTAL Bldg. Inspection/Zoning  | 52,750.00        | 4,050.00          | 39,693.50       | 75.25          | 13,056.50         |
| <u>Public Works/Engineer</u>   |                  |                   |                 |                |                   |
| Miscellaneous Revenues         | 122,550.00       | 0.00              | 0.00            | 0.00           | 122,550.00        |
| TOTAL Public Works/Engineer    | 122,550.00       | 0.00              | 0.00            | 0.00           | 122,550.00        |

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

10 -General Fund

| SUMMARY                             | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <u>Street Superintendent</u>        |                  |                   |                 |                |                   |
| Miscellaneous Revenues              | 11,847.00        | 0.00              | 0.00            | 0.00           | 11,847.00         |
| TOTAL Street Superintendent         | 11,847.00        | 0.00              | 0.00            | 0.00           | 11,847.00         |
| <u>Garage Maintenance</u>           |                  |                   |                 |                |                   |
| Miscellaneous Revenues              | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Garage Maintenance            | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| <u>Operations Support (M&amp;E)</u> |                  |                   |                 |                |                   |
| Intergovernmental                   | 349,585.00       | 29,057.89         | 250,139.56      | 71.55          | 99,445.44         |
| Miscellaneous Revenues              | 0.00             | 0.00              | 1,083.50        | 0.00           | ( 1,083.50)       |
| TOTAL Operations Support (M&E)      | 349,585.00       | 29,057.89         | 251,223.06      | 71.86          | 98,361.94         |
| <u>Roads</u>                        |                  |                   |                 |                |                   |
| Intergovernmental                   | 78,000.00        | 0.00              | 39,197.80       | 50.25          | 38,802.20         |
| Public Charges-Services             | 2,500.00         | 0.00              | 0.00            | 0.00           | 2,500.00          |
| Miscellaneous Revenues              | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Roads                         | 80,500.00        | 0.00              | 39,197.80       | 48.69          | 41,302.20         |
| <u>Snow and Ice</u>                 |                  |                   |                 |                |                   |
| Intergovernmental                   | 0.00             | 0.00              | 870.96          | 0.00           | ( 870.96)         |
| Public Charges-Services             | 10,000.00        | 0.00              | 2,650.00        | 26.50          | 7,350.00          |
| TOTAL Snow and Ice                  | 10,000.00        | 0.00              | 3,520.96        | 35.21          | 6,479.04          |
| <u>Stormwater Maintenance</u>       |                  |                   |                 |                |                   |
| Intergovernmental                   | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| Miscellaneous Revenues              | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Stormwater Maintenance        | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| <u>Street Painting-Marking</u>      |                  |                   |                 |                |                   |
| Intergovernmental                   | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Street Painting-Marking       | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| <u>Street Leave Expenses</u>        |                  |                   |                 |                |                   |
| Intergovernmental                   | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Street Leave Expenses         | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| <u>Street Lighting</u>              |                  |                   |                 |                |                   |
| Miscellaneous Revenues              | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Street Lighting               | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| <u>Stormwater Plan/Const.</u>       |                  |                   |                 |                |                   |
| Licenses and Permits                | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Stormwater Plan/Const.        | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

## 10 -General Fund

| SUMMARY                                   | ANNUAL<br>BUDGET  | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL   | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------------------|-------------------|-------------------|-------------------|----------------|-------------------|
| <b><u>Airport</u></b>                     |                   |                   |                   |                |                   |
| Intergovernmental                         | 0.00              | 0.00              | 0.00              | 0.00           | 0.00              |
| Public Charges-Services                   | 25,500.00         | 1,485.00          | 20,840.66         | 81.73          | 4,659.34          |
| Miscellaneous Revenues                    | 0.00              | 0.00              | 0.00              | 0.00           | 0.00              |
| <b>TOTAL Airport</b>                      | <b>25,500.00</b>  | <b>1,485.00</b>   | <b>20,840.66</b>  | <b>81.73</b>   | <b>4,659.34</b>   |
| <b><u>Transit</u></b>                     |                   |                   |                   |                |                   |
| Specials (Utility Rev.)                   | 282,455.00        | 0.00              | 96,105.61         | 34.03          | 186,349.39        |
| Intergovernmental                         | 70,000.00         | 41,716.00         | 55,622.00         | 79.46          | 14,378.00         |
| Public Charges-Services                   | 92,500.00         | 10,212.20         | 79,354.10         | 85.79          | 13,145.90         |
| Miscellaneous Revenues                    | 3,000.00          | 0.00              | 2,461.00          | 82.03          | 539.00            |
| <b>TOTAL Transit</b>                      | <b>447,955.00</b> | <b>51,928.20</b>  | <b>233,542.71</b> | <b>52.14</b>   | <b>214,412.29</b> |
| <b><u>Garbage Collection</u></b>          |                   |                   |                   |                |                   |
| Miscellaneous Revenues                    | 2,500.00          | 113.74            | 2,047.10          | 81.88          | 452.90            |
| <b>TOTAL Garbage Collection</b>           | <b>2,500.00</b>   | <b>113.74</b>     | <b>2,047.10</b>   | <b>81.88</b>   | <b>452.90</b>     |
| <b><u>Recycling</u></b>                   |                   |                   |                   |                |                   |
| Intergovernmental                         | 32,500.00         | 0.00              | 32,612.21         | 100.35         | ( 112.21          |
| Miscellaneous Revenues                    | 5,000.00          | 250.00            | 745.00            | 14.90          | 4,255.00          |
| <b>TOTAL Recycling</b>                    | <b>37,500.00</b>  | <b>250.00</b>     | <b>33,357.21</b>  | <b>88.95</b>   | <b>4,142.79</b>   |
| <b><u>Weed &amp; Nuisance Control</u></b> |                   |                   |                   |                |                   |
| Public Charges-Services                   | 7,500.00          | 0.00              | 0.00              | 0.00           | 7,500.00          |
| Miscellaneous Revenues                    | 0.00              | 0.00              | 0.00              | 0.00           | 0.00              |
| <b>TOTAL Weed &amp; Nuisance Control</b>  | <b>7,500.00</b>   | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>    | <b>7,500.00</b>   |
| <b><u>MEC - Enrichment</u></b>            |                   |                   |                   |                |                   |
| Intergovernmental                         | 5,000.00          | 0.00              | 5,000.00          | 100.00         | 0.00              |
| Public Charges-Services                   | 9,250.00          | 0.00              | 0.00              | 0.00           | 9,250.00          |
| <b>TOTAL MEC - Enrichment</b>             | <b>14,250.00</b>  | <b>0.00</b>       | <b>5,000.00</b>   | <b>35.09</b>   | <b>9,250.00</b>   |
| <b><u>Library</u></b>                     |                   |                   |                   |                |                   |
| Intergovernmental                         | 468,671.94        | 226,836.00        | 469,664.64        | 100.21         | ( 992.70          |
| Public Charges-Services                   | 8,000.00          | 374.72            | 2,133.55          | 26.67          | 5,866.45          |
| Miscellaneous Revenues                    | 0.00              | 0.00              | 7,796.87          | 0.00           | ( 7,796.87        |
| <b>TOTAL Library</b>                      | <b>476,671.94</b> | <b>227,210.72</b> | <b>479,595.06</b> | <b>100.61</b>  | <b>( 2,923.12</b> |
| <b><u>Parks</u></b>                       |                   |                   |                   |                |                   |
| Intergovernmental                         | 0.00              | 0.00              | 0.00              | 0.00           | 0.00              |
| Public Charges-Services                   | 26,500.00         | 227.79            | 23,295.12         | 87.91          | 3,204.88          |
| Miscellaneous Revenues                    | 0.00              | 0.00              | 1,651.16          | 0.00           | ( 1,651.16        |
| <b>TOTAL Parks</b>                        | <b>26,500.00</b>  | <b>227.79</b>     | <b>24,946.28</b>  | <b>94.14</b>   | <b>1,553.72</b>   |

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

10 -General Fund

| SUMMARY                    | ANNUAL<br>BUDGET     | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL     | % OF<br>BUDGET | BUDGET<br>BALANCE   |
|----------------------------|----------------------|-------------------|---------------------|----------------|---------------------|
| <u>Recreation Programs</u> |                      |                   |                     |                |                     |
| Public Charges-Services    | 41,000.00            | 1,374.47          | 43,988.74           | 107.29         | ( 2,988.74)         |
| TOTAL Recreation Programs  | 41,000.00            | 1,374.47          | 43,988.74           | 107.29         | ( 2,988.74)         |
| <u>Cable Franchise Adm</u> |                      |                   |                     |                |                     |
| Licenses and Permits       | 6,500.00             | 0.00              | 0.00                | 0.00           | 6,500.00            |
| TOTAL Cable Franchise Adm  | 6,500.00             | 0.00              | 0.00                | 0.00           | 6,500.00            |
| <u>MARC - Smith Center</u> |                      |                   |                     |                |                     |
| Public Charges-Services    | 65,500.00            | 1,147.86          | 36,694.87           | 56.02          | 28,805.13           |
| Miscellaneous Revenues     | 0.00                 | 0.00              | 279.92              | 0.00           | ( 279.92)           |
| TOTAL MARC - Smith Center  | 65,500.00            | 1,147.86          | 36,974.79           | 56.45          | 28,525.21           |
| <u>Aquatic Center</u>      |                      |                   |                     |                |                     |
| Intergovernmental          | 0.00                 | 0.00              | 30,000.00           | 0.00           | ( 30,000.00)        |
| Public Charges-Services    | 108,850.00           | 197.16            | 71,582.45           | 65.76          | 37,267.55           |
| TOTAL Aquatic Center       | 108,850.00           | 197.16            | 101,582.45          | 93.32          | 7,267.55            |
| <b>TOTAL REVENUE</b>       | <b>12,581,255.04</b> | <b>465,087.04</b> | <b>8,485,873.86</b> | <b>67.45</b>   | <b>4,095,381.18</b> |
| <u>EXPENDITURES</u>        |                      |                   |                     |                |                     |
| <u>Common Council</u>      |                      |                   |                     |                |                     |
| Personnel Services         | 36,875.00            | 3,787.11          | 22,472.51           | 60.94          | 14,402.49           |
| Contractual Services       | 3,500.00             | 41.93             | 3,009.15            | 85.98          | 490.85              |
| Supplies & Expenses        | 6,850.00             | 320.18            | 9,008.43            | 131.51         | ( 2,158.43)         |
| TOTAL Common Council       | 47,225.00            | 4,149.22          | 34,490.09           | 73.03          | 12,734.91           |
| <u>Municipal Court</u>     |                      |                   |                     |                |                     |
| Personnel Services         | 93,295.00            | 10,142.18         | 68,869.31           | 73.82          | 24,425.69           |
| Contractual Services       | 500.00               | 0.00              | 0.00                | 0.00           | 500.00              |
| Supplies & Expenses        | 3,955.00             | 427.26            | 2,945.60            | 74.48          | 1,009.40            |
| Capital Outlay             | 500.00               | 0.00              | 0.00                | 0.00           | 500.00              |
| Technology                 | 5,875.00             | 0.00              | 6,086.61            | 103.60         | ( 211.61)           |
| TOTAL Municipal Court      | 104,125.00           | 10,569.44         | 77,901.52           | 74.82          | 26,223.48           |
| <u>City Attorney</u>       |                      |                   |                     |                |                     |
| Personnel Services         | 215,850.00           | 24,952.15         | 166,753.60          | 77.25          | 49,096.40           |
| Contractual Services       | 16,200.00            | 936.00            | 46,511.77           | 287.11         | ( 30,311.77)        |
| Supplies & Expenses        | 6,200.00             | 557.67            | 3,685.85            | 59.45          | 2,514.15            |
| Technology                 | 0.00                 | 0.00              | 0.00                | 0.00           | 0.00                |
| TOTAL City Attorney        | 238,250.00           | 26,445.82         | 216,951.22          | 91.06          | 21,298.78           |

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

## 10 -General Fund

| SUMMARY                       | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <u>Mayor</u>                  |                  |                   |                 |                |                   |
| Personnel Services            | 20,775.00        | 3,105.30          | 15,923.46       | 76.65          | 4,851.54          |
| Supplies & Expenses           | 950.00           | 0.00              | 446.00          | 46.95          | 504.00            |
| Capital Outlay                | 0.00             | 0.00              | 190.99          | 0.00           | ( 190.99)         |
| TOTAL Mayor                   | 21,725.00        | 3,105.30          | 16,560.45       | 76.23          | 5,164.55          |
| <u>City Administrator</u>     |                  |                   |                 |                |                   |
| Personnel Services            | 125,830.00       | 14,030.23         | 92,719.11       | 73.69          | 33,110.89         |
| Contractual Services          | 675.00           | 41.10             | 331.27          | 49.08          | 343.73            |
| Supplies & Expenses           | 500.00           | 0.00              | 155.32          | 31.06          | 344.68            |
| Technology                    | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL City Administrator      | 127,005.00       | 14,071.33         | 93,205.70       | 73.39          | 33,799.30         |
| <u>Personnel - HR</u>         |                  |                   |                 |                |                   |
| Contractual Services          | 4,500.00         | 333.95            | 2,813.67        | 62.53          | 1,686.33          |
| Supplies & Expenses           | 250.00           | 0.00              | 90.00           | 36.00          | 160.00            |
| TOTAL Personnel - HR          | 4,750.00         | 333.95            | 2,903.67        | 61.13          | 1,846.33          |
| <u>City Clerk</u>             |                  |                   |                 |                |                   |
| Personnel Services            | 81,995.00        | 9,131.33          | 36,274.34       | 44.24          | 45,720.66         |
| Contractual Services          | 0.00             | 0.00              | 710.00          | 0.00           | ( 710.00)         |
| Supplies & Expenses           | 4,550.00         | 378.35            | 1,872.74        | 41.16          | 2,677.26          |
| Capital Outlay                | 0.00             | 0.00              | 349.99          | 0.00           | ( 349.99)         |
| Technology                    | 4,750.00         | 0.00              | 4,844.07        | 101.98         | ( 94.07)          |
| TOTAL City Clerk              | 91,295.00        | 9,509.68          | 44,051.14       | 48.25          | 47,243.86         |
| <u>Clerk/Treasurer Staff</u>  |                  |                   |                 |                |                   |
| Personnel Services            | 160,825.00       | 16,166.79         | 113,947.20      | 70.85          | 46,877.80         |
| Supplies & Expenses           | 1,250.00         | 170.23            | 2,763.95        | 221.12         | ( 1,513.95)       |
| TOTAL Clerk/Treasurer Staff   | 162,075.00       | 16,337.02         | 116,711.15      | 72.01          | 45,363.85         |
| <u>Elections - AVERAGED</u>   |                  |                   |                 |                |                   |
| Personnel Services            | 27,425.00        | 0.00              | 14,460.10       | 52.73          | 12,964.90         |
| Contractual Services          | 12,000.00        | 0.00              | 0.00            | 0.00           | 12,000.00         |
| Supplies & Expenses           | 6,075.00         | 654.59            | 2,084.63        | 34.31          | 3,990.37          |
| Fixed Charges                 | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Elections - AVERAGED    | 45,500.00        | 654.59            | 16,544.73       | 36.36          | 28,955.27         |
| <u>Treasurer/Finance Dir.</u> |                  |                   |                 |                |                   |
| Personnel Services            | 121,870.00       | 14,006.83         | 90,766.21       | 74.48          | 31,103.79         |
| Contractual Services          | 6,250.00         | 175.16            | 1,394.52        | 22.31          | 4,855.48          |
| Supplies & Expenses           | 25,650.00        | ( 904.18)         | 22,194.98       | 86.53          | 3,455.02          |
| Technology                    | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Treasurer/Finance Dir.  | 153,770.00       | 13,277.81         | 114,355.71      | 74.37          | 39,414.29         |

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

## 10 -General Fund

| SUMMARY                        | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|--------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <u>Information Technology</u>  |                  |                   |                 |                |                   |
| Personnel Services             | 68,575.00        | 6,043.42          | 46,418.77       | 67.69          | 22,156.23         |
| Technology                     | 111,750.00       | 6,619.04          | 62,700.80       | 56.11          | 49,049.20         |
| TOTAL Information Technology   | 180,325.00       | 12,662.46         | 109,119.57      | 60.51          | 71,205.43         |
| <u>Assessment of Property</u>  |                  |                   |                 |                |                   |
| Contractual Services           | 31,150.00        | 0.00              | 20,550.00       | 65.97          | 10,600.00         |
| Supplies & Expenses            | 0.00             | 0.00              | 45.00           | 0.00           | ( 45.00)          |
| TOTAL Assessment of Property   | 31,150.00        | 0.00              | 20,595.00       | 66.12          | 10,555.00         |
| <u>Independent Auditing</u>    |                  |                   |                 |                |                   |
| Contractual Services           | 17,500.00        | 75.00             | 15,874.82       | 90.71          | 1,625.18          |
| Technology                     | 1,250.00         | 0.00              | 1,407.00        | 112.56         | ( 157.00)         |
| TOTAL Independent Auditing     | 18,750.00        | 75.00             | 17,281.82       | 92.17          | 1,468.18          |
| <u>City Maintenance</u>        |                  |                   |                 |                |                   |
| Personnel Services             | 127,800.00       | 15,635.35         | 106,153.29      | 83.06          | 21,646.71         |
| Contractual Services           | 68,150.00        | 5,736.97          | 72,768.55       | 106.78         | ( 4,618.55)       |
| Supplies & Expenses            | 18,550.00        | 1,320.08          | 12,717.50       | 68.56          | 5,832.50          |
| Fixed Charges                  | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| Capital Outlay                 | 7,000.00         | 0.00              | 10,169.72       | 145.28         | ( 3,169.72)       |
| Technology                     | 0.00             | 0.00              | 187.55          | 0.00           | ( 187.55)         |
| TOTAL City Maintenance         | 221,500.00       | 22,692.40         | 201,996.61      | 91.19          | 19,503.39         |
| <u>City Maint-Library</u>      |                  |                   |                 |                |                   |
| Personnel Services             | 0.00             | 0.00              | 1,143.94        | 0.00           | ( 1,143.94)       |
| Supplies & Expenses            | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL City Maint-Library       | 0.00             | 0.00              | 1,143.94        | 0.00           | ( 1,143.94)       |
| <u>City Maint-Fire Station</u> |                  |                   |                 |                |                   |
| Personnel Services             | 0.00             | 0.00              | 60.00           | 0.00           | ( 60.00)          |
| TOTAL City Maint-Fire Station  | 0.00             | 0.00              | 60.00           | 0.00           | ( 60.00)          |
| <u>Livingston Building</u>     |                  |                   |                 |                |                   |
| Contractual Services           | 0.00             | 57.92             | 1,632.27        | 0.00           | ( 1,632.27)       |
| TOTAL Livingston Building      | 0.00             | 57.92             | 1,632.27        | 0.00           | ( 1,632.27)       |
| <u>Over-Collected Taxes</u>    |                  |                   |                 |                |                   |
| Supplies & Expenses            | 600.00           | 140.65            | 196.92          | 32.82          | 403.08            |
| TOTAL Over-Collected Taxes     | 600.00           | 140.65            | 196.92          | 32.82          | 403.08            |
| <u>Insurance/Employee</u>      |                  |                   |                 |                |                   |
| Personnel Services             | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| Fixed Charges                  | 346,250.00       | 942.73            | 239,010.73      | 69.03          | 107,239.27        |
| TOTAL Insurance/Employee       | 346,250.00       | 942.73            | 239,010.73      | 69.03          | 107,239.27        |

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

10 -General Fund

| SUMMARY                         | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|---------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <u>Police</u>                   |                  |                   |                 |                |                   |
| Personnel Services              | 2,557,035.00     | 284,838.17        | 1,818,889.08    | 71.13          | 738,145.92        |
| Contractual Services            | 47,100.00        | 957.82            | 14,071.29       | 29.88          | 33,028.71         |
| Supplies & Expenses             | 59,175.00        | 6,886.41          | 53,474.59       | 90.37          | 5,700.41          |
| Fixed Charges                   | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| Capital Outlay                  | 11,000.00        | 0.00              | 0.00            | 0.00           | 11,000.00         |
| Technology                      | 23,000.00        | 0.00              | 3,428.27        | 14.91          | 19,571.73         |
| TOTAL Police                    | 2,697,310.00     | 292,682.40        | 1,889,863.23    | 70.06          | 807,446.77        |
| <u>Traffic Control</u>          |                  |                   |                 |                |                   |
| Personnel Services              | 12,300.00        | 1,319.38          | 7,199.67        | 58.53          | 5,100.33          |
| Supplies & Expenses             | 16,500.00        | 2,085.60          | 16,346.66       | 99.07          | 153.34            |
| TOTAL Traffic Control           | 28,800.00        | 3,404.98          | 23,546.33       | 81.76          | 5,253.67          |
| <u>Fire Protection</u>          |                  |                   |                 |                |                   |
| Personnel Services              | 1,595,074.00     | 158,327.21        | 1,127,411.70    | 70.68          | 467,662.30        |
| Contractual Services            | 22,825.00        | 3,104.32          | 19,540.97       | 85.61          | 3,284.03          |
| Supplies & Expenses             | 56,500.00        | 3,747.78          | 53,551.77       | 94.78          | 2,948.23          |
| Fixed Charges                   | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| Technology                      | 5,000.00         | 378.13            | 5,197.29        | 103.95         | ( 197.29          |
| TOTAL Fire Protection           | 1,679,399.00     | 165,557.44        | 1,205,701.73    | 71.79          | 473,697.27        |
| <u>Fire Protection-Hydrants</u> |                  |                   |                 |                |                   |
| Contractual Services            | 0.00             | 0.00              | 53,712.43       | 0.00           | ( 53,712.43       |
| TOTAL Fire Protection-Hydrants  | 0.00             | 0.00              | 53,712.43       | 0.00           | ( 53,712.43       |
| <u>Ambulance/EMS</u>            |                  |                   |                 |                |                   |
| Personnel Services              | 1,032,894.00     | 102,258.28        | 714,916.45      | 69.21          | 317,977.55        |
| Contractual Services            | 24,895.00        | 3,359.93          | 20,129.12       | 80.86          | 4,765.88          |
| Supplies & Expenses             | 88,123.00        | 7,733.81          | 82,359.47       | 93.46          | 5,763.53          |
| Fixed Charges                   | 5,000.00         | 0.00              | 0.00            | 0.00           | 5,000.00          |
| Technology                      | 5,000.00         | 378.13            | 4,441.01        | 88.82          | 558.99            |
| TOTAL Ambulance/EMS             | 1,155,912.00     | 113,730.15        | 821,846.05      | 71.10          | 334,065.95        |
| <u>Bldg. Inspection/Zoning</u>  |                  |                   |                 |                |                   |
| Personnel Services              | 169,290.00       | 17,469.77         | 124,018.96      | 73.26          | 45,271.04         |
| Contractual Services            | 450.00           | 10.15             | 82.70           | 18.38          | 367.30            |
| Supplies & Expenses             | 3,975.00         | 359.38            | 2,291.61        | 57.65          | 1,683.39          |
| Technology                      | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Bldg. Inspection/Zoning   | 173,715.00       | 17,839.30         | 126,393.27      | 72.76          | 47,321.73         |
| <u>City Sealer</u>              |                  |                   |                 |                |                   |
| Contractual Services            | 4,800.00         | 0.00              | 4,800.00        | 100.00         | 0.00              |
| TOTAL City Sealer               | 4,800.00         | 0.00              | 4,800.00        | 100.00         | 0.00              |

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)



CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

## 10 -General Fund

| SUMMARY                             | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <u>Public Works/Engineer</u>        |                  |                   |                 |                |                   |
| Personnel Services                  | 119,550.00       | 8,869.20          | 58,792.55       | 49.18          | 60,757.45         |
| Contractual Services                | 1,500.00         | 0.00              | 60.00           | 4.00           | 1,440.00          |
| Supplies & Expenses                 | 5,000.00         | 261.29            | 1,113.15        | 22.26          | 3,886.85          |
| Technology                          | 1,500.00         | 1,757.25          | 1,838.09        | 122.54         | ( 338.09          |
| TOTAL Public Works/Engineer         | 127,550.00       | 10,887.74         | 61,803.79       | 48.45          | 65,746.21         |
| <u>Street Commissioner</u>          |                  |                   |                 |                |                   |
| Personnel Services                  | 3,835.03         | 496.86            | 2,644.40        | 68.95          | 1,190.63          |
| Contractual Services                | 250.00           | 20.30             | 165.40          | 66.16          | 84.60             |
| Supplies & Expenses                 | 810.00           | 183.91            | 586.48          | 72.40          | 223.52            |
| TOTAL Street Commissioner           | 4,895.03         | 701.07            | 3,396.28        | 69.38          | 1,498.75          |
| <u>Street Superintendent</u>        |                  |                   |                 |                |                   |
| Personnel Services                  | 94,047.00        | 11,162.05         | 70,571.84       | 75.04          | 23,475.16         |
| Supplies & Expenses                 | 1,250.00         | 16.36             | 705.04          | 56.40          | 544.96            |
| Technology                          | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Street Superintendent         | 95,297.00        | 11,178.41         | 71,276.88       | 74.79          | 24,020.12         |
| <u>Garage Maintenance</u>           |                  |                   |                 |                |                   |
| Personnel Services                  | 645.00           | 0.00              | 47.16           | 7.31           | 597.84            |
| Contractual Services                | 27,500.00        | 1,399.45          | 25,370.63       | 92.26          | 2,129.37          |
| Supplies & Expenses                 | 17,000.00        | 733.87            | 14,365.87       | 84.51          | 2,634.13          |
| Capital Outlay                      | 0.00             | 0.00              | 465.00          | 0.00           | ( 465.00          |
| TOTAL Garage Maintenance            | 45,145.00        | 2,133.32          | 40,248.66       | 89.15          | 4,896.34          |
| <u>Operations Support (M&amp;E)</u> |                  |                   |                 |                |                   |
| Personnel Services                  | 204,696.00       | 25,101.39         | 169,907.57      | 83.00          | 34,788.43         |
| Contractual Services                | 3,024.00         | 0.00              | 2,736.00        | 90.48          | 288.00            |
| Supplies & Expenses                 | 376,850.00       | 13,940.68         | 345,511.46      | 91.68          | 31,338.54         |
| Technology                          | 575.00           | 0.00              | 0.00            | 0.00           | 575.00            |
| TOTAL Operations Support (M&E)      | 585,145.00       | 39,042.07         | 518,155.03      | 88.55          | 66,989.97         |
| <u>Roads</u>                        |                  |                   |                 |                |                   |
| Personnel Services                  | 239,750.00       | 23,026.40         | 154,379.26      | 64.39          | 85,370.74         |
| Supplies & Expenses                 | 91,000.00        | 6,358.67          | 75,719.13       | 83.21          | 15,280.87         |
| TOTAL Roads                         | 330,750.00       | 29,385.07         | 230,098.39      | 69.57          | 100,651.61        |
| <u>Street Cleaning</u>              |                  |                   |                 |                |                   |
| Personnel Services                  | 46,500.00        | 5,521.01          | 26,934.73       | 57.92          | 19,565.27         |
| Supplies & Expenses                 | 1,250.00         | 118.40            | 2,584.03        | 206.72         | ( 1,334.03        |
| TOTAL Street Cleaning               | 47,750.00        | 5,639.41          | 29,518.76       | 61.82          | 18,231.24         |
| <u>Snow and Ice</u>                 |                  |                   |                 |                |                   |
| Personnel Services                  | 229,875.00       | 0.00              | 125,409.90      | 54.56          | 104,465.10        |
| Contractual Services                | 1,600.00         | 0.00              | 1,395.00        | 87.19          | 205.00            |
| Supplies & Expenses                 | 60,250.00        | 15,698.28         | 63,594.78       | 105.55         | ( 3,344.78        |
| TOTAL Snow and Ice                  | 291,725.00       | 15,698.28         | 190,399.68      | 65.27          | 101,325.32        |

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)



CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

## 10 -General Fund

| SUMMARY                        | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|--------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <u>Stormwater Maintenance</u>  |                  |                   |                 |                |                   |
| Personnel Services             | 37,900.00        | 2,791.65          | 21,776.55       | 57.46          | 16,123.45         |
| Contractual Services           | 2,000.00         | 0.00              | 0.00            | 0.00           | 2,000.00          |
| Supplies & Expenses            | 22,500.00        | 4,258.51          | 22,392.44       | 99.52          | 107.56            |
| TOTAL Stormwater Maintenance   | 62,400.00        | 7,050.16          | 44,168.99       | 70.78          | 18,231.01         |
| <u>Street Painting-Marking</u> |                  |                   |                 |                |                   |
| Personnel Services             | 22,700.00        | 5,443.89          | 21,241.03       | 93.57          | 1,458.97          |
| Supplies & Expenses            | 20,000.00        | 0.00              | 20,096.50       | 100.48         | ( 96.50)          |
| TOTAL Street Painting-Marking  | 42,700.00        | 5,443.89          | 41,337.53       | 96.81          | 1,362.47          |
| <u>Street Leave Expenses</u>   |                  |                   |                 |                |                   |
| Personnel Services             | 70,055.00        | 10,567.36         | 35,612.02       | 50.83          | 34,442.98         |
| TOTAL Street Leave Expenses    | 70,055.00        | 10,567.36         | 35,612.02       | 50.83          | 34,442.98         |
| <u>Street Lighting</u>         |                  |                   |                 |                |                   |
| Contractual Services           | 152,750.00       | 12,888.94         | 107,348.70      | 70.28          | 45,401.30         |
| Capital Outlay                 | 3,500.00         | 0.00              | 0.00            | 0.00           | 3,500.00          |
| TOTAL Street Lighting          | 156,250.00       | 12,888.94         | 107,348.70      | 68.70          | 48,901.30         |
| <u>Stormwater Plan/Const.</u>  |                  |                   |                 |                |                   |
| Contractual Services           | 4,000.00         | 0.00              | 2,500.00        | 62.50          | 1,500.00          |
| TOTAL Stormwater Plan/Const.   | 4,000.00         | 0.00              | 2,500.00        | 62.50          | 1,500.00          |
| <u>Airport</u>                 |                  |                   |                 |                |                   |
| Personnel Services             | 985.00           | 117.30            | 735.74          | 74.69          | 249.26            |
| Contractual Services           | 118,434.00       | 8,006.11          | 75,318.71       | 63.60          | 43,115.29         |
| Supplies & Expenses            | 25,575.00        | 2,326.79          | 18,120.88       | 70.85          | 7,454.12          |
| TOTAL Airport                  | 144,994.00       | 10,450.20         | 94,175.33       | 64.95          | 50,818.67         |
| <u>Transit</u>                 |                  |                   |                 |                |                   |
| Personnel Services             | 400,105.00       | 42,183.70         | 272,394.44      | 68.08          | 127,710.56        |
| Contractual Services           | 2,775.00         | 274.59            | 3,309.55        | 119.26         | ( 534.55)         |
| Supplies & Expenses            | 84,450.00        | 8,156.11          | 48,196.37       | 57.07          | 36,253.63         |
| Fixed Charges                  | 32,125.00        | 0.00              | 31,106.70       | 96.83          | 1,018.30          |
| Technology                     | 4,995.00         | 142.16            | 3,677.91        | 73.63          | 1,317.09          |
| TOTAL Transit                  | 524,450.00       | 50,756.56         | 358,684.97      | 68.39          | 165,765.03        |
| <u>Garbage Collection</u>      |                  |                   |                 |                |                   |
| Personnel Services             | 98,475.00        | 7,852.28          | 67,430.61       | 68.47          | 31,044.39         |
| Supplies & Expenses            | 97,150.00        | 12,154.69         | 77,398.64       | 79.67          | 19,751.36         |
| Capital Outlay                 | 25,000.00        | 3,780.95          | 34,536.85       | 138.15         | ( 9,536.85)       |
| TOTAL Garbage Collection       | 220,625.00       | 23,787.92         | 179,366.10      | 81.30          | 41,258.90         |

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

10 -General Fund

| SUMMARY                            | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <u>Recycling</u>                   |                  |                   |                 |                |                   |
| Personnel Services                 | 132,529.00       | 8,311.72          | 93,468.83       | 70.53          | 39,060.17         |
| Supplies & Expenses                | 117,950.00       | 5,594.14          | 77,393.41       | 65.62          | 40,556.59         |
| TOTAL Recycling                    | 250,479.00       | 13,905.86         | 170,862.24      | 68.21          | 79,616.76         |
| <u>Weed &amp; Nuisance Control</u> |                  |                   |                 |                |                   |
| Personnel Services                 | 11,265.00        | 1,896.61          | 7,191.27        | 63.84          | 4,073.73          |
| Contractual Services               | 250.00           | 50.00             | 200.00          | 80.00          | 50.00             |
| Supplies & Expenses                | 1,500.00         | 19.99             | 596.99          | 39.80          | 903.01            |
| TOTAL Weed & Nuisance Control      | 13,015.00        | 1,966.60          | 7,988.26        | 61.38          | 5,026.74          |
| <u>Health Officer</u>              |                  |                   |                 |                |                   |
| Personnel Services                 | 4,845.00         | 2,906.56          | 5,813.12        | 119.98         | ( 968.12)         |
| Supplies & Expenses                | 100.00           | 0.00              | 37.44           | 37.44          | 62.56             |
| TOTAL Health Officer               | 4,945.00         | 2,906.56          | 5,850.56        | 118.31         | ( 905.56)         |
| <u>MEC - Enrichment</u>            |                  |                   |                 |                |                   |
| Personnel Services                 | 145,701.00       | 16,099.70         | 105,926.39      | 72.70          | 39,774.61         |
| Contractual Services               | 575.00           | 54.76             | 413.13          | 71.85          | 161.87            |
| Supplies & Expenses                | 1,975.00         | 0.00              | 1,039.08        | 52.61          | 935.92            |
| Technology                         | 1,000.00         | 0.00              | 0.00            | 0.00           | 1,000.00          |
| TOTAL MEC - Enrichment             | 149,251.00       | 16,154.46         | 107,378.60      | 71.94          | 41,872.40         |
| <u>Library</u>                     |                  |                   |                 |                |                   |
| Personnel Services                 | 775,440.00       | 78,244.93         | 534,146.81      | 68.88          | 241,293.19        |
| Contractual Services               | 47,400.00        | 9,849.31          | 56,994.56       | 120.24         | ( 9,594.56)       |
| Supplies & Expenses                | 47,500.00        | 3,423.04          | 42,192.34       | 88.83          | 5,307.66          |
| Fixed Charges                      | 9,400.00         | 0.00              | 12,604.08       | 134.09         | ( 3,204.08)       |
| Capital Outlay                     | 0.00             | 618.00            | 2,411.59        | 0.00           | ( 2,411.59)       |
| Print Media - Library              | 51,000.00        | 4,199.16          | 39,599.24       | 77.65          | 11,400.76         |
| Non-Print Media-Library            | 16,001.00        | 492.16            | 11,350.39       | 70.94          | 4,650.61          |
| Technology                         | 54,374.00        | 91.59             | 28,373.75       | 52.18          | 26,000.25         |
| TOTAL Library                      | 1,001,115.00     | 96,918.19         | 727,672.76      | 72.69          | 273,442.24        |
| <u>Parks</u>                       |                  |                   |                 |                |                   |
| Personnel Services                 | 307,025.00       | 31,394.45         | 231,543.27      | 75.42          | 75,481.73         |
| Contractual Services               | 31,750.00        | 4,942.59          | 23,945.04       | 75.42          | 7,804.96          |
| Supplies & Expenses                | 40,450.00        | 3,934.39          | 36,886.90       | 91.19          | 3,563.10          |
| Fixed Charges                      | 2,000.00         | 0.00              | 0.00            | 0.00           | 2,000.00          |
| Capital Outlay                     | 18,500.00        | 1,395.69          | 12,125.19       | 65.54          | 6,374.81          |
| TOTAL Parks                        | 399,725.00       | 41,667.12         | 304,500.40      | 76.18          | 95,224.60         |
| <u>Athletic Park Lights</u>        |                  |                   |                 |                |                   |
| Contractual Services               | 1,750.00         | 206.54            | 1,430.36        | 81.73          | 319.64            |
| Supplies & Expenses                | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Athletic Park Lights         | 1,750.00         | 206.54            | 1,430.36        | 81.73          | 319.64            |

