



CITY OF MERRILL

PERSONNEL AND FINANCE COMMITTEE

AGENDA • TUESDAY SEPTEMBER 27, 2022

Regular Meeting

City Hall Council Chambers

6:00 PM

To attend remotely phone 413-853-2164 PIN 302 809 867 #

- I. Call to Order
- II. Vouchers
 1. August Vouchers
- III. Minutes from Previous Meeting(s)
 1. Consider approving the minutes from the August 23rd Regular Meeting and September 7th Special Meeting
- IV. Agenda Items for Consideration:
 1. Consider writing off 2021 personal property tax bill for 809 E 1st St (former First Street Coffee) for \$140.65
 2. Discussion and consideration regarding continuing with Carlson Dettmann. This was referred back to the Personnel & Finance Committee after the September 13th Common Council meeting.
 3. Discussion and consideration regarding the Communications Specialist agreement. This was referred from the Marketing & Communications September 22nd meeting.
 4. Consider amendment to Group Health Insurance Incentive Plan - Part-time Employees (Section 14-5-2 Employee Handbook)
 5. Review and Consideration of 2023 Non-Union Wage Proposal
 6. Discussion and Consideration regarding the revisions to the Employee Handbook
 7. Discussion regarding a traumatic incident employee wellness policy
 8. Discuss and consider the development, approval and implementation of appropriate internal controls as recommended by CliftonLarsonAllen LLP
- V. Monthly Reports:
 1. Monthly Report - Finance Director Unertl
 2. Monthly Report - City Administrator Johnson
 3. Monthly Report - City Attorney Hayden
 4. Monthly Report - City Clerk Anderson-Malm
 5. Monthly Report - Municipal Court
 6. Fire Department Callback Report
 7. Consider placing monthly reports on file

- VI. Public Comment
- VII. Establish date and time of next regular meeting
 - 1. Next regular meeting, Tuesday, October 25th at 6:00 PM
- VIII. Adjournment

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	BANECK, ANDREW	UNPOST						
M-CHECK	BANECK, ANDREW	UNPOST	V 8/08/2022			172932		50.00C
1	PEHLKE, TAMMY	UNPOST						
M-CHECK	PEHLKE, TAMMY	UNPOST	V 8/01/2022			173347		100.00C
1	M&K ACTION LLC	UNPOST						
M-CHECK	M&K ACTION LLC	UNPOST	V 8/01/2022			176825		11.56C
C-CHECK	VOID CHECK	V	8/05/2022			177608		
C-CHECK	VOID CHECK	V	8/05/2022			177643		
C-CHECK	VOID CHECK	V	8/05/2022			177650		
C-CHECK	VOID CHECK	V	8/10/2022			177693		
C-CHECK	VOID CHECK	V	8/12/2022			177772		
C-CHECK	VOID CHECK	V	8/12/2022			177789		
C-CHECK	VOID CHECK	V	8/12/2022			177818		
001161	LINCOLN CO ABSTRACT CO, INC.							
C-CHECK	LINCOLN CO ABSTRACT CO, UNPOST	V	8/15/2022			177824		46,923.35C
001161	LINCOLN CO ABSTRACT CO, INC.							
M-CHECK	LINCOLN CO ABSTRACT CO, UNPOST	V	8/16/2022			177824		
C-CHECK	VOID CHECK	V	8/19/2022			177912		
C-CHECK	VOID CHECK	V	8/26/2022			177968		

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	13 VOID DEBITS	0.00		
	VOID CREDITS	47,084.91CR	47,084.91CR	0.00

TOTAL ERRORS: 0

VENDOR SET: 01	BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			13	47,084.91CR	0.00	0.00
BANK:	TOTALS:		13	47,084.91CR	0.00	0.00

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004992	107 BAIT SHACK LLC							
I-0119	48-GOLF & ICE CREAM SUMMER	R	8/12/2022			177756		
10 55300-03-41500	Self & Non-Support-Expenses	48-GOLF & ICE CREAM		336.00				336.00
		*** VENDOR TOTALS ***				1 CHECKS		336.00
004617	A CUT ABOVE YARD SERVICES, LLC							
I-1686	SHRUB TRIMMING - CITY HALL	R	8/26/2022			177969		
10 51600-08-82000	Bldg/Grounds Improvements	SHRUB TRIMMING - CIT		1,245.00				1,245.00
		*** VENDOR TOTALS ***				1 CHECKS		1,245.00
000049	A J CONTRACT SERVICES							
I-35644	LIGHT WEDGE KIT #132	R	8/05/2022			177590		
10 55420-03-50000	Repair/Maint. Supplies	LIGHT WEDGE KIT #132		1,203.25				1,203.25
		*** VENDOR TOTALS ***				1 CHECKS		1,203.25
000020	AFLAC							
I-AFA20220805	PREMIUM PER ATTACHED	R	8/05/2022			177579		
10 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		571.08				
21 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		21.75				
48 21-5905	AFLAC	PREMIUM PER ATTACHED		11.02				
52 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		1.64				
62 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		16.98				
63 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		11.18				
I-AFL20220805	PREMIUM PER ATTACHED	R	8/05/2022			177579		
10 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		256.11				
21 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		47.23				
48 21-5905	AFLAC	PREMIUM PER ATTACHED		52.61				
52 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		1.56				
62 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		51.00				
63 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		17.48				1,059.64
000020	AFLAC							
I-AFA20220819	PREMIUM PER ATTACHED	R	8/19/2022			177879		
10 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		573.84				
20 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		14.95				
21 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		21.75				
62 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		15.85				
63 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		7.26				
I-AFL20220819	PREMIUM PER ATTACHED	R	8/19/2022			177879		
10 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		258.03				
20 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		24.78				
21 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		47.23				
48 21-5905	AFLAC	PREMIUM PER ATTACHED		37.34				
62 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		25.23				
63 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		33.38				1,059.64
		*** VENDOR TOTALS ***				2 CHECKS		2,119.21

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
005098	MARY AKEY							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177844		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		159.50				159.50
		*** VENDOR TOTALS ***				1 CHECKS		159.50
004962	VIVIAN ALBRIGHT							
I-8/22 JULY CRAFTS	TOWEL RING, MUG RUGS	R	8/12/2022			177723		
26 54600-03-45400	MEC - Craft Shop Exp.	TOWEL RING, MUG RUGS		14.00				14.00
		*** VENDOR TOTALS ***				1 CHECKS		14.00
002047	AMAZON							
I-20220817	ACCT # 60457 8781 005319 5	R	8/19/2022			177933		
10 55110-03-10000	Office Supplies	ACCT # 60457 8781 00		21.34				
10 55110-03-41500	Progammig - Youth	ACCT # 60457 8781 00		866.13				
10 55110-13-10100	Adult Dept Non-Fiction	ACCT # 60457 8781 00		261.27				
10 55110-13-20000	Youth Children's Books	ACCT # 60457 8781 00		117.31				
10 55110-13-20100	Young Adult Books	ACCT # 60457 8781 00		53.52				
10 55110-14-10200	Adult Dept CDs	ACCT # 60457 8781 00		65.71				
10 55110-14-10400	Adult Dept DVDs	ACCT # 60457 8781 00		217.12				
10 55110-15-31000	Computer Supplies	ACCT # 60457 8781 00		156.55				
26 55110-03-40500	Memorial Books-Expense	ACCT # 60457 8781 00		39.96				1,798.91
		*** VENDOR TOTALS ***				1 CHECKS		1,798.91
004586	QUINTEN AMENT							
I-8/22 JULY CRAFTS	ADULT BIB	R	8/12/2022			177724		
26 54600-03-45400	MEC - Craft Shop Exp.	ADULT BIB		12.00				12.00
		*** VENDOR TOTALS ***				1 CHECKS		12.00
000059	AMERICAN ASPHALT OF WI							
I-5300057669	HOT MIX	R	8/05/2022			177591		
52 53388-03-75555	Asphalt Paving	HOT MIX		736.00				
10 53300-03-75000	Patching Materials	HOT MIX		2,112.61				
I-5300057846	HOT MIX	R	8/05/2022			177591		
52 53388-03-75555	Asphalt Paving	HOT MIX		264.96				
10 53300-03-75000	Patching Materials	HOT MIX		90.09				3,203.66
		*** VENDOR TOTALS ***				1 CHECKS		3,203.66
003604	AMERICAN PLANNING ASSOCIATION							
I-075491-2273	APA MEMBERSHIP RENEWAL	R	8/05/2022			177592		
10 51520-03-32000	Education & Conference	APA MEMBERSHIP RENEW		403.00				403.00
		*** VENDOR TOTALS ***				1 CHECKS		403.00
002555	AMERICAN WELDING & GAS INC.							
I-08626834	OXYGEN, COMPLIANCE,SURCHG.	R	8/05/2022			177593		
10 55200-02-15000	Contract Services	OXYGEN, COMPLIANCE,S		57.43				
I-08627283	HELIUM, COMPLIANCE, SURCHG.	R	8/05/2022			177593		
10 55300-03-41500	Self & Non-Support-Expenses	HELIUM, COMPLIANCE,		78.22				
I-08670451	COMPRESSED OXYGEN,	R	8/05/2022			177593		

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
002555	AMERICAN WELDING & GASCONT							
I-08670451	COMPRESSED OXYGEN,	R	8/05/2022			177593		
10 52300-03-40000	Operating Supplies	COMPRESSED OXYGEN,		77.51				
I-08689568	OXYGEN, SAFETY COMPLIANCE	R	8/05/2022			177593		
10 52300-03-40000	Operating Supplies	OXYGEN, SAFETY COMPL		161.51				374.67
002555	AMERICAN WELDING & GAS INC.							
I-08642731	REFRIGERATED CARBON DIOXIDE	R	8/19/2022			177890		
10 55420-03-50000	Repair/Maint. Supplies	REFRIGERATED CARBON		267.25				
I-08651769	REFRIDGE CARBON DIOXIDE	R	8/19/2022			177890		
10 55420-03-50000	Repair/Maint. Supplies	REFRIDGE CARBON DIOX		242.48				
I-08689257	OXYGEN, SAFETY COMPLIANCE	R	8/19/2022			177890		
10 55200-02-15000	Contract Services	OXYGEN, SAFETY COMPL		58.82				
I-08689702	HELIUM, CYLINDER SURCHG.	R	8/19/2022			177890		
10 55300-03-41500	Self & Non-Support-Expenses	HELIUM, CYLINDER SUR		80.30				648.85
		*** VENDOR TOTALS ***				2 CHECKS		1,023.51
002125	ANNIS, JOY							
I-8/19/22WALMART	REIMBURSEMENT - WAL-MART	R	8/19/2022			177892		
10 55300-03-41500	Self & Non-Support-Expenses	REIMBURSEMENT - WAL-		66.63				66.63
		*** VENDOR TOTALS ***				1 CHECKS		66.63
002767	APPLIED INDUSTRIAL TECH							
I-7024868512	JOBBER DRILLS	R	8/12/2022			177757		
10 53240-03-40000	Operating Supplies	JOBBER DRILLS		72.84				72.84
		*** VENDOR TOTALS ***				1 CHECKS		72.84
003554	APPLIED MAINTENANCE SUPPLIES A							
I-7024761259	NUTS, BOLTS	R	8/05/2022			177594		
10 53240-03-40000	Operating Supplies	NUTS, BOLTS		15.69				
I-7024803993	LOCKNUT, NYLON TIE	R	8/05/2022			177594		
10 53240-03-40000	Operating Supplies	LOCKNUT, NYLON TIE		85.78				101.47
		*** VENDOR TOTALS ***				1 CHECKS		101.47
001243	ARING EQUIPMENT COMPANY, INC.							
I-783206	BRACKETS, SCREWS, WASHERS	R	8/05/2022			177595		
10 53240-03-40000	Operating Supplies	BRACKETS, SCREWS, WA		1,267.41				1,267.41
001243	ARING EQUIPMENT COMPANY, INC.							
C-783696	RETURN NUTS, SCREWS	R	8/12/2022			177758		
10 53240-03-40000	Operating Supplies	RETURN NUTS, SCREWS		28.93CR				
C-783699	RETURN BRACKET, PLATE	R	8/12/2022			177758		
10 53240-03-40000	Operating Supplies	RETURN BRACKET, PLAT		266.59CR				
I-783617	WIPER BLADE, INDICATOR	R	8/12/2022			177758		
10 53240-03-40000	Operating Supplies	WIPER BLADE, INDICAT		629.37				333.85
		*** VENDOR TOTALS ***				2 CHECKS		1,601.21

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
005060	MARLA ARNDT							
I-8/22 JULY CRAFTS	TABLE TOPPERS, BOOK PILLOW	R	8/12/2022			177725		
26 54600-03-45400	MEC - Craft Shop Exp.	TABLE TOPPERS, BOOK		78.50				78.50
		*** VENDOR TOTALS ***				1 CHECKS		78.50
002222	ARROW TERMINAL, LLC							
I-0148637-IN	CONNECTORS, LIGHT, WASHERS	R	8/05/2022			177596		
10 53240-03-40000	Operating Supplies	CONNECTORS, LIGHT, W		290.94				290.94
002222	ARROW TERMINAL, LLC							
I-0148980-IN	FITTINGS	R	8/12/2022			177759		
10 53240-03-40000	Operating Supplies	FITTINGS		27.73				27.73
		*** VENDOR TOTALS ***				2 CHECKS		318.60
001638	NORBERT ASHBECK							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177845		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		189.00				189.00
		*** VENDOR TOTALS ***				1 CHECKS		189.00
004904	ASPIRUS HEALTH PLAN							
I-G.HARTWIG 09/22	GREG HARTWIG SEPTEMBER 2022	R	8/26/2022			177967		
10 51930-05-45000	Retiree's SI/Health Ins.	GREG HARTWIG SEPTEMBER		942.73				
I-HP120220819	HEALTH INSURANCE PREMIUM	R	8/26/2022			177967		
10 53240-01-21000	Wages - Perm - Regular	HEALTH INSURANCE PRE		1,630.31				
I-HP220220805	HEALTH INS PREMIUMS	R	8/26/2022			177967		
10 13-8200	Prepaid Health Ins.	HEALTH INS PREMIUMS		127.57				
I-HP220220819	HEALTH INS PREMIUMS	R	8/26/2022			177967		
10 13-8200	Prepaid Health Ins.	HEALTH INS PREMIUMS		127.57				
I-HS120220819	HEALTH INS PREMIUMS	R	8/26/2022			177967		
10 51200-01-54000	Health Insurance	HEALTH INS PREMIUMS		1,678.05				
10 51300-01-54000	Health Insurance	HEALTH INS PREMIUMS		1,678.05				
10 51415-01-54000	Health Insurance	HEALTH INS PREMIUMS		1,258.54				
10 51525-01-54000	Health Insurance	HEALTH INS PREMIUMS		839.03				
10 51600-01-54000	Health Insurance	HEALTH INS PREMIUMS		1,475.88				
10 52100-01-54000	Health Insurance	HEALTH INS PREMIUMS		25,170.75				
10 52200-01-54000	Health Insurance	HEALTH INS PREMIUMS		11,755.53				
10 52300-01-54000	Health Insurance	HEALTH INS PREMIUMS		6,703.02				
10 52400-01-54000	Health Insurance	HEALTH INS PREMIUMS		2,517.08				
10 53100-01-54000	Health Insurance	HEALTH INS PREMIUMS		839.03				
10 53240-01-54000	Health Insurance	HEALTH INS PREMIUMS		2,223.16				
10 53300-01-54000	Health Insurance	HEALTH INS PREMIUMS		1,598.48				
10 53314-01-54000	Health Insurance	HEALTH INS PREMIUMS		62.93				
10 53520-01-54000	Health Insurance	HEALTH INS PREMIUMS		1,678.05				
10 53620-01-54000	Health Insurance	HEALTH INS PREMIUMS		125.85				
10 53635-01-54000	Health Insurance	HEALTH INS PREMIUMS		1,552.20				
10 55110-01-54000	Health Insurance	HEALTH INS PREMIUMS		1,678.05				
10 55200-01-54000	Health Insurance	HEALTH INS PREMIUMS		4,231.84				
10 55300-01-54000	Health Insurance	HEALTH INS PREMIUMS		2,480.36				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004904	ASPIRUS HEALTH PLAN	CONT						
I-HS120220819	HEALTH INS PREMIUMS	R	8/26/2022			177967		
20	53622-01-54000 Health Insurance	HEALTH INS PREMIUMS		901.94				
21	52100-01-54000 Health Insurance	HEALTH INS PREMIUMS		1,678.05				
24	55225-01-54000 Health Insurance	HEALTH INS PREMIUMS		55.59				
24	55513-01-54000 Health Insurance	HEALTH INS PREMIUMS		146.58				
25	56900-01-54000 Health Insurance	HEALTH INS PREMIUMS		839.02				
48	57100-01-54000 Health Insurance	HEALTH INS PREMIUMS		31.45				
52	53337-01-54000 Health Insurance	HEALTH INS PREMIUMS		142.48				
62	53716-00-92620 Employee Health Ins.	HEALTH INS PREMIUMS		6,754.84				
63	56156-00-85420 Employee Health Ins.	HEALTH INS PREMIUMS		5,484.72				
I-HS220220805	FAM HEALTH INS PREMIUMS	R	8/26/2022			177967		
10	13-8200 Prepaid Health Ins.	FAM HEALTH INS PREMI		4,006.26				
20	13-8200 Pre-Paid Health Insurance	FAM HEALTH INS PREMI		2.60				
21	13-8200 Pre-Paid Health Insurance	FAM HEALTH INS PREMI		103.70				
24	13-8200 Pre-Paid Health Insurance	FAM HEALTH INS PREMI		1.28				
25	13-8200 Pre-Paid Health Insurance	FAM HEALTH INS PREMI		51.85				
48	13-8200 Pre-Paid Health	FAM HEALTH INS PREMI		80.66				
52	13-8200 Pre-Paid Health Ins.	FAM HEALTH INS PREMI		54.56				
62	13-8200 Pre-Paid Health Insurance	FAM HEALTH INS PREMI		418.11				
63	13-8200 Pre-Paid Health Insurance	FAM HEALTH INS PREMI		362.28				
I-HS220220819	FAM HEALTH INS PREMIUMS	R	8/26/2022			177967		
10	13-8200 Prepaid Health Ins.	FAM HEALTH INS PREMI		4,505.19				
20	13-8200 Pre-Paid Health Insurance	FAM HEALTH INS PREMI		55.73				
21	13-8200 Pre-Paid Health Insurance	FAM HEALTH INS PREMI		103.70				
24	13-8200 Pre-Paid Health Insurance	FAM HEALTH INS PREMI		12.49				
25	13-8200 Pre-Paid Health Insurance	FAM HEALTH INS PREMI		51.85				
48	13-8200 Pre-Paid Health	FAM HEALTH INS PREMI		1.94				
52	13-8200 Pre-Paid Health Ins.	FAM HEALTH INS PREMI		8.81				
62	13-8200 Pre-Paid Health Insurance	FAM HEALTH INS PREMI		417.44				
63	13-8200 Pre-Paid Health Insurance	FAM HEALTH INS PREMI		338.95				
I-HS320220819	SGL HLTH INS PREMIUMS	R	8/26/2022			177967		
10	51300-01-54000 Health Insurance	SGL HLTH INS PREMIUM		839.03				
10	51420-01-54000 Health Insurance	SGL HLTH INS PREMIUM		822.25				
10	51520-01-54000 Health Insurance	SGL HLTH INS PREMIUM		734.15				
10	52100-01-54000 Health Insurance	SGL HLTH INS PREMIUM		2,517.09				
10	52110-01-54000 Health Insurance	SGL HLTH INS PREMIUM		102.29				
10	52200-01-54000 Health Insurance	SGL HLTH INS PREMIUM		1,678.06				
10	52300-01-54000 Health Insurance	SGL HLTH INS PREMIUM		839.03				
10	53240-01-54000 Health Insurance	SGL HLTH INS PREMIUM		823.38				
10	53300-01-54000 Health Insurance	SGL HLTH INS PREMIUM		1,273.54				
10	53310-01-54000 Health Insurance	SGL HLTH INS PREMIUM		685.59				
10	53316-01-54000 Health Insurance	SGL HLTH INS PREMIUM		138.92				
10	53520-01-54000 Health Insurance	SGL HLTH INS PREMIUM		1,678.06				
10	53620-01-54000 Health Insurance	SGL HLTH INS PREMIUM		818.05				
10	53635-01-54000 Health Insurance	SGL HLTH INS PREMIUM		20.98				
10	55110-01-54000 Health Insurance	SGL HLTH INS PREMIUM		5,034.18				
10	55301-01-54000 Health Insurance	SGL HLTH INS PREMIUM		20.46				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004904	ASPIRUS HEALTH PLAN CONT							
I-HS320220819	SGL HLTH INS PREMIUMS	R	8/26/2022			177967		
48 57100-01-54000	Health Insurance	SGL HLTH INS PREMIUM		110.09				
52 53337-01-54000	Health Insurance	SGL HLTH INS PREMIUM		249.04				
62 53716-00-92620	Employee Health Ins.	SGL HLTH INS PREMIUM		716.35				
63 56156-00-85420	Employee Health Ins.	SGL HLTH INS PREMIUM		1,875.21				
I-HS420220805	SNGL HLTH INS PREMIUMS	R	8/26/2022			177967		
10 13-8200	Prepaid Health Ins.	SNGL HLTH INS PREMIU		1,075.82				
48 13-8200	Pre-Paid Health	SNGL HLTH INS PREMIU		2.91				
52 13-8200	Pre-Paid Health Ins.	SNGL HLTH INS PREMIU		57.36				
62 13-8200	Pre-Paid Health Insurance	SNGL HLTH INS PREMIU		56.27				
63 13-8200	Pre-Paid Health Insurance	SNGL HLTH INS PREMIU		155.74				
I-HS420220819	SNGL HLTH INS PREMIUMS	R	8/26/2022			177967		
10 13-8200	Prepaid Health Ins.	SNGL HLTH INS PREMIU		1,113.90				
48 13-8200	Pre-Paid Health	SNGL HLTH INS PREMIU		6.81				
52 13-8200	Pre-Paid Health Ins.	SNGL HLTH INS PREMIU		15.39				
62 13-8200	Pre-Paid Health Insurance	SNGL HLTH INS PREMIU		18.35				
63 13-8200	Pre-Paid Health Insurance	SNGL HLTH INS PREMIU		89.95				
I-HS720220819	HEALTH INS PREMIUM	R	8/26/2022			177967		
10 54600-01-54000	Health Insurance	HEALTH INS PREMIUM		1,525.87				
I-HS820220805	HEALTH INS PREMIUMS	R	8/26/2022			177967		
10 13-8200	Prepaid Health Ins.	HEALTH INS PREMIUMS		179.79				
I-HS820220819	HEALTH INS PREMIUMS	R	8/26/2022			177967		
10 13-8200	Prepaid Health Ins.	HEALTH INS PREMIUMS		179.79				
I-S.LITZER 09/22	SARAH LITZER SEPTEMBER 2022	R	8/26/2022			177967		
10 13-8200	Prepaid Health Ins.	SARAH LITZER SEPTEMB		942.73				125,382.56
		*** VENDOR TOTALS ***				1 CHECKS		125,382.56
005115	ASPIRUS INC							
I-8/22-1231691	VEINPUNCTURE-J.ZULLIGER	R	8/05/2022			177597		
10 52100-02-94000	Jail/Evidence	VEINPUNCTURE-J.ZULLI		99.00				99.00
005115	ASPIRUS INC							
I-8/23/22-1231691	VEINPUNCTURE-JULEE DEVEAU &	R	8/23/2022			177965		
10 52100-02-94000	Jail/Evidence	VEINPUNCTURE-JULEE D		66.00				66.00
		*** VENDOR TOTALS ***				2 CHECKS		165.00
001228	ASPIRUS MEDICAL GROUP/ATTN:BIL							
I-106015	EAS CONTRACTED FULL SERVICE	R	8/12/2022			177760		
10 51417-02-50000	EAP-Employee Assistance	EAS CONTRACTED FULL		333.95				
62 53716-00-92300	Outside Serv. Employed	EAS CONTRACTED FULL		50.00				
63 56156-00-85200	Outside Service Employed	EAS CONTRACTED FULL		50.00				433.95
		*** VENDOR TOTALS ***				1 CHECKS		433.95

VENDOR SET: 01 City of Merrill
 BANK: 1 LINCOLN CO - GENERAL
 DATE RANGE: 8/01/2022 THRU 8/31/2022

2.1.a

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
005095	ASPIRUS, INC.							
I-2022-07-820-02	JULY 2022 ASPIRUS MERRILL	R	8/12/2022			177762		
10 52300-03-40000	Operating Supplies	JULY 2022 ASPIRUS ME		312.81				312.81
		*** VENDOR TOTALS ***				1 CHECKS		312.81
005087	ASSURITY LIFE INSURANCE COMPAN							
I-ASR20220805	PREMIUM PER ATTACHED	R	8/05/2022			177580		
10 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		536.31				
20 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		0.26				
48 21-5905	AFLAC	PREMIUM PER ATTACHED		10.70				
52 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		77.35				
62 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		55.11				
63 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		36.80				716.53
005087	ASSURITY LIFE INSURANCE COMPAN							
I-ASR20220819	PREMIUM PER ATTACHED	R	8/19/2022			177880		
10 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		592.17				
20 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		0.40				
48 21-5905	AFLAC	PREMIUM PER ATTACHED		8.98				
52 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		23.21				
62 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		62.25				
63 21-5905	AFLAC Premiums	PREMIUM PER ATTACHED		29.52				716.53
		*** VENDOR TOTALS ***				2 CHECKS		1,433.01
004487	AT & T MOBILITY							
I-28728750934071922	ACCT.#287287509340	R	8/05/2022			177598		
10 52200-02-25500	Fiber - Internet & VOIP	ACCT.#287287509340		277.07				
10 52300-02-25000	Telephone & Internet	ACCT.#287287509340		277.06				554.13
004487	AT & T MOBILITY							
I-8/22-287287509340x	JULY & AUGUST 2022 - FIRE DEPT	R	8/26/2022			178015		
10 52200-02-25500	Fiber - Internet & VOIP	JULY & AUGUST 2022 -		257.55				
10 52300-02-25000	Telephone & Internet	JULY & AUGUST 2022 -		257.54				515.09
		*** VENDOR TOTALS ***				2 CHECKS		1,069.21
000038	ATCO INTERNATIONAL							
I-IO600625	POP-UP SWIPES , QUICKIES	R	8/19/2022			177893		
10 55400-03-40000	Operating Supplies	POP-UP SWIPES		457.70				457.70
		*** VENDOR TOTALS ***				1 CHECKS		457.70
000081	BAJA'S							
I-18270	SIGNS-BLK SQUIRREL TRIATHLON	R	8/05/2022			177599		
26 55425-03-42777	Black Squirrel Exp	SIGNS-BLK SQUIRREL T		112.75				
I-18271	ST362-SPORT TEK	R	8/05/2022			177599		
10 55300-03-41500	Self & Non-Support-Expenses	ST362-SPORT TEK		353.50				466.25
		*** VENDOR TOTALS ***				1 CHECKS		466.25

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000268	BAKER & TAYLOR L0280842							
I-2036844898	ACCT # 216389 L028084 2 B00000	R	8/19/2022			177934		
10 55110-13-10000	Adult Dept Fiction	ACCT # 216389 L02808		1,190.85				
10 55110-03-10500	Library Supplies	ACCT # 216389 L02808		71.76				
I-2036847801	ACCT# 216389 L028084 2 B00000	R	8/19/2022			177934		
10 55110-13-10000	Adult Dept Fiction	ACCT# 216389 L028084		99.21				
10 55110-03-10500	Library Supplies	ACCT# 216389 L028084		8.43				
I-2036864107	ACCT# 216389 L028084 2 B00000	R	8/19/2022			177934		
10 55110-13-10000	Adult Dept Fiction	ACCT# 216389 L028084		329.17				
10 55110-03-10500	Library Supplies	ACCT# 216389 L028084		29.07				
I-2036873833	ACCT# 216389 L028084 2 B00000	R	8/19/2022			177934		
10 55110-13-10000	Adult Dept Fiction	ACCT# 216389 L028084		611.77				
10 55110-03-10500	Library Supplies	ACCT# 216389 L028084		34.87				
I-2036882980	ACCT# 216389 L028084 2 B00000	R	8/19/2022			177934		
10 55110-13-10000	Adult Dept Fiction	ACCT# 216389 L028084		340.63				
10 55110-03-10500	Library Supplies	ACCT# 216389 L028084		28.01				
I-2036894696	ACCT# 216389 L028084 2 B00000	R	8/19/2022			177934		
10 55110-13-10000	Adult Dept Fiction	ACCT# 216389 L028084		152.70				
10 55110-03-10500	Library Supplies	ACCT# 216389 L028084		9.56				
I-2036906878	ACCT# 216389 L028084 2 B00000	R	8/19/2022			177934		
10 55110-13-10000	Adult Dept Fiction	ACCT# 216389 L028084		335.82				
10 55110-03-10500	Library Supplies	ACCT# 216389 L028084		29.28				
I-2036921738	ACCT# 216389 L028084 2 B00000	R	8/19/2022			177934		
10 55110-13-10000	Adult Dept Fiction	ACCT# 216389 L028084		114.38				
10 55110-03-10500	Library Supplies	ACCT# 216389 L028084		5.77				
I-2036929563	ACCT# 216389 L028084 2 B00000	R	8/19/2022			177934		
10 55110-13-10000	Adult Dept Fiction	ACCT# 216389 L028084		143.89				
10 55110-03-10500	Library Supplies	ACCT# 216389 L028084		12.51				
I-2036929858	ACCT# 216389 L028084 2 B00000	R	8/19/2022			177934		
10 55110-13-10000	Adult Dept Fiction	ACCT# 216389 L028084		80.60				
10 55110-14-10100	Adult Dept Books on CD	ACCT# 216389 L028084		49.50				
10 55110-03-10500	Library Supplies	ACCT# 216389 L028084		6.95				3,684.73
*** VENDOR TOTALS ***						1 CHECKS		3,684.73
003259	BAKER & TAYLOR L4211082							
I-2036860901	ACCT # 216389 L421108 2 B00000	R	8/19/2022			177935		
10 55110-13-10200	Adult Dept Paperbacks	ACCT # 216389 L42110		5.03				
I-2036883528	ACCT # 216389 L 421108 2 B0000	R	8/19/2022			177935		
10 55110-13-10200	Adult Dept Paperbacks	ACCT # 216389 L 4211		38.21				
I-2036905381	ACCT # 216389 L421108 2 B00000	R	8/19/2022			177935		
10 55110-13-10200	Adult Dept Paperbacks	ACCT # 216389 L42110		11.95				
I-2036924354	ACCT # 216389 L421108 2 B00000	R	8/19/2022			177935		
10 55110-13-10200	Adult Dept Paperbacks	ACCT # 216389 L42110		5.66				60.85
*** VENDOR TOTALS ***						1 CHECKS		60.85

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000273	BAKER & TAYLOR L5014032							
I-2036844769	ACCT # 216389 L501403 2 B00000	R	8/19/2022			177936		
10 55110-13-20000	Youth Children's Books	ACCT # 216389 L50140		48.63				
10 55110-03-10500	Library Supplies	ACCT # 216389 L50140		7.88				
10 55110-03-11000	Postage	ACCT # 216389 L50140		0.49				
I-2036864100	ACCT # 216389 L501403 2 B00000	R	8/19/2022			177936		
10 55110-13-20000	Youth Children's Books	ACCT # 216389 L50140		10.63				
10 55110-13-20100	Young Adult Books	ACCT # 216389 L50140		10.63				
10 55110-03-10500	Library Supplies	ACCT # 216389 L50140		2.89				
10 55110-03-11000	Postage	ACCT # 216389 L50140		0.21				
I-2036885057	ACCT # 216389 L501403 2 B00000	R	8/19/2022			177936		
10 55110-03-11000	Postage	ACCT # 216389 L50140		0.13				
10 55110-03-10500	Library Supplies	ACCT # 216389 L50140		1.84				
10 55110-13-20000	Youth Children's Books	ACCT # 216389 L50140		13.43				
I-2036906974	ACCT # 216389 L501403 2 B00000	R	8/19/2022			177936		
10 55110-13-20100	Young Adult Books	ACCT # 216389 L50140		10.63				
10 55110-03-10000	Office Supplies	ACCT # 216389 L50140		1.84				
10 55110-03-11000	Postage	ACCT # 216389 L50140		0.11				
I-2036929623	ACCT # 216389 L501403 2 B00000	R	8/19/2022			177936		
10 55110-03-10500	Library Supplies	ACCT # 216389 L50140		1.84				
10 55110-03-11000	Postage	ACCT # 216389 L50140		0.11				
10 55110-13-20100	Young Adult Books	ACCT # 216389 L50140		10.63				121.92
*** VENDOR TOTALS ***						1 CHECKS		121.92
000270	BAKER & TAYLOR L5471172							
I-2036842267	ACCT # 216389 L547117 2 B00000	R	8/19/2022			177937		
26 55110-03-40500	Memorial Books-Expense	ACCT # 216389 L54711		89.78				
I-2036864006	ACCT # 216389 L547117 2 B00000	R	8/19/2022			177937		
26 55110-03-40500	Memorial Books-Expense	ACCT # 216389 L54711		65.73				
I-2036885053	ACCT # 216389 L547117 2 B00000	R	8/19/2022			177937		
26 55110-03-40500	Memorial Books-Expense	ACCT # 216389 L54711		70.08				
I-2036921715	ACCT # 216389 L547117 2 B00000	R	8/19/2022			177937		
26 55110-03-40500	Memorial Books-Expense	ACCT # 216389 L54711		34.00				259.59
*** VENDOR TOTALS ***						1 CHECKS		259.59
000271	BAKER & TAYLOR L5491882							
I-2036858729	ACCT # 216389 L549188 2 B00000	R	8/19/2022			177938		
10 55110-13-10100	Adult Dept Non-Fiction	ACCT # 216389 L54918		102.31				
10 55110-03-10500	Library Supplies	ACCT # 216389 L54918		6.21				
I-2036868597	ACCT # 216389 L549188 2 B00000	R	8/19/2022			177938		
10 55110-13-10100	Adult Dept Non-Fiction	ACCT # 216389 L54918		499.10				
10 55110-03-10500	Library Supplies	ACCT # 216389 L54918		26.42				
I-2036892084	ACCT # 216389 L549188 2 B00000	R	8/19/2022			177938		
10 55110-13-10100	Adult Dept Non-Fiction	ACCT # 216389 L54918		159.36				
10 55110-03-10500	Library Supplies	ACCT # 216389 L54918		11.33				
I-2036914581	ACCT # 216389 L549188 2 B00000	R	8/19/2022			177938		
10 55110-13-10100	Adult Dept Non-Fiction	ACCT # 216389 L54918		445.62				
10 55110-03-10500	Library Supplies	ACCT # 216389 L54918		28.02				
I-2036936468	ACCT # 216389 L549188 2 B00000	R	8/19/2022			177938		

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000271	BAKER & TAYLOR L549188CONT							
I-2036936468	ACCT # 216389 L549188 2 B00000	R	8/19/2022			177938		
10 55110-13-10100	Adult Dept Non-Fiction	ACCT # 216389 L54918		205.14				
10 55110-03-10500	Library Supplies	ACCT # 216389 L54918		13.61				1,497.12
		*** VENDOR TOTALS ***				1 CHECKS		1,497.12
004496	DONNA BARKLEY							
I-8/22 JULY CRAFTS	BIRD CLOCK	R	8/12/2022			177726		
26 54600-03-45400	MEC - Craft Shop Exp.	BIRD CLOCK		50.00				50.00
		*** VENDOR TOTALS ***				1 CHECKS		50.00
004964	RANDI BARKLEY							
I-8/22 JULY CRAFTS	COASTER SET, SEWING KIT	R	8/12/2022			177727		
26 54600-03-45400	MEC - Craft Shop Exp.	COASTER SET, SEWING		15.00				15.00
		*** VENDOR TOTALS ***				1 CHECKS		15.00
003513	BATTERIES PLUS							
I-P52953017	RECYCLE BULBS	R	8/05/2022			177600		
10 53240-03-40000	Operating Supplies	RECYCLE BULBS		76.05				76.05
		*** VENDOR TOTALS ***				1 CHECKS		76.05
000066	BAUMGART WASTE REMOVAL							
I-08/19/2022	JULY 2022 WASTE HAULING	R	8/19/2022			177894		
10 55400-02-23600	Waste Removal Services	JULY 2022 WASTE HAU		148.00				148.00
		*** VENDOR TOTALS ***				1 CHECKS		148.00
001521	BAY TOWEL, INC							
I-4368419	UNIFORMS W/E 7-7-22	R	8/05/2022			177601		
10 53240-03-46000	Uniform Services	UNIFORMS W/E 7-7-22		16.04				
10 53620-03-46000	Uniform Services	UNIFORMS W/E 7-7-22		6.27				
10 53635-03-46000	Uniform Services	UNIFORMS W/E 7-7-22		7.68				
10 53300-03-46000	Uniform Services	UNIFORMS W/E 7-7-22		88.14				
10 53310-03-46000	Uniform Services	UNIFORMS W/E 7-7-22		4.09				
10 53230-03-40000	Operating Supplies	UNIFORMS W/E 7-7-22		31.29				
10 53102-03-40000	Operating Supplies	UNIFORMS W/E 7-7-22		4.09				
I-4371587	UNIFORMS W/E 07-14-22	R	8/05/2022			177601		
10 53240-03-46000	Uniform Services	UNIFORMS W/E 07-14-2		16.04				
10 53620-03-46000	Uniform Services	UNIFORMS W/E 07-14-2		6.27				
10 53635-03-46000	Uniform Services	UNIFORMS W/E 07-14-2		7.68				
10 53300-03-46000	Uniform Services	UNIFORMS W/E 07-14-2		88.14				
10 53310-03-46000	Uniform Services	UNIFORMS W/E 07-14-2		4.09				
10 53230-03-40000	Operating Supplies	UNIFORMS W/E 07-14-2		31.29				
10 53102-03-40000	Operating Supplies	UNIFORMS W/E 07-14-2		4.09				
I-4374735	UNIFORMS W/E 7-21-22	R	8/05/2022			177601		
10 53240-03-46000	Uniform Services	UNIFORMS W/E 7-21-22		16.04				
10 53620-03-46000	Uniform Services	UNIFORMS W/E 7-21-22		6.27				
10 53635-03-46000	Uniform Services	UNIFORMS W/E 7-21-22		7.68				
10 53300-03-46000	Uniform Services	UNIFORMS W/E 7-21-22		89.31				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
001521	BAY TOWEL, INC	CONT						
I-4374735	UNIFORMS W/E 7-21-22	R	8/05/2022			177601		
10 53310-03-46000	Uniform Services	UNIFORMS W/E 7-21-22		4.09				
10 53230-03-40000	Operating Supplies	UNIFORMS W/E 7-21-22		31.29				
10 53102-03-40000	Operating Supplies	UNIFORMS W/E 7-21-22		4.09				
I-4377877	UNIFORMS W/E 07-28-22	R	8/05/2022			177601		
10 53240-03-46000	Uniform Services	UNIFORMS W/E 07-28-2		16.04				
10 53620-03-46000	Uniform Services	UNIFORMS W/E 07-28-2		6.27				
10 53635-03-46000	Uniform Services	UNIFORMS W/E 07-28-2		7.68				
10 53300-03-46000	Uniform Services	UNIFORMS W/E 07-28-2		88.14				
10 53310-03-46000	Uniform Services	UNIFORMS W/E 07-28-2		4.09				
10 53230-03-40000	Operating Supplies	UNIFORMS W/E 07-28-2		31.29				
10 53102-03-40000	Operating Supplies	UNIFORMS W/E 07-28-2		4.09				631.57
	*** VENDOR TOTALS ***					1 CHECKS		631.57
001029	BEACON ATHLETICS							
I-0556054	GROUND SLEEVE DIGOUT TOOL	R	8/26/2022			177970		
10 55200-08-91000	Park Improvements	GROUND SLEEVE DIGOUT		308.00				308.00
	*** VENDOR TOTALS ***					1 CHECKS		308.00
000915	BEIN' CRAFTY							
I-7378	LG. POLO'S & FLEECE JACKET	R	8/05/2022			177602		
10 53520-03-66000	Other Services	LG. POLO'S & FLEECE		127.50				127.50
	*** VENDOR TOTALS ***					1 CHECKS		127.50
000083	BELLIN HEALTH							
I-13968909	EMPL. DRUG SCREEN	R	8/12/2022			177765		
10 52100-03-25000	Job Recruitment	B. HINTZE - PD		30.00				
10 55110-01-54000	Health Insurance	K.GULKE & E.MARZAHN-		60.00				90.00
	*** VENDOR TOTALS ***					1 CHECKS		90.00
004386	LAURA BERTAGNOLI							
I-8/22 JULY CRAFTS	SM. COFFEE CLOVE, NECKLACE	R	8/12/2022			177728		
26 54600-03-45400	MEC - Craft Shop Exp.	SM. COFFEE CLOVE, NE		8.50				8.50
	*** VENDOR TOTALS ***					1 CHECKS		8.50
004745	WILLIAM C. BIALECKI							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177846		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		168.00				168.00
	*** VENDOR TOTALS ***					1 CHECKS		168.00
005153	BIANEW - CITY OF DE PERE							
I-8/19/22D.PAGEL	2022 BIANEW ICC EDUCATION	R	8/19/2022			177895		
10 52400-03-32000	Education & Conference	2022 BIANEW ICC EDUC		10.00				10.00
	*** VENDOR TOTALS ***					1 CHECKS		10.00

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR SET: 01 City of Merrill
 BANK: 1 LINCOLN CO - GENERAL
 DATE RANGE: 8/01/2022 THRU 8/31/2022

2.1.a

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
005038	KATHY BIRD							
I-8/22 JULY CRAFTS	CARD HOLDER, GLASS CUP CUSHION	R	8/12/2022			177729		
26 54600-03-45400	MEC - Craft Shop Exp.	CARD HOLDER, GLASS C		24.00				24.00
		*** VENDOR TOTALS ***				1 CHECKS		24.00
003962	RICHARD J. BJORKKLUND							
I-8/12/2022	AUGUST 2022 BI-MONTHLY PYMT	R	8/12/2022			177766		
24 55225-02-15000	Festival Grounds Manager	AUGUST 2022 BI-MONTH		500.00				500.00
003962	RICHARD J. BJORKKLUND							
I-08/26/22	AUGUST 2022 BI-MONTHLY PYMT	R	8/26/2022			177971		
24 55225-02-15000	Festival Grounds Manager	AUGUST 2022 BI-MONTH		500.00				500.00
		*** VENDOR TOTALS ***				2 CHECKS		1,000.00
004541	BLACKSTONE TECHNOLOGIES, LLC							
I-221937	COLD PATCH	R	8/05/2022			177603		
10 53300-03-75000	Patching Materials	COLD PATCH		1,522.17				1,522.17
		*** VENDOR TOTALS ***				1 CHECKS		1,522.17
003188	BMO HARRIS BANK							
I-HSF20220805	HSA-FAMILY - Employee	R	8/05/2022			177581		
10 21-5924	HSA - Employee	HSA-FAMILY - Employee		5,268.00				
20 21-5924	HSA - Employee	HSA-FAMILY - Employee		3.13				
25 21-5924	HSA - Employee	HSA-FAMILY - Employee		25.00				
48 21-5924	HSA - Employee	HSA-FAMILY - Employee		103.09				
52 21-5924	HSA - Employee	HSA-FAMILY - Employee		151.55				
62 21-5924	HSA - Employee	HSA-FAMILY - Employee		417.17				
63 21-5924	HSA - Employee	HSA-FAMILY - Employee		591.29				
I-HSS20220805	HSA - SINGLE - Employee	R	8/05/2022			177581		
10 21-5924	HSA - Employee	HSA - SINGLE - Emplo		801.55				
48 21-5924	HSA - Employee	HSA - SINGLE - Emplo		2.81				
52 21-5924	HSA - Employee	HSA - SINGLE - Emplo		10.31				
62 21-5924	HSA - Employee	HSA - SINGLE - Emplo		45.47				
63 21-5924	HSA - Employee	HSA - SINGLE - Emplo		116.84				
I-PAYROLL 8/5/22	DIRECT DEPOSIT	R	8/05/2022			177581		
10 21-5919	BMO Auto Direct Deposit	DIRECT DEPOSIT		223,131.01				230,667.22
003188	BMO HARRIS BANK							
I-HSF20220819	HSA-FAMILY - Employee	R	8/19/2022			177881		
10 21-5924	HSA - Employee	HSA-FAMILY - Employee		5,473.64				
20 21-5924	HSA - Employee	HSA-FAMILY - Employee		40.94				
25 21-5924	HSA - Employee	HSA-FAMILY - Employee		25.00				
48 21-5924	HSA - Employee	HSA-FAMILY - Employee		3.75				
52 21-5924	HSA - Employee	HSA-FAMILY - Employee		21.23				
62 21-5924	HSA - Employee	HSA-FAMILY - Employee		436.06				
63 21-5924	HSA - Employee	HSA-FAMILY - Employee		558.61				
I-HSS20220819	HSA - SINGLE - Employee	R	8/19/2022			177881		
10 21-5924	HSA - Employee	HSA - SINGLE - Emplo		811.86				

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003188	BMO HARRIS BANK	CONT						
I-HSS20220819	HSA - SINGLE - Employee	R	8/19/2022			177881		
48 21-5924	HSA - Employee	HSA - SINGLE - Emplo		2.82				
62 21-5924	HSA - Employee	HSA - SINGLE - Emplo		59.12				
63 21-5924	HSA - Employee	HSA - SINGLE - Emplo		103.18				
I-PAYROLL 8/19/22	DIRECT DEPOSIT	R	8/19/2022			177881		
10 21-5919	BMO Auto Direct Deposit	DIRECT DEPOSIT		229,617.86				237,154.07
		*** VENDOR TOTALS ***				2 CHECKS		467,821.21
002088	BOB'S WEST 64							
I-61241	2015 EXPLORER-TIRE ROTATE	R	8/12/2022			177767		
10 52100-03-51000	Vehicle Repair/Maintenance	2015 EXPLORER-TIRE R		247.46				
I-61359	2015 DURANGO-OIL CHANGE	R	8/12/2022			177767		
10 52100-03-51000	Vehicle Repair/Maintenance	2015 DURANGO-OIL CHA		64.75				312.21
		*** VENDOR TOTALS ***				1 CHECKS		312.21
003070	GARY BOES							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177847		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		292.50				292.50
		*** VENDOR TOTALS ***				1 CHECKS		292.50
004320	MARIANNE BOLSSEN							
I-8/22 JULY CRAFTS	TOWELS	R	8/12/2022			177730		
26 54600-03-45400	MEC - Craft Shop Exp.	TOWELS		25.00				25.00
		*** VENDOR TOTALS ***				1 CHECKS		25.00
001926	BOND TRUST SERVICES CORPORATIO							
I-74345	CORP.PURP.BOND SERIES 2017C	R	8/26/2022			177972		
30 50000-06-38093	GO 2017C	CORP.PURP.BOND SERIE		400.00				
I-74346	CORP.PURP.BOND SERIES 2017D	R	8/26/2022			177972		
30 50000-06-38094	GO 2017D	CORP.PURP.BOND SERIE		400.00				
I-74347	CORP.PURP.BOND SERIES	R	8/26/2022			177972		
30 50000-06-38096	GO 2018B	CORP.PURP.BOND SERIE		400.00				
I-74348	CORP.PURP.BOND SERIES 2018A	R	8/26/2022			177972		
30 50000-06-38095	GO 2018A	CORP.PURP.BOND SERIE		400.00				1,600.00
		*** VENDOR TOTALS ***				1 CHECKS		1,600.00
000091	BOUND TREE MEDICAL, LLC							
I-84622132	CURAPLEX OXYGEN NASAL CANNULA	R	8/12/2022			177768		
10 52300-03-40000	Operating Supplies	CURAPLEX OXYGEN Nasa		217.00				217.00
		*** VENDOR TOTALS ***				1 CHECKS		217.00
000069	BRANDT EXTINGUISHERS RECHARGIN							
I-011996	POLICE DEPT. RECHARGE	R	8/12/2022			177769		
10 52100-03-40000	Operating Supplies	POLICE DEPT. RECHARG		64.00				
I-12648	CITY HALL ANNUAL INSPECTION	R	8/12/2022			177769		
10 51600-02-23000	Outside Services	CITY HALL ANNUAL INS		124.00				
I-12649	ENRICHMENT CENTER & EXPO	R	8/12/2022			177769		

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000069	BRANDT EXTINGUISHERS RCONT							
I-12649	ENRICHMENT CENTER & EXPO	R	8/12/2022			177769		
24 55513-02-16500	Fire/Security Service	ENRICHMENT CENTER &		226.00				414.00
000069	BRANDT EXTINGUISHERS RECHARGIN							
I-12672	POLICE DEPT. EXTINGUISHER	R	8/26/2022			177973		
10 52100-03-40000	Operating Supplies	POLICE DEPT. ABC REC		69.00				69.00
		*** VENDOR TOTALS ***				2 CHECKS		483.00
003954	BROCK WHITE COMPANY LLC							
I-15548356-00	GRASS SEED	R	8/05/2022			177604		
10 53300-03-40000	Operating Supplies	GRASS SEED		241.31				
I-15568288-00	EDGER	R	8/05/2022			177604		
10 53240-03-40000	Operating Supplies	EDGER		19.38				260.69
		*** VENDOR TOTALS ***				1 CHECKS		260.69
000415	RONALD BURROW							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177848		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		168.00				168.00
		*** VENDOR TOTALS ***				1 CHECKS		168.00
005163	KAYLA BURROWS							
I-8/26/22AQ.REIMB	REIMBURSEMENT AQUATIC	R	8/26/2022			177974		
10 55420-03-40100	Concession Supplies	COUNTY MARKET		12.70				
10 55420-03-40100	Concession Supplies	WAL-MART		22.18				34.88
		*** VENDOR TOTALS ***				1 CHECKS		34.88
002792	BUSINESS INSURANCE GROUP							
I-3698	LWMMI PKG. POLICY	R	8/26/2022			177975		
10 51930-05-10000	Property & Liability Ins.	LWMMI PKG. POLICY		78,864.50				
I-3789	3RD QTR. WORKERS COMP	R	8/26/2022			177975		
10 51930-05-10500	Workers Comp. Ins.	3RD QTR. WORKERS COM		45,265.00				
I-3797	NOTARY BOND-LORI MALM	R	8/26/2022			177975		
10 51420-03-65000	Surety Bond	NOTARY BOND-LORI MAL		50.00				124,179.50
		*** VENDOR TOTALS ***				1 CHECKS		124,179.50
003631	BW PRINT WORKS							
I-004752/2022	12 MONTH PLANNING POSTER	R	8/26/2022			177976		
10 52300-03-10000	Office Supplies	12 MONTH PLANNING PO		332.22				332.22
		*** VENDOR TOTALS ***				1 CHECKS		332.22
004981	CAPITAL ONE							
I-1643125830	JULY 2022 STATEMENT-CITY	R	8/05/2022			177605		
26 54600-03-45300	MEC - Activities Exp.	MEC		9.28				
10 55300-03-41500	Self & Non-Support-Expenses	PARK		44.52				
10 55300-03-41500	Self & Non-Support-Expenses	PARK		41.76				
10 55420-03-40100	Concession Supplies	PARK		110.84				
10 55420-03-40100	Concession Supplies	PARK		949.92				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004981	CAPITAL ONE	CONT						
I-1643125830	JULY 2022 STATEMENT-CITY	R	8/05/2022			177605		
10	55300-03-41500 Self & Non-Support-Expenses	PARK		9.74				
10	55300-03-41500 Self & Non-Support-Expenses	PARK		47.16				
10	55300-03-41500 Self & Non-Support-Expenses	PARK		31.78				
26	54600-03-45300 MEC - Activities Exp.	MEC		13.90				
10	55300-03-41500 Self & Non-Support-Expenses	PARK		133.34				
10	55420-03-40100 Concession Supplies	PARK		57.50				
10	55300-03-41500 Self & Non-Support-Expenses	PARK		66.96				
10	55420-03-40100 Concession Supplies	PARK		177.64				
10	55420-03-40100 Concession Supplies	PARK		319.92				
10	55420-03-40100 Concession Supplies	PARK		33.08				2,047.34
004981	CAPITAL ONE							
I-1643678314	JULY/AUG.2022 STATE.-CITY	R	8/26/2022			177977		
10	55420-03-40100 Concession Supplies	PARK & REC		38.32				
10	55300-03-41500 Self & Non-Support-Expenses	PARK & REC		34.62				
10	55300-03-41500 Self & Non-Support-Expenses	PARK & REC		68.02				
10	55420-03-40100 Concession Supplies	PARK & REC		53.30				
26	54600-03-45300 MEC - Activities Exp.	MEC		51.04				
10	55300-03-41500 Self & Non-Support-Expenses	PARK		107.10				
26	54600-03-45300 MEC - Activities Exp.	MEC		39.56				
10	55420-03-40100 Concession Supplies	PARK		86.92				
26	54600-03-45301 Quilting Proj Expenses	MEC-QUILT SHOW		158.44				
10	55300-03-41500 Self & Non-Support-Expenses	PARK		22.03				
10	55300-03-41500 Self & Non-Support-Expenses	PARK		76.00				
26	54600-03-45300 MEC - Activities Exp.	MEC		22.49				
26	54600-03-45300 MEC - Activities Exp.	MEC		51.32				
10	55300-03-41500 Self & Non-Support-Expenses	PARK		135.48				
10	55420-03-50000 Repair/Maint. Supplies	PARK		216.06				
10	55300-03-41500 Self & Non-Support-Expenses	PARK		31.42				
10	55300-03-41500 Self & Non-Support-Expenses	PARK		22.26				
10	55300-03-41500 Self & Non-Support-Expenses	PARK		70.94				1,285.32
	*** VENDOR TOTALS ***					2 CHECKS		3,332.61
001623	CARDMEMBER SERVICE							
I-8/22July/CityStam	JULY 2022 CITY STATEMENT	R	8/02/2022			177577		
26	54600-03-45301 Quilting Proj Expenses	AMAZON - MEC		15.60				
10	51525-15-45000 Software Maintenance	AMAZON PRIME MEMBERS		649.50				
62	53716-00-85010 Computer & Software	AMAZON PRIME MEMBERS		324.75				
63	56156-00-85010 Computer & Software	AMAZON PRIME MEMBERS		324.75				
10	53240-03-40000 Operating Supplies	AMAZON - STREET		127.90				
10	55420-03-40000 Operating Supplies	WRISTBAND.COM - AQUA		151.08				
26	54600-03-45300 MEC - Activities Exp.	MICHAELS - MEC		59.15				
26	54600-03-45300 MEC - Activities Exp.	MICHAELS - MEC		22.97				
10	51525-15-32750 Internet & Spam Filter	SCREENCONNECT		59.00				
26	55305-03-47566 M&C - Cell Phone	CDW-G		19.97				
26	54600-03-45300 MEC - Activities Exp.	VISTA PRINT-MEC/RSBC		29.00				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
001623	CARDMEMBER SERVICE CONT							
I-8/22July/CityStam	JULY 2022 CITY STATEMENT	R	8/02/2022			177577		
10 53240-03-40000	Operating Supplies	GALETON		107.25				
26 55305-03-47566	M&C - Cell Phone	AMAZON - IT		24.93				
10 51420-03-32000	Education & Conference	WMCA-ANN.CONF.-CITY		80.00				
10 55420-03-50000	Repair/Maint. Supplies	LIFEGUARD/ALL AM.SWI		271.00				
10 55300-03-41500	Self & Non-Support-Expenses	PIZZA HUT - PARKS		29.50				
10 51525-15-45000	Software Maintenance	DIGICERT INC - IT		525.00				
10 53240-03-40000	Operating Supplies	AMAZON - STREET		11.82				
10 53240-03-40000	Operating Supplies	AMAZON - STREET		8.49				
10 51600-08-82000	Bldg/Grounds Improvements	MENARDS - MAINTENANC		181.91				
10 55300-03-41500	Self & Non-Support-Expenses	PIZZA HUT - PARKS		29.50				
10 51525-15-32750	Internet & Spam Filter	GOOGLE G SUITE - IT		36.00				
26 54600-03-45300	MEC - Activities Exp.	AMAZON - MEC		113.96				
26 54600-03-45300	MEC - Activities Exp.	AMAZON - MEC		39.99				
26 55305-03-46500	Festival Grounds & Expo	PANDORA - MEC		26.95				
10 51417-03-40000	Operating Supplies	HR DIRECT ANNUAL REN		90.00				
26 54600-03-45301	Quilting Proj Expenses	HUGHES PUBLICATIONS-		200.00				
10 51417-02-75000	Training Support	AMAZON-PAYROLL		52.27				
10 51525-15-31000	Computer Supplies	CDW-G - IT CABLES		100.50				
10 55300-03-41500	Self & Non-Support-Expenses	LACROSSE QUEEN CRUIS		894.20				
10 51525-15-31000	Computer Supplies	CDW-G - IT		81.92				
26 54600-03-45300	MEC - Activities Exp.	AMAZON - MEC		39.69				
10 53100-15-80000	CAD - Engineering	CDW-G - IT		23.53				4,752.08
001623	CARDMEMBER SERVICE							
I-8/05/2022 - PD	JULY 2022 STATEMENT - PD	R	8/05/2022			177606		
26 52100-03-41575	Dog Unit Expenses	PUP-GRADE - SUPPLEME		43.16				
26 52100-03-41575	Dog Unit Expenses	PUP-GRADE - SUPPLEME		73.98				
21 52100-03-32000	Education & Conference	HILTON - SRO OFFICER		270.00				387.14
001623	CARDMEMBER SERVICE							
I-8/19/22J.KLUG	AUGUST 2022 STATEMENT	R	8/19/2022			177964		
26 52200-08-82000	Fire-Memorial Expenses	AMAZON BULLETIN BOAR		875.99				
10 52200-03-32000	Education & Conference	MABAS WI CONFERENCE		125.00				
10 52300-03-32000	Education & Conference	MABAS WI CONFERENCE		125.00				
10 52300-03-40000	Operating Supplies	AMAZON-I-PAD/IPAD CA		1,007.97				
10 52200-03-25500	Job Recruitment	DAVE'S CTY MKT		28.51				
10 52200-03-40000	Operating Supplies	I-PASS FEE		12.70				
10 52300-03-40000	Operating Supplies	I-PASS FEE		12.70				
I-8/19/22J.LEISKAU	AUGUST 2022 STATEMENT	R	8/19/2022			177964		
10 52200-03-40000	Operating Supplies	WWW.GS.JJ.COM		150.13				
10 52300-03-40000	Operating Supplies	WWW.GS.JJ.COM		150.12				
I-8/19/22P.SKOUG	AUGUST 2022 STATEMENT	R	8/19/2022			177964		
10 52200-03-32000	Eduation & Conference	DOJ REGISTRATION FEE		650.00				
10 52200-03-32000	Eduation & Conference	CREDIT CARD CONVENIE		13.00				3,151.12

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
001623	CARDMEMBER SERVICE							
I-8/26/2022 - PD	AUGUST 2022 STATEMENT	R	8/26/2022			177978		
10 52100-03-40000	Operating Supplies	B & H POTO		399.98				
26 52100-03-41252	Grant WPS - Expense	AMAZON		1,090.00				
10 52100-03-40000	Operating Supplies	AMAZON		20.94				
26 52100-03-41575	Dog Unit Expenses	AMAZON		73.98				
10 52100-15-31000	Computer Supplies	AMAZON		176.70				
10 52100-03-40000	Operating Supplies	PRO LOK		409.32				
10 52100-03-32500	Firearms-Supplies	PRO LOK		213.50				2,384.42
001623	CARDMEMBER SERVICE							
C-8/26/22-CR.MEMO	AMAZON CREDIT - MEC	R	8/26/2022			178016		
26 54600-03-45300	MEC - Activities Exp.	AMAZON CREDIT - MEC		39.99CR				
I-8/26/2022-CITY	AUGUST 2022 STATEMENT - CITY	R	8/26/2022			178016		
10 51520-03-10000	Office Supplies	CDW-G - PRINTER DRUM		84.67				
10 51520-03-18000	Checks and Supplies	CITY-WAL-MART DEPOSI		37.75				
10 53102-03-40000	Operating Supplies	STREET-AMAZON-LUMBAR		19.99				
10 53240-03-40000	Operating Supplies	STREET-AMAZON.SELF A		3.94				
10 51525-15-32750	Internet & Spam Filter	IT-SCREENCONNECT		59.00				
10 53520-03-32000	Education & Conference	TRANSIT-WIPTA FALL C		225.00				
10 53520-03-32000	Education & Conference	TRANSIT-BLUEHARBOR C		270.00				
10 55420-03-50000	Repair/Maint. Supplies	AQUATIC-SWIMOUTLET		80.48				
10 51440-03-40000	Operating Supplies	ELECTIONS TEST STAMP		9.97				
10 51600-03-50000	Repair/Maintenance Supply	MAINT.-SCREWS, CORNE		41.62				
10 51525-15-45000	Software Maintenance	GOOGLE MEETING GSUIT		36.00				
10 53240-03-40000	Operating Supplies	STREET-AMAZON MEMORY		17.98				
26 54600-03-45300	MEC - Activities Exp.	MEC-POLKA-DOTTED PIE		1,276.55				
24 55513-02-25500	Fiber-Internet-Wireless	MEC - PANDORA MUSIC		26.95				
10 53520-03-10000	Office Supplies	MEC - PANDORA MUSIC		111.94				
63 56152-00-83200	Lift Station Maintenance	W.U. - PEPPERL FUCHS		322.00				
10 53240-03-40000	Operating Supplies	STREET - CARROT-TOP		401.91				
10 53240-03-40000	Operating Supplies	STREET-AMAZ.PENCILS,		47.86				
10 55400-03-41000	Public Relations/Marketing	PARKS-GODADDY WEB DO		41.97				
10 51430-03-10000	Office Supplies	TRES.OFF-CDW-G-WIREL		631.45				
10 55300-03-41500	Self & Non-Support-Expenses	PARKS - ULINE-DOG WA		326.15				4,033.19
		*** VENDOR TOTALS ***				5 CHECKS		14,707.91
002809	CARQUEST OF MERRILL							
C-235161	RETURN ALTERNATOR	R	8/05/2022			177607		
10 53240-03-40000	Operating Supplies	RETURN ALTERNATOR		164.70CR				
C-235163	CORE RETURN	R	8/05/2022			177607		
10 53240-03-40000	Operating Supplies	CORE RETURN		50.00CR				
I-234696	FILTER	R	8/05/2022			177607		
10 53240-03-40000	Operating Supplies	FILTER		29.04				
I-234708	HYDRAULIC FITTING	R	8/05/2022			177607		
10 53240-03-40000	Operating Supplies	HYDRAULIC FITTING		22.91				
I-234721	FITTING	R	8/05/2022			177607		
10 53240-03-40000	Operating Supplies	FITTING		19.69				
I-234891	FILTERS	R	8/05/2022			177607		

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
002809	CARQUEST OF MERRILL	CONT						
I-234891	FILTERS	R	8/05/2022			177607		
10 53240-03-40000	Operating Supplies	FILTERS		103.58				
I-235033	CLAMPS	R	8/05/2022			177607		
10 53240-03-40000	Operating Supplies	CLAMPS		19.40				
I-235047	FILTER	R	8/05/2022			177607		
10 53240-03-40000	Operating Supplies	FILTER		10.49				
I-235062	FILTER	R	8/05/2022			177607		
10 53240-03-40000	Operating Supplies	FILTER		16.60				
I-235101	FILTERS	R	8/05/2022			177607		
10 53240-03-40000	Operating Supplies	FILTERS		42.16				
I-235158	ALTERNATOR	R	8/05/2022			177607		
10 53240-03-40000	Operating Supplies	ALTERNATOR		170.90				
I-235162	FILTERS	R	8/05/2022			177607		
10 53240-03-40000	Operating Supplies	FILTERS		56.38				
I-235212	FITTING	R	8/05/2022			177607		
10 53240-03-40000	Operating Supplies	FITTING		9.61				
I-235223	BLADE, OIL	R	8/05/2022			177607		
10 53240-03-40000	Operating Supplies	BLADE, OIL		372.54				
I-235246	FILTERS	R	8/05/2022			177607		
10 53240-03-40000	Operating Supplies	FILTERS		45.98				704.58
*** VENDOR TOTALS ***						1 CHECKS		704.58
004595	CDI							
I-54948	LASERFICHE ANNUAL SUPPORT	R	8/05/2022			177609		
10 51525-15-45000	Software Maintenance	LASERFICHE ANNUAL SU		3,166.50				
62 53716-00-85010	Computer & Software	LASERFICHE ANNUAL SU		1,583.25				
63 56156-00-85010	Computer & Software	LASERFICHE ANNUAL SU		1,583.25				6,333.00
*** VENDOR TOTALS ***						1 CHECKS		6,333.00
003189	CDW GOVERNMENT							
I-B557221	CUST # 10937747	R	8/19/2022			177939		
10 55110-03-10500	Library Supplies	CUST # 10937747		85.26				85.26
*** VENDOR TOTALS ***						1 CHECKS		85.26
000665	CENGAGE LEARNING, INC - GALE							
I-7814603	ACCT # 153415	R	8/19/2022			177940		
10 55110-13-10000	Adult Dept Fiction	ACCT # 153415		38.92				
I-78146903	ACCT # 153415	R	8/19/2022			177940		
10 55110-13-10400	Adult Dept Large Print	ACCT # 153415		77.22				
I-78165571	ACCT # 153415	R	8/19/2022			177940		
10 55110-13-10400	Adult Dept Large Print	ACCT # 153415		111.16				
I-78187430	ACCT # 153415	R	8/19/2022			177940		
10 55110-13-10400	Adult Dept Large Print	ACCT # 153415		71.99				
I-78193871	ACCT # 153415	R	8/19/2022			177940		
10 55110-13-10400	Adult Dept Large Print	ACCT # 153415		47.23				
I-78194398	ACCT # 153415	R	8/19/2022			177940		
10 55110-13-10400	Adult Dept Large Print	ACCT # 153415		26.39				
I-78194696	ACCT # 153415	R	8/19/2022			177940		

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR SET: 01 City of Merrill
 BANK: 1 LINCOLN CO - GENERAL
 DATE RANGE: 8/01/2022 THRU 8/31/2022

2.1.a

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000665	CENGAGE LEARNING, INC CONT							
I-78194696	ACCT # 153415	R	8/19/2022			177940		
10 55110-13-10400	Adult Dept Large Print	ACCT # 153415		134.35				
I-78247121	ACCT # 153415	R	8/19/2022			177940		
10 55110-13-10400	Adult Dept Large Print	ACCT # 153415		76.47				
I-78252259	ACCT #153415	R	8/19/2022			177940		
10 55110-13-10400	Adult Dept Large Print	ACCT #153415		159.94				
I-78252582	ACCT #153415	R	8/19/2022			177940		
10 55110-13-10000	Adult Dept Fiction	ACCT #153415		38.92				782.59
	*** VENDOR TOTALS ***					1 CHECKS		782.59
000274	CENTER POINT LARGE PRINT							
I-1946657	CUST # 54452	R	8/19/2022			177941		
10 55110-13-10400	Adult Dept Large Print	CUST # 54452		43.74				43.74
	*** VENDOR TOTALS ***					1 CHECKS		43.74
000811	CENTRAL CARPET & FLOORING, INC							
I-13381	ENTRY-REMOVE AND INSTALL SLATE	R	8/19/2022			177942		
10 55110-03-50275	M/R - Contingency	ENTRY-REMOVE AND INS		300.00				300.00
	*** VENDOR TOTALS ***					1 CHECKS		300.00
003747	CENTRAL WISCONSIN WHOLESALE AU							
I-27231	TUBE	R	8/05/2022			177610		
10 53240-03-40000	Operating Supplies	TUBE		9.54				
I-27241	TUBES	R	8/05/2022			177610		
10 53240-03-40000	Operating Supplies	TUBES		89.96				
I-27312	BRAKE CLEANER, WINDOW WASH	R	8/05/2022			177610		
10 53240-03-40000	Operating Supplies	BRAKE CLEANER, WINDO		110.58				
I-27318	CONNECTORS	R	8/05/2022			177610		
10 53240-03-40000	Operating Supplies	CONNECTORS		49.40				259.48
	*** VENDOR TOTALS ***					1 CHECKS		259.48
001843	CHARTER COMMUNICATIONS							
I-0001834080322	CHARTER COMMUNICATIONS	R	8/12/2022			177770		
10 52200-02-25500	Fiber - Internet & VOIP	FIRE		275.00				
10 52300-02-25000	Telephone & Internet	EMS		275.00				
24 55513-02-25500	Fiber-Internet-Wireless	MFG - BIERMAN		150.00				
10 51525-15-32900	Fiber & PRI - Charter	IT		761.08				
62 53716-00-85025	Fiber - Internet-PRI	WATER		500.00				
63 56156-00-85025	Fiber - Internet-PRI	WWT		500.00				
10 55400-02-25500	Fiber-Internet-Wireless	SMITH CENTER		150.00				
10 53230-02-25000	Telephone & Fiber	STREETS		150.00				
10 53510-03-42575	Fiber - Spectrum	AIRPORT RD		150.00				
10 53510-03-42575	Fiber - Spectrum	CHAMPAGNE		150.00				3,061.08
	*** VENDOR TOTALS ***					1 CHECKS		3,061.08

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
002180	CHILDREN'S PLUS INC.							
I-216321	REF # 100995	R	8/19/2022			177943		
10 55110-13-20000	Youth Children's Books	REF # 100995		8.99				
I-216322	REF # 100708	R	8/19/2022			177943		
10 55110-13-20000	Youth Children's Books	REF # 100708		35.37				
I-216323	REF # 100871	R	8/19/2022			177943		
10 55110-13-20000	Youth Children's Books	REF # 100871		28.77				
I-216432	REF # 100997	R	8/19/2022			177943		
10 55110-13-20100	Young Adult Books	REF # 100997		124.69				
I-216555	REF # 100893	R	8/19/2022			177943		
10 55110-13-20100	Young Adult Books	REF # 100893		67.14				
I-216559	REF # 100996	R	8/19/2022			177943		
10 55110-13-20000	Youth Children's Books	REF # 100996		37.76				
I-217208	REF # 100997	R	8/19/2022			177943		
10 55110-13-20100	Young Adult Books	REF # 100997		34.17				336.89
*** VENDOR TOTALS ***						1 CHECKS		336.89
003611	CHOICE 1 HEALTH CARE SERVICES,							
I-10773	TEST STRIPS, MICRODOT XTRA	R	8/05/2022			177611		
10 52300-03-40000	Operating Supplies	TEST STRIPS, MICRODO		155.70				155.70
003611	CHOICE 1 HEALTH CARE SERVICES,							
I-10880	TEST STRIPS, MICRODOT XTRA	R	8/26/2022			177979		
10 52300-03-40000	Operating Supplies	TEST STRIPS, MICRODO		155.70				155.70
*** VENDOR TOTALS ***						2 CHECKS		311.40
005158	CHRISTIAN MATSON							
I-8/19/22LifeguardRe	REIMBURSEMENT LIFEGUARD	R	8/19/2022			177896		
26 55420-03-32000	Pool Certification Classes	REIMBURSEMENT LIFEGU		355.48				355.48
*** VENDOR TOTALS ***						1 CHECKS		355.48
004375	CINTAS CORPORATION							
I-4124684568	SCRAPER, MATS MICRO WIPES	R	8/12/2022			177771		
10 51600-02-23250	Mats, Rugs, Etc.	SCRAPER, MATS MICRO		326.53				
10 51600-02-23250	Mats, Rugs, Etc.	J. DEGNER UNIFORMS		62.19				
I-4124684570	UNIFORMS - YATES, GOLISCH	R	8/12/2022			177771		
10 55200-03-46000	Uniform Services	UNIFORMS - YATES, GO		142.79				
I-4125289249	MEC - BLACK MATS	R	8/12/2022			177771		
24 55513-02-23250	Cleaning - Mats/Rugs, Etc	MEC - BLACK MATS		166.30				
I-4125289325	SCRAPER, MOP, MICRO WIPES	R	8/12/2022			177771		
10 51600-02-23250	Mats, Rugs, Etc.	SCRAPER, MOP, MICRO		176.66				
10 51600-02-23250	Mats, Rugs, Etc.	SCRAPER, MOP, MICRO		44.21				
I-4125289574	UNIFORMS - YATES, GOLISCH	R	8/12/2022			177771		
10 55200-03-46000	Uniform Services	UNIFORMS - YATES, GO		142.79				
I-4125972293	SCRAPER, MATS, MICRO WIPES	R	8/12/2022			177771		
10 51600-02-23250	Mats, Rugs, Etc.	SCRAPER, MATS, MICRO		326.53				
10 51600-02-23250	Mats, Rugs, Etc.	SCRAPER, MATS, MICRO		62.19				
I-4125972489	UNIFORMS - YATES, GOLISCH	R	8/12/2022			177771		

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004375	CINTAS CORPORATION CONT							
I-4125972489	UNIFORMS - YATES, GOLISCH	R	8/12/2022			177771		
10 55200-03-46000	Uniform Services	UNIFORMS - YATES, GO		142.79				
I-4126649337	SCRAPER, MOP, MICRO WIPES	R	8/12/2022			177771		
10 51600-02-23250	Mats, Rugs, Etc.	SCRAPER, MOP, MICRO		119.03				
10 51600-02-23250	Mats, Rugs, Etc.	SCRAPER, MOP, MICRO		37.29				
I-4126649426	MOP, DUST MOP, MATS, HANDLE	R	8/12/2022			177771		
10 55400-02-23250	Cleaning - Mats/Rugs, Etc.	MOP, DUST MOP, MATS		197.21				
I-4126649508	UNIFORMS - YATES, GOLISCH	R	8/12/2022			177771		
10 55200-03-46000	Uniform Services	UNIFORMS - YATES, GO		142.79				2,089.30
004375	CINTAS CORPORATION							
I-4127337028	PAYER # 18280979	R	8/19/2022			177944		
10 55110-02-23250	Facility Cleaning Service	175.24		175.24				
10 55110-03-44000	Janitor Supplies	175.24		138.00				313.24
	*** VENDOR TOTALS ***					2 CHECKS		2,402.54
004084	CITY OF MERRILL							
I-PP P.C.PEDORTHICS	2021 PP 251-1250	R	8/09/2022			177681		
10 51910-03-40000	Over-Collected Taxes	2021 PP 251-1250		56.27				56.27
	*** VENDOR TOTALS ***					1 CHECKS		56.27
003603	CITY OF TOMAHAWK							
I-8/5/2022	JULY 2022 JOINT MUNIC. COURT	R	8/05/2022			177612		
10 22-6775	Tomahawk-Muni Court	JULY 2022 JOINT MUNI		508.00				508.00
	*** VENDOR TOTALS ***					1 CHECKS		508.00
004929	CIVICPLUS, LLC							
I-234616	ONLINE CODE HOSING	R	8/05/2022			177613		
10 51110-02-15000	Ordinance - Muni Code	ONLINE CODE HOSING		400.00				
62 53716-00-92300	Outside Serv. Employed	ONLINE CODE HOSING		200.00				
63 56156-00-85200	Outside Service Employed	ONLINE CODE HOSING		200.00				800.00
004929	CIVICPLUS, LLC							
I-237417	MUNICODE PAGES	R	8/26/2022			177980		
10 51110-02-15000	Ordinance - Muni Code	MUNICODE PAGES		695.89				695.89
	*** VENDOR TOTALS ***					2 CHECKS		1,495.89
004515	CLIFTONLARSONALLEN LLP							
I-3353907	INTERIM BILLING FINANCIAL	R	8/05/2022			177614		
10 51580-02-13000	Auditing Contract	INTERIM BILLING FINA		350.00				
10 51580-02-13000	Auditing Contract	INTERIM BILLING FINA		1,475.00				
48 57100-02-13000	TIF Audit Fees	INTERIM BILLING FINA		3,250.00				
10 51580-02-13000	Auditing Contract	INTERIM BILLING FINA		170.73				
62 53716-00-92300	Outside Serv. Employed	INTERIM BILLING FINA		972.87				
63 56156-00-85200	Outside Service Employed	INTERIM BILLING FINA		972.86				7,191.46
	*** VENDOR TOTALS ***					1 CHECKS		7,191.46

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
002026	COMPLETE CONTROL, INC							
I-SRVCE046217	PREVENTATIVE MAINTENANCE	R	8/05/2022			177615		
10 51600-02-16250	HVAC Service Contractor	PREVENTATIVE MAINTEN		11,104.00				11,104.00
		*** VENDOR TOTALS ***				1 CHECKS		11,104.00
004440	CONWAY SHIELD							
I-0482981	CLASS A DRESS TROUSERS	R	8/12/2022			177773		
10 52200-03-40000	Operating Supplies	CLASS A DRESS TROUSE		56.50				56.50
		*** VENDOR TOTALS ***				1 CHECKS		56.50
000199	CUMMINS SALES & SERVICE							
I-F9-40516	FULL SERV. LOAD BANK	R	8/19/2022			177897		
10 51600-02-16277	Generator Contractor	FULL SERV. LOAD BANK		952.86				952.86
000199	CUMMINS SALES & SERVICE							
I-F9-40463	CUST # 75044	R	8/19/2022			177945		
10 55110-03-50000	M/R-General Repair/Maint.	CUST # 75044		403.32				403.32
		*** VENDOR TOTALS ***				2 CHECKS		1,356.14
000202	D.C. MOTORS, INC							
I-20378	CAPACTIOR	R	8/19/2022			177898		
10 53240-03-40000	Operating Supplies	CAPACTIOR		16.00				16.00
		*** VENDOR TOTALS ***				1 CHECKS		16.00
004856	ROSE DAUL							
I-8/22 JULY CRAFTS	BIRCH BIRD, LONG STEM ROSE	R	8/12/2022			177731		
26 54600-03-45400	MEC - Craft Shop Exp.	BIRCH BIRD, LONG STE		74.00				74.00
		*** VENDOR TOTALS ***				1 CHECKS		74.00
000204	DAVE'S COUNTY MARKET							
I-002027431246	ACCT. #643 MERRILL PARK&REC	R	8/12/2022			177774		
10 55420-03-40100	Concession Supplies	ACCT. #643 MERRILL P		19.53				
I-002093411009	ACCT. #643 - MERRILL PARK & RE	R	8/12/2022			177774		
10 55420-03-40100	Concession Supplies	ACCT. #643 - MERRILL		12.67				32.20
000204	DAVE'S COUNTY MARKET							
I-20220817	ACCT # 708	R	8/19/2022			177946		
10 55110-03-41500	Progammig - Youth	ACCT # 708		70.04				70.04
000204	DAVE'S COUNTY MARKET							
I-001054991028	PLASTIC CUPS-BLK. SQUIRREL	R	8/26/2022			177981		
26 55425-03-42777	Black Squirrel Exp	PLASTIC CUPS-BLK. SQ		8.97				8.97
		*** VENDOR TOTALS ***				3 CHECKS		111.20

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
005084	DAVIS KUELTHAU - ATTY'S AT LAW							
I-471554	SPECIAL COUNSEL #92211.00001	R	8/05/2022			177616		
10 51300-02-11500	Outside Legal Counsel	SPECIAL COUNSEL #922		1,268.50				1,268.50
005084	DAVIS KUELTHAU - ATTY'S AT LAW							
I-472646	#92211.00001 SPECIAL COUNSEL	R	8/19/2022			177899		
10 51300-02-11500	Outside Legal Counsel	#92211.00001 SPECIAL		6,172.00				6,172.00
		*** VENDOR TOTALS ***				2 CHECKS		7,440.50
004081	DECKER SUPPLY CO INC.							
I-920285	PUSH BUTTON FOR LIGHT	R	8/12/2022			177775		
10 52110-03-22075	Traffic Controls-Repairs	PUSH BUTTON FOR LIGH		26.13				26.13
		*** VENDOR TOTALS ***				1 CHECKS		26.13
001994	DELTA DENTAL							
I-DFD20220805	DENTAL PREMIUM	R	8/05/2022			177582		
10 21-5912	Dental Premiums	DENTAL PREMIUM		935.20				
21 21-5912	Dental Premiums	DENTAL PREMIUM		66.47				
48 21-5912	Dental Premiums	DENTAL PREMIUM		33.85				
52 21-5912	Dental Premiums	DENTAL PREMIUM		31.24				
62 21-5912	Dental Ins. Premiums	DENTAL PREMIUM		71.30				
63 21-5912	Dental Ins. Premiums	DENTAL PREMIUM		58.40				
I-DSD20220805	DENTAL PREMIUM	R	8/05/2022			177582		
10 21-5912	Dental Premiums	DENTAL PREMIUM		358.61				
52 21-5912	Dental Premiums	DENTAL PREMIUM		12.87				
62 21-5912	Dental Ins. Premiums	DENTAL PREMIUM		13.30				
63 21-5912	Dental Ins. Premiums	DENTAL PREMIUM		36.42				1,617.66
001994	DELTA DENTAL							
I-DFD20220819	DENTAL PREMIUM	R	8/19/2022			177882		
10 21-5912	Dental Premiums	DENTAL PREMIUM		972.63				
20 21-5912	Dental Premiums	DENTAL PREMIUM		33.24				
21 21-5912	Dental Premiums	DENTAL PREMIUM		66.47				
52 21-5912	Dental Premiums	DENTAL PREMIUM		5.64				
62 21-5912	Dental Ins. Premiums	DENTAL PREMIUM		68.79				
63 21-5912	Dental Ins. Premiums	DENTAL PREMIUM		49.69				
I-DSD20220819	DENTAL PREMIUM	R	8/19/2022			177882		
10 21-5912	Dental Premiums	DENTAL PREMIUM		365.71				
48 21-5912	Dental Premiums	DENTAL PREMIUM		1.75				
52 21-5912	Dental Premiums	DENTAL PREMIUM		4.02				
62 21-5912	Dental Ins. Premiums	DENTAL PREMIUM		10.24CR				
63 21-5912	Dental Ins. Premiums	DENTAL PREMIUM		13.16				1,570.86
		*** VENDOR TOTALS ***				2 CHECKS		3,188.50