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

## 10 -General Fund

| SUMMARY                          | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|----------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <u>Ott's Park Lights</u>         |                  |                   |                 |                |                   |
| Contractual Services             | 1,400.00         | 60.26             | 924.37          | 66.03          | 475.63            |
| Supplies & Expenses              | 100.00           | 0.00              | 0.00            | 0.00           | 100.00            |
| TOTAL Ott's Park Lights          | 1,500.00         | 60.26             | 924.37          | 61.62          | 575.63            |
| <u>Recreation Programs</u>       |                  |                   |                 |                |                   |
| Personnel Services               | 207,775.00       | 17,587.62         | 151,065.25      | 72.71          | 56,709.75         |
| Contractual Services             | 5,450.00         | 204.77            | 4,953.47        | 90.89          | 496.53            |
| Supplies & Expenses              | 23,325.00        | 5,913.29          | 20,599.98       | 88.32          | 2,725.02          |
| TOTAL Recreation Programs        | 236,550.00       | 23,705.68         | 176,618.70      | 74.66          | 59,931.30         |
| <u>Marketing - PR</u>            |                  |                   |                 |                |                   |
| Personnel Services               | 2,905.00         | 1,724.80          | 3,822.20        | 131.57         | ( 917.20)         |
| Supplies & Expenses              | 18,345.00        | 1,399.50          | 12,944.99       | 70.56          | 5,400.01          |
| TOTAL Marketing - PR             | 21,250.00        | 3,124.30          | 16,767.19       | 78.90          | 4,482.81          |
| <u>Decorations &amp; Banners</u> |                  |                   |                 |                |                   |
| Personnel Services               | 2,775.00         | 0.00              | 690.86          | 24.90          | 2,084.14          |
| Contractual Services             | 300.00           | 0.00              | 152.80          | 50.93          | 147.20            |
| Supplies & Expenses              | 1,000.00         | 0.00              | 0.00            | 0.00           | 1,000.00          |
| Capital Outlay                   | 1,500.00         | 0.00              | 0.00            | 0.00           | 1,500.00          |
| TOTAL Decorations & Banners      | 5,575.00         | 0.00              | 843.66          | 15.13          | 4,731.34          |
| <u>Outside Agencies</u>          |                  |                   |                 |                |                   |
| Supplies & Expenses              | 36,962.68        | 0.00              | 29,462.68       | 79.71          | 7,500.00          |
| TOTAL Outside Agencies           | 36,962.68        | 0.00              | 29,462.68       | 79.71          | 7,500.00          |
| <u>MARC - Smith Center</u>       |                  |                   |                 |                |                   |
| Personnel Services               | 37,475.00        | 3,626.52          | 28,043.04       | 74.83          | 9,431.96          |
| Contractual Services             | 48,250.00        | 3,542.04          | 45,673.47       | 94.66          | 2,576.53          |
| Supplies & Expenses              | 16,450.00        | ( 1,546.24)       | 5,813.99        | 35.34          | 10,636.01         |
| Capital Outlay                   | 5,000.00         | 1,032.84          | 5,507.96        | 110.16         | ( 507.96)         |
| TOTAL MARC - Smith Center        | 107,175.00       | 6,655.16          | 85,038.46       | 79.35          | 22,136.54         |
| <u>Aquatic Center</u>            |                  |                   |                 |                |                   |
| Personnel Services               | 93,950.00        | 6,145.87          | 89,053.82       | 94.79          | 4,896.18          |
| Contractual Services             | 25,500.00        | 7,345.39          | 37,741.56       | 148.01         | ( 12,241.56)      |
| Supplies & Expenses              | 46,900.00        | 1,499.48          | 51,208.94       | 109.19         | ( 4,308.94)       |
| Technology                       | 2,500.00         | 0.00              | 0.00            | 0.00           | 2,500.00          |
| TOTAL Aquatic Center             | 168,850.00       | 14,990.74         | 178,004.32      | 105.42         | ( 9,154.32)       |
| <u>Economic Development</u>      |                  |                   |                 |                |                   |
| Contractual Services             | 20,200.00        | 0.00              | 20,200.00       | 100.00         | 0.00              |
| TOTAL Economic Development       | 20,200.00        | 0.00              | 20,200.00       | 100.00         | 0.00              |

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

10 -General Fund

| SUMMARY                            | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <hr/>                              |                  |                   |                 |                |                   |
| <u>Transfers</u>                   |                  |                   |                 |                |                   |
| Transfers                          | 26,945.00        | 0.00              | 26,945.00       | 100.00         | 0.00              |
| TOTAL Transfers                    | 26,945.00        | 0.00              | 26,945.00       | 100.00         | 0.00              |
| <hr/>                              |                  |                   |                 |                |                   |
| TOTAL EXPENDITURES                 | 12,733,249.71    | 1,186,111.46      | 9,319,153.95    | 73.19          | 3,414,095.76      |
|                                    | =====            | =====             | =====           | =====          | =====             |
| REVENUES OVER/(UNDER) EXPENDITURES | ( 151,994.67)    | ( 721,024.42)     | ( 833,280.09)   | 0.00           | 681,285.42        |
|                                    | =====            | =====             | =====           | =====          | =====             |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

20 -Remedial Action-Landfill

| SUMMARY                             | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <b>REVENUES</b>                     |                  |                   |                 |                |                   |
| =====                               |                  |                   |                 |                |                   |
| <u>Remediation Action</u>           |                  |                   |                 |                |                   |
| Taxes (or Utility Rev.)             | 26,945.00        | 0.00              | 26,945.00       | 100.00         | 0.00              |
| TOTAL Remediation Action            | 26,945.00        | 0.00              | 26,945.00       | 100.00         | 0.00              |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL REVENUE                       | 26,945.00        | 0.00              | 26,945.00       | 100.00         | 0.00              |
| =====                               |                  |                   |                 |                |                   |
| <b>EXPENDITURES</b>                 |                  |                   |                 |                |                   |
| =====                               |                  |                   |                 |                |                   |
| <u>Remediation Action</u>           |                  |                   |                 |                |                   |
| Personnel Services                  | 8,985.00         | 346.18            | 10,198.92       | 113.51         | ( 1,213.92        |
| Contractual Services                | 21,000.00        | 114.35            | 17,118.07       | 81.51          | 3,881.93          |
| Capital Outlay                      | 9,000.00         | 0.00              | 0.00            | 0.00           | 9,000.00          |
| TOTAL Remediation Action            | 38,985.00        | 460.53            | 27,316.99       | 70.07          | 11,668.01         |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL EXPENDITURES                  | 38,985.00        | 460.53            | 27,316.99       | 70.07          | 11,668.01         |
| =====                               |                  |                   |                 |                |                   |
| REVENUES OVER/ (UNDER) EXPENDITURES | ( 12,040.00)     | ( 460.53)         | ( 371.99)       | 0.00           | ( 11,668.01       |
| =====                               |                  |                   |                 |                |                   |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

PAGE

7.1.a

21 -Police - SRO

| SUMMARY                                    | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|--------------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <b>REVENUES</b>                            |                  |                   |                 |                |                   |
| =====                                      |                  |                   |                 |                |                   |
| <u>Police-SRO</u>                          |                  |                   |                 |                |                   |
| Taxes (or Utility Rev.)                    | 60,911.00        | 0.00              | 60,911.00       | 100.00         | 0.00              |
| Intergovernmental                          | 63,411.00        | 0.00              | 33,737.13       | 53.20          | 29,673.87         |
| TOTAL Police-SRO                           | 124,322.00       | 0.00              | 94,648.13       | 76.13          | 29,673.87         |
| <u>Police-23rd Officer</u>                 |                  |                   |                 |                |                   |
| Intergovernmental                          | 93,693.00        | 0.00              | 0.00            | 0.00           | 93,693.00         |
| TOTAL Police-23rd Officer                  | 93,693.00        | 0.00              | 0.00            | 0.00           | 93,693.00         |
| <b>TOTAL REVENUE</b>                       |                  |                   |                 |                |                   |
|                                            | 218,015.00       | 0.00              | 94,648.13       | 43.41          | 123,366.87        |
| =====                                      |                  |                   |                 |                |                   |
| <b>EXPENDITURES</b>                        |                  |                   |                 |                |                   |
| =====                                      |                  |                   |                 |                |                   |
| <u>Police-SRO</u>                          |                  |                   |                 |                |                   |
| Personnel Services                         | 121,172.00       | 13,119.62         | 85,851.11       | 70.85          | 35,320.89         |
| Supplies & Expenses                        | 500.00           | 0.00              | 505.00          | 101.00         | ( 5.00            |
| Fixed Charges                              | 2,650.00         | 0.00              | 2,078.00        | 78.42          | 572.00            |
| TOTAL Police-SRO                           | 124,322.00       | 13,119.62         | 88,434.11       | 71.13          | 35,887.89         |
| <u>Police-23rd Officer</u>                 |                  |                   |                 |                |                   |
| Personnel Services                         | 93,693.00        | 0.00              | 0.00            | 0.00           | 93,693.00         |
| TOTAL Police-23rd Officer                  | 93,693.00        | 0.00              | 0.00            | 0.00           | 93,693.00         |
| <b>TOTAL EXPENDITURES</b>                  |                  |                   |                 |                |                   |
|                                            | 218,015.00       | 13,119.62         | 88,434.11       | 40.56          | 129,580.89        |
| =====                                      |                  |                   |                 |                |                   |
| <b>REVENUES OVER/ (UNDER) EXPENDITURES</b> | 0.00             | ( 13,119.62)      | 6,214.02        | 0.00           | ( 6,214.02        |
| =====                                      |                  |                   |                 |                |                   |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

## 24 -Merrill Festival Grounds

| SUMMARY                         | ANNUAL<br>BUDGET  | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL   | % OF<br>BUDGET | BUDGET<br>BALANCE |
|---------------------------------|-------------------|-------------------|-------------------|----------------|-------------------|
| <b>REVENUES</b>                 |                   |                   |                   |                |                   |
| =====                           |                   |                   |                   |                |                   |
| <u>Merrill Festival Grounds</u> |                   |                   |                   |                |                   |
| Taxes (or Utility Rev.)         | 61,000.00         | 0.00              | 36,000.00         | 59.02          | 25,000.00         |
| Intergovernmental               | 0.00              | 0.00              | 0.00              | 0.00           | 0.00              |
| Public Charges-Services         | 12,500.00         | 400.00            | 11,036.80         | 88.29          | 1,463.20          |
| Miscellaneous Revenues          | 178,630.00        | 3,625.00          | 179,490.99        | 100.48         | ( 860.99)         |
| TOTAL Merrill Festival Grounds  | 252,130.00        | 4,025.00          | 226,527.79        | 89.85          | 25,602.21         |
| <u>Room Tax</u>                 |                   |                   |                   |                |                   |
| Taxes (or Utility Rev.)         | 100,000.00        | 14,245.67         | 76,883.43         | 76.88          | 23,116.57         |
| TOTAL Room Tax                  | 100,000.00        | 14,245.67         | 76,883.43         | 76.88          | 23,116.57         |
| <u>Bierman Building</u>         |                   |                   |                   |                |                   |
| Intergovernmental               | 0.00              | 0.00              | 0.00              | 0.00           | 0.00              |
| Public Charges-Services         | 7,500.00          | 0.00              | 8,562.00          | 114.16         | ( 1,062.00)       |
| Miscellaneous Revenues          | 0.00              | 0.00              | 500.00            | 0.00           | ( 500.00)         |
| TOTAL Bierman Building          | 7,500.00          | 0.00              | 9,062.00          | 120.83         | ( 1,562.00)       |
| <b>TOTAL REVENUE</b>            | <b>359,630.00</b> | <b>18,270.67</b>  | <b>312,473.22</b> | <b>86.89</b>   | <b>47,156.78</b>  |
| =====                           |                   |                   |                   |                |                   |
| <b>EXPENDITURES</b>             |                   |                   |                   |                |                   |
| =====                           |                   |                   |                   |                |                   |
| <u>Merrill Festival Grounds</u> |                   |                   |                   |                |                   |
| Personnel Services              | 8,420.00          | 5,630.08          | 11,667.44         | 138.57         | ( 3,247.44)       |
| Contractual Services            | 33,500.00         | 4,314.46          | 25,084.89         | 74.88          | 8,415.11          |
| Supplies & Expenses             | 5,250.00          | 572.99            | 4,406.47          | 83.93          | 843.53            |
| Fixed Charges                   | 0.00              | 0.00              | 0.00              | 0.00           | 0.00              |
| Capital Outlay                  | 200,930.00        | 127.75            | 208,538.14        | 103.79         | ( 7,608.14)       |
| TOTAL Merrill Festival Grounds  | 248,100.00        | 10,645.28         | 249,696.94        | 100.64         | ( 1,596.94)       |
| <u>Room Tax</u>                 |                   |                   |                   |                |                   |
| Supplies & Expenses             | 78,575.00         | 19,655.35         | 58,537.27         | 74.50          | 20,037.73         |
| TOTAL Room Tax                  | 78,575.00         | 19,655.35         | 58,537.27         | 74.50          | 20,037.73         |
| <u>Bierman Building</u>         |                   |                   |                   |                |                   |
| Personnel Services              | 11,555.00         | 1,269.89          | 9,323.16          | 80.69          | 2,231.84          |
| Contractual Services            | 18,000.00         | 452.52            | 14,747.21         | 81.93          | 3,252.79          |
| Supplies & Expenses             | 4,125.00          | 1,058.33          | 3,063.18          | 74.26          | 1,061.82          |
| Fixed Charges                   | 0.00              | 0.00              | 0.00              | 0.00           | 0.00              |
| Capital Outlay                  | 0.00              | 0.00              | 0.00              | 0.00           | 0.00              |
| TOTAL Bierman Building          | 33,680.00         | 2,780.74          | 27,133.55         | 80.56          | 6,546.45          |
| <b>TOTAL EXPENDITURES</b>       | <b>360,355.00</b> | <b>33,081.37</b>  | <b>335,367.76</b> | <b>93.07</b>   | <b>24,987.24</b>  |

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

24 -Merrill Festival Grounds

| SUMMARY                             | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| REVENUES OVER/ (UNDER) EXPENDITURES | ( 725.00)        | ( 14,810.70)      | ( 22,894.54)    | 0.00           | 22,169.54         |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)



CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

## 25 -Community Development

| SUMMARY                             | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <hr/>                               |                  |                   |                 |                |                   |
| REVENUES                            |                  |                   |                 |                |                   |
| =====                               |                  |                   |                 |                |                   |
| <u>CDBG Grants/Loans</u>            |                  |                   |                 |                |                   |
| Miscellaneous Revenues              | 199,350.00       | 16,614.15         | 57,974.42       | 29.08          | 141,375.58        |
| TOTAL CDBG Grants/Loans             | 199,350.00       | 16,614.15         | 57,974.42       | 29.08          | 141,375.58        |
| <u>Community Development</u>        |                  |                   |                 |                |                   |
| Taxes (or Utility Rev.)             | 10,000.00        | 0.00              | 10,000.00       | 100.00         | 0.00              |
| Intergov Charges (Misc.)            | 17,725.00        | 0.00              | 0.00            | 0.00           | 17,725.00         |
| TOTAL Community Development         | 27,725.00        | 0.00              | 10,000.00       | 36.07          | 17,725.00         |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL REVENUE                       | 227,075.00       | 16,614.15         | 67,974.42       | 29.93          | 159,100.58        |
|                                     | =====            | =====             | =====           | =====          | =====             |
| EXPENDITURES                        |                  |                   |                 |                |                   |
| =====                               |                  |                   |                 |                |                   |
| <u>CDBG Grants/Loans</u>            |                  |                   |                 |                |                   |
| Special Services                    | 150,500.00       | 0.00              | 57,812.00       | 38.41          | 92,688.00         |
| TOTAL CDBG Grants/Loans             | 150,500.00       | 0.00              | 57,812.00       | 38.41          | 92,688.00         |
| <u>Community Development</u>        |                  |                   |                 |                |                   |
| Personnel Services                  | 25,350.00        | 5,054.59          | 25,958.44       | 102.40         | ( 608.44          |
| Contractual Services                | 400.00           | 10.15             | 82.70           | 20.68          | 317.30            |
| Supplies & Expenses                 | 1,975.00         | 128.88            | 682.94          | 34.58          | 1,292.06          |
| Technology                          | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Community Development         | 27,725.00        | 5,193.62          | 26,724.08       | 96.39          | 1,000.92          |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL EXPENDITURES                  | 178,225.00       | 5,193.62          | 84,536.08       | 47.43          | 93,688.92         |
|                                     | =====            | =====             | =====           | =====          | =====             |
| REVENUES OVER/ (UNDER) EXPENDITURES | 48,850.00        | 11,420.53         | ( 16,561.66)    | 0.00           | 65,411.66         |
|                                     | =====            | =====             | =====           | =====          | =====             |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

27 -Merrill Airport Fuel

| SUMMARY                             | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <hr/>                               |                  |                   |                 |                |                   |
| REVENUES                            |                  |                   |                 |                |                   |
| =====                               |                  |                   |                 |                |                   |
| Aviation Fuel                       |                  |                   |                 |                |                   |
| Taxes (or Utility Rev.)             | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| Public Charges-Services             | 80,000.00        | 9,644.55          | 52,468.46       | 65.59          | 27,531.54         |
| Miscellaneous Revenues              | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| Other Financing Sources             | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Aviation Fuel                 | 80,000.00        | 9,644.55          | 52,468.46       | 65.59          | 27,531.54         |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL REVENUE                       | 80,000.00        | 9,644.55          | 52,468.46       | 65.59          | 27,531.54         |
|                                     | =====            | =====             | =====           | =====          | =====             |
| EXPENDITURES                        |                  |                   |                 |                |                   |
| =====                               |                  |                   |                 |                |                   |
| Aviation Fuel                       |                  |                   |                 |                |                   |
| Contractual Services                | 4,925.00         | 212.07            | 3,706.55        | 75.26          | 1,218.45          |
| Special Services                    | 71,000.00        | 322.83            | 48,658.01       | 68.53          | 22,341.99         |
| Fixed Charges                       | 1,625.00         | 0.00              | 0.00            | 0.00           | 1,625.00          |
| Capital Outlay                      | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Aviation Fuel                 | 77,550.00        | 534.90            | 52,364.56       | 67.52          | 25,185.44         |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL EXPENDITURES                  | 77,550.00        | 534.90            | 52,364.56       | 67.52          | 25,185.44         |
|                                     | =====            | =====             | =====           | =====          | =====             |
| REVENUES OVER/ (UNDER) EXPENDITURES | 2,450.00         | 9,109.65          | 103.90          | 0.00           | 2,346.10          |
|                                     | =====            | =====             | =====           | =====          | =====             |

\*\*\* END OF REPORT \*\*\*

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

30 -Debt Service  
Debt Service

|                                          | ANNUAL<br>BUDGET    | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL     | % OF<br>BUDGET | BUDGET<br>BALANCE   |
|------------------------------------------|---------------------|-------------------|---------------------|----------------|---------------------|
| <b>REVENUES</b><br>=====                 |                     |                   |                     |                |                     |
| <u>Taxes (or Utility Rev.)</u>           |                     |                   |                     |                |                     |
| 40000-41010 Transfer from General        | 0.00                | 0.00              | 0.00                | 0.00           | 0.00                |
| 40000-41027 Transfer from Airport        | 1,625.00            | 0.00              | 0.00                | 0.00           | 1,625.00            |
| 40000-41041 Transfer from TID            | 1,246,431.44        | 0.00              | 0.00                | 0.00           | 1,246,431.44        |
| 40000-41043 TID3 DSRF - 2020D            | 0.00                | 524.42            | 1,160.62            | 0.00           | ( 1,160.62          |
| 40000-41052 Transfer from Fund 52-Capita | 0.00                | 0.00              | 0.00                | 0.00           | 0.00                |
| 40000-41110 Tax Levy - Debt Service      | 1,720,453.00        | 0.00              | 1,629,118.00        | 94.69          | 91,335.00           |
| TOTAL Taxes (or Utility Rev.)            | 2,968,509.44        | 524.42            | 1,630,278.62        | 54.92          | 1,338,230.82        |
| <u>Miscellaneous Revenues</u>            |                     |                   |                     |                |                     |
| 40000-48110 Interest - Debt Service Fund | 0.00                | 0.00              | 0.00                | 0.00           | 0.00                |
| 40000-48250 Fed Stimulus - BAB           | 0.00                | 0.00              | 0.00                | 0.00           | 0.00                |
| TOTAL Miscellaneous Revenues             | 0.00                | 0.00              | 0.00                | 0.00           | 0.00                |
| <u>Other Financing Sources</u>           |                     |                   |                     |                |                     |
| 40000-49110 Proceeds from LT Debt        | 0.00                | 0.00              | 0.00                | 0.00           | 0.00                |
| 40000-49115 Premium to DS-Borrowing      | 0.00                | 0.00              | 0.00                | 0.00           | 0.00                |
| 40000-49120 Premium on Debt Insurance    | 0.00                | 0.00              | 0.00                | 0.00           | 0.00                |
| 40000-49125 Fund 30-Offset               | 22,243.00           | 0.00              | 0.00                | 0.00           | 22,243.00           |
| 40000-49200 Transfer-Prior Service DS    | 13,000.00           | 0.00              | 14,283.00           | 109.87         | ( 1,283.00          |
| TOTAL Other Financing Sources            | 35,243.00           | 0.00              | 14,283.00           | 40.53          | 20,960.00           |
| <b>TOTAL REVENUES</b>                    | <b>3,003,752.44</b> | <b>524.42</b>     | <b>1,644,561.62</b> | <b>54.75</b>   | <b>1,359,190.82</b> |
| <b>EXPENDITURES</b><br>=====             |                     |                   |                     |                |                     |
| <u>Debt Service</u>                      |                     |                   |                     |                |                     |
| 50000-06-11720 GO 2020C - Principal      | 185,000.00          | 0.00              | 185,000.00          | 100.00         | 0.00                |
| 50000-06-11757 GO2021B - Principal       | 105,000.00          | 105,000.00        | 105,000.00          | 100.00         | 0.00                |
| 50000-06-11900 GO 2013A - Fire Primarily | 185,000.00          | 0.00              | 0.00                | 0.00           | 185,000.00          |
| 50000-06-11913 Series GO2016A-Various    | 295,000.00          | 295,000.00        | 295,000.00          | 100.00         | 0.00                |
| 50000-06-11914 GO 2016B-Airport          | 5,000.00            | 5,000.00          | 5,000.00            | 100.00         | 0.00                |
| 50000-06-11916 Series GO2016B-Various    | 199,649.00          | 199,649.00        | 199,649.00          | 100.00         | 0.00                |
| 50000-06-11923 GO 2017C - Various        | 85,000.00           | 85,000.00         | 85,000.00           | 100.00         | 0.00                |
| 50000-06-11925 GO 2017D - Various        | 90,000.00           | 90,000.00         | 90,000.00           | 100.00         | 0.00                |
| 50000-06-11927 GO 2018A Notes-Prin.      | 125,000.00          | 125,000.00        | 125,000.00          | 100.00         | 0.00                |
| 50000-06-11928 GO 2018B-Bonds Princ      | 40,000.00           | 40,000.00         | 40,000.00           | 100.00         | 0.00                |
| 50000-06-19033 GO 2019A - Bonds          | 30,000.00           | 30,000.00         | 30,000.00           | 100.00         | 0.00                |
| 50000-06-21625 GO Series2020C Int        | 0.00                | 0.00              | 0.00                | 0.00           | 0.00                |
| 50000-06-21720 GO 2020C - Interest       | 54,825.00           | 0.00              | 29,262.50           | 53.37          | 25,562.50           |
| 50000-06-21756 GO2021A - Interest        | 15,105.28           | 7,637.50          | 15,105.28           | 100.00         | 0.00                |
| 50000-06-21757 GO2021B - Interest        | 22,052.22           | 11,150.00         | 22,052.22           | 100.00         | 0.00                |
| 50000-06-21900 GO2013 A - Fire Interest  | 101,230.00          | 0.00              | 50,615.00           | 50.00          | 50,615.00           |
| 50000-06-21913 GO 2016A Int - Various    | 25,462.50           | 12,731.25         | 25,462.50           | 100.00         | 0.00                |
| 50000-06-21914 GO 2016B Int-Airport      | 1,625.00            | 812.50            | 1,625.00            | 100.00         | 0.00                |

Finance Director Note:  
Pending are Journal Entries for TID transfer

Attachment: Revenue & Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue & Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

30 -Debt Service  
Debt Service

|                                           | ANNUAL<br>BUDGET    | CURRENT<br>PERIOD      | Y-T-D<br>ACTUAL     | % OF<br>BUDGET | BUDGET<br>BALANCE   |
|-------------------------------------------|---------------------|------------------------|---------------------|----------------|---------------------|
| 50000-06-21916 GO 2016B Int-Various       | 53,018.66           | 26,509.33              | 53,018.66           | 100.00         | 0.00                |
| 50000-06-21923 GO 2017C - Int             | 38,250.00           | 19,125.00              | 38,250.00           | 100.00         | 0.00                |
| 50000-06-21925 GO 2017D - Int             | 10,882.50           | 5,441.25               | 10,882.50           | 100.00         | 0.00                |
| 50000-06-21927 GO 2018A Notes Int.        | 24,863.76           | 12,431.88              | 24,863.76           | 100.00         | 0.00                |
| 50000-06-21928 GO 2018B-Bonds Int         | 28,552.50           | 14,276.25              | 28,552.50           | 100.00         | 0.00                |
| 50000-06-29033 GO 2019A - Bonds Int       | 29,418.78           | 14,709.39              | 29,418.78           | 100.00         | 0.00                |
| 50000-06-29035 GO2021A                    | 500.00              | 0.00                   | 400.00              | 80.00          | 100.00              |
| 50000-06-29036 GO2021B                    | 500.00              | 0.00                   | 400.00              | 80.00          | 100.00              |
| 50000-06-38087 GO 2013A                   | 400.00              | 0.00                   | 400.00              | 100.00         | 0.00                |
| 50000-06-38091 GO 2016A                   | 400.00              | 0.00                   | 400.00              | 100.00         | 0.00                |
| 50000-06-38092 GO 2016B                   | 400.00              | 0.00                   | 400.00              | 100.00         | 0.00                |
| 50000-06-38093 GO 2017C                   | 400.00              | 0.00                   | 400.00              | 100.00         | 0.00                |
| 50000-06-38094 GO 2017D                   | 400.00              | 0.00                   | 400.00              | 100.00         | 0.00                |
| 50000-06-38095 GO 2018A                   | 400.00              | 0.00                   | 400.00              | 100.00         | 0.00                |
| 50000-06-38096 GO 2018B                   | 400.00              | 0.00                   | 400.00              | 100.00         | 0.00                |
| 50000-06-38097 GO 2019A                   | 400.00              | 0.00                   | 400.00              | 100.00         | 0.00                |
| 50000-06-38098 GO 2020D                   | 500.00              | 0.00                   | 400.00              | 80.00          | 100.00              |
| 50000-06-38099 GO2020C                    | 400.00              | 0.00                   | 400.00              | 100.00         | 0.00                |
| <b>TOTAL Debt Service</b>                 | <b>1,755,035.20</b> | <b>1,099,473.35</b>    | <b>1,493,557.70</b> | <b>85.10</b>   | <b>261,477.50</b>   |
| <b>TOTAL EXPENDITURES</b>                 | <b>1,755,035.20</b> | <b>1,099,473.35</b>    | <b>1,493,557.70</b> | <b>85.10</b>   | <b>261,477.50</b>   |
| <b>REVENUES OVER/(UNDER) EXPENDITURES</b> | <b>1,248,717.24</b> | <b>( 1,098,948.93)</b> | <b>151,003.92</b>   | <b>0.00</b>    | <b>1,097,713.32</b> |

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

30 -Debt Sevice  
TID - Debt Service

|                                          | ANNUAL<br>BUDGET    | CURRENT<br>PERIOD   | Y-T-D<br>ACTUAL     | % OF<br>BUDGET | BUDGET<br>BALANCE |
|------------------------------------------|---------------------|---------------------|---------------------|----------------|-------------------|
| <b>EXPENDITURES</b>                      |                     |                     |                     |                |                   |
| =====                                    |                     |                     |                     |                |                   |
| <u>Debt Service</u>                      |                     |                     |                     |                |                   |
| 54000-06-14006 GO2018B - TID6 Princ      | 5,000.00            | 5,000.00            | 5,000.00            | 100.00         | 0.00              |
| 54000-06-14008 GO2018B - TID8 Princ      | 20,000.00           | 20,000.00           | 20,000.00           | 100.00         | 0.00              |
| 54000-06-14080 GO2017C-TID4 Prin.        | 25,000.00           | 25,000.00           | 25,000.00           | 100.00         | 0.00              |
| 54000-06-14085 GO2013A - TID #5 Prin     | 1,489.36            | 0.00                | 0.00                | 0.00           | 1,489.36          |
| 54000-06-14090 GO2013A - TID #6 Prin     | 8,510.64            | 0.00                | 0.00                | 0.00           | 8,510.64          |
| 54000-06-14208 GO2020C - TID8 Princ      | 25,000.00           | 0.00                | 25,000.00           | 100.00         | 0.00              |
| 54000-06-14211 GO2020C - TID11 Princ     | 10,000.00           | 0.00                | 10,000.00           | 100.00         | 0.00              |
| 54000-06-14821 GO2017C-TID 11            | 30,000.00           | 30,000.00           | 30,000.00           | 100.00         | 0.00              |
| 54000-06-14827 GO2017C-TID 7             | 10,000.00           | 10,000.00           | 10,000.00           | 100.00         | 0.00              |
| 54000-06-14828 GO2017C-TID 8             | 5,000.00            | 5,000.00            | 5,000.00            | 100.00         | 0.00              |
| 54000-06-14829 GO2017C-TID 9             | 15,000.00           | 15,000.00           | 15,000.00           | 100.00         | 0.00              |
| 54000-06-14916 GO 2016B-TID3             | 51,650.00           | 51,650.00           | 51,650.00           | 100.00         | 0.00              |
| 54000-06-14917 GO 2016B-TID6             | 9,151.00            | 9,151.00            | 9,151.00            | 100.00         | 0.00              |
| 54000-06-14918 GO 2016B-TID8             | 5,000.00            | 5,000.00            | 5,000.00            | 100.00         | 0.00              |
| 54000-06-14919 GO2019A-TID 12 Princ      | 5,000.00            | 5,000.00            | 5,000.00            | 100.00         | 0.00              |
| 54000-06-14948 GO2021A - TID8 Princ      | 30,000.00           | 30,000.00           | 30,000.00           | 100.00         | 0.00              |
| 54000-06-14949 GO2021B - TID8 Princ      | 20,000.00           | 20,000.00           | 20,000.00           | 100.00         | 0.00              |
| 54000-06-14950 TID11 2021C - Principal   | 30,000.00           | 0.00                | 0.00                | 0.00           | 30,000.00         |
| 54000-06-14973 TID3 2017 Rev Bond-Princ  | 0.00                | 0.00                | 0.00                | 0.00           | 0.00              |
| 54000-06-14974 TID4 2017 Rev Bond-Princ  | 51,000.00           | 51,000.00           | 51,000.00           | 100.00         | 0.00              |
| 54000-06-14975 TID3 2018 Rev Bond-Princ  | 0.00                | 0.00                | 0.00                | 0.00           | 0.00              |
| 54000-06-14977 TID3 Rev Bond-2020D Princ | 660,000.00          | 660,000.00          | 660,000.00          | 100.00         | 0.00              |
| 54000-06-24006 GO2018B - TID6 Int        | 2,830.00            | 1,415.00            | 2,830.00            | 100.00         | 0.00              |
| 54000-06-24008 GO2018B - TID8 Int        | 13,272.50           | 6,636.25            | 13,272.50           | 100.00         | 0.00              |
| 54000-06-24080 GO 2017C Int. -TID #4     | 4,500.00            | 2,250.00            | 4,500.00            | 100.00         | 0.00              |
| 54000-06-24085 GO 2013A Int. -TID #5     | 872.39              | 0.00                | 436.20              | 50.00          | 436.19            |
| 54000-06-24090 GO 2013A Int. -TID #6     | 4,985.11            | 0.00                | 2,492.55            | 50.00          | 2,492.56          |
| 54000-06-24208 GO2020C - TID8 Int        | 16,400.00           | 0.00                | 8,450.00            | 51.52          | 7,950.00          |
| 54000-06-24211 GO2020C - TID11 Int       | 5,325.00            | 0.00                | 2,762.50            | 51.88          | 2,562.50          |
| 54000-06-24821 GO2017C Int - TID 11      | 16,250.00           | 8,125.00            | 16,250.00           | 100.00         | 0.00              |
| 54000-06-24827 GO2017C Int - TID 7       | 4,725.00            | 2,362.50            | 4,725.00            | 100.00         | 0.00              |
| 54000-06-24828 GO2017C Int - TID 8       | 3,625.00            | 1,812.50            | 3,625.00            | 100.00         | 0.00              |
| 54000-06-24829 GO2017C Int - TID 9       | 7,900.00            | 3,950.00            | 7,900.00            | 100.00         | 0.00              |
| 54000-06-24916 GO 2016B Int-TID 3        | 5,465.00            | 2,732.50            | 5,465.00            | 100.00         | 0.00              |
| 54000-06-24917 GO 2016B Int-TID 6        | 2,442.60            | 1,221.30            | 2,442.60            | 100.00         | 0.00              |
| 54000-06-24918 GO 2016B Int-TID 8        | 1,625.00            | 812.50              | 1,625.00            | 100.00         | 0.00              |
| 54000-06-24919 GO2019A-TID 12 Int        | 2,925.00            | 1,462.50            | 2,925.00            | 100.00         | 0.00              |
| 54000-06-24920 NAN2019 - TID3 Interest   | 0.00                | 0.00                | 0.00                | 0.00           | 0.00              |
| 54000-06-24940 NAN Series 2016-TID 10    | 0.00                | 0.00                | 0.00                | 0.00           | 0.00              |
| 54000-06-24948 GO2021A - TID8 Interest   | 17,268.57           | 8,731.25            | 17,268.47           | 100.00         | 0.10              |
| 54000-06-24949 GO2021B - TID8 Interest   | 3,510.56            | 1,775.00            | 3,510.56            | 100.00         | 0.00              |
| 54000-06-24950 TID11 2021C - Interest    | 19,173.11           | 0.00                | 0.00                | 0.00           | 19,173.11         |
| 54000-06-24951 TID10 2021D - Interest    | 12,987.16           | 12,987.16           | 12,987.16           | 100.00         | 0.00              |
| 54000-06-24974 TID4 2017 Rev Bond-Int    | 11,934.00           | 11,934.00           | 11,934.00           | 100.00         | 0.00              |
| 54000-06-24977 TID3 Rev Bond-2020D Int   | 75,100.00           | 37,550.00           | 75,100.00           | 100.00         | 0.00              |
| <b>TOTAL Debt Service</b>                | <b>1,249,917.00</b> | <b>1,047,558.46</b> | <b>1,177,302.54</b> | <b>94.19</b>   | <b>72,614.46</b>  |

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

30 -Debt Sevice

TID - Debt Service

|                                    | ANNUAL<br>BUDGET    | CURRENT<br>PERIOD   | Y-T-D<br>ACTUAL     | % OF<br>BUDGET | BUDGET<br>BALANCE |
|------------------------------------|---------------------|---------------------|---------------------|----------------|-------------------|
| TOTAL EXPENDITURES                 | 1,249,917.00        | 1,047,558.46        | 1,177,302.54        | 94.19          | 72,614.46         |
| FUND TOTAL REVENUES                | 3,003,752.44        | 524.42              | 1,644,561.62        | 54.75          | 1,359,190.82      |
| FUND TOTAL EXPENDITURES            | <u>3,004,952.20</u> | <u>2,147,031.81</u> | <u>2,670,860.24</u> | <u>88.88</u>   | <u>334,091.96</u> |
| REVENUES OVER/(UNDER) EXPENDITURES | ( 1,199.76)         | ( 2,146,507.39)     | ( 1,026,298.62)     | 0.00           | 1,025,098.86      |
|                                    | =====               | =====               | =====               | =====          | =====             |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue & Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue & Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