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003938	DEMCO							
I-7157298	CUST # 482508000	R	8/19/2022			177947		
10 55110-03-10500	Library Supplies	CUST # 482508000		155.24				155.24
		*** VENDOR TOTALS ***				1 CHECKS		155.24
001348	E-Z LINER							
I-071383	1/2" BALL VALVE	R	8/05/2022			177617		
10 53240-03-40000	Operating Supplies	1/2" BALL VALVE		271.69				
I-071435	FILTER	R	8/05/2022			177617		
10 53240-03-40000	Operating Supplies	FILTER		121.07				392.76
		*** VENDOR TOTALS ***				1 CHECKS		392.76
000036	EFTPS							
I-T1 20220805	FEDERAL WITHHOLDING TAX	D	8/05/2022			000544		
10 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		22,759.43				
20 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		3.17				
21 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		293.49				
24 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		1.07				
25 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		91.38				
26 21-5120	Fed Tax W/H	FEDERAL WITHHOLDING		20.34				
48 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		412.28				
52 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		628.75				
62 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		1,429.54				
63 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		1,801.10				
I-T3 20220805	FICA WITHHOLDING/MATCH	D	8/05/2022			000544		
10 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		12,105.66				
10 51110-01-51000	Social Security	FICA WITHHOLDING/MAT		71.67				
10 51200-01-51000	Social Security	FICA WITHHOLDING/MAT		150.51				
10 51300-01-51000	Social Security	FICA WITHHOLDING/MAT		389.02				
10 51410-01-51000	Social Security	FICA WITHHOLDING/MAT		59.62				
10 51415-01-51000	Social Security	FICA WITHHOLDING/MAT		212.96				
10 51420-01-51000	Social Security	FICA WITHHOLDING/MAT		134.09				
10 51430-01-51000	Social Security	FICA WITHHOLDING/MAT		282.32				
10 51520-01-51000	Social Security	FICA WITHHOLDING/MAT		225.28				
10 51525-01-51000	Social Security	FICA WITHHOLDING/MAT		96.50				
10 51600-01-51000	Social Security	FICA WITHHOLDING/MAT		257.49				
10 51622-01-51000	Social Security	FICA WITHHOLDING/MAT		3.06				
10 52100-01-51000	Social Security	FICA WITHHOLDING/MAT		3,718.77				
10 52110-01-51000	Social Security	FICA WITHHOLDING/MAT		26.51				
10 52200-01-51000	Medicare 1.45%	FICA WITHHOLDING/MAT		54.09				
10 52400-01-51000	Social Security	FICA WITHHOLDING/MAT		262.33				
10 53100-01-51000	Social Security	FICA WITHHOLDING/MAT		134.56				
10 53101-01-51000	Social Security	FICA WITHHOLDING/MAT		9.54				
10 53102-01-51000	Social Security	FICA WITHHOLDING/MAT		200.64				
10 53240-01-51000	Social Security	FICA WITHHOLDING/MAT		346.85				
10 53300-01-51000	Social Security	FICA WITHHOLDING/MAT		257.95				
10 53310-01-51000	Social Security	FICA WITHHOLDING/MAT		89.11				
10 53314-01-51000	Social Security	FICA WITHHOLDING/MAT		29.90				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000036	EFTPS	CONT						
I-T3 20220805	FICA WITHHOLDING/MATCH	D	8/05/2022			000544		
10 53315-01-51000	Social Security	FICA WITHHOLDING/MAT		136.57				
10 53316-01-51000	Social Security	FICA WITHHOLDING/MAT		53.62				
10 53510-01-51000	Social Security	FICA WITHHOLDING/MAT		28.24				
10 53520-01-51000	Social Security	FICA WITHHOLDING/MAT		695.93				
10 53620-01-51000	Social Security	FICA WITHHOLDING/MAT		107.57				
10 53635-01-51000	Social Security	FICA WITHHOLDING/MAT		136.09				
10 53640-01-51000	Social Security	FICA WITHHOLDING/MAT		64.29				
10 54600-01-51000	Social Security	FICA WITHHOLDING/MAT		239.19				
10 55110-01-51000	Social Security	FICA WITHHOLDING/MAT		1,303.30				
10 55200-01-51000	Social Security	FICA WITHHOLDING/MAT		688.14				
10 55300-01-51000	Social Security	FICA WITHHOLDING/MAT		707.37				
10 55301-01-51000	Social Security	FICA WITHHOLDING/MAT		9.01				
10 55400-01-51000	Social Security	FICA WITHHOLDING/MAT		49.72				
10 55420-01-51000	Social Security	FICA WITHHOLDING/MAT		873.91				
20 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		2.96				
20 53622-01-51000	Social Security	FICA WITHHOLDING/MAT		2.96				
21 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		157.94				
21 52100-01-51000	Social Security	FICA WITHHOLDING/MAT		157.94				
24 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		21.54				
24 55225-01-51000	Social Security-Medicare	FICA WITHHOLDING/MAT		1.11				
24 55513-01-51000	Social Security	FICA WITHHOLDING/MAT		20.43				
25 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		71.75				
25 56900-01-51000	Social Security	FICA WITHHOLDING/MAT		71.74				
26 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		84.59				
26 52200-01-51000	Medicare	FICA WITHHOLDING/MAT		72.91				
26 54605-01-51000	Social Security	FICA WITHHOLDING/MAT		11.68				
48 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		264.80				
48 57100-01-51000	SS/Medicare	FICA WITHHOLDING/MAT		264.80				
52 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		537.16				
52 53337-01-51000	Social Security	FICA WITHHOLDING/MAT		302.31				
52 53388-01-51000	Social Security	FICA WITHHOLDING/MAT		128.79				
52 57001-01-51000	SS/Medicare	FICA WITHHOLDING/MAT		106.07				
62 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		908.19				
62 54080-00-51000	SS/Medicare	FICA WITHHOLDING/MAT		908.25				
63 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		1,164.16				
63 54080-00-51000	SS/Medicare Taxes	FICA WITHHOLDING/MAT		1,164.04				
I-T4 20220805	MEDICARE WITHHOLDING/MATCH	D	8/05/2022			000544		
10 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		3,786.40				
10 51110-01-51000	Social Security	MEDICARE WITHHOLDING		16.76				
10 51200-01-51000	Social Security	MEDICARE WITHHOLDING		35.20				
10 51300-01-51000	Social Security	MEDICARE WITHHOLDING		90.98				
10 51410-01-51000	Social Security	MEDICARE WITHHOLDING		13.94				
10 51415-01-51000	Social Security	MEDICARE WITHHOLDING		49.81				
10 51420-01-51000	Social Security	MEDICARE WITHHOLDING		31.36				
10 51430-01-51000	Social Security	MEDICARE WITHHOLDING		66.02				
10 51520-01-51000	Social Security	MEDICARE WITHHOLDING		52.68				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000036	EFTPS	CONT						
I-T4 20220805	MEDICARE WITHHOLDING/MATCH	D	8/05/2022			000544		
10 51525-01-51000	Social Security	MEDICARE WITHHOLDING		22.57				
10 51600-01-51000	Social Security	MEDICARE WITHHOLDING		60.21				
10 51622-01-51000	Social Security	MEDICARE WITHHOLDING		0.71				
10 52100-01-51000	Social Security	MEDICARE WITHHOLDING		869.72				
10 52110-01-51000	Social Security	MEDICARE WITHHOLDING		6.20				
10 52200-01-51000	Medicare 1.45%	MEDICARE WITHHOLDING		588.15				
10 52300-01-51000	Medicare 1.45%	MEDICARE WITHHOLDING		379.75				
10 52400-01-51000	Social Security	MEDICARE WITHHOLDING		61.35				
10 53100-01-51000	Social Security	MEDICARE WITHHOLDING		31.47				
10 53101-01-51000	Social Security	MEDICARE WITHHOLDING		2.23				
10 53102-01-51000	Social Security	MEDICARE WITHHOLDING		46.92				
10 53240-01-51000	Social Security	MEDICARE WITHHOLDING		81.12				
10 53300-01-51000	Social Security	MEDICARE WITHHOLDING		60.32				
10 53310-01-51000	Social Security	MEDICARE WITHHOLDING		20.84				
10 53314-01-51000	Social Security	MEDICARE WITHHOLDING		7.00				
10 53315-01-51000	Social Security	MEDICARE WITHHOLDING		31.95				
10 53316-01-51000	Social Security	MEDICARE WITHHOLDING		12.54				
10 53510-01-51000	Social Security	MEDICARE WITHHOLDING		6.61				
10 53520-01-51000	Social Security	MEDICARE WITHHOLDING		162.75				
10 53620-01-51000	Social Security	MEDICARE WITHHOLDING		25.16				
10 53635-01-51000	Social Security	MEDICARE WITHHOLDING		31.81				
10 53640-01-51000	Social Security	MEDICARE WITHHOLDING		15.03				
10 54600-01-51000	Social Security	MEDICARE WITHHOLDING		55.94				
10 55110-01-51000	Social Security	MEDICARE WITHHOLDING		304.82				
10 55200-01-51000	Social Security	MEDICARE WITHHOLDING		160.94				
10 55300-01-51000	Social Security	MEDICARE WITHHOLDING		165.43				
10 55301-01-51000	Social Security	MEDICARE WITHHOLDING		2.11				
10 55400-01-51000	Social Security	MEDICARE WITHHOLDING		11.63				
10 55420-01-51000	Social Security	MEDICARE WITHHOLDING		204.37				
20 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		0.69				
20 53622-01-51000	Social Security	MEDICARE WITHHOLDING		0.69				
21 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		36.94				
21 52100-01-51000	Social Security	MEDICARE WITHHOLDING		36.94				
24 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		5.04				
24 55225-01-51000	Social Security-Medicare	MEDICARE WITHHOLDING		0.26				
24 55513-01-51000	Social Security	MEDICARE WITHHOLDING		4.78				
25 21-5110	FICA/Medicare	MEDICARE WITHHOLDING		16.78				
25 56900-01-51000	Social Security	MEDICARE WITHHOLDING		16.78				
26 21-5110	FICA/Medicare	MEDICARE WITHHOLDING		19.78				
26 52200-01-51000	Medicare	MEDICARE WITHHOLDING		17.05				
26 54605-01-51000	Social Security	MEDICARE WITHHOLDING		2.73				
48 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		61.91				
48 57100-01-51000	SS/Medicare	MEDICARE WITHHOLDING		61.92				
52 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		125.62				
52 53337-01-51000	Social Security	MEDICARE WITHHOLDING		70.71				
52 53388-01-51000	Social Security	MEDICARE WITHHOLDING		30.15				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000036	EFTPS	CONT						
I-T4 20220805	MEDICARE WITHHOLDING/MATCH	D	8/05/2022			000544		
52 57001-01-51000	SS/Medicare	MEDICARE WITHHOLDING		24.79				
62 21-5110	FICA/Medicare	MEDICARE WITHHOLDING		212.40				
62 54080-00-51000	SS/Medicare	MEDICARE WITHHOLDING		212.40				
63 21-5110	FICA/Medicare	MEDICARE WITHHOLDING		272.29				
63 54080-00-51000	SS/Medicare Taxes	MEDICARE WITHHOLDING		272.25				67,153.75
000036	EFTPS							
I-T1 20220819	FEDERAL WITHHOLDING TAX	D	8/19/2022			000546		
10 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		23,679.36				
20 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		86.31				
21 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		293.49				
24 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		10.91				
25 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		90.66				
26 21-5120	Fed Tax W/H	FEDERAL WITHHOLDING		10.34				
48 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		288.37				
52 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		163.20				
62 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		1,397.71				
63 21-5120	Federal Tax W/H	FEDERAL WITHHOLDING		1,880.51				
I-T3 20220819	FICA WITHHOLDING/MATCH	D	8/19/2022			000546		
10 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		13,040.51				
10 51110-01-51000	Social Security	FICA WITHHOLDING/MAT		66.23				
10 51200-01-51000	Social Security	FICA WITHHOLDING/MAT		145.28				
10 51300-01-51000	Social Security	FICA WITHHOLDING/MAT		389.02				
10 51410-01-51000	Social Security	FICA WITHHOLDING/MAT		59.62				
10 51415-01-51000	Social Security	FICA WITHHOLDING/MAT		212.96				
10 51420-01-51000	Social Security	FICA WITHHOLDING/MAT		134.09				
10 51430-01-51000	Social Security	FICA WITHHOLDING/MAT		283.63				
10 51520-01-51000	Social Security	FICA WITHHOLDING/MAT		225.28				
10 51525-01-51000	Social Security	FICA WITHHOLDING/MAT		86.71				
10 51600-01-51000	Social Security	FICA WITHHOLDING/MAT		243.32				
10 52100-01-51000	Social Security	FICA WITHHOLDING/MAT		4,251.93				
10 52110-01-51000	Social Security	FICA WITHHOLDING/MAT		31.54				
10 52200-01-51000	Medicare 1.45%	FICA WITHHOLDING/MAT		54.09				
10 52400-01-51000	Social Security	FICA WITHHOLDING/MAT		261.95				
10 53100-01-51000	Social Security	FICA WITHHOLDING/MAT		134.56				
10 53101-01-51000	Social Security	FICA WITHHOLDING/MAT		9.54				
10 53102-01-51000	Social Security	FICA WITHHOLDING/MAT		200.64				
10 53240-01-51000	Social Security	FICA WITHHOLDING/MAT		399.78				
10 53300-01-51000	Social Security	FICA WITHHOLDING/MAT		719.20				
10 53310-01-51000	Social Security	FICA WITHHOLDING/MAT		103.71				
10 53314-01-51000	Social Security	FICA WITHHOLDING/MAT		17.08				
10 53315-01-51000	Social Security	FICA WITHHOLDING/MAT		137.27				
10 53316-01-51000	Social Security	FICA WITHHOLDING/MAT		63.75				
10 53510-01-51000	Social Security	FICA WITHHOLDING/MAT		30.25				
10 53520-01-51000	Social Security	FICA WITHHOLDING/MAT		708.31				
10 53620-01-51000	Social Security	FICA WITHHOLDING/MAT		106.12				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000036	EFTPS	CONT						
I-T3 20220819	FICA WITHHOLDING/MATCH	D	8/19/2022			000546		
10 53635-01-51000	Social Security	FICA WITHHOLDING/MAT		115.73				
10 53640-01-51000	Social Security	FICA WITHHOLDING/MAT		13.76				
10 54600-01-51000	Social Security	FICA WITHHOLDING/MAT		262.00				
10 55110-01-51000	Social Security	FICA WITHHOLDING/MAT		1,312.39				
10 55200-01-51000	Social Security	FICA WITHHOLDING/MAT		661.27				
10 55300-01-51000	Social Security	FICA WITHHOLDING/MAT		674.07				
10 55301-01-51000	Social Security	FICA WITHHOLDING/MAT		12.30				
10 55400-01-51000	Social Security	FICA WITHHOLDING/MAT		46.31				
10 55420-01-51000	Social Security	FICA WITHHOLDING/MAT		866.87				
20 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		70.58				
20 53622-01-51000	Social Security	FICA WITHHOLDING/MAT		70.58				
21 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		157.94				
21 52100-01-51000	Social Security	FICA WITHHOLDING/MAT		157.94				
24 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		39.73				
24 55225-01-51000	Social Security-Medicare	FICA WITHHOLDING/MAT		3.06				
24 55513-01-51000	Social Security	FICA WITHHOLDING/MAT		36.67				
25 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		71.37				
25 56900-01-51000	Social Security	FICA WITHHOLDING/MAT		71.37				
26 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		72.91				
26 52200-01-51000	Medicare	FICA WITHHOLDING/MAT		72.91				
48 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		167.35				
48 57100-01-51000	SS/Medicare	FICA WITHHOLDING/MAT		167.36				
52 21-5110	FICA/Medicare W/H	FICA WITHHOLDING/MAT		156.53				
52 53337-01-51000	Social Security	FICA WITHHOLDING/MAT		156.53				
62 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		889.28				
62 54080-00-51000	SS/Medicare	FICA WITHHOLDING/MAT		889.29				
63 21-5110	FICA/Medicare	FICA WITHHOLDING/MAT		1,213.95				
63 54080-00-51000	SS/Medicare Taxes	FICA WITHHOLDING/MAT		1,213.88				
I-T4 20220819	MEDICARE WITHHOLDING/MATCH	D	8/19/2022			000546		
10 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		3,974.74				
10 51110-01-51000	Social Security	MEDICARE WITHHOLDING		15.50				
10 51200-01-51000	Social Security	MEDICARE WITHHOLDING		33.97				
10 51300-01-51000	Social Security	MEDICARE WITHHOLDING		90.98				
10 51410-01-51000	Social Security	MEDICARE WITHHOLDING		13.94				
10 51415-01-51000	Social Security	MEDICARE WITHHOLDING		49.81				
10 51420-01-51000	Social Security	MEDICARE WITHHOLDING		31.36				
10 51430-01-51000	Social Security	MEDICARE WITHHOLDING		66.33				
10 51520-01-51000	Social Security	MEDICARE WITHHOLDING		52.68				
10 51525-01-51000	Social Security	MEDICARE WITHHOLDING		20.28				
10 51600-01-51000	Social Security	MEDICARE WITHHOLDING		56.90				
10 52100-01-51000	Social Security	MEDICARE WITHHOLDING		994.38				
10 52110-01-51000	Social Security	MEDICARE WITHHOLDING		7.38				
10 52200-01-51000	Medicare 1.45%	MEDICARE WITHHOLDING		571.37				
10 52300-01-51000	Medicare 1.45%	MEDICARE WITHHOLDING		366.28				
10 52400-01-51000	Social Security	MEDICARE WITHHOLDING		61.26				
10 53100-01-51000	Social Security	MEDICARE WITHHOLDING		31.47				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000036	EFTPS	CONT						
I-T4 20220819	MEDICARE WITHHOLDING/MATCH	D	8/19/2022			000546		
10 53101-01-51000	Social Security	MEDICARE WITHHOLDING		2.23				
10 53102-01-51000	Social Security	MEDICARE WITHHOLDING		46.92				
10 53240-01-51000	Social Security	MEDICARE WITHHOLDING		93.50				
10 53300-01-51000	Social Security	MEDICARE WITHHOLDING		168.23				
10 53310-01-51000	Social Security	MEDICARE WITHHOLDING		24.25				
10 53314-01-51000	Social Security	MEDICARE WITHHOLDING		4.00				
10 53315-01-51000	Social Security	MEDICARE WITHHOLDING		32.10				
10 53316-01-51000	Social Security	MEDICARE WITHHOLDING		14.90				
10 53510-01-51000	Social Security	MEDICARE WITHHOLDING		7.07				
10 53520-01-51000	Social Security	MEDICARE WITHHOLDING		165.64				
10 53620-01-51000	Social Security	MEDICARE WITHHOLDING		24.81				
10 53635-01-51000	Social Security	MEDICARE WITHHOLDING		27.07				
10 53640-01-51000	Social Security	MEDICARE WITHHOLDING		3.22				
10 54600-01-51000	Social Security	MEDICARE WITHHOLDING		61.28				
10 55110-01-51000	Social Security	MEDICARE WITHHOLDING		306.94				
10 55200-01-51000	Social Security	MEDICARE WITHHOLDING		154.65				
10 55300-01-51000	Social Security	MEDICARE WITHHOLDING		157.65				
10 55301-01-51000	Social Security	MEDICARE WITHHOLDING		2.88				
10 55400-01-51000	Social Security	MEDICARE WITHHOLDING		10.83				
10 55420-01-51000	Social Security	MEDICARE WITHHOLDING		202.72				
20 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		16.52				
20 53622-01-51000	Social Security	MEDICARE WITHHOLDING		16.52				
21 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		36.94				
21 52100-01-51000	Social Security	MEDICARE WITHHOLDING		36.94				
24 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		9.29				
24 55225-01-51000	Social Security-Medicare	MEDICARE WITHHOLDING		0.72				
24 55513-01-51000	Social Security	MEDICARE WITHHOLDING		8.57				
25 21-5110	FICA/Medicare	MEDICARE WITHHOLDING		16.69				
25 56900-01-51000	Social Security	MEDICARE WITHHOLDING		16.69				
26 21-5110	FICA/Medicare	MEDICARE WITHHOLDING		17.05				
26 52200-01-51000	Medicare	MEDICARE WITHHOLDING		17.05				
48 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		39.14				
48 57100-01-51000	SS/Medicare	MEDICARE WITHHOLDING		39.14				
52 21-5110	FICA/Medicare W/H	MEDICARE WITHHOLDING		36.61				
52 53337-01-51000	Social Security	MEDICARE WITHHOLDING		36.58				
62 21-5110	FICA/Medicare	MEDICARE WITHHOLDING		207.97				
62 54080-00-51000	SS/Medicare	MEDICARE WITHHOLDING		208.00				
63 21-5110	FICA/Medicare	MEDICARE WITHHOLDING		283.90				
63 54080-00-51000	SS/Medicare Taxes	MEDICARE WITHHOLDING		283.86				
*** VENDOR TOTALS ***						2 CHECKS		68,938.86
								136,092.60

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004442	GREG EICHELKRAUT							
I-8/12/22BLKSQUIRREL	REIMBURSEMENT FACEBOOK	R	8/12/2022			177776		
26 55425-03-42777	Black Squirrel Exp	REIMBURSEMENT FACEBO		200.00				200.00
		*** VENDOR TOTALS ***				1 CHECKS		200.00
000128	ELAN FINANCIAL SERVICES							
I-20220817	ACCT #5472 1102 2200 0197	R	8/19/2022			177948		
10 55110-03-41250	Programming - Adult	ACCT #5472 1102 2200		46.01				
10 55110-15-47500	Software/Upgrades	ACCT #5472 1102 2200		9.99				56.00
		*** VENDOR TOTALS ***				1 CHECKS		56.00
000130	EMERGENCY MEDICAL PRODUCTS INC							
I-2465188	CURAPLEX NASOPHARYNGEAL	R	8/05/2022			177618		
10 52300-03-40000	Operating Supplies	CURAPLEX NASOPHARYNG		538.00				538.00
000130	EMERGENCY MEDICAL PRODUCTS INC							
I-2462171	BURN CREAM, WRAPS, PADS,	R	8/12/2022			177777		
10 52300-03-40000	Operating Supplies	BURN CREAM, WRAPS, P		1,171.81				
I-2463767	CYNCH-LOKS WHITE	R	8/12/2022			177777		
10 52300-03-40000	Operating Supplies	CYNCH-LOKS WHITE		38.14				
I-2467533	IV CATHETER, BD AUTOGUARD	R	8/12/2022			177777		
10 52300-03-40000	Operating Supplies	IV CATHETER, BD AUTO		287.00				1,496.95
		*** VENDOR TOTALS ***				2 CHECKS		2,034.90
000715	ENERGETIX CORPORATION							
I-22-20046	2022 ANNUAL MANAGEMENT	R	8/26/2022			177983		
10 53520-03-66000	Other Services	2022 ANNUAL MANAGEME		40.00				40.00
		*** VENDOR TOTALS ***				1 CHECKS		40.00
001867	ENVIROTECH EQUIPMENT CO.							
I-22-0019266	HAND VALVE ASSY.	R	8/12/2022			177778		
10 53240-03-40000	Operating Supplies	HAND VALVE ASSY.		798.29				798.29
		*** VENDOR TOTALS ***				1 CHECKS		798.29
004389	EO JOHNSON COMPANY INC							
I-1173925	MERRILL POLICE DEPT.	R	8/05/2022			177619		
10 52100-03-40000	Operating Supplies	MERRILL POLICE DEPT.		89.73				89.73
		*** VENDOR TOTALS ***				1 CHECKS		89.73
005041	DORIS ERLER							
I-8/22 JULY CRAFTS	EARRINGS, WOOD MAG,	R	8/12/2022			177732		
26 54600-03-45400	MEC - Craft Shop Exp.	EARRINGS, WOOD MAG,		25.00				25.00
		*** VENDOR TOTALS ***				1 CHECKS		25.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000131	ETCO ELECTRIC SUPPLY							
I-3403403	PLUMBERS HOLE SAW KIT	R	8/12/2022			177779		
10 51600-03-50000	Repair/Maintenance Supply	PLUMBERS HOLE SAW KI		196.79				
I-3403760	LIGHTS	R	8/12/2022			177779		
45 57100-08-25750	Streetlight Improvements	LIGHTS		4,010.50				4,207.29
		*** VENDOR TOTALS ***				1 CHECKS		4,207.29
000212	FASTENAL COMPANY							
I-WIWAU209375	DRILL	R	8/05/2022			177620		
10 53240-03-40000	Operating Supplies	DRILL		123.68				
I-WIWAU209538	BIT	R	8/05/2022			177620		
10 53240-03-40000	Operating Supplies	BIT		89.98				213.66
		*** VENDOR TOTALS ***				1 CHECKS		213.66
000632	FERGUSON ENTERPRISES #1476							
I-6722102	(2) WATERSENTRY PLUS FLTR LK	R	8/05/2022			177621		
10 51600-03-50000	Repair/Maintenance Supply	(2) WATERSENTRY PLUS		176.88				176.88
		*** VENDOR TOTALS ***				1 CHECKS		176.88
004260	FERGUSON ENTERPRISES INC							
I-6734071	REP KIT F/SWG SPT	R	8/19/2022			177900		
10 55200-03-50000	Repair/Maint. Supplies	REP KIT F/SWG SPT		36.98				36.98
		*** VENDOR TOTALS ***				1 CHECKS		36.98
000024	FIRE LOCAL #847							
I-FUD20220805	UNION DUES	R	8/05/2022			177583		
10 21-5903	Fire Union Dues	UNION DUES		1,072.31				1,072.31
000024	FIRE LOCAL #847							
I-FUD20220819	UNION DUES	R	8/19/2022			177883		
10 21-5903	Fire Union Dues	UNION DUES		1,072.31				1,072.31
		*** VENDOR TOTALS ***				2 CHECKS		2,144.62
004093	EARLEEN FOX							
I-8/22 JULY CRAFTS	TOWELS, BABY BLANKET	R	8/12/2022			177733		
26 54600-03-45400	MEC - Craft Shop Exp.	TOWELS, BABY BLANKET		27.00				27.00
		*** VENDOR TOTALS ***				1 CHECKS		27.00
002661	FRONTIER							
I-08/02/2022	FRONTIER	R	8/02/2022			177575		
10 52100-02-25000	Telephone	POLICE		63.87				
10 52100-02-75000	Dispatch-Lincoln Cty.	COMBINED DISPATCH		10.70				
10 53230-02-25000	Telephone & Fiber	GARAGE		63.86				
10 51520-02-25000	Telephone	TELEPHONE		130.36				
27 53515-02-25022	Telephone-Fuel Pumps	AIRPORT FUEL PUMPS		118.03				
63 56156-00-85600	Misc General Expense	WWTP		63.86				450.68

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
002661	FRONTIER							
I-08/12/2022	FRONTIER	R	8/12/2022			177780		
10 53230-02-25000	Telephone & Fiber	GARAGE		16.70				
10 54600-02-25000	Telephone	EXPO/ENRICHMENT		54.76				
24 55513-02-25000	Telephone (Backup 911)	EXPO/ENRICHMENT - 91		54.76				126.22
002661	FRONTIER							
I-8/19/2022	FRONTIER	R	8/19/2022			177901		
10 52100-02-25000	Telephone	POLICE		10.70				
10 55300-02-25000	Telephone	RECREATION		61.13				
27 53515-02-25028	Telephone-CC Line	AIRPORT CREDIT CARD		88.72				
10 52300-02-25000	Telephone & Internet	AMBULANCE		66.00				
10 52200-02-25500	Fiber - Internet & VOIP	FIRE		65.99				292.54
002661	FRONTIER							
I-20220817	ACCT # 715-536-7909-010384-5	R	8/19/2022			177949		
10 55110-02-25000	Telephone	ACCT # 715-536-7909-		139.81				139.81
002661	FRONTIER							
I-8/22-715-536-3954	ACCT.#715-536-3954-042402-5	R	8/26/2022			177985		
10 52100-02-25000	Telephone	POLICE		63.91				
10 53230-02-25000	Telephone & Fiber	GARAGE		63.90				
10 51520-02-25000	Telephone	TELEPHONE		63.90				
63 56156-00-85600	Misc General Expense	TELEPHONE		63.90				255.61
		*** VENDOR TOTALS ***				5 CHECKS		1,264.81
004267	VICTORIA GAEDTKE							
I-8/22JULY CRAFTS	CORD BRACELET, TOWEL	R	8/12/2022			177734		
26 54600-03-45400	MEC - Craft Shop Exp.	CORD BRACELET, TOWEL		24.20				24.20
		*** VENDOR TOTALS ***				1 CHECKS		24.20
005129	PAUL / SUSANNA GILK							
I-8/22 JULY CRAFTS	IN SWITZERLAND	R	8/12/2022			177735		
26 54600-03-45400	MEC - Craft Shop Exp.	IN SWITZERLAND		15.00				15.00
		*** VENDOR TOTALS ***				1 CHECKS		15.00
004598	GRANDMA'S ORGANIC FARM							
I-8/22 JULY CRAFTS	NOTE CARDS, BOOKMARKS	R	8/12/2022			177736		
26 54600-03-45400	MEC - Craft Shop Exp.	NOTE CARDS, BOOKMARKS		9.30				9.30
		*** VENDOR TOTALS ***				1 CHECKS		9.30
004838	GREAT WEST TRUST COMPANY, LLC							
I-ROT20220805	WIS DEF COMP - ROTH	R	8/05/2022			177584		
10 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		2,305.15				
20 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		0.14				
48 21-5900	Deferred Comp	WIS DEF COMP - ROTH		128.47				
52 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		74.69				
62 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		175.65				

Attachment: P & F Vouchers - August (9220 : August Vouchers)

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

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004838	GREAT WEST TRUST COMPACONT							
I-ROT20220805	WIS DEF COMP - ROTH	R	8/05/2022			177584		
63 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		191.90				
I-WDC20220805	WIS DEFERRED COMP	R	8/05/2022			177584		
10 21-5900	Deferred Compensation	WIS DEFERRED COMP		2,673.42				
21 21-5900	Deferred Compensation	WIS DEFERRED COMP		100.00				
48 21-5900	Deferred Comp	WIS DEFERRED COMP		52.50				
52 21-5900	Deferred Compensation	WIS DEFERRED COMP		29.06				
62 21-5900	Deferred Compensation	WIS DEFERRED COMP		152.20				
63 21-5900	Deferred Compensation	WIS DEFERRED COMP		447.82				6,331.00
004838	GREAT WEST TRUST COMPANY, LLC							
I-ROT20220819	WIS DEF COMP - ROTH	R	8/19/2022			177884		
10 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		2,363.50				
20 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		50.19				
48 21-5900	Deferred Comp	WIS DEF COMP - ROTH		87.51				
52 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		27.38				
62 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		148.10				
63 21-5900	Deferred Compensation	WIS DEF COMP - ROTH		199.32				
I-WDC20220819	WIS DEFERRED COMP	R	8/19/2022			177884		
10 21-5900	Deferred Compensation	WIS DEFERRED COMP		2,710.61				
20 21-5900	Deferred Compensation	WIS DEFERRED COMP		1.87				
21 21-5900	Deferred Compensation	WIS DEFERRED COMP		100.00				
48 21-5900	Deferred Comp	WIS DEFERRED COMP		46.87				
62 21-5900	Deferred Compensation	WIS DEFERRED COMP		126.27				
63 21-5900	Deferred Compensation	WIS DEFERRED COMP		469.38				6,331.00
*** VENDOR TOTALS ***						2 CHECKS		12,662.00
001967	GREEN LAWN UNDERGROUND SPRINKL							
I-22-25433	INSTALL @ MARC DIAMONDS	R	8/05/2022			177623		
26 55200-08-92000	Park Endowment Expenses	INSTALL @ MARC DIAMO		17,422.00				
I-22-25434	INSTALLED WATER LINE-DOG	R	8/05/2022			177623		
26 55400-03-40000	Dog Park Expenses	INSTALLED WATER LINE		975.00				18,397.00
001967	GREEN LAWN UNDERGROUND SPRINKL							
I-22-25857	SPRING START UP TESTED	R	8/19/2022			177902		
10 55200-02-15000	Contract Services	SPRING START UP TEST		317.05				
I-22-25858	WORK ORDER #30854	R	8/19/2022			177902		
10 55200-08-91000	Park Improvements	WORK ORDER #30854		171.50				
I-22-25862	WORK ORDER #30853	R	8/19/2022			177902		
10 55200-08-91000	Park Improvements	WORK ORDER #30853		318.04				806.59
*** VENDOR TOTALS ***						2 CHECKS		19,203.50

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004676	KYLE GULKE							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177849		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		206.25				206.25
		*** VENDOR TOTALS ***				1 CHECKS		206.25
000244	MICHAEL J. HAMANN							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177850		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		168.00				168.00
		*** VENDOR TOTALS ***				1 CHECKS		168.00
001111	HARGRAVE APPLIANCE CENTER							
I-21948	6 PACK VAC BAGS	R	8/12/2022			177781		
24 55513-03-44000	Janitor Supplies	6 PACK VAC BAGS		10.99				10.99
001111	HARGRAVE APPLIANCE CENTER							
I-21930	ACCT # 5367191	R	8/19/2022			177950		
10 55110-03-44000	Janitor Supplies	ACCT # 5367191		141.75				141.75
		*** VENDOR TOTALS ***				2 CHECKS		152.75
005147	HARTER'S FOX VALLEY DISPOSAL							
I-192676	RECYCLE TIPPING FEE	R	8/12/2022			177782		
10 53635-03-93000	Tipping Fees - Recycle	RECYCLE TIPPING FEE		273.50				273.50
		*** VENDOR TOTALS ***				1 CHECKS		273.50
004411	HARTLAND LUBRICANTS & CHEMICAL							
I-SI241942	DEF	R	8/05/2022			177624		
10 53240-03-40000	Operating Supplies	DEF		737.32				737.32
		*** VENDOR TOTALS ***				1 CHECKS		737.32
000248	GREGORY D. HARTWIG							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177851		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		154.00				154.00
		*** VENDOR TOTALS ***				1 CHECKS		154.00
005002	KEVIN HARTWIG							
I-8/5/22 REIMB.	HIKER SOCKS	R	8/05/2022			177625		
10 53300-03-46500	Boots & Clothing-Reimbursement	HIKER SOCKS		42.94				42.94
005002	KEVIN HARTWIG							
I-8/26/22BOOT REIMB	BOOT REIMBURSEMENT	R	8/26/2022			177986		
10 53300-03-46500	Boots & Clothing-Reimbursement	BOOT REIMBURSEMENT		155.78				155.78
		*** VENDOR TOTALS ***				2 CHECKS		198.72

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
002425	HAWKINS, INC.							
I-6251188	AZONE 15-EPA REG. NO. 7870-5	R	8/19/2022			177903		
10 55420-03-50000	Repair/Maint. Supplies	AZONE 15-EPA REG. NO		2,629.16				
I-6256111	CALCIUM CHLORIDE	R	8/19/2022			177903		
10 55420-03-50000	Repair/Maint. Supplies	CALCIUM CHLORIDE		1,512.00				4,141.16
002425	HAWKINS, INC.							
I-6262523	#41245 - AZONE 15-EPA REG. NO.	R	8/26/2022			177987		
10 55420-03-50000	Repair/Maint. Supplies	#41245 - AZONE 15-EP		1,535.98				1,535.98
		*** VENDOR TOTALS ***				2 CHECKS		5,677.16
000496	THOMAS N. HAYDEN							
I-8/5/22MILE REIMB	MILEAGE REIMB. MUNIC. COURT	R	8/05/2022			177626		
10 51300-03-30000	Mileage - Tomahawk	MILEAGE REIMB. MUNIC		340.47				340.47
		*** VENDOR TOTALS ***				1 CHECKS		340.47
004065	JEFFREY J. HINZ							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177852		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		213.75				213.75
		*** VENDOR TOTALS ***				1 CHECKS		213.75
001802	CAROL HOLZ							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177853		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		263.25				263.25
		*** VENDOR TOTALS ***				1 CHECKS		263.25
000983	HORST DISTRIBUTING INC							
I-98138-000	DECK WHEEL, ASSEMBLY	R	8/05/2022			177627		
10 55200-03-50000	Repair/Maint. Supplies	DECK WHEEL, ASSEMBLY		374.57				
I-98138-001	WHEEL & TIRE ASM 13 X 6.5-6.5	R	8/05/2022			177627		
10 55200-03-50000	Repair/Maint. Supplies	WHEEL & TIRE ASM 13		577.16				951.73
000983	HORST DISTRIBUTING INC							
I-97756-001	50# BAG P.C. RED	R	8/19/2022			177904		
10 55200-08-91000	Park Improvements	50# BAG P.C. RED		558.00				
10 45200-48500	Park Donations-No Carryover	50# BAG P.C. RED		1,116.00				1,674.00
		*** VENDOR TOTALS ***				2 CHECKS		2,625.73
002959	HUFFCUTT CONCRETE INC							
I-14081	PIT TOILETS @ PRAIRIE	R	8/05/2022			177628		
26 55304-08-77598	Pit Toilet - Prairie River	PIT TOILETS @ PRAIRI		16,125.00				16,125.00
		*** VENDOR TOTALS ***				1 CHECKS		16,125.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
005155	MARK A. HULL							
I-20220817	REFUND: INTO THE WOODS	R	8/19/2022			177951		
10 55110-02-27000	Lost-Damaged Materials	REFUND: INTO THE WOO		20.00				20.00
		*** VENDOR TOTALS ***				1 CHECKS		20.00
003315	IMAGE TREND							
I-136788	ELITE RESCUE BILLING	R	8/05/2022			177629		
10 52200-15-92500	CAD-Software Linking	ELITE RESCUE BILLING		378.13				
10 52300-15-92500	CAD-Linking Software	ELITE RESCUE BILLING		378.13				756.26
		*** VENDOR TOTALS ***				1 CHECKS		756.26
005099	JILL INDREBO							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177854		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		159.50				159.50
		*** VENDOR TOTALS ***				1 CHECKS		159.50
004958	INSIGHT FS, A DIVISION OF GROW							
I-700012382	#2 ULSD CLEAR, UNLEADED GAS	R	8/26/2022			177988		
10 53240-03-40000	Operating Supplies	#2 ULSD CLEAR, UNLEA		29,169.41				29,169.41
		*** VENDOR TOTALS ***				1 CHECKS		29,169.41
002099	KATHY IWEN							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177855		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		165.00				165.00
		*** VENDOR TOTALS ***				1 CHECKS		165.00
000759	J. WENNING GRINDING & SUPPLY I							
I-101989	77" ZAMBONI KNIFE SERVICE	R	8/05/2022			177630		
10 55400-03-50000	Repair/Maint. Supplies	77" ZAMBONI KNIFE SE		120.50				120.50
		*** VENDOR TOTALS ***				1 CHECKS		120.50
003927	SHARON JAEGER							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177856		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		206.25				206.25
		*** VENDOR TOTALS ***				1 CHECKS		206.25
005103	EVA JAROSKI							
I-8/22 JULY CRAFTS	FISH	R	8/12/2022			177737		
26 54600-03-45400	MEC - Craft Shop Exp.	FISH		10.00				10.00
		*** VENDOR TOTALS ***				1 CHECKS		10.00
004815	JC TOOLS							
I-24878	CIRCUIT TESTER	R	8/05/2022			177631		
10 53240-03-40000	Operating Supplies	CIRCUIT TESTER		52.45				52.45

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004815	JC TOOLS							
I-25289	TOOLS	R	8/19/2022			177905		
10 53240-03-40000	Operating Supplies	TOOLS		10.08				10.08
			*** VENDOR TOTALS ***			2 CHECKS		62.50
001494	JEFFERSON FIRE & SAFETY, INC.							
I-142529	SCBA QUARTERLY AIR TEST	R	8/05/2022			177632		
10 52200-03-40000	Operating Supplies	SCBA QUARTERLY AIR T		438.44				438.44
			*** VENDOR TOTALS ***			1 CHECKS		438.44
004938	SUSAN JENSEN							
I-8/22 JULY CRAFTS	COASTER SET	R	8/12/2022			177738		
26 54600-03-45400	MEC - Craft Shop Exp.	COASTER SET		20.00				20.00
			*** VENDOR TOTALS ***			1 CHECKS		20.00
001535	JMB & ASSOCIATES, LLC							
I-38353	4- QEUL Q5 CO 250P DECTORS	R	8/05/2022			177633		
10 52300-03-40000	Operating Supplies	4- QEUL Q5 CO 250P D		3,090.00				
10 52200-03-40000	Operating Supplies	4- QEUL Q5 CO 250P D		3,090.00				6,180.00
			*** VENDOR TOTALS ***			1 CHECKS		6,180.00
003786	JOHN FABICK TRACTOR CO							
I-PIWA0098067	O RINGS	R	8/05/2022			177634		
10 53240-03-40000	Operating Supplies	O RINGS		23.32				
I-PIWA0098068	SEAL KIT	R	8/05/2022			177634		
10 53240-03-40000	Operating Supplies	SEAL KIT		119.87				
I-PIWA0098069	SEAL	R	8/05/2022			177634		
10 53240-03-40000	Operating Supplies	SEAL		27.34				
I-PIWA0098289	SEAL	R	8/05/2022			177634		
10 53240-03-40000	Operating Supplies	SEAL		273.05				
I-SIWA0022255	REPAIR CIRCLE DRIVE	R	8/05/2022			177634		
10 53240-03-40000	Operating Supplies	REPAIR CIRCLE DRIVE		2,480.63				2,924.21
			*** VENDOR TOTALS ***			1 CHECKS		2,924.21
004335	MARDELL JOHNSON							
I-8/22 JULY CRAFTS	SCRUBBIES	R	8/12/2022			177739		
26 54600-03-45400	MEC - Craft Shop Exp.	SCRUBBIES		4.50				4.50
			*** VENDOR TOTALS ***			1 CHECKS		4.50
004062	MARJORIE JOHNSON							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177857		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		168.00				168.00
			*** VENDOR TOTALS ***			1 CHECKS		168.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003046	JUDY KARAU							
I-8/22JULY CRAFTS	GREETING CARDS	R	8/12/2022			177740		
26 54600-03-45400	MEC - Craft Shop Exp.	GREETING CARDS		4.75				4.75
		*** VENDOR TOTALS ***				1 CHECKS		4.75
003228	DENNIS KNOTT							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177858		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		189.00				189.00
		*** VENDOR TOTALS ***				1 CHECKS		189.00
001185	BETTY KRAUSE							
I-8/22 JULY CRAFTS	CLOTHES PIN BAG, TOWELS	R	8/12/2022			177741		
26 54600-03-45400	MEC - Craft Shop Exp.	CLOTHES PIN BAG, TOW		19.00				19.00
		*** VENDOR TOTALS ***				1 CHECKS		19.00
000140	KRUEGER PLUMBING L. L. C.							
I-33683	MARC BALL DIAMOND	R	8/05/2022			177636		
26 55200-08-92000	Park Endowment Expenses	MARC BALL DIAMOND		3,546.51				3,546.51
		*** VENDOR TOTALS ***				1 CHECKS		3,546.51
005135	CHANTEL KUCZMARSKI							
C-8/5/22-Credit Memo	CM DueTo wrong Discount Date	N	8/05/2022			000000		
26 55305-03-47555	Marketing Contractor	CM DueTo wrong Disco		1,050.00CR				
I-6	JULY18 - 22, 2022	N	8/05/2022			000000		
26 55305-03-47555	Marketing Contractor	JULY18 - 22, 2022		1,050.00				
005135	CHANTEL KUCZMARSKI							
I-6-A	JULY 18 - 22, 2022	R	8/05/2022			177637		
26 55305-03-47555	Marketing Contractor	JULY 18 - 22, 2022		1,050.00				
I-7	JULY 25 - JULY 29, 2022	R	8/05/2022			177637		
26 55305-03-47555	Marketing Contractor	JULY 25 - JULY 29, 2		1,050.00				2,100.00
005135	CHANTEL KUCZMARSKI							
I-8	AUGUST 1ST - 4TH, 2022	R	8/19/2022			177906		
26 55305-03-47555	Marketing Contractor	AUGUST - 1,2,3, & 4,		1,050.00				
I-9	AUGUST 8TH - 11TH 2022	R	8/19/2022			177906		
26 55305-03-47555	Marketing Contractor	AUGUST 8TH - 11TH 20		1,050.00				2,100.00
005135	CHANTEL KUCZMARSKI							
I-8/25/22Reimb.Candy	COMMUNITY NIGHT OUT - CANDY	R	8/25/2022			177966		
10 55301-03-45000	Promoting Govt Services	COMMUNITY NIGHT OUT		32.49				32.49
		*** VENDOR TOTALS ***				4 CHECKS		4,232.49

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
005152	PAUL KUHNLE							
I-8/19/22CDL REIMB	CDL REIMBURSEMENT FOR	R	8/19/2022			177907		
10 53520-03-66000	Other Services	CDL REIMBURSEMENT FO		247.32				247.32
		*** VENDOR TOTALS ***				1 CHECKS		247.32
001466	LAMERS BUS LINES INC							
I-31691	GREEN BAY BOTANICAL GARDENS	R	8/10/2022			177721		
26 54605-02-43333	Program/Service Providers	GREEN BAY BOTANICAL		1,095.00				1,095.00
		*** VENDOR TOTALS ***				1 CHECKS		1,095.00
005162	LAMERS BUS LINES, INC							
I-18850	LACROSSE QUEEN CRUISES	R	8/26/2022			177989		
10 55300-03-41500	Self & Non-Support-Expenses	LACROSSE QUEEN CRUIS		1,675.00				1,675.00
		*** VENDOR TOTALS ***				1 CHECKS		1,675.00
005149	JUDITH LANGE							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177859		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		154.00				154.00
		*** VENDOR TOTALS ***				1 CHECKS		154.00
000863	LEE RECREATION, LLC							
I-14346-22	SVB08-RECREATION VB NET	R	8/26/2022			177990		
10 55300-03-41500	Self & Non-Support-Expenses	SVB08-RECREATION VB		271.50				271.50
		*** VENDOR TOTALS ***				1 CHECKS		271.50
004877	JERRY LEOPOLD							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177860		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		168.00				168.00
		*** VENDOR TOTALS ***				1 CHECKS		168.00
003972	LIBRARICA, LLC							
I-204768-107R	SUPPORT/UPDATES RNWL: CASSI	R	8/19/2022			177952		
10 55110-15-47500	Software/Upgrades	SUPPORT/UPDATES RNWL		417.30				417.30
		*** VENDOR TOTALS ***				1 CHECKS		417.30
001161	LINCOLN CO ABSTRACT CO, INC.							
I-54868	22-32686-JOHNSON ST. TID 4	R	8/12/2022			177784		
44 57100-02-11500	Outside Legal/Title Expense	22-32686-JOHNSON ST.		630.00				630.00
001161	LINCOLN CO ABSTRACT CO, INC.							
I-8/15/22ChurchMLots	CHURCH MUTUAL LOTS	V	8/15/2022			177824		46,923.35
001161	LINCOLN CO ABSTRACT CO, INC.							
M-CHECK	LINCOLN CO ABSTRACT CO, UNPOST	V	8/16/2022			177824		46,923.35

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001161	LINCOLN CO ABSTRACT CO, INC.							
I-8/16/22ChurchMLots	PURCHASE CHURCH MUTUAL LOTS	R	8/16/2022			177825		
44 57100-08-20022	Land Purchase-Johnson St	PURCHASE CHURCH MUTU		50,683.97				50,683.97
		*** VENDOR TOTALS ***				2 CHECKS		51,313.97
000716	LINCOLN CO TREASURER							
I-8/22-JULY2022MUNIC	JULY 2022 MUNIC. COURT	R	8/05/2022			177638		
10 40000-45100	Municipal Court Revenue	JULY 2022 MUNIC. COU		881.64				881.64
		*** VENDOR TOTALS ***				1 CHECKS		881.64
000313	LINCOLN CO TREASURER'S OFFICE							
I-14587	182.18 TON GARBAGE	R	8/12/2022			177785		
10 53620-03-94000	Tipping Fees	182.18 TON GARBAGE		9,484.29				
10 55200-08-91000	Park Improvements	182.18 TON GARBAGE		96.00				9,580.29
		*** VENDOR TOTALS ***				1 CHECKS		9,580.29
000148	LINCOLN CO. HWY DEPT							
I-20220803	LINCOLN CO. HWY DEPT	R	8/12/2022			177786		
52 53388-03-75555	Asphalt Paving	LINCOLN CO. HWY DEPT		24,911.09				
52 57001-08-28100	Library Improvements	LINCOLN CO. HWY DEPT		36,370.80				61,281.89
		*** VENDOR TOTALS ***				1 CHECKS		61,281.89
000152	LINCOLN CO. TREASURER							
I-8/11/22Sch/TxLevy	School Levy Tax Cr/1st Dollar	R	8/11/2022			177722		
10 12-1000	Taxes Receivable	SCHOOL LEVY TAX CRED		626,405.84				
10 12-1000	Taxes Receivable	FIRST DOLLAR CREDIT		209,153.31				835,559.15
		*** VENDOR TOTALS ***				1 CHECKS		835,559.15
004743	JOHN LOESEL							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177861		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		171.00				171.00
		*** VENDOR TOTALS ***				1 CHECKS		171.00
000078	MAC QUEEN EQUIPMENT							
I-P25110	SPROCKET, CHAIN	R	8/05/2022			177639		
10 53240-03-40000	Operating Supplies	SPROCKET, CHAIN		133.05				
I-P25187	BOLT	R	8/05/2022			177639		
10 53240-03-40000	Operating Supplies	BOLT		21.99				155.04
		*** VENDOR TOTALS ***				1 CHECKS		155.04
000030	MADISON NATIONAL LIFE							
I-DIS20220805	DISABILITY PREMIUM	R	8/05/2022			177585		
10 21-5925	Disability Premiums	DISABILITY PREMIUM		380.42				
20 21-5925	Disability Premiums	DISABILITY PREMIUM		0.10				
21 21-5925	Disability Premiums	DISABILITY PREMIUM		17.41				
48 21-5925	Disability Premiums	DISABILITY PREMIUM		6.63				
52 21-5925	Disability Premiums	DISABILITY PREMIUM		26.10				
62 21-5925	Disability Premiums	DISABILITY PREMIUM		31.57				

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000030	MADISON NATIONAL LIFE CONT							
I-DIS20220805	DISABILITY PREMIUM	R	8/05/2022			177585		
63 21-5925	Disability Premiums	DISABILITY PREMIUM		23.73				485.96
000030	MADISON NATIONAL LIFE							
I-DIS20220819	DISABILITY PREMIUM	R	8/19/2022			177885		
10 21-5925	Disability Premiums	DISABILITY PREMIUM		547.60				
20 21-5925	Disability Premiums	DISABILITY PREMIUM		0.27				
21 21-5925	Disability Premiums	DISABILITY PREMIUM		20.77				
48 21-5925	Disability Premiums	DISABILITY PREMIUM		1.49				
52 21-5925	Disability Premiums	DISABILITY PREMIUM		6.75				
62 21-5925	Disability Premiums	DISABILITY PREMIUM		40.21				
63 21-5925	Disability Premiums	DISABILITY PREMIUM		18.07				635.16
	*** VENDOR TOTALS ***					2 CHECKS		1,121.14
004939	TAMARA MARCZAK							
I-8/22 JULY CRAFTS	FELTED BEE	R	8/12/2022			177742		
26 54600-03-45400	MEC - Craft Shop Exp.	FELTED BEE		8.00				8.00
	*** VENDOR TOTALS ***					1 CHECKS		8.00
000737	MARSHFIELD CLINIC HEALTH SYSTE							
I-8/22-322852	OH SCREENING EXAM/LABS	R	8/12/2022			177787		
10 55110-01-54000	Health Insurance	LIBRARY-OH SCREENING		160.00				
10 52100-03-25000	Job Recruitment	POLICE-OH SCREENING		150.10				310.10
	*** VENDOR TOTALS ***					1 CHECKS		310.10
003478	JOSHUA MCCASKILL							
I-8/22K9-Train.Reimb	K-9 TRAINING	R	8/26/2022			177991		
10 52100-03-53000	Gas & Oil - Vehicles	K-9 TRAINING		20.00				20.00
	*** VENDOR TOTALS ***					1 CHECKS		20.00
004951	MCCRANK, ELIZABETH							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177862		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		210.00				210.00
	*** VENDOR TOTALS ***					1 CHECKS		210.00
000510	MCI							
I-8/22-08673296722	JULY 2022 SERVICES CHARGES	R	8/19/2022			177909		
10 52100-02-25000	Telephone	JULY 2022 SERVICES C		32.95				
10 51520-02-25000	Telephone	JULY 2022 SERVICES C		32.95				65.90
	*** VENDOR TOTALS ***					1 CHECKS		65.90
000788	MERRILL LIONS CLUB							
I-08/19/22LaborDay	LABOR DAY	R	8/19/2022			177910		
10 55301-03-39100	Labor Day Celebration	LABOR DAY		1,500.00				1,500.00
	*** VENDOR TOTALS ***					1 CHECKS		1,500.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000839	MERRILL ACE HARDWARE							
C-20220817	ACCT # 81867	R	8/19/2022			177953		
10 55110-03-50000	M/R-General Repair/Maint.	ACCT # 81867		4.78CR				
10 55110-03-50275	M/R - Contingency	ACCT # 81867		2.76CR				
C-217432	ACCT # 81867	R	8/19/2022			177953		
10 55110-03-50000	M/R-General Repair/Maint.	ACCT # 81867		29.98CR				
I-217168	ACCT # 81867	R	8/19/2022			177953		
10 55110-03-50275	M/R - Contingency	ACCT # 81867		6.99				
I-217295	ACCT # 81867	R	8/19/2022			177953		
10 55110-03-50000	M/R-General Repair/Maint.	ACCT # 81867		29.98				
I-217418	ACCT # 81867	R	8/19/2022			177953		
10 55110-03-50275	M/R - Contingency	ACCT # 81867		36.98				
I-217630	ACCT # 81867	R	8/19/2022			177953		
10 55110-03-50000	M/R-General Repair/Maint.	ACCT # 81867		14.37				
I-217668	ACCT # 81867	R	8/19/2022			177953		
10 55110-03-50000	M/R-General Repair/Maint.	ACCT # 81867		27.98				
I-217797	ACCT # 81867	R	8/19/2022			177953		
10 55110-03-50000	M/R-General Repair/Maint.	ACCT # 81867		13.98				
I-217830	ACCT # 81867	R	8/19/2022			177953		
10 55110-03-50000	M/R-General Repair/Maint.	ACCT # 81867		8.98				
I-217910	ACCT #81867	R	8/19/2022			177953		
10 55110-03-50000	M/R-General Repair/Maint.	ACCT #81867		10.99				112.73
*** VENDOR TOTALS ***						1 CHECKS		112.73
000041	MERRILL ACE HARDWARE							
C-8/5/22DISC.STREET	DISCOUNT: STREET	R	8/05/2022			177640		
10 53240-03-40000	Operating Supplies	DISCOUNT: STREET		39.90CR				
I-217251	PAINT, ROLLER	R	8/05/2022			177640		
10 53240-03-40000	Operating Supplies	PAINT, ROLLER		51.97				
I-217257	ELBOW, NIPPLE BLACK	R	8/05/2022			177640		
10 53240-03-40000	Operating Supplies	ELBOW, NIPPLE BLACK		10.48				
I-217374	PAINT	R	8/05/2022			177640		
10 53240-03-40000	Operating Supplies	PAINT		79.98				
I-217447	PARTS	R	8/05/2022			177640		
10 53240-03-40000	Operating Supplies	PARTS		83.98				
I-217621	BITS, FASTENERS	R	8/05/2022			177640		
10 53300-03-40000	Operating Supplies	BITS, FASTENERS		89.77				
I-217657	MAILBOX	R	8/05/2022			177640		
10 53240-03-40000	Operating Supplies	MAILBOX		34.71				
I-217712	MAILBOX	R	8/05/2022			177640		
10 53240-03-40000	Operating Supplies	MAILBOX		32.99				
I-217807	BALL VALVE	R	8/05/2022			177640		
10 53240-03-40000	Operating Supplies	BALL VALVE		14.99				358.97

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000041	MERRILL ACE HARDWARE							
C-8/12/22	AIRPORT DI DISCOUNT: AIRPORT	R	8/12/2022			177788		
10 53510-03-40000	Operating Supplies	DISCOUNT: AIRPORT		14.90	CR			
C-8/22-CITY DISC.	DISCOUNT: CITY HALL	R	8/12/2022			177788		
10 51600-03-50000	Repair/Maintenance Supply	DISCOUNT: CITY HALL		18.61	CR			
C-8/22FIRE DISC.	DISCOUNT: FIRE	R	8/12/2022			177788		
10 52200-03-40000	Operating Supplies	DISCOUNT: FIRE		8.66	CR			
I-217223	BATH FAUCET	R	8/12/2022			177788		
10 51600-03-50000	Repair/Maintenance Supply	BATH FAUCET		79.99				
I-217290	PAINT BRUSH	R	8/12/2022			177788		
10 51600-03-50000	Repair/Maintenance Supply	PAINT BRUSH		7.99				
I-217299	SILVER/BLACK TARP& COTTON CORD	R	8/12/2022			177788		
10 53510-03-40000	Operating Supplies	SILVER/BLACK TARP		148.98				
I-217441	KEY	R	8/12/2022			177788		
10 51600-03-50000	Repair/Maintenance Supply	KEY		2.39				
I-217478	GORILLA TAPE BLK	R	8/12/2022			177788		
10 51600-03-50000	Repair/Maintenance Supply	GORILLA TAPE BLK		9.99				
I-217493	FASTENERS	R	8/12/2022			177788		
10 51600-03-50000	Repair/Maintenance Supply	FASTENERS		8.68				
I-217518	GARDEN SPRAYER	R	8/12/2022			177788		
10 51600-03-50000	Repair/Maintenance Supply	GARDEN SPRAYER		18.99				
I-217555	FASTENERS	R	8/12/2022			177788		
10 52200-03-40000	Operating Supplies	FASTENERS		2.78				
I-217581	CABLE TIES	R	8/12/2022			177788		
10 52200-03-40000	Operating Supplies	CABLE TIES		6.99				
I-217599	30" RAIN WAND	R	8/12/2022			177788		
10 51600-03-50000	Repair/Maintenance Supply	30" RAIN WAND		23.99				
I-217613	PICKUP TOOL	R	8/12/2022			177788		
10 52200-03-40000	Operating Supplies	PICKUP TOOL		51.98				
I-217634	FLAT BAR	R	8/12/2022			177788		
10 51600-03-50000	Repair/Maintenance Supply	FLAT BAR		9.99				
I-217641	VARNISH	R	8/12/2022			177788		
10 51600-03-50000	Repair/Maintenance Supply	VARNISH		17.99				
I-217784	SUPER GLUE	R	8/12/2022			177788		
10 52200-03-40000	Operating Supplies	SUPER GLUE		6.78				
I-217882	BLK STL PIPE	R	8/12/2022			177788		
10 51600-03-50000	Repair/Maintenance Supply	BLK STL PIPE		5.99				
I-217967	DRAIN CLEANER	R	8/12/2022			177788		
10 52200-03-40000	Operating Supplies	DRAIN CLEANER		17.98				379.31
000041	MERRILL ACE HARDWARE							
C-8/19/22	DISC.PARK DISCOUNT: PARK & REC	R	8/19/2022			177911		
10 55400-03-40000	Operating Supplies	DISCOUNT: PARK & REC		60.78	CR			
I-217197	STRIPPING DK BLUE, CABLETIE	R	8/19/2022			177911		
10 55400-03-40000	Operating Supplies	STRIPPING DK BLUE, C		63.94				
I-217357	SUMP PUMP, COUPLING FLEX	R	8/19/2022			177911		
10 55400-03-40000	Operating Supplies	SUMP PUMP, COUPLING		206.98				
I-217372	PADLOCK, DBL STPL FXD HASP	R	8/19/2022			177911		

VENDOR SET: 01 City of Merrill
 BANK: 1 LINCOLN CO - GENERAL
 DATE RANGE: 8/01/2022 THRU 8/31/2022

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000041	MERRILL ACE HARDWARE CONT							
I-217372	PADLOCK, DBL STPL FXD HASP	R	8/19/2022			177911		
10 55200-03-50000	Repair/Maint. Supplies	PADLOCK, DBL STPL FX		84.94				
I-217378	ENTRY LEVER BALBOA	R	8/19/2022			177911		
10 55200-03-40000	Operating Supplies	ENTRY LEVER BALBOA		36.99				
I-217387	O-RING	R	8/19/2022			177911		
10 55200-03-40000	Operating Supplies	O-RING		2.37				
I-217420	55GAL. BLK TRASH BAGS	R	8/19/2022			177911		
10 55200-03-40000	Operating Supplies	55GAL. BLK TRASH BAG		29.99				
I-217502	TRASH BAGS BLK	R	8/19/2022			177911		
10 55200-03-40000	Operating Supplies	TRASH BAGS BLK		59.98				
I-217530	PINE SOL CLEANER	R	8/19/2022			177911		
10 55200-03-40000	Operating Supplies	PINE SOL CLEANER		13.99				
I-217600	LYSOL CLEANER, AIR FILTER	R	8/19/2022			177911		
10 55200-03-40000	Operating Supplies	LYSOL CLEANER, AIR F		17.97				
I-217707	O-RING	R	8/19/2022			177911		
10 55200-03-40000	Operating Supplies	O-RING		3.16				
I-217863	LG. GRIP CLIP, NOKINK HOSE	R	8/19/2022			177911		
10 55200-03-40000	Operating Supplies	LG. GRIP CLIP, NOKIN		27.39				
I-217930	CABLETIE	R	8/19/2022			177911		
10 55200-03-40000	Operating Supplies	CABLETIE		14.99				
I-217933	CLEANER, DECKBRUSH, ACID	R	8/19/2022			177911		
10 55200-03-40000	Operating Supplies	CLEANER, DECKBRUSH,		44.96				546.87
*** VENDOR TOTALS ***						3 CHECKS		1,285.11
004585	MERRILL DEVELOPMENT GROUP, LLC							
I-2022 DEV.INCENTIVE	2022 DEVELOPMENT INCENTIVE	R	8/26/2022			177992		
43 57100-04-55577	United Dev-3201 E Main St	2022 DEVELOPMENT IN		20,000.00				20,000.00
*** VENDOR TOTALS ***						1 CHECKS		20,000.00
000523	MERRILL DISTRIBUTING, INC							
C-1622292	CREDIT MEMO-ICED COFFEE	R	8/12/2022			177790		
10 55420-03-40100	Concession Supplies	CREDIT MEMO-ICED COF		29.35CR				
I-1621516	HOT DOGS, PRETZELS,ICE CRM	R	8/12/2022			177790		
10 55420-03-40100	Concession Supplies	HOT DOGS, PRETZELS,I		861.78				
I-1622086	ICE CRM, TOILET TISSUE,COFFEE	R	8/12/2022			177790		
10 55420-03-40100	Concession Supplies	ICE CRM, TOILET TISS		223.20				
I-1622303	HOT DOGS, PRETZELS	R	8/12/2022			177790		
10 55420-03-40100	Concession Supplies	HOT DOGS, PRETZELS		220.70				
I-1622579	ICED COFFEE, ICE CRM, HOT DOGS	R	8/12/2022			177790		
10 55420-03-40100	Concession Supplies	ICED COFFEE, ICE CRM		631.05				
I-1622833	HOT DOG BUNS	R	8/12/2022			177790		
10 55420-03-40100	Concession Supplies	HOT DOG BUNS		33.32				1,940.70

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000523	MERRILL DISTRIBUTING, INC							
I-1623577	HOT DOGS, BUNS, POPSICLE	R	8/26/2022			177993		
10 55420-03-40100	Concession Supplies	HOT DOGS, BUNS, POPS		253.13				
I-1624910	BAKED PRETZEL	R	8/26/2022			177993		
10 55420-03-40100	Concession Supplies	BAKED PRETZEL		50.45				
I-1625553	PRETZELS	R	8/26/2022			177993		
10 55420-03-40100	Concession Supplies	PRETZELS		100.90				404.48
*** VENDOR TOTALS ***						2 CHECKS		2,345.11
003362	MERRILL FOTO NEWS							
I-50392	MERRILL FOTO NEWS	R	8/12/2022			177791		
10 51110-03-20000	Publish Legal Notices	COUN. MINT. LEGALS,		481.95				
10 55301-03-39200	Fireworks-July 4th	CITY ADMIN. FIREWORK		216.00				
10 52200-03-25500	Job Recruitment	FIRE - EMPLOY AD		776.00				
10 51410-03-31000	Business/Misc. Expense	MAYOR - 4TH OF JULY		62.00				
10 55400-03-41000	Public Relations/Marketing	MARC-HERE'S MY CARD		198.00				
10 55400-03-41000	Public Relations/Marketing	MARC-NEWLY WEDDING P		220.00				
10 55300-03-41500	Self & Non-Support-Expenses	MARC-CRIME STOPPERS		40.00				
10 55301-03-39100	Labor Day Celebration	MARKETING PR-LABOR D		396.00				
10 55300-03-41500	Self & Non-Support-Expenses	MARC-BREWER BUS TRIP		490.00				
26 54600-03-45301	Quilting Proj Expenses	MEC - FESTIVAL OF QU		175.50				
10 52100-03-20000	Publish Legal Notices	POLICE DEP2015 FORD		30.00				
10 53635-03-20000	Publish Legal Notices	STREET-4TH JULY GARB		126.00				
10 51440-03-20000	Publish Legal Notices	ELECTIONS		315.60				3,527.05
*** VENDOR TOTALS ***						1 CHECKS		3,527.05
000325	MERRILL GRAVEL & SPRUCE ST. EXTENSION	R	8/05/2022			177641		
47 57100-08-24000	Street Improvements	SPRUCE ST. EXTENSION		11,000.00				11,000.00
000325	MERRILL GRAVEL & APPL#4- M2022-01 UTILITY ST.	R	8/26/2022			177994		
47 57100-08-26000	Water Improvements	W. 10TH ST - WATER		29,411.00				
48 57100-08-26000	Water Improvements	TID 8 - W 3RD ST/PAR		67,363.08				
48 57100-08-26500	Sanitary Sewer Improvements	TID 8 - W 3RD ST/PAR		36,326.70				
48 57100-08-24000	Street Improvements	TID 8 - W 3RD ST/PAR		68,024.15				201,124.93
*** VENDOR TOTALS ***						2 CHECKS		212,124.93
003283	MERRILL SOCIAL & SICK BENEFIT DEVELOPMENT INCENTIVE PYMT	R	8/26/2022			177995		
48 57100-04-74755	S&S Bar - Dev Incentives	DEVELOPMENT INCENTIV		10,000.00				10,000.00
*** VENDOR TOTALS ***						1 CHECKS		10,000.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000328	MERRILL WATER UTILITY							
I-8/22 330-51040-13	1700 O'DAY ST - BATHROOM	R	8/05/2022			177642		
10 55200-02-21000	Water and Sewer	1700 O'DAY ST - BATH		118.93				
I-8/22 330-51240-13	1700 O'DAY ST-RIVERS PK SHELTE	R	8/05/2022			177642		
10 55200-02-21000	Water and Sewer	1700 O'DAY ST-RIVERS		48.39				
I-8/22 334-21840-14	301 N SALES - FEST. GRDS BATHR	R	8/05/2022			177642		
24 55225-02-21000	Water and Sewer	301 N SALES - FEST.		128.92				
I-8/22 334-22240-14	301 SALES-FEST.GRD.E.BATHRM	R	8/05/2022			177642		
24 55225-02-21000	Water and Sewer	301 SALES-FEST.GRD.E		472.17				
I-8/22 334-22540-12	301 SALES-FEST.GRDS NW BATHR	R	8/05/2022			177642		
24 55225-02-21000	Water and Sewer	301 SALES-FEST.GRDS		357.61				
I-8/22 334-22640-14	301 SALES FEST.GRDS CONCESSION	R	8/05/2022			177642		
24 55225-02-21000	Water and Sewer	301 SALES FEST.GRDS		136.08				
I-8/22 334-22740-00	301 SALES FEST GRDS S. PIT	R	8/05/2022			177642		
24 55225-02-21000	Water and Sewer	301 SALES FEST GRDS		128.92				
I-8/22 334-22840-14	301 SALES-FEST.GRDS.RV PIT	R	8/05/2022			177642		
24 55225-02-21000	Water and Sewer	301 SALES-FEST.GRDS.		136.08				
I-8/22 334-22940-00	301 SALES FEST GRDS N. PIT	R	8/05/2022			177642		
24 55225-02-21000	Water and Sewer	301 SALES FEST GRDS		128.92				
I-8/22 334-23040-14	301 SALES FEST GRDS STOCKBAR	R	8/05/2022			177642		
24 55225-02-21000	Water and Sewer	301 SALES FEST GRDS		70.48				
I-8/22 336-09740-00	600 CENTER AVE-NORMAL PARK	R	8/05/2022			177642		
10 55200-02-21000	Water and Sewer	600 CENTER AVE-NORMA		469.48				
I-8/22 350-31240-00	1100 MARC DR	R	8/05/2022			177642		
10 55400-02-21000	Water and Sewer	1100 MARC DR		119.00				
I-8/22 350-31940-01	FESTIVAL GROUNDS	R	8/05/2022			177642		
24 55225-02-21000	Water and Sewer	FESTIVAL GROUNDS		119.00				
I-8/22-332-11340-00	404 PARK ST-AGRA BLDG	R	8/05/2022			177642		
10 55200-02-21000	Water and Sewer	404 PARK ST-AGRA BLD		140.72				
I-8/22-334-21740-00	303 SALES ST-ENRICH/EXPO CNTR	R	8/05/2022			177642		
24 55513-02-21000	Water and Sewer	303 SALES ST-ENRICH/		366.51				
I-8/22-350-30540-00	407 1ST ST/ST.DEPT.WAREHSE	R	8/05/2022			177642		
10 53230-02-21000	Water and Sewer	407 1ST ST/ST.DEPT.W		191.00				3,132.21
		*** VENDOR TOTALS ***				1 CHECKS		3,132.21
000694	MERRILL YOUTH HOCKEY							
I-8/5/22PORKNPARK	REFUND-PORK IN THE PARK	R	8/05/2022			177644		
10 40000-44100	Liquor & Malt Licenses	REFUND-PORK IN THE P		10.00				10.00
000694	MERRILL YOUTH HOCKEY							
I-000079	RENTED ICE TIME FOR SUMMER	R	8/19/2022			177913		
10 55300-03-41500	Self & Non-Support-Expenses	RENTED ICE TIME FOR		187.50				187.50
		*** VENDOR TOTALS ***				2 CHECKS		197.50

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
005028	NATHAN WILLIAM MEYER							
I-20220817	WI HUMANITIES GRANT	R	8/19/2022			177954		
10 55110-03-41251	Misc Rev-Programming Adult	WI HUMANITIES GRANT		960.00				960.00
		*** VENDOR TOTALS ***				1 CHECKS		960.00
003982	MID WISCONSIN BEVERAGE							
I-2859953	BLUE BLAST / CHERRY CHILL	R	8/05/2022			177646		
10 55420-03-40100	Concession Supplies	BLUE BLAST / CHERRY		200.00				
I-2859954	POP	R	8/05/2022			177646		
10 55420-03-40100	Concession Supplies	POP		216.00				416.00
003982	MID WISCONSIN BEVERAGE							
I-2858489	BLUE BLAST	R	8/12/2022			177792		
10 55420-03-40100	Concession Supplies	BLUE BLAST		100.00				
I-2858490	SODA	R	8/12/2022			177792		
10 55420-03-40100	Concession Supplies	SODA		408.00				508.00
		*** VENDOR TOTALS ***				2 CHECKS		924.00
004582	MLD AUTO REPAIR, LLC							
I-320811012	20 FORD F-150 - OIL CHANGE	R	8/26/2022			177996		
10 52100-03-51000	Vehicle Repair/Maintenance	20 FORD F-150 - OIL		969.00				969.00
		*** VENDOR TOTALS ***				1 CHECKS		969.00
002189	MORGAN SAND & GRAVEL INC.							
I-140050	CONCRETE	R	8/05/2022			177648		
52 53337-03-73000	Concrete & Contractors	CONCRETE		453.00				
I-140074	CONCRETE	R	8/05/2022			177648		
52 53337-03-73000	Concrete & Contractors	CONCRETE		490.75				
I-140193	CONCRETE	R	8/05/2022			177648		
52 53337-03-73000	Concrete & Contractors	CONCRETE		604.00				
I-140258	CONCRETE	R	8/05/2022			177648		
52 53337-03-73000	Concrete & Contractors	CONCRETE		453.00				2,000.75
002189	MORGAN SAND & GRAVEL INC.							
I-140401	6 YRDS CONCRETE	R	8/12/2022			177793		
52 53337-03-73000	Concrete & Contractors	6 YRDS CONCRETE		906.00				906.00
002189	MORGAN SAND & GRAVEL INC.							
I-140525	5.5 YRDS CONCRETE	R	8/19/2022			177915		
52 53337-03-73000	Concrete & Contractors	5.5 YRDS CONCRETE		792.00				792.00
		*** VENDOR TOTALS ***				3 CHECKS		3,698.75
000104	MPPA							
I-MP120220805	DUES-UNION POLICE	R	8/05/2022			177586		
10 21-5916	MPPA - Union (Police)	DUES-UNION POLICE		279.50				
21 21-5916	MPPA - Union (Police)	DUES-UNION POLICE		21.50				301.00

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000104	MPPA							
I-MP120220819	DUES-UNION POLICE	R	8/19/2022			177886		
10 21-5916	MPPA - Union (Police)	DUES-UNION POLICE		344.00				
21 21-5916	MPPA - Union (Police)	DUES-UNION POLICE		21.50				365.50
			*** VENDOR TOTALS ***			2 CHECKS		666.50
000085	MULTI MEDIA CHANNELS							
I-IN84637	ACCT # 102219	R	8/19/2022			177955		
10 55110-03-41000	Public Relations/Publicity	ACCT # 102219		62.00				62.00
			*** VENDOR TOTALS ***			1 CHECKS		62.00
000540	NAPA AUTO PARTS							
C-972719	CREDIT - REFRIGERANT	R	8/05/2022			177649		
10 52100-03-51000	Vehicle Repair/Maintenance	CREDIT - REFRIGERANT		28.99CR				
C-973673	NAPA AUTO PARTS	R	8/05/2022			177649		
10 53240-03-40000	Operating Supplies	NAPA AUTO PARTS		44.65CR				
I-971999	OZZY JUICE	R	8/05/2022			177649		
10 53240-03-40000	Operating Supplies	OZZY JUICE		94.99				
I-972664	REFRIGERANT, HOSE GAUGE	R	8/05/2022			177649		
10 52100-03-51000	Vehicle Repair/Maintenance	REFRIGERANT, HOSE GA		44.48				
I-972718	REFRIGERANT	R	8/05/2022			177649		
10 52100-03-51000	Vehicle Repair/Maintenance	REFRIGERANT		86.97				
I-972750	BELT	R	8/05/2022			177649		
10 53240-03-40000	Operating Supplies	BELT		22.90				
I-972753	BELT	R	8/05/2022			177649		
10 53240-03-40000	Operating Supplies	BELT		45.80				
I-972806	PREMIXED LONG TERM FUEL	R	8/05/2022			177649		
10 52200-03-53000	Gas & Oil - Vehicles	PREMIXED LONG TERM F		50.47				
I-972946	NAPA AUTO PARTS	R	8/05/2022			177649		
10 53240-03-40000	Operating Supplies	NAPA AUTO PARTS		44.65				
I-973258	2-REFLECTORS	R	8/05/2022			177649		
10 55200-03-40000	Operating Supplies	2-REFLECTORS		31.99				
I-973672	2020 FORD F150 HEADLIGHT	R	8/05/2022			177649		
10 52100-03-51000	Vehicle Repair/Maintenance	2020 FORD F150 HEADL		50.99				
I-973674	2 - REFLECTORS	R	8/05/2022			177649		
10 55200-03-40000	Operating Supplies	2 - REFLECTORS		31.99				
I-975953	SPACER, BOLTS	R	8/05/2022			177649		
10 53240-03-40000	Operating Supplies	SPACER, BOLTS		41.50				473.09
			*** VENDOR TOTALS ***			1 CHECKS		473.09
004086	NASSCO, INC.							
I-6194090	TORK MATIC HARD ROLL TOWEL	R	8/19/2022			177916		
10 55200-03-40000	Operating Supplies	TORK MATIC HARD ROLL		530.02				530.02
			*** VENDOR TOTALS ***			1 CHECKS		530.02

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004828	NATIONAL TESTING NETWORK							
I-10761	JULY VOUCHER USAGE	R	8/12/2022			177794		
10 52200-03-25500	Job Recruitment	JULY VOUCHER USAGE		165.00				165.00
		*** VENDOR TOTALS ***				1 CHECKS		165.00
002974	NATIONWIDE TRUST COMPANY, FSB							
I-PPE20220805	PAYROLL PER ATTACHED	R	8/05/2022			177587		
10 52100-01-56000	PEHP - City Portion	PAYROLL PER ATTACHED		481.00				
21 52100-01-56000	PEHP - City Portion	PAYROLL PER ATTACHED		37.00				518.00
002974	NATIONWIDE TRUST COMPANY, FSB							
I-PPE20220819	PAYROLL PER ATTACHED	R	8/19/2022			177887		
10 52100-01-56000	PEHP - City Portion	PAYROLL PER ATTACHED		1,043.10				
21 52100-01-56000	PEHP - City Portion	PAYROLL PER ATTACHED		37.00				1,080.10
		*** VENDOR TOTALS ***				2 CHECKS		1,598.10
004302	CYLDE NELSON							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177863		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		213.75				213.75
		*** VENDOR TOTALS ***				1 CHECKS		213.75
000545	NORTHCENTRAL TECH COLLEGE							
I-8/5/22-FIRE DEPT	ERIC TREMPPE/200097512	R	8/05/2022			177651		
10 52300-01-19000	Ambulance Training	ERIC TREMPPE/20009751		20.00				20.00
		*** VENDOR TOTALS ***				1 CHECKS		20.00
003398	NORTHEAST ASPHALT INC.							
I-1815744	HOT MIX	R	8/05/2022			177652		
10 53300-03-75000	Patching Materials	HOT MIX		549.90				549.90
003398	NORTHEAST ASPHALT INC.							
I-1817691	BLACKTOP	R	8/12/2022			177795		
10 53300-03-75000	Patching Materials	BLACKTOP		1,536.91				1,536.91
		*** VENDOR TOTALS ***				2 CHECKS		2,086.81
000551	NORTHWAY COMMUNICATIONS							
I-179750	PMNN4486A BATT IMPRES 2	R	8/05/2022			177653		
10 52100-02-90000	Radio Contract	PMNN4486A BATT IMPRE		1,611.78				1,611.78
		*** VENDOR TOTALS ***				1 CHECKS		1,611.78
000630	NORTHWEST PETROLEUM							
I-86522	3/4 X 10' HOSE	R	8/19/2022			177917		
10 53240-03-40000	Operating Supplies	3/4 X 10' HOSE		92.91				92.91
		*** VENDOR TOTALS ***				1 CHECKS		92.91

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1 I-7/1/21A.BANECK	BANECK, ANDREW PARK REFUND	V	7/02/2021			172932		50.00
1 I-8/21T.PEHLKE PKRE	PEHLKE, TAMMY PARK REFUND	V	8/02/2021			173347		100.00
1 I-5/27/22M&KACT.TX	M&K ACTION LLC TAX REFUND	V	5/27/2022			176825		11.56
1 I-8/21T.PEHLKE PKRE 10 21-7200	PEHLKE, TAMMY PARK REFUND Park Shelter-S Deposits	R PEHLKE, TAMMY:PARK	8/01/2022 Reissue	100.00		177573		100.00
1 I-5/27/22M&KACT.TX 10 22-6250	M&K ACTION LLC TAX REFUND All Others (Ins/Outs)	R M&K ACTION LLC:TAX	8/01/2022 Reissue	11.56		177574		11.56
1 I-8/22 O.GARCIA PKRE 10 21-7100	GARCIA, OSCAR CIRCUS SEC. MARC Security Deposits	R GARCIA, OSCAR:CIRCUS	8/05/2022	100.00		177622		100.00
1 I-8/22B.JOHNAS REF 10 21-7100	JOHNAS, BRENDA PARK & REC MARC Security Deposits	R JOHNAS, BRENDA:PARK	8/05/2022	50.00		177635		50.00
1 I-8/22REST.P.MEYER 10 22-6205	MEYER, PATRICIA RESTITUTION Restitution-COURT Only	R MEYER, PATRICIA:REST	8/05/2022	80.00		177645		80.00
1 I-8/22MITCHMETALS 10 21-7100	MITCHELL METALS PARK REFUND MARC Security Deposits	R MITCHELL METALS:PARK	8/05/2022	50.00		177647		50.00
1 I-7/1/21A.BANECK 10 21-7200	BANECK, ANDREW PARK REFUND Park Shelter-S Deposits	R BANECK, ANDREW:PARK	8/08/2022 Reissue	50.00		177680		50.00
1 I-8/12/22AspirusPKRE 10 21-7200	ASPIRUS MERRILL HOSPITAL REF Park Shelter-S Deposits	R ASPIRUS MERRILL HOSP	8/12/2022	50.00		177761		50.00
1 I-8/12/22G.BAADE 10 53240-03-40000	BAADE, GERALD & RACHELLE BAADE, GERALD & RACHELLE: Operating Supplies	R BAADE, GERALD & RACH	8/12/2022	339.71		177763		339.71

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	I-8/12/22F.BARTRON 10 21-7200	BARTON, FAWN PARK REFUND Park Shelter-S Deposits	R 8/12/2022 BARTON, FAWN:PARK RE	50.00		177764		50.00
1	I-8/12/22L.HEINZEN 10 21-7200	HEINZEN, LOANA PARK REFUND Park Shelter-S Deposits	R 8/12/2022 HEINZEN, LOANA:PARK	100.00		177783		100.00
1	I-8/22ABBY PLAUTZPK 10 21-7200	PLAUTZ, ABBY PARK REFUND Park Shelter-S Deposits	R 8/12/2022 PLAUTZ, ABBY:PARK RE	100.00		177798		100.00
1	I-8/22JANET PLAUTZ 10 21-7200	PLAUTZ, JANET PARK REFUND Park Shelter-S Deposits	R 8/12/2022 PLAUTZ, JANET:PARK R	50.00		177799		50.00
1	I-8/17/22S.BUSHCOOPER 10 21-7200	BUSHCOOPER, SHAUNA PARK REFUND Park Shelter-S Deposits	R 8/17/2022 BUSHCOOPER, SHAUNA:P	50.00		177827		50.00
1	I-8/17/22C.CHAVERS 10 45300-46750	CHAVERS, COURTNEY CANCEL REFUND Recreation Revenue	R 8/17/2022 CHAVERS, COURTNEY:CA	10.00		177828		10.00
1	I-8/17/22J.DEHNEL 10 21-7200	DEHNEL, JANE PARK REFUND Park Shelter-S Deposits	R 8/17/2022 DEHNEL, JANE:PARK RE	100.00		177829		100.00
1	I-8/17/22GleasonMenC 10 21-7200	GLEASON MENNONITE CHURCH PKREF Park Shelter-S Deposits	R 8/17/2022 GLEASON MENNONITE CH	50.00		177830		50.00
1	I-8/17/22C.HART 10 21-7200	HART, CHERYL PARK REFUND Park Shelter-S Deposits	R 8/17/2022 HART, CHERYL:PARK RE	50.00		177831		50.00
1	I-8/17/22-MADA 10 21-7200	MADA / MAPS PARK REFUND Park Shelter-S Deposits	R 8/17/2022 MADA / MAPS:PARK REF	100.00		177832		100.00
1	I-8/17/22R.MELANDER 10 21-7200	MELANDER, RAY PARK REFUND Park Shelter-S Deposits	R 8/17/2022 MELANDER, RAY:PARK R	100.00		177833		100.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	I-8/17/22M.MENDOZA 10 21-7200	MENDOZA, MARIA PARK REFUND Park Shelter-S Deposits	R 8/17/2022 MENDOZA, MARIA:PARK	100.00		177834		100.00
1	I-8/17/22JIM MOSER 10 21-7200	MOSER, JIM PARK REFUND Park Shelter-S Deposits	R 8/17/2022 MOSER, JIM: PARK REF	50.00		177835		50.00
1	I-8/17/22BRIAN NASS 10 21-7200	NASS, BRIAN PARK REFUND Park Shelter-S Deposits	R 8/17/2022 NASS, BRIAN:PARK REF	50.00		177836		50.00
1	I-8/17/22B.NICHALSON 10 45300-46750	NICHALSON, BEN REFUND PARK Recreation Revenue	R 8/17/2022 NICHALSON, BEN: REFU	5.00		177837		5.00
1	I-8/17/22M.REIN 10 21-7200	REIN, MARIE PARK REFUND Park Shelter-S Deposits	R 8/17/2022 REIN, MARIE:PARK REF	50.00		177838		50.00
1	I-8/17/22A.SCHRIEBER 10 21-7200	SCHREIBER, AMBER PARK REFUND Park Shelter-S Deposits	R 8/17/2022 SCHREIBER, AMBER:PAR	100.00		177840		100.00
1	I-8/17/22C.TORKELSON 10 21-7200	TORKELSON, CARL PARK REFUND Park Shelter-S Deposits	R 8/17/2022 TORKELSON, CARL:PARK	50.00		177841		50.00
1	I-8/17/22C.VOIGT 10 45200-46722 10 21-7200	VOIGT, CARMEN CANCELLED/COVID Park Shelter Reservation Rev. Park Shelter-S Deposits	R 8/17/2022 VOIGT, CARMEN:CANCEL VOIGT, CARMEN:CANCEL	60.00 50.00		177842		110.00
1	I-8/19/22 L.ANDERSON 10 21-7200	ANDRSON, LYNN PARK REFUND Park Shelter-S Deposits	R 8/19/2022 ANDRSON, LYNN:PARK R	100.00		177891		100.00
1	I-8/19/22L.LANDWEHR 10 21-7200	LANDWEHR, LEIGHA PARK REFUND Park Shelter-S Deposits	R 8/19/2022 LANDWEHR, LEIGHA:PAR	100.00		177908		100.00
1	I-8/19/22B.MONDEIK 10 21-7200	MONDEIK, BARBARA PARK REFUND Park Shelter-S Deposits	R 8/19/2022 MONDEIK, BARBARA:PAR	50.00		177914		50.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	DULEY, HEIDI							
I-8/26/22H.DULEYPKRE	PARK REFUND	R	8/26/2022			177982		
10 21-7200	Park Shelter-S Deposits	DULEY, HEIDI:PARK RE		50.00				50.00
1	FEHLBERG, JOHN							
I-8/26/22J.FEHLBERG	PARK REFUND	R	8/26/2022			177984		
10 21-7200	Park Shelter-S Deposits	FEHLBERG, JOHN:PARK		50.00				50.00
1	WISSBROECKER, PEGGY							
I-8/26/22P.WISSBROEC	PK REF	R	8/26/2022			178014		
10 21-7200	Park Shelter-S Deposits	WISSBROECKER, PEGGY:		50.00				50.00
		*** VENDOR TOTALS ***				34 CHECKS		2,506.2
003876	PARK CITY AVIATION LLC							
I-8/12/2022	AUG.2022 BI-MONTHLY PYMT.	R	8/12/2022			177796		
10 53510-02-13400	FBO/Airport Man. Contractor	AUG.2022 BI-MONTHLY		2,391.87				2,391.87
003876	PARK CITY AVIATION LLC							
I-08/26/2022	AUG. 2022 BI-MONTHLY PYMT.	R	8/26/2022			177997		
10 53510-02-13400	FBO/Airport Man. Contractor	AUG. 2022 BI-MONTHLY		2,391.87				2,391.87
		*** VENDOR TOTALS ***				2 CHECKS		4,783.7
000824	PER MAR SECURITY SERVICES							
I-2820613	AIRPORT / EXPO CENTER	R	8/12/2022			177797		
10 53510-03-42500	Support - Gates/Cameras	AIRPORT - 1701 CHAMP		1,022.76				
10 53510-03-42500	Support - Gates/Cameras	AIRPORT - N2241 AIRP		834.60				
10 53510-03-42500	Support - Gates/Cameras	AIRPORT - N2241 AIRP		1,118.88				
24 55513-02-16500	Fire/Security Service	MEC		1,438.92				
I-2839711	MEC - SERVICE CALL	R	8/12/2022			177797		
24 55513-02-16500	Fire/Security Service	MEC - SERVICE CALL		74.10				4,489.26
		*** VENDOR TOTALS ***				1 CHECKS		4,489.26
004063	JEAN PERKINS							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177864		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		217.50				217.50
		*** VENDOR TOTALS ***				1 CHECKS		217.50
000362	PETERSON BROS. SAND							
I-18387	DUMPING CHG. PINE AVE. PIT	R	8/19/2022			177918		
10 55200-08-91000	Park Improvements	DUMPING CHG. PINE AV		40.00				40.00
		*** VENDOR TOTALS ***				1 CHECKS		40.00
005151	LINDA PETERSON							
I-08/09/22 ELECTION	LINDA PETERSON	R	8/17/2022			177865		
10 51440-01-25000	Wages-Election Off. AVE	LINDA PETERSON		104.50				104.50
		*** VENDOR TOTALS ***				1 CHECKS		104.50

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004398	DONNA J PLAUTZ							
I-20220817	JULY MILEAGE	R	8/19/2022			177956		
10 55110-03-30500	Mileage	JULY MILEAGE		44.50				44.50
			*** VENDOR TOTALS ***			1 CHECKS		44.50
003928	ROSALYN PONKO							
I-08/09/22 ELECTION	ROSALYN PONKO	R	8/17/2022			177866		
10 51440-01-25000	Wages-Election Off. AVE	ROSALYN PONKO		168.00				168.00
			*** VENDOR TOTALS ***			1 CHECKS		168.00
005069	TOM PORATH							
I-8/22 JULY CRAFTS	M. CUTTING BOARD, MUSHROOM	R	8/12/2022			177743		
26 54600-03-45400	MEC - Craft Shop Exp.	M. CUTTING BOARD, MU		17.00				17.00
			*** VENDOR TOTALS ***			1 CHECKS		17.00
002452	POWER HOUSE LAWN & LEISURE							
I-331926	PRE FILTER	R	8/05/2022			177654		
10 53240-03-40000	Operating Supplies	PRE FILTER		64.99				
I-332009	FUEL CAP	R	8/05/2022			177654		
10 53240-03-40000	Operating Supplies	POWER HOUSE LAWN & L		43.99				108.98
			*** VENDOR TOTALS ***			1 CHECKS		108.98
002204	PREMIER TOUCHLESS DRYING SYSTE							
I-16804A	7-8X10 Cherry Plaques Etched	R	8/12/2022			177800		
26 55425-03-42777	Black Squirrel Exp	7-8X10 Cherry Plaque		419.00				419.00
			*** VENDOR TOTALS ***			1 CHECKS		419.00
000581	PROULX'S PROFESSIONAL SERVICES							
I-339320	KEYS MADE FOR MAINTENANCE	R	8/05/2022			177655		
10 51600-03-50000	Repair/Maintenance Supply	KEYS MADE FOR MAINTEN		81.60				
I-339321	ASSORTED PARK KEYS FOR PD	R	8/05/2022			177655		
10 52100-03-40000	Operating Supplies	ASSORTED PARK KEYS F		59.25				140.85
			*** VENDOR TOTALS ***			1 CHECKS		140.85
004926	QUADIENT FINANCE USA, INC							
I-08/26/2022	POSTAGE	R	8/26/2022			177998		
10 51520-03-11000	Postage	POSTAGE		4,000.00				4,000.00
			*** VENDOR TOTALS ***			1 CHECKS		4,000.00
004884	PATRICIA RAASCH							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177867		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		168.00				168.00
			*** VENDOR TOTALS ***			1 CHECKS		168.00