43 -TID #3 - East Side

| SUMMARY                          | ANNUAL<br>BUDGET    | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL     | % OF<br>BUDGET | BUDGET<br>BALANCE |
|----------------------------------|---------------------|-------------------|---------------------|----------------|-------------------|
| <b>REVENUES</b>                  |                     |                   |                     |                |                   |
| =====                            |                     |                   |                     |                |                   |
| <u>TID #3 - East Side</u>        |                     |                   |                     |                |                   |
| Taxes (or Utility Rev.)          | 1,014,953.48        | 0.00              | 1,013,643.87        | 99.87          | 1,309.61          |
| Intergovernmental                | 47,294.52           | 0.00              | 47,294.42           | 100.00         | 0.10              |
| TOTAL TID #3 - East Side         | 1,062,248.00        | 0.00              | 1,060,938.29        | 99.88          | 1,309.71          |
| <u>TID #3 -Festival Grounds</u>  |                     |                   |                     |                |                   |
| Taxes (or Utility Rev.)          | 0.00                | 0.00              | 0.00                | 0.00           | 0.00              |
| TOTAL TID #3 -Festival Grounds   | 0.00                | 0.00              | 0.00                | 0.00           | 0.00              |
| <u>TID #3 - Idle Sites Grant</u> |                     |                   |                     |                |                   |
| Taxes (or Utility Rev.)          | 0.00                | 0.00              | 0.00                | 0.00           | 0.00              |
| Miscellaneous Revenues           | 0.00                | 0.00              | 0.00                | 0.00           | 0.00              |
| TOTAL TID #3 - Idle Sites Grant  | 0.00                | 0.00              | 0.00                | 0.00           | 0.00              |
| <u>TID #3 - Wal-Mart Dev.</u>    |                     |                   |                     |                |                   |
| Miscellaneous Revenues           | 0.00                | 0.00              | 0.00                | 0.00           | 0.00              |
| TOTAL TID #3 - Wal-Mart Dev.     | 0.00                | 0.00              | 0.00                | 0.00           | 0.00              |
| <b>TOTAL REVENUE</b>             | <b>1,062,248.00</b> | <b>0.00</b>       | <b>1,060,938.29</b> | <b>99.88</b>   | <b>1,309.71</b>   |
| =====                            |                     |                   |                     |                |                   |
| <b>EXPENDITURES</b>              |                     |                   |                     |                |                   |
| =====                            |                     |                   |                     |                |                   |
| <u>TID #3 - East Side</u>        |                     |                   |                     |                |                   |
| Personnel Services               | 3,800.00            | 0.00              | 0.00                | 0.00           | 3,800.00          |
| Contractual Services             | 5,150.00            | 0.00              | 650.00              | 12.62          | 4,500.00          |
| Special Services                 | 45,000.00           | 25,000.00         | 45,000.00           | 100.00         | 0.00              |
| Fixed Charges                    | 792,215.00          | 0.00              | 0.00                | 0.00           | 792,215.00        |
| Capital Outlay                   | 0.00                | 0.00              | 0.00                | 0.00           | 0.00              |
| Transfers                        | 200,000.00          | 0.00              | 0.00                | 0.00           | 200,000.00        |
| TOTAL TID #3 - East Side         | 1,046,165.00        | 25,000.00         | 45,650.00           | 4.36           | 1,000,515.00      |
| <u>TID #3 -Festival Grounds</u>  |                     |                   |                     |                |                   |
| Personnel Services               | 0.00                | 0.00              | 0.00                | 0.00           | 0.00              |
| Capital Outlay                   | 0.00                | 0.00              | 0.00                | 0.00           | 0.00              |
| TOTAL TID #3 -Festival Grounds   | 0.00                | 0.00              | 0.00                | 0.00           | 0.00              |
| <u>TID #3 - Idle Sites Grant</u> |                     |                   |                     |                |                   |
| Capital Outlay                   | 0.00                | 0.00              | 0.00                | 0.00           | 0.00              |
| TOTAL TID #3 - Idle Sites Grant  | 0.00                | 0.00              | 0.00                | 0.00           | 0.00              |

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

43 -TID #3 - East Side

| SUMMARY                             | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <hr/>                               |                  |                   |                 |                |                   |
| <u>TID #3 - Wal-Mart Dev.</u>       |                  |                   |                 |                |                   |
| Capital Outlay                      | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL TID #3 - Wal-Mart Dev.        | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL EXPENDITURES                  | 1,046,165.00     | 25,000.00         | 45,650.00       | 4.36           | 1,000,515.00      |
|                                     | =====            | =====             | =====           | =====          | =====             |
| REVENUES OVER/ (UNDER) EXPENDITURES | 16,083.00        | ( 25,000.00)      | 1,015,288.29    | 0.00           | ( 999,205.29      |
|                                     | =====            | =====             | =====           | =====          | =====             |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)



CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

44 -TID #4 - Thielman/P Ridge

| SUMMARY                             | ANNUAL<br>BUDGET  | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL  | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------------|-------------------|-------------------|------------------|----------------|-------------------|
| <hr/>                               |                   |                   |                  |                |                   |
| REVENUES                            |                   |                   |                  |                |                   |
| =====                               |                   |                   |                  |                |                   |
| <u>TID #4 -Thielman/P Ridge</u>     |                   |                   |                  |                |                   |
| Taxes (or Utility Rev.)             | 816,642.77        | 0.00              | 191,642.77       | 23.47          | 625,000.00        |
| Intergovernmental                   | <u>23,877.17</u>  | <u>0.00</u>       | <u>23,877.64</u> | <u>100.00</u>  | <u>( 0.47)</u>    |
| TOTAL TID #4 -Thielman/P Ridge      | 840,519.94        | 0.00              | 215,520.41       | 25.64          | 624,999.53        |
| <hr/>                               |                   |                   |                  |                |                   |
| TOTAL REVENUE                       | 840,519.94        | 0.00              | 215,520.41       | 25.64          | 624,999.53        |
|                                     | =====             | =====             | =====            | =====          | =====             |
| EXPENDITURES                        |                   |                   |                  |                |                   |
| =====                               |                   |                   |                  |                |                   |
| <u>TID #4 -Thielman/P Ridge</u>     |                   |                   |                  |                |                   |
| Personnel Services                  | 6,575.00          | 0.00              | 0.00             | 0.00           | 6,575.00          |
| Contractual Services                | 12,900.00         | 80.00             | 7,618.00         | 59.05          | 5,282.00          |
| Special Services                    | 600,000.00        | 50,000.00         | 430,461.76       | 71.74          | 169,538.24        |
| Fixed Charges                       | 102,434.00        | 0.00              | 0.00             | 0.00           | 102,434.00        |
| Capital Outlay                      | 65,000.00         | 0.00              | 50,683.97        | 77.98          | 14,316.03         |
| Transfers                           | <u>100,000.00</u> | <u>0.00</u>       | <u>0.00</u>      | <u>0.00</u>    | <u>100,000.00</u> |
| TOTAL TID #4 -Thielman/P Ridge      | 886,909.00        | 50,080.00         | 488,763.73       | 55.11          | 398,145.27        |
| <hr/>                               |                   |                   |                  |                |                   |
| TOTAL EXPENDITURES                  | 886,909.00        | 50,080.00         | 488,763.73       | 55.11          | 398,145.27        |
|                                     | =====             | =====             | =====            | =====          | =====             |
| REVENUES OVER/ (UNDER) EXPENDITURES | ( 46,389.06)      | ( 50,080.00)      | ( 273,243.32)    | 0.00           | 226,854.26        |
|                                     | =====             | =====             | =====            | =====          | =====             |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

45 -TID #5 - Hwy 107/Taylor

| SUMMARY                            | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <hr/>                              |                  |                   |                 |                |                   |
| REVENUES                           |                  |                   |                 |                |                   |
| =====                              |                  |                   |                 |                |                   |
| TID #5 - Hwy 107/Taylor            |                  |                   |                 |                |                   |
| Taxes (or Utility Rev.)            | 16,524.07        | 0.00              | 16,524.07       | 100.00         | 0.00              |
| Intergovernmental                  | 137.00           | 0.00              | 137.21          | 100.15         | ( 0.21)           |
| TOTAL TID #5 - Hwy 107/Taylor      | 16,661.07        | 0.00              | 16,661.28       | 100.00         | ( 0.21)           |
| <hr/>                              |                  |                   |                 |                |                   |
| TOTAL REVENUE                      | 16,661.07        | 0.00              | 16,661.28       | 100.00         | ( 0.21)           |
|                                    | =====            | =====             | =====           | =====          | =====             |
| EXPENDITURES                       |                  |                   |                 |                |                   |
| =====                              |                  |                   |                 |                |                   |
| TID #5 - Hwy 107/Taylor            |                  |                   |                 |                |                   |
| Personnel Services                 | 1,395.00         | 0.00              | 0.00            | 0.00           | 1,395.00          |
| Contractual Services               | 650.00           | 0.00              | 650.00          | 100.00         | 0.00              |
| Fixed Charges                      | 2,361.00         | 0.00              | 0.00            | 0.00           | 2,361.00          |
| Capital Outlay                     | 20,000.00        | 39,446.30         | 43,456.80       | 217.28         | ( 23,456.80)      |
| TOTAL TID #5 - Hwy 107/Taylor      | 24,406.00        | 39,446.30         | 44,106.80       | 180.72         | ( 19,700.80)      |
| <hr/>                              |                  |                   |                 |                |                   |
| TOTAL EXPENDITURES                 | 24,406.00        | 39,446.30         | 44,106.80       | 180.72         | ( 19,700.80)      |
|                                    | =====            | =====             | =====           | =====          | =====             |
| REVENUES OVER/(UNDER) EXPENDITURES | ( 7,744.93)      | ( 39,446.30)      | ( 27,445.52)    | 0.00           | 19,700.59         |
|                                    | =====            | =====             | =====           | =====          | =====             |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

46 -TID #6 - Downtown

| SUMMARY                             | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <hr/>                               |                  |                   |                 |                |                   |
| REVENUES                            |                  |                   |                 |                |                   |
| =====                               |                  |                   |                 |                |                   |
| <u>TID #6 - Downtown</u>            |                  |                   |                 |                |                   |
| Taxes (or Utility Rev.)             | 73,238.49        | 0.00              | 73,238.49       | 100.00         | 0.00              |
| Intergovernmental                   | 2,844.00         | 0.00              | 2,844.45        | 100.02         | ( 0.45            |
| Miscellaneous Revenues              | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL TID #6 - Downtown             | 76,082.49        | 0.00              | 76,082.94       | 100.00         | ( 0.45            |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL REVENUE                       | 76,082.49        | 0.00              | 76,082.94       | 100.00         | ( 0.45            |
|                                     | =====            | =====             | =====           | =====          | =====             |
| EXPENDITURES                        |                  |                   |                 |                |                   |
| =====                               |                  |                   |                 |                |                   |
| <u>TID #6 - Downtown</u>            |                  |                   |                 |                |                   |
| Personnel Services                  | 2,985.00         | 0.00              | 0.00            | 0.00           | 2,985.00          |
| Contractual Services                | 1,400.00         | 0.00              | 2,150.00        | 153.57         | ( 750.00          |
| Special Services                    | 25,000.00        | 0.00              | 25,000.00       | 100.00         | 0.00              |
| Fixed Charges                       | 32,376.00        | 0.00              | 0.00            | 0.00           | 32,376.00         |
| Capital Outlay                      | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL TID #6 - Downtown             | 61,761.00        | 0.00              | 27,150.00       | 43.96          | 34,611.00         |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL EXPENDITURES                  | 61,761.00        | 0.00              | 27,150.00       | 43.96          | 34,611.00         |
|                                     | =====            | =====             | =====           | =====          | =====             |
| REVENUES OVER/ (UNDER) EXPENDITURES | 14,321.49        | 0.00              | 48,932.94       | 0.00           | ( 34,611.45       |
|                                     | =====            | =====             | =====           | =====          | =====             |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

47 -TID #7 - N Center Ave

| SUMMARY                             | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <hr/>                               |                  |                   |                 |                |                   |
| REVENUES                            |                  |                   |                 |                |                   |
| =====                               |                  |                   |                 |                |                   |
| <u>TID #7 - N Center Ave</u>        |                  |                   |                 |                |                   |
| Taxes (or Utility Rev.)             | 930,908.75       | 0.00              | 130,908.75      | 14.06          | 800,000.00        |
| Intergovernmental                   | 1,476.00         | 0.00              | 1,475.77        | 99.98          | 0.23              |
| Miscellaneous Revenues              | 30,000.00        | 0.00              | 0.00            | 0.00           | 30,000.00         |
| TOTAL TID #7 - N Center Ave         | 962,384.75       | 0.00              | 132,384.52      | 13.76          | 830,000.23        |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL REVENUE                       | 962,384.75       | 0.00              | 132,384.52      | 13.76          | 830,000.23        |
|                                     | =====            | =====             | =====           | =====          | =====             |
| EXPENDITURES                        |                  |                   |                 |                |                   |
| =====                               |                  |                   |                 |                |                   |
| <u>TID #7 - N Center Ave</u>        |                  |                   |                 |                |                   |
| Personnel Services                  | 8,075.00         | 3,404.51          | 3,659.72        | 45.32          | 4,415.28          |
| Contractual Services                | 2,150.00         | 0.00              | 3,041.36        | 141.46         | ( 891.36          |
| Special Services                    | 0.00             | 0.00              | 1,653.23        | 0.00           | ( 1,653.23        |
| Fixed Charges                       | 14,725.00        | 0.00              | 0.00            | 0.00           | 14,725.00         |
| Capital Outlay                      | 800,000.00       | 0.00              | 163,164.21      | 20.40          | 636,835.79        |
| TOTAL TID #7 - N Center Ave         | 824,950.00       | 3,404.51          | 171,518.52      | 20.79          | 653,431.48        |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL EXPENDITURES                  | 824,950.00       | 3,404.51          | 171,518.52      | 20.79          | 653,431.48        |
|                                     | =====            | =====             | =====           | =====          | =====             |
| REVENUES OVER/ (UNDER) EXPENDITURES | 137,434.75       | ( 3,404.51)       | ( 39,134.00)    | 0.00           | 176,568.75        |
|                                     | =====            | =====             | =====           | =====          | =====             |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

48 -TID #8 - West Side

| SUMMARY                            | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <b>REVENUES</b>                    |                  |                   |                 |                |                   |
| =====                              |                  |                   |                 |                |                   |
| <u>TID #8 - West Side</u>          |                  |                   |                 |                |                   |
| Taxes (or Utility Rev.)            | 880,290.33       | 0.00              | 75,290.33       | 8.55           | 805,000.00        |
| Intergovernmental                  | 3,668.00         | 0.00              | 3,667.68        | 99.99          | 0.32              |
| Public Charges-Services            | 200.00           | 0.00              | 0.00            | 0.00           | 200.00            |
| Miscellaneous Revenues             | 100,000.00       | 0.00              | 10,500.00       | 10.50          | 89,500.00         |
| TOTAL TID #8 - West Side           | 984,158.33       | 0.00              | 89,458.01       | 9.09           | 894,700.32        |
| <u>TID #8 - 201 S Prospect</u>     |                  |                   |                 |                |                   |
| Intergovernmental                  | 0.00             | 0.00              | 250,000.00      | 0.00           | ( 250,000.00)     |
| TOTAL TID #8 - 201 S Prospect      | 0.00             | 0.00              | 250,000.00      | 0.00           | ( 250,000.00)     |
| <hr/>                              |                  |                   |                 |                |                   |
| TOTAL REVENUE                      | 984,158.33       | 0.00              | 339,458.01      | 34.49          | 644,700.32        |
|                                    | =====            | =====             | =====           | =====          | =====             |
| <b>EXPENDITURES</b>                |                  |                   |                 |                |                   |
| =====                              |                  |                   |                 |                |                   |
| <u>TID #8 - West Side</u>          |                  |                   |                 |                |                   |
| Personnel Services                 | 21,100.00        | 6,878.40          | 25,132.10       | 119.11         | ( 4,032.10)       |
| Contractual Services               | 14,650.00        | 0.00              | 5,715.00        | 39.01          | 8,935.00          |
| Special Services                   | 117,500.00       | 0.00              | 25,976.44       | 22.11          | 91,523.56         |
| Fixed Charges                      | 186,202.00       | 0.00              | 0.00            | 0.00           | 186,202.00        |
| Capital Outlay                     | 705,000.00       | 0.00              | 544,164.15      | 77.19          | 160,835.85        |
| TOTAL TID #8 - West Side           | 1,044,452.00     | 6,878.40          | 600,987.69      | 57.54          | 443,464.31        |
| <u>TID #8 - 201 S Prospect</u>     |                  |                   |                 |                |                   |
| Special Services                   | 0.00             | 0.00              | 250,000.00      | 0.00           | ( 250,000.00)     |
| TOTAL TID #8 - 201 S Prospect      | 0.00             | 0.00              | 250,000.00      | 0.00           | ( 250,000.00)     |
| <hr/>                              |                  |                   |                 |                |                   |
| TOTAL EXPENDITURES                 | 1,044,452.00     | 6,878.40          | 850,987.69      | 81.48          | 193,464.31        |
|                                    | =====            | =====             | =====           | =====          | =====             |
| REVENUES OVER/(UNDER) EXPENDITURES | ( 60,293.67)     | ( 6,878.40)       | ( 511,529.68)   | 0.00           | 451,236.01        |
|                                    | =====            | =====             | =====           | =====          | =====             |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

49 -TID#9 -WI River/S Center

| SUMMARY                                        | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL  | % OF<br>BUDGET | BUDGET<br>BALANCE   |
|------------------------------------------------|------------------|-------------------|------------------|----------------|---------------------|
| <b>REVENUES</b>                                |                  |                   |                  |                |                     |
| =====                                          |                  |                   |                  |                |                     |
| <u>TID #9-WI River/S Center</u>                |                  |                   |                  |                |                     |
| Taxes (or Utility Rev.)                        | 0.00             | 0.00              | 0.00             | 0.00           | 0.00                |
| Intergovernmental                              | 4,896.00         | 0.00              | 4,895.81         | 100.00         | 0.19                |
| Miscellaneous Revenues                         | <u>52,820.00</u> | <u>0.00</u>       | <u>27,582.38</u> | <u>52.22</u>   | <u>25,237.62</u>    |
| TOTAL TID #9-WI River/S Center                 | 57,716.00        | 0.00              | 32,478.19        | 56.27          | 25,237.81           |
| <br><u>TID #9-Idle Sites (Page)</u>            |                  |                   |                  |                |                     |
| Miscellaneous Revenues                         | <u>0.00</u>      | <u>0.00</u>       | <u>0.00</u>      | <u>0.00</u>    | <u>0.00</u>         |
| TOTAL TID #9-Idle Sites (Page)                 | 0.00             | 0.00              | 0.00             | 0.00           | 0.00                |
| <br><b>TOTAL REVENUE</b>                       |                  |                   |                  |                |                     |
|                                                | <u>57,716.00</u> | <u>0.00</u>       | <u>32,478.19</u> | <u>56.27</u>   | <u>25,237.81</u>    |
| <br><b>EXPENDITURES</b>                        |                  |                   |                  |                |                     |
| =====                                          |                  |                   |                  |                |                     |
| <u>TID #9-WI River/S Center</u>                |                  |                   |                  |                |                     |
| Personnel Services                             | 2,315.00         | 0.00              | 0.00             | 0.00           | 2,315.00            |
| Contractual Services                           | 31,150.00        | 0.00              | 4,335.00         | 13.92          | 26,815.00           |
| Special Services                               | 0.00             | 0.00              | 0.00             | 0.00           | 0.00                |
| Fixed Charges                                  | 22,900.00        | 0.00              | 0.00             | 0.00           | 22,900.00           |
| Capital Outlay                                 | <u>0.00</u>      | <u>0.00</u>       | <u>0.00</u>      | <u>0.00</u>    | <u>0.00</u>         |
| TOTAL TID #9-WI River/S Center                 | 56,365.00        | 0.00              | 4,335.00         | 7.69           | 52,030.00           |
| <br><u>TID #9-Idle Sites (Page)</u>            |                  |                   |                  |                |                     |
| Capital Outlay                                 | <u>0.00</u>      | <u>0.00</u>       | <u>0.00</u>      | <u>0.00</u>    | <u>0.00</u>         |
| TOTAL TID #9-Idle Sites (Page)                 | 0.00             | 0.00              | 0.00             | 0.00           | 0.00                |
| <br><b>TOTAL EXPENDITURES</b>                  |                  |                   |                  |                |                     |
|                                                | <u>56,365.00</u> | <u>0.00</u>       | <u>4,335.00</u>  | <u>7.69</u>    | <u>52,030.00</u>    |
| <br><b>REVENUES OVER/ (UNDER) EXPENDITURES</b> |                  |                   |                  |                |                     |
|                                                | <u>1,351.00</u>  | <u>0.00</u>       | <u>28,143.19</u> | <u>0.00</u>    | <u>( 26,792.19)</u> |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

40 -TID No. 10 - Fox Point

| SUMMARY                             | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <b>REVENUES</b>                     |                  |                   |                 |                |                   |
| =====                               |                  |                   |                 |                |                   |
| <u>TID #10-Fox Point</u>            |                  |                   |                 |                |                   |
| Taxes (or Utility Rev.)             | 200,000.00       | 0.00              | 0.00            | 0.00           | 200,000.00        |
| Miscellaneous Revenues              | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL TID #10-Fox Point             | 200,000.00       | 0.00              | 0.00            | 0.00           | 200,000.00        |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL REVENUE                       | 200,000.00       | 0.00              | 0.00            | 0.00           | 200,000.00        |
| =====                               |                  |                   |                 |                |                   |
| <b>EXPENDITURES</b>                 |                  |                   |                 |                |                   |
| =====                               |                  |                   |                 |                |                   |
| <u>TID #10-Fox Point</u>            |                  |                   |                 |                |                   |
| Personnel Services                  | 4,575.00         | 0.00              | 0.00            | 0.00           | 4,575.00          |
| Contractual Services                | 900.00           | 0.00              | 550.00          | 61.11          | 350.00            |
| Special Services                    | 200,000.00       | 0.00              | 200,000.00      | 100.00         | 0.00              |
| Fixed Charges                       | 12,987.16        | 0.00              | 0.00            | 0.00           | 12,987.16         |
| Capital Outlay                      | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL TID #10-Fox Point             | 218,462.16       | 0.00              | 200,550.00      | 91.80          | 17,912.16         |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL EXPENDITURES                  | 218,462.16       | 0.00              | 200,550.00      | 91.80          | 17,912.16         |
| =====                               |                  |                   |                 |                |                   |
| REVENUES OVER/ (UNDER) EXPENDITURES | ( 18,462.16)     | 0.00              | ( 200,550.00)   | 0.00           | 182,087.84        |
| =====                               |                  |                   |                 |                |                   |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

41 -TID No. 11- Apartments

| SUMMARY                             | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <b>REVENUES</b>                     |                  |                   |                 |                |                   |
| =====                               |                  |                   |                 |                |                   |
| <u>TID #11 - Apartments</u>         |                  |                   |                 |                |                   |
| Taxes (or Utility Rev.)             | 785,413.02       | 0.00              | 175,413.02      | 22.33          | 610,000.00        |
| Intergovernmental                   | 16,304.81        | 0.00              | 16,304.81       | 100.00         | 0.00              |
| Public Charges-Services             | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| Miscellaneous Revenues              | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL TID #11 - Apartments          | 801,717.83       | 0.00              | 191,717.83      | 23.91          | 610,000.00        |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL REVENUE                       | 801,717.83       | 0.00              | 191,717.83      | 23.91          | 610,000.00        |
| =====                               |                  |                   |                 |                |                   |
| <b>EXPENDITURES</b>                 |                  |                   |                 |                |                   |
| =====                               |                  |                   |                 |                |                   |
| <u>TID #11 - Apartments</u>         |                  |                   |                 |                |                   |
| Personnel Services                  | 5,150.00         | 0.00              | 582.84          | 11.32          | 4,567.16          |
| Contractual Services                | 2,650.00         | 0.00              | 2,530.00        | 95.47          | 120.00            |
| Special Services                    | 200,000.00       | 10,000.00         | 90,000.00       | 45.00          | 110,000.00        |
| Fixed Charges                       | 120,948.00       | 0.00              | 0.00            | 0.00           | 120,948.00        |
| Capital Outlay                      | 510,000.00       | 0.00              | 220.17          | 0.04           | 509,779.83        |
| TOTAL TID #11 - Apartments          | 838,748.00       | 10,000.00         | 93,333.01       | 11.13          | 745,414.99        |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL EXPENDITURES                  | 838,748.00       | 10,000.00         | 93,333.01       | 11.13          | 745,414.99        |
| =====                               |                  |                   |                 |                |                   |
| REVENUES OVER/ (UNDER) EXPENDITURES | ( 37,030.17)     | ( 10,000.00)      | 98,384.82       | 0.00           | ( 135,414.99)     |
| =====                               |                  |                   |                 |                |                   |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)



CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

42 -TID # 12 - Weinbrenner

| SUMMARY                             | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <b>REVENUES</b>                     |                  |                   |                 |                |                   |
| =====                               |                  |                   |                 |                |                   |
| <u>TID #12 - Weinbrenner</u>        |                  |                   |                 |                |                   |
| Taxes (or Utility Rev.)             | 23,509.31        | 0.00              | 23,509.31       | 100.00         | 0.00              |
| TOTAL TID #12 - Weinbrenner         | 23,509.31        | 0.00              | 23,509.31       | 100.00         | 0.00              |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL REVENUE                       | 23,509.31        | 0.00              | 23,509.31       | 100.00         | 0.00              |
|                                     | =====            | =====             | =====           | =====          | =====             |
| <b>EXPENDITURES</b>                 |                  |                   |                 |                |                   |
| =====                               |                  |                   |                 |                |                   |
| <u>TID #12 - Weinbrenner</u>        |                  |                   |                 |                |                   |
| Personnel Services                  | 2,075.00         | 0.00              | 0.00            | 0.00           | 2,075.00          |
| Contractual Services                | 900.00           | 0.00              | 900.00          | 100.00         | 0.00              |
| Fixed Charges                       | 7,925.00         | 0.00              | 0.00            | 0.00           | 7,925.00          |
| Capital Outlay                      | 30,000.00        | 0.00              | 0.00            | 0.00           | 30,000.00         |
| TOTAL TID #12 - Weinbrenner         | 40,900.00        | 0.00              | 900.00          | 2.20           | 40,000.00         |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL EXPENDITURES                  | 40,900.00        | 0.00              | 900.00          | 2.20           | 40,000.00         |
|                                     | =====            | =====             | =====           | =====          | =====             |
| REVENUES OVER/ (UNDER) EXPENDITURES | ( 17,390.69)     | 0.00              | 22,609.31       | 0.00           | ( 40,000.00)      |
|                                     | =====            | =====             | =====           | =====          | =====             |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

53 -TID No. 13 - Industrial

| SUMMARY                            | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <hr/>                              |                  |                   |                 |                |                   |
| REVENUES                           |                  |                   |                 |                |                   |
| =====                              |                  |                   |                 |                |                   |
| <u>TID #13 - Industrial</u>        |                  |                   |                 |                |                   |
| Taxes (or Utility Rev.)            | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL TID #13 - Industrial         | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| <hr/>                              |                  |                   |                 |                |                   |
| TOTAL REVENUE                      | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
|                                    | =====            | =====             | =====           | =====          | =====             |
| <hr/>                              |                  |                   |                 |                |                   |
| EXPENDITURES                       |                  |                   |                 |                |                   |
| =====                              |                  |                   |                 |                |                   |
| <u>TID #13 - Industrial</u>        |                  |                   |                 |                |                   |
| Personnel Services                 | 1,660.00         | 0.00              | 0.00            | 0.00           | 1,660.00          |
| Contractual Services               | 840.00           | 0.00              | 400.00          | 47.62          | 440.00            |
| Capital Outlay                     | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL TID #13 - Industrial         | 2,500.00         | 0.00              | 400.00          | 16.00          | 2,100.00          |
| <hr/>                              |                  |                   |                 |                |                   |
| TOTAL EXPENDITURES                 | 2,500.00         | 0.00              | 400.00          | 16.00          | 2,100.00          |
|                                    | =====            | =====             | =====           | =====          | =====             |
| REVENUES OVER/(UNDER) EXPENDITURES | ( 2,500.00)      | 0.00              | ( 400.00)       | 0.00           | ( 2,100.00)       |
|                                    | =====            | =====             | =====           | =====          | =====             |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

54 -TID #14 - Car Wash

| SUMMARY                             | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <b>REVENUES</b>                     |                  |                   |                 |                |                   |
| =====                               |                  |                   |                 |                |                   |
| <u>TID #14 - Car Wash</u>           |                  |                   |                 |                |                   |
| Taxes (or Utility Rev.)             | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL TID #14 - Car Wash            | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL REVENUE                       | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| =====                               |                  |                   |                 |                |                   |
| <b>EXPENDITURES</b>                 |                  |                   |                 |                |                   |
| =====                               |                  |                   |                 |                |                   |
| <u>TID #14 - Car Wash</u>           |                  |                   |                 |                |                   |
| Personnel Services                  | 1,850.00         | 0.00              | 0.00            | 0.00           | 1,850.00          |
| Contractual Services                | 650.00           | 0.00              | 400.00          | 61.54          | 250.00            |
| Special Services                    | 40,000.00        | 0.00              | 40,000.00       | 100.00         | 0.00              |
| TOTAL TID #14 - Car Wash            | 42,500.00        | 0.00              | 40,400.00       | 95.06          | 2,100.00          |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL EXPENDITURES                  | 42,500.00        | 0.00              | 40,400.00       | 95.06          | 2,100.00          |
| =====                               |                  |                   |                 |                |                   |
| REVENUES OVER/ (UNDER) EXPENDITURES | ( 42,500.00)     | 0.00              | ( 40,400.00)    | 0.00           | ( 2,100.00)       |
| =====                               |                  |                   |                 |                |                   |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

## 52 -Capital Projects

| SUMMARY                      | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <b>REVENUES</b>              |                  |                   |                 |                |                   |
| =====                        |                  |                   |                 |                |                   |
| <u>Non-Departmental</u>      |                  |                   |                 |                |                   |
| Taxes (or Utility Rev.)      | 1,380,500.00     | 56.20             | 153,124.37      | 11.09          | 1,227,375.63      |
| Specials (Utility Rev.)      | 10,000.00        | 2,813.73          | 8,285.74        | 82.86          | 1,714.26          |
| Intergovernmental            | 117,012.50       | 0.00              | 26,410.00       | 22.57          | 90,602.50         |
| Public Charges-Services      | 0.00             | 0.00              | 965.00          | 0.00           | ( 965.00)         |
| Miscellaneous Revenues       | 45,000.00        | 0.00              | 30,000.00       | 66.67          | 15,000.00         |
| Other Financing Sources      | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Non-Departmental       | 1,552,512.50     | 2,869.93          | 218,785.11      | 14.09          | 1,333,727.39      |
| <u>Streets - Sealcoat</u>    |                  |                   |                 |                |                   |
| Taxes (or Utility Rev.)      | 55,000.00        | 0.00              | 0.00            | 0.00           | 55,000.00         |
| TOTAL Streets - Sealcoat     | 55,000.00        | 0.00              | 0.00            | 0.00           | 55,000.00         |
| <u>Streets - Concrete</u>    |                  |                   |                 |                |                   |
| Taxes (or Utility Rev.)      | 90,000.00        | 0.00              | 0.00            | 0.00           | 90,000.00         |
| Specials (Utility Rev.)      | 10,000.00        | 0.00              | 0.00            | 0.00           | 10,000.00         |
| TOTAL Streets - Concrete     | 100,000.00       | 0.00              | 0.00            | 0.00           | 100,000.00        |
| <u>Streets - Resurfacing</u> |                  |                   |                 |                |                   |
| Taxes (or Utility Rev.)      | 100,000.00       | 0.00              | 0.00            | 0.00           | 100,000.00        |
| TOTAL Streets - Resurfacing  | 100,000.00       | 0.00              | 0.00            | 0.00           | 100,000.00        |
| <hr/>                        |                  |                   |                 |                |                   |
| TOTAL REVENUE                | 1,807,512.50     | 2,869.93          | 218,785.11      | 12.10          | 1,588,727.39      |
| =====                        |                  |                   |                 |                |                   |
| <b>EXPENDITURES</b>          |                  |                   |                 |                |                   |
| =====                        |                  |                   |                 |                |                   |
| <u>Streets - Sealcoat</u>    |                  |                   |                 |                |                   |
| Personnel Services           | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| Supplies & Expenses          | 55,000.00        | 0.00              | 43,413.32       | 78.93          | 11,586.68         |
| TOTAL Streets - Sealcoat     | 55,000.00        | 0.00              | 43,413.32       | 78.93          | 11,586.68         |
| <u>Streets - Concrete</u>    |                  |                   |                 |                |                   |
| Personnel Services           | 46,300.00        | 14,855.74         | 31,952.64       | 69.01          | 14,347.36         |
| Supplies & Expenses          | 53,700.00        | 8,073.43          | 17,268.88       | 32.16          | 36,431.12         |
| TOTAL Streets - Concrete     | 100,000.00       | 22,929.17         | 49,221.52       | 49.22          | 50,778.48         |
| <u>Streets - Resurfacing</u> |                  |                   |                 |                |                   |
| Personnel Services           | 23,000.00        | 0.00              | 6,519.79        | 28.35          | 16,480.21         |
| Supplies & Expenses          | 77,000.00        | 0.00              | 33,751.85       | 43.83          | 43,248.15         |
| TOTAL Streets - Resurfacing  | 100,000.00       | 0.00              | 40,271.64       | 40.27          | 59,728.36         |

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

## 52 -Capital Projects

| SUMMARY                            | ANNUAL<br>BUDGET    | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL   | % OF<br>BUDGET | BUDGET<br>BALANCE |
|------------------------------------|---------------------|-------------------|-------------------|----------------|-------------------|
| <hr/>                              |                     |                   |                   |                |                   |
| <u>Capital Outlay/Projects</u>     |                     |                   |                   |                |                   |
| Personnel Services                 | 0.00                | 0.00              | 7,061.20          | 0.00           | ( 7,061.20)       |
| Capital Outlay                     | <u>1,445,675.47</u> | <u>9,718.26</u>   | <u>940,417.45</u> | <u>65.05</u>   | <u>505,258.02</u> |
| TOTAL Capital Outlay/Projects      | 1,445,675.47        | 9,718.26          | 947,478.65        | 65.54          | 498,196.82        |
| <br>                               |                     |                   |                   |                |                   |
| <u>Financing Costs</u>             |                     |                   |                   |                |                   |
| Debt Service                       | <u>0.00</u>         | <u>0.00</u>       | <u>0.00</u>       | <u>0.00</u>    | <u>0.00</u>       |
| TOTAL Financing Costs              | 0.00                | 0.00              | 0.00              | 0.00           | 0.00              |
| <hr/>                              |                     |                   |                   |                |                   |
| TOTAL EXPENDITURES                 | 1,700,675.47        | 32,647.43         | 1,080,385.13      | 63.53          | 620,290.34        |
|                                    | =====               | =====             | =====             | =====          | =====             |
| REVENUES OVER/(UNDER) EXPENDITURES | 106,837.03          | ( 29,777.50)      | ( 861,600.02)     | 0.00           | 968,437.05        |
|                                    | =====               | =====             | =====             | =====          | =====             |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue & Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue & Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

62 -Water Fund

| SUMMARY                                   | ANNUAL<br>BUDGET    | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL     | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------------------|---------------------|-------------------|---------------------|----------------|-------------------|
| <b>REVENUES</b>                           |                     |                   |                     |                |                   |
| =====                                     |                     |                   |                     |                |                   |
| <u>Non-Departmental</u>                   |                     |                   |                     |                |                   |
| Taxes (or Utility Rev.)                   | 110,376.00          | 9,889.23          | 95,648.25           | 86.66          | 14,727.75         |
| Specials (Utility Rev.)                   | ( 1,438.00)         | 0.00              | 0.00                | 0.00           | ( 1,438.00)       |
| Intergovernmental                         | 12,538.00           | 0.00              | 0.00                | 0.00           | 12,538.00         |
| Public Charges-Services                   | 1,498,288.00        | 187,508.32        | 1,275,942.03        | 85.16          | 222,345.97        |
| Intergov Charges (Misc.)                  | 22,275.00           | 1,391.82          | 16,519.10           | 74.16          | 5,755.90          |
| Miscellaneous Revenues                    | 500.00              | 485.03            | 1,073.59            | 214.72         | ( 573.59)         |
| Other Financing Sources                   | 0.00                | 0.00              | 0.00                | 0.00           | 0.00              |
| <b>TOTAL Non-Departmental</b>             | <b>1,642,539.00</b> | <b>199,274.40</b> | <b>1,389,182.97</b> | <b>84.58</b>   | <b>253,356.03</b> |
| <hr/>                                     |                     |                   |                     |                |                   |
| <b>TOTAL REVENUE</b>                      | <b>1,642,539.00</b> | <b>199,274.40</b> | <b>1,389,182.97</b> | <b>84.58</b>   | <b>253,356.03</b> |
| =====                                     |                     |                   |                     |                |                   |
| <b>EXPENDITURES</b>                       |                     |                   |                     |                |                   |
| =====                                     |                     |                   |                     |                |                   |
| <u>Non-Departmental</u>                   |                     |                   |                     |                |                   |
| Work Orders - Utility                     | 132,038.00          | ( 309.50)         | 73,440.75           | 55.62          | 58,597.25         |
| <b>TOTAL Non-Departmental</b>             | <b>132,038.00</b>   | <b>( 309.50)</b>  | <b>73,440.75</b>    | <b>55.62</b>   | <b>58,597.25</b>  |
| <u>Pumping Expenses</u>                   |                     |                   |                     |                |                   |
|                                           | 89,250.00           | 2,258.21          | 52,019.17           | 58.28          | 37,230.83         |
| <b>TOTAL Pumping Expenses</b>             | <b>89,250.00</b>    | <b>2,258.21</b>   | <b>52,019.17</b>    | <b>58.28</b>   | <b>37,230.83</b>  |
| <u>Water Treatment Expenses</u>           |                     |                   |                     |                |                   |
|                                           | 69,750.00           | 2,352.05          | 54,352.51           | 77.92          | 15,397.49         |
| <b>TOTAL Water Treatment Expenses</b>     | <b>69,750.00</b>    | <b>2,352.05</b>   | <b>54,352.51</b>    | <b>77.92</b>   | <b>15,397.49</b>  |
| <u>Trans &amp; Distribution Exp</u>       |                     |                   |                     |                |                   |
|                                           | 278,250.00          | 19,899.12         | 177,651.30          | 63.85          | 100,598.70        |
| <b>TOTAL Trans &amp; Distribution Exp</b> | <b>278,250.00</b>   | <b>19,899.12</b>  | <b>177,651.30</b>   | <b>63.85</b>   | <b>100,598.70</b> |
| <u>Customer Accts Expenses</u>            |                     |                   |                     |                |                   |
|                                           | 93,000.00           | 9,707.78          | 81,239.39           | 87.35          | 11,760.61         |
| <b>TOTAL Customer Accts Expenses</b>      | <b>93,000.00</b>    | <b>9,707.78</b>   | <b>81,239.39</b>    | <b>87.35</b>   | <b>11,760.61</b>  |
| <u>Admin &amp; General Expenses</u>       |                     |                   |                     |                |                   |
|                                           | 791,000.00          | 32,986.33         | 279,415.76          | 35.32          | 511,584.24        |
| <b>TOTAL Admin &amp; General Expenses</b> | <b>791,000.00</b>   | <b>32,986.33</b>  | <b>279,415.76</b>   | <b>35.32</b>   | <b>511,584.24</b> |