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000817	REI ENGINEERING, INC.							
I-43528	FREDRICK PROP.-SPRUCE ST.	R	8/05/2022			177656		
47 57100-02-57500	Contract Engineer/Survey	FREDRICK PROP.-SPRUC		696.36				696.36
		*** VENDOR TOTALS ***				1 CHECKS		696.36
000377	REINDL PRINTING INC							
I-158190	CART TAGS	R	8/19/2022			177919		
10 53620-03-40000	Operating Supplies	CART TAGS		125.00				125.00
000377	REINDL PRINTING INC							
I-158191	ACCT # 9114	R	8/19/2022			177957		
10 55110-03-13000	Copier/Printing	ACCT # 9114		140.00				140.00
		*** VENDOR TOTALS ***				2 CHECKS		265.00
000531	RENT-A-FLASH OF WI							
I-81429	SPECIAL SIGNS	R	8/05/2022			177657		
10 52110-03-57000	Traffic Signs	SPECIAL SIGNS		479.10				479.10
		*** VENDOR TOTALS ***				1 CHECKS		479.10
004930	REPUBLIC SERVICES, INC							
I-4648-000000504	42.23 TON RECYCLE	R	8/12/2022			177801		
10 53635-03-93000	Tipping Fees - Recycle	42.23 TON RECYCLE		1,689.20				1,689.20
		*** VENDOR TOTALS ***				1 CHECKS		1,689.20
004731	RHYME							
I-AR568422	PARK & REC COPIER	R	8/26/2022			177999		
10 55300-03-41500	Self & Non-Support-Expenses	PARK & REC COPIER		74.82				74.82
		*** VENDOR TOTALS ***				1 CHECKS		74.82
004523	RHYME BUSINESS PRODUCTS							
I-32066605	AGMNT. 016-1518606-000 P & R	R	8/05/2022			177658		
10 51520-03-13000	Copier	AGMNT. 016-1518606-0		94.69				
I-32101277	AGMNT. 003-1755405-000	R	8/05/2022			177658		
10 52200-03-40000	Operating Supplies	AGMNT. 003-1755405-0		68.76				
10 52300-03-40000	Operating Supplies	AGMNT. 003-1755405-0		68.75				232.20
004523	RHYME BUSINESS PRODUCTS							
I-32150092	AGMNT#007-1751077-000 MFP	R	8/12/2022			177802		
10 51520-03-13000	Copier	AGMNT#007-1751077-00		736.87				736.87
		*** VENDOR TOTALS ***				2 CHECKS		969.07
002916	RIC'S SEWER SERVICE LLC							
I-8/26/2022	404 S. PARK ST. AGRA BLDG	R	8/26/2022			178000		
10 55200-02-15000	Contract Services	404 S. PARK ST. AGRA		350.00				350.00
		*** VENDOR TOTALS ***				1 CHECKS		350.00

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR SET: 01 City of Merrill
 BANK: 1 LINCOLN CO - GENERAL
 DATE RANGE: 8/01/2022 THRU 8/31/2022

2.1.a

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004688	JIM RICHARDSON							
I-8/22 JULY CRAFTS	PEN & SEAM RIPPER	R	8/12/2022			177744		
26 54600-03-45400	MEC - Craft Shop Exp.	PEN & SEAM RIPPER		33.00				33.00
		*** VENDOR TOTALS ***				1 CHECKS		33.00
003735	RIESTERER & SCHNELL, INC							
I-2252905	GASKET, SHOE, TIRE	R	8/12/2022			177803		
10 53240-03-40000	Operating Supplies	GASKET, SHOE, TIRE		929.98				929.98
003735	RIESTERER & SCHNELL, INC							
I-2260054	2 - TIRES	R	8/19/2022			177920		
10 55200-03-50000	Repair/Maint. Supplies	2 - TIRES		412.34				
I-2264641	TUBE, GASKET, SEAL, BLADE	R	8/19/2022			177920		
10 53240-03-40000	Operating Supplies	TUBE, GASKET, SEAL,		868.92				1,281.26
		*** VENDOR TOTALS ***				2 CHECKS		2,211.26
003164	RIVER COUNTRY CO-OP							
I-291588	CORNERSTONE 5 PLUS	R	8/19/2022			177921		
10 55200-08-91000	Park Improvements	CORNERSTONE 5 PLUS		709.96				
I-293419	10-10-10-6S-12CA LAWN	R	8/19/2022			177921		
10 55200-03-40000	Operating Supplies	10-10-10-6S-12CA LAWN		19.41				729.37
		*** VENDOR TOTALS ***				1 CHECKS		729.37
002039	RMM SOLUTIONS INC.							
I-123382	ANTI-SPAM/PROOFPOINT BUS.	R	8/12/2022			177804		
10 51525-15-32750	Internet & Spam Filter	ANTI-SPAM/PROOFPOINT		142.00				
62 53716-00-85010	Computer & Software	ANTI-SPAM/PROOFPOINT		45.00				
63 56156-00-85010	Computer & Software	ANTI-SPAM/PROOFPOINT		45.00				232.00
		*** VENDOR TOTALS ***				1 CHECKS		232.00
003549	ROCKWOOD HOSPITAL FOR PETS							
I-66247	VETRI FLEX 60# BAG	R	8/05/2022			177659		
26 52100-03-41575	Dog Unit Expenses	VETRI FLEX 60# BAG		320.79				320.79
003549	ROCKWOOD HOSPITAL FOR PETS							
I-66494	CARPROFEN 100 MG CAPLET	R	8/12/2022			177805		
26 52100-03-41575	Dog Unit Expenses	CARPROFEN 100 MG CAP		54.00				54.00
		*** VENDOR TOTALS ***				2 CHECKS		374.79
000927	ROD'S TOWING & SERVICE, LLC							
I-20303	IMPOUND ABANDONED VEHICLE	R	8/05/2022			177660		
10 52100-02-41000	Towing Charges	IMPOUND ABANDONED VE		125.00				125.00

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000927	ROD'S TOWING & SERVICE, LLC							
I-19957	FIRE DEPT.2006 FORD F550	R	8/26/2022			178001		
10 52300-03-51000	Amb. Repair/Maintenance	FIRE DEPT.2006 FORD		200.00				200.00
		*** VENDOR TOTALS ***				2 CHECKS		325.00
005101	KATHRYN ROHDE							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177868		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		156.75				156.75
		*** VENDOR TOTALS ***				1 CHECKS		156.75
004844	BARBARA ROTH LISBERG							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177869		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		168.00				168.00
		*** VENDOR TOTALS ***				1 CHECKS		168.00
000537	ROTOGRAPHIC PRINTING							
I-2738-22	BUS.CARDS-DARIN PAGEL	R	8/19/2022			177922		
10 52400-03-10000	Office Supplies	BUS.CARDS-DARIN PAGE		29.00				29.00
		*** VENDOR TOTALS ***				1 CHECKS		29.00
000894	S & S BAR							
I-8/17/22PK REFUND	SECURITY DEPOSIT REFUND	R	8/17/2022			177839		
10 21-7200	Park Shelter-S Deposits	SECURITY DEPOSIT REF		50.00				50.00
		*** VENDOR TOTALS ***				1 CHECKS		50.00
004990	S.C. SWIDERSKI, LLC							
I-8/26/22DEV.INCENT.	TID10 FOX POINT DEVELOPMENT	R	8/26/2022			178002		
40 57100-04-52333	Swiderski Dev Incentives	TID10 FOX POINT DEVE		200,000.00				200,000.00
		*** VENDOR TOTALS ***				1 CHECKS		200,000.00
004996	CHARISE SAUNDERS							
I-8/22 JULY CRAFTS	WINE TOPPERS, GNOME	R	8/12/2022			177745		
26 54600-03-45400	MEC - Craft Shop Exp.	WINE TOPPERS, GNOME		26.09				26.09
		*** VENDOR TOTALS ***				1 CHECKS		26.09
000546	SCHAEFFER MFG CO							
I-MN14082-INV1	SUPER LUBE	R	8/12/2022			177806		
10 53240-03-40000	Operating Supplies	SUPER LUBE		457.32				457.32
		*** VENDOR TOTALS ***				1 CHECKS		457.32
000383	WILLIAM SCHNEIDER							
I-8/26/22 PK REFUND	SECURITY DEPOSIT REFUND	R	8/26/2022			178003		
10 21-7200	Park Shelter-S Deposits	SECURITY DEPOSIT REF		50.00				50.00
		*** VENDOR TOTALS ***				1 CHECKS		50.00

VENDOR SET: 01 City of Merrill
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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003002	MELISSA SCHROEDER							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177870		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		213.75				213.75
		*** VENDOR TOTALS ***				1 CHECKS		213.75
000107	SECURIAN FINANCIAL GROUP INC.							
I-08/19/2022	SEPTEMBER 2022-LIFE INS.	R	8/19/2022			177923		
10 13-8300	Prepaid Life Ins.	SEPTEMBER 2022		4,088.67				4,088.67
		*** VENDOR TOTALS ***				1 CHECKS		4,088.67
002169	SECURITY BENEFIT							
I-FHR20220805	HRA PLAN # 770094	R	8/05/2022			177588		
10 52200-01-56000	PEHP - City Portion	HRA PLAN # 770094		143.51				
10 52300-01-56000	PEHP - City Portion	HRA PLAN # 770094		144.49				288.00
002169	SECURITY BENEFIT							
I-FHR20220819	HRA PLAN # 770094	R	8/19/2022			177888		
10 52200-01-56000	PEHP - City Portion	HRA PLAN # 770094		143.58				
10 52300-01-56000	PEHP - City Portion	HRA PLAN # 770094		144.42				288.00
		*** VENDOR TOTALS ***				2 CHECKS		576.00
000556	SERVICE MOTOR COMPANY							
I-P29770	TENSION BELT	R	8/19/2022			177924		
10 53240-03-40000	Operating Supplies	TENSION BELT		120.44				120.44
		*** VENDOR TOTALS ***				1 CHECKS		120.44
000476	NED R. SEUBERT							
I-8/26/22MILEREIMB	MILEAGE REIMBURSEMENT	R	8/26/2022			178004		
10 51200-03-30000	Mileage	MILEAGE REIMBURSEMENT		28.75				28.75
		*** VENDOR TOTALS ***				1 CHECKS		28.75
003815	SHERWIN-WILLIAMS							
I-3139-1	ACCT # 6741-7053-5	R	8/19/2022			177958		
10 55110-03-50000	M/R-General Repair/Maint.	ACCT # 6741-7053-5		86.39				86.39
		*** VENDOR TOTALS ***				1 CHECKS		86.39
004560	SILVER CREEK SERVICES, LLC							
I-168693	TOILET RENTAL / MARC CENTER	R	8/12/2022			177807		
10 55200-02-15000	Contract Services	TOILET RENTAL / MARC		125.00				
I-168728	PORTABLE TOILET RENTAL-MARC	R	8/12/2022			177807		
26 55425-03-42777	Black Squirrel Exp	PORTABLE TOILET RENT		170.00				295.00
		*** VENDOR TOTALS ***				1 CHECKS		295.00

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR SET: 01 City of Merrill
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2.1.a

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000953	ELAINE SIMON							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177871		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		168.00				168.00
		*** VENDOR TOTALS ***				1 CHECKS		168.00
001605	DAWN SMITH							
I-8/19/2022REIMB.	PIZZA HUT-EMPLOYEE MEAL	R	8/19/2022			177925		
10 55300-03-41500	Self & Non-Support-Expenses	PIZZA HUT-EMPLOYEE M		21.08				21.08
		*** VENDOR TOTALS ***				1 CHECKS		21.08
005061	RENEE SMITH							
I-8/22 JULY CRAFTS	CARDS, BOOK MARKS,	R	8/12/2022			177746		
26 54600-03-45400	MEC - Craft Shop Exp.	CARDS, BOOK MARKS,		183.00				183.00
005061	RENEE SMITH							
I-8/22R.SMITH PK REF	SECURITY DEPOSIT REFUND	R	8/12/2022			177808		
10 21-7200	Park Shelter-S Deposits	SECURITY DEPOSIT REF		50.00				50.00
		*** VENDOR TOTALS ***				2 CHECKS		233.00
004226	SOUTHSIDE TIRE CO., INC.							
I-435808	SNOW TIRES	R	8/05/2022			177661		
10 53240-03-40000	Operating Supplies	SNOW TIRES		629.20				
I-435927	6 TIRES	R	8/05/2022			177661		
10 53240-03-40000	Operating Supplies	6 TIRES		2,380.02				
I-436421	TIRES	R	8/05/2022			177661		
10 53240-03-40000	Operating Supplies	TIRES		1,206.24				4,215.46
		*** VENDOR TOTALS ***				1 CHECKS		4,215.46
002033	SPRINT							
I-540866925-054	ACCT # 540866925	R	8/19/2022			177959		
10 55110-14-45000	Ebooks/Digital Content	ACCT # 540866925		114.95				114.95
		*** VENDOR TOTALS ***				1 CHECKS		114.95
001654	ST. VINCENT DE PAUL OUTREACH							
I-20220817	Casual Friday Donation	R	8/19/2022			177960		
10 55110-03-31000	Misc. - Petty Cash	Casual Friday Donati		90.00				90.00
		*** VENDOR TOTALS ***				1 CHECKS		90.00
000257	STATE OF WI - COURT FINES AND							
I-JULY2022MUN.CT	JULY 2022 MUNIC. COURT	R	8/05/2022			177662		
10 40000-45100	Municipal Court Revenue	JULY 2022 MUNIC. COU		2,582.61				2,582.61
		*** VENDOR TOTALS ***				1 CHECKS		2,582.61

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
005156	LINDSEY STEINAGEL							
I-8/16/22	REFUND # CL REFUND FOR POUND CLASS	R	8/16/2022			177826		
24 45513-46732	Expo Center Revenues	REFUND FOR POUND CLA		105.00				105.00
		*** VENDOR TOTALS ***				1	CHECKS	105.00
003530	STEINIG TAL KENNEL LLC							
I-1651	DUAL PURPOSE K9, TRAINING,	R	8/05/2022			177678		
26 52100-03-41575	Dog Unit Expenses	DUAL PURPOSE K9, TRA		14,000.00				14,000.00
		*** VENDOR TOTALS ***				1	CHECKS	14,000.00
005146	STEPH'S SIT N STAY							
I-0000001	BOARDING EROS	R	8/05/2022			177663		
26 52100-03-41575	Dog Unit Expenses	BOARDING EROS		82.50				82.50
		*** VENDOR TOTALS ***				1	CHECKS	82.50
000259	STACY STEVENS							
I-08/09/22	ELECTION 08/09/22 ELECTION	R	8/17/2022			177872		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		168.00				168.00
		*** VENDOR TOTALS ***				1	CHECKS	168.00
003291	LAUREL STINE							
I-8/22	JULY CRAFTS GREETING CARDS	R	8/12/2022			177747		
26 54600-03-45400	MEC - Craft Shop Exp.	GREETING CARDS		8.00				8.00
		*** VENDOR TOTALS ***				1	CHECKS	8.00
004631	ERIC STORM							
I-8/5/22	BOOT REIMB SAFETY BOOT REIMBURSEMENT	R	8/05/2022			177664		
63 56156-00-85600	Misc General Expense	SAFETY BOOT REIMBURS		300.00				
I-8/5/22	REIMB.WWOA WWOA - 2 YR. MEMBERSHIP	R	8/05/2022			177664		
63 56156-00-85600	Misc General Expense	WWOA - 2 YR. MEMBERS		60.00				360.00
		*** VENDOR TOTALS ***				1	CHECKS	360.00
002533	STRAND & ASSOCIATES INC							
I-0185729	PROJ. #1023.015 STORMWATER	R	8/05/2022			177665		
52 57001-08-30977	Stormwater MS-4 Plan	PROJ. #1023.015 STOR		11,900.00				11,900.00
		*** VENDOR TOTALS ***				1	CHECKS	11,900.00
000403	NANCY STREICH							
I-08/09/22	ELECTION 08/09/22 ELECTION	R	8/17/2022			177873		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		189.00				189.00
		*** VENDOR TOTALS ***				1	CHECKS	189.00
004475	STRYKER SALES, LLC							
I-3843033	5YR.EMS PROTECT MAINT.	R	8/12/2022			177809		
10 52300-03-40000	Operating Supplies	5YR.EMS PROTECT MAIN		4,597.20				4,597.20
		*** VENDOR TOTALS ***				1	CHECKS	4,597.20

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003985	STURM LAWN CARE LLC							
I-08/05/2022	FEST. GRDS, STATE & ST.PAUL	R	8/05/2022			177666		
24 55225-02-15500	Mowing Services	FESTIVAL GRDS		1,010.00				
10 53640-02-15500	Mowing-Contractor Service	STATE & ST. PAUL		50.00				1,060.00
		*** VENDOR TOTALS ***				1 CHECKS		1,060.00
002488	SUNRISE BROADCASTING LLC							
I-15728-7	COMMUNITY SCAN	R	8/12/2022			177810		
10 53635-03-20000	Publish Legal Notices	COMMUNITY SCAN		189.00				
I-16607-1	4TH OF JULY ANNCMT.	R	8/12/2022			177810		
10 53635-03-20000	Publish Legal Notices	4TH OF JULY ANNCMT.		110.00				299.00
002488	SUNRISE BROADCASTING LLC							
I-15952-5	PARK & REC SPORTS BILLBOARD	R	8/19/2022			177926		
10 55400-03-41000	Public Relations/Marketing	PARK & REC SPORTS BI		249.00				249.00
		*** VENDOR TOTALS ***				2 CHECKS		548.00
000554	SUPERIOR CHEMICAL CORP							
I-339622	AERO FRESH DISPENSER	R	8/12/2022			177811		
10 55400-03-44000	Janitor Supplies	AERO FRESH DISPENSER		92.03				92.03
		*** VENDOR TOTALS ***				1 CHECKS		92.03
002127	SWIDERSKI EQUIPMENT INC							
I-IH17445	BLADES, SHOE	R	8/19/2022			177927		
10 53240-03-40000	Operating Supplies	BLADES, SHOE		816.43				816.43
		*** VENDOR TOTALS ***				1 CHECKS		816.43
000675	T.B. SCOTT FREE LIBRARY							
I-20220817	PETTY CASH REIMB	R	8/19/2022			177961		
10 55110-03-41500	Programing - Youth	PETTY CASH REIMB		20.00				20.00
		*** VENDOR TOTALS ***				1 CHECKS		20.00
005123	TECHLINE SPORTS LIGHTING, LLC							
I-8571-00	FESTIVAL GROUNDS-LIGHTING	R	8/12/2022			177812		
24 55225-08-23575	Grandstand Lighting Improve	FESTIVAL GROUNDS-LIG		116,730.00				116,730.00
005123	TECHLINE SPORTS LIGHTING, LLC							
I-8604-00	FESTIVAL GROUNDS - FINAL	R	8/26/2022			178005		
24 55225-08-23575	Grandstand Lighting Improve	FESTIVAL GROUNDS - F		82,500.00				82,500.00
		*** VENDOR TOTALS ***				2 CHECKS		199,230.00
004899	MARY TESSMER							
I-8/22 JULY CRAFTS	MINI BEAR	R	8/12/2022			177748		
26 54600-03-45400	MEC - Craft Shop Exp.	MINI BEAR		20.00				20.00
		*** VENDOR TOTALS ***				1 CHECKS		20.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004888	LAURIE THIEL							
I-08/09/22 ELECTION	LAURIE THIEL	R	8/17/2022			177874		
10 51440-01-25000	Wages-Election Off. AVE	LAURIE THIEL		168.00				168.00
			*** VENDOR TOTALS ***			1 CHECKS		168.00
003152	JANET THOMPSON							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177875		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		55.00				55.00
			*** VENDOR TOTALS ***			1 CHECKS		55.00
004699	TOMAHAWK COMMUNITY BANK S.S.B.							
I-8/26/22DEV.INCENT	TID 6 DEV.INCENT. PYMT.	R	8/26/2022			178006		
46 57100-04-52114	DJC-Cooper Ins Dev Incentive	TID 6 DEV.INCENT. PY		10,000.00				10,000.00
			*** VENDOR TOTALS ***			1 CHECKS		10,000.00
005159	TOP PACK DEFENSE							
I-8848	X26P HOLSTER	R	8/26/2022			178007		
10 52100-03-32500	Firearms-Supplies	X26P HOLSTER		239.97				239.97
			*** VENDOR TOTALS ***			1 CHECKS		239.97
003331	TORTOISE & HARE							
I-8/12/22TRIATHLON	BLK. SQUIRREL TRIATHLON	R	8/12/2022			177813		
26 55425-03-42777	Black Squirrel Exp	BLK. SQUIRREL TRIATH		2,363.00				2,363.00
			*** VENDOR TOTALS ***			1 CHECKS		2,363.00
001121	TOWN OF PINE RIVER							
I-2022-08	PLOWING BIG EDDY MAR 2022	R	8/05/2022			177667		
10 53312-02-15550	Pine River-Big Eddy Rd.	PLOWING BIG EDDY MAR		270.00				270.00
			*** VENDOR TOTALS ***			1 CHECKS		270.00
003517	TRANSUNION RISK AND ALTERNATIV							
I-172022-202207-1	TRANSUNION RISK AND ALTERNATIV	R	8/05/2022			177668		
10 52100-02-94000	Jail/Evidence	TRANSUNION RISK AND		82.00				82.00
			*** VENDOR TOTALS ***			1 CHECKS		82.00
003413	TRUCK EQUIPMENT INC							
C-1013612-00	INCORRECT INVOICE	R	8/05/2022			177669		
10 53240-03-40000	Operating Supplies	INCORRECT INVOICE		506.31CR				
I-1010584-00	REPAIR TRUCK	R	8/05/2022			177669		
10 53240-03-40000	Operating Supplies	REPAIR TRUCK		7,748.60				7,748.60
			*** VENDOR TOTALS ***			1 CHECKS		7,748.60
005148	TWISTED THREADS QUILTERS							
I-08/12/2022	RENTAL OF FORMS FOR QUILT	R	8/12/2022			177814		
26 54600-03-45301	Quilting Proj Expenses	QUILTING FRAMES		250.00				250.00
			*** VENDOR TOTALS ***			1 CHECKS		250.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004360	U.S. BANK EQUIPMENT FINANCE							
I-477402580	PD COPIER	R	8/05/2022			177670		
10 52100-03-40000	Operating Supplies	PD COPIER		160.33				160.33
004360	U.S. BANK EQUIPMENT FINANCE							
I-479916967	PD - COPIER KONICA MINOLTA	R	8/26/2022			178008		
10 52100-03-40000	Operating Supplies	PD - COPIER KONICA M		160.33				160.33
		*** VENDOR TOTALS ***				2 CHECKS		320.66
003465	ULINE							
I-152218979	GLOVES, TAG HOLDERS	R	8/19/2022			177928		
10 53240-03-40000	Operating Supplies	GLOVES, TAG HOLDERS		187.18				187.18
		*** VENDOR TOTALS ***				1 CHECKS		187.18
004228	ULTIMATE SAFETY CONCEPTS INC							
I-201046	GAS FOR MULTI RAE	R	8/05/2022			177671		
10 52200-03-40000	Operating Supplies	GAS FOR MULTI RAE		552.98				552.98
		*** VENDOR TOTALS ***				1 CHECKS		552.98
005111	VERJEAN VAN DE ZANDE							
I-8/22 JULY CRAFTS	GREETING CARDS	R	8/12/2022			177749		
26 54600-03-45400	MEC - Craft Shop Exp.	GREETING CARDS		14.00				14.00
		*** VENDOR TOTALS ***				1 CHECKS		14.00
005079	VANDERWAAL LAW, S.C.							
I-491	LEGAL SERVICES	R	8/12/2022			177815		
10 51300-02-11500	Outside Legal Counsel	LEGAL SERVICES		1,323.40				1,323.40
		*** VENDOR TOTALS ***				1 CHECKS		1,323.40
002306	KATHY VANDRE							
I-8/22 JULY CRAFTS	LG. CAN FLOWER	R	8/12/2022			177750		
26 54600-03-45400	MEC - Craft Shop Exp.	LG. CAN FLOWER		54.00				54.00
		*** VENDOR TOTALS ***				1 CHECKS		54.00
001275	LORRI VANDRE							
I-8/22 JULY CRAFTS	SM. LEAF CASTING	R	8/12/2022			177751		
26 54600-03-45400	MEC - Craft Shop Exp.	SM. LEAF CASTING		5.00				5.00
		*** VENDOR TOTALS ***				1 CHECKS		5.00
002501	VERIZON WIRELESS							
I-9912357973	VERIZON WIRELESS	R	8/12/2022			177816		
25 56900-02-25000	Telephone	COM DEV		9.43				
10 52400-02-25500	iPad - Bldg Inspector	BLDG INSP		9.43				
10 55200-02-25000	Telephone	PARK		18.87				
10 51525-15-42550	Council iPads	IPAD-CITY		212.24				
62 53716-00-85010	Computer & Software	IPAD-WATER		106.11				
63 56156-00-85010	Computer & Software	IPAD - SEWER		106.11				
10 52200-02-25500	Fiber - Internet & VOIP	FIRE		58.09				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
002501	VERIZON WIRELESS	CONT						
I-9912357973	VERIZON WIRELESS	R	8/12/2022			177816		
10 52300-02-25000	Telephone & Internet	AMBULANCE		58.09				
10 53300-03-40000	Operating Supplies	STREET		94.34				
62 53716-00-85500	GIS - Water Components	WATER		113.22				
24 55225-02-25000	Telephone-iPad	FEST,GRDS.R.BJOUKLUN		18.87				
10 53520-15-91000	MDT - Verizon	TRANSIT		132.08				
10 53101-02-25000	iPad	STREET WEED COMMISSI		18.87				
10 51525-15-42550	Council iPads	IT - MOBILE DEVICE M		72.00				1,027.75
002501	VERIZON WIRELESS							
I-9912445672	CITY ADMIN. D. JOHNSON CHGS.	R	8/19/2022			177929		
10 51415-02-25000	Telephone-Cell/Smart	CITY ADMIN. D. JOHNS		41.18				41.18
002501	VERIZON WIRELESS							
I-9913372468	VERIZON WIRELESS	R	8/26/2022			178009		
26 52100-03-41575	Dog Unit Expenses	K-9 POLICE		79.16				
10 52100-02-25000	Telephone	POLICE		710.56				
10 55200-02-25000	Telephone	PARK		207.70				
62 53713-00-64110	Warehouse Cost of Operation	UTILITY		40.50				
10 53300-03-40000	Operating Supplies	STREET		41.18				
10 53510-02-25000	Telephone (9-1-1 Backup)	AIRPORT		2.90				
26 55305-03-47566	M&C - Cell Phone	MARKETING COMM.-CHAN		41.18				
10 51525-15-32750	Internet & Spam Filter	COVID HOTSPOTS		76.06				1,199.24
*** VENDOR TOTALS ***						3 CHECKS		2,268.1
000650	VICTORY JANITORIAL, INC.							
C-124415	DISPENSER ROLL TOWEL	R	8/12/2022			177817		
10 51600-03-44000	Janitor Supplies	DISPENSER ROLL TOWEL		61.01CR				
I-124161	BOWL & URNIAL CLEANER, TOWEL	R	8/12/2022			177817		
10 51600-03-44000	Janitor Supplies	BOWL & URNIAL CLEANE		281.25				
I-124272	CHEM RESISTANT SPRAYERS 9"	R	8/12/2022			177817		
10 51600-03-44000	Janitor Supplies	CHEM RESISTANT SPRAY		21.84				
I-124369	BATH & FACIAL TISSUE	R	8/12/2022			177817		
10 51600-03-44000	Janitor Supplies	BATH & FACIAL TISSUE		117.03				
I-124390	FAIR GRD'S. CLEANER, TISSUE	R	8/12/2022			177817		
10 51600-03-44000	Janitor Supplies	FAIR GRD'S. CLEANER,		401.77				
I-124399	PADS 12" BLACK STRIPPING 5/CS	R	8/12/2022			177817		
10 51600-03-44000	Janitor Supplies	PADS 12" BLACK STRIP		14.80				
I-124452	PADS 12", STRIPPER, MOP	R	8/12/2022			177817		
10 51600-03-44000	Janitor Supplies	PADS 12", STRIPPER,		395.23				
I-124512	BLK STRIPPING PADS	R	8/12/2022			177817		
10 51600-03-44000	Janitor Supplies	BLK STRIPPING PADS		14.80				
I-124531	BOWL/URINAL CLEANER	R	8/12/2022			177817		
10 52300-03-40000	Operating Supplies	BOWL/URINAL CLEANER		117.97				
I-124702	SMOKE TOWEL ROLL DISPENSER	R	8/12/2022			177817		
10 51600-03-44000	Janitor Supplies	SMOKE TOWEL ROLL DIS		80.00				
I-124717	FOAM HAND WASH REFILS	R	8/12/2022			177817		

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR SET: 01 City of Merrill
 BANK: 1 LINCOLN CO - GENERAL
 DATE RANGE: 8/01/2022 THRU 8/31/2022

2.1.a

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000650	VICTORY JANITORIAL, INCONT							
I-124717	FOAM HAND WASH REFILS	R	8/12/2022			177817		
10 55400-03-44000	Janitor Supplies	FOAM HAND WASH REFIL		248.36				
I-124823	ROLL TOWEL, HAND SOAP	R	8/12/2022			177817		
10 51600-03-44000	Janitor Supplies	ROLL TOWEL, HAND SOA		268.10				
I-124949	CLK ROLL, LAUNDRY DET. TOWEL	R	8/12/2022			177817		
10 52200-03-40000	Operating Supplies	CLK ROLL, LAUNDRY DE		223.09				2,123.23
	*** VENDOR TOTALS ***					1 CHECKS		2,123.23
004842	DAVID VIESSELDMANN							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177876		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		168.00				168.00
	*** VENDOR TOTALS ***					1 CHECKS		168.00
000284	VIP ALL-VALUE							
I-0112394-001	MOISTENER, HANG FOLDERS	R	8/12/2022			177819		
10 51430-03-10000	Office Supplies	MOISTENER, HANG FOLD		21.78				
I-0112399-001	3-1/8 THERMAL BIG ROLL	R	8/12/2022			177819		
10 55300-03-10000	Office Supplies	3-1/8 THERMAL BIG RO		19.96				
I-0112447-001	DBL STICK TAPE	R	8/12/2022			177819		
26 54600-03-45301	Quilting Proj Expenses	DBL STICK TAPE		9.87				
I-0112448-001	MED. BINDER CLIPS	R	8/12/2022			177819		
26 54600-03-45300	MEC - Activities Exp.	MED. BINDER CLIPS		39.54				
I-0112499-001	STORAGE BOX, LGL PADS, FOLDERS	R	8/12/2022			177819		
25 56900-03-10000	Office Supplies	STORAGE BOX, LEG.PAD		92.83				
10 52400-03-10000	Office Supplies	STORAGE BOX, LEG.PAD		92.82				
I-0112506-001	SELF-INKING STAMPER	R	8/12/2022			177819		
10 51430-03-10000	Office Supplies	SELF-INKING STAMPER		5.79				
I-0112511-001	BLUE DISPLAY BOARD	R	8/12/2022			177819		
26 55425-03-42777	Black Squirrel Exp	BLUE DISPLAY BOARD		7.99				
I-0112514-001	32GB 2PK, 64GB, PRECISE V7	R	8/12/2022			177819		
10 55300-03-41500	Self & Non-Support-Expenses	32GB 2PK, 64GB, PREC		77.92				
I-0112515-001	FLAG, SCRATCH PADS, ADDER ROLL	R	8/12/2022			177819		
10 51430-03-10000	Office Supplies	FLAG, SCRATCH PADS,		41.87				410.37
	*** VENDOR TOTALS ***					1 CHECKS		410.37
000699	VON BRIESEN & ROPER, SC							
I-398909	#013392-00004/LABOR &	R	8/12/2022			177820		
10 51300-02-11500	Outside Legal Counsel	#013392-00004/LABOR		8,225.52				8,225.52
000699	VON BRIESEN & ROPER, SC							
I-400252	SERVICES THROUGH 7/31/22	R	8/19/2022			177930		
10 51300-02-11500	Outside Legal Counsel	SERVICES THROUGH 7/3		9,945.06				9,945.06
	*** VENDOR TOTALS ***					2 CHECKS		18,170.58

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
005150	VORTEX OPTICS							
I-1026565	DIAMONDBACK HD 12X50	R	8/12/2022			177821		
26 52100-03-41252	Grant WPS - Expense	DIAMONDBACK HD 12X50		910.00				
26 52100-03-47725	Police Vehicle/Equip Expenses	DIAMONDBACK HD 12X50		517.93				1,427.93
	*** VENDOR TOTALS ***					1 CHECKS		1,427.93
003681	VOYA INSTITUTIONAL TRUST COMPA							
I-VOR20220805	VOYA DEF COMP-- ROTH	R	8/05/2022			177589		
10 21-5900	Deferred Compensation	VOYA DEF COMP-- ROTH		39.47				
48 21-5900	Deferred Comp	VOYA DEF COMP-- ROTH		12.65				
52 21-5900	Deferred Compensation	VOYA DEF COMP-- ROTH		23.50				
62 21-5900	Deferred Compensation	VOYA DEF COMP-- ROTH		50.64				
63 21-5900	Deferred Compensation	VOYA DEF COMP-- ROTH		43.74				
I-VOY20220805	VOYA DEFERRED COMP	R	8/05/2022			177589		
10 21-5900	Deferred Compensation	VOYA DEFERRED COMP		99.00				
62 21-5900	Deferred Compensation	VOYA DEFERRED COMP		28.00				
63 21-5900	Deferred Compensation	VOYA DEFERRED COMP		28.00				325.00
003681	VOYA INSTITUTIONAL TRUST COMPA							
I-VOR20220819	VOYA DEF COMP-- ROTH	R	8/19/2022			177889		
10 21-5900	Deferred Compensation	VOYA DEF COMP-- ROTH		65.75				
48 21-5900	Deferred Comp	VOYA DEF COMP-- ROTH		5.62				
52 21-5900	Deferred Compensation	VOYA DEF COMP-- ROTH		4.25				
62 21-5900	Deferred Compensation	VOYA DEF COMP-- ROTH		78.13				
63 21-5900	Deferred Compensation	VOYA DEF COMP-- ROTH		16.25				
I-VOY20220819	VOYA DEFERRED COMP	R	8/19/2022			177889		
10 21-5900	Deferred Compensation	VOYA DEFERRED COMP		99.00				
62 21-5900	Deferred Compensation	VOYA DEFERRED COMP		28.00				
63 21-5900	Deferred Compensation	VOYA DEFERRED COMP		28.00				325.00
	*** VENDOR TOTALS ***					2 CHECKS		650.00
004433	PAUL C. WAID							
I-8/17/22 PARK REF.	SECURITY DEPOSIT REFUND	R	8/17/2022			177843		
10 21-7200	Park Shelter-S Deposits	SECURITY DEPOSIT REF		100.00				100.00
	*** VENDOR TOTALS ***					1 CHECKS		100.00
001679	WAL-MART							
I-8/22REST.K.MARSHAL	RESTITUTION REIMBURSEMENT	R	8/05/2022			177672		
10 22-6205	Restitution-COURT Only	RESTITUTION REIMBURS		11.89				
I-8/22RESTJ.MCMAHON	RESTITUTION REIMBURSEMENT	R	8/05/2022			177672		
10 22-6205	Restitution-COURT Only	RESTITUTION REIMBURS		76.96				88.85
	*** VENDOR TOTALS ***					1 CHECKS		88.85

VENDOR SET: 01 City of Merrill
 BANK: 1 LINCOLN CO - GENERAL
 DATE RANGE: 8/01/2022 THRU 8/31/2022

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004991	WEINBRENNER SHOE COMPANY, INC							
I-WEDC FUNDING	WEINBRENNER SHOE COMPANY, INC	R	8/29/2022			178018		
48 57500-04-50225	Weinbrenner - Idle Sites Grant	WEINBRENNER SHOE COM		250,000.00				250,000.00
		*** VENDOR TOTALS ***				1 CHECKS		250,000.00
005157	WELD RILEY S.C.							
I-2	LIBRARY - PERSONNEL MATTER	R	8/26/2022			178010		
10 55110-02-11500	Outside Legal	LIBRARY - PERSONNEL		4,175.00				4,175.00
		*** VENDOR TOTALS ***				1 CHECKS		4,175.00
004806	WEX BANK							
I-82754622	FUEL PURCHASES	R	8/05/2022			177673		
10 52200-03-53000	Gas & Oil - Vehicles	FUEL PURCHASES		11.30				11.30
		*** VENDOR TOTALS ***				1 CHECKS		11.30
000298	KATY WHITT							
I-8/26/2022	CLEAN CITY GARAGE/AIRPORT	R	8/26/2022			178011		
10 53230-03-40000	Operating Supplies	CITY GARAGE-36 HRS.@		432.00				
10 53510-02-24735	Cleaning - New Terminal	CITY GARAGE-36 HRS.@		100.00				532.00
		*** VENDOR TOTALS ***				1 CHECKS		532.00
004101	WI DEPT OF JUSTICE - TIME							
I-455TIME-0000012606	TIME ACCESS CHG. TRADITIONAL	R	8/05/2022			177674		
10 52100-02-27000	Teletype/Badger-Net	TIME ACCESS CHG. TRA		422.25				422.25
		*** VENDOR TOTALS ***				1 CHECKS		422.25
000037	WI DEPT OF REVENUE							
I-T2 20220805	STATE TAX WITHHOLDING	D	8/05/2022			000545		
10 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		9,970.95				
20 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		1.78				
21 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		104.77				
24 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		0.55				
25 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		47.72				
26 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		28.35				
48 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		178.73				
52 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		316.16				
62 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		594.05				
63 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		750.38				11,993.44
000037	WI DEPT OF REVENUE							
I-T2 20220819	STATE TAX WITHHOLDING	D	8/19/2022			000547		
10 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		10,566.20				
20 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		44.52				
21 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		104.77				
24 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		5.61				
25 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		47.34				
26 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		28.35				
48 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		119.22				