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

62 -Water Fund

| SUMMARY                            | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <hr/>                              |                  |                   |                 |                |                   |
| <u>Contract Work</u>               |                  |                   |                 |                |                   |
|                                    | 2,000.00         | 213.34            | 951.56          | 47.58          | 1,048.44          |
| TOTAL Contract Work                | 2,000.00         | 213.34            | 951.56          | 47.58          | 1,048.44          |
| <br>                               |                  |                   |                 |                |                   |
| <u>Taxes</u>                       |                  |                   |                 |                |                   |
|                                    | 424,250.00       | 3,312.09          | 394,724.52      | 93.04          | 29,525.48         |
| TOTAL Taxes                        | 424,250.00       | 3,312.09          | 394,724.52      | 93.04          | 29,525.48         |
| <br>                               |                  |                   |                 |                |                   |
| <u>Debt Service</u>                |                  |                   |                 |                |                   |
|                                    | 38,977.00        | 5,209.38          | 25,248.98       | 64.78          | 13,728.02         |
| TOTAL Debt Service                 | 38,977.00        | 5,209.38          | 25,248.98       | 64.78          | 13,728.02         |
| <hr/>                              |                  |                   |                 |                |                   |
| TOTAL EXPENDITURES                 | 1,918,515.00     | 75,628.80         | 1,139,043.94    | 59.37          | 779,471.06        |
| <hr/>                              |                  |                   |                 |                |                   |
| REVENUES OVER/(UNDER) EXPENDITURES | ( 275,976.00)    | 123,645.60        | 250,139.03      | 0.00           | ( 526,115.03)     |
| <hr/>                              |                  |                   |                 |                |                   |

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

63 -Sewer Fund

| SUMMARY                        | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|--------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <b>REVENUES</b>                |                  |                   |                 |                |                   |
| =====                          |                  |                   |                 |                |                   |
| <u>Non-Departmental</u>        |                  |                   |                 |                |                   |
| Taxes (or Utility Rev.)        | 6,000.00         | 1,797.83          | 10,620.69       | 177.01         | ( 4,620.69)       |
| Specials (Utility Rev.)        | 0.00             | 0.00              | 3,000.00        | 0.00           | ( 3,000.00)       |
| Intergovernmental              | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| Intergov Charges (Misc.)       | 6,500.00         | 357.91            | 4,427.26        | 68.11          | 2,072.74          |
| Miscellaneous Revenues         | 350.00           | 485.02            | 1,073.53        | 306.72         | ( 723.53)         |
| Other Financing Sources        | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| Public Charges-Services        | 1,563,500.00     | 178,825.02        | 1,214,176.74    | 77.66          | 349,323.26        |
| Other Charges-Services         | 160,000.00       | 20,689.14         | 143,489.26      | 89.68          | 16,510.74         |
| TOTAL Non-Departmental         | 1,736,350.00     | 202,154.92        | 1,376,787.48    | 79.29          | 359,562.52        |
| <hr/>                          |                  |                   |                 |                |                   |
| TOTAL REVENUE                  | 1,736,350.00     | 202,154.92        | 1,376,787.48    | 79.29          | 359,562.52        |
| =====                          |                  |                   |                 |                |                   |
| <b>EXPENDITURES</b>            |                  |                   |                 |                |                   |
| =====                          |                  |                   |                 |                |                   |
| <u>Non-Departmental</u>        |                  |                   |                 |                |                   |
| Work Orders - Utility          | 206,000.00       | ( 309.30)         | 80,700.26       | 39.17          | 125,299.74        |
| TOTAL Non-Departmental         | 206,000.00       | ( 309.30)         | 80,700.26       | 39.17          | 125,299.74        |
| <u>Contract Work</u>           |                  |                   |                 |                |                   |
|                                | 500.00           | 0.00              | 0.00            | 0.00           | 500.00            |
| TOTAL Contract Work            | 500.00           | 0.00              | 0.00            | 0.00           | 500.00            |
| <u>Taxes - SS/Medicare</u>     |                  |                   |                 |                |                   |
|                                | 37,500.00        | 4,386.46          | 31,170.58       | 83.12          | 6,329.42          |
| TOTAL Taxes - SS/Medicare      | 37,500.00        | 4,386.46          | 31,170.58       | 83.12          | 6,329.42          |
| <u>Operations</u>              |                  |                   |                 |                |                   |
|                                | 297,750.00       | 17,325.82         | 230,619.52      | 77.45          | 67,130.48         |
| TOTAL Operations               | 297,750.00       | 17,325.82         | 230,619.52      | 77.45          | 67,130.48         |
| <u>Maintenance</u>             |                  |                   |                 |                |                   |
|                                | 286,000.00       | 23,698.36         | 263,804.24      | 92.24          | 22,195.76         |
| TOTAL Maintenance              | 286,000.00       | 23,698.36         | 263,804.24      | 92.24          | 22,195.76         |
| <u>Customer Accts Expenses</u> |                  |                   |                 |                |                   |
|                                | 123,000.00       | 10,610.44         | 91,900.08       | 74.72          | 31,099.92         |
| TOTAL Customer Accts Expenses  | 123,000.00       | 10,610.44         | 91,900.08       | 74.72          | 31,099.92         |

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)



CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

63 -Sewer Fund

| SUMMARY                             | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <u>Admin &amp; General Expenses</u> |                  |                   |                 |                |                   |
|                                     | 487,250.00       | 32,829.13         | 327,249.73      | 67.16          | 160,000.27        |
| TOTAL Admin & General Expenses      | 487,250.00       | 32,829.13         | 327,249.73      | 67.16          | 160,000.27        |
| <u>Taxes &amp; Depreciation</u>     |                  |                   |                 |                |                   |
|                                     | 362,000.00       | 0.00              | 0.00            | 0.00           | 362,000.00        |
| TOTAL Taxes & Depreciation          | 362,000.00       | 0.00              | 0.00            | 0.00           | 362,000.00        |
| <u>Transfers</u>                    |                  |                   |                 |                |                   |
|                                     | 10,900.00        | 2,965.00          | 8,742.50        | 80.21          | 2,157.50          |
| TOTAL Transfers                     | 10,900.00        | 2,965.00          | 8,742.50        | 80.21          | 2,157.50          |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL EXPENDITURES                  | 1,810,900.00     | 91,505.91         | 1,034,186.91    | 57.11          | 776,713.09        |
| <hr/>                               |                  |                   |                 |                |                   |
| REVENUES OVER/(UNDER) EXPENDITURES  | ( 74,550.00)     | 110,649.01        | 342,600.57      | 0.00           | ( 417,150.57)     |
| <hr/>                               |                  |                   |                 |                |                   |

\*\*\* END OF REPORT \*\*\*

\*\*\* END OF REPORT \*\*\*

\*\*\* END OF REPORT \*\*\*

\*\*\* END OF REPORT \*\*\*

\*\*\* END OF REPORT \*\*\*

\*\*\* END OF REPORT \*\*\*

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense Reports 2022-09 (9295 : Consider placing the September 2022 Revenue &amp; Expense Reports on file)

# Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ \_\_\_\_\_

Application Date: 8-19-2022

☐ Town ☐ Village ☒ City of Merrill

County of Lincoln

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning Nov 5<sup>th</sup> 2022 and ending Nov 5<sup>th</sup> 2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

## 1. Organization (check appropriate box) →

- ☐ Bona fide Club ☐ Church ☒ Lodge/Society  
☐ Chamber of Commerce or similar Civic or Trade Organization  
☐ Veteran's Organization ☐ Fair Association

(a) Name Merrill Historical Society

(b) Address 100 E Third Street Merrill, WI 54452  
 (Street) ☐ Town ☐ Village ☒ City

(c) Date organized 1978

(d) If corporation, give date of incorporation 1978

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President Bea Lebel

Vice President Maria Weckwaite

Secretary David Johnson

Treasurer Pat Burg

(g) Name and address of manager or person in charge of affair: Lyan Schwartzman 715-218-7310  
401 E. Third Street Merrill, WI 54452

## 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 100 E Third Street

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? \_\_\_\_\_

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

## 3. Name of Event

(a) List name of the event Merrill Historical Society Trivia Contest

(b) Dates of event November 5<sup>th</sup>, 2022

## DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer \_\_\_\_\_  
 (Signature/date)

Officer \_\_\_\_\_  
 (Signature/date)

Date Filed with Clerk 8/18/2022

Date Granted by Council \_\_\_\_\_

Merrill Historical Society  
 (Name of Organization)  
 Officer Patricia Burg  
 (Signature/date)

Officer \_\_\_\_\_  
 (Signature/date)

Date Reported to Council or Board \_\_\_\_\_

License No. 09499



# Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10 - pa 9/16/22

Application Date: 9-16-2022

☐ Town ☐ Village ☒ City of Merrill

County of Lincoln

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning Nov 12, 2022 and ending Nov 12, 2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

## 1. Organization (check appropriate box) →

- ☐ Bona fide Club ☐ Church ☒ Lodge/Society  
☐ Veteran's Organization ☐ Fair Association or Agricultural Society  
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Merrill Historical Society

(b) Address 100 E Third St Merrill, WI 54452  
 (Street) ☐ Town ☐ Village ☒ City

(c) Date organized 1978

(d) If corporation, give date of incorporation 1978

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President Ben Lebal

Vice President Mike Weckworth

Secretary David Johnson

Treasurer Pat Burg

(g) Name and address of manager or person in charge of affair: Ryan Schwetzman 715-218-7310  
 401 E. Third St Merrill, WI 54452

## 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 303 N. Sales St. Expo Center

(b) Lot Block

(c) Do premises occupy all or part of building?

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

## 3. Name of Event

(a) List name of the event GLCW Presents Fall Brawl

(b) Dates of event Saturday, Nov. 12, 2022

## DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Patricia A. Burg 9-16-2022 Merrill Historical Society  
 (Signature / Date) (Name of Organization)

Date Filed with Clerk 9/16/22

Date Reported to Council or Board

Date Granted by Council

License No. 09545



Attachment: Logo (9287 : Consider approval of th new City of Merrill logo)

## Share Your Thoughts on the City of Merrill's Future Logo!

Merrill is a great place to raise a family, work and play. To get the message out, the city is refreshing its brand to appeal to families, young professionals and mid-level workers. This includes updating Merrill's logo with a more contemporary look that's reflective of our natural resources, welcoming community and small-town charm. Our logo will be displayed in many ways – on a website, an app, printed materials, signage and more. We'd like your feedback on the City's future logo that's still in the works.

*This survey is anonymous. Please answer the following:*

What county do you reside in? \_\_\_\_\_

Age? \_\_\_\_\_

Are you male or female? \_\_\_\_\_

*Please review the following logo:*



1. What part of this logo is your eye drawn to?

---



---

2. What comes to mind when you look at this logo?

---



---

3. What comes to mind when you read the tagline, *More to Life*?

---



---

4. What do you think the flowing green and blue represent in the "M" behind our name?

---



---

5. Overall, what best describes your feelings about this logo? (*Circle One*)

- A. Like it very much
- B. Like it somewhat
- C. Feel neutral about it
- D. Dislike it somewhat
- E. Dislike it very much

6. How visually appealing is this logo?

- A. Extremely appealing
- B. Very appealing
- C. Somewhat appealing
- D. Not so appealing
- E. Not at all appealing

7. How unique is this logo?

- A. Extremely unique
- B. Very unique
- C. Somewhat unique
- D. Not so unique
- E. Not at all unique

8. Do you see the letter “M” in the background?

- A. Yes
- B. No

9. How friendly is the typeface treatment of the name “Merrill”?

- A. Extremely friendly
- B. Very friendly
- C. Somewhat friendly
- D. Not so friendly
- E. Not at all friendly

10. Does the tagline, *More to Life*, reflect the integration of Merrill’s natural resources and small-town charm?

- A. Extremely reflective
- B. Very reflective
- C. Somewhat reflective
- D. Not so reflective
- E. Not at all reflective

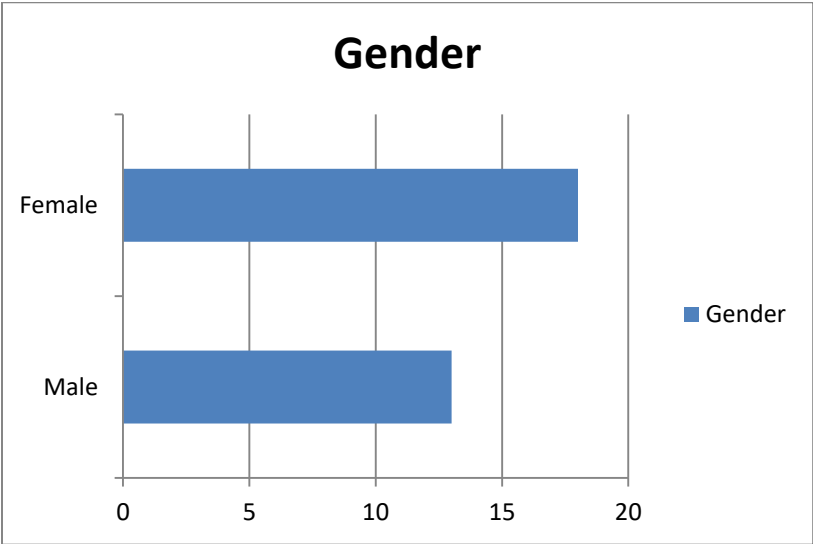
**Thank you for your feedback. We appreciate it!**

**Responses on City's Proposed Logo – (Aged 45 and up, male and female)**

- 31 surveys collected at Community Night Out.

Females: 18

Males: 13

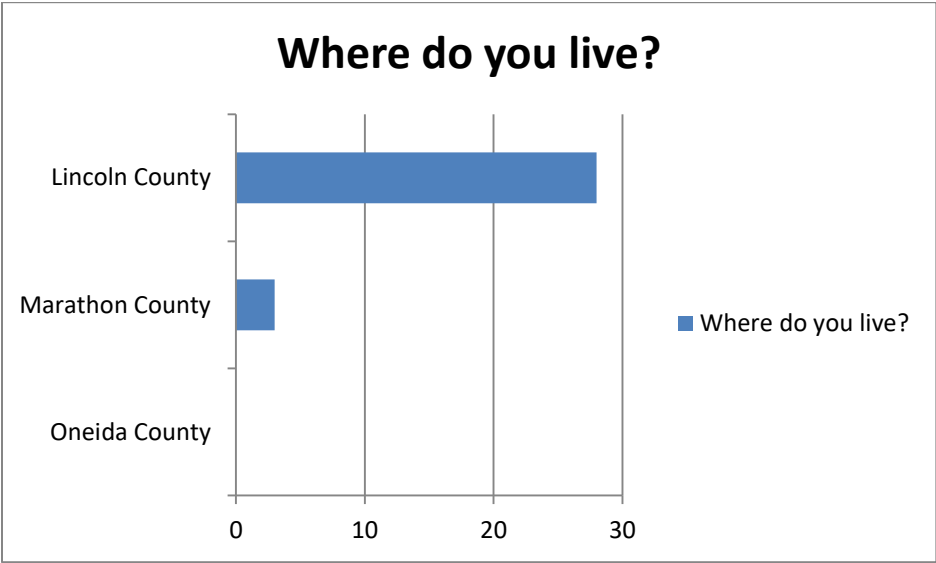


**Where do you reside?**

Lincoln – 28

Marathon – 3

Oneida – 0



I did not rewrite individual responses, but they were similar to what our target market noted.

**1. What part of this logo is your eye drawn to?**

**2. What comes to mind when you look at this logo?**

**3. What comes to mind when you read the tagline, *More to Life*?**

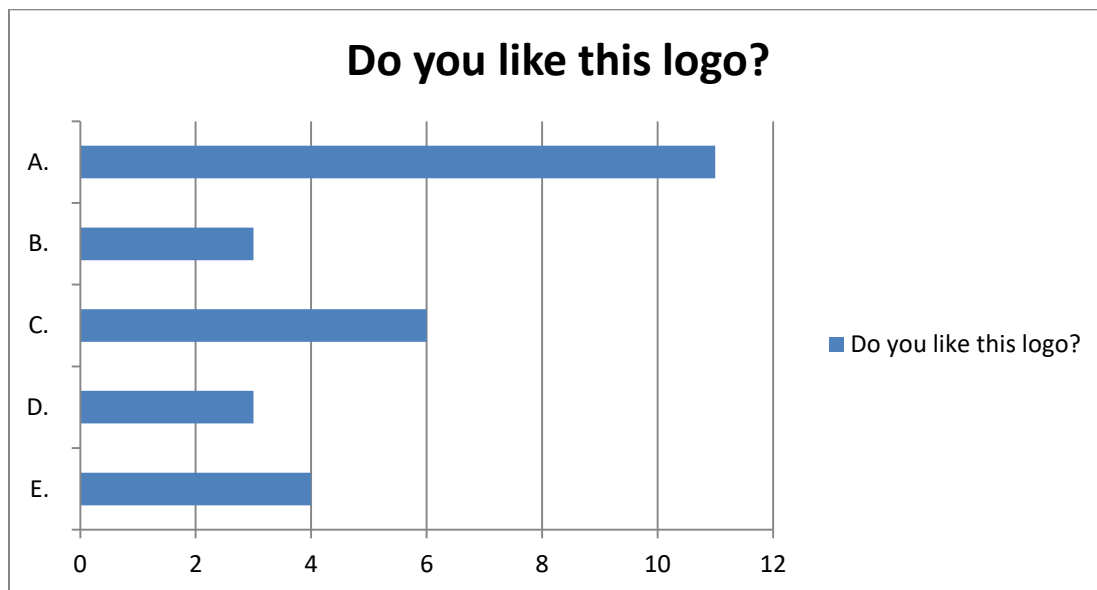
**4. What do you think the following green and blue represent in the “M” behind our name?**

Four respondents did not complete the multiple choice questions, as they forgot to turn the page.

[Scoring: A = most favorable, E= dislike very much; or not all.]

**5. Overall, what describes your feelings about this logo?**

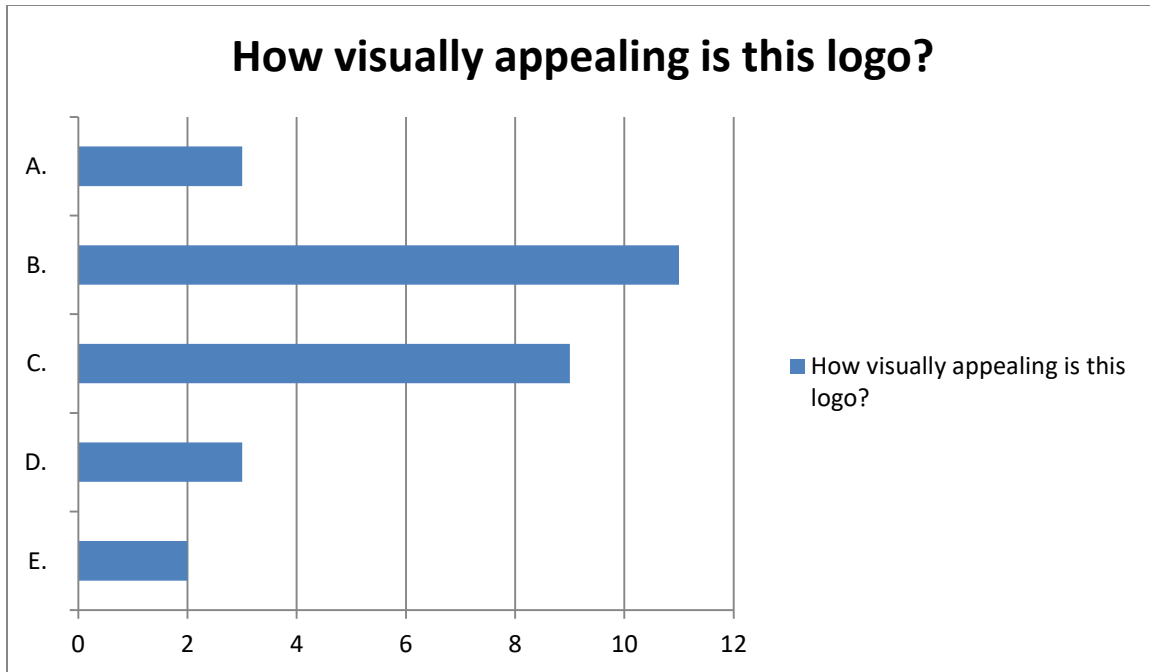
- A. 11
- B. 3
- C. 6
- D. 3
- E. 4



**6. How visually appealing is this logo?**

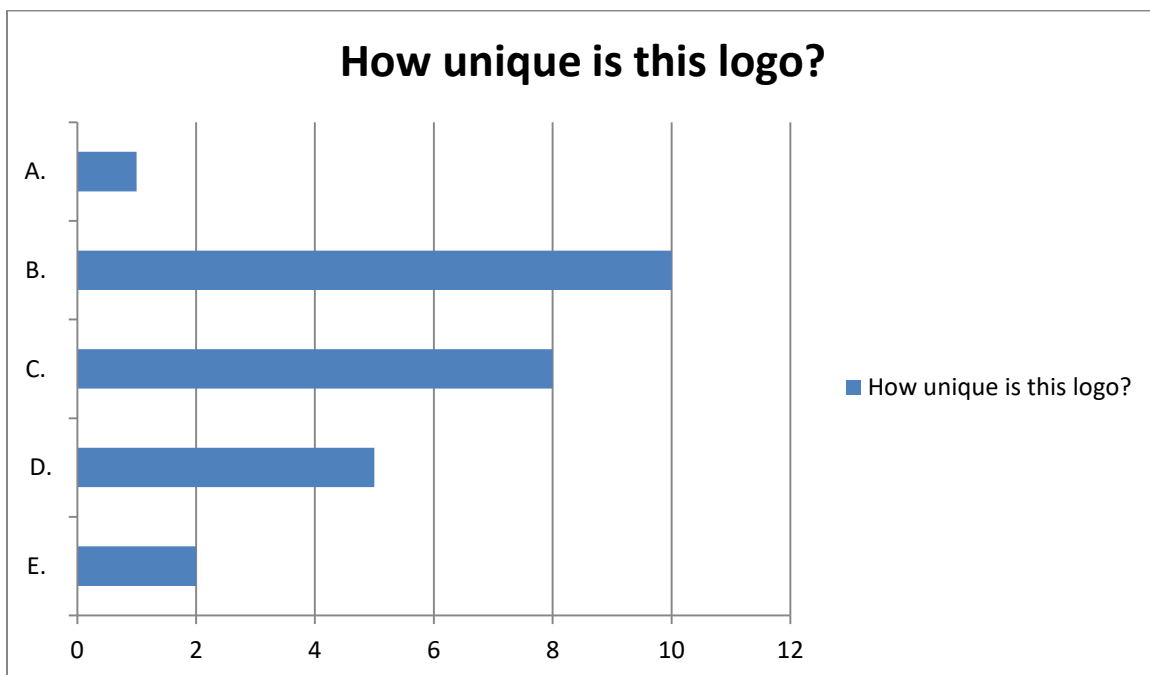
- A. 3
- B. 11
- C. 9
- D. 3
- E. 2





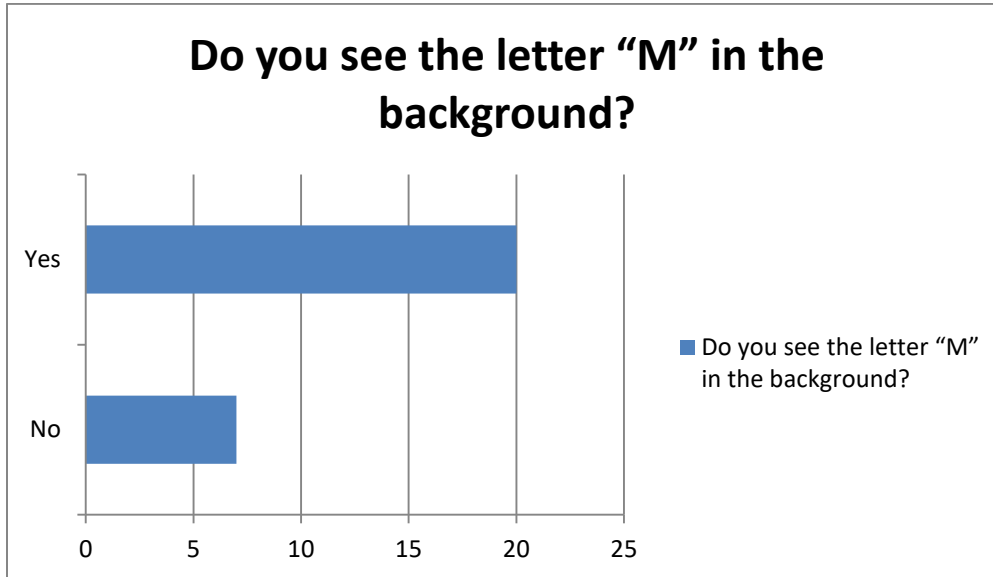
#### 7. How unique is this logo?

- A. 1
- B. 10
- C. 8
- D. 5
- E. 2



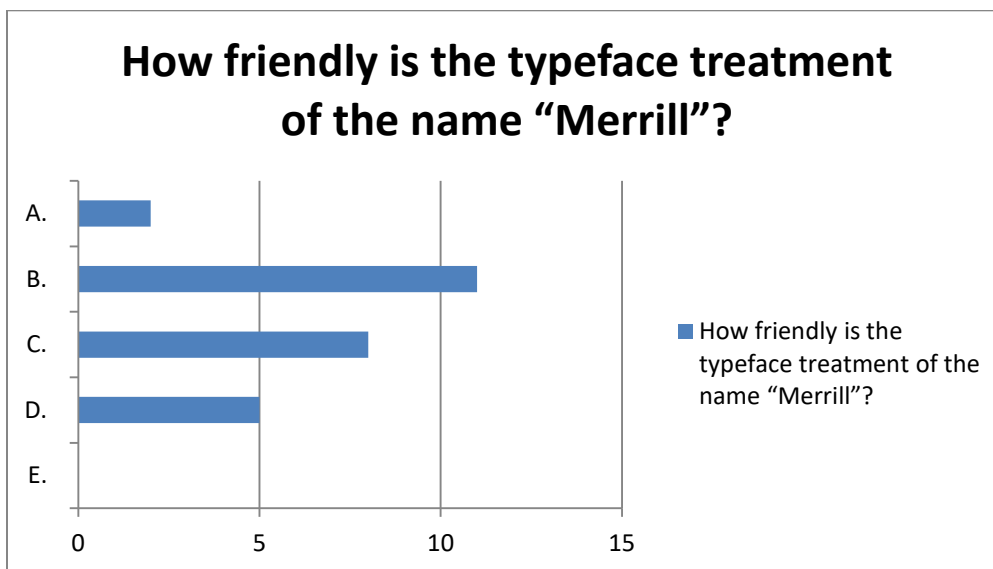
**8. Do you see the letter “M” in the background?**

- A. 20
- B. 7



**9. How friendly is the typeface treatment of the name “Merrill”?**

- A. 2
- B. 11
- C. 8
- D. 5
- E. 0

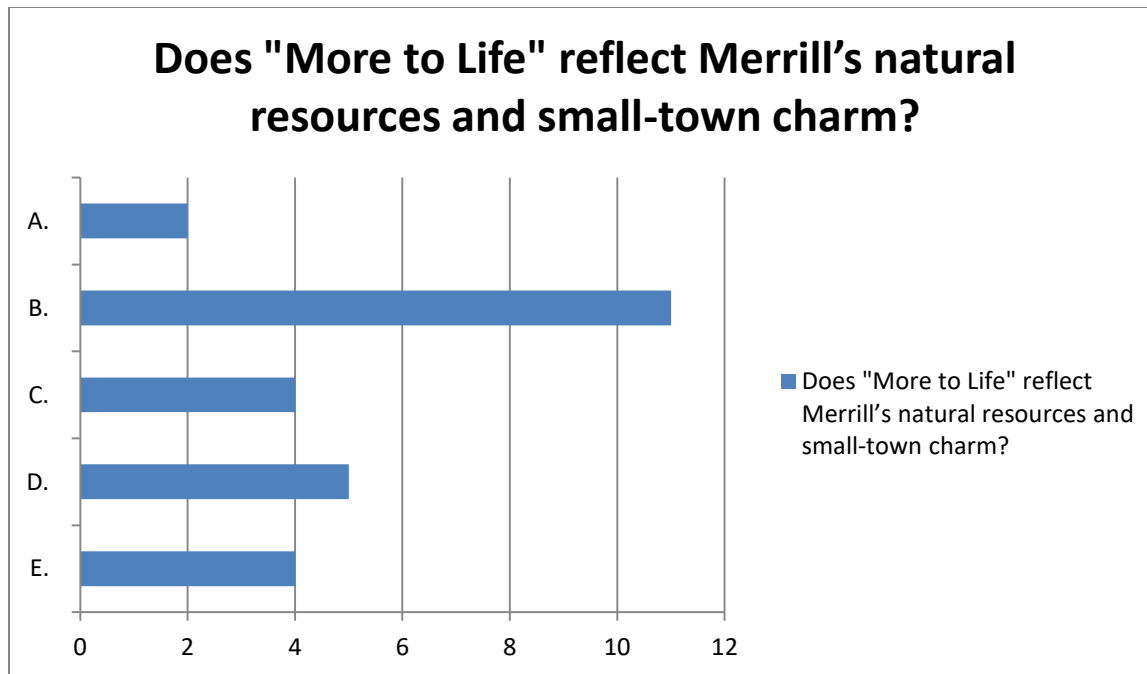


10. Does the tagline, More to Life, reflect the integration of Merrill's natural resources and small-town charm?

- A. 2
- B. 11
- C. 4
- D. 5
- E. 4

- **Comment:**

- Didn't see the M until it was pointed out. (2xs)
- The m should be M.

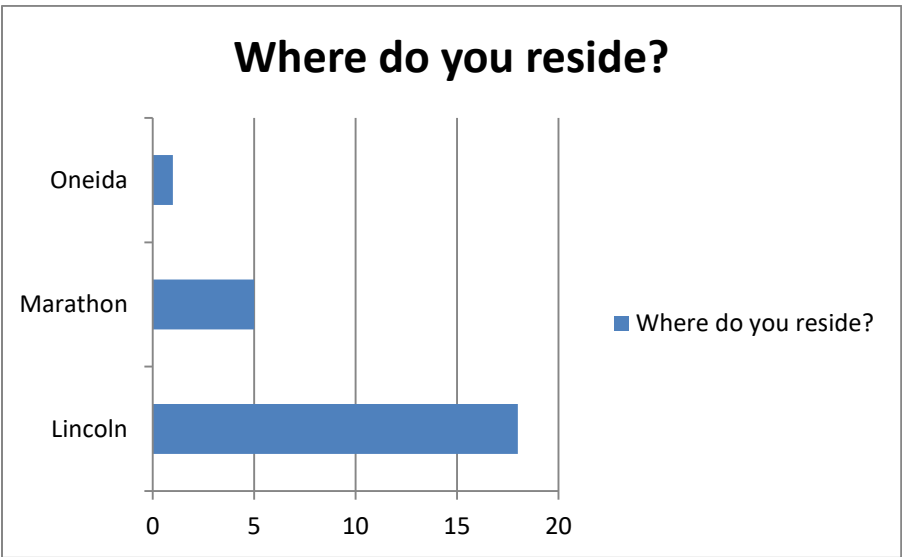
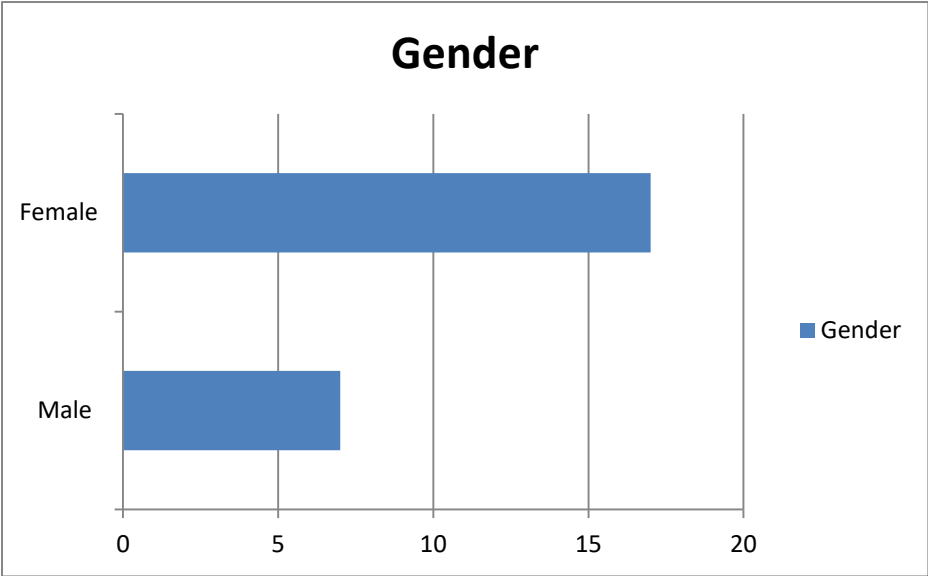


# Responses on City’s Proposed Logo – Target Market (Aged 24-45, Male and Female)

- 24 surveys collected at Community Night Out.

Females: 17

Males: 7



## Where do you reside?

Lincoln – 18

Marathon – 5

Oneida – 1

### 1. What part of this logo is your eye drawn to?

- Merrill
- Not much
- More to Life
- More to Life
- More to Life
- The dark blue "Merrill."
- I like the green/blue nature-looking "M."
- Swirly "M" in the back.
- The bold Merrill and the design in back gives it movement.
- Merrill
- Merrill and the green/blue wave "M"
- The blue swish.
- The blue smile.
- M
- All of it! Change is good.
- The big "M" in the background.
- The blue Merrill.
- M wave.
- M wave.
- The swivel
- Merrill and the swirl
- The green swirl
- The word Merrill
- Simplistic style

### 2. What comes to mind when you look at this logo?

- Doctor
- Pure Michigan
- Water
- Hopefully more service.
- UP Service
- A business
- I do not like the "More to Life." Maybe "Experience Merrill" instead. Has a negative undertone.
- Not sure.
- Movement
- Rivers and hills
- Modern
- Water company

- Water
- Trails and rivers, elderly
- River Bend Trail
- Water
- Not sure
- Water/river
- Water/waves/river
- Mountains and lake
- Water.
- Mountains and glaciers.
- Nothing really
- Dislike “M” being a different font size.