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000037	WI DEPT OF REVENUE CONT							
I-T2 20220819	STATE TAX WITHHOLDING	D	8/19/2022			000547		
52 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		89.52				
62 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		572.30				
63 21-5130	State Tax W/H	STATE TAX WITHHOLDIN		785.78				12,363.61
	*** VENDOR TOTALS ***					2 CHECKS		24,357.01
000291	WI DOT - TVRP UNIT							
I-08/05/2022	UNPAID PARKING CITATION FEE'S	R	8/05/2022			177675		
10 52100-02-52115	DOT-Suspension Fee	UNPAID PARKING CITAT		60.00				60.00
	*** VENDOR TOTALS ***					1 CHECKS		60.01
000110	WI RETIREMENT SYSTEM							
I-ELT20220708	ELECTED	D	8/26/2022			000548		
10 21-5210	WRS - Retirement	ELECTED		157.67				
10 51420-01-52000	Retirement (WRS)	ELECTED		157.67				
62 21-5210	WRS - Retirement	ELECTED		1.61				
62 53716-00-92610	Employee Retirement-WRS	ELECTED		1.61				
63 21-5210	WRS - Retirement	ELECTED		1.61				
63 56156-00-85410	Employee Retirement-WRS	ELECTED		1.61				
I-ELT20220722	ELECTED	D	8/26/2022			000548		
10 21-5210	WRS - Retirement	ELECTED		157.67				
10 51420-01-52000	Retirement (WRS)	ELECTED		157.67				
62 21-5210	WRS - Retirement	ELECTED		1.61				
62 53716-00-92610	Employee Retirement-WRS	ELECTED		1.61				
63 21-5210	WRS - Retirement	ELECTED		1.61				
63 56156-00-85410	Employee Retirement-WRS	ELECTED		1.61				
I-FSO20220708	FIRE W/O SS AFTER 06/30/11	D	8/26/2022			000548		
10 21-5210	WRS - Retirement	FIRE W/O SS AFTER 06		4,492.66				
10 52200-01-52000	Retirement (WRS)	FIRE W/O SS AFTER 06		6,887.95				
10 52300-01-52000	Retirement (WRS)	FIRE W/O SS AFTER 06		4,502.79				
I-FSO20220722	FIRE W/O SS AFTER 06/30/11	D	8/26/2022			000548		
10 21-5210	WRS - Retirement	FIRE W/O SS AFTER 06		4,394.93				
10 52200-01-52000	Retirement (WRS)	FIRE W/O SS AFTER 06		6,838.03				
10 52300-01-52000	Retirement (WRS)	FIRE W/O SS AFTER 06		4,304.92				
I-GNL20220708	GENERAL	D	8/26/2022			000548		
10 21-5210	WRS - Retirement	GENERAL		7,500.64				
10 51200-01-52000	Retirement (WRS)	GENERAL		123.24				
10 51300-01-52000	Retirement (WRS)	GENERAL		423.60				
10 51415-01-52000	Retirement (WRS)	GENERAL		243.68				
10 51430-01-52000	Retirement (WRS)	GENERAL		305.40				
10 51520-01-52000	Retirement (WRS)	GENERAL		250.52				
10 51525-01-52000	Retirement (WRS)	GENERAL		94.27				
10 51600-01-52000	Retirement (WRS)	GENERAL		278.68				
10 51651-01-52000	Retirement (WRS)	GENERAL		1.25				
10 52100-01-52000	Retirement (WRS)	GENERAL		367.33				
10 52110-01-52000	Retirement (WRS)	GENERAL		12.87				
10 52400-01-52000	Retirement (WRS)	GENERAL		318.51				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000110	WI RETIREMENT SYSTEM CONT							
I-GNL20220708	GENERAL	D	8/26/2022			000548		
10	53100-01-52000 Retirement (WRS)	GENERAL		152.57				
10	53102-01-52000 Retirement - WRS	GENERAL		211.69				
10	53240-01-52000 Retirement (WRS)	GENERAL		375.97				
10	53300-01-52000 Retirement (WRS)	GENERAL		710.73				
10	53310-01-52000 Retirement (WRS)	GENERAL		102.18				
10	53314-01-52000 Retirement (WRS)	GENERAL		81.85				
10	53315-01-52000 Retirement (WRS)	GENERAL		84.29				
10	53316-01-52000 Retirement (WRS)	GENERAL		125.27				
10	53520-01-52000 Retirement (WRS)	GENERAL		607.72				
10	53620-01-52000 Retirement (WRS)	GENERAL		86.51				
10	53635-01-52000 Retirement (WRS)	GENERAL		184.90				
10	53640-01-52000 Retirement (WRS)	GENERAL		17.94				
10	54600-01-52000 Retirement (WRS)	GENERAL		277.20				
10	55110-01-52000 Retirement (WRS)	GENERAL		1,217.52				
10	55200-01-52000 Retirement (WRS)	GENERAL		520.81				
10	55300-01-52000 Retirement (WRS)	GENERAL		317.24				
10	55301-01-52000 Retirement (WRS)	GENERAL		6.91				
20	21-5210 WRS - Retirement	GENERAL		107.19				
20	53622-01-52000 Retirement (WRS)	GENERAL		107.19				
24	21-5210 WRS - Retirement	GENERAL		1.56				
24	55513-01-52000 Retirement (WRS)	GENERAL		1.56				
25	21-5210 WRS - GEP	GENERAL		42.42				
25	56900-01-52000 Retirement (WRS)	GENERAL		42.42				
26	21-5210 Retirement- WRS	GENERAL		76.44				
26	52200-01-52000 WRS Retirement	GENERAL		76.44				
48	21-5210 WRS - Retirement	GENERAL		144.23				
48	57100-01-52000 WRS - Retirement	GENERAL		144.23				
52	21-5210 WRS - Retirement	GENERAL		151.13				
52	53337-01-52000 Retirement (WRS)	GENERAL		151.13				
62	21-5210 WRS - Retirement	GENERAL		958.01				
62	53716-00-92610 Employee Retirement-WRS	GENERAL		958.04				
63	21-5210 WRS - Retirement	GENERAL		1,343.06				
63	56156-00-85410 Employee Retirement-WRS	GENERAL		1,343.02				
I-GNL20220722	GENERAL	D	8/26/2022			000548		
10	21-5210 WRS - Retirement	GENERAL		7,344.89				
10	51200-01-52000 Retirement (WRS)	GENERAL		123.24				
10	51300-01-52000 Retirement (WRS)	GENERAL		423.60				
10	51415-01-52000 Retirement (WRS)	GENERAL		243.68				
10	51430-01-52000 Retirement (WRS)	GENERAL		312.39				
10	51520-01-52000 Retirement (WRS)	GENERAL		250.52				
10	51525-01-52000 Retirement (WRS)	GENERAL		94.27				
10	51600-01-52000 Retirement (WRS)	GENERAL		279.43				
10	51651-01-52000 Retirement (WRS)	GENERAL		0.62				
10	52100-01-52000 Retirement (WRS)	GENERAL		367.33				
10	52110-01-52000 Retirement (WRS)	GENERAL		12.71				
10	52400-01-52000 Retirement (WRS)	GENERAL		373.82				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000110	WI RETIREMENT SYSTEM CONT							
I-GNL20220722	GENERAL	D	8/26/2022			000548		
10	53100-01-52000 Retirement (WRS)	GENERAL		152.57				
10	53102-01-52000 Retirement - WRS	GENERAL		211.69				
10	53240-01-52000 Retirement (WRS)	GENERAL		462.31				
10	53300-01-52000 Retirement (WRS)	GENERAL		428.52				
10	53310-01-52000 Retirement (WRS)	GENERAL		65.57				
10	53314-01-52000 Retirement (WRS)	GENERAL		101.63				
10	53316-01-52000 Retirement (WRS)	GENERAL		35.61				
10	53520-01-52000 Retirement (WRS)	GENERAL		604.18				
10	53620-01-52000 Retirement (WRS)	GENERAL		114.92				
10	53635-01-52000 Retirement (WRS)	GENERAL		193.40				
10	53640-01-52000 Retirement (WRS)	GENERAL		23.11				
10	54600-01-52000 Retirement (WRS)	GENERAL		280.41				
10	55110-01-52000 Retirement (WRS)	GENERAL		1,236.13				
10	55200-01-52000 Retirement (WRS)	GENERAL		649.82				
10	55300-01-52000 Retirement (WRS)	GENERAL		278.15				
10	55301-01-52000 Retirement (WRS)	GENERAL		25.27				
20	21-5210 WRS - Retirement	GENERAL		50.61				
20	53622-01-52000 Retirement (WRS)	GENERAL		50.61				
24	21-5210 WRS - Retirement	GENERAL		0.62				
24	55513-01-52000 Retirement (WRS)	GENERAL		0.63				
25	21-5210 WRS - GEP	GENERAL		154.28				
25	56900-01-52000 Retirement (WRS)	GENERAL		154.28				
26	21-5210 Retirement- WRS	GENERAL		71.34				
26	52200-01-52000 WRS Retirement	GENERAL		71.34				
48	21-5210 WRS - Retirement	GENERAL		164.23				
48	57100-01-52000 WRS - Retirement	GENERAL		164.23				
52	21-5210 WRS - Retirement	GENERAL		638.15				
52	53337-01-52000 Retirement (WRS)	GENERAL		243.46				
52	53388-01-52000 Retirement (WRS)	GENERAL		197.15				
52	57001-01-52000 WRS-Retirement	GENERAL		197.53				
62	21-5210 WRS - Retirement	GENERAL		1,120.06				
62	53716-00-92610 Employee Retirement-WRS	GENERAL		1,120.08				
63	21-5210 WRS - Retirement	GENERAL		1,319.67				
63	56156-00-85410 Employee Retirement-WRS	GENERAL		1,319.64				
I-PSS20220708	PROT W/ SS PRE 06/30/2011	D	8/26/2022			000548		
10	21-5210 WRS - Retirement	PROT W/ SS PRE 06/30		3,853.96				
10	52100-01-52000 Retirement (WRS)	PROT W/ SS PRE 06/30		7,162.43				
21	21-5210 WRS - Retirement	PROT W/ SS PRE 06/30		179.71				
21	52100-01-52000 Retirement (WRS)	PROT W/ SS PRE 06/30		333.98				
I-PSS20220722	PROT W/ SS PRE 06/30/2011	D	8/26/2022			000548		
10	21-5210 WRS - Retirement	PROT W/ SS PRE 06/30		3,895.30				
10	52100-01-52000 Retirement (WRS)	PROT W/ SS PRE 06/30		7,239.23				
21	21-5210 WRS - Retirement	PROT W/ SS PRE 06/30		179.71				
21	52100-01-52000 Retirement (WRS)	PROT W/ SS PRE 06/30		333.98				
*** VENDOR TOTALS ***						1 CHECKS		97,620.20
								97,620.20

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
005064	RENEE WILLIAMS							
I-8/22 JULY CRAFTS	BOWL	R	8/12/2022			177752		
26 54600-03-45400	MEC - Craft Shop Exp.	BOWL		20.00				20.00
			*** VENDOR TOTALS ***			1 CHECKS		20.00
000656	WISCONSIN PUBLIC SERVICE							
I-8/02/22-041276260-	ACCT. #0401276260-00045	R	8/02/2022			177576		
10 53420-02-22000	Electric - St. Lights	ACCT. #0401276260-00		11,259.46				
I-8/12/22-0401276260	ACCT. #0401276260-00191	R	8/02/2022			177576		
10 55200-02-22000	Electric and Natural Gas	ACCT. #0401276260-00		28.24				11,287.70
000656	WISCONSIN PUBLIC SERVICE							
I-8/22-0401276260-00	ACCT#0401276260-00188	R	8/12/2022			177822		
10 51620-02-22000	Electric and Natural Gas	ACCT#0401276260-0018		52.41				52.41
000656	WISCONSIN PUBLIC SERVICE							
I-08/19/2022	WISCONSIN PUBLIC SERVICE	R	8/19/2022			177931		
10 55200-02-22000	Electric and Natural Gas	PARKS		921.89				
10 55200-02-22000	Electric and Natural Gas	N.POLKST-RIVERBEND T		34.60				
10 55200-02-22000	Electric and Natural Gas	306B S. PARK ST		131.49				
10 55200-02-22000	Electric and Natural Gas	TRAIL LIGHTING-W.2ND		74.13				
10 55300-02-22000	Electric and Natural Gas	RECREATION		133.98				
10 55400-02-22000	Electric and Natural Gas	MARC		8,284.94				
10 55420-02-22000	Electric and Natural Gas	AQUATIC - POOL		6,458.78				
10 55202-02-22000	Electric - Field Lights	OTT'S LIGHTS		151.53				
10 55201-02-22000	Electric - Field Lights	ATHLETIC LIGHTS		341.60				
10 53520-02-20000	Utility Charges	TRANSIT		138.98				
10 51600-02-22000	Electric and Natural Gas	CITY HALL		3,267.10				
10 53230-02-22000	Electric and Natural Gas	GARAGE MTCE.		684.38				
10 52300-02-22000	Electric and Natural Gas	AMBULANCE		851.42				
10 52200-02-22000	Electric and Natural Gas	FIRE		851.42				
20 53622-02-22000	Gas Monitoring	SOLID WASTE MONITOR		128.99				
10 52110-03-22000	Electric-Traffic Controls	TRAFFIC CONTROL LIGH		125.83				
10 52110-03-22500	Electric-Hwy64/Pine Ridge	TRAFFIC LGTS.EAGLE/P		77.95				
10 53420-02-22000	Electric - St. Lights	STREET LIGHTS		1,407.30				
10 53420-02-23000	Sirens - Electric Service	SIRENS		55.48				
10 53510-02-22000	Electric and Natural Gas	AIRPORT		1,044.48				
24 55513-02-22000	Electric and Natural Gas	EXPO CENTER		525.40				25,691.67
000656	WISCONSIN PUBLIC SERVICE							
I-4245637858	ACCT # 0403371156-00003	R	8/19/2022			177962		
10 55110-02-22000	Electric	ACCT # 0403371156-00		3,126.73				
10 55110-02-22500	Fuel - Natural Gas	ACCT # 0403371156-00		1,557.06				4,683.79

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000656	WISCONSIN PUBLIC SERVICE							
I-8/22 - FAIRGROUNDS	ACCT. #0401276260-00158	R	8/26/2022			178012		
24 55225-02-22000	Electric and Natural Gas	ACCT. #0401276260-00		364.96				364.96
		*** VENDOR TOTALS ***				5 CHECKS		42,080.50
005160	WISCONSIN SUPREME COURT/Municipi							
I-8/22TOM.MUNIC.CT	2022 MUNICIPAL COURT CLERK	R	8/26/2022			178013		
10 51200-03-32000	Education & Conference	2022 MUNICIPAL COURT		40.00				40.00
		*** VENDOR TOTALS ***				1 CHECKS		40.00
000290	WISCONSIN VALLEY LIBRARY SERVI							
I-2022-2227	WPLC BUYING POOL 2022	R	8/19/2022			177963		
10 55110-14-45000	Ebooks/Digital Content	WPLC BUYING POOL 202		4,783.61				
I-20222202	LIBRARIES WIN MBRSH 2022	R	8/19/2022			177963		
10 55110-15-32750	T1/Internet Access	LIBRARIES WIN MBRSH		2,970.00				7,753.61
		*** VENDOR TOTALS ***				1 CHECKS		7,753.61
005085	GARY WISSBROECKER							
I-8/5/22CDL REIMB	CDL LEARNER PERMIT-REIMBURSE	R	8/05/2022			177676		
10 53240-03-40000	Operating Supplies	CDL LEARNER PERMIT-R		30.60				30.60
		*** VENDOR TOTALS ***				1 CHECKS		30.60
003933	KELLEEN WISTEIN							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177877		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		168.00				168.00
		*** VENDOR TOTALS ***				1 CHECKS		168.00
005100	ALLEN WIX							
I-08/09/22 ELECTION	08/09/22 ELECTION	R	8/17/2022			177878		
10 51440-01-25000	Wages-Election Off. AVE	08/09/22 ELECTION		156.75				156.75
		*** VENDOR TOTALS ***				1 CHECKS		156.75
000855	ZIENTARA FLEET EQUIPMENT INC.							
I-01159120P	FILTERS	R	8/05/2022			177677		
10 53240-03-40000	Operating Supplies	FILTERS		64.42				64.42
000855	ZIENTARA FLEET EQUIPMENT INC.							
I-01159605P	FILTER	R	8/12/2022			177823		
10 53240-03-40000	Operating Supplies	FILTER		12.44				12.44
000855	ZIENTARA FLEET EQUIPMENT INC.							
I-01159626P	FILTER	R	8/19/2022			177932		
10 53240-03-40000	Operating Supplies	FILTER		21.88				
I-01159968P	FILTER	R	8/19/2022			177932		
10 53240-03-40000	Operating Supplies	FILTER		24.56				46.44
		*** VENDOR TOTALS ***				3 CHECKS		123.30

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004458	BARB ZIMMERMAN							
I-8/22 JULY CRAFTS	WOOL DRYER BALLS	R	8/12/2022			177753		
26 54600-03-45400	MEC - Craft Shop Exp.	WOOL DRYER BALLS		20.86				20.86
		*** VENDOR TOTALS ***				1 CHECKS		20.86
005065	KAREN ZOELLNER							
I-8/22 JULY CRAFTS	NOTEBOOK, TOWEL,	R	8/12/2022			177754		
26 54600-03-45400	MEC - Craft Shop Exp.	NOTEBOOK, TOWEL,		90.00				90.00
		*** VENDOR TOTALS ***				1 CHECKS		90.00
004621	STEPHANIE ZOELLNER							
I-8/22 JULY CRAFTS	BASKET, MUG RUG, BAG	R	8/12/2022			177755		
26 54600-03-45400	MEC - Craft Shop Exp.	BASKET, MUG RUG, BAG		43.00				43.00
		*** VENDOR TOTALS ***				1 CHECKS		43.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	395	3,040,777.46	0.00	2,994,015.67
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	5	258,069.86	0.00	258,069.86
EFT:	0	0.00	0.00	0.00
NON CHECKS:	1	0.00	0.00	0.00

VOID CHECKS:	4 VOID DEBITS	161.56		
	VOID CREDITS	46,923.35CR	46,761.79CR	0.00

TOTAL ERRORS: 0

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 12-1000	Taxes Receivable	835,559.15
10 13-8200	Prepaid Health Ins.	12,258.62
10 13-8300	Prepaid Life Ins.	4,088.67
10 21-5110	FICA/Medicare W/H	32,907.31
10 21-5120	Federal Tax W/H	46,438.79
10 21-5130	State Tax W/H	20,537.15
10 21-5210	WRS - Retirement	31,797.72
10 21-5900	Deferred Compensation	10,355.90
10 21-5903	Fire Union Dues	2,144.62
10 21-5905	AFLAC Premiums	2,787.54
10 21-5912	Dental Premiums	2,632.15
10 21-5916	MPPA - Union (Police)	623.50
10 21-5919	BMO Auto Direct Deposit	452,748.87
10 21-5924	HSA - Employee	12,355.05

Attachment: P & F Vouchers - August (9220 : August Vouchers)

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 21-5925	Disability Premiums	928.02
10 21-7100	MARC Security Deposits	200.00
10 21-7200	Park Shelter-S Deposits	2,050.00
10 22-6205	Restitution-COURT Only	168.85
10 22-6250	All Others (Ins/Outs)	11.56
10 22-6775	Tomahawk-Muni Court	508.00
10 40000-44100	Liquor & Malt Licenses	10.00
10 40000-45100	Municipal Court Revenue	3,464.25
10 45200-46722	Park Shelter Reservation Rev.	60.00
10 45200-48500	Park Donations-No Carryover	1,116.00
10 45300-46750	Recreation Revenue	15.00
10 51110-01-51000	Social Security	170.16
10 51110-02-15000	Ordinance - Muni Code	1,095.89
10 51110-03-20000	Publish Legal Notices	481.95
10 51200-01-51000	Social Security	364.96
10 51200-01-52000	Retirement (WRS)	246.48
10 51200-01-54000	Health Insurance	1,678.05
10 51200-03-30000	Mileage	28.75
10 51200-03-32000	Education & Conference	40.00
10 51300-01-51000	Social Security	960.00
10 51300-01-52000	Retirement (WRS)	847.20
10 51300-01-54000	Health Insurance	2,517.08
10 51300-02-11500	Outside Legal Counsel	26,934.48
10 51300-03-30000	Mileage - Tomahawk	340.47
10 51410-01-51000	Social Security	147.12
10 51410-03-31000	Business/Misc. Expense	62.00
10 51415-01-51000	Social Security	525.54
10 51415-01-52000	Retirement (WRS)	487.36
10 51415-01-54000	Health Insurance	1,258.54
10 51415-02-25000	Telephone-Cell/Smart	41.18
10 51417-02-50000	EAP-Employee Assistance	333.95
10 51417-02-75000	Training Support	52.27
10 51417-03-40000	Operating Supplies	90.00
10 51420-01-51000	Social Security	330.90
10 51420-01-52000	Retirement (WRS)	315.34
10 51420-01-54000	Health Insurance	822.25
10 51420-03-32000	Education & Conference	80.00
10 51420-03-65000	Surety Bond	50.00
10 51430-01-51000	Social Security	698.30
10 51430-01-52000	Retirement (WRS)	617.79
10 51430-03-10000	Office Supplies	700.89
10 51440-01-25000	Wages-Election Off. AVE	6,224.00
10 51440-03-20000	Publish Legal Notices	315.60
10 51440-03-40000	Operating Supplies	9.97
10 51520-01-51000	Social Security	555.92
10 51520-01-52000	Retirement (WRS)	501.04

Attachment: P & F Vouchers - August (9220 : August Vouchers)

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 51520-01-54000	Health Insurance	734.15
10 51520-02-25000	Telephone	227.21
10 51520-03-10000	Office Supplies	84.67
10 51520-03-11000	Postage	4,000.00
10 51520-03-13000	Copier	831.56
10 51520-03-18000	Checks and Supplies	37.75
10 51520-03-32000	Education & Conference	403.00
10 51525-01-51000	Social Security	226.06
10 51525-01-52000	Retirement (WRS)	188.54
10 51525-01-54000	Health Insurance	839.03
10 51525-15-31000	Computer Supplies	182.42
10 51525-15-32750	Internet & Spam Filter	372.06
10 51525-15-32900	Fiber & PRI - Charter	761.08
10 51525-15-42550	Council iPads	284.24
10 51525-15-45000	Software Maintenance	4,377.00
10 51580-02-13000	Auditing Contract	1,995.73
10 51600-01-51000	Social Security	617.92
10 51600-01-52000	Retirement (WRS)	558.11
10 51600-01-54000	Health Insurance	1,475.88
10 51600-02-16250	HVAC Service Contractor	11,104.00
10 51600-02-16277	Generator Contractor	952.86
10 51600-02-22000	Electric and Natural Gas	3,267.10
10 51600-02-23000	Outside Services	124.00
10 51600-02-23250	Mats, Rugs, Etc.	1,154.63
10 51600-03-44000	Janitor Supplies	1,533.81
10 51600-03-50000	Repair/Maintenance Supply	664.27
10 51600-08-82000	Bldg/Grounds Improvements	1,426.91
10 51620-02-22000	Electric and Natural Gas	52.41
10 51622-01-51000	Social Security	3.77
10 51651-01-52000	Retirement (WRS)	1.87
10 51910-03-40000	Over-Collected Taxes	56.27
10 51930-05-10000	Property & Liability Ins.	78,864.50
10 51930-05-10500	Workers Comp. Ins.	45,265.00
10 51930-05-45000	Retiree's SL/Health Ins.	942.73
10 52100-01-51000	Social Security	9,834.80
10 52100-01-52000	Retirement (WRS)	15,136.32
10 52100-01-54000	Health Insurance	27,687.84
10 52100-01-56000	PEHP - City Portion	1,524.10
10 52100-02-25000	Telephone	881.99
10 52100-02-27000	Teletype/Badger-Net	422.25
10 52100-02-41000	Towing Charges	125.00
10 52100-02-52115	DOT-Suspension Fee	60.00
10 52100-02-75000	Dispatch-Lincoln Cty.	10.70
10 52100-02-90000	Radio Contract	1,611.78
10 52100-02-94000	Jail/Evidence	247.00
10 52100-03-20000	Publish Legal Notices	30.00

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 52100-03-25000	Job Recruitment	180.10
10 52100-03-32500	Firearms-Supplies	453.47
10 52100-03-40000	Operating Supplies	1,432.88
10 52100-03-51000	Vehicle Repair/Maintenance	1,434.66
10 52100-03-53000	Gas & Oil - Vehicles	20.00
10 52100-15-31000	Computer Supplies	176.70
10 52110-01-51000	Social Security	71.63
10 52110-01-52000	Retirement (WRS)	25.58
10 52110-01-54000	Health Insurance	102.29
10 52110-03-22000	Electric-Traffic Controls	125.83
10 52110-03-22075	Traffic Controls-Repairs	26.13
10 52110-03-22500	Electric-Hwy64/Pine Ridge	77.95
10 52110-03-57000	Traffic Signs	479.10
10 52200-01-51000	Medicare 1.45%	1,267.70
10 52200-01-52000	Retirement (WRS)	13,725.98
10 52200-01-54000	Health Insurance	13,433.59
10 52200-01-56000	PEHP - City Portion	287.09
10 52200-02-22000	Electric and Natural Gas	851.42
10 52200-02-25500	Fiber - Internet & VOIP	933.70
10 52200-03-25500	Job Recruitment	969.51
10 52200-03-32000	Education & Conference	788.00
10 52200-03-40000	Operating Supplies	4,670.45
10 52200-03-53000	Gas & Oil - Vehicles	61.77
10 52200-15-92500	CAD-Software Linking	378.13
10 52300-01-19000	Ambulance Training	20.00
10 52300-01-51000	Medicare 1.45%	746.03
10 52300-01-52000	Retirement (WRS)	8,807.71
10 52300-01-54000	Health Insurance	7,542.05
10 52300-01-56000	PEHP - City Portion	288.91
10 52300-02-22000	Electric and Natural Gas	851.42
10 52300-02-25000	Telephone & Internet	933.69
10 52300-03-10000	Office Supplies	332.22
10 52300-03-32000	Education & Conference	125.00
10 52300-03-40000	Operating Supplies	12,159.89
10 52300-03-51000	Amb. Repair/Maintenance	200.00
10 52300-15-92500	CAD-Linking Software	378.13
10 52400-01-51000	Social Security	646.89
10 52400-01-52000	Retirement (WRS)	692.33
10 52400-01-54000	Health Insurance	2,517.08
10 52400-02-25500	iPad - Bldg Inspector	9.43
10 52400-03-10000	Office Supplies	121.82
10 52400-03-32000	Education & Conference	10.00
10 53100-01-51000	Social Security	332.06
10 53100-01-52000	Retirement (WRS)	305.14
10 53100-01-54000	Health Insurance	839.03
10 53100-15-80000	CAD - Engineering	23.53

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 53101-01-51000	Social Security	23.54
10 53101-02-25000	iPad	18.87
10 53102-01-51000	Social Security	495.12
10 53102-01-52000	Retirement - WRS	423.38
10 53102-03-40000	Operating Supplies	36.35
10 53230-02-21000	Water and Sewer	191.00
10 53230-02-22000	Electric and Natural Gas	684.38
10 53230-02-25000	Telephone & Fiber	294.46
10 53230-03-40000	Operating Supplies	557.16
10 53240-01-21000	Wages - Perm - Regular	1,630.31
10 53240-01-51000	Social Security	921.25
10 53240-01-52000	Retirement (WRS)	838.28
10 53240-01-54000	Health Insurance	3,046.54
10 53240-03-40000	Operating Supplies	54,358.01
10 53240-03-46000	Uniform Services	64.16
10 53300-01-51000	Social Security	1,205.70
10 53300-01-52000	Retirement (WRS)	1,139.25
10 53300-01-54000	Health Insurance	2,872.02
10 53300-03-40000	Operating Supplies	466.60
10 53300-03-46000	Uniform Services	353.73
10 53300-03-46500	Boots & Clothing-Reimbursement	198.72
10 53300-03-75000	Patching Materials	5,811.68
10 53310-01-51000	Social Security	237.91
10 53310-01-52000	Retirement (WRS)	167.75
10 53310-01-54000	Health Insurance	685.59
10 53310-03-46000	Uniform Services	16.36
10 53312-02-15550	Pine River-Big Eddy Rd.	270.00
10 53314-01-51000	Social Security	57.98
10 53314-01-52000	Retirement (WRS)	183.48
10 53314-01-54000	Health Insurance	62.93
10 53315-01-51000	Social Security	337.89
10 53315-01-52000	Retirement (WRS)	84.29
10 53316-01-51000	Social Security	144.81
10 53316-01-52000	Retirement (WRS)	160.88
10 53316-01-54000	Health Insurance	138.92
10 53420-02-22000	Electric - St. Lights	12,666.76
10 53420-02-23000	Sirens - Electric Service	55.48
10 53510-01-51000	Social Security	72.17
10 53510-02-13400	FBO/Airport Man. Contractor	4,783.74
10 53510-02-22000	Electric and Natural Gas	1,044.48
10 53510-02-24735	Cleaning - New Terminal	100.00
10 53510-02-25000	Telephone (9-1-1 Backup)	2.90
10 53510-03-40000	Operating Supplies	134.08
10 53510-03-42500	Support - Gates/Cameras	2,976.24
10 53510-03-42575	Fiber - Spectrum	300.00
10 53520-01-51000	Social Security	1,732.63

Attachment: P & F Vouchers - August (9220 : August Vouchers)

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 53520-01-52000	Retirement (WRS)	1,211.90
10 53520-01-54000	Health Insurance	3,356.11
10 53520-02-20000	Utility Charges	138.98
10 53520-03-10000	Office Supplies	111.94
10 53520-03-32000	Education & Conference	495.00
10 53520-03-66000	Other Services	414.82
10 53520-15-91000	MDT - Verizon	132.08
10 53620-01-51000	Social Security	263.66
10 53620-01-52000	Retirement (WRS)	201.43
10 53620-01-54000	Health Insurance	943.90
10 53620-03-40000	Operating Supplies	125.00
10 53620-03-46000	Uniform Services	25.08
10 53620-03-94000	Tipping Fees	9,484.29
10 53635-01-51000	Social Security	310.70
10 53635-01-52000	Retirement (WRS)	378.30
10 53635-01-54000	Health Insurance	1,573.18
10 53635-03-20000	Publish Legal Notices	425.00
10 53635-03-46000	Uniform Services	30.72
10 53635-03-93000	Tipping Fees - Recycle	1,962.70
10 53640-01-51000	Social Security	96.30
10 53640-01-52000	Retirement (WRS)	41.05
10 53640-02-15500	Mowing-Contractor Service	50.00
10 54600-01-51000	Social Security	618.41
10 54600-01-52000	Retirement (WRS)	557.61
10 54600-01-54000	Health Insurance	1,525.87
10 54600-02-25000	Telephone	54.76
10 55110-01-51000	Social Security	3,227.45
10 55110-01-52000	Retirement (WRS)	2,453.65
10 55110-01-54000	Health Insurance	6,932.23
10 55110-02-11500	Outside Legal	4,175.00
10 55110-02-22000	Electric	3,126.73
10 55110-02-22500	Fuel - Natural Gas	1,557.06
10 55110-02-23250	Facility Cleaning Service	175.24
10 55110-02-25000	Telephone	139.81
10 55110-02-27000	Lost-Damaged Materials	20.00
10 55110-03-10000	Office Supplies	23.18
10 55110-03-10500	Library Supplies	576.75
10 55110-03-11000	Postage	1.05
10 55110-03-13000	Copier/Printing	140.00
10 55110-03-30500	Mileage	44.50
10 55110-03-31000	Misc. - Petty Cash	90.00
10 55110-03-41000	Public Relations/Publicity	62.00
10 55110-03-41250	Programming - Adult	46.01
10 55110-03-41251	Misc Rev-Programming Adult	960.00
10 55110-03-41500	Programing - Youth	956.17
10 55110-03-44000	Janitor Supplies	279.75

Attachment: P & F Vouchers - August (9220 : August Vouchers)

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 55110-03-50000	M/R-General Repair/Maint.	561.23
10 55110-03-50275	M/R - Contingency	341.21
10 55110-13-10000	Adult Dept Fiction	3,476.86
10 55110-13-10100	Adult Dept Non-Fiction	1,672.80
10 55110-13-10200	Adult Dept Paperbacks	60.85
10 55110-13-10400	Adult Dept Large Print	748.49
10 55110-13-20000	Youth Children's Books	300.89
10 55110-13-20100	Young Adult Books	311.41
10 55110-14-10100	Adult Dept Books on CD	49.50
10 55110-14-10200	Adult Dept CDs	65.71
10 55110-14-10400	Adult Dept DVDs	217.12
10 55110-14-45000	Ebooks/Digital Content	4,898.56
10 55110-15-31000	Computer Supplies	156.55
10 55110-15-32750	TI/Internet Access	2,970.00
10 55110-15-47500	Software/Upgrades	427.29
10 55200-01-51000	Social Security	1,665.00
10 55200-01-52000	Retirement (WRS)	1,170.63
10 55200-01-54000	Health Insurance	4,231.84
10 55200-02-15000	Contract Services	908.30
10 55200-02-21000	Water and Sewer	777.52
10 55200-02-22000	Electric and Natural Gas	1,190.35
10 55200-02-25000	Telephone	226.57
10 55200-03-40000	Operating Supplies	865.20
10 55200-03-46000	Uniform Services	571.16
10 55200-03-50000	Repair/Maint. Supplies	1,485.99
10 55200-08-91000	Park Improvements	2,201.50
10 55201-02-22000	Electric - Field Lights	341.60
10 55202-02-22000	Electric - Field Lights	151.53
10 55300-01-51000	Social Security	1,704.52
10 55300-01-52000	Retirement (WRS)	595.39
10 55300-01-54000	Health Insurance	2,480.36
10 55300-02-22000	Electric and Natural Gas	133.98
10 55300-02-25000	Telephone	61.13
10 55300-03-10000	Office Supplies	19.96
10 55300-03-41500	Self & Non-Support-Expenses	5,974.95
10 55301-01-51000	Social Security	26.30
10 55301-01-52000	Retirement (WRS)	32.18
10 55301-01-54000	Health Insurance	20.46
10 55301-03-39100	Labor Day Celebration	1,896.00
10 55301-03-39200	Fireworks-July 4th	216.00
10 55301-03-45000	Promoting Govt Services	32.49
10 55400-01-51000	Social Security	118.49
10 55400-02-21000	Water and Sewer	119.00
10 55400-02-22000	Electric and Natural Gas	8,284.94
10 55400-02-23250	Cleaning - Mats/Rugs, Etc.	197.21
10 55400-02-23600	Waste Removal Services	148.00

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
10 55400-02-25500	Fiber-Internet-Wireless	150.00
10 55400-03-40000	Operating Supplies	667.84
10 55400-03-41000	Public Relations/Marketing	708.97
10 55400-03-44000	Janitor Supplies	340.39
10 55400-03-50000	Repair/Maint. Supplies	120.50
10 55420-01-51000	Social Security	2,147.87
10 55420-02-22000	Electric and Natural Gas	6,458.78
10 55420-03-40000	Operating Supplies	151.08
10 55420-03-40100	Concession Supplies	5,163.70
10 55420-03-50000	Repair/Maint. Supplies	7,957.66
*** FUND TOTAL ***		2,056,267.45
20 13-8200	Pre-Paid Health Insurance	58.33
20 21-5110	FICA/Medicare W/H	90.75
20 21-5120	Federal Tax W/H	89.48
20 21-5130	State Tax W/H	46.30
20 21-5210	WRS - Retirement	157.80
20 21-5900	Deferred Compensation	52.20
20 21-5905	AFLAC Premiums	40.39
20 21-5912	Dental Premiums	33.24
20 21-5924	HSA - Employee	44.07
20 21-5925	Disability Premiums	0.37
20 53622-01-51000	Social Security	90.75
20 53622-01-52000	Retirement (WRS)	157.80
20 53622-01-54000	Health Insurance	901.94
20 53622-02-22000	Gas Monitoring	128.99
*** FUND TOTAL ***		1,892.41
21 13-8200	Pre-Paid Health Insurance	207.40
21 21-5110	FICA/Medicare W/H	389.76
21 21-5120	Federal Tax W/H	586.98
21 21-5130	State Tax W/H	209.54
21 21-5210	WRS - Retirement	359.42
21 21-5900	Deferred Compensation	200.00
21 21-5905	AFLAC Premiums	137.96
21 21-5912	Dental Premiums	132.94
21 21-5916	MPPA - Union (Police)	43.00
21 21-5925	Disability Premiums	38.18
21 52100-01-51000	Social Security	389.76
21 52100-01-52000	Retirement (WRS)	667.96
21 52100-01-54000	Health Insurance	1,678.05
21 52100-01-56000	PEHP - City Portion	74.00
21 52100-03-32000	Education & Conference	270.00
*** FUND TOTAL ***		5,384.95
24 13-8200	Pre-Paid Health Insurance	13.77

Attachment: P & F Vouchers - August (9220 : August Vouchers)

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
24 21-5110	FICA/Medicare W/H	75.60
24 21-5120	Federal Tax W/H	11.98
24 21-5130	State Tax W/H	6.16
24 21-5210	WRS - Retirement	2.18
24 45513-46732	Expo Center Revenues	105.00
24 55225-01-51000	Social Security-Medicare	5.15
24 55225-01-54000	Health Insurance	55.59
24 55225-02-15000	Festival Grounds Manager	1,000.00
24 55225-02-15500	Mowing Services	1,010.00
24 55225-02-21000	Water and Sewer	1,678.18
24 55225-02-22000	Electric and Natural Gas	364.96
24 55225-02-25000	Telephone-iPad	18.87
24 55225-08-23575	Grandstand Lighting Improve	199,230.00
24 55513-01-51000	Social Security	70.45
24 55513-01-52000	Retirement (WRS)	2.19
24 55513-01-54000	Health Insurance	146.58
24 55513-02-16500	Fire/Security Service	1,739.02
24 55513-02-21000	Water and Sewer	366.51
24 55513-02-22000	Electric and Natural Gas	525.40
24 55513-02-23250	Cleaning - Mats/Rugs, Etc	166.30
24 55513-02-25000	Telephone (Backup 911)	54.76
24 55513-02-25500	Fiber-Internet-Wireless	176.95
24 55513-03-44000	Janitor Supplies	10.99
	*** FUND TOTAL ***	206,836.59
25 13-8200	Pre-Paid Health Insurance	103.70
25 21-5110	FICA/Medicare	176.59
25 21-5120	Federal Tax W/H	182.04
25 21-5130	State Tax W/H	95.06
25 21-5210	WRS - GEP	196.70
25 21-5924	HSA - Employee	50.00
25 56900-01-51000	Social Security	176.58
25 56900-01-52000	Retirement (WRS)	196.70
25 56900-01-54000	Health Insurance	839.02
25 56900-02-25000	Telephone	9.43
25 56900-03-10000	Office Supplies	92.83
	*** FUND TOTAL ***	2,118.65
26 21-5110	FICA/Medicare	194.33
26 21-5120	Fed Tax W/H	30.68
26 21-5130	State Tax W/H	56.70
26 21-5210	Retirement- WRS	147.78
26 52100-03-41252	Grant WPS - Expense	2,000.00
26 52100-03-41575	Dog Unit Expenses	14,727.57
26 52100-03-47725	Police Vehicle/Equip Expenses	517.93
26 52200-01-51000	Medicare	179.92

Attachment: P & F Vouchers - August (9220 : August Vouchers)

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
26 52200-01-52000	WRS Retirement	147.78
26 52200-08-82000	Fire-Memorial Expenses	875.99
26 54600-03-45300	MEC - Activities Exp.	1,768.45
26 54600-03-45301	Quilting Proj Expenses	809.41
26 54600-03-45400	MEC - Craft Shop Exp.	1,001.70
26 54605-01-51000	Social Security	14.41
26 54605-02-43333	Program/Service Providers	1,095.00
26 55110-03-40500	Memorial Books-Expense	299.55
26 55200-08-92000	Park Endowment Expenses	20,968.51
26 55304-08-77598	Pit Toilet - Prairie River	16,125.00
26 55305-03-46500	Festival Grounds & Expo	26.95
26 55305-03-47555	Marketing Contractor	4,200.00
26 55305-03-47566	M&C - Cell Phone	86.08
26 55400-03-40000	Dog Park Expenses	975.00
26 55420-03-32000	Pool Certification Classes	355.48
26 55425-03-42777	Black Squirrel Exp	3,281.71
	*** FUND TOTAL ***	69,885.93
27 53515-02-25022	Telephone-Fuel Pumps	118.03
27 53515-02-25028	Telephone-CC Line	88.72
	*** FUND TOTAL ***	206.75
30 50000-06-38093	GO 2017C	400.00
30 50000-06-38094	GO 2017D	400.00
30 50000-06-38095	GO 2018A	400.00
30 50000-06-38096	GO 2018B	400.00
	*** FUND TOTAL ***	1,600.00
40 57100-04-52333	Swiderski Dev Incentives	200,000.00
	*** FUND TOTAL ***	200,000.00
43 57100-04-55577	United Dev-3201 E Main St	20,000.00
	*** FUND TOTAL ***	20,000.00
44 57100-02-11500	Outside Legal/Title Expense	630.00
44 57100-08-20022	Land Purchase-Johnson St	50,683.97
	*** FUND TOTAL ***	51,313.97
45 57100-08-25750	Streetlight Improvements	4,010.50
	*** FUND TOTAL ***	4,010.50
46 57100-04-52114	DJC-Cooper Ins Dev Incentive	10,000.00
	*** FUND TOTAL ***	10,000.00
47 57100-02-57500	Contract Engineer/Survey	696.36
47 57100-08-24000	Street Improvements	11,000.00

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
47 57100-08-26000	Water Improvements	29,411.00
	*** FUND TOTAL ***	41,107.36
48 13-8200	Pre-Paid Health	92.32
48 21-5110	FICA/Medicare W/H	533.20
48 21-5120	Federal Tax W/H	700.65
48 21-5130	State Tax W/H	297.95
48 21-5210	WRS - Retirement	308.46
48 21-5900	Deferred Comp	333.62
48 21-5905	AFLAC	120.65
48 21-5912	Dental Premiums	35.60
48 21-5924	HSA - Employee	112.47
48 21-5925	Disability Premiums	8.12
48 57100-01-51000	SS/Medicare	533.22
48 57100-01-52000	WRS - Retirement	308.46
48 57100-01-54000	Health Insurance	141.54
48 57100-02-13000	TIF Audit Fees	3,250.00
48 57100-04-74755	S&S Bar - Dev Incentives	10,000.00
48 57100-08-24000	Street Improvements	68,024.15
48 57100-08-26000	Water Improvements	67,363.08
48 57100-08-26500	Sanitary Sewer Improvements	36,326.70
48 57500-04-50225	Weinbrenner - Idle Sites Grant	250,000.00
	*** FUND TOTAL ***	438,490.19
52 13-8200	Pre-Paid Health Ins.	136.12
52 21-5110	FICA/Medicare W/H	855.92
52 21-5120	Federal Tax W/H	791.95
52 21-5130	State Tax W/H	405.68
52 21-5210	WRS - Retirement	789.28
52 21-5900	Deferred Compensation	158.88
52 21-5905	AFLAC Premiums	103.76
52 21-5912	Dental Premiums	53.77
52 21-5924	HSA - Employee	183.09
52 21-5925	Disability Premiums	32.85
52 53337-01-51000	Social Security	566.13
52 53337-01-52000	Retirement (WRS)	394.59
52 53337-01-54000	Health Insurance	391.52
52 53337-03-73000	Concrete & Contractors	3,698.75
52 53388-01-51000	Social Security	158.94
52 53388-01-52000	Retirement (WRS)	197.15
52 53388-03-75555	Asphalt Paving	25,912.05
52 57001-01-51000	SS/Medicare	130.86
52 57001-01-52000	WRS-Retirement	197.53
52 57001-08-28100	Library Improvements	36,370.80
52 57001-08-30977	Stormwater MS-4 Plan	11,900.00
	*** FUND TOTAL ***	83,429.62

Attachment: P & F Vouchers - August (9220 : August Vouchers)

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
62 13-8200	Pre-Paid Health Insurance	910.17
62 21-5110	FICA/Medicare	2,217.84
62 21-5120	Federal Tax W/H	2,827.25
62 21-5130	State Tax W/H	1,166.35
62 21-5210	WRS - Retirement	2,081.29
62 21-5900	Deferred Compensation	786.99
62 21-5905	AFLAC Premiums	226.42
62 21-5912	Dental Ins. Premiums	143.15
62 21-5924	HSA - Employee	957.82
62 21-5925	Disability Premiums	71.78
62 53713-00-64110	Warehouse Cost of Operation	40.50
62 53716-00-85010	Computer & Software	2,059.11
62 53716-00-85025	Fiber - Internet-PRI	500.00
62 53716-00-85500	GIS - Water Components	113.22
62 53716-00-92300	Outside Serv. Employed	1,222.87
62 53716-00-92610	Employee Retirement-WRS	2,081.34
62 53716-00-92620	Employee Health Ins.	7,471.19
62 54080-00-51000	SS/Medicare	2,217.94
	*** FUND TOTAL ***	27,095.23
63 13-8200	Pre-Paid Health Insurance	946.92
63 21-5110	FICA/Medicare	2,934.30
63 21-5120	Federal Tax W/H	3,681.61
63 21-5130	State Tax W/H	1,536.16
63 21-5210	WRS - Retirement	2,665.95
63 21-5900	Deferred Compensation	1,424.41
63 21-5905	AFLAC Premiums	135.62
63 21-5912	Dental Ins. Premiums	157.67
63 21-5924	HSA - Employee	1,369.92
63 21-5925	Disability Premiums	41.80
63 54080-00-51000	SS/Medicare Taxes	2,934.03
63 56152-00-83200	Lift Station Maintenance	322.00
63 56156-00-85010	Computer & Software	2,059.11
63 56156-00-85025	Fiber - Internet-PRI	500.00
63 56156-00-85200	Outside Service Employed	1,222.86
63 56156-00-85410	Employee Retirement-WRS	2,665.88
63 56156-00-85420	Employee Health Ins.	7,359.93
63 56156-00-85600	Misc General Expense	487.76
	*** FUND TOTAL ***	32,445.93

VENDOR SET: 01	BANK: 1	TOTALS:	NO 405	INVOICE AMOUNT 3,252,247.09	DISCOUNTS 0.00	CHECK AMOUNT 3,252,085.53
BANK: 1	TOTALS:		405	3,252,247.09	0.00	3,252,085.53