### 3. What comes to mind when you read the tagline, *More to Life*?

- Not sure
- Not much
- Community!
- Hopefully more services for lower class.
- I think the community struggles to truly support “lower class” generational poverty and outsiders. If we are going to be more to life, then we need to active and supportive of all humans.
- It is confusing.
- Tacky. Change “More to Life” in the logo and come up with a different message.
- Not sure what “More to Life” means.
- Opportunity
- Explore, fun, activities
- Opportunity, family, quality
- Like what?
- Examples? Sterile?
- Trying to better one.
- There are things to do.
- Adventure
- More to come
- Going places; Needs capital M in Merrill.
- Retirement community.
- Generic. Feel it could be more personalized to Merrill.
- A retirement home.
- A little confused on what it means.
- Community and activities

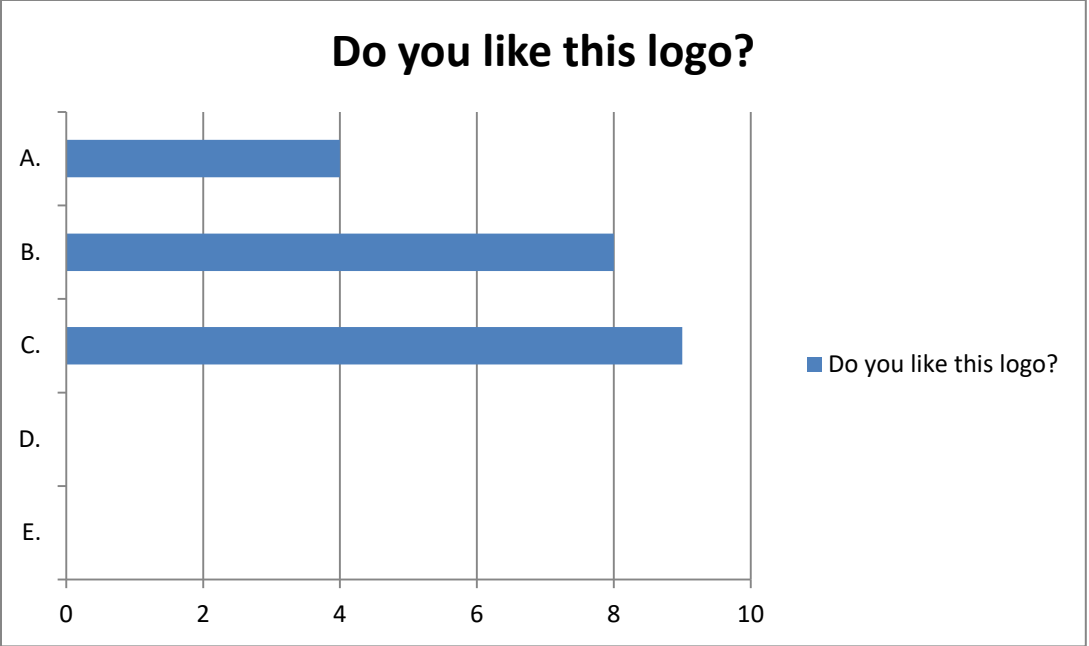
**4. What do you think the following green and blue represent in the “M” behind our name?**

- Parks and water
- I like the current logo.
- Hills and water
- I’m not sure.
- Calming
- Land and water
- “M” is great!
- Water
- Movement
- River and trails
- I like it. I didn’t realize it was an “M” at first. Seemed more like a scenic landscape (hills).
- Don’t like the shade of green
- Not sure. The green looks like stale water in August.
- Trails and river
- Parks and water
- A river?
- I like it.
- Water/river
- I like the wave to it.
- Mountains and lake.
- Flow of nature.
- Reminds me of the 90s cups.
- I like the flowing “M”

*(Three respondents did not complete the multiple choice questions, as they forgot to turn the page.)*

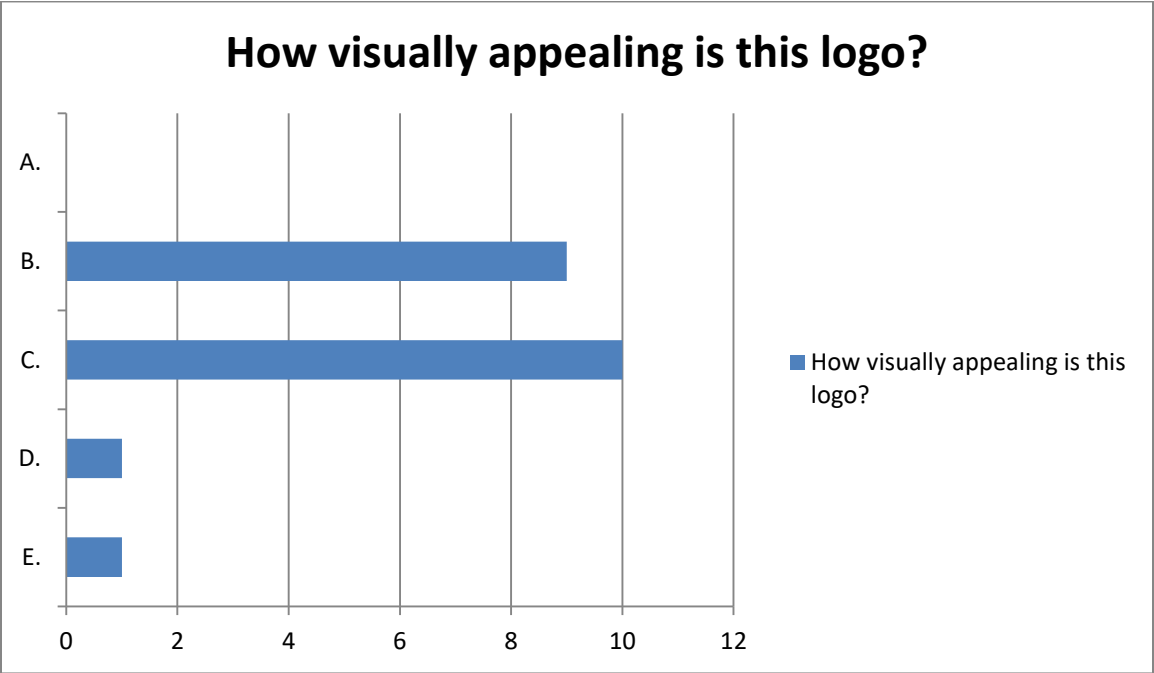
**5. Overall, what describes your feelings about this logo?**

- A. 4
- B. 8
- C. 9
- D. 0
- E. 0



**6. How visually appealing is this logo?**

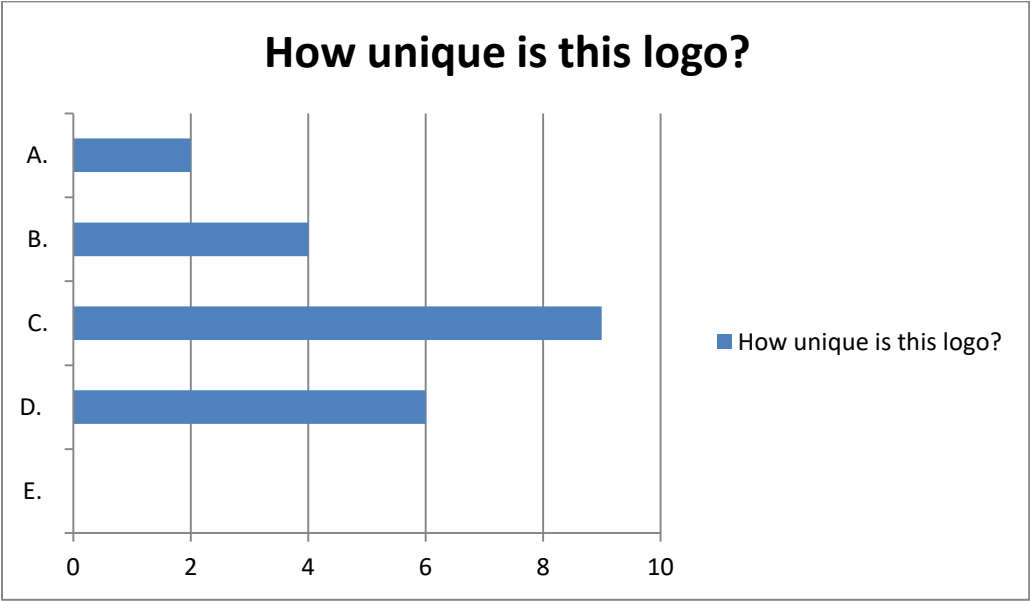
- A. 0
- B. 9
- C. 10
- D. 1
- E. 1





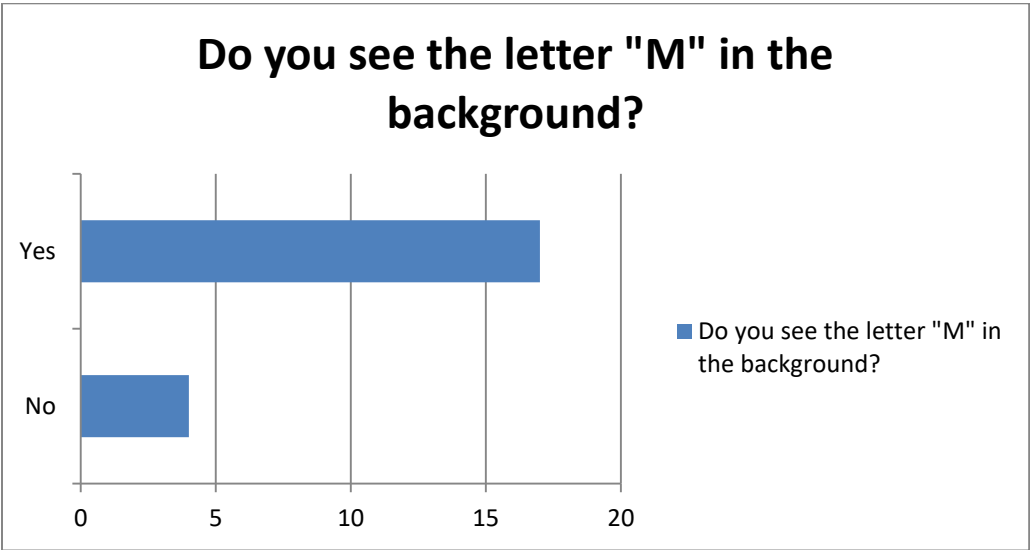
7. How unique is this logo?

- A. 2
- B. 4
- C. 9
- D. 6
- E. 0



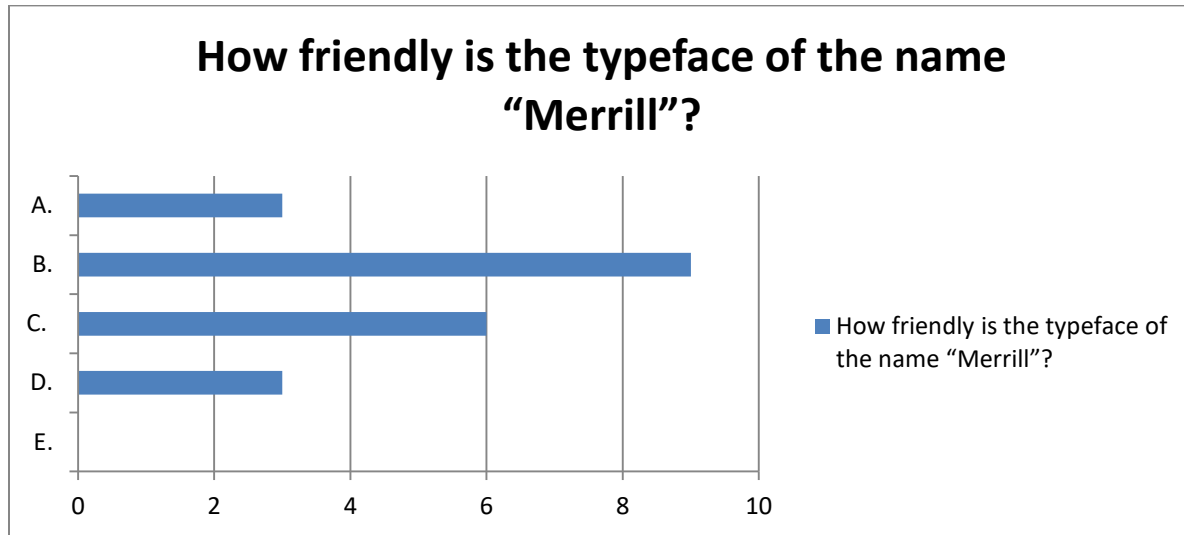
8. Do you see the letter "M" in the background?

- A. 17
- B. 4



9. How friendly is the typeface treatment of the name “Merrill”?

- A. 3
- B. 9
- C. 6
- D. 3
- E. 0

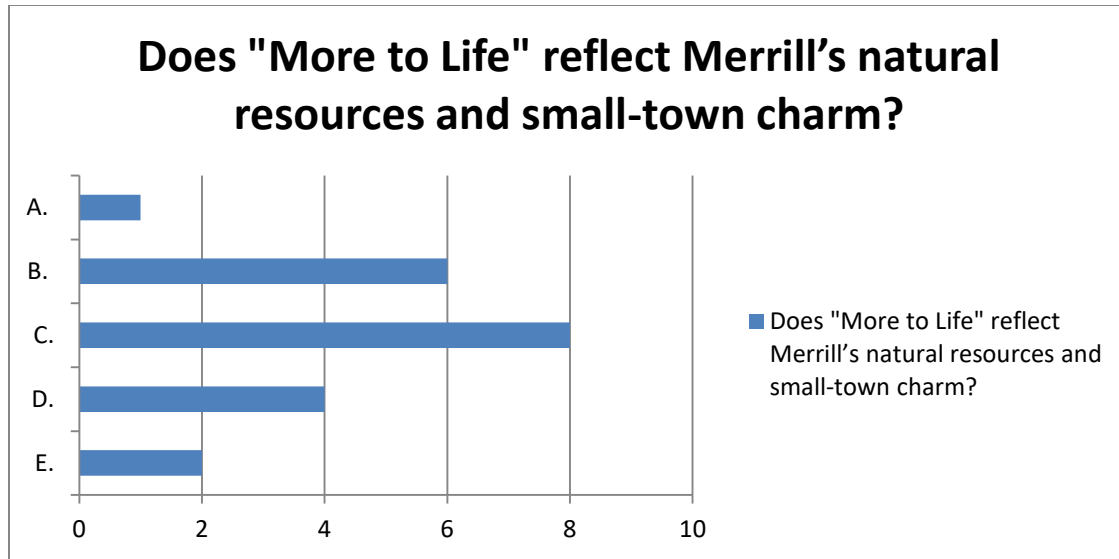


10. Does the tagline, *More to Life*, reflect the integration of Merrill’s natural resources and small-town charm?

- A. 1
- B. 6
- C. 8
- D. 4
- E. 2

- **Comment:**

- Not so reflective, but will help us get there.



## CITY OF MERRILL CONSULTANT – COMMUNICATIONS SPECIALIST AGREEMENT

**THIS AGREEMENT**, made and entered into by and between the City of Merrill, a municipal corporation (“City”) and Chantel Kuczmarski (“Communications Specialist”), is subject to the terms and conditions set forth herein:

### I. DUTIES AND RESPONSIBILITIES

The CONSULTANT - COMMUNICATIONS SPECIALIST, is responsible for communications that consistently and adequately inform Merrill community residents and local businesses about issues, programs and initiatives that will have a direct impact on them or their neighborhoods and to regularly engage individuals in open and meaningful dialogue. Work is performed in accordance with department policies and procedures and with related state legislation. Exercises considerable independent judgment and receives general supervision from the City Administrator and Marketing Committee. Involves considerable contact with City and County Departments, local businesses and the general public. This position is a work-for-hire consultant position. The Consultant Communications Specialist is an independent contractor.

**EXAMPLES OF DUTIES:** Provides a central point of contact for City internal and external communications effort; Intentionally and clearly communicate policies, programs and processes to the community; Create a process for gaining community feedback and ensuring their voices are heard and considered; Ensures consistent processes are followed; Supports the Merrill community in developing, reviewing, editing and translating of communication materials, including public relations/media relations coordination and engagement; Works with the Marketing Committee and City Departments to identify projects, stories and messages that are engaging, motivating and high quality, and which communicate impact and showcase the efforts of the Merrill community government, business community and residential community; Establishes and maintains positive relationships with media contacts; Monitors media coverage of the Merrill community, and coordinates interviews for appropriate City spokespeople; Vets major issue and incident communications with assigned City personnel prior to public announcement; Contributes to identifying new and creative ways to enhance the visibility and outreach of the efforts of the Marketing Committee and City Departments; Supports the Marketing Committee and City Departments with the creation and/or delivery of communications activities and products such as written content, newsletters, social posts and events, related to the work of the Merrill community; Navigates the dissemination of communications in an accurate and timely manner through multiple channels (website, social, PR, meeting, etc.); Ensures that all communication materials synergize with the Marketing Committee communications strategies and branding; Ensures all communication material is targeted at agreed audiences and delivers agreed key messages; Documents learnings and build a ‘library’ of communication materials; Other duties may be necessary to fulfill the responsibilities of this position.

### II HOURS OF WORK

Work will be performed mostly remotely and independently, with a minimum of one day per week in the office at Merrill City Hall. Work hours are normally during regular business hours with a maximum of 30 hours weekly. Travel expenses between home and City Hall are the responsibility of the Communications Specialist.

### III COMPENSATION

For the services rendered pursuant to this agreement the City will provide Communications Specialist with an hourly rate of Thirty-Five Dollars (\$35). Payment will be made on a bi-weekly basis. A record of hours worked will be submitted to the Payroll/Benefits Coordinator by noon on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month for payment.

### IV WORK PRODUCT OWNERSHIP

All work product created under this agreement by the Communications Specialist shall become the property of the City of Merrill exclusively.

### V TERM/TERMINATION

This agreement will become effective \_\_\_\_\_, 2022, and will continue in full force and effect until either party gives the other party at least thirty (30) days prior written notice of termination.

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands and seals the day and year so noted.

### CITY OF MERRILL

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

BY: \_\_\_\_\_  
Steve Hass, Mayor

By: \_\_\_\_\_  
Chantel Kuczmarski, Communications Specialist

BY: \_\_\_\_\_  
Lori Anderson-Malm, City Clerk

## REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: Tuesday, September 27, 2022

Request by: Finance Director Kathy Unertl

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

**Consider amendment to Group Health Insurance Incentive Plan – Part-Time Employees (Section 14-5-2 Employee Handbook):**

So it is not delayed in the entire Employee Handbook review, requesting policy amendment related to two part-time employees (i.e. one in Enrichment Center and one Library).

There are currently four City employees working 30 or more hours per week whom are eligible for City Group Health Insurance coverage. Two have City health insurance coverage and two have waived City health insurance coverage.

For equity of City employees, recommend that the two part-time employees to receive pro-rated health incentive payment.

14-5-2 Group Health Insurance Incentive Plan. In the event that any ~~full-time~~ employee eligible for the City's group health insurance program obtains coverage under another health insurance plan through the employee's spouse or family member not sponsored by the City, and the employee provides written evidence of such other coverage and declines coverage under the City's group health insurance program, the City will pay ~~the full-time~~ employees \$3,000 (\$250 per month) if the employee would have been eligible for the family group health insurance plan or \$1,500 (\$125.00 per month) if the employee would have been eligible for the single group health insurance plan as an incentive. **Part time employees are eligible for pro-rated amounts.** Such incentive payment is paid **annually** by the City at the same time that longevity payments are made under Section 6-9 of this manual.

Request date: 9/16/2022

# CITY OF MERRILL



## PERSONNEL POLICIES

### *Employee Handbook*

*April 8, 2022*

# **EMPLOYEE HANDBOOK** Add page numbers to each page.

## **TABLE OF CONTENTS**

### **DEFINITIONS**

Definitions

### **INTRODUCTORY MATTERS**

General Policy Statement

1. Introduction
2. Purpose and Scope
3. Organization and Administration

### **OPERATIONS**

4. Position and Administration
5. Recruitment and Selection & Checklists
6. Compensation Administration
7. Scheduled Hours and Overtime List out sections
8. Employment Conversion to Part-time Status, Continuance, Layoff, And Recall from Layoff
9. Employment Termination
10. Records Management

### **CONFLICT OF INTEREST**

11. Conflict of Interest

### **LEAVES**

12. Paid Leaves
  - 12-1 Eligibility
  - 12-2 Vacation
  - 12-3 Sick Leave
  - 12-4 Funeral Leave
  - 12-5 Paid Holidays/Personal Days
  - 12-6 Holiday Compensation – Non-Union Police and Fire Personnel
  - 12-7 Disability Leave
  - 12-8 Family and Medical Leave Act
  - 12-9 Jury Duty
  - 12-10 Military Service Provisions
  - 12-11 Donation of Time
  - 12-12 Donation Policy
13. Unpaid Leaves
  - 13-1 Purpose and Policy
  - 13-2 Military Leave of Absence
  - 13-3 Other Personal Leaves
  - 13-4 Family Medical Leave (FMLA)



## **EMPLOYEE BENEFITS**

- 14. Fringe Benefits
  - 14-1 Purpose
  - 14-2 General Eligibility
  - 14-3 Pension
  - 14-4 Social Security
  - 14-5 Group Health Insurance Program
  - 14-6 Group Dental Insurance Program
  - 14-7 Unemployment Compensation
  - 14-8 Worker's Compensation
  - 14-9 Deferred Compensation
  - 14-10 Life Insurance
  - 14-11 New Payroll Deductions
  - 14-12 Long-term Disability Insurance
- 15. Employee Assistance
  - 15-1 Purpose
  - 15-2 Program Objectives
  - 15-3 Administrative Structure
  - 15-4 Coordinator Responsibilities
  - 15-5 Management Responsibilities

## **DISCIPLINARY POLICY**

- 16. Disciplinary Action – Work Rules
  - 16-1 Reasons for Disciplinary Action
  - 16-2 Documentation
  - 16-3 Employee Warning Notice
- 17. Discipline Policy
- 18. Grievance Procedure

## **WORKPLACE SAFETY/PROTECTIONS**

- 19. Workplace Protections
- 20. Zero Tolerance (Violence) Policy
- 21. Zero Tolerance (Weapons) Policy
- 22. Sexual Harassment
  - Employee/Supervisor Reporting Form – Workplace Safety Report Investigation Form

## **MISCELLANEOUS CONDITIONS OF EMPLOYMENT**

- 23. Miscellaneous
  - 23-1 Purpose
  - 23-2 Employment Status
  - 23-3 Public Service Mission
  - 23-4 Dress and Grooming
  - 23-5 Use of Equipment
  - 23-6 City Vehicles

- 23-7 Use of City Telephone
- 23-8 Use of Personal Cell Phone/Mobile Devices
- 23-9 Computer/Electronic Use Policy
- 23-10 Electronic Media and Social Media Policy
- 23-11 Inclement Weather
- 23-12 Travel Policy
- 23-13 Travel, Lodging and Meal Reimbursement
- 23-14 Mileage
- 23-15 Lodging
- 23-16 Meals
- 23-17 Auto Insurance
- 23-18 Smoking
- 23-19 Licenses and Certifications
- 23-20 Non-Union Police Personnel
- 23-21 Non-Union/Non-Exempt Personnel – Call-Time and Shift Differential
- 23-22 Non-Union Fire Personnel

## **DEFINITIONS**

### ***Definitions***

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

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

**COMPENSATION PLAN.** The document outlining all positions in the City service and a system showing compensation and position relationships.

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

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

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

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

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

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

**EMPLOYMENT DATE.** The date a full-time or part-time employee begins City employment

**ENTRY LEVEL PAY RATE.** The rate at which an individual not currently on the payroll is generally to be paid, generally starting at Step 1.

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

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

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

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

**NON-EXEMPT EMPLOYEE.** A City employee subject to the overtime rules and regulations of the ~~Fair Labor Standards Act~~ (FLSA).

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

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

**POSITION DESCRIPTION (Job Description).** A written description of all the major duties, ~~and~~ responsibilities, and requirements of a specific position.

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

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

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

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

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

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

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

## INTRODUCTORY MATTERS

### *GENERAL POLICY STATEMENT*

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

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

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

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

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

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

## INTRODUCTORY MATTERS

### *INTRODUCTION*

#### 1-1 CITY OF MERRILL EMPLOYEE TEAM VALUES.

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

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

#### 1-2 CITY OF MERRILL EMPLOYEE TEAM PRINCIPLES.

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

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

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

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

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

#### 1-3 CITY OF MERRILL NINE TOOLS OF CIVILITY.

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

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

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

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

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

1-3-6 **Be Agreeable.** Look for opportunities to agree; don't contradict just to do so.

1-3-7 **Apologize.** Be sincere and repair damaged relationships.

1-3-8 **Give Constructive Criticism.** When disagreeing, stick to the issues and don't make a personal attack.

1-3-9 **Take Responsibility.** Don't shift responsibility and blame onto others.

## **INTRODUCTORY MATTERS**

### ***PURPOSE AND SCOPE***

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

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

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

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

- 2-3-1 Definition of "Employer Resources": Employees may not use employer resources for political activities. Employer resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards, and other public spaces.
- 2-3-2 Definition of "Political" Activities: Partisan "political" activities must be conducted independent of your role as an employee. The following guidelines are not exhaustive, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the "political" activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities:
  - a) Using working hours or employer resources to solicit money or signatures, or to make political contributions;
  - b) Using non-working hours to solicit contributions, signatures or services from other employees who are on work time;
  - c) Posting political materials in areas open to the public (generally, individual work stations that are not available to the public are exempt from this restriction);
  - d) Using the employer's mailing address as the return address for political solicitations;

- e) Providing employee mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of employer mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);
- f) Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;
- g) Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violates the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

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

**2-5 EXCLUSIONS.** In addition to persons represented by collective bargaining units, persons in other employment or quasi-employment positions within the City organization may also be excluded from one or more of the provisions of this Handbook. Persons in the following capacities are excluded from these provisions:

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

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

## **INTRODUCTORY MATTERS**

### ***ORGANIZATION AND ADMINISTRATION***

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



organization and assignment of responsibilities.

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

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

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

- 3-4-1 Acts to approve the Departmental Organization as set forth in the adopted version of the Annual City Budget.
- 3-4-2 Authorizes the creation of any new classified positions.
- 3-4-3 Confirms Department Head appointments, promotions and terminations, except as otherwise provided for by Ordinance or State Statute.
- 3-4-4 Approves the compensation policy for non-represented employees and all labor agreements.
- 3-4-5 Reviews and approves City personnel policies, including amendment of this handbook. Any changes to this handbook may be done by resolution.
- 3-4-6 Delegates such duties and responsibilities as necessary.

## **OPERATIONS**

### **POSITION AND ADMINISTRATION**

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

**4-2 ORGANIZATION CHARTS.** The City Administrator maintains Organization Charts listing the authorized positions and the functional relationship of positions with the City organizational structure. The City Administrator presents the Organization Charts for inclusion in the City Budget.

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

**4-3 RESIDENCY.**

- (a) Residency requirements apply to all law enforcement personnel, fire personnel and the Water Utility Operations Manager, hired after July 1, 2013. Such personnel shall reside within 15 miles of the jurisdictional boundaries of the City of Merrill no later than the end of their probationary period, unless covered by contractual language.
- (b) Any change in residence for any law enforcement personnel, fire personnel and the Water Utility Operations Manager shall be in conformity with the above residency requirements.

#### 4-4 PROBATIONARY PERIODS.

(a) ***Probationary Period Required.***

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

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

(b) ***Reduction of Probationary Period.*** At any time during the probationary period, the Personnel and Finance Committee or City Administrator may reduce the probationary period.

(c) ***Dismissal During Probationary Period.*** During the Probationary Period, the employee has the obligation to demonstrate proper attitudes and abilities for the position for which employed. The employee may be dismissed by the City Administrator without prior notice, hearing, or cause during the Probationary Period. The Personnel and Finance Committee shall be informed of any such dismissal

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

**4-5 PHYSICAL EXAMINATIONS.** New full-time and part-time employees are required to undergo a pre-employment physical and drug testing at City expense after the position is offered, but before the employee begins work, as a condition of employment.

**4-6 BACKGROUND CHECK.** A background check is conducted by the City of Merrill Police Department prior to employment for all new full-time and part-time employees as a condition of employment. The information resulting from the background check is reported to the City Administrator prior to hiring.

**4-7 FULL-TIME.** Persons, filling full-time positions, employed full-time forty (40) or more hours per week, as established by the Common Council action and defined in City ordinances. These persons receive full fringe benefits as specified in this manual. Benefits will be pro-rated for employees working 20 – 39 hour per week, **as applicable.**

**4-8 PART-TIME.** Persons employed less than full-time, in positions established by Common Council action. Those persons receive either pro-rata or no fringe benefits as specified in this manual, **or as required by the State of Wisconsin**

**4-9 LIMITED TERM EMPLOYEES (LTE).** A Limited Term Employee is defined as an employee occupying positions not established by Common Council action. Limited Term Employees are seasonal and temporary employees that have a clear start and end date.

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

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

**4-10 FILLING VACANCIES.** The City Administrator is empowered to authorize or deny the filling of any budgeted position as they become vacant. The City Administrator shall notify the Personnel and Finance Committee of such action.

Upon occasion it is necessary that a City Department shall be in need of an employee to perform certain services for the City, not to exceed 1200 hours per year, and assuming there are sufficient funds in the department's budget to pay for the

same, no Common Council and Committee authorization shall be required.

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

**4-10-1 Existing Authorized Position**

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

When the City Administrator determines that a vacancy exists, the City Administrator shall determine the need for filling the vacancy and act accordingly.

**4-10-2 Newly Created Position/Hire**

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

The authorization of the new position automatically includes authorization to recruit to fill the position.

**4-11 POSITION DESCRIPTIONS.** The City Administrator oversees the development and modification of position descriptions for all positions within the City organization. Department Heads may modify position descriptions or job titles subject to the approval of the City Administrator. The City Administrator maintains current position descriptions for all positions within the City organization.

**4-12 ADDITIONAL HIRING INFORMATION.** For additional information and hiring practices and procedures, please see Merrill Municipal Code #2-191 and Administrative Procedure Manual - Policies and Procedures, chapters entitled *Hiring* and *Hiring Police and Fire with Questionnaire*.

## **OPERATIONS**

### **RECRUITMENT AND SELECTION**

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

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

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

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

**5-5 APPLICATION.** All applications for employment are made on forms meeting State and Federal requirements. Applicants may be required to provide proof and verify statements made on the employment application.

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

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

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

**5-9 SELECTION DEVICES.** The City Administrator is responsible for determining methods to be used to screen applicants for job vacancies, except to the extent reserved to other bodies of the City by ordinance or State Statute (e.g., the Police & Fire Commission). In developing the selection devices, the City Administrator confers with Department Heads and others familiar with the knowledge, skills and abilities required and devices to best measure these factors. Such methods or devices may include, but need not be limited to, one or more of the following:

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

**5-9-7 Pre-employment Physical after initial job offer.**

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

**5-11 NEW EMPLOYEE ORIENTATION.** The orientation of a new employee is the final step in the hiring process. A well-organized orientation program enables new employees to be sure that they are getting all the facts firsthand, increases morale, and contributes to a more positive attitude toward the City.

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

- Phase I -- Payroll and Benefits Specialist
- Phase II -- Department Head

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

**PERSONNEL ORIENTATION CHECKLIST**

(COMPLETED BY: PAYROLL AND BENEFITS SPECIALIST)

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

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

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

|                                                                                                                                                                                       | <u>✓ = Done<br/>Discussed</u>             | <u>✓ = Done<br/>Sign up<br/>Employee</u>  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------|
| 1. W-4 Withholding Tax Form (Federal)                                                                                                                                                 | _____                                     | _____                                     |
| 2. WT-4 Withholding Tax Form (State)                                                                                                                                                  | _____                                     | _____                                     |
| 3. Form I-9 Employment Eligibility Verification<br>**Copy of Passport or Drivers License & another form of ID                                                                         | _____                                     | _____                                     |
| 4. Direct Deposit of Payroll Check<br>** Savings, Checking, Loans as direct deductions – ACH                                                                                          | _____                                     | _____                                     |
| 5. Emergency Contact Form                                                                                                                                                             | _____                                     | _____                                     |
| 6. Life Insurance Application w/booklet<br>** Advise of Coverage for Spouse/Dependents<br>** Additional Employee Coverage                                                             | _____                                     | _____                                     |
| 7. Retirement Form w/booklet<br>** Application for Variable Participation<br>** Additional Contributions Booklet<br>** Beneficiary Designation<br>** Benefit Information Request Form | _____<br>_____<br>_____<br>_____<br>_____ | _____<br>_____<br>_____<br>_____<br>_____ |
| 8. Notice of Change of Standard Sequence                                                                                                                                              | _____                                     | _____                                     |
| 9. Health Insurance Application w/booklet<br>** Creditable Coverage Notice<br>**Health Benefit Exchange – ACA Notice                                                                  | _____<br>_____<br>_____                   | _____<br>_____<br>_____                   |
| 10. Children's Health Insurance Program Notice(CHIPS)                                                                                                                                 | _____                                     | _____                                     |
| 11. Health Insurance Incentive Plan                                                                                                                                                   | _____                                     | _____                                     |
| 12. HSA – Health Savings Account<br>(with High-deductible Insurance)                                                                                                                  | _____                                     | _____                                     |
|                                                                                                                                                                                       | <u>✓ = Done<br/>Discussed</u>             | <u>✓ = Done<br/>Sign up<br/>Employee</u>  |
| 13. Market Place Coverage Options                                                                                                                                                     | _____                                     | _____                                     |
| 14. Wisconsin Deferred Compensation Program                                                                                                                                           | _____                                     | _____                                     |



**DEPARTMENT ORIENTATION CHECKLIST**

(COMPLETED BY: DEPARTMENT HEAD)

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

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

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

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

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

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

***Discuss:***✓ = Done

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



***Provide employee with:***✓ = Done

- |     |                                                                 |     |
|-----|-----------------------------------------------------------------|-----|
| 1.  | Employee's job classification (title)                           | [ ] |
| 2.  | Initial assignment and necessary training                       | [ ] |
| 3.  | Explain/show new employee his/her job                           | [ ] |
| 4.  | Goals of the first few months - what he/she should learn        | [ ] |
| 5.  | Introduce employee to department head                           | [ ] |
| 6.  | Introduce employee to his/her training instructor               | [ ] |
| 7.  | Required Uniforms/Safety Shoe requirements                      | [ ] |
| 9.  | Required tools                                                  | [ ] |
| 10. | Required safety equipment                                       | [ ] |
| 11. | Type of on-the-job training/promotional opportunities available | [ ] |

***(Employee questions, if any):***\_\_\_\_\_  
Employee Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Department Head/Supervisor\_\_\_\_\_  
Date***Return completed and signed form to the Personnel Department.***

## **OPERATIONS**

### **COMPENSATION ADMINISTRATION**

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

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

- 6-2-1 To provide for a competitive compensation structure and practice in order to enhance the recruitment and retention of a fully competent work force.
- 6-2-2 To provide for a high level of internal equity in compensation administration in order to foster the purpose of rewarding and encouraging job performance of a superior or exceptional quality.
- 6-2-3 To be sensitive to the local economy and budget.
- 6-2-4 To recognize the contributions of part-time employees who provide essential City services on a long-term basis often with the same professional qualifications and performance standards as full-time employees.

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

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

#### **6-5 COMPENSATION RANGE ASSIGNMENT.**

- 6-5-1 Compensation for each employee position shall be determined by the position's placement on the approved pay grid which consists of 21 Grades and 11 Steps. The hourly rates on the pay grid shall be adjusted upward by the appropriate percentage amount when an across-the-board pay increase is authorized in the budget and tax levy ordinance..
- 6-5-2 Newly created positions will be placed on the pay grid by completing a Job Description Questionnaire (JDQ), submitting the JDQ to the City Administrator who will review it and notify the Personnel and Finance Committee that the request for classification is being submitted. Once the human resources consultant has completed factoring the position their response will be submitted to the Personnel & Finance Committee and the position will be placed on the pay grid.
- 6-5-3 Positions that change substantially due to a reorganization or new and revised job duties and requirements shall be submitted to the human resources consultant for review utilizing the Classification Review Form. This appeal process may be initiated by the employee or their department head.

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

Administrator.

**6-7 COMPENSATION REVIEW AND ADJUSTMENTS.** The Personnel and Finance Committee may authorize compensation adjustments to employees in accordance with the compensation schedule established in the Compensation Plan **to relieve salary compression and compensate for job market conditions.**

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

- 6-8-1 TRANSFER. When an employee is transferred from one department to another having the same assigned compensation **range grade**, the compensation **range grade and step** in effect for the employee prior to the transfer remains in effect.
- 6-8-2 PROMOTION. When an employee is promoted to a position having a higher assigned compensation **range grade**, the employee is eligible for a compensation adjustment upon promotion. The terms, conditions, and amounts of any such adjustment are approved by the Personnel and Finance Committee. Such adjustment is usually to the closest step in the pay grade of the new position above the employee's compensation before the promotion, **but in no case shall the increase be less than 5%.**
- 6-8-3 DEMOTION. When an employee is demoted to a position having a lower assigned compensation **range grade**, the employee moves to the step in the new assigned compensation **range grade** commensurate with the number of years of employment with the City, subject to review and adjustment by the supervising committee of the position.
- 6-8-4 TEMPORARY CLASSIFICATION. When a Supervisory Employee is absent from his/her position for a period exceeding 20 working days for medical or other reasons (excluding vacations), and if a department employee, as designated by the City Administrator, assumes those duties during that absence, that employee shall be paid at a rate equal **to the step in the supervisory pay grade that provides for at least a 10% pay increase.** ~~to one compensation grade higher than their normal compensation~~. Such additional compensation shall be retroactive to the first day of assumption of additional duties. This adjustment shall cease upon the return to work by the Supervisory Employee. Such temporary classifications will be reviewed by the Personnel and Finance Committee prior to payment.

**6-9 LONGEVITY.** **After five years of continuous employment each non-union employee shall receive an annual longevity payment of \$2.50 for each month worked back to their date of employment, to be paid out annually.**

**Thus, for years 1-5 no longevity would be paid. Starting in year six, employees would begin receiving \$150 for the 60 months they have already worked and this would increase by \$2.50 for each subsequent month of employment.**

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

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

6-10-2 PROCEDURE:

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

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

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

6-10-3 **RESPONSIBILITY:** The Finance Director and Department Heads implement the policy after consultation with the City Attorney.

## **OPERATIONS**

### **SCHEDULED HOURS AND OVERTIME**

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

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

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

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

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

7-2-4 **Parks and Recreation Department:** hours will be 7:30 a.m. to 4:00 p.m. Monday through Friday. Arena Specialists position will work on an as needed basis with primary hours scheduled for evenings (i.e. after 3:30 p.m.) and weekends. An alternative four (4) day, ten (10) hour per day schedule may be established by the Parks and Recreation Director upon approval by the City Administrator.

~~7-2-5 **Garbage and Recycling Department:** Pickup Crew Only: 6:00 a.m. to 2:30 p.m., Monday through Friday.~~

7-2-5 **Street Department (including Garbage and Recycling):** the regular schedule hours shall be from 6:00 a.m. to 4:00 p.m. Monday through **Thursday**. An alternative **five (5) day, eight (8) hour** per day schedule may be established by the Public Works Director upon approval by the City Administrator.

7-2-6 **Utilities Department:** from 7:00 a.m. to 3:30 p.m. and one (1) employee on call from 3:30 p.m. on Friday to 7:00 a.m. the following Monday.

There will be one person from the Water and Sewage Department on call from 3:30 p.m. Friday until 7:00 a.m. the following Monday. There will be assigned scheduled work on

Saturday morning starting at 7:00 a.m. for the on-call person. Once the assigned work for that day has been completed, the employee may punch out for the day without further pay. The on-call employee shall be given a cellular telephone for use and if contacted, regular overtime and call time provisions would apply. In recognition of the employee's weekend call time service, the City will provide a paid day off on the following Friday.

7-2-7

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

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

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

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

All overtime must be approved in advance by management.

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

City employees, upon the approval and in the discretion of their Department Head, may receive overtime pay in the form of compensatory time at the rate of time and one-half. Compensatory time may be accumulated up to a maximum of 80 hours **current balance** and a maximum of 40 hours annually may be paid out **by in December 15<sup>th</sup>**, if requested by the employee, to their Department Head, prior to October 15<sup>th</sup>. In addition, a maximum of 24 hours of compensatory time may be carried over into the following calendar year. **Any carryover balance will be used or paid out in the following year.**

**7-5 NON UNION/NON-EXEMPT PERSONNEL – CALL-TIME AND SHIFT DIFERENTIAL.** The following provisions apply to non-union personnel except police personnel covered by Section 23-20.

**7-5-1** Any non-exempt employee called in to work outside of their normally scheduled hours, shall receive a minimum of two (2) hours of call time (at regular rate of pay) regardless of time worked. This shall not apply to unpaid lunch time.

**7-5-2** Any full-time non-exempt employee working outside their normally scheduled hours, shall receive forty cents (0.40) per hour as shift differential pay. This shift differential pay shall also be included when calculating overtime pay.

**7-6 POLICE SUPERVISORY PERSONNEL.** Police Supervisory Personnel, not covered by the collective bargaining agreement, have the following work hours:

7-6-1

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

- (a) Except for changes necessitated by training and departmental manpower needs, the normal work day consists of a twelve hour shift. The normal work schedule shall be 2 days on duty, followed by 2 days off duty followed by 3 days on duty, followed by 2 days off duty, followed by 2 days on duty followed by 3 days off duty on a continuing 2-2, 3-2, 2-3 schedule. In the event that this schedule differs from the schedule under the contract between the City and the Merrill Professional Police Association (the Union Schedule), it shall be adjusted to match the Union Schedule.
- (b) The schedule shall provide an additional 12 hours off per month and 48 additional hours per year, when circumstances permit, as determined and administered by the Chief of Police. Non-union supervisory personnel receive an additional 16 hours off per year. After eighteen (18) years of service, all non-union supervisory personnel receive an additional 8 hours each year in addition to the above described days off.

**7-6-2** ***Fire Department Supervisory Personnel.*** Fire Department supervisory personnel (Battalion Chief) not covered by the collective bargaining agreement work 48 hours on and 96 hours off, except the Battalion Chief of Administration, who works a 40 hour week.

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

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

**7-8** **ON-THE JOB INJURY PAY.** Employees injured on the job requiring treatment at a medical facility will be paid for the remainder of that work day, they will not receive overtime pay or compensatory time for time spent being treated beyond their regular work day.

## **OPERATIONS**

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

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

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

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

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

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

- 8-3-1 Employees laid off are eligible for continuation of their participation in the Group Health Insurance Programs in accordance with State and Federal laws, provided that they submit a written request, and pay the full premium to the Finance Director starting the first month following the month in which the layoff occurs. Employee premium payments must be made on a monthly basis. Failure to pay premium within thirty (30) calendar days will result in group health insurance program cancellation.
- 8-3-2 Laid off employees may not accrue sick leave or vacation credits during any time of layoff, but retain all past sick leave accumulations for possible use following recall from layoff, and retain seniority for vacation calculation purposes following recall.
- 8-3-3 Laid off employees may continue their participation in other insurance programs at their expense for up to eighteen (18) months following the first day of the month following the date of layoff, in accordance with the terms established under the various insurance programs.
- 8-3-4 Laid off employees may continue on the payroll beyond the date of layoff until all earned and accrued vacation and floating holidays benefits are exhausted.
- 8-3-5 Laid off employees may be given preferential treatment in recall and/or placement in other appropriate vacancies based upon their demonstrated abilities and past performance.
- 8-3-6 Laid off employees who have not been recalled to their former positions or placed in another appropriate position within six (6) months from their date of layoff, are considered terminated from City employment.
- 8-3-7 It is the responsibility of laid off employees to notify the City Administrator as to their current address and telephone number so that recall may be effectively handled. Any employee failing to do so may be considered to have forfeited his/her recall or other placement rights.
- 8-3-8 Persons assigned to reduced work weeks in lieu of layoff have their salaries and benefits eligibility administered on a prorated basis effective from the date of work week reduction.

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

## **OPERATIONS**

### ***EMPLOYMENT TERMINATION***

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

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

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



employee and the Department Head.

- 9-2-2 A two (2) week notice is required to receive payout of any accrued vacation, personal day(s), ~~compensatory time~~, or Kelly Days as per section 12-2-10, 12-5-2(a), of the Personnel Policies – Employee Handbook.
- 9-2-3 Persons dismissed or involuntarily terminated from employment do not ~~normally~~ receive advance notice of termination. (No benefits will be paid out)
- 9-2-4 Terminated employees must turn in all keys and other City properties in their possession immediately to their supervisor or other designated personnel as directed.

**9-3 RETIREMENT.** For the purpose of establishing eligibility for annuity payment under the Wisconsin Retirement System and/or Social Security, persons retiring are eligible for a payment of all earned and accrued benefits, such as vacation, personal holidays, compensatory time, Kelly Days and sick leave, which shall be pro-rated to the date of retirement. Vacation, personal holidays and Sick leave payouts shall be calculated as per section 12-2-10, 12-5-2(a), and 12-3-9 of the Personnel Policies – Employee Handbook.

**9-4 RESIGNATION.** After a minimum of one (1) year of continuous employment, employees voluntarily terminating their employment for purposes other than retirement and who provide proper notice in accordance with the notice provisions of this article are eligible for a payout of all vacation, personal holidays, compensatory time, Kelly Days, accumulated up to the employee's last day on the job, subject to section 12-2-10 and 12-5-2(a) of the Personnel Policies – Employee Handbook. No other benefits are paid out.

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

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

## **OPERATIONS**

### **RECORDS MANAGEMENT**

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

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

- 10-2-1 The active files consist of the individual files of all persons currently on the City payroll. The inactive files consist of the individual files of all persons formerly employed by the City.
- 10-2-2 Individual records relative to employee discipline, complaints, physical fitness, occupational injury, and job performance should be maintained for each employee. Any such records, including individual files, should be considered confidential to the extent permitted by the Wisconsin Open Records Law and should be provided only to the employee or his/her authorized representative, the City Administrator, the individual's Department Head and immediate supervisors and authorized federal and state representatives who have reason to review such official records for official reasons.

**10-3 PUBLIC INSPECTION.** Public inspection of personnel records is permitted in accordance with State law. The requesting party is assessed a reasonable fee for the cost of reproducing the requested documents.



## **CONFLICT OF INTEREST**

### ***CONFLICT OF INTEREST***

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

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

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

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

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

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

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

## PAID LEAVES

### VACATIONS AND PAID LEAVES

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

**12-2 VACATION.** The City accrues vacation on a monthly basis based upon their employment date **or the date they become eligible to receive leave benefits (working twenty (20) or more hours per week).** New employees are not allowed to take vacation time during their first six (6) months of employment.

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

The City encourages all employees to use their accrued vacation yearly. The City understands due to the accrual posting, a negative balance may occasionally appear on the employee records. This negative balance should never be greater than 40 hours at any time **full-time employees. Part-time employees should never have a negative balance greater than the pro-rated percentage of 40 hours. For questions on acceptable negative balances, contact the Payroll/Benefits/HR Specialist.**

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

**12-2-1** Non-union personnel including Police and Fire Support Positions **(full time employees working 2,080 hours annually and part-time employees working a pro-rated day).**  
~~Administrative, Professional Supervisory and Technical Personnel.~~

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

|                                                           |                      |
|-----------------------------------------------------------|----------------------|
| <del>Accrued during 1 year of continuous service:</del>   | <del>40 hours</del>  |
| <del>Accrued during 2 years of continuous service:</del>  | <del>80 hours</del>  |
| <del>Accrued during 7 years of continuous service:</del>  | <del>120 hours</del> |
| <del>Accrued during 12 years of continuous service:</del> | <del>160 hours</del> |
| <del>Accrued during 18 years of continuous service:</del> | <del>208 hours</del> |

**Accrued during 1st year of continuous service: 40 hours + 40 hours credit to vacation bank at time of hire.**

**Accrued during 2<sup>nd</sup> year of continuous service: 80 hours**

**Accrued during 5<sup>th</sup> year of continuous service: 120 hours**

**Accrued during 10<sup>th</sup> year of continuous service: 160 hours**

**Accrued during 15<sup>th</sup> year of continuous service: 208 hours**

**12-2-3** Non-union fire personnel.

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

**Fire Chief, Battalion Chief of Administration, Administrative Assistant, Fire Inspector**

**Accrued during 1st year of continuous service: 40 hours + 40 hours credit to vacation bank at time of hire.**

Accrued during 2<sup>nd</sup> year of continuous service: 80 hours  
 Accrued during 5<sup>th</sup> year of continuous service: 120 hours  
 Accrued during 10<sup>th</sup> year of continuous service: 160 hours  
 Accrued during 15<sup>th</sup> year of continuous service: 208 hours

**Battalion Chiefs and Union Firefighters/Paramedics, Firefighter/EMTs**

Accrued during 1 year of continuous service: 72 Hours  
 Accrued during 2 years of continuous service: 120 Hours  
 Accrued during 7 years of continuous service: 192 Hours  
 Accrued during 12 years of continuous service: 240 Hours  
 Accrued during 18 years of continuous service: 312 Hours

12-2-4

When a holiday falls during an employee's vacation, it does not count against his/her vacation leave time. This subsection does not apply to non-union police and fire personnel eligible for holiday pay.

- 12-2-5 In the event an employee is on authorized sick leave and has insufficient sick leave credits to cover the period of his/her absence, earned vacation time may be used for this purpose if the employee so elects.
- 12-2-6 An employee who moves from one position to another in the City service, is credited with his/her accumulated vacation leave in his/her new position.
- 12-2-7 Vacation credits are not earned by an employee during their leave of absence without pay, a suspension without pay, or when an employee is otherwise in a non-compensable status, should such period without pay exceed ten (10) working days in any calendar year.
- 12-2-8 Use of vacation time must be approved in advance by the Department Head in accordance with Department policy.
- 12-2-9 ***Vacation Carry Over Limits***  
 Employees may carry over a maximum of 120 hours annually. Employees in the Police Department and Fire Departments work 42 hour and 56 hour work weeks respectively, resulting in a different carry over amount for those departments. Maximum carry over in the Police Department is 144 hours annually (excluding the Police Chief, Non-Union Investigators, and the Administrative Assistants). Maximum carry over in the Fire Department is 168 hours annually (excluding the Fire Chief, Battalion Chief of Administration and Administrative Assistant). The transition time to these carry over maximums will be as follows:
- Non-union personnel including Police and Fire Support Positions  
 Administrative, Professional Supervisory and Technical Personnel*
- 12-31-2017: ~~No cap~~  
 12-31-2018: ~~160 hours may be carried over to the next year~~  
 12-31-2019: 120 hours may be carried over to the next year
- Police Department Employees (Excluding the Police Chief, Non-Union Investigators and Administrative Assistants)*
- 12-31-2017: ~~No cap~~  
 12-31-2018: ~~240 hours may be carried over to the next year~~  
 12-31-2019: ~~192 hours may be carried over to the next year~~  
 12-31-2020: 144 hours may be carried over to the next year

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

~~12-31-2017: No cap~~

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

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

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

**12-2-10 Vacation payout upon retirement or separation will be as follows:**

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

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

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

**12-3 SICK LEAVE.** Sick leave for all employees is accumulated at a rate of ~~one work day for each~~ **8 hours** per month of continuous service (prorated for part-time employees except LTE employees). Upon termination of an employee, any accumulated sick leave is forfeited and not paid, except for retirement or employee death as provided below:

12-3-1 Sick leave is intended for the use of employees in the event of personal illness, bodily injury, exposure to a contagious disease, or in the event of an unexpected serious illness or accident involving a member of the employee's immediate family. **Sick leave bank shall not be permitted to have a negative balance at any time.**

Immediate family is defined as spouse, child/step-child, spouses of children/step-children, parent, brother, sister, mother-in-law, father-in-law, or any person who is residing with the employee.

Unpaid leave must be granted per Family Medical Leave Act (FMLA) eligible purposes.

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

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

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

12-3-4 A Family Medical Leave Act (FMLA) leave request form must be completed upon the fourth consecutive sick leave day taken **for FMLA qualifying absences.**

12-3-5 Employees who are going to be absent from duty for reasons which entitle them to sick leave must notify their Department Head or supervisor one hour before the start of scheduled work

hours when possible.

- 12-3-6 The Department Head may investigate the alleged illness of an employee absent from work on sick leave. False or fraudulent use of sick leave may result in disciplinary action against the employee, up to and including dismissal.
- 12-3-7 Sick leave may be used in no less than one quarter hour units.
- 12-3-8 An employee who moves from one department to another by transfer, promotion, or demotion may have his/her total sick leave credits transferred to the new department.
- 12-3-9 Sick leave accumulation upon retirement is set at a maximum of the employee's total accumulated sick leave hours or 1,300 hours, whichever is less. Accumulated sick leave may be converted to a sick leave cash equivalent based on the employee's hourly rate at the time of retirement. The sick leave cash equivalent may be used to purchase health insurance coverage under the City's health insurance plan or as a cash payout.
- 12-3-10 Sick leave accumulation upon employee death before retirement is set at a maximum of the employee's total accumulated sick leave hours or 1,300 hours, whichever is less. Accumulated sick leave may be converted to a sick leave cash equivalent based on the employee's hourly rate at the time of death. The sick leave cash equivalent may only be paid as a cash payout to the estate of the deceased employee.
- 12-3-11 For purposes of this section, "retire" is defined as drawing a monthly pension or a lump sum payment check from the Wisconsin Retirement System (WRS). (Said payments do not include any separation benefits). Employees who retire for medical/disability reasons or when the WRS allows for early window period retirements shall not be subject to this restriction.
- 12-3-12 Upon retirement, employees eligible for a pension under the Wisconsin Retirement System may remain a member of the City's Group Health Insurance until the employee is eligible for Medicare. Said employee is responsible for the entire premium as deducted from the total amount due the employee from the funds available from the converted sick leave accumulation.
- In the event that the retired employee exhausts the converted sick leave benefit, the retired employee shall pay any future premiums one (1) month in advance, by the 10<sup>th</sup> of each month.
- In the event the retired employee dies, the surviving spouse may elect to continue such insurance coverage under COBRA. That coverage shall continue to be paid for until the accumulated sick leave is exhausted. In the event that the surviving spouse exhausts the converted sick leave benefit, the surviving spouse shall pay any future premiums one (1) month in advance, by the 10<sup>th</sup> of each month.
- 12-3-13 Employees eligible for a cash payout must make an irrevocable election prior to retiring to accept either extended health insurance coverage or the cash payout. The sick leave cash equivalent is taxed in accordance with State and Federal law, as applicable. In the event that the retired employee leaves the City's health plan before exhausting the sick leave cash equivalent, or chooses not to remain a part of the City's health care plan after retirement, any amount in the retired employee's sick leave cash equivalent is forfeited to the City, ~~provided that the employee was not eligible for a cash payout as provided above.~~

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

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

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

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

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

12-4-3 **Attendance other than Family.** Employees wishing to attend the funeral ~~of~~ other than a family member not listed above must use earned ~~vacation~~ **leave other than sick leave.**

**12-5 PAID HOLIDAYS; PERSONAL DAYS.** (LTE'S not eligible) Employees except sworn police and fire non-union personnel, receive paid time off for recognized holidays which occur after their first full day on the job. No employee is eligible for holiday pay for a holiday which occurs after his/her last day on the job. Sworn police and fire non-union personnel are governed by the terms of Section 12-6 below.

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

New Year's Day  
Friday before Easter Sunday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
The Day after Thanksgiving  
Christmas Eve  
Christmas Day

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

12-5-2 ~~After six (6) months of service,~~ In addition to the above holidays, each full-time employee receives ~~two (2)~~ **Sixteen (16)** additional personal days ~~hours~~ off during the year. Part-time employees receive personal days off on a pro rata basis. **Full-time employees receive an additional 2 personal hours (18 hours total) for each holiday, part-time employees receive this on a pro-rated basis. Employees working 10-hour days may utilize this additional personal leave to supplement the hours paid for each holiday.**

- (a) Up to **24 hours** ~~two (2) personal days (16 hours)~~ may be carried over or paid out upon retire or separation **with proper notice.**

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

Kelly Day, or sick leave.



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

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

- 12-5-5 Double time - Non-Union Employees/LTE. Non-Union employees, including LTE's, required to work on a holiday as listed in this section are paid double-time. This does not include police and fire management whom receive holiday pay under Section 12-6. **This double-time is paid for working an actual observed holiday.**

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

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

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

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

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

**(See UNPAID LEAVE section for additional information and forms.)**

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

#### **12-10 MILITARY SERVICE PROVISIONS.**

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

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

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

~~12-11-1 All requests to donate vacation time or receive time to be credited to sick leave must be submitted on the attached form and be preapproved by the City Administrator or his/her designee.~~

~~12-11-2 Donation of time can only be accepted if the receiving employee has 40 or less hours of sick time~~

~~remaining and employee will be in need of additional sick leave hours in the foreseeable future.~~

~~12-11-3 An employee cannot receive an amount of donated time greater than the number of hours worked during a normal payroll pay period.~~

~~12-11-4 All donated time must be calculated in complete hours (no fractions of an hour).~~

~~12-11-5 An employee's sick leave balance must be depleted before donated leave time can be utilized.~~

~~12-11-6 Employees are limited to a maximum donation of one day per year to another employee.~~

## **12-11 VACATION DONATION POLICY.**

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

12-11-1 The employee receiving the donated vacation time would have exhausted all of their accrued vacation benefits, personal days, compensatory time and sick leave time.

12-11-2 The employee donating vacation time would sign a Waiver relinquishing all rights and claims to donated vacation. This form can be obtained at the Clerk-Treasurer office. Participation is done on a strictly voluntary basis.

12-11-3 During the use of donated vacation time, other benefits would continue to accrue to the employee (i.e. sick leave, vacation, health and dental insurance benefits, etc.).

12-11-4 ~~Employees are limited to a maximum donation of one day per year to another employee.~~ There is no maximum donation amount, employees may donate as many days as they have available in their vacation bank.

12-11-5 This policy shall be administered by the City Administrator.

**VACATION DONATION WAIVER FORM**

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

I relinquish all rights and claims to this donated time.

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

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

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

Please return this completed form to the City Administrator.

\_\_\_\_\_  
**Approved by City Administrator** Date: \_\_\_\_\_

## UNPAID LEAVES

### LEAVES OF ABSENCE

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

**13-2 MILITARY LEAVE OF ABSENCE.** City of Merrill promotes the defense of the United States by adhering to applicable state and federal laws pertaining to the granting of leave to employees for service in the United States Armed Forces. Military service is defined as active duty, initial active duty for training purposes and/or active and inactive military training duty. Requests for military leave should be submitted in writing accompanied by your order to report to active duty, to your Department Head who will review it with the City Administrator and or designee.

**13-3 OTHER PERSONAL LEAVES.** Occasionally, it may be necessary to be absent from work for an extended period of time to meet other personal obligations. To qualify for a personal leave of absence, an employee must have completed at least one (1) year of service prior to the start of the leave. The following guidelines will help you to understand your rights and obligations if you need to take a personal leave of absence.

- 13-3-1 Time off may be granted up to eight (8) weeks in length. The Personnel and Finance Committee will evaluate requests on a case-by-case basis.
- 13-3-2 Employees shall exhaust all paid time available to them (vacation, sick, etc.). Unpaid leave status will begin the day immediately after the expiration of paid time or FMLA, whichever is longer.
- 13-3-3 Employees on unpaid personal leaves of absence do not earn paid time off benefits (vacation, sick days, etc.). Holiday pay and other paid time off such as jury duty, funeral leave, etc. are not paid during an unpaid leave of absence.
- 13-3-4 Health insurance will continue only through the month in which the leave begins. Employees may continue with health insurance coverage by paying City of Merrill the full amount of the monthly premiums **for months with unpaid leave**.
- 13-3-5 If an employee does not return to work at the end of an unpaid leave of absence, and other, prior, acceptable arrangements have not been made, the employee will be considered to have voluntarily **quit/resigned**. The effective date of termination will be the last day for which City of Merrill paid the employee.
- 13-3-6 Leaves are not to be used for other employment or purposes other than the reason given at the time the leave was granted.
- 13-3-7 City of Merrill will attempt to keep the position open until you return from unpaid leave status, however, if business conditions warrant, the position may be filled on either a permanent or temporary basis at City of Merrill's discretion.

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

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

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

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

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

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

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

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

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

- ☐ The birth of a child, adoption, or the placement of a child for adoption or foster care. Expected date of event: \_\_\_\_\_  
\_\_\_\_\_
- ☐ Employee medical leave as a result of a serious health condition which has rendered me unable to perform my job functions. State condition: \_\_\_\_\_  
\_\_\_\_\_
- ☐ A serious health condition affecting my ☐ spouse; ☐ child; ☐ parent; ☐ parent-in-law (maximum of 2 weeks in a 12-month period); or ☐ domestic partner or parent of domestic partner (maximum of 2 weeks in calendar year) for which I am needed to provide care. State medical condition and care required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ To provide care for a recovering covered service member or covered veteran who is my: ☐ spouse; ☐ child; ☐ parent; ☐ next of kin; and who suffered a covered injury or illness. State medical condition and care required \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ As a result of a "qualifying exigency" of a service member who is my: ☐ spouse; ☐ child; ☐ parent; and is called to covered active duty or has been notified of an impending call or order to covered active duty status in the Regular Armed Forces, National Guard or Reserves in support of a contingency operation. Covered active duty requires deployment to a foreign country. State nature of qualifying exigency: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I would like to commence my leave on \_\_\_\_\_ and expect the leave to continue through \_\_\_\_\_. While I am on leave, I would like to use the following paid time off provided by the Company that I have accrued (e.g., vacation): \_\_\_\_\_

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

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

☐ Approved ☐ Denied

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

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

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

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

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

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

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

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

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

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

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

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

### SECTION I - ELIGIBILITY/LEAVE USE.

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

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

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

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



If eligible, your leave will commence on \_\_\_\_\_ and terminate on \_\_\_\_\_.

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

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

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

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

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

## SECTION II - PAID TIME SUBSTITUTION.

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

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

If denied, your request was denied because: \_\_\_\_\_

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

## SECTION III - MEDICAL CERTIFICATION REQUIREMENTS.

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

## SECTION IV - INSURANCE BENEFITS.

While you are on leave, your health insurance coverage will be maintained on the same monetary basis that existed prior to your leave. If you normally pay a portion of the monthly premiums for your health and dental insurance, these payments will continue during the period of the FMLA leave. You will make premium payments as follows:

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

Dates to be Paid: \_\_\_\_\_

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

We ☐ will ☐ will not pay the monthly premium costs for other insurance benefits (e.g., life insurance, disability, long term care, if applicable) while you are on FMLA leave. If we do so, when you return from leave or if you fail to return from leave, you will be expected to reimburse us for the payments made on your behalf.

#### **SECTION V - FITNESS FOR DUTY.**

Under the federal FMLA, an employer can request a “fitness-for-duty” certificate from a health care provider when an employee has been absent from work due to a serious health condition which has caused the employee’s absence.

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

#### **SECTION VI - OTHER INFORMATION/REQUIREMENTS.**

---

Should you have any questions in regard to the above or your rights and responsibilities under the law, you should contact the City Administrator.

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

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

☐ Copy to Employee

☐ Copy to Payroll Personnel

## APPENDIX A

### FAMILY AND MEDICAL LEAVE POLICY

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

#### I. Eligibility.

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

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

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

#### II. Length of Leave.

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

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

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

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

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

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

IV. Employee FMLA Leave Obligations.

A. Notice of the Need for Leave.

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

1. Content of Employee Notice.

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

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

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

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

2. Timing of Employee Notice.

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

V. Childbirth/Adoption Leave.

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

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

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

C. Intermittent/Partial Leave Absences.

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

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

## VI. Family Illness Leave.

A. Purpose: Unpaid family illness leave may be used to care for the employee's spouse, child, parents, or spouse's parent (i.e., parent-in-law), or domestic partner as defined by law or a domestic partner's parent as defined by law, who have a serious health condition.

B. Length of Family Illness Leave: No employee may take more than a total of twelve (12) weeks of federal family illness leave for the employee's spouse, child, or parents in a twelve (12) month period. Wisconsin provides a total of two (2) weeks of family illness leave for these same purposes. The two (2) weeks of family illness leave provided under Wisconsin law in a calendar year for these same purposes runs concurrently with the federal leave.

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

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

VII. Employee Medical Leave.

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

VIII. Military Call to Duty Leave.

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

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

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

IX. Injured/Ill Service member Caregiver Leave.

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

A "covered service member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if he/she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness renders the service member medically unfit to perform duties of the member's office, grade, rank or rating.

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

- B. Length of Leave: Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks

during the single 12-month period. For purposes of military caregiver leave, the single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member. A separate caregiver leave can be taken for each covered service member and/or for each new injury/illness.

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

- A. Medical Necessity: An employee may schedule family illness, employee medical or military caregiver leave as medically necessary. An employee must consider the needs of the City when scheduling leave. When medically necessary, an employee may take the leave as an intermittent or as a partial absence from employment in increments of less than their full normal work day. The lowest increment may be the lowest increment that the City permits for any other type of leave, paid or unpaid. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the City's operations. To comply with this requirement, an employee is to provide the City, in writing, with the employee's proposed schedule of partial absences as soon as possible after the employee learns of the probable necessity of such leave.
- B. Planned Treatment: When planning medical treatment, employees must consult with the City and make a reasonable effort to schedule treatment so as not to unduly disrupt the City's operations, subject to the approval of the health care provider. Employees should consult with the City prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the City and the employee, subject to the approval of the health care provider. If an employee providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglects to fulfill this obligation, the City may require the employee to attempt to make such arrangements, subject to the approval of the health care provider.
- C. Intermittent/Reduced Schedule Leave: When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, employees must, upon request, advise the City of the reason why such leave is medically necessary. In such instances, the City and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the City's operations, subject to the approval of the health care provider.

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

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

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

With the employee's permission, the City (through individuals other than an employee's direct manager) may contact the employee's health care provider to authenticate or clarify medical certifications. If an employee chooses not to provide the City with authorization allowing it to clarify



or authenticate a certification with a health care provider, the City may deny FMLA leave if the certification is unclear and a serious health condition cannot be verified.

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

B. Types of Certifications.

1. Initial Medical Certifications.

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

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

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

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

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

2. Medical Re-certifications.

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

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

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

C. Certifications Supporting Need for Military Family Leave.



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

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

## XII. Using Paid Leave While on Unpaid FMLA Leave.

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

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

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

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

### XIII. Insurance and Benefits.

#### A. Payment of Premiums.

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

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

#### B. Termination of Benefits.

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

#### C. Recovery of Premium Payments.

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

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

### XIV. Return From Leave.

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

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

### XV. Outside Employment.

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

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

## **BENEFITS**

### ***FRINGE BENEFITS***

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

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

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

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

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

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

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

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

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

14-5-1 *High Deductible Health Plan – Health Savings Account (HSA) Eligible.* The employees are offered a High Deductible Health Plan - Health Savings Account (HSA)

14-5-2 *Group Health Insurance Incentive Plan.* In the event that any ~~full-time~~ employee eligible for the City's group health insurance program obtains coverage under another health insurance plan through the employee's spouse or family member not sponsored by the City, and the

employee provides written evidence of such other coverage and declines coverage under the City's group health insurance program, the City will pay ~~the~~ **full-time employees** \$3,000 (\$250 per month) if the employee would have been eligible for the family group health insurance plan or \$1,500 (\$125.00 per month) if the employee would have been eligible for the single group health insurance plan as an incentive. **Part time employees are eligible for pro-rated amounts.** Such incentive payment is paid **annually** by the City at the same time that longevity payments are made under Section 6-9 of this manual.

14-5-3

**Group Health Insurance Coverage for Retirees.** In the event that an employee or official who qualifies for the Group Health Insurance Program leaves City employment and is eligible for and receives a pension from the Wisconsin Retirement System, the employee may remain a member of the City's Group Health Insurance Program until the employee becomes eligible for Medicare, at the employee's cost. The retired employee must pay the monthly premium on a timely basis as established by the City's group health insurance carrier either from the employee's own funds or, to the extent available, accumulated sick leave benefit under Section 12-3-9. Failure to pay premiums when due will result in cancellation of coverage for the retired employee.

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

**14-7 UNEMPLOYMENT COMPENSATION.** The City provides unemployment compensation for eligible employees.

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

14-8-1

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

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

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

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

**14-12 LONG-TERM DISABILITY INSURANCE.** All full-time and part-time City employees working thirty (30) or more hours per week on a regular basis may participate in the Long-Term Disability Insurance program on the first day of the month following the first day of work for the City. Notwithstanding the foregoing, employees participating in the Long-Term Disability program are subject to any waiting periods required by the Long-Term

Disability plan. Employees bear the full cost of the insurance which is deducted from the employee's paycheck. The City reserves the right to change insurance coverage or insurance policies at any time in its sole discretion.

## **BENEFITS**

### ***EMPLOYEE ASSISTANCE PROGRAM***

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

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

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

- 15-3-1 Implementation of this policy should not require, or result in, any special regulation, privileges or exemptions from the standard administrative practices applicable to job performance requirements. Nor shall there be any inconsistency with Labor Agreements.
- 15-3-2 The City of Merrill believes that supervisory use of this program should be based on confronting the employee with unacceptable job performance criteria.
- 15-3-3 It is the option of the employee to either accept or reject referral for diagnosis or professional treatment. The City of Merrill encourages employees to seek help on their own initiative and nothing in this policy negates that right.
- 15-3-4 The fact that an employee accepts, rejects, or fails to respond to treatment for alcoholism, drug abuse, or other personal behavior-medical problems, in no way diminishes the employee's responsibility to meet required job performance standards.
- 15-3-5 It will be the responsibility of all management and supervisory personnel, to follow procedures which assure employees with behavior-medical problems that their job security or promotional opportunities will not be jeopardized by a request and/or referral for diagnosis and treatment.
- 15-3-6 All records on employees referred, and actions taken under this program, are to be maintained in the strictest of confidence. Violation of this provision may result in disciplinary action, up to and including discharge.

- 15-3-7 Discussion and speculation about an employee's suspected personal problems which betrays personal information expressed to management or fellow personnel can have the effect of creating gossip and rumor within the organization and as such is prohibited. Such communications are contrary to the intent of the Employee Assistance Program and will certainly undermine the confidence that employees must have if the program is to be effective.

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

- 15-4-1 Establish procedures that ensure counseling, treatment and referral to outside agencies when necessary.
- 15-4-2 Ensure that discussion between the employer and the employee during the evaluation and referral interviews remains confidential.
- 15-4-3 With the employee's approval, confidentially inform the employee's supervisor as to the progress of the employee.
- 15-4-4 Conduct a back-to-work interview with the employee and supervisor when in-patient treatment has occurred.
- 15-4-5 Consult regularly with the management and staff concerning actions taken under this program.

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

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



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

## **DISCIPLINE AND GRIEVANCE**

### **DISCIPLINARY ACTION / WORK RULES**

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

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

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

Infractions include, but are not limited to:

- |         |                                                                                                                                                                                                                                                                                                                            |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16-1-1  | Dishonesty or falsification of records, fraud in securing employment, or falsification of timekeeping records.                                                                                                                                                                                                             |
| 16-1-2  | Insubordination or willful misconduct (refusal to carry out a reasonable order, insolence, talking back, arguing, verbal or physical assault of a supervisor, co-worker, or member of the general public).                                                                                                                 |
| 16-1-3  | Theft, inappropriate removal, or unauthorized possession of City property.                                                                                                                                                                                                                                                 |
| 16-1-4  | Incompetency/inefficiency in performing job duties/responsibilities.                                                                                                                                                                                                                                                       |
| 16-1-5  | Neglect of duty.                                                                                                                                                                                                                                                                                                           |
| 16-1-6  | Failure to obtain and maintain current licenses or certifications as required by law or the City of Merrill.                                                                                                                                                                                                               |
| 16-1-7  | Destruction, negligence, or improper conduct or use of City equipment or property.                                                                                                                                                                                                                                         |
| 16-1-8  | Abuse or unauthorized use of City equipment or property.                                                                                                                                                                                                                                                                   |
| 16-1-9  | Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or closely preceding duty to the extent that the effects on the user are apparent on the job (including abuse of prescription or other medications) or while operating employer-owned vehicles or equipment. |
| 16-1-10 | Smoking or tobacco use, while on duty, in City owned property or in/on City owned equipment.                                                                                                                                                                                                                               |
| 16-1-11 | Discourteous treatment of the public or fellow employees.                                                                                                                                                                                                                                                                  |
| 16-1-12 | Actions that lead to the inability to maintain effective working relationships with other employees or the public.                                                                                                                                                                                                         |

- 16-1-13 Workplace violence, fighting or creating a disturbance among co-workers resulting in an adverse effect upon morale, production, or maintenance or proper order.
- 16-1-14 Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace. The City strictly prohibits concealed carry by its employees during the course of employment.
- 16-1-15 Disorderly or unreasonable conduct including off-duty conduct which brings disrepute upon the individual or which reflects adversely upon the City as an employer thereby affecting employee's ability to perform assigned duties.
- 16-1-16 Conviction of a felony or misdemeanor that is substantially related to the employee's position and duties performed.
- 16-1-17 Unavailability for work because of incarceration.
- 16-1-18 Absence without authorized leave, or misrepresenting the purpose of an authorized leave.
- 16-1-19 Unauthorized absence from work place during the workday.
- 16-1-20 Abuse of sick leave.
- 16-1-21 Habitual tardiness.
- 16-1-22 Use of official position or authority for personal profit, sexual purpose, or political advantage.
- 16-1-23 Sexual or other unlawful or unwelcomed harassment.
- 16-1-24 Engaging in discriminatory or abusive conduct with respect to employees protected by equal opportunity laws.
- 16-1-25 Gambling on City property.
- 16-1-26 Disregard or repeated violation of safety rules and regulations.
- 16-1-27 Knowingly make false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of individuals or organizations.
- 16-1-28 Acceptance of any gift, favor, or service in return for performing duties that might reasonably be viewed as tending to improperly influence an employee in the discharge of his/her duties.
- 16-1-29 Violation of established personnel policies, including, but not limited to this manual.
- 16-1-30 Negligence or willful damage to City, or other, property during the course of employment.
- 16-1-31 Negligent work performance or failure to perform duties in accordance with City standards.
- 16-1-32 Violation of personnel policies.
- 16-1-33 Unsatisfactory performance or conduct.
- 16-1-34 Unauthorized disclosure of proprietary or confidential information.
- 16-1-35 Violation of any lawful order, directive, policy or work rule.