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
004374	AgSOURCE COOPERATIVE SERVICES							
I-PS-INV212127	AgSOURCE COOPERATIVE SERVICES	R	8/10/2022			177682		
62 53712-00-63210	Outside Services-Testing	AgSOURCE COOPERATIVE		104.00				
I-PS-INV213643	AgSOURCE COOPERATIVE SERVICES	R	8/10/2022			177682		
62 53712-00-63210	Outside Services-Testing	AgSOURCE COOPERATIVE		78.00				
I-PS-INV214964	AgSOURCE COOPERATIVE SERVICES	R	8/10/2022			177682		
62 53712-00-63210	Outside Services-Testing	AgSOURCE COOPERATIVE		78.00				260.00
	*** VENDOR TOTALS ***					1 CHECKS		260.00
001521	BAY TOWEL, INC							
I-07312022	BAY TOWEL, INC	R	8/10/2022			177683		
63 56156-00-85200	Outside Service Employed	BAY TOWEL, INC		240.68				
I-7312022	BAY TOWEL, INC	R	8/10/2022			177683		
62 53716-00-92300	Outside Serv. Employed	BAY TOWEL, INC		394.80				635.48
	*** VENDOR TOTALS ***					1 CHECKS		635.48
000069	BRANDT EXTINGUISHERS RECHARGIN							
I-12611	ANNUAL INSPECTION	R	8/10/2022			177684		
62 53713-00-64110	Warehouse Cost of Operation	ANNUAL INSPECTION		47.00				
62 53711-00-62500	Maint. - Pumping Plant	ANNUAL INSPECTION		12.00				
I-12643	ANNUAL INSPECTION (WWTP)	R	8/10/2022			177684		
63 56152-00-83400	Bldg./Grounds Maintenance	ANNUAL INSPECTION (W		44.00				103.00
	*** VENDOR TOTALS ***					1 CHECKS		103.00
000381	CITY OF MERRILL							
I-07312022	CITY OF MERRILL	R	8/10/2022			177685		
63 11-2650	Capital Rep.-incrediblebank	CITY OF MERRILL		20,000.00				20,000.00
	*** VENDOR TOTALS ***					1 CHECKS		20,000.00
001556	CORE & MAIN LP							
I-Q319303	CORE & MAIN LP	R	8/10/2022			177686		
62 53713-00-65300	Maint - Meters	CORE & MAIN LP		595.00				595.00
	*** VENDOR TOTALS ***					1 CHECKS		595.00
000199	CUMMINS SALES & SERVICE							
I-F9-40470	CUMMINS SALES & SERVICE	R	8/10/2022			177687		
63 56152-00-83200	Lift Station Maintenance	CUMMINS SALES & SERV		469.44				
I-f9-40517	CUMMINS SALES & SERVICE	R	8/10/2022			177687		
63 56152-00-83200	Lift Station Maintenance	CUMMINS SALES & SERV		1,042.04				1,511.48
	*** VENDOR TOTALS ***					1 CHECKS		1,511.48
000202	D.C. MOTORS, INC							
I-20386	WELL #5 EXHAUST FAN	R	8/10/2022			177688		
62 53711-00-62500	Maint. - Pumping Plant	WELL #5 EXHAUST FAN		16.00				16.00
	*** VENDOR TOTALS ***					1 CHECKS		16.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
001747	DEPT OF NATURAL RESOURCES							
I-07312022	WASTEWATER	R	8/10/2022			177689		
63 56156-00-85600	Misc General Expense	WASTEWATER		45.00				
I-7312022	WATERWORKS	R	8/10/2022			177689		
62 53716-00-93000	Miscellaneous Expense	WATERWORKS		45.00				90.00
		*** VENDOR TOTALS ***				1 CHECKS		90.00
001867	ENVIROTECH EQUIPMENT CO.							
I-22-0019342	8" SUCTION HOSE	R	8/10/2022			177690		
63 56152-00-83100	Sewer Main Maintenance	8" SUCTION HOSE		332.64				332.64
		*** VENDOR TOTALS ***				1 CHECKS		332.64
000212	FASTENAL COMPANY							
I-WIWAWU209132	FASTENAL COMPANY	R	8/10/2022			177691		
63 56150-00-82700	Other Operating Sup/Exp	FASTENAL COMPANY		142.17				142.17
		*** VENDOR TOTALS ***				1 CHECKS		142.17
000632	FERGUSON ENTERPRISES #1476							
I-0364030	FERGUSON ENTERPRISES #1476	R	8/10/2022			177692		
62 15-5000	Materials/Supplies-Const.	FERGUSON ENTERPRISES		516.69				
I-0365010	FERGUSON ENTERPRISES #1476	R	8/10/2022			177692		
48 57100-08-26000	Water Improvements	FERGUSON ENTERPRISES		3,382.09				
I-0365417	FERGUSON ENTERPRISES #1476	R	8/10/2022			177692		
48 57100-08-26500	Sanitary Sewer Improvements	FERGUSON ENTERPRISES		51.01				
I-0365619	FERGUSON ENTERPRISES #1476	R	8/10/2022			177692		
62 15-5000	Materials/Supplies-Const.	FERGUSON ENTERPRISES		170.51				
I-0365981	FERGUSON ENTERPRISES #1476	R	8/10/2022			177692		
48 57100-08-26000	Water Improvements	FERGUSON ENTERPRISES		71.01				
I-0366107	FERGUSON ENTERPRISES #1476	R	8/10/2022			177692		
62 15-5000	Materials/Supplies-Const.	FERGUSON ENTERPRISES		78.80				
I-0366109	FERGUSON ENTERPRISES #1476	R	8/10/2022			177692		
62 15-5000	Materials/Supplies-Const.	FERGUSON ENTERPRISES		1,110.00				
I-0367070	FERGUSON ENTERPRISES #1476	R	8/10/2022			177692		
62 15-5000	Materials/Supplies-Const.	FERGUSON ENTERPRISES		250.01				
I-6725938	FERGUSON ENTERPRISES #1476	R	8/10/2022			177692		
48 57100-08-26500	Sanitary Sewer Improvements	FERGUSON ENTERPRISES		60.46				5,690.58
		*** VENDOR TOTALS ***				1 CHECKS		5,690.58
000221	GRAINGER							
I-9366532886	GRAINGER	R	8/10/2022			177694		
63 56152-00-83310	Secondary Maintenance	GRAINGER		28.14				
I-9376640679	GRAINGER	R	8/10/2022			177694		
63 56152-00-83400	Bldg./Grounds Maintenance	GRAINGER		20.64				
I-9384010279	GRAINGER	R	8/10/2022			177694		
63 56152-00-83400	Bldg./Grounds Maintenance	GRAINGER		320.70				
I-9388861040	GRAINGER	R	8/10/2022			177694		
63 56152-00-83400	Bldg./Grounds Maintenance	GRAINGER		72.05				441.53
		*** VENDOR TOTALS ***				1 CHECKS		441.53

Attachment: P & F Vouchers - August (9220 : August Vouchers)

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000924	INTEGRITY FIRE PROTECTION, INC							
I-62879	LINCOLN WOOD PROJECT	R	8/10/2022			177695		
48 57100-08-26000	Water Improvements	LINCOLN WOOD PROJECT		4,230.00				4,230.00
		*** VENDOR TOTALS ***				1 CHECKS		4,230.00
001017	JANSSEN HEATING & COOLING							
I-25934	AC UNIT - SERVICE CALL	R	8/10/2022			177696		
62 53713-00-65500	Maint - Other Plant	AC UNIT - SERVICE CA		125.00				125.00
		*** VENDOR TOTALS ***				1 CHECKS		125.00
000313	LINCOLN CO TREASURER'S OFFICE							
I-14601	LINCOLN CO TREASURER'S OFFICE	R	8/10/2022			177697		
63 56150-00-82720	Landfill Tipping Fees	LINCOLN CO TREASURER		414.32				414.32
		*** VENDOR TOTALS ***				1 CHECKS		414.32
000351	LOCAL GOVERNMENT INVESTMENT PO							
I-07312022	LOCAL GOVERNMENT INVESTMENT PO	R	8/10/2022			177698		
62 11-2735	SDWLP Bond - LGIP	LOCAL GOVERNMENT INV		8,750.00				8,750.00
		*** VENDOR TOTALS ***				1 CHECKS		8,750.00
000157	LONDERVILLE STEEL							
I-647601	LONDERVILLE STEEL	R	8/10/2022			177699		
63 56152-00-83310	Secondary Maintenance	LONDERVILLE STEEL		171.30				171.30
		*** VENDOR TOTALS ***				1 CHECKS		171.30
004283	MARKET SHARE BRANDS INC							
I-4057636	HI VIS CLOTHING	R	8/10/2022			177700		
62 53716-00-93000	Miscellaneous Expense	HI VIS CLOTHING		286.61				
63 56156-00-85600	Misc General Expense	HI VIS CLOTHING		143.30				429.91
		*** VENDOR TOTALS ***				1 CHECKS		429.91
000041	MERRILL ACE HARDWARE							
I-07312022	SEWAGE UTILITY	R	8/10/2022			177701		
63 56152-00-83400	Bldg./Grounds Maintenance	SEWAGE UTILITY		15.98				
63 56152-00-83310	Secondary Maintenance	SEWAGE UTILITY		39.25				
48 57100-08-26500	Sanitary Sewer Improvements	SEWAGE UTILITY		31.98				
I-7312022	WATER UTILITY	R	8/10/2022			177701		
62 53713-00-64100	Supplies & Expenses	WATER UTILITY		48.96				136.17
		*** VENDOR TOTALS ***				1 CHECKS		136.17
000328	MERRILL WATER UTILITY							
I-07312022	MERRILL WATER UTILITY	R	8/10/2022			177702		
63 56152-00-83400	Bldg./Grounds Maintenance	MERRILL WATER UTILIT		476.08				476.08
		*** VENDOR TOTALS ***				1 CHECKS		476.08

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000540	NAPA AUTO PARTS							
I-975330	NAPA AUTO PARTS	R	8/10/2022			177703		
63 56150-00-82700	Other Operating Sup/Exp	NAPA AUTO PARTS		3.49				
I-975753	NAPA AUTO PARTS	R	8/10/2022			177703		
63 56150-00-82700	Other Operating Sup/Exp	NAPA AUTO PARTS		46.30				49.79
		*** VENDOR TOTALS ***				1 CHECKS		49.79
000337	NORTH CENTRAL LABORATORIES							
I-474162	NORTH CENTRAL LABORATORIES	R	8/10/2022			177704		
63 56150-00-82710	Laboratory Supplies	NORTH CENTRAL LABORA		326.11				
I-474195	NORTH CENTRAL LABORATORIES	R	8/10/2022			177704		
63 56150-00-82710	Laboratory Supplies	NORTH CENTRAL LABORA		37.63				363.74
		*** VENDOR TOTALS ***				1 CHECKS		363.74
001891	NORTHERN LAKE SERVICE INC							
I-421427	NORTHERN LAKE SERVICE INC	R	8/10/2022			177705		
20 53622-02-22000	Gas Monitoring	NORTHERN LAKE SERVIC		467.99				467.99
		*** VENDOR TOTALS ***				1 CHECKS		467.99
001392	PACE ANALYTICAL SERVICES INC							
I-2240119301	PACE ANALYTICAL SERVICES INC	R	8/10/2022			177706		
63 56150-00-82705	Industrial Monitoring	PACE ANALYTICAL SERV		912.24				
I-2240119835	PACE ANALYTICAL SERVICES INC	R	8/10/2022			177706		
63 56156-00-85220	Outside Lab Services	PACE ANALYTICAL SERV		344.26				1,256.50
		*** VENDOR TOTALS ***				1 CHECKS		1,256.50
000566	PITNEY BOWES GLOBAL FINANCIAL							
I-3316001976	PITNEY BOWES GLOBAL FINANCIAL	R	8/10/2022			177707		
62 53714-00-90300	Supplies & Expenses	PITNEY BOWES GLOBAL		130.15				
63 56154-00-84000	Billing, Collection, Acct.	PITNEY BOWES GLOBAL		130.16				260.31
		*** VENDOR TOTALS ***				1 CHECKS		260.31
000586	QUILL CORPORATION							
I-26512945	QUILL CORPORATION	R	8/10/2022			177708		
62 53716-00-92100	Supplies & Expenses	QUILL CORPORATION		32.01				
63 56156-00-85100	Office Supplies & Expenses	QUILL CORPORATION		32.00				64.01
		*** VENDOR TOTALS ***				1 CHECKS		64.01
001811	SGS ENVIRONMENTAL CONTRACTING							
I-27899	EXCAVATE / LINCOLN WOOD	R	8/10/2022			177709		
48 57100-08-26000	Water Improvements	EXCAVATE / LINCOLN W		3,110.00				3,110.00
		*** VENDOR TOTALS ***				1 CHECKS		3,110.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000572	SHARE CORP							
I-207029	SHARE CORP	R	8/10/2022			177710		
63 56152-00-83400	Bldg./Grounds Maintenance	SHARE CORP		624.40				
63 56152-00-83330	Belt Press Maintenance	SHARE CORP		400.39				1,024.79
			*** VENDOR TOTALS ***			1 CHECKS		1,024.79
000751	SJE, Inc							
I-CD99442557	SJE, Inc	R	8/10/2022			177711		
63 56152-00-83330	Belt Press Maintenance	SJE, Inc		1,306.96				1,306.96
			*** VENDOR TOTALS ***			1 CHECKS		1,306.96
004202	TWEET/GAROT MECHANICAL, INC							
I-113813	TWEET/GAROT MECHANICAL, INC	R	8/10/2022			177712		
63 56152-00-83400	Bldg./Grounds Maintenance	TWEET/GAROT MECHANIC		964.55				964.55
			*** VENDOR TOTALS ***			1 CHECKS		964.55
000578	USA BLUE BOOK							
I-047530	USA BLUE BOOK	R	8/10/2022			177713		
62 53711-00-62500	Maint. - Pumping Plant	USA BLUE BOOK		729.04				729.04
			*** VENDOR TOTALS ***			1 CHECKS		729.04
000284	VIP ALL-VALUE							
I-0112411-001	VIP ALL-VALUE	R	8/10/2022			177714		
63 56156-00-85100	Office Supplies & Expenses	VIP ALL-VALUE		55.98				
I-0112446-001	VIP ALL-VALUE	R	8/10/2022			177714		
63 56156-00-85220	Outside Lab Services	VIP ALL-VALUE		48.11				104.09
			*** VENDOR TOTALS ***			1 CHECKS		104.09
000299	WAL-MART COMMUNITY/CAPITAL ONE							
I-07312022	WAL-MART COMMUNITY/CAPITAL ONE	R	8/10/2022			177715		
63 56150-00-82710	Laboratory Supplies	WAL-MART COMMUNITY/C		82.20				82.20
			*** VENDOR TOTALS ***			1 CHECKS		82.20
000587	WI STATE LAB OF HYGIENE							
I-718969	WI STATE LAB OF HYGIENE	R	8/10/2022			177716		
62 53712-00-63210	Outside Services-Testing	WI STATE LAB OF HYGI		26.00				26.00
			*** VENDOR TOTALS ***			1 CHECKS		26.00
003021	WISCONSIN LAND INFORMATION ASS							
I-WLIA MEETING WKSP	WISCONSIN LAND INFORMATION ASS	R	8/08/2022			177679		
62 53716-00-85500	GIS - Water Components	WISCONSIN LAND INFOR		37.50				
63 56156-00-85050	GIS - Sewer Components	WISCONSIN LAND INFOR		37.50				75.00
			*** VENDOR TOTALS ***			1 CHECKS		75.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000656	WISCONSIN PUBLIC SERVICE							
I-07312022	WISCONSIN PUBLIC SERVICE	R	8/10/2022			177717		
62 53711-00-62200	Operation - Electric Pumping	WISCONSIN PUBLIC SER		5,233.89				
62 53711-00-62210	Gas for Heat	WISCONSIN PUBLIC SER		92.40				
62 53713-00-64110	Warehouse Cost of Operation	WISCONSIN PUBLIC SER		728.12				
62 53713-00-65000	Maint-Standpipe/Reservoirs	WISCONSIN PUBLIC SER		256.48				
I-7312022	WISCONSIN PUBLIC SERVICE	R	8/10/2022			177717		
63 56150-00-82100	Power & Fuel for Pumping	WISCONSIN PUBLIC SER		2,546.45				
63 56150-00-82210	Gas for Heat & Digesters	WISCONSIN PUBLIC SER		224.63				
63 56150-00-82200	Power & Fuel for Aeration	WISCONSIN PUBLIC SER		3,835.61				12,917.58
	*** VENDOR TOTALS ***					1 CHECKS		12,917.58
001976	WRWA							
I-07312022	WRWA	R	8/10/2022			177718		
62 53716-00-93000	Miscellaneous Expense	WRWA		50.00				50.00
	*** VENDOR TOTALS ***					1 CHECKS		50.00
000882	WWOA							
I-07312022	WWOA	R	8/10/2022			177719		
63 56156-00-85600	Misc General Expense	WWOA		60.00				60.00
	*** VENDOR TOTALS ***					1 CHECKS		60.00
000227	XYLEM WATER SOLUTIONS U.S.A. I							
I-3556C31670	XYLEM WATER SOLUTIONS U.S.A. I	R	8/10/2022			177720		
48 57100-08-26500	Sanitary Sewer Improvements	XYLEM WATER SOLUTION		25,601.78				25,601.78
	*** VENDOR TOTALS ***					1 CHECKS		25,601.78
* * T O T A L S * *								
REGULAR CHECKS:	NO			INVOICE AMOUNT	DISCOUNTS		CHECK AMOUNT	
	39			93,064.99	0.00		93,064.99	
HAND CHECKS:	0			0.00	0.00		0.00	
DRAFTS:	0			0.00	0.00		0.00	
EFT:	0			0.00	0.00		0.00	
NON CHECKS:	0			0.00	0.00		0.00	
VOID CHECKS:	0	VOID DEBITS	0.00					
		VOID CREDITS	0.00	0.00	0.00			

TOTAL ERRORS: 0

Attachment: P & F Vouchers - August (9220 : August Vouchers)

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
20 53622-02-22000	Gas Monitoring	467.99
	*** FUND TOTAL ***	467.99
48 57100-08-26000	Water Improvements	10,793.10
48 57100-08-26500	Sanitary Sewer Improvements	25,745.23
	*** FUND TOTAL ***	36,538.33
62 11-2735	SDWLP Bond - LGIP	8,750.00
62 15-5000	Materials/Supplies-Const.	2,126.01
62 53711-00-62200	Operation - Electric Pumping	5,233.89
62 53711-00-62210	Gas for Heat	92.40
62 53711-00-62500	Maint. - Pumping Plant	757.04
62 53712-00-63210	Outside Services-Testing	286.00
62 53713-00-64100	Supplies & Expenses	48.96
62 53713-00-64110	Warehouse Cost of Operation	775.12
62 53713-00-65000	Maint-Standpipe/Reservoirs	256.48
62 53713-00-65300	Maint - Meters	595.00
62 53713-00-65500	Maint - Other Plant	125.00
62 53714-00-90300	Supplies & Expenses	130.15
62 53716-00-85500	GIS - Water Components	37.50
62 53716-00-92100	Supplies & Expenses	32.01
62 53716-00-92300	Outside Serv. Employed	394.80
62 53716-00-93000	Miscellaneous Expense	381.61
	*** FUND TOTAL ***	20,021.97
63 11-2650	Capital Rep.-incrediblebank	20,000.00
63 56150-00-82100	Power & Fuel for Pumping	2,546.45
63 56150-00-82200	Power & Fuel for Aeration	3,835.61
63 56150-00-82210	Gas for Heat & Digesters	224.63
63 56150-00-82700	Other Operating Sup/Exp	191.96
63 56150-00-82705	Industrial Monitoring	912.24
63 56150-00-82710	Laboratory Supplies	445.94
63 56150-00-82720	Landfill Tipping Fees	414.32
63 56152-00-83100	Sewer Main Maintenance	332.64
63 56152-00-83200	Lift Station Maintenance	1,511.48
63 56152-00-83310	Secondary Maintenance	238.69
63 56152-00-83330	Belt Press Maintenance	1,707.35
63 56152-00-83400	Bldg./Grounds Maintenance	2,538.40
63 56154-00-84000	Billing, Collection, Acct.	130.16
63 56156-00-85050	GIS - Sewer Components	37.50
63 56156-00-85100	Office Supplies & Expenses	87.98
63 56156-00-85200	Outside Service Employed	240.68
63 56156-00-85220	Outside Lab Services	392.37
63 56156-00-85600	Misc General Expense	248.30
	*** FUND TOTAL ***	36,036.70

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
			NO	INVOICE AMOUNT		DISCOUNTS		CHECK AMOUNT
VENDOR SET: 01	BANK: 4	TOTALS:	39	93,064.99		0.00		93,064.99
BANK: 4	TOTALS:		39	93,064.99		0.00		93,064.99
REPORT TOTALS:			444	3,345,312.08		0.00		3,345,150.52

SELECTION CRITERIA

2.1.a

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 8/01/2022 THRU 8/31/2022
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: YES

PRINT OPTIONS

SEQUENCE: VENDOR SORT KEY

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

Attachment: P & F Vouchers - August (9220 : August Vouchers)

**CITY OF MERRILL
PERSONNEL & FINANCE COMMITTEE
TUESDAY, August 23, 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's Sabatke, Blake, Weix, City Administrator Dave Johnson, Finance Director Kathy Unertl, City Attorney Tom Hayden, City Engineer Rod Akey, Building Inspector/Zoning Administrator-Darin Pagel, Fire Chief Josh Klug, Police Chief Bennett, Utility Superintendent Steinagle, Kitt Koski, IT Manager Brown and Merrill Productions video operator

I. Call to Order – Chairperson Caylor called the meeting to order at 6:00 PM.

II. Vouchers – July

Alderperson Russell made a motion to approve the July vouchers. Alderperson Fermanich seconded and the motion passed.

III. Minutes from previous meeting:

A motion was made by Alderperson Fermanich to approve the July 28 minutes. Alderperson Russell seconded and the motion passed.

IV. Agenda Items for Consideration:

1. Consider non-union holiday hours referred from the Board of Public Works. This was a recommendation for employees working a scheduled 10 hour work day to get 10 hours of holiday pay.

Following discussion, a motion was made by Alderperson Russell to have the difference of holiday hours added to employee's "personal holiday bank". Alderperson Fermanich seconded and the motion carried.

2. Review and discussion regarding upcoming 2022 Christmas and New Year's Holiday pay for Street Department employees.

A motion was made by Alderperson Russell to clarify in the city personnel manual holiday pay is paid on the day of holiday instead on the observed day at city hall. The motion was seconded by Alderperson Fermanich and the motion carried.

3. Discuss tornado siren triggers; referred from July Health & Safety Committee

Chief Bennett handed out additional information at the meeting regarding siren triggers. Questions were asked and Chief Bennett answered all questions favorably. A motion was made by Alderperson Russell to authorize the procurement of the Century Siren Generation 3 wireless siren controller and any electrician fees for installation. Alderperson Fermanich seconded and the motion carried.

4. Consider the 2023-2024 contract with Bowmar Appraisal, Inc. for Maintenance & Market Revaluation.

Chair Caylor explained the history regarding this topic. Appraiser Kitt Koski came to the podium to answer any questions and explain the process. Appraiser Koski explained all the information and data created belongs to the city. He also explained the revaluation process.

A motion was made by Alderperson Fermanich to approve the 2023-2024 contract with Bowmar Appraisal Inc. for Maintenance & Market Revaluation with future contracts would be requests for proposals in 2024 for 2025. The motion was seconded by Alderperson Russell and carried.

5. Discussion on powers and duties of boards, committees and commissions

City Attorney Hayden handed out additional information regarding boards and commissions. He gave a brief explanation regarding the differences of boards, committees and commissions.

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. City Administrator Johnson answered questions on a few of the items in the report.

3. Monthly Report – City Attorney Hayden

No questions for the City Attorney.

4. Monthly Report – City Clerk Anderson-Malm

City Clerk Anderson-Malm was absent from the meeting attending a conference.

5. Monthly Report – Municipal Court

No questions for the Municipal Court.

6. Fire Department Callback Report

No questions.

7. Consider placing monthly reports on file.

Aldersperson Fermanich made a motion to place the monthly reports on file.
Aldersperson Russell seconded and the motion carried.

IV. Public Comment

Chair Caylor apologized to Kitt Koski and to Darin Pagel for any misunderstanding and miscommunication.

VII. Establish date, time and location of next regular meeting

The next regular meeting would be Tuesday, September 27 at 6:00 PM

V. Adjournment

A motion was made at 6:48 PM to adjourn by Aldersperson Fermanich. Aldersperson Russell seconded and the motion carried.

Minutes prepared by: Lori Anderson-Malm – City Clerk with the help of City Attorney Hayden

CITY OF MERRILL
PERSONNEL & FINANCE COMMITTEE
Wednesday, September 7, 2022 - MINUTES
Special 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, City Clerk Anderson-Malm, City Attorney Hayden, Fire Chief Klug, City Administrator Johnson, Outside Counsel Gulya, Fire department union members, Fire Department union outside counsel, Mediator Jim Daley

I. Call to Order – Chairperson Caylor called the meeting to order at 6:00 PM.

II. Public Comment
 There was no public comment.

III. Closed Session:
 Chair Caylor read the following statement regarding closed session:

1. The Committee may convene in closed session pursuant to Wisconsin State Statutes 19.85(1)(c) and (e) for considering employment promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and deliberating or negotiating the purchasing of public properties, in the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for purposes of fire union collective bargaining.

A motion was made by Alderperson Russell to move into closed session. Alderperson Fermanich seconded and the motion passed on a 3-0 roll call vote. The committee entered into closed session at 6:02 PM. Without objection, City Clerk Anderson-Malm recorded the minutes.

Chair Caylor asked only elected officials to remain to discuss previous details.

The committee did not reconvene in open session.

IV. Adjournment
 A motion was made by Alderperson Russell to adjourn. Alderperson Fermanich seconded and the motion carried. The meeting was adjourned at 8:30 PM.

Minutes prepared by: Lori Anderson-Malm – City Clerk

Personnel & Finance Committee September 7, 2022

REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: Tuesday, September 27th, 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 writing off 2021 personal property tax bill for 809 E 1st St (former First Street Coffee) for \$140.65

- 251-1414 First Street Coffee – 809 E 1st St \$140.65

No longer in business (see e-mail from City Assessor Kitt Koski).

Notice received in July 2021 would have been after the 2021 City Board of Review meeting.

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

Signed: Kathy Unertl

Date: 8/30/2022

Attachment: Request to Add Item-First St Coffee PP Tax (9222 : Consider writing off 2021 personal property tax bill for 809 E 1st St)

Unertl, Kathy

From: kittkoski@aol.com
Sent: Tuesday, August 30, 2022 10:05 AM
To: Unertl, Kathy
Subject: first street coffee personal property

Kathy

Could you please call me on the first street coffee personal property. He had two locations and is claiming that 809 first street was closed on Jan 1st 2021. I did get an email on this in July of 2021 and took him off for 2022. Not sure if you did anything with this? I sent him a notice of assessment in 2021 and did not hear back...

Kitt

Attachment: Request to Add Item-First St Coffee PP Tax (9222 : Consider writing off 2021 personal property tax bill for 809 E 1st St)

CITY OF MERRILL TREASURER
1004 E 1ST ST
MERRILL, WI 54452

STATE OF WISCONSIN
2021 Personal Property Tax Bill
CITY OF MERRILL
Lincoln County

First Street Coffee

Parcel Number: 251-1214
Bill Number: 127093



127093/251-1214

FIRST STREET COFFEE
809 E 1ST ST
MERRILL WI 54452

Full payment of: \$ 140.65
Or first installment of: \$ 140.65
Due on or before: January 31, 2022
Make Check Payable to: CITY OF MERRILL

Please Write in the
Amount Enclosed

\$

Please inform Treasurer of address changes

Tear at Perforation: Return Top Portion With Payment

2021 Personal Property Tax Bill

CITY OF MERRILL

Parcel #251-1214

Assessed Value Land	Assessed Value Improvements	Total Assessed Value	Ave. Assmt Ratio		Net. Assessed Value Ratio (Does NOT Reflect Credits)
	4,500	4,500	0.8557517360		0.0312535350
Est. Fair Mkt. Land	Est. Fair Mkt. Improvements	Est. Fair Mkt	A star in this box means unpaid prior years taxes		Schools taxes reduced by school levy tax credit
	5,300	5,300			6.76
Taxing Jurisdiction					
	2020 Est. State Aids Allocated Tax District	2021 Est. State Aids Allocated Tax District	2020 Net Tax	2021 Net Tax	% Tax Change
LINCOLN COUNTY	368,762	365,392	29.06	27.47	-5.5%
CITY OF MERRILL	4,173,645	4,187,068	74.34	71.88	-3.3%
MERRILL SCHOOL	6,718,257	7,265,495	38.26	34.93	-8.7%
NORTHCENTRAL TECH	510,741	527,946	6.67	6.37	-4.5%
TOTAL	11,771,405	12,345,901	148.33	140.65	-5.2%
		First Dollar Credit	0.00	0.00	0.0%
		Lottery and Gaming Credit	0.00	0.00	0.0%
		Net Property Tax	148.33	140.65	-5.2 %

When paying on or before
June 30, 2022 make check payable
to:
CITY OF MERRILL TREASURER
1004 E 1ST ST
MERRILL, WI 54452

When paying after June 30, 2022
make check payable to:
Lincoln County Treasurer
LINCOLN COUNTY TREASURER
801 N. Sales Street
Suite 204
Merrill, WI 54452

Full payment Due on or Before January 31, 2022

\$140.65

Or pay the following installments

1/31/2022 140.65
2/28/2022
3/31/2022
4/30/2022
5/31/2022
6/30/2022

Payments after 6/30 can be made to
Lincoln County using:
www.co.lincoln.wi.us

There will be a nominal fee charged for this service

O
T
H
E
R

TOTAL DUE FOR FULL PAYMENT
PAY BY January 31, 2022

\$140.65

Warning: If not paid by due date, installment option is lost and total tax is
delinquent and subject to interest & penalty (See Reverse).

Bill Number: 127093



IMPORTANT For recorded legal description contact the Register of Deeds. See reverse side for more information.

Parcel #251-1214
809 E 1ST ST
First Street Coffee

FOR INFORMATION PURPOSES ONLY – Voter Approved Temporary Tax Increases

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends	Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
MERRILL SCHOOL	792217.00	8.55	2022				

Attachment: Request to Add Item-First St Coffee PP Tax (9222 : Consider writing off 2021 personal property tax bill for 809 E 1st St)

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 2nd and 4th 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

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):

Review and Consider 2023 Non-Union Wage Proposal:

Background info on 2016 – 2023 City wage adjustments is provided. In addition, there is listing of Non-Union Positions by 9/15/2022 slotting.

Due to inflation and labor shortages, there is significant pressure on employee wages. Finance Director proposes the following adjustments for 2023 budget:

- Limited Term Employees (LTEs) – Increased by \$3.00 to minimum of \$15.00/Hour
- Eliminate separate Non-Slotted Schedule (i.e. Part-Time employees working less than 20 hours/week)
- Base of Non-Union Grid – Increased to over \$15.00/Hour
- Rather than 1.0% in January 2023 and another 1.0% in July 2023, increase the Non-Union Grid by the following:

Grades 1 and 2	by \$1.75/Hour
Grades 3 through 5	by \$1.25/Hour
Grades 6 through 21	by \$1.00/Hour

There will be differing % adjustments – please see both % and \$ amounts.

- Net fiscal impact of Non-Union Grid modification is about \$127,000. There would not be mid-2023 % increase.

There is also **wage compression** between two Police Management and Police Union positions. Police Captain and the Investigative Lieutenant (#3 in chain of command structure) should be shifted to a higher Grade. See fiscal comparison information.

Request date: 9/19/2022

City of Merrill - Wage Adjustments							
	Police		Firefighters				Limited Term
	Union		Union		Non-Union		Employees
2016 - 1/1st	2.60%	WRS	1.00%		1.00%		Increased \$2.00
2016 - 7/1st	1.00%		1.00%		1.00%		(Last increase
Equal to	1.80%		1.50%		1.00%		was in 2013)
WRS to Employee Share				New Non-Union Grid			
2017 - 1/1st	1.00%		1.00%		1.00%		
2017 - 7/1st	1.00%		1.00%		1.00%		
Equal to	1.50%		1.50%		1.50%		
2018 - 1/1st	1.00%		1.70%	WRS	1.00%		
2018 - 7/1st	1.00%		1.00%		1.00%		
Equal to	1.50%		1.85%		1.50%		
		WRS to Employee Share					
2019 - 1/1st	1.00%		1.00%		1.00%		
2019 - 4/1st	1.00%		1.00%				
2019 - 7/1st	1.00%		1.00%		1.00%		
2019 - 9/30th	1.00%		1.00%				
Equal to	2.00%		2.00%		1.50%		
2020 - 1/1st	1.00%		1.00%		1.00%		
2020 - 7/1st	1.00%		1.00%		1.00%		
Equal to	1.50%		1.50%		1.50%		
2021 - 1/1st	1.50%		1.50%		1.00%		
2021 - 7/1st	1.00%		1.00%		1.00%		
Equal to	2.00%		2.00%		1.50%		
2022 - 1/1st	1.50%		Pending		1.00%		Increased \$1.00
2022 - 7/1st	1.00%		Negotiations		1.00%		
Equal to	2.00%				1.50%		
	Plus Detectives & SRO				Longevity > 5 Years		
					CDL Step		
					Pool/Utility Certification Pay		
2023 - 1/1st	1.00%		Pending		Proposed Adjustments & inclusion Non-Slotted Part-Time		Proposed Increase \$3.00
2023 - 7/1st	1.00%		Negotiations				
Equal to	1.50%						
	Plus Detectives						

Attachment: Proposed 2023 Non-Union Wages (9226 : Review and Consideration of 2023 Non-Union Wage Proposal)

City of Merrill - Positions not slotted on

Non-Union Compensation Schedule - Less Than 20 Hours/Week

LAST NAME	FIRST NAME	JOB TITLE	DEPARTMENT	1.0%	1.0%
				12/20/21	06/20/22
		Crossing Guard	Police	\$14.94	\$15.09
		Crossing Guard	Police	\$14.94	\$15.09
		Crossing Guard	Police	\$14.94	\$15.09
		Crossing Guard	Police	\$14.94	\$15.09
		Bus Driver	MEC-Enrichment	\$14.94	\$15.09
		Bus Driver	MEC-Enrichment	\$14.80	\$14.95
		Bus Driver	MEC-Enrichment	\$14.67	\$14.82
		Bus Driver	MEC - Enrichment	\$14.00	\$14.14
Parks & Recreation - Comparable Treatment to Limited Term Employees:					
		Zamboni	Parks & Recreation	\$15.00	Same \$15.00
		Recreation-Aquatic	Parks & Recreation	\$15.25	Same \$15.25
		Airport Maintenance	Airport	\$23.00	\$23.23
		Airport Maintenance-LTE	Airport	\$15.00	\$15.15

Attachment: Proposed 2023 Non-Union Wages (9226 : Review and Consideration of 2023 Non-Union Wage Proposal)

City of Merrill - Non-Union Compensation Plan

Grade Slotting as of 9/15/2022

Various Part-Time (PT) would also be slotted
instead of separate Non-Slotted Schedule

Grade	Positions within Grade				Grade
21	City Administrator				21
20	City Attorney	Public Works Director/City Engineer			20
19	Police Chief	Fire Chief	Finance Director		19
18	Utility Superintendent				18
17	Parks & Recreation Director				17
16	Streets Superintendent				16
15	Transit Administrator	IT Manager	Building Inspector	Police Captain	15
14	Police Lieutenants	Fire Battalion Chiefs	Maintenance Manager		14
13	Enrichment Center Director				13
12	GIS Manager	Wastewater - Lead Operator	CD Program Director/Building & Zoning Assistant		12
11	Streets Working Foreman				11
10	Streets Mechanics				10
9	Payroll/Benefits/HR Specialist	Utility Operators (Wastewater & Water)			9
8	City Attorney Adm Assistant	Utility Specialist/Billing Coordinator	Finance Senior Adm Assistant		8
7	Municipal Court Clerk	Adm Assistants (Clerk-Treasurer & Parks)	Streets and Parks - Public Works I	Transit Coordinator	7
7				Enrichment Activities	7
6	Adm Assistants (Police)	Streets - Public Works II	Adm Assistants (Streets & Fire)		6
5	Transit Drivers	Adm Assistant (Utility)			5
4					4
3	Custodians (City Hall)	Recreation Assistants	Arena Specialists		3
2					2
1	Enrichment Assistant	Custodian (Library)			1
Grade					Grade

Part-Time

Part-Time

Some PT

Some PT

All PT

All PT

City of Merrill		Limited Term Employees (Seasonal) Compensation						
		Proposed effective December 19, 2022 - \$3.00 per hour increase						
	Parks	Playground/	Aquatic	Aquatic -	Outdoor Rinks		Street/	Utility
	Maintenance	Recreation	Center	Lifeguards	& Smith Center		Utility	Intern
1st Year	\$15.00	\$15.00	\$15.00	\$16.00	\$15.00		\$15.00	\$16.50
2nd Year	\$15.50	\$15.50	\$15.50	\$16.50	\$15.50		\$15.50	\$17.00
3rd Year	\$15.75	\$15.75	\$15.75	\$17.00	\$15.75		\$15.75	\$17.25
4th Year*	\$16.00	\$16.00	\$16.00	\$17.50	\$16.00		\$16.00	\$17.50
Parks & Recreation Department								
Head/Leader*	N/A	\$17.50	N/A	\$18.50	N/A		N/A	N/A
Assistant Head/	N/A	\$16.50	N/A	\$17.50	N/A		N/A	N/A
Leader*								
*With additional 25 cents for each additional year.								

City of Merrill - Non-Union Compensation							Effective: 12/21/2022						
CONCEPT#3 FOR REVIEW/DISCUSSION							% Increases after hourly changes						
Grades 1 & 2 with \$1.75, Grades 3 - 5 with \$1.25, and Grades 6 - 21 with \$1.00.													CDL Step
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Grade	CDL Step
21	2.06%	2.01%	1.96%	1.91%	1.86%	1.82%	1.77%	1.73%	1.68%	1.64%	1.60%	21	
20	2.20%	2.14%	2.09%	2.04%	1.99%	1.94%	1.89%	1.84%	1.79%	1.75%	1.70%	20	
19	2.34%	2.29%	2.23%	2.17%	2.12%	2.06%	2.01%	1.96%	1.91%	1.86%	1.82%	19	
18	2.50%	2.44%	2.38%	2.32%	2.26%	2.21%	2.15%	2.10%	2.05%	1.99%	1.94%	18	
17	2.68%	2.61%	2.54%	2.48%	2.42%	2.36%	2.30%	2.24%	2.19%	2.13%	2.08%	17	
16	2.86%	2.79%	2.72%	2.65%	2.58%	2.52%	2.46%	2.40%	2.34%	2.28%	2.22%	16	
15	3.05%	2.98%	2.90%	2.83%	2.76%	2.69%	2.62%	2.56%	2.49%	2.43%	2.37%	15	
14	3.25%	3.17%	3.09%	3.01%	2.94%	2.86%	2.79%	2.72%	2.65%	2.58%	2.52%	14	
13	3.47%	3.38%	3.29%	3.21%	3.13%	3.05%	2.98%	2.90%	2.83%	2.76%	2.69%	13	
12	3.69%	3.60%	3.51%	3.43%	3.34%	3.26%	3.18%	3.09%	3.02%	2.94%	2.87%	12	
11	3.94%	3.84%	3.75%	3.65%	3.56%	3.47%	3.38%	3.29%	3.21%	3.13%	3.05%	11	3.04%
10	4.18%	4.08%	3.98%	3.88%	3.78%	3.69%	3.60%	3.51%	3.42%	3.33%	3.25%	10	3.23%
9	4.45%	4.34%	4.23%	4.13%	4.03%	3.92%	3.82%	3.74%	3.64%	3.55%	3.46%	9	
8	4.74%	4.62%	4.50%	4.39%	4.28%	4.17%	4.07%	3.97%	3.87%	3.77%	3.68%	8	
7	5.04%	4.91%	4.79%	4.67%	4.55%	4.44%	4.33%	4.22%	4.11%	4.01%	3.91%	7	3.89%
6	5.34%	5.21%	5.07%	4.95%	4.82%	4.70%	4.59%	4.47%	4.36%	4.25%	4.14%	6	4.16%
5	7.06%	6.89%	6.72%	6.55%	6.39%	6.23%	6.08%	5.93%	5.79%	5.64%	5.50%	5	5.49%
4	7.46%	10.19%	9.94%	9.69%	9.45%	9.22%	9.00%	8.77%	8.55%	8.34%	8.12%	4	
3	8.04%	9.41%	9.18%	8.96%	8.75%	8.54%	8.31%	8.11%	7.91%	7.72%	7.53%	3	
2	12.23%	11.90%	11.60%	11.32%	11.03%	10.76%	10.49%	10.22%	9.96%	9.71%	9.46%	2	
1	13.16%	12.82%	12.52%	12.21%	11.90%	11.61%	11.33%	11.03%	10.78%	10.50%	10.25%	1	
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Grade	CDL Step

City of Merrill - Non-Union Compensation					APPENDIX B					Effective: 12/21/2022				
CONCEPT#3 FOR REVIEW/DISCUSSION					Grades 1 & 2 with \$1.75, Grades 3 through 5 with \$1.25, and									
Hourly Schedule					Grades 6 through 21 with \$1.00									
Grade	87.5% Step 1	90.0% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5	100.0% Step 6	102.5% Step 7	105.0% Step 8	107.5% Step 9	110.0% Step 10	112.5% Step 11	Grade	CDL Step	
21	\$49.46	\$50.72	\$52.01	\$53.33	\$54.65	\$56.01	\$57.43	\$58.87	\$60.36	\$61.89	\$63.48	21		
20	\$46.51	\$47.70	\$48.88	\$50.11	\$51.35	\$52.65	\$53.95	\$55.33	\$56.73	\$58.19	\$59.68	20		
19	\$43.66	\$44.76	\$45.93	\$47.08	\$48.26	\$49.48	\$50.71	\$52.01	\$53.31	\$54.66	\$56.06	19		
18	\$40.94	\$41.96	\$43.01	\$44.08	\$45.18	\$46.32	\$47.48	\$48.66	\$49.89	\$51.15	\$52.42	18		
17	\$38.37	\$39.32	\$40.31	\$41.31	\$42.34	\$43.40	\$44.48	\$45.59	\$46.75	\$47.92	\$49.14	17		
16	\$35.97	\$36.86	\$37.78	\$38.73	\$39.69	\$40.69	\$41.71	\$42.75	\$43.82	\$44.91	\$46.04	16		
15	\$33.76	\$34.61	\$35.47	\$36.36	\$37.26	\$38.19	\$39.15	\$40.12	\$41.13	\$42.16	\$43.22	15		
14	\$31.78	\$32.57	\$33.38	\$34.21	\$35.05	\$35.93	\$36.82	\$37.75	\$38.71	\$39.69	\$40.69	14		
13	\$29.85	\$30.59	\$31.35	\$32.13	\$32.97	\$33.75	\$34.58	\$35.43	\$36.34	\$37.24	\$38.16	13		
12	\$28.07	\$28.76	\$29.46	\$30.18	\$30.93	\$31.70	\$32.49	\$33.33	\$34.16	\$35.01	\$35.89	12		
11	\$26.40	\$27.06	\$27.70	\$28.38	\$29.10	\$29.85	\$30.59	\$31.35	\$32.14	\$32.93	\$33.74	11	\$34.58	
10	\$24.90	\$25.50	\$26.13	\$26.78	\$27.43	\$28.11	\$28.80	\$29.51	\$30.25	\$31.00	\$31.78	10	\$32.57	
9	\$23.46	\$24.03	\$24.62	\$25.23	\$25.82	\$26.48	\$27.15	\$27.77	\$28.45	\$29.16	\$29.89	9		
8	\$22.11	\$22.65	\$23.21	\$23.78	\$24.36	\$24.96	\$25.57	\$26.20	\$26.85	\$27.50	\$28.19	8		
7	\$20.86	\$21.36	\$21.89	\$22.41	\$22.99	\$23.54	\$24.12	\$24.70	\$25.31	\$25.93	\$26.56	7	\$27.22	
6	\$19.73	\$20.20	\$20.71	\$21.21	\$21.73	\$22.26	\$22.81	\$23.36	\$23.94	\$24.53	\$25.14	6	\$25.77	
5	\$18.95	\$19.39	\$19.85	\$20.33	\$20.82	\$21.32	\$21.81	\$22.32	\$22.84	\$23.40	\$23.98	5	\$24.58	
4	\$18.01	\$18.92	\$19.35	\$19.81	\$20.26	\$20.74	\$21.20	\$21.71	\$22.22	\$22.74	\$23.29	4		
3	\$16.79	\$17.44	\$17.84	\$18.25	\$18.64	\$19.07	\$19.55	\$20.00	\$20.46	\$20.92	\$21.43	3		
2	\$16.06	\$16.45	\$16.83	\$17.21	\$17.62	\$18.02	\$18.44	\$18.87	\$19.32	\$19.78	\$20.25	2		
1	\$15.05	\$15.40	\$15.73	\$16.08	\$16.45	\$16.82	\$17.20	\$17.61	\$17.99	\$18.41	\$18.83	1		
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Grade	CDL Step	

City of Merrill - Non-Union Compensation
Without T.B. Scott Free Library and Utility Employees

Fiscal - 2023 Concept #3

Department	Employees - No Steps	Employees		2023 Concept	2023 Steps	2023 Total	Offsetting Revenues
		With Steps	Non-Union Total				
City Clerk (Same as Non-Union)	1	N/A	Full-Time Elected	\$2,080	\$0	\$2,080	\$104
Joint Municipal Court			1	\$2,080	\$762	\$2,843	\$711
City Attorney	1		1	\$2,080	\$0	\$2,080	\$520
City Attorney - Admin. Assistant		1	1	\$2,080	\$725	\$2,805	
City Administrator	Will be new hire						
Public Works Director	1		1	\$2,080	\$0	\$2,080	\$1,872
Information Technology		1	1	\$2,080	\$1,395	\$3,475	\$1,738
Clerk/Treasurer Staff	2	2	4	\$8,320	\$2,000	\$10,320	\$5,676
Finance Director	1		1	\$2,080	\$0	\$2,080	\$1,664
City Maintenance Manager - 63.5%*		1	1	\$1,321	\$1,228	\$2,549	
City Maintenance Worker		1	1	\$2,080	\$1,061	\$3,141	
Custodians - Part-Time		2	2	\$1,875	\$750	\$2,625	
Building Inspector/Zoning Admin.	1		1	\$2,080	\$0	\$2,080	
Community Dev. Program Manager		1	1	\$2,080	\$1,643	\$3,723	\$1,862
Parks & Rec Director		1	1	\$2,080	\$1,275	\$3,355	\$839
Parks Laborers & Adm. Assistant	3	1	4	\$6,240	\$520	\$6,760	\$1,690
Parks - Part-Time Recreation	1	2		\$2,500	\$1,000	\$3,500	\$875
Police Chief		1	1	\$2,080	\$2,308	\$4,388	
Police Captains & Lieutenants	2	3	5	\$10,400	\$2,695	\$13,095	
Police - Administrative Assistants	2	1	3	\$6,240	\$1,160	\$7,400	
Police - Crossing Guards		4	4	\$777	\$0	\$777	\$389
Fire Chief		1	1	\$2,080	\$2,048	\$4,128	
Fire Battalion Chiefs	4		4	\$8,320	\$0	\$8,320	
Fire Administrative Assistant - 50%		1	1	\$1,040	\$580	\$1,620	
Street Superintendent		1	1	\$2,080	\$2,028	\$4,108	\$616
Street - Public Works	2	13	15	\$31,200	\$12,168	\$43,368	\$6,505
Street - Administrative Assistant 80%		1	1	\$1,684	\$928	\$2,612	
Enrichment Center - Director 80%		1	1	\$1,684	\$1,714	\$3,398	\$1,699
Enrichment Center - Part-Time		2	2	\$3,789	\$1,684	\$5,473	\$2,737
Transit Administrator		1	1	\$2,080	\$1,344	\$3,424	\$2,910
Transit Coordinator & Drivers	1	3	4	\$10,400	\$3,620	\$14,020	\$11,917
Transit Drivers - Part-Time		3		\$2,500	\$900	\$3,400	\$2,890
Airport - Snow Removal/Mowing		2	2	\$500	\$0	\$500	\$500
Totals - Non-Union	21	52	67	\$129,990	\$45,536	\$175,526	\$47,712
	31.3%	77.6%		74.1%	25.9%	100.0%	Offsetting
	No Steps	Steps		Concept	Steps		Revenues

*Position shared with T. B. Scott Library

\$127,814 Net Cost

Non-Union 2022 - July (Number - FT)

Revised

City of Merrill - Police Management Wage Compression

Police Union Detectives received wage adjustments in 2022 - 2023 contract based upon regional comparable. In addition, Police Union received 1.5% wage adjustments in January 2020 and January 2022 with Non-Union only receiving 1.0%.