16-1-36 Failure to pass a drug or alcohol test.

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

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

**16-3 EMPLOYEE ~~WARNING NOTICE~~ DISCIPLINARY ACTION FORM.** The following form may be used to document disciplinary actions:

# **CITY OF MERRILL ~~EMPLOYEE WARNING NOTICE~~ DISCIPLINARY ACTION FORM**

EMPLOYEE: \_\_\_\_\_

SHIFT: \_\_\_\_\_ TIME: \_\_\_\_\_ a.m. DATE OF  
p.m. WARNING: \_\_\_\_\_

DATE OF VIOLATION \_\_\_\_\_ 1st ~~Notice~~ Occurrence  
2nd ~~Notice~~ Occurrence  
3rd ~~Notice~~ Occurrence

## **NATURE OF VIOLATION**

~~\_\_\_\_\_ SUBSTANDARD WORK \_\_\_\_\_ CONDUCT \_\_\_\_\_ TARDINESS~~  
~~\_\_\_\_\_ CARELESSNESS \_\_\_\_\_ DISOBEDIENCE \_\_\_\_\_ ABSENTEEISM~~  
~~\_\_\_\_\_ PUNCHING OUT \_\_\_\_\_ PUNCHING OUT \_\_\_\_\_ INTOXICATION~~  
~~\_\_\_\_\_ AHEAD OF TIME \_\_\_\_\_ WRONG TIME CARD \_\_\_\_\_ OR DRINKING/DRUG USE~~  
OTHER: \_\_\_\_\_

RULE VIOLATED: \_\_\_\_\_

DESCRIPTION OF VIOLATION:

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

DISCIPLINARY ACTION TAKEN: \_\_\_\_\_

## **ADDITIONAL REMARKS**

Supervisor:

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

Employee:

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

## **SIGNATURES:**

\_\_\_\_\_  
EMPLOYEE Date

\_\_\_\_\_  
SUPERVISOR Date

\_\_\_\_\_  
CITY ADMINISTRATOR Date

## **DISCIPLINARY AND GRIEVANCE**

### ***DISCIPLINARY ACTION POLICY***

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

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

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

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

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

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

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

**Step 1: Counseling**

When a performance problem is first identified, the problem should be thoroughly discussed with the employee. Bringing the problem to the attention of the employee is often enough to prompt him or her to correct it willingly. **This counseling is documented in writing in the employee's personnel file.**

**Step 2: Reprimand**

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

**Step 3: Suspension**

If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the supervisor and his or her superior should meet with the employee in private and issue a suspension without pay

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

**Step 4: Termination**

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

## **DISCIPLINE AND GRIEVANCE**

### **GRIEVANCE PROCEDURE**

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

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

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

**18-1-2 Step 2– Impartial Hearing Officer.** If the grievance is not settled at the first step, the employee may request in writing, within five (5) business days following receipt of the City Administrator’s decision, a request for written review by an impartial hearing officer. The City Attorney for the City of Merrill or his/her designee shall select the impartial hearing officer. The hearing officer shall not be a City of Merrill employee. The impartial hearing officer will determine whether the City of Merrill acted in an arbitrary and capricious manner. In all cases, the grievant shall have the burden of proof to support the grievance. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

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

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



vote and this decision shall be final and binding.

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

## **WORKPLACE SAFETY/PROTECTIONS**

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

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

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

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

**19-3 DEFINITION OF HARASSMENT AND ACTS OF DISCRIMINATION.** Harassment and acts of discrimination to be reported by employees can include, but are not limited to:

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

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

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

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

**19-5 DEFINITION OF WORKPLACE SAFETY.** The main goal of safety and health programs is to prevent workplace injuries, illnesses, and deaths, as well as the suffering and financial hardship these events can cause for workers, their families, and employer. We want to:

- Prevent workplace injuries and illnesses;
- Improve compliance with laws and regulations;
- Reduce costs, including reductions in workers' compensation premiums;
- Engage workers;
- Increase productivity and enhance overall business operations.

Preventing workplace incidents is everyone's job, and your personal safety is your responsibility.

Everyone has a role in making sure a workplace is safe. You should always:

- Dress appropriately, from clothing to footwear.
- Keep work areas neat and tidy.
- Be aware of your workplace surroundings
- Follow the rules.
- Report workplace accidents or safety incidents.
- Know and follow emergency procedures.
- Lift, bend, and stretch with care to avoid injury.
- Only operate tools or machinery that you have been trained to use.
- Avoid use of drugs and alcohol at work.
- Take breaks appropriately.

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

## **WORKPLACE SAFETY/PROTECTIONS**

### ***ZERO TOLERANCE (VIOLENCE) POLICY***

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

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

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

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

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

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

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

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

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

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

## **WORKPLACE SAFETY/PROTECTIONS**

### ***ZERO TOLERANCE (WEAPONS) POLICY***

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

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

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

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

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

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

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

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

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

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

## **WORKPLACE SAFETY/PROTECTIONS**

### ***SEXUAL HARASSMENT***

**22-1 POLICY.** Sexual harassment is a violation of Section 7.03 of Title VII of the Civil Rights Act of 1968. The City of Merrill maintains and provides a working environment free of any form of employee harassment,

including sexual harassment or intimidation. Unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct which creates for our employees an offensive working environment, or interferes with their ability to perform their jobs, constitute serious violations of this policy and will not be tolerated under any circumstances. Any employee who violates this policy, whether intentionally or not, will be subject to appropriate sanctions up to and including discharge.

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

22-2-1 Such verbal behavior can include, but is not limited to, the following depending upon the circumstances:

- a. Making sexual comments or innuendoes, such as about a person's body
- b. Turning work discussions to sexual topics
- c. Telling sexual jokes or stories
- d. Asking personal questions about social or sexual life
- e. Repeatedly asking out a person who is not interested
- f. Making kissing sounds, howling and/or smacking lips
- g. Telling lies or spreading rumors about a person's sex life
- h. Request for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment.

22-2-2 Such non-verbal behavior can include, but is not limited to, the following depending on the circumstances:

- a. Looking a person up and down
- b. Staring at someone
- c. Blocking a person's path; hindering a person's movement
- d. Following a person
- e. Displaying sexually suggestive visuals
- f. Sending unwanted letters, gifts or material of a sexual nature
- g. Invading a person's "space" – standing closer than appropriate for the work being done, or placing oneself at closer distances to people of their gender
- h. Giving a massage around the neck or shoulders.

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

**22-3 HANDLING SEXUAL HARASSMENT.** If an employee feels that he/she is being subjected to sexual harassment by his/her supervisor, fellow employees or the public, the following action is recommended:

22-3-1 If possible, the employee should politely but firmly confront whomever is doing the harassing and state how he/she feels about his/her behavior. The person may be unaware that his/her behavior is offensive. If practical, a witness should be present for this discussion. At a minimum, the employee should document the incident of sexual harassment, provide a synopsis of the conversation with the person, and the person's reaction when confronted.

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

**22-4 REVIEW OF CASES.** The City Attorney will review each reported case of sexual harassment. This

is done on a case-by-case basis. Should a complaint be substantiated, the employee's supervisor and City Attorney will meet with the accused individual to discuss the case. Any subsequent discipline is handled by the supervisor. In the event that the accused is the employee's supervisor, the Mayor and the City Attorney meet with the supervisor to discuss the case. Any subsequent discipline is handled by the Mayor, or, if the accused is a member of the Police or Fire Departments, by the Police and Fire Commission.

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

**22-6 MISUSE OF POLICY.** Any employee who intentionally falsifies reports or otherwise attempts to utilize this policy for purposes other than those for which it was intended, shall be subject to disciplinary action, up to and including discharge.

**WORKPLACE SAFTY REPORT**

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

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

Job Title: \_\_\_\_\_

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

1. Who was responsible for violating the Workplace Safety Policy(s):

\_\_\_\_\_

2. Describe the incident. Include time, date(s) and location for each incident.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. What was your reaction:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. List any witnesses to the incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I UNDERSTAND THAT THESE INCIDENTS WILL BE INVESTIGATED AND THAT THIS FORM WILL BE KEPT CONFIDENTIAL TO THE EXTENT POSSIBLE.**

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

\_\_\_\_\_  
Date



**WORKPLACE SAFETY*****INVESTIGATION FORM***

(City Administrator/Personnel Director)

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

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

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

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

1. What Happened? (Objectively state details): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Who was involved? (Include witnesses): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Where did the incident take place? \_\_\_\_\_  
 \_\_\_\_\_
4. When did it take place? (date and time): \_\_\_\_\_  
 \_\_\_\_\_
5. Does this situation constitute a complaint? (Policy violation, criminal investigation, other management decision): \_\_\_\_\_  
 \_\_\_\_\_
6. Dates of investigation of complaint: \_\_\_\_\_
7. Date of final report: \_\_\_\_\_
8. Date of follow-up conference with employee: \_\_\_\_\_
9. Results: \_\_\_\_\_  
 \_\_\_\_\_
10. Date of follow-up conference with employee: \_\_\_\_\_
11. Results: \_\_\_\_\_  
 \_\_\_\_\_

## MISCELLANEOUS CONDITIONS OF EMPLOYMENT

### *MISCELLANEOUS CONDITIONS*

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

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

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

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

23-4-1 Employees' clothing must be neat and clean. In the event of any questions regarding the appropriateness of any particular style of clothing or grooming, the Department Head makes the final determination.

23-4-2 Employees in the positions of Utilities Operator, Public Works Foreman, and Public Works I and II will be provided coveralls or uniforms, and fluorescent type t-shirts for the summer purchased by the City. Uniforms/shirts shall be worn by all employees to whom they are issued.

23-4-3 Safety Toe Boots shall be worn by all employees in the positions of Utilities Operator, Public Works Foreman, and Public Works I, and II. ~~The City will reimburse the employee up to one hundred fifty dollars maximum (\$150.00) per calendar year to purchase safety toe boots.~~

23-4-4 ~~The City shall provide a \$300 payment annually to field personnel in the Street, Utilities, Parks, and Maintenance Departments as a clothing allowance.~~

**23-5 USE OF EQUIPMENT.** Employees are not to use City equipment for non-city purposes without permission from the Department Head. Employees may not use personal equipment in connection with their jobs unless they obtain prior approval from their Department Head. The City is not responsible for any damages or repairs to personal equipment of employees used in connection with their jobs unless the use of the equipment for City purposes was approved in writing by the Department Head. If such personal equipment is damaged in the course of City business, any repairs must be approved by the City Administrator. In no event may damages or repairs exceed \$500 without prior approval of the Common Council.

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

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

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

23-7-2 Some City employees, in order to better accommodate service to the public, have been assigned cell phones. City cell phones assigned to employees are for City business purposes. It is recognized that some personal telephone calls are necessary, but these should be kept as brief as possible. ~~Long distance personal toll calls should not be charged to the City's cell phones unless City business has taken the employee outside of the area and detained the employee beyond the expected return time. In that event, a brief telephone call to the employee's family may be permitted to inform the employee's family of the employee's whereabouts. Employees are required to keep track of all such personal toll calls and reimburse the City for those costs.~~ All cell phones are subject to audit. In the event that an employee is found to have made excessive personal calls on a cell phone, the employee's privilege to use the cell phone may be discontinued and further disciplinary action may be taken.

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

23-8-1 Cell phones and mobile devices shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.

23-8-2 Employees may carry personal cell phones and other mobile devices while at work and use them on an occasional and infrequent basis. If employee use of a personal cell phone or mobile device causes disruptions or loss in productivity, the employee may become subject to disciplinary action per City policy. Department Heads or Managers reserve the right to request that the employee provide cell phone bills and usage reports for calls, texts, and data usage during the working hours of that employee to determine if use is excessive.

23-8-3 Personal cell phones and mobile devices can be used for City business on an occasional and infrequent basis. ~~Employees shall not be reimbursed for calls made from their cell phones unless prior authorization is obtained from their Department Head.~~

23-8-4 An employee shall not make a call, send or read a text message, read, compose, or send email, browse the internet, or use any application on a cell phone or other mobile device while operating a City owned vehicle. If an employee is operating a City owned vehicle and receives a call or message on a cell phone or mobile device, the employee may answer the call or respond to the message only if a "hands free" device is used and then only if it does not interfere with the safe operation of the vehicle and is not in violation of any State or local regulations. Otherwise, the employee may pull to the side of the roadway, into a parking lot or other safe location to respond to the call or message.

23-8-5 Failure to follow this policy may result in disciplinary action up to and including termination.

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

23-9-1 a. Use of Computer Resources

Computers and network resources are provided as a business tool to enable users to perform their job duties. These resources are to be used by City of Merrill employees for business purposes only. Any other use of the City's computer systems must be approved in advance by the user's Department Head, must be done on the user's own time and must not disrupt the department workflow or interfere with any automated or scheduled network utilities. Keep in mind; you are responsible for anything that happens while you are logged in under your user name and password. Computer activities will be monitored to protect legitimate business interests. This includes Internet browsing and e-mail. Users are responsible, and may be held liable for a computer becoming infected with a virus or other malicious software.

b. Ownership

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

c. Remote Access

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

d. Illegal Activity

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

e. Workstation Settings

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

f. Acquisition / Disposal of Computer Equipment

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

23-9-2

**Software**

- a. Any and all software that is installed on City of Merrill Computers is to be done by, or approved by the City of Merrill Technology Department.

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

23-9-3

## Security

### ***a. User Accounts/Passwords***

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

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

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

### ***b. Network Access***

Users are prohibited from trying to 'crack' another user's password, log on as another user, or log onto any City computer system that they have not been granted access to use. System access is monitored and logged. If you need to access information or systems that are

currently unavailable to you, it can be setup for your access if approved by your Department Head, or the owner of the information or system.

**c. Shared Folders**

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

23-9-4

**Etiquette**

- a. Be polite.
- b. Use appropriate language. Do not use abusive language in messages or communications to others. Do not use swear words, vulgarities or any other inappropriate language. Use the same care in drafting messages as you do in written communications. Do not use the network or Internet in such a way that would disrupt the use of the network by others.
- c. Users are responsible for the appropriateness and content of material they transmit or publish on the network and Internet. Hate mail, harassment, discriminatory remarks or other antisocial behavior such as targeting another person or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort is prohibited. Personal attacks or other action to threaten or intimidate or embarrass an individual group or organization or attacks based on a person's race, national origin, ethnicity, handicap, religion, gender, veteran status, sexual orientation or another such characteristic or affiliation is prohibited and shall result in disciplinary action including, but not limited to, the termination of the right to access the Internet/e-mail and/or termination of employment.

23-9-5

**Electronic Mail**

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

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

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

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

**23-10-1 General Guidelines – Electronic Media:**

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



erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to management or they are invalid and cannot be used.

- h. Employees may not modify, delete, or destroy any employer document created by any electronic media unless specifically authorized to do so.

#### 23-10-2 General Guidelines – Social Media:

- a. **Only on Your Own Time.** Unless you have received advance permission from your supervisor or unless such activity is directly related to the performance of your job, you may not engage in social media activity on work time.
- b. **Post as Yourself.** Make clear that you are expressing your personal views alone, not those of your employer.
- c. **Be Respectful and Nice.** Do not post communications or material that is disparaging, obscene, profane, vulgar, bullying, threatening, or inappropriately inflammatory.
- d. **Use Good Judgment.** Because what you say online is accessible to the public, use good judgment in your communications.
- e. **Obey the Law.** Do not post any material that violates the law, such as material that is obscene, profane, defamatory, threatening, harassing, or that violates the privacy rights of someone else. The posting of such material may subject you to criminal and civil liability.
- f. **Don't Expect Privacy.** Because your social media communications are publicly available, you should not expect that your communications are private in any way. Once you post something online, it is completely out of your control and generally available to anyone in the world
- g. **Ask for Guidance.** If you have any questions about what is appropriate to include in social media communications, ask your supervisor.
- h. **Comply with Harassment and Other Policies.** Employees may not use social media technology to engage in or post communications or material that would violate any other Handbook Policy, including, but not limited to, Workplace Safety, Discrimination, Harassment and Retaliation policy.
- i. **Keep Secrets.** You must not disclose confidential information.

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

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

**23-11 INCLEMENT WEATHER.** In the event that bad weather (such as snow or freezing rain) creates hazardous traveling conditions between an employee's home and his/her work site, and the employee cannot make it to work, vacation time may be used by the employee for time missed. In order for an employee to utilize vacation time, he or she must notify the Department Head or the City Administrator of the employee's inability to travel safely to work



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

**23-12-1 Travel Time.** If it is necessary for a nonexempt employee to travel, a record must be kept and payment made for all hours spent in actual travel and for time worked outside normal working hours, in addition to those hours considered as normal working hours. In the event such travel and work time results in hours over and above normal working hours, such hours are paid at a rate in accordance with the overtime pay policy.

**23-12-2 Use of Personal Auto.** It is the City Administrator's responsibility to ensure that all employees who utilize their personal vehicles for business use are properly notified of certain conditions and requirements as reflected in this policy. (Notification may be accomplished by means of issuing a copy of this policy to those employees who have occasion to travel.)

(a) **Voluntary Use.** The use of a personal automobile in the performance of City business is entirely voluntary.

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

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

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

**23-13-1** The Department Head approves travel expenses as set forth in the budget approved by the Common Council. An extraordinary expense beyond the amount budgeted requires the approval of the Common Council.

**23-13-2** Travel advances may be requested by the employee when the total of such expenses is anticipated to exceed \$50.00.

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

**23-15 LODGING.** Lodging should be at a hotel or motel reasonably close to the place at which an employee is expected to conduct business or attend a conference during the day so that additional public transportation costs are not incurred. Prior approval is required from the City Administrator when overnight lodging is requested at a place less than 50 miles from the City of Merrill. If more than one employee from the same department attends a meeting or conference,

room sharing is encouraged. Request for reimbursement of hotel expense may not be granted if the location of the conference is less than two hours from location of work site, unless a work related purpose exists for overnight lodging.

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

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

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

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

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

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

**23-16-3 Reporting Taxable Travel Expense Reimbursements for Non-Overnight Trips.** The City is required to report as taxable income, all reimbursed meal expenses when the employee does not stay overnight.

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

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

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

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

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

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

23-20-2 In recognition that sworn police personnel are required to maintain proficiency or certifications in work related fields, each sworn officer shall receive the same amount as per the current Merrill Professional Police Contract annually based on certifications maintained in the previous year, as determined by the Chief.

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

23-20-3 Officers attending or instructing training sessions, approved by the Chief, while off-duty will receive two (2) hours straight time pay plus any additional time spent at the training.

23-20-4 Night Shift Differential: Non-Union Police Personnel working the same shift as union personnel shall receive the same shift differential per the current Merrill Professional Police Contract.

23-20-5 Call Time Emergency: Two hours straight pay for call time plus time and one-half for actual time spent with no minimum.

23-20-6 Court Time: If called to testify in court while off-duty, police personnel receive pay at the rate of time and one-half with a two hour minimum.

23-20-7 Sworn police personnel who have obtained at least an Associates Degree in Police Science or a related field shall receive an annual education benefit as per the current Merrill Professional Police Contract to be paid at the same time as union personnel receive such pay.

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

Any non-exempt employee called in to work outside of their normally scheduled hours, **with less than 48 hours advance notice**, shall receive a minimum of two (2) hours of call time (at regular rate of pay) regardless of time worked. This shall not apply to unpaid lunch time.

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

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

23-22-1 **Clothing Allowance.** Battalion Chiefs - Administration and Operations shall receive a clothing allowance as per the current Merrill Firefighters Local 847, International Association of Firefighters Contract.

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

23-22-2 Firefighters who have obtained at least an Associates Degree in Fire Administration, Fire Prevention

Technology, Fire Science or a related field shall receive an annual education benefit as per the current contract with the Merrill Firefighters Local 847, International Association of Firefighters.

**CITY OF MERRILL**  
**JOB DESCRIPTION**

**JOB TITLE:**            **City Administrator**                            **STATUS:**   **Exempt**  
**REPORTS TO:**        **Mayor & Common Council**                    **DATE:**     **10/2022**

---

***POSITION SUMMARY:***

This is a highly responsible position providing professional administrative management services to support the Mayor and Common Council of the City of Merrill. The City Administrator provides overall direction for the City organization in accordance with the policies established by the Common Council.

This position serves as Personnel Officer; ensures that City operations are conducted in an economic, efficient and effective manner; and that elected official and citizen concerns are responsively and professionally addressed.

This position also develops recommendations to the Mayor and City Council for changes in programs, operations and policies to increase the effectiveness and efficiency of City Government.

In addition, the City Administrator works with the Finance Director to prepare, review and monitor the annual operating budget for the City. The City Administrator provides direction, research, analysis, and guidance for economic development within the City, and directs efforts to help increase the tax base and employment opportunities in accordance with the strategic and long-term plans of the City.

The Administrator provides direction, research, analysis, and guidance in areas of finance, operations, human resources, economic development, redevelopment, land use, and other policy areas as requested by the Mayor or Common Council.

The Administrator promotes positive, professional, consistent communications to facilitate teamwork, transparency and integrity between elected and appointed officials, citizens, employees, and professional service providers.

***ESSENTIAL DUTIES AND RESPONSIBILITIES***

**1.    Mayor and Common Council**

- a. Under the policy guidance and supervision of the Mayor and eight-member Common Council, the Administrator serves to direct and coordinate work of professional consultants; directly supervises the Departments of Finance, Office of City Attorney, Water and Wastewater Utility, Enrichment Center, Technology, Maintenance, Zoning & Building Inspection, and Transit; supervises work of Police, Fire/EMS, Parks & Recreation, Marketing/Communications Specialist and coordinates operations with elected officials consisting of the City Clerk, Street & Weed Commissioner, and Municipal Court Judge.
- b. Attends all meetings of the Common Council and Committee of the Whole, and provides support for their work as requested including preparing reports, analyses,

options, and recommendations on policies and operational matters both directly and in coordination with other city personnel.

- c. Coordinates the implementation of all actions taken by the Common Council.
- d. Initiates short and long-range financial, strategic, and work implementation plans for Mayor and Common Council consideration; implements plans to meet goals as directed; recommends changes, if needed.
- e. Keeps Mayor and Council Members up to date on any pertinent operational changes or issues that may arise between regularly schedule meetings.

## **2. Other Boards, Committees and Commissions**

- a. Attends meetings of the Personnel & Finance Committee, Redevelopment Authority, Board of Public Works, Marketing & Communication Committee, Health & Safety Committee, Park & Recreation Commission, and Police & Fire Commission.
- b. Attends other City committees, boards and commissions as necessary to meet the needs of the City.
- c. Attends meetings of other governmental agencies and civic groups on behalf of the City as deemed necessary or as directed by the Mayor and Council.

## **3. Human Resources**

- a. Functions as City Personnel Officer, which shall include the development, implementation, interpretation and enforcement of the City personnel rules and regulations as approved by the Council. This includes recommending revisions and updates regularly to the Personnel Policy Manual when necessary, preparing and updating job descriptions, recommending salary and wage scales for all City employees not covered by collective bargaining agreements, direct and oversee the process whereby personnel problems and/or grievances are promptly resolved.
- b. Serves as the lead negotiator for labor contracts.

## **4. Economic Development**

- a. Promotes the economic well-being and growth of the City through public and private sector cooperation.
- b. Provides leadership for the City's economic development team related to use of economic development loans, Tax Incremental Financing, development agreements, grant writing, and other economic development tools.
- c. Coordinate and review Tax Incremental Districts/Financing objectives and priorities with Common Council & Redevelopment Authority Committee on an annual or semiannual basis.
- d. Promote and explain Tax Incremental Districts/Financing process to general public as needed.
- e. Coordinates business/industrial development and job retention activities.

- f. Develops and maintains positive, professional, clear, consistent communications and relationships with State of Wisconsin, Lincoln County, and regional economic development agencies/organizations, as well as the Merrill Area Chamber of Commerce.

## 5. **Finance**

- a. Directs the development of the Annual Budget along with the Finance Director and Department Heads.
  - 1) Reviews budget requests submitted by each department and makes recommendations to the Mayor and/or Common Council.
  - 2) Organizes annual budget process and directs production of operating, capital improvements, enterprise, and other budgets for Common Council review and approval working with the Finance Director.
  - 3) Analyzes and prepares reports on the fiscal impact of proposals and alternative funding sources as directed by the Mayor and/or Common Council.
- b. Manages the implementation of the approved Annual Budget and all of its funds.
  - 1) With the Finance Director, monitors the expenditures of public funds per approved policies and procedures.
  - 2) Analyze and prepare high level budget overview for general public information.
- c. Seeks out alternative funding sources including appropriate grants, public-private partnerships, and fee systems to broaden and supplement city tax revenues.

## 6. **City Personnel**

- a. Provides leadership by example to promote productivity and positive employee interactions within and among all departments promoting team results.
- b. Evaluates and recommends the appointment, promotion, and termination of Departments Heads to the Personnel and Finance Committee and/or other appropriate committees, commissions, and boards.
- c. Promotes service quality, efficiency, and organizational improvement in all departments, agencies, and offices of the City.
  - 1) With the Mayor, Common Council, and appropriate committees, commissions, and boards, develops performance goals for departments and, annually evaluates the performance of all department heads appointed by the Common Council.
  - 2) Encourages professional development and training to improve job-related knowledge and skills.
  - 3) Advises department heads in the recruitment, training, management, and evaluation of employees.
  - 4) Reviews grievances and provides recommendations to the Personnel and Finance Committee.

- d. Serves as City lead person in negotiations with collective bargaining units under the direction of the Personnel and Finance Committee and bring tentative agreements to the Mayor and Common Council for ratification.

**7. Legal Matters**

- a. Consults with the City Attorney regarding legal matters as necessary before recommending action to Boards, Commissions, Committees or the Common Council.
- b. The Administrator assures that all laws and ordinances are faithfully executed.
- c. Informs Mayor and Common Council of any potential or pending legal matters.

**8. Citizen and Media Relation**

- a. Monitors service request/complaint responses by appropriate department to ensure quality service delivery.
- b. Serves as City's public information officer if Mayor is unavailable with the responsibility of assuring that the news media and community are kept informed about the operations of the City and that all open meeting rules and regulations are followed.
- c. Coordinates with the Marketing & Communications Committee along with the Marketing/Communications Specialist.

**d. Other Duties as may be assigned by Mayor and Common Council**

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

***MINIMUM QUALIFICATIONS***

**Education and Experience**

- 1. Graduation from an accredited four-year college or university with a degree in public administration, business, political science, urban affairs or a closely related field, and a Master's Degree in public administration or business administration.
- 2. Five years of progressive experience as a municipal/county administrator/manager, or department head in a larger organization. Previous experience with human resources and employee benefits preferred.
- 3. Demonstrated leadership skills.
- 4. Experience in development of collaborative teams in a public environment.
- 5. Experience in governmental financial reporting and budgeting, economic development, redevelopment, and land use to promote a vision for the city.

**Necessary Knowledge, Skills and Abilities:**



1. Comprehensive knowledge, experience, and skill in planning and administering municipal budgets as well as planning, directing and administering municipal programs.
2. Ability to manage all aspects of a multi-department municipal organization.
3. Working knowledge of personnel and human resources, risk management, public works, utilities, public safety, economic development, redevelopment, public finance, parks & recreation, and zoning.
4. Ability to establish and maintain positive, consistent working relationships with employees, city officials and the public; efficiently and effectively administer municipal government with a variety of departmental structures; ability to provide leadership skills promoting teamwork and unit; and carry out all assigned projects.
5. Ability to maintain composure and professionalism while dealing with multiple tasks with a high level of responsibility with the general public
6. Ability to analyze complex issues, to prepare concise written reports, and to develop and consider the implications of alternative courses of action.
7. Ability and willingness to make and support potentially unpopular decisions.
8. Ability to effectively communicate orally in large and small group settings.
9. Proficiency with commonly used office applications; e.g. Microsoft Office programs.

### **WORKING CONDITIONS**

Job Conditions/Work Location: Work is performed in an office environment with field visits to construction and work sites on a regular basis. Work hours are normally during regular business hours 8:00 a.m. - 4:30 p.m., 40+ hours per week. Regular attendance at scheduled late afternoon and evening meetings is required.

Physical Requirements: Requires sitting, standing, walking, talking, bending, and ability to lift 50 lbs. (file boxes). Requires excellent vision and use of keyboard and telephone.

Equipment Operated: General office equipment including computer, calculator, copy machine, fax machine, and telephone.

Salary Grade: Starting commensurate with depending on experience, plus benefits. Upon satisfactory completion of six months probationary period salary may increase as per the established pay scale.

### **Acknowledgment:**

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

---

Supervisor's Signature

---

Date

City Administrator

**City of Merrill  
Ad Hoc Committee – City Administrator  
Tuesday, September 20, 2022  
City Hall – Common Council Chambers  
6:00 PM**

Members Present: Mayor Hass, Alderperson's Mike Rick and LaDonna Fermanich. Alderperson Michael Caylor was excused.  
Citizen members: Nancy Kwiesielewicz, Rebecca Rutkowski and Chris Malm.

City Attorney Hayden, City Administrator Johnson, Police Chief Bennett, Public Works Director/City Engineer Akey, Alderperson Blake, Alderperson Weix and Merrill Productions personnel.

**I. Call to Order** – Mayor Hass called the meeting to order at 6:00 PM

**II. Approve minutes from September 6<sup>th</sup> meeting**

Alderperson Rick made a motion to approve the September 6<sup>th</sup> minutes. Alderperson Fermanich seconded and the motion carried.

**III. Continued discussion of the position:  
1. Answers received from Alderperson's**

Answers given out to Alderperson's were included in the packet. Alderperson Fermanich was disappointed with the lack of responses. Strong financial background is important as well as strong communication skills. It was suggested a line be added in the description regarding communication.

Discussion occurred regarding the job description document. Nancy Kwiesielewicz would like to see an edited document with revisions which would make it easier to read and understand.

**IV. Consider and discuss job description of the position and any revisions received:**

There was discussion regarding the job description and qualifications regarding this position.

**V. Title of the position**

After discussion it was decided the title would stay as Administrator.

**VI. Establish date and time of next meeting:**

Ad-Hoc Committee on the City Administrator Position – September 20, 2022

The next meeting will be Wednesday, October 5 at 6:00 PM

**VII. Public Comment**

There was no public comment.

**VIII. Adjournment**

A motion was made by Alderperson Rick to adjourn. Alderperson Fermanich seconded and the meeting was adjourned at 6:58 PM.

Respectfully submitted,

Lori L. Anderson-Malm  
City Clerk

Attachment: Committee Reports (9299 : Consider placing the following reports on file:)

City of Merrill  
 Airport Commission Meeting Minutes  
 Wednesday, September 21, 2022  
 Merrill Airport Terminal

Members Present: Gary Schwartz (Chairman), Joe Malsack, Lyle Banser, Gary Schulz, Mark Weix Jr. (Alderman), Rich McCullough (Manager)

Public Present: Larry Wenning

1. Call to Order – Meeting called to order by Chairman Schwartz at 18:00.
2. Approval of August 2022 Minutes – Motion by Malsack; second by Banser to approve minutes. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers reviewed. Motion by Banser to pay vouchers; second by Malsack. All ayes. Motion carried.
4. Runway 16/34 Project Status – Schwartz reported on a meeting with FAA, Airport District Office (ADO) staff from the Great Lakes Region. ADO sent the data they were using for review at 95.15 crosswind component. In reviewing Merrill Airport's AWOS (Automated Weather Observation System) it is noticed that the time of their weather or wind observation is different by 5 – 6 hours, depending on Daylight Savings Time or Standard Central Time that we are in because this data is reported to them in ZULU Time (Greenwich Mean Time or Universal Time). This is significant because FAA engineering guidance allows a process of (weighting) the traffic by the time of day the traffic is happening. Schwartz, Becker Hoppe is sending the document with Merrill Airport wind data using the weighted traffic and corrected time zone numbers which rates Merrill at 94.8 crosswind component to Wisconsin Bureau of Aeronautics and Karl Lewis, AOPA (Airplane Owners and Pilots Association) to keep them up to date with the process. It has been observed that anything needing BOA processing is moving very slowly because of the backlog of work caused by the Covid Pandemic Shutdown of State workers and then the working from home process. We are anticipating things to return to an acceptable normal in the near future since the recent announcement of the Pandemic being over.
5. Update Entitlement Projects 2022 – It has been determined by Farhner, the asphalt reconditioning contractor, that it is too late in the year to get our projects done, so they will be pushed to 2023, except possible crack filling.
6. Discussion/Decision Airport Signage – No report. Banser and McCullough will be working on the F-84 painting and restoration. The plane will need a lot of pre-paint work and painting and display mounting by Spring 2023. Weix suggested we have Merrill's Communication Marketing Person work with us on the project. Will also be

Attachment: Committee Reports (9299 : Consider placing the following reports on file:)

contracting the Friends of the Airport Representatives Group and work on funding solutions.

7. Repairs to Runway 16/34 – Malsack reported the mastic project to seal cracks on 16/34 first week in October.
8. Airport General Maintenance – Maintenance of Repair Hangar Walk-In Door – Contractor hasn't had time yet. No lights replaced yet. Tractor was back but was returned for PTO shaft fix. The New Holland has 7000 hours on it now. Mower is back and working well. The purchase of a compact tractor and related equipment mower and loader was turned down by City officials. Discussion followed about trying to do the work around the Airport with contractors which is the most expensive versus hire the City with their equipment and employees which are less expensive; or do it with Airport equipment and contract personnel, which is the least expensive. In relation to this topic, equipment that is scheduled to be replaced is deferred to a later date to save money when we determine when equipment still has a useful service life. (i.e., 2008-one ton pickup and 93 plow truck). In response to the Hatz Hanger with roof damage, he is to be talking to building inspector and set date for repairs.
9. Chairman's Report – Schwartz reported visiting with Mayor Hass, who has suggested a two-year extension to his term. The October Meeting will have an agenda item for nomination, and vote for Commission Chair.

All entitlement projects have been approved and all entitlement money is going to be available, including one year of entitlement that timed out. This will be replaced with AIP money from BOA. Approval for a new Master Plan has been given by the BOA which hires a private firm to do them. We have asked that Beecher and Hoppe engineering who has done all of the engineering work for Merrill Airport to be involved and provide historical and technical data for the Master Plan. Schwartz has requested that this Master Plan have a stand alone Economic Study of the Merrill Airport to be able to demonstrate its economic value to the City.

Discussed City Hanger #4 rental for October 1. Craig Hanig is next on the list for the City hanger and has consensus approval for October 1 possession. Formal motion and vote to follow at October Meeting.

Schwartz reported FAA is coming to look at the wrecked Sundowner and having a Lycoming Tech representative tear down the motor to determine the cause of loss of power. Plane can then be removed.

10. Aviation Happenings – Schultz reported approval of STC (Supplemental Type Certificate) for the use of GAMI (General Aviation Modification Incorporated) which is a premium unleaded fuel for replacement of the current 100LL. Fuel can be mixed or added to existing fuel supply. When it becomes available, 100LL will be discontinued. No dates are known for supply of new fuel yet.

Schultz discussed a mid-air crash at North Las Vegas. The determination was made that the airport was not structured properly for current standards of parallel runways because its construction dates back to the WWII timer period. The runways will have to be

reconstructed to comply with new standards.

Crop seeding has been happening in the area using an Ag Cat, a plane that is capable of operating from the Merrill Airport, seeding and spraying crops at low altitudes.

11. Public Comment – Question was asked about Economic Benefit Study. 2012 was the last Economic Benefit Study. That Study was done by BOA. Would like to have a more current report done this year, if possible.
12. Agenda Items for Next Meeting – Approval for City Hanger #4 to Craig Hanig. F-84 Agenda item. Vote for Commission Chairman.
13. Currently meeting at 6:00 PM. (winter hours)
14. Adjournment – Malsack motioned to adjourn; second by Wiex. All ayes; motioned carried.

Minutes prepared by Lyle Banser

**CITY OF MERRILL  
BOARD OF PUBLIC WORKS  
WEDNESDAY, September 28, 2022 - MINUTES  
Regular Meeting      City Hall Council Chambers      5:15 p.m.**

Members Present: Mayor Steve Hass, Alderpersons Steve Sabatke, Dick Lupton and Mike Rick

Others Present: Alderpersons Rick Blake, City Attorney Tom Hayden, Public Works Director/City Engineer Rod Akey, Street Superintendent Dustin Bonack, Utility Superintendent Gabe Steinagel, Building Inspector/Zoning Administrator Darin Pagel, City Clerk Lori Anderson-Malm, Finance Director Unertl (remote), Parks and Recreation Director Dan Wendorf (left at 5:22 pm), Mark and Lisa Gebert and Merrill Productions video operator

Street & Weed Commissioner Ron Liberty was excused

- I. Call to Order** - Mayor Hass called the meeting to order at 5:15 p.m.
- II. Consider approval of meeting minutes from August 24, 2022**

A motion to approve the August 24th minutes was made by Alderperson Rick. The motion was seconded by Alderperson Sabatke and was carried.

**III. Water & Sewer Agenda Items:**

**1. Water and Sewer Vouchers**

Alderperson Rick made a motion to accept the vouchers. Alderperson Lupton seconded and the motion carried.

**2. Water and Sewer Operations Report**

Utility Superintendent Steinagel provided his report in the packet and was available to answer any questions.

**3. Consider adjustment of the Aquatic Center sanitary sewer charge**

Utility Superintendent Steinagle provided an additional handout at the meeting. He explained the options and already discussed with Park and Recreation Director Wendorf.

Following discussion, Alderperson Sabatke made a motion to approve the adjustment total to \$16,705.55 based on policy. Alderperson Lupton seconded and the motion carried.

Attachment: Committee Reports (9299 : Consider placing the following reports on file:)

#### **IV. Board of Public Works Agenda Items:**

##### **1. Board of Public Works Vouchers**

Aldersperson Rick made a motion to approve the Board of Public Works vouchers. Aldersperson Lupton seconded and the motion passed.

##### **2. Consider extension deadline for paving at 1601 S Hwy K**

Building Inspector/Zoning Administrator Pagel explained the reasoning for the extension regarding paving by the storage units until October 2023.

Mayor Hass made a motion to approve the extension for paving 1601 S Hwy K until October 1, 2023. Aldersperson Sabatke seconded and the motion carried.

##### **3. Discuss northern truck route**

Public Works Director/City Engineer Akey discussed the northern truck route referring to the minutes provided in the agenda packet from the Lincoln County Highway Committee. The issues include Taylor Street; City of Merrill owns part and the Town of Merrill owns part, both would need to agree. Suggestions included the need to put in a sidewalk on the south side of Taylor to accommodate pedestrian traffic and would be something to look into for the future. Possible grants might be available for that project.

It was decided to keep the truck route as currently posted and encourage truck traffic on Highway 64 and Grand Avenue to the Industrial Park.

There was discussion regarding trucks on Mill Street. Mark and Lisa Gebert were invited to participate in the conversation since they have concerns regarding truck traffic on Mill Street. Lisa Gebert stated her concern regarding trucks weaving on Mill Street to avoid parked vehicles and does not want Mill Street to become a truck route.

After further discussion, Mayor Hass made a motion to refer this to the Health & Safety Committee to designate a truck route. The motion was seconded by Aldersperson Sabatke and the motion carried. This will be sent to the Health & Safety Committee with the following recommendation: local deliveries only and closed to truck traffic South on Mill Street from 1<sup>st</sup> Street to 9<sup>th</sup> Street and West on 9<sup>th</sup> Street from Mill Street to Pier Street.

#### **V. Monthly Report:**

Monthly Report – Building Inspector Pagel – the report was included in the agenda packet.

Monthly Report – Public Works Director/City Engineer Akey – the report was included in the agenda packet.



Monthly Report - Street Superintendent Bonack – the report was included in the agenda packet.

Monthly Report - Street & Weed Commissioner Liberty – the report was included in the agenda packet.

Aldersperson Sabatke requested an update regarding the Virginia creeper vine issue on 9<sup>th</sup> Street be included on the October agenda for discussion.

A motion to put the reports on file was made by Aldersperson Rick. Aldersperson Sabatke seconded and the motion carried.

**VI. Next Meeting – Wednesday, October 26th at 5:15 p.m.**

**VII. Public Comment Period**

There was no public comment.

**VIII. Adjournment**

A motion was made by Aldersperson Rick to adjourn. Aldersperson Lupton seconded. The meeting was adjourned at 5:53 P.M.

Prepared by: Lori L Anderson-Malm - City Clerk

Attachment: Committee Reports (9299 : Consider placing the following reports on file:)

**COMMITTEE OF THE WHOLE**  
**Tuesday, September 13, 2022**  
**6:30 PM**  
**Common Council Chambers**

**I. Call to order**

The meeting was called to order at 6:30 PM by Mayor Steve Hass with the following attending:

Paul Russell – District 1 – arrived at 6:50 PM  
 Michael “Gus” Caylor – District 2  
 Rick Blake – District 3  
 LaDonna Fermanich – District 4  
 Dick Lupton – District 5  
 Mike Rick – District 6 - remote  
 Steve Sabatke – District 8

Aldersperson Weix was excused

Other’s present: Mayor Steve Hass, City Clerk Anderson-Malm, Finance Director Unertl, City Attorney Hayden, Fire Chief Klug, Facilities Maintenance Manager Wszalek, Police Chief Bennett, Interim Library Director Ollhoff, Bill Bialecki, Clyde Nelson and Merrill Productions

**II. Discussion and consideration regarding inclusion of Merrill Firefighters to the Wisconsin Task Force-1**

Fire Chief Klug gave a presentation about the Wisconsin Task Force-1. Questions and concerns from council members were answered by Chief Klug.

Aldersperson Blake made a recommendation to forward this consideration to the common council for approval. Aldersperson Lupton seconded and the recommendation carried on a 6/1 voice vote.

**III. Adjournment**

Aldersperson Caylor made a motion to adjourn. Aldersperson Lupton seconded and the motion carried. The meeting was adjourned at 6:59 PM.

Minutes prepared by: Lori Anderson-Malm – City Clerk

Committee of the Whole Minutes September 13, 2022

Attachment: Committee Reports (9299 : Consider placing the following reports on file:)

**CITY OF MERRILL  
HEALTH & SAFETY COMMITTEE  
MONDAY, September 26, 2022 - MINUTES  
Regular Meeting      City Hall Council Chambers      5:15 p.m.**

Members Present: Alderpersons Mark Weix and Michael Caylor and Mike Rick.

Others present in person or remote: Alderperson Rick Blake, Police Chief Corey Bennett, Fire Chief Josh Klug, City Clerk Lori Anderson-Malm, City Administrator Dave Johnson, City Attorney Tom Hayden and Merrill Productions video operator

Deputy Health Officer Ashbeck was excused.

I. Chair Weix called the meeting to order at 5:15 p.m.

II. **Nuisance Complaints & Vouchers:**

1. **Nuisance Complaints** – Deputy Health Officer Ashbeck was excused. His report was in the agenda packet.
2. **Vouchers** - Alderperson Rick made a motion to approve the vouchers for discussion. Alderperson Caylor seconded the motion for discussion. A few questions were asked regarding the vouchers. Fire Chief Klug answered the questions. The motion carried.

III. **Picnic and/or Liquor Licensing**

1. Temporary Class “B” picnic license for the Merrill Historical Society for November 5<sup>th</sup>.
2. Temporary Class “B” picnic license for the Merrill Historical Society for November 12<sup>th</sup>.

Alderperson Rick made a motion to approve both temporary class “B” picnic licenses for the Merrill Historical Society and forward to the Common Council. Alderperson Caylor seconded and the motion carried.

IV. **Minutes and Monthly Reports:**

1. Minutes from August 22, 2022 meeting. Alderperson Caylor made a motion to accept the minutes. Alderperson Rick seconded and the motion carried.
2. **Monthly Reports – Fire Chief Klug** – the report was in the agenda packet.

Fire Chief Klug discussed the report and answered any questions. He discussed some of the items in the report.

3. **Monthly Reports – Police Chief Bennett** – the report was in the agenda packet.

Police Chief Bennett explained the report and provided updates. He reported the Trick or Treat hours will be on Halloween, October 31<sup>st</sup> from 4pm until 7pm. The new canine will be working in November. His name is Dozy. Eros will be retiring at the end

Attachment: Committee Reports (9299 : Consider placing the following reports on file:)

**City of Merrill  
Historic Preservation Committee  
Wednesday, September 21, 2022  
City Hall Common Council Chambers**

Historic Preservation Voting Members Present: Chairperson – Michael Caylor,  
Aldersperson – Steve Sabatke, Elizabeth McCrank, Bill Heideman

Bea Lebel were excused

Others in attendance included: Clerk Lori Anderson-Malm and Merrill Productions

**I. Call to order**

Chair Caylor called the meeting to order at 6:00 PM

**II. Approval of Previous Meeting Minutes from June 16 and June 30, 2022**

Aldersperson Sabatke made a motion to approve the minutes from the June 16 and June 30 meetings. Elizabeth McCrank seconded and the motion carried.

**III. Update on Historic Honorary Street naming signs**

An additional sheet was provided at the meeting with ideas for the signs. Discussion occurred regarding some of the symbols that were on the draft. Family members have been notified and appreciate the honorary signs.

**IV. Public Comment**

Chair Caylor made a public comment suggesting designating the cattle barn as a historic building. He also was scheduled at the high school to talk about the honorary signs.

**V. Set date, time and location of next meeting**

The next meeting will be Wednesday, October 19 at 6:00 PM

**VI. Adjournment**

Bill Heideman made a motion to adjourn. Aldersperson Sabatke seconded and the motion carried. The meeting was adjourned at 6:13 PM

Minutes prepared and submitted by: Lori Anderson-Malm, City Clerk

Attachment: Committee Reports (9299 : Consider placing the following reports on file:)

**CITY OF MERRILL  
MARKETING & COMMUNICATIONS COMMITTEE  
THURSDAY, September 22, 2022 - MINUTES  
Regular Meeting City Hall Council Chambers 5:15 p.m.**

Present: Alderpersons Rick Blake (Chair), Mark Weix, and LaDonna Fermanich, John Greenwood, Renea Frederick, Sarah Sturm, Communications Specialist - Chantel Kuczmarski

Absent: Gene Bebel, Dan Wendorf, Tammie Mrachek

Also Present: Scott Steele from Church Mutual Insurance (remote), City Administrator Dave Johnson, City Clerk Lori Anderson-Malm, City Attorney Tom Hayden, Patty Procknow and Merrill Productions Camera Operator.

I. Chair Blake called the meeting to order at 5:15 PM.

II. **Minutes of previous meeting** – August 18, 2022:

Aldersperson Fermanich made a motion to approve the minutes from August 18, 2022. Aldersperson Weix seconded and the motion carried.

III. **Merrill's Logo and Branding:**

**1. Feedback on the City Logo survey**

Communications Specialist Kuczmarski discussed the results of the survey. She stated the tag line "More to Life" was difficult for people to understand from the feedback she received. Scott Steele said marketing with photos should make the tag line easier to explain. Communications Specialist Kuczmarski and Scott Steele will present the logo to the October Common Council.

A motion was made by Aldersperson Weix to accept the logo as presented and refer this to the Common Council in October. Aldersperson Blake seconded and the motion carried.

IV. **Communications Specialist agreement**

**1. Discussion and recommendation to Personnel & Finance regarding the Communications Specialist agreement**

City Clerk Anderson-Malm explained this was on the agenda per Mayor Hass's request. The agreement did not go through the committee process and was not signed by the Mayor and City Clerk after approval.

Aldersperson Weix made a motion to approve the agreement and recommend it to the Personnel & Finance Committee. Aldersperson Fermanich seconded and the motion carried.

V. **Discuss 2023 budget**

A handout with the budget information was provided at the meeting. Chair Blake read the items on the budget for Scott Steele since he was attending remotely.

Aldersperson Weix made a motion to recommend and approve the Marketing & Communications 2023 budget of \$110,800 and send it to the October Committee of the Whole Budget session. Aldersperson Fermanich seconded and the motion carried.

Marketing & Communications – September 22, 2022

Attachment: Committee Reports (9299 : Consider placing the following reports on file:)

**VI. Marketing & Communications update:****1. Monthly Report – Communications Specialist Kuczmarski**

Communications Specialist Kuczmarski's report was in the packet however, Chair Blake asked her to give a further explanation regarding her activities.

**2. Social Media Report**

Communications Specialist Kuczmarski's report was in the packet. She mentioned numbers on Facebook are down from the previous month. The new Tractor Supply store opening generated a large number of views the previous month.

**VII. Public Comment**

There was no public comment

**VIII. Next meeting date and time:**

The next regular meeting will be Thursday, October 20 at 5:15 PM

**IX. Adjournment**

Aldersperson Weix made a motion to adjourn. Aldersperson Fermanich seconded and the motion carried. The meeting was adjourned at 5:49 PM.

Minutes respectfully submitted by,

City Clerk – Lori Anderson-Malm

Attachment: Committee Reports (9299 : Consider placing the following reports on file:)

SEPTEMBER '22 MEETING MINUTES**Merrill Enrichment Center Committee**

Meeting was held on Sept. 15<sup>th</sup>, 2022 at 2:15pm

Merrill Enrichment Center Conference Room – 303 N. Sales Street

*Present:* Rick Blake (Alderpersion), Laura Bertagnoli (Chair), Gene Bebel,

Sharon Anderson, Teresa Baker, Sharon Harvey, *via phone*

*Absent:* Jennifer Clark (ADRC representative), Rose Akey

*also in attendance:* Chantel Kuczmarski, City's Communications Consultant

**1. Opening**

- a. Bertagnoli called the meeting to order. Director introduced Chantel.

**2. Consent Items**

- a. Motion by Blake second Anderson to approve July '22 minutes. Motion carried.
- b. Motion by Bebel second by Baker to approve July/August '22 vouchers. Motion carried.

**3. Public Comment**

- a. Baker spoke on behalf of people who go on our lunch bus trips, stating what great experiences they have and are happy we offer these trips. She also gave a shout out to Stephanie Zoellner for the great job she does for us in organizing the trips and how compassionate she is with participants.
- b. Bertagnoli shared her praise to the staff, committee and all volunteers for the success of the quilt show.
- c. Bebel wanted to remind all to vote for the referendum for our school district. Discussion took place on the lack of public awareness for the April election.
- d. Anderson commented that activities such as the Enrichment Center's Quilt Show help to market Merrill. Another example of grass roots marketing was achieved when Kyle Gulke, a member of the Park and Rec Commission suggested that the Park and Rec Commission look into becoming an Ice Age City. Dan Wendorf proceeded to apply for the designation which was successful and resulted in enlightening many hikers of our close proximity to one of the most scenic portions of the IAT. A packet of information was compiled and a special event commemorating the designation is going to be held at the Sawmill Brewing Company.

**4. Operations**

- a. Director shared the success of our Festival of quilts. It was our best overall and profitable event to date and had roughly 600 attendees. We received almost 500 responses on our marketing survey. The results showed Facebook and word of mouth (mainly from quilt guilds) were how people knew about the event. At this time we are planning on every other year based on committee feedback and payroll hours.
- b. Workshops continue to be offered and are well attended. We have a few offerings left in October and will start again sometime in the first quarter of 2023. Anderson mentioned the Generations on Line Sip & Swipe café. The program offering was one of our largest. As with many offerings, its popularity came to an end. The MEC will try to recruit high school volunteers to assist older adults in learning how to navigate their phone and electronic devices. This would help to fulfill our intergenerational goals.
- c. Our annual Fall Craft & Market Event is October 1<sup>st</sup>. We are excited to have over 60 vendors and have expanded into the Steckling building. We will continue to work on growing this event each year. Director asked committee to seek out people who sell

pumpkins, corn stalks, produce, and more for our event as we do not have any of these vendors.

- d. Director is happy to share that Steve's friends from the high school will be visiting the Center once a month for intergenerational activities. We will be in need of volunteers to work with these youth with disabilities.
- e. Director requested of the committee to bring their ideas to the next meeting, regarding getting older adults to our facility, associated costs, fees, etc. We need to establish what this will look like and how we will manage it.
  - i. Bebel brought up the concern of our disabled adults not having an overhead program and how the MEC could assist with that. Director suggested having the adults come here to volunteer and possibly have some activities for them to participate in. Director stressed the importance of having qualified case managers on-site during any of our offerings as they are professionals who understand how best to work with this group. Anderson voiced her concern as well about the MEC staff not qualified to manage the group without assistance.

## 5. ADRC

- a. Healthy Living with Diabetes class is scheduled in Merrill beginning in October. This will be an in-person class held on: Wednesdays, 10/26-11/30 from 9:30-12:00. Location: ADRC Office. Cost: Free

## 6. Discussion

- a. Changes in the City
  - i. Director shared the library director position is open again.
  - ii. Bebel shared how great the Labor Day event was and provides an opportunity for marketing the city.
  - iii. Chantel discussed the new city logo should be decided upon in the next marketing committee meeting. She conducted a city feedback survey during Community Night Out and found that most did not understand "More to Life" slogan. She also informed us that the city may be considering a part time person for social media.
  - iv. Bebel brought up the displacement of the adults with disabilities now that Lincoln Industries is no longer and the whole program will dissolve. The MEC will try to accommodate this group with targeted activities. Blake mentioned that Kindhearted is also working with this group as well. However, they are not involved in working in the community as they had been in the past.

## 7. Adjournment

- a. Motion to adjourn by Blake second by Baker.

The next meeting date is **October 20<sup>th</sup> at 2:15pm at the MEC.**

*Vouchers will be available for review 10 minutes prior to meeting time.*

*Respectfully submitted*

*TMrachek*

Tammie Mrachek, MEC Director

Attachment: Committee Reports (9299 : Consider placing the following reports on file:)



**CITY OF MERRILL  
PERSONNEL & FINANCE COMMITTEE  
TUESDAY, September 27, 2022 - MINUTES**

**Regular Meeting**

**City Hall Council Chambers**

**6:00 p.m.**

Members Present: Chairperson Michael Caylor, Alderperson LaDonna Fermanich, and Alderperson Paul Russell

Others Present: Mayor Hass, Alderperson, Blake and Lupton, City Administrator Dave Johnson, Finance Director Kathy Unertl, City Attorney Tom Hayden, City Engineer Rod Akey, Fire Chief Josh Klug, Police Chief Bennett, Enrichment Center Director Tammie Mrachek, Interim Library Director Lorie Ollhoff, Communications Specialist Chantel Kuczmariski (remote), Dawn Smith, Brenda Greffe, Lori Kroening and Merrill Productions video operator

- I. Call to Order** – Chairperson Caylor called the meeting to order at 6:00 PM.
- II. Vouchers – August**  
Alderperson Fermanich made a motion to approve the August vouchers. Alderperson Russell seconded for discussion. Questions were asked regarding a few items in the vouchers and were answered by the appropriate persons. After discussion the motion carried.
- III. Minutes from previous meeting(s):**  
A motion was made by Alderperson Russell to approve the August 23<sup>rd</sup> regular meeting and the September 7<sup>th</sup> special meeting minutes. Alderperson Fermanich seconded for discussion. Alderperson Fermanich requested clarification on the minutes from the August 23<sup>rd</sup> meeting. City Clerk Anderson-Malm explained she was absent from that meeting and after watching the video, the portion of the meeting that pertained to the motion in question was not on the video. After further discussion, the motion carried.
- IV. Agenda Items for Consideration:**
  - 1. Consider writing off 2021 personal property tax bill for 809 E 1<sup>st</sup> St (former First Street Coffee) for \$140.65**  
  
Alderperson Fermanich made a motion to approve writing off the 2021 personal property tax bill for former First Street Coffee. Alderperson Russell seconded and the motion carried.
  - 2. Discussion and consideration regarding continuing with Carlson Dettmann.**  
  
Chairperson Caylor asked Mayor Hass to provide his attempts to contact Carlson Dettmann. Mayor Hass distributed a log of his attempts to the committee members.

He stated he has received no response from Patrick as of September 14<sup>th</sup>. City Administrator Johnson responded and said he has received a response from Patrick. He, Alderperson Blake and City Attorney Hayden called Patrick and did not have an issue getting in contact with him. Mayor Hass will continue to try to contact Patrick and will continue to log his attempts.

Alderperson Fermanich made a motion to send a formal letter to Carlson Dettmann asking for a response by October 18<sup>th</sup> with the understanding business dealings with them would cease if no response is received. Chair Caylor seconded. The motion failed on a 1-2 voice vote.

After discussion, Alderperson Fermanich amended the motion to send a formal letter to Carlson Dettman asking for a response by October 11 with the understanding business dealings with them would cease if no response is received. Alderperson Russell seconded and the motion carried.

### **3. Discussion and consideration regarding the Communications Specialist agreement.**

Mayor Hass explained why he asked this to be placed on the Marketing & Communications agenda with a referral to the Personnel & Finance Committee. Previous agreements regarding contracts have gone through Personnel & Finance and then to the Common Council for approval.

Alderperson Fermanich suggested implementing a uniform policy regarding agreements.

Mayor Hass stated the past practice in contracts going through the committees before being approved by the Common Council.

Chair Caylor explained the issue is not with the Communication Specialists ability or current employment. The issue is the contract was never approved or signed by the Mayor or City Clerk.

Chair Caylor made a motion to forward the contract of the Communication Specialist, without recommendations, to the October 11<sup>th</sup> Common Council. Alderperson Russell seconded and the motion carried.

### **4. Consider amendment to Group Health Insurance Incentive Plan – part-time employees (Section 14-5-2 Employee Handbook)**

Finance Director Unertl explained the reasoning behind this request.

Alderperson Fermanich stated she doesn't understand why the city is paying employees for not taking insurance.

Chair Caylor stated that usually it is an employee takes the insurance or does not. There are usually no incentives not to take insurance.

Alderson Russell made a motion to approve an amendment to the Group Health Insurance Incentive Plan for part-time employees in the employee handbook. Chair Caylor seconded and the motion carried on a 2-1 voice vote.

#### **5. Review and consideration of 2023 non-union wage proposal**

Finance Director Unertl explained this request and the information that was included in the agenda packet for this proposal.

The initial cost would be \$127,000.

After further discussion, Alderson Russell made a motion to approve the Finance Directors information in planning and what has been discussed this evening and forward it to the October 17<sup>th</sup> Committee of the Whole for final approval or disapproval. Alderson Fermanich seconded and the motion carried.

#### **6. Discussion and consideration regarding the revisions to the Employee Handbook.**

It was noted the majority of the revisions were clearing up language.

Alderson Fermanich motioned to approve as an operational draft before adoption by the Common Council on October 11. Chair Caylor seconded and the motion carried.

#### **7. Discussion regarding a traumatic incident employee wellness policy**

Additional information was provided at the meeting for all committee members. Chair Caylor would like guidelines or procedures for both the Fire Department and Police Department. The departments could either have a shared procedure or separate procedures but both should have firm guidelines.

There was no motion but this item was referred to the Health & Safety Committee as a future agenda item.

#### **8. Discuss and consider the development, approval and implementation of appropriate internal controls as recommended by CliftonLarsonAllen LLP.**

Alderson Fermanich would like the issues addressed and recommendations brought back to the Personnel & Finance Committee.

Finance Director Unertl explained the findings from CliftonLarsonAllen that were included in the agenda packet. She will address this further at the October Personnel & Finance meeting.

**V. Monthly Reports:**

**1. Monthly Report – Finance Director Unertl**

The report was in the agenda packet. No questions for the Finance Director.

**2. Monthly Report – City Administrator Johnson**

The report was in the agenda packet. No questions for the City Administrator.

**3. Monthly Report – City Attorney Hayden**

The report was in the agenda packet. No questions for the City Attorney.

**4. Monthly Report – City Clerk Anderson-Malm**

The report was in the agenda packet. No questions for the City Clerk.

**5. Monthly Report – Municipal Court**

The report was in the agenda packet. No questions for the Municipal Court.

**6. Fire Department Callback Report**

The report was in the agenda packet. This report will be removed from future agendas per Chair Caylor.

**7. Consider placing monthly reports on file.**

Aldersperson Russell made a motion to place the monthly reports on file. Aldersperson Fermanich seconded and the motion carried.

**IV. Public Comment**

Brenda Grefe she said spoke regarding the reclassifications and said regardless of reclassifications she hopes all receive equitable consideration.

Dawn Smith stated she was disappointed in the committee because no one on the committee has asked questions regarding the reclassifications.

**VII. Establish date, time and location of next regular meeting**

The next regular meeting would be Tuesday, October 25 at 6:00 PM

**V. Adjournment**

A motion to adjourn was made by Aldersperson Fermanich. Aldersperson Russell seconded and the motion carried. The meeting was adjourned at 7:13 PM.

Minutes prepared by: Lori Anderson-Malm – City Clerk with the help of City Attorney Hayden

Attachment: Committee Reports (9299 : Consider placing the following reports on file:)

City of Merrill  
Meeting of Redevelopment Authority (RDA)

Wednesday, September 7<sup>th</sup>, 2022 at 8:00 a.m.  
City Hall Common Council Chambers

RDA Present: Steve Hass, Clyde Nelson, Mark Bares, Tony Kusserow, and Steve Sabatke

Absent: Jim Koppelman, and Sheila Polak

Others: Alderpersons Rick Blake, Mark Weix, Dick Lupton and LaDonna Fermanich, Finance Director Kathy Unertl, City Clerk Lori Anderson-Malm, City Administrator Dave Johnson, City Attorney Tom Hayden, Public Works Director/City Engineer Rod Akey, Building Inspector/Zoning Administrator Darin Pagel, Police Chief Corey Bennett, Fire Chief Josh Klug, Bill Bialecki from Lincoln County Economic Corp. (LCEDC), Dylan Alwin, and video operator from Merrill Productions

**Call to Order:** Chair Hass called the meeting to order at 8:00 a.m.

**Consider approval of RDA meeting minutes from August 3<sup>rd</sup>:**

**Motion (Sabatke/Nelson) to approve the meeting minutes from August 3<sup>rd</sup>.** Carried.

**Public Comments:** None.

**Update on status and consider modifications to development agreement with Ott Development & Construction LLC for Johnson St. single-family homes (TID No. 4) :**

Unertl reported that the City of Merrill can only transfer Lots 2 and 3 of the Certified Survey Map (CSM) in 2022. There is an underground electrical line running across Lot 1 which will first be relocated by Wisconsin Public Service in spring 2023. The new Plat with the five additional development lots should be approved by the 2023 construction season.

Due to the delay in property acquisition by the City of Merrill, RDA Chair Hass concurred with extending the timeframe to complete the first two single-family homes to March 31, 2023 (instead of December 31, 2022).

With the changing housing market due to mortgage interest increases, Unertl recommended also modifying the development agreement to require construction of minimally two new homes per year. Nothing prohibits Ott Development & Construction LLC from completing the eight new homes on faster timeframe.

**RDA Commission consensus that the proposed development agreement modifications were acceptable.**

Attachment: Committee Reports (9299 : Consider placing the following reports on file:)

**Update on status and consider modifications to development agreement for Webster St. residential developments by S.C. Swiderski, LLC (TID No. 8):**

A letter from Kortni Wolf, Business Development Manager, from S.C. Swiderski LLC was distributed at the RDA meeting. Higher building costs, increasing interest rates, and housing market volatility were noted.

S.C. Swiderski will be proposing a revised development plan for Webster Street. Specifically, proposed increase in multi-family residential units. This will result in additional housing units and a higher tax base.

More information will be provided during September 2022 for review and consideration at the October 2022 RDA meeting.

**Update on potential WHEDA Tax Credit site owned by Lincoln County (Potential alternative sites will be considered in Closed Session):**

Minutes from the Lincoln County Administrative and Legislative Committee from August 3<sup>rd</sup> were included in the RDA agenda packet. There was no action related to Lincoln County-owned site at corner of Memorial Dr. and E. 10<sup>th</sup> St. LCEDC's Bill Bialecki reported that there did not appear to be Lincoln County support.

Lincoln County Supervisor Lori Anderson-Malm commented that there was no presentation, no concrete plan, and no developer for the proposed WHEDA tax credit residential project.

The need for identification and control of proposed development site was reemphasized as the critical first step before seeking potential developer through Request for Proposal (RFP) process. The WHEDA tax credit application is due in December 2022. It is highly competitive process with tax credit awards made in about April 2023 for potential construction starting in 2024. Fermanich reported that the scoring process includes number of housing units, walkability points, and financial support.

**Update on Wisconsin Department of Revenue (1/1/2022) TID Equalized Valuations:**

The 2022 equalized valuations were included in the agenda packet. Unertl emphasized that there were significant increases. Only Tax Increment District (TID) No. 9 (Wisconsin River frontage and S. Center Ave.) has no tax increment being generated.

**Next RDA Meeting:** Wednesday, October 5<sup>th</sup> at 8:00 a.m.

**Closed Session:** Chair Hass read the following: The RDA may convene in closed session per Wis. Stats. Sec. 19.85(1)(e) – deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session to consider:

Consider potential development incentives for Pine Ridge Plaza (former big box) – TID No. 4

Consider potential sale and negotiation of terms for City-owned property located at the southeastern corner of Pine Ridge Plaza - TID No. 4

Consider potential purchase of property for WHEDA tax credit project, including S. State St. property along Wisconsin River (State Street 13 LLC - TID No. 8) and other potential site(s)

**Motion (Nelson/Sabatke) to move into Closed Session.** Carried on 5-0 roll call vote at 8:30 a.m.

Dylan Alwin presented potential redevelopment concept for Pine Ridge Plaza (former big box) – TID No. 4. The potential TID development incentives as authorized by the RDA and Common Council in fall 2021 were discussed.

A reallocation of the total \$250,000 TID No. 4 cash development incentive would be possible for redevelopment of the entire vacant building. There could also be potential loan funding through the Central Wisconsin Economic Development Fund (CWED).

**Motion (Sabatke/Nelson) to authorize potential reallocation of the \$250,000 TID No. 4 cash development incentive upon redevelopment of the former big box building.** Carried.

The potential sale and development reviewed at the August 3<sup>rd</sup> RDA meeting fell through. Bialecki reported on different interest in acquisition of the City-owned property located at the southeastern corner of Pine Ridge Plaza – TID No. 4 for restaurant development. Unertl emphasized that there has not been a Request for Proposals (RFP) process for this property.

**RDA Commissioner Consensus to issue RFP with responses due in January 2023.**

The purchase of alternative properties for proposed WHEDA tax credit project were reviewed and discussed. **There was no RDA action.**

**Adjournment:** (Sabatke/Bares) to adjourn at 9:25 a.m. Carried.

Minutes prepared by RDA Secretary Kathy Unertl

Attachment: Committee Reports (9299 : Consider placing the following reports on file:)



**OPEN SESSION MINUTES  
OF  
T.B. SCOTT FREE LIBRARY  
LIBRARY BOARD MEETING  
HELD ON  
AUGUST 3, 2022 AT 4:00 P.M.**

The President of the Library Board called the meeting to order.

In attendance at the meeting were the following: Mike Geisler (President), Darcy Dalsky (City Appointee), Audrey Huftel (City Appointee), Elizabeth McCrank (County Board Representative), James Wedemeyer (City Appointee), Richard Mamer (Financial Secretary), Rick Blake (City Appointee), Katie Breitenmoser (County Appointee) and Ryan Martinovici (MAPS Representative). Also in attendance was special legal counsel Dean Dietrich.

A motion was made by Martinovici and seconded by Wedemeyer to adjourn into closed session in accordance with the language contained in the posted agenda. Upon roll call vote, all Board members voted "YES."

The Library Board convened into closed session at approximately 4:05 p.m.

The Library Board reconvened into open session at approximately 4:45 p.m. The Library Board discussed the necessity for a monthly meeting for the month of August and decided that it was not necessary for the regular meeting to be held.

A motion was made by Wedemeyer and seconded by McCrank to adjourn. The Library Board adjourned at approximately 4:55 p.m.

COPY

Attachment: Committee Reports (9299 : Consider placing the following reports on file:)



# Transit Commission Meeting September 26, 2022 Minutes

Present; Rick Blake – Chairperson, Mr. Steve Willis, Ms. Sue Kunkel, Ms. Katie Swope, Ms. Denise Ziech(remote) and Brad Brummond – Transit Administrator

- 1) Call to order: 4:00pm
- 2) Public Comment – None
- 3) Approval of August, 2022 minutes

A motion to approve minutes of the August 2022 meeting was made by Mr. Steve Willis and seconded by Ms. Sue Kunkel. All ayes, motion approved unanimously.

4) Administrator's Report:

- A. Ridership – on track towards pre-pandemic levels
- B. Employee Status –
  - a. Paul – on last week of someone with him for school routes, all the rest is good
  - b. Still looking for last part time operator

A motion to approve Administrators report was made by Ms. Sue Kunkel and seconded by Mr. Steve Willis. All ayes, motion approved unanimously.

- 5) New Year's Day – Will continue as a holiday no work
- 6) Consider free rides for employees and immediate family on the bus – discussion
 

A motion to deny was made by Ms. Sue Kunkel and seconded by Mr. Steve Willis. Vote 4 to 1
- 7) Future Agenda Items
  - Administrators Report
  - Closed Session
- 8) Next meeting date will be October 24, 2022 at 4:00pm. Meeting will be held at the Council Chambers in City Hall, 1004 E 1<sup>st</sup> St, Merrill, WI 54452.
- 9) Adjournment - a Motion to adjourn was made by Ms. Sue Kunkel and seconded by Ms. Denise Ziech. All ayes, motion approved unanimously.

Respectfully submitted by:

Brad Brummond  
Transit Administrator

Attachment: Committee Reports (9299 : Consider placing the following reports on file:)

**RESOLUTION NO.****A RESOLUTION HONORING POLICE CANINE EROS FOR HIS EXTENDED SERVICE AND GREAT CONTRIBUTION TO THE CITY OF MERRILL**

WHEREAS, Eros, a German Shepherd, has served the City of Merrill as Police Canine Officer from May 12, 2014 to September 29, 2022; and,

WHEREAS, Eros was deployed a total of 652 times in his career which led to hundreds of arrests, citations, seized firearms and a huge impact in the fight to keep drugs off the streets; and,

WHEREAS, Eros is the first police canine in Merrill Police Department history, starting a new program and seeding it for future generations of Merrill Police canines and canine handlers, The "First Over The Wall" in what will be a continuing canine program; and,

WHEREAS, Eros's dedication and willing demeanor will be missed at the City of Merrill Police Department, especially for his public demos and interactions with the Citizens of Merrill;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 11<sup>th</sup> day of October, 2022, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the faithful service Police Canine Eros has given the City of Merrill Police Department and Merrill's citizens and commends him and Lieutenant Drabek for those 8 years of service; and

BE IT FURTHER RESOLVED, that we hereby commend the meritorious and dedicated service of Eros, congratulate him upon the occasion of his retirement from the City of Merrill Police Department, and extend our warmest wishes for his enjoyment of continued prosperity, good eating, and a happy civilian dog life in the years that lie ahead.

Recommended: Common Council

CITY OF MERRILL, WISCONSIN

Moved: \_\_\_\_\_

\_\_\_\_\_  
Steve J. Hass  
Mayor

Passed: \_\_\_\_\_

\_\_\_\_\_  
Lori Anderson-Malm  
City Clerk

## RESOLUTION \_\_\_\_\_

**RESOLUTION ADOPTING THE CITY OF MERRILL  
OUTDOOR RECREATION PLAN (ORP) 2023-2027**

WHEREAS, the City of Merrill, Lincoln County, Wisconsin wishes to provide quality park facilities and a variety of recreation opportunities and experiences to meet the needs of the community's residents; and

WHEREAS, the City of Merrill, Lincoln County, Wisconsin has developed an Outdoor Recreation Plan (ORP) in order to be eligible for various funding programs between 2023-2027 including Land and Water Conservation Fund Program (LWCF), Outdoor Recreation Action Program-Local Park Aids (ORAP-LPA), Stewardship, Acquisition and Development of Local Parks (ADLP); and

WHEREAS, the Wisconsin Department of Natural Resources (DNR) requires, that in order to be eligible for funding of needed projects, municipalities to update their ORP every five years; and

WHEREAS, the Parks & Recreation Commission and administrative staff have reviewed the updated ORP in its entirety to reflect community recreation needs into the future; and

WHEREAS, the Parks & Recreation Commission collected local recreational needs information through multiple resources including board and staff member knowledge of current park conditions, reviewing past plans, a Level of Services assessment; and an Outdoor Recreation Survey; and

WHEREAS, the Parks & Recreation Commission voted to recommend the adoption of the Outdoor Recreation Plan by both the City of Merrill Common Council and the Wisconsin Department of Natural Resources for the dual purposes of serving as a guide for future park development within the City of Merrill and potential funding considerations within the next five (5) years;

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN, this 11<sup>th</sup> day of October, 2022 hereby adopts this Resolution.

BE IT FURTHER RESOLVED, that City administrative staff is directed to provide a signed copy of this resolution, along with the Outdoor Recreation Plan to the Wisconsin Department of Natural Resources for their review and consideration.

Recommended by: Parks & Recreation  
Commission

CITY OF MERRILL, WISCONSIN

Moved: \_\_\_\_\_

\_\_\_\_\_  
Steve J. Hass  
Mayor

Passed: \_\_\_\_\_

\_\_\_\_\_  
Lori Anderson-Malm  
City Clerk