Police Captain - Grade 15 - Step 11 (Dale Bacher)

	2019	2020	2021	2022	2023
Captain	\$81,920	\$83,970	\$85,665	\$87,382	Proposed \$43.22 \$89,898
Detectives	\$66,655	\$68,331	\$69,291	\$72,861	\$74,302
Difference	\$15,265 18.6%	\$15,639 18.6%	\$16,374 19.1%	\$14,521 16.6%	\$15,595 17.3%
Average 2019 - 2021			18.8%	-2.2%	-1.4% Compression

Police Lieutenant - Grade 14 - Step 11 (Don Seubert II)

	2019	2020	2021	2022	2023
Lieutenant - Investigations	\$73,382	\$76,773	\$80,337	\$82,139	Proposed \$40.69 \$84,635
Detectives	\$66,655	\$68,331	\$69,291	\$72,861	\$74,302
Difference - LT	\$6,727 9.2%	\$8,442 11.0%	\$11,046 13.7%	\$9,278 11.3%	\$10,333 12.2%
Step 11 effective in 2021			13.7%	-2.5%	-1.5% Compression

City of Merrill - Non-Union Compensation Plan

Grade Slotting with Proposed 2023 Changes
(Without any potential Reclassifications)

Grade	Positions within Grade				Grade
21	City Administrator				21
20	City Attorney	Public Works Director/City Engineer			20
19	Police Chief	Fire Chief	Finance Director		19
18	Utility Superintendent				18
17	Parks & Recreation Director				17
16	Streets Superintendent			Police Captain	16
15	Transit Administrator	IT Manager	Building Inspector	Police Lieutenant-Investigations	15
14	Police Lieutenants	Fire Battalion Chiefs	Maintenance Manager		14
13	Enrichment Center Director				13
12	GIS Manager	Wastewater - Lead Operator	CD Program Director/Building & Zoning Assistant		12
11	Streets Working Foreman				11
10	Streets Mechanics				10
9	Payroll/Benefits/HR Specialist	Utility Operators (Wastewater & Water)			9
8	City Attorney Adm Assistant	Utility Specialist/Billing Coordinator	Finance Senior Adm Assistant		8
7	Municipal Court Clerk	Adm Assistants (Clerk-Treasurer & Parks)	Streets and Parks - Public Works I	Transit Coordinator	7
7			Enrichment Activities	Airport Mow/Snow Operator	7
6	Adm Assistants (Police)	Streets - Public Works II	Adm Assistants (Streets & Fire)		6
5	Transit Drivers	Adm Assistant (Utility)			5
4					4
3	Custodians (City Hall)	Recreation Assistants	Arena Specialists		3
2				Airport Mow/Snow Operator	2
1	Enrichment Assistant	Custodian (Library)	Police Crossing Guards	Enrichment Bus Drivers	1
Grade					Grade

Part-Time

Part-Time

Some PT

Some PT

All PT

All PT

All PT

CITY OF MERRILL



PERSONNEL POLICIES

Employee Handbook

April 8, 2022

EMPLOYEE HANDBOOK Add page numbers to each page.

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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.

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

- | | | |
|---|-------|-------|
| 15. VOYA 457(b) Deferred Compensation Program | _____ | |
| 16. Dental Insurance | _____ | _____ |
| 17. Disability Insurance (1,200 hrs & over are eligible) | _____ | |
| Madison National | | _____ |
| AFLAC Info. And Waiver | | _____ |
| Advantage Group Inc. | | |
| (short-term disability, accident, critical Illness, etc.) | | |
| ** Assurity | _____ | |
| 18. Employee Assistance Program | _____ | |
| 19. Personnel Policy Booklet | _____ | _____ |
| 20. United Way Contribution | _____ | |
| 21. Post-Employment Health Plan – | | |
| Police Union Officers & Fire Union (only) | _____ | |
| 22. Department Head/Supervisor Orientation Check List | _____ | |

QUESTIONS

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

Signature of Employee

Date

Personnel Representative: _____ Signature _____ Date _____

Place Completed form in Employee's Permanent File.

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 15th**, if requested by the employee, to their Department Head, prior to October 15th. In addition, a maximum of 24 hours of compensatory time may be carried over into the following calendar year. **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.

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

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

Accrued during 2nd year of continuous service: 80 hours

Accrued during 5th year of continuous service: 120 hours

Accrued during 10th year of continuous service: 160 hours

Accrued during 15th 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 2nd year of continuous service: 80 hours
 Accrued during 5th year of continuous service: 120 hours
 Accrued during 10th year of continuous service: 160 hours
 Accrued during 15th 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 10th 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 10th of each month.
- 12-3-13 Employees eligible for a cash payout must make an irrevocable election prior to retiring to accept either extended health insurance coverage or the cash payout. The sick leave cash equivalent is taxed in accordance with State and Federal law, as applicable. In the event that the retired employee leaves the City's health plan before exhausting the sick leave cash equivalent, or chooses not to remain a part of the City's health care plan after retirement, any amount in the retired employee's sick leave cash equivalent is forfeited to the City, ~~provided that the employee was not eligible for a cash payout as provided above.~~

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 4th day of any continuous leave other than vacation or time off without pay).

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

13-4-2 Form - Employee Notice of Eligibility, 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.

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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.

REQUEST TO INCLUDE ITEM ON AGENDABoard or Committee: PO 7Date of Meeting: 9/27/22Requested by: Alderman FermanichDescribe below the item(s) you wish to have put on the agenda:
(please attach any pertinent information)

Per 9/13/22 Common Council Meeting

X. 2.) Presentation of 2021 City of Merrill Audit
Reports (Pkt pgs 173-175 Attached)

Discuss &

Consider development, approval & implementation
of appropriate internal controls as highlighted
 and recommended. This type of concern has
 been discussed in the past and would not seem
 unreasonable to be considered

Signed: Rakonna Fermanich Date: 9/22/22

Please return this completed form to the City Clerk's office. Every effort will be made to include your item on the next possible meeting agenda. If you have any questions or concerns, please contact City Clerk's office 715-536-5594. Thank you.

Received at Clerk's Office by: _____ Received Date: _____

Attachment: Request to add item - implementation of appropriate internal controls (9250 : Discuss and consider the development, approval and

**CITY OF MERRILL, WISCONSIN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED DECEMBER 31, 2021**

Section III – Findings and Questioned Costs – Major Federal and State Programs (Continued)

2021-003 Financial Reporting for Federal and State Awards (Continued)

Recommendation: We recommend the City's personnel review the City's schedule of expenditures of federal awards and schedule of expenditures of state awards and accompany notes. A thorough review of this information by appropriate staff of the City is necessary to ensure all federal and state assistance programs are properly reported in the City's schedule of expenditures of federal awards and schedule of expenditures of state awards.

Views of Responsible Officials: There is no disagreement with the finding.

2021-004 Procurement, Suspension and Debarment

Federal Agency: U.S. Department of Transportation

Federal Program Name: Buses and Bus Facilities Formula, Competitive, and Low or No Emissions Programs

Federal Assistance Listing: 20.526

Pass-through Agency: Wisconsin Department of Transportation

Pass-through Entity Identifying Number: WI-2019-035-00

Award Period: January 1, 2021 – December 31, 2021

Type of Finding: Significant Deficiency in Internal Control Over Compliance

Compliance Requirement: Procurement, Suspension and Debarment

Criteria or Specific Requirement: 2 CFR 200.320(a)(2)(ii) requires that "The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations." When a non-Federal entity enters into a covered transaction with an entity at a lower tier, the non-Federal entity must verify that the entity, as defined in 2 CFR section 180.995 and agency adopting regulations, is not suspended or debarred or otherwise excluded from participating in the transaction.

Condition: The City's current procurement policies were created as a method to keep a file of procurement based on findings from the prior year but were not implemented as a full grant policy along with no separate policies for suspension and debarment.

Questioned Costs: None.

Context: While performing audit procedures, it was noted that the transit procurement policy was put together as a draft file in order to meet audit requirements but was not being used as a department-wide followed policy. There was also no suspension or debarment policies or procedures in place.

Cause: The City follows most regulations and needs for the grant with the local Wisconsin DOT representative and rely on them to help ensure procurement and suspension and debarment are met.

**CITY OF MERRILL, WISCONSIN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED DECEMBER 31, 2021**

Section III – Findings and Questioned Costs – Major Federal and State Programs (Continued)

2021-004 Procurement, Suspension and Debarment (Continued)

Effect: There could be the possibility that the client is not following the proper policies listed under the drafts created as they attempted to ensure findings would not have to be repeated.

Repeat Finding: Yes

Recommendation: We recommend the City implement a city-wide Uniform Guidance policy. Internal controls should be implemented to make sure procurement methods are properly documented and approved by someone other than the initial purchaser. We recommend the City develop and implement controls to ensure compliance with suspension and debarment requirements and keep an electronic or manual file indicating that such review was done to verify that they are following compliance requirements.

Views of Responsible Officials: There is no disagreement with the finding.

2021-005 Segregation of Duties – Grant Reporting and Journal Entries

State Agency: Wisconsin Department of Natural Resources

State Program Name: Urban Nonpoint Source and Stormwater Grant

State ID Number: 370.658

State Program Name: Recycling Grants to Responsible Units

State ID Number 370.670

Award Period: January 1, 2021 – December 31, 2021

Type of Finding: Significant Deficiency in Internal Control Over Compliance

Compliance Requirement: Reporting, Allowable Costs and Activities

Criteria or Specific Requirement: Grant claims filed by the City to the various granting agencies must be accurate, reconcile to the City general ledger system, and for cost-reimbursement grants, represent costs incurred. Internal controls should be designed and implemented to prevent and detect errors in the data reported on the grant claims. Segregation of duties is an internal control intended to prevent or decrease the occurrence of errors or intentional fraud. Segregation of duties ensures that no single employee has control over all phases of a transaction. Journal entries should only be made to appropriately move or fix any previous errors or updates from new information obtained. There should be a secondary review of each entry to ensure there are no errors or fraud occurring.

Condition: There was no review of the reports and claims for reimbursement by someone other than the preparer. Accordingly, this does not allow for a proper segregation of duties for internal control purposes over reporting compliance requirements. When testing journal entries, of the nine tested transactions, six journal entries did not have any kind of other review or approval indicated with the filed documentation.

Questioned Costs: None.

**CITY OF MERRILL, WISCONSIN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED DECEMBER 31, 2021**

Section III – Findings and Questioned Costs – Major Federal and State Programs (Continued)

2021-005 Segregation of Duties – Grant Reporting and Journal Entries (Continued)

Context: While performing audit procedures, it was noted that the grant claims submitted for reimbursement in our sample had not been reviewed by someone other than the preparer. The same applied to some of the journal entries tested in which no one had documented review of the adjustments.

Cause: The City had not implemented formal controls related to reporting/reimbursement requests or journal entry procedures.

Effect: There could be the possibility that the client would over- or under-report certain items for reimbursement on claims or make inappropriate or erroneous adjustments through journal entries if there are no reviews in place.

Repeat Finding: No

Recommendation: We recommend the City implement controls over reporting and journal entry submissions to allow for oversight to prevent error or fraud.

Views of Responsible Officials: There is no disagreement with the finding.

Attachment: Audit 2021 - Federal & State Grants (9189 : Presentation and discussion of 2021 City of Merrill Audit Reports)

Attachment: Request to add item - implementation of appropriate internal controls (9250 : Discuss and consider the development, approval and



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: September 19, 2022

To: Personnel & Finance Committee

From: Kathy Unertl, Finance Director *Kathy Unertl*

RE: August – September 2022

Cash & Investments – 8/31/2022:

Attached is the 8/31/2022 cash report.

2023 Budget Preparation:

Continued preparation of the 2023 budgets is my priority activity. Aspirus Health Plan renewed for 2023 at zero increase.

Capital Committee of Whole meeting was held on 8/29/2022.

2021 Audit and Grant Paperwork:

City Auditors from CLA presented the 2021 audit reports at the 9/13/2022 Common Council meeting.

The Federal Single Audit Report for 2021 was submitted to Federal government.

Economic Development:

Next Redevelopment Authority (RDA) meeting is scheduled for Wednesday, October 5th.

As detailed in the September 7, 2022 RDA meeting minutes, the RDA Commissioners reallocated the potential \$250,000 TID No. 4 development incentive to potential developer for the entire "big box" building at Pine Ridge Plaza.

Attachment: Monthly Report-Finance Director (9227 : Monthly Report - Finance Director Unertl)

CITY OF MERRILL
CASH & INVESTMENTS BY FUND
AS OF: AUGUST 31ST, 2022

FUND-ACCT. NO.	ACCOUNT NAME	CASH	INVESTMENTS	FUND TOTAL
10 -General Fund				
=====				
10-11-1000	Claim on Cash - General	(1,893,408.70)		
10-11-1021	Police CVR Checking	77,414.12		
10-11-1023	Aviation Fuel - Nicolet Bank	30,638.09		
10-11-1025	Tomahawk-Court	269.77		
10-11-1027	Parks-MEC-ShopKeeper	7,537.68		
10-11-1029	CIVIC-REC Credit Cards	34,994.98		
10-11-1105	BMO - Direct Deposit	218,415.93		
10-11-1155	Federal Grants-Nicolet	26.16		
10-11-1275	Nicolet Bank-ICS		2,507,525.24	
10-11-1286	Investments-incrediblebank		250,010.61	
10-11-1289	ICS Invest-incrediblebank		38,805.00	
TOTAL 10 -General Fund		(1,524,111.97)	2,796,340.85	1,272,228.88
20 -Remedial Action-Landfill				
=====				
20-11-1000	Claim on Cash - Remediation	83,321.30		
TOTAL 20 -Remedial Action-Landfill		83,321.30	0.00	83,321.30
21 -Police - SRO				
=====				
21-11-1000	Claim on Cash - SRO	26,520.56		
TOTAL 21 -Police - SRO		26,520.56	0.00	26,520.56
24 -Merrill Festival Grounds				
=====				
24-11-1000	Claim on Cash - Festival	(7,116.24)		
TOTAL 24 -Merrill Festival Grounds		(7,116.24)	0.00	(7,116.24)
25 -Community Development				
=====				
25-11-1000	Claim on Cash - Com Dev	209,681.36		
25-11-1050	CD Checking-Nicolet Bank	96,307.93		
25-11-1060	PCCU Share - SBA Facade	5.00		
25-11-1250	CD-SBA - Nicolet Bank		56,079.90	
25-11-1275	PCCU-SBA Facade		51,794.84	
TOTAL 25 -Community Development		305,994.29	107,874.74	413,869.03
26 -Reserved - Non-Lapsing				
=====				
26-11-1000	Claim on Cash - Non-Lapsing	1,811,533.60		
TOTAL 26 -Reserved - Non-Lapsing		1,811,533.60	0.00	1,811,533.60

CITY OF MERRILL
CASH & INVESTMENTS BY FUND
AS OF: AUGUST 31ST, 2022

FUND-ACCT. NO.	ACCOUNT NAME	CASH	INVESTMENTS	FUND TOTAL
27 -Merrill Airport Fuel				
=====				
27-11-1000	Claim on Cash - Airport	(4,958.31)		
TOTAL 27 -Merrill Airport Fuel		(4,958.31)	0.00	(4,958.31)
30 -Debt Sevice				
=====				
30-11-1000	Claim on Cash - Debt Service	1,148,272.12		
30-11-1289	ICS - TID3 DSRF		442,863.30	
TOTAL 30 -Debt Sevice		1,148,272.12	442,863.30	1,591,135.42
40 -TID No. 10 - Fox Point				
=====				
40-11-1000	Claim on Cash - TID #10	(309,378.12)		
TOTAL 40 -TID No. 10 - Fox Point		(309,378.12)	0.00	(309,378.12)
41 -TID No. 11- Apartments				
=====				
41-11-1000	Claim on Cash - TID #11	(84,553.16)		
TOTAL 41 -TID No. 11- Apartments		(84,553.16)	0.00	(84,553.16)
42 -TID # 12 - Weinbrenner				
=====				
42-11-1000	Claim on Cash - TID #12	27,611.25		
TOTAL 42 -TID # 12 - Weinbrenner		27,611.25	0.00	27,611.25
43 -TID #3 - East Side				
=====				
43-11-1000	Claim on Cash - TID #3	1,042,285.73		
43-11-1286	TIF Invest-incrediblebank		0.00	
43-11-1289	ICS - TIDs incrediblebank		0.00	
TOTAL 43 -TID #3 - East Side		1,042,285.73	0.00	1,042,285.73
44 -TID #4 - Thielman/P Ridge				
=====				
44-11-1000	Claim on Cash - TID #4	(218,403.74)		
TOTAL 44 -TID #4 - Thielman/P Ridge		(218,403.74)	0.00	(218,403.74)
45 -TID #5 - Hwy 107/Taylor				
=====				
45-11-1000	Claim on Cash - TID #5	25,272.60		
TOTAL 45 -TID #5 - Hwy 107/Taylor		25,272.60	0.00	25,272.60
46 -TID #6 - Downtown				
=====				
46-11-1000	Claim on Cash - TID #6	(508,403.05)		
TOTAL 46 -TID #6 - Downtown		(508,403.05)	0.00	(508,403.05)

CITY OF MERRILL
CASH & INVESTMENTS BY FUND
AS OF: AUGUST 31ST, 2022

FUND-ACCT. NO.	ACCOUNT NAME	CASH	INVESTMENTS	FUND TOTAL
47 -TID #7 - N Center Ave				
=====				
47-11-1000	Claim on Cash - TID #7	(86,263.24)		
	TOTAL 47 -TID #7 - N Center Ave	(86,263.24)	0.00	(86,263.24)
48 -TID #8 - West Side				
=====				
48-11-1000	Claim on Cash - TID #8	(1,045,053.09)		
	TOTAL 48 -TID #8 - West Side	(1,045,053.09)	0.00	(1,045,053.09)
49 -TID#9 -WI River/S Center				
=====				
49-11-1000	Claim on Cash - TID #9	(340,576.34)		
	TOTAL 49 -TID#9 -WI River/S Center	(340,576.34)	0.00	(340,576.34)
50 -Library Fund				
=====				
50-11-1000	Claim on Cash - Library Endow	0.00		
50-11-1210	Library Investments-Mamer		484,347.37	
50-11-1250	Zander Trust-Mamer		1,412,251.17	
	TOTAL 50 -Library Fund	0.00	1,896,598.54	1,896,598.54
52 -Capital Projects				
=====				
52-11-1000	Claim on Cash - Capital	(695,706.61)		
52-11-1280	Capital/Borrow-incrediblebank		47,463.57	
	TOTAL 52 -Capital Projects	(695,706.61)	47,463.57	(648,243.04)
53 -TID No. 13 - Industrial				
=====				
53-11-1000	Claim on Cash - TID #13	(11,484.79)		
	TOTAL 53 -TID No. 13 - Industrial	(11,484.79)	0.00	(11,484.79)
54 -TID #14 - Car Wash				
=====				
54-11-1000	Claim on Cash - TID #14	(107,997.06)		
	TOTAL 54 -TID #14 - Car Wash	(107,997.06)	0.00	(107,997.06)
62 -Water Fund				
=====				
62-11-1000	Claim on Cash - Water	126,797.64		
62-11-1340	Utility Invest-incrediblebank		819,194.10	
62-11-2735	SDWLP Bond - LGIP		80,230.70	
	TOTAL 62 -Water Fund	126,797.64	899,424.80	1,026,222.44

CITY OF MERRILL
CASH & INVESTMENTS BY FUND
AS OF: AUGUST 31ST, 2022

FUND-ACCT. NO.	ACCOUNT NAME	CASH	INVESTMENTS	FUND TOTAL
63 -Sewer Fund				
=====				
63-11-1000	Claim on Cash - Sewer	474,226.99		
63-11-2650	Capital Rep.-incrediblebank		1,767,379.45	
TOTAL 63 -Sewer Fund		474,226.99	1,767,379.45	2,241,606.44
TOTAL CASH & INVESTMENTS		127,830.36	7,957,945.25	8,085,775.61
		=====	=====	=====
99 -Pooled Cash Control				
=====				
99-11-1000	General Checking - Nicolet	(337,779.30)		
TOTAL 99 -Pooled Cash Control		(337,779.30)	0.00	(337,779.30)
		=====	=====	=====
GRAND TOTAL ALL FUNDS		(209,948.94)	7,957,945.25	7,747,996.31

*** END OF REPORT ***

Administrator's Monthly Report 8/19/22 – 9/22/22

New Development and Blight elimination

I continued to meet regularly with Bill Bialecki, LCEDC Director, to discuss ongoing and potential projects.

Construction is now complete on the 4-seasons greenhouse at the new Tractor Supply Store and the owner has requested their incentive payment.

The new apartments being built on Webster St. are now having the roof trusses installed for the three 12-unit buildings.

I presented Jeff Burns, Weinbrenner Shoe Co. President, with a check for \$250,000 from the grant that I applied for through WEDC for renovation of the former Hurd property building they purchased from Merrill Area Development Corporation. Kathy Unertl did the yeoman's work in providing all forms and information required after the grant was initially approved.

I attended the Grand Opening and ribbon cutting for the S.C. Swiderski Fox Point Apartments and was asked to speak.

The Mayor, Rod, Corey and I met with Dylan Alwin, owner of Sawmill Adventure Park in Rothschild. He is interested in building a similar facility in Merrill in the old Walmart. He was invited to attend the September 7th RDA meeting and did so explaining his business plan.

A meeting was held with Nathanael Popp, S.C. Swiderski CCO, to discuss a possible change in the existing development agreement for the Webster St. project. While it would take longer complete the proposed changes would provide more housing units and greater tax base than the original agreement.

Bill Bialecki and I met to discuss the viability of a 2023 tax credit affordable housing project. It is getting late in the year and if we do not have land that the City controls a project cannot occur.

On September 9, I attended a committee meeting at the County Services Building after hearing that funding for the Lincoln County Economic Development Corporation was being cut from the 2023 Lincoln County budget. I spoke under public comment to support continued county funding for the Lincoln County Economic Development Corporation. I pointed out that Merrill and Tomahawk are part of Lincoln County, that we pay county taxes and pointed out all of the housing and business development that has occurred in Merrill. All of the other 8 speakers were there to support the UW Extension and 4H.

I met twice with Gary Hartwig, Merrill Area Development Corporation President, at his request to discuss the County's proposal to defund the Lincoln County Economic Development Corporation. He is concerned with me leaving and LCEDC potentially being gone in 2023 who is going to work on economic development in Merrill.

Excavation is underway for the first two homes to be built on Johnson St. One of the homes is pre-sold and is being built to order.

Rod Akey and I met with Dr. Steve Daum and Mike Ravn on September 19, at their request, to discuss potential options for expanding the Sawmill Brewing Company.

Festival Grounds

Even though Pork-in-the-Park was cancelled for this year, the Merrill Riders Club held their daytime gymkhana that was to be held in conjunction with Pork-the-Park.

The Lincoln County Fair had good weather and was a successful event. I received many positive comments on the new arena lighting from event participants and spectators. Each morning I stopped on my way to the office and turned off the outside lighting around the grounds.

Personnel

I have advised the mayor that I now have approximately 30 hours of vacation that I intend to use prior to October 4 so as not to lose it upon retirement. I will utilize this in less than 8 hour increments so as to be in the office at least some time every day until October 4.

I have been working on revising the Employee Handbook that was last updated in 2017. A copy of my first draft revisions were sent to the department heads to review and then a meeting was held in which we went through the manual page by page to make revisions we all could agree upon. The revised version was then resent to department heads and we reviewed again with consensus that it was ready for Council review. This document has been sent to the Mayor and Aldermen for review and comment.

We are now in the process of recruiting a Library Director. We have one Battalion Chief retiring from the Fire Department in November and another in January. There is a Police Officer expected to retire late this year. We have an opening in the Street Department in the process of being filled. We have no employees on performance improvement plans. Our noteworthy personnel issue is the unresolved Fire Union contract for 2022-2023. By the time this is settled we could be close to beginning negotiations for 2024.

I met with Interim Library Director Laurie Ollhoff at her request to discuss personnel policy issues on 9/15.

Miscellaneous

After submitting a grant application to the Bierman Family Foundation for six pickleball courts on August 15, I was notified by Rick Bliese that the application had been approved for 2023 funding. The project will be bid over winter and constructed in 2023 at Otts Park between the tennis courts and baseball field. This will be a new recreational amenity for Merrill that will allow for individual play, as well as league and tournament play.

I have been utilizing vacation in partial days to get down to the maximum allowed payout number.

Mayor Hass and I met most days he was in the office to discuss a variety of topics.

Dustin Brown has given the Mayor, Rod and Corey access to my calendar at my request.

I have been meeting regularly with Rod and Corey.

With the approval of the pickleball court grant that I applied for in the amount of \$210,000 we look at developing bid specifications over winter and bidding the six courts in spring for summer construction.

I was asked to provide an update on the 2023 budget and priority issues for same. We have gone through the capital budget by department to date. We will fortunately see no increase in our employee health insurance for 2023. Given the current rate of inflation this is great news. Decisions still have to be made on non-union wages for 2023. Until we settle with the Fire Union we do not know what our exposure will be there. I can only hope that the City holds the line and does not break the long-time internal comps between the Police and Fire Unions. Decisions still have to be made on the use of the remaining ARPA funds. In my opinion the City's budget priorities

have to center around making investments for the future, as well as maintaining existing services. It is easy to say cut this or that service but those cuts adversely impact someone. I will always stick with the idea of doing what does the most good for the greatest number and anyone who thinks they can make everyone happy isn't being realistic.

Pertinent emails are being forwarded to the Mayor, Rod and Corey as well as my responses to them.

I was asked to prepare a summary of annual county, state and federal government reporting due dates and related requirement that I am responsible for. These are handled by the appropriate department heads.

I met with Kathy Unertl to discuss the audit report and we met several times to discuss the 2023 budget.

I responded to the usual emails and phone calls.

My City cell phone has been turned in to Dustin Brown and I have retained the same phone number for my personal phone.

On October 5, I have Dustin changing the website "Contact Us" email link from my email to Corey's.

I have been going through old paper and digital files to determine which might be of use to my replacement.

I met with Corey and Rod numerous times to discuss a variety of topics.

On 9/8 I attended a housing needs assessment meeting at the County Social Services Building. This group has been meeting regularly. Alderman Fermanich was also in attendance.

The same day I met with Gary Schwartz to discuss the status of the cross-wind runway. Gary believes that progress is being made in demonstrating Merrill's needed use of the runway which holds the key to funding.

Rod joined me in attending a meeting of central Wisconsin region city administrators and HR directors at the Rib Mountain Town Hall. These meetings are held quarterly.

On 9/13 we met with Senior Account Executive John Preuss, and others, from M3, to go over our 2023 health insurance. The good news is that we will have no rate increase for 2023 which is extremely helpful with our tight budget.

On 9/15 Tom Hayden, Brenda Grefe, Lori Anderson-Malm, Kathy Unertl, and I met with CEO Matt Becker and other representatives of the League of Wisconsin Municipalities Mutual Insurance Company to discuss our property and liability coverage for 2023. LWMMI has done an outstanding job providing services for the City.

On 9/21, I attended the Chamber of Commerce monthly Board Meeting that was held at Church Mutual. Scott Steele made a presentation of Church Mutual history, how the company has grown, and their commitment to Merrill as their national headquarters. He wanted to correct rumors that Church Mutual is looking to move from Merrill, he made it very clear that they are committed to keep their headquarters in Merrill as they grow and expand their operation in other localities.

I met with Chantel each Thursday to discuss topics such as our logo, branding, setting up a current photo library, new development, and ongoing projects and talking with her by phone in between meetings.

On 9/21, I met with Dan Wendorf to discuss the new Pickleball courts to be built in Otts Park in 2023. Interestingly, we discussed pickleball at the monthly Chamber Board Meeting earlier that day and the comments from attendees were all positive.

Most importantly, from my perspective, I let Mayor Hass , Corey, and Rod know about the prospect of Merrill housing a crypto-currency mine in the old SEMCO building on S. Kyes St. This is not the highest and best use of this property. This is not a business that the City of Merrill should encourage, it comes with numerous problems for communities, first and foremost of which is noise pollution. It also brings very few jobs. My letting them know about this prospective business allows the City to get out in front of this issue before we are having to chase the problem rather than addressing it up front. I provided them with the following information.

Bitcoin Mining

Bitcoin depends on so-called miners whose high-powered computers run day and night to process transactions. Its energy consumption is ballooning so fast that it's alarming environmentalists, governments and other big energy users. Other big power users, such as industrial manufacturers, complain that *Bitcoin miners* suck up limited energy resources with little return to the host city in jobs and taxes.

Bit-coin's estimated power consumption soared from an annual rate of 6.6 terawatt-hours at the start of 2017 to 138 terawatt hours in early 2022 -- more than a country like Norway -- according to the Cambridge Centre for Alternative Finance, which keeps a running estimate. As for its carbon footprint, Digiconomist puts annualized emissions from Bit-coin mining at 114 million tons of carbon dioxide, comparable to those of Belgium.

The biggest miners have operations with tens of thousands of computers humming in warehouses that resemble data centers. The calculations they perform are used to verify transactions within the network, and their completion unlocks new Bitcoin. The complexity of the calculations increases as the number of miners grows. The amount of computing power required touched a record in early 2022, forcing miners to invest in even more powerful machines and bigger server farms to keep a competitive edge.

Bitcoin is the largest of many cryptocurrency companies such as Ethereum, Tether, USD Coin, Binance Coin, Binance USD, XRP, Cardano, Solana, Dogecoin, and Polkdot.

The cryptocurrency mining process relies on massive computers performing complex calculations - all while kept at a constant temperature by equally massive cooling fans - and that can get noisy. Cryptocurrency mines operate day and night, growing louder at night and on weekends when Bitcoin's electricity-hungry computers can take advantage of downtime and lower prices on the electricity grid and ramp up their algorithmic-solving power. A single bitcoin mining machine produces between 70 to 90 decibels (dB) of sound. Decibel levels scale logarithmically, so if one relatively-quiet machine produces 75 dB, then 10 similar machines produce 85 dB and 100 machines produce 95 dB.

Washington Post story Story by Kevin Williams Aug. 31, 2022

"MURPHY, N.C. - It's midnight, and a jet-like roar is rumbling up the slopes of Poor House Mountain. Except there are no planes overhead, and the nearest commercial airport is 80 miles away.

The sound is coming from a cluster of sheds at the base of the mountain housing a cryptocurrency data center, operated by the San Francisco-based firm PrimeBlock. Twenty-four hours a day, seven days a week, 365 days a year, powerful computers perform the complex computations needed to "mine," or create, digital currencies. And those noise-generating computers are kept cool by huge fans.

"It's like living on top of Niagara Falls," said Mike Lugiewicz, whose home lies less than 100 yards from the mine. "When it's at its worst, it's like sitting on the tarmac with a jet engine in front of you. But the jet never leaves. The jet never takes off. It's just annoying. It's just constant annoyance," he said.

After China cracked down on cryptocurrency mining last year, dozens of cryptocurrency companies and hundreds of independent miners set up operations in sparsely populated parts of the United States, lured by the availability of cheap and plentiful power.

But they have been followed by noise complaints against the computers and the fans, leading to lawsuits and community action and sharply dividing local populations.”

What is a crypto mining rig?

It's a barebones computer with multiple graphics cards, or GPUs, instead of the single-card standard, and it does the work to complete a computation. Rigs usually use powerful GPUs from Nvidia and AMD to handle calculations and require high-wattage power supplies. The popularity of mining led to a shortage of graphics cards, which in turn caused their values to rise.

Why is crypto mining so energy-intensive?

For starters, graphics cards on mining rigs work 24 hours a day. That takes up a lot more power than browsing the internet. A rig with three GPUs can consume 1,000 watts of power or more when it's running, the equivalent of having a medium-size window AC unit turned on.

Crypto mining businesses can have hundreds or even thousands of rigs in one location. A mining center in Kazakhstan is equipped to run 50,000 mining rigs, and another mining farm in China has a monthly electricity bill of more than \$1 million as it mines 750 bitcoins a month.

Not only do rigs take up power, they also generate heat. The more rigs you have, the hotter it gets. If you don't want your rigs to melt, you need some cooling. Many mining rigs have multiple built-in computer fans. But if you have multiple rigs, the room quickly gets hot, requiring external cooling. Small operations, like those run by individuals, can get by with a typical standing fan. Mining centers, however, need a lot more cooling, which in turn requires even more electricity to run.

How much energy does mining take?

The Digiconomist's Bitcoin Energy Consumption Index estimated that one bitcoin transaction takes 1,449 kWh to complete, or the equivalent of approximately 50 days of power for the average US household.

To put that into money terms, the average cost per kWh in the US is close to 12 cents. That means a bitcoin transaction would generate approximately an energy bill of \$173.

Bitcoin mining uses around as much energy as Argentina, according to the Bitcoin Energy Consumption Index, and at that annualized level of 131.26 terawatt-hours, crypto mining would be in the top 30 of countries based on energy consumption.

Energy consumption for bitcoin mining was at its highest at the end of 2021 and the early months of 2022, consuming more than 200 terawatt-hours.

But they have been followed by noise complaints against the computers and the fans, leading to lawsuits and community action and sharply dividing local populations.”

A September 6, 2022 article by Patrick Jennings reads:

“The rise in crypto mining operations across the United States has led many counties to file complaints and petitions to stop it from happening at all.

The recent surge in the number of crypto mining operations in the United States is due to a crackdown by the Chinese government on crypto mining operations. After China banned crypto mining in the country, many cryptocurrency companies moved their bases from the country to the United States and Canada even.

This was also further expedited by independent miners setting up their operations in the United States' sparsely populated areas, enjoying the availability of cheap labor and plentiful power. Rural areas of the United States act as the perfect area with little to no zoning regulations and inexpensive land.

But this shift to the United States brought with it quite some noise. The noise made by the hardware required to run this mining setup is a lot due to a powerful GPU and an application-specific integrated circuit (ASIC) for setting up a mining rig.

These powerful computers are cooled by big fans and cooling units, which are required to dissipate the warmth and help systems run at an optimal temperature to avoid thermal throttling leading to the entire operation collapsing down. While some facilities use direct air-cooling systems, others use evaporative cooling or immersion cooling systems.

While noise pollution is rarely mentioned around the world, there is a petition by the residents of Cherokee County, North Carolina, doing the rounds of the internet. The community mentions in the Change.org petition how the recently set up cryptocurrency mining operation is a “24x7 deafening noise”.

Many residents of rural states have mentioned how the constant humming by the crypto mining facilities has disturbed the tranquility of the area and made it almost impossible to hear any natural sound around.

COVID-19 Response

President Joe Biden stated in an interview that aired September 18th that the “pandemic is over,” but neither COVID-19 cases nor pandemic-related relief efforts have entirely disappeared. Biden made the remarks during an interview on “60 Minutes,” but as of Monday, the Centers for Disease Control and Prevention still classified the COVID-19 outbreak as a pandemic. The World Health Organization reports that COVID-19 deaths are the lowest they’ve been since March 2020, and the CDC data also shows deaths have declined by 75%.” Despite the president’s claim that the pandemic is over, the White House has made a \$22 billion emergency request to Congress for COVID-19 relief ahead of a potential surge of cases in the fall.

September 13, 2022 Dept. Head Meeting

- Employee Handbook discussion - Consensus on changes made at last meeting after final review at this meeting.
- Audit report
- Pre-employment drug testing for seasonal and LTE employees
- Branding and Logo status – ready for logo approval
- 2023 Budget Status
 - Next COW meetings on Monday, 10/3rd and Monday, 10/17th – Operational Budget
 - Health Insurance - 0% premium increase for 2023
 - Pending item - Non-Union Wages
- Housing project update – Apartments on Webster St. under construction. Swiderski Webster St. Project changes – duplexes change to quadplexes and single family home change to single-level apartments like the single-level apartments at Fox Point.
- Street project update. There has been an issue with the unavailability of the concrete contractor. Rod has been able to get some of the work completed by Ellenbecker.
- Other

CITY ATTORNEY

REPORT FOR SEPTEMBER 2022

FESTIVAL GROUNDS: We had great weather for the Fair this year. The WI Christmas Tree Producers Association had their convention at the Expo Hall and Steckling Building on the 25th and 26th and they were very happy with the accommodations again. Community Night Out was held at the Expo Center August 30th. We had a wrestling show on the 10th of September, good turnout for that again. He is looking to hold one in November as well. We rounded out the month with a wedding and a gun show. I attended the wrestling show on September 10th. My help wasn't needed in the ring.

MUNICIPAL COURT: Merrill and Tomahawk Municipal Court is going well. We still have a few contested matters we are working on a resolution, or they will be set for trial, as well as a couple Circuit Court trials coming up.

NEGOTIATIONS: Fire Union contract is still a work in progress. As of this writing, I believe we are waiting for word from the Union on issues.

DEVELOPMENT PROJECTS: We transferred two of the lots on Johnson Street to Ott Development & Construction, LLC and they are working on the first house now. The Plant Garden Center has recently started construction on their property as well. Awaiting further developments on a couple "interested parties" for other ventures.

CITY HALL: Working with Department Heads, Dave Johnson and Co-Administrators Corey and Rod on various issues and projects.

Krista and I extend our heartiest congratulations to Dave Johnson on his retirement!! All the best, Dave!!

Other tasks as assigned.

"And all at once, Summer collapsed into Fall"
- Oscar Wilde

City Attorney					
MONTHLY REPORT					
Aug-22					
		August	July	June	
MUNICIPAL COURT		3 Weeks	2 Weeks	1 Week	
TOTAL ADULT		175	169	28	
Adult Ordinance		31	25	11	
Adult Traffic		144	144	17	
Total Adult Defendants		133	120	28	
Other Jurisdictions		0	0	0	
TOTAL JUVENILE		14	19	4	
Juvenile Ordinance		14	19	4	
Juvenile Traffic		0	0	0	
Total Juvenile Defendants		13	18	3	
TRIALS					
Pending Municipal Trials		1	1	1	
Pending Circuit Court Trials		2	2	1	
Pending Tomahawk		0	0	0	
Other Court Matters		Beginning	New	Closed	Ending
Deferred Prosecution Agree.					
MERRILL DPA'S	June	19	2	1	20
	July	20	2	1	21
	August	21	3	0	21
TOMAHAWK DPA'S	June	1	0	0	1
	July	1	0	0	1
	August	1	0	0	1
TOMAHAWK		August	July	June	
Total Adult & Juvenile		23	15	17	
Total Adult Defendants		23	13	14	
Ordinance Violation		14	5	3	
Traffic Violations		9	10	14	
Total Juvenile Defendants		0	0	0	

City Clerk Monthly Report
September 2022

September 14th - attended a Webinar regarding military and overseas absentee ballots

September 15th - attended a meeting with our city insurance carrier

September 15th - Merrill hosted the League of Wisconsin Municipalities regional meeting regarding funding sources and obstacles for municipalities. About 20 people attended and I was able to meet a few other clerks from the area.

September 16th and 19th - printed labels for absentee ballots. All envelopes were organized in anticipation of the absentee ballots from the county.

September 21st - an insurance meeting was held with Fair Stand vendors to review what insurance and certificates are needed to comply with our insurance carrier.

September 22nd - received ballots from the county; assembled ballots and envelopes and got the absentee ballots in the mail by the deadline.

I started on a continuing project of going through public documents that have been stored for over 40 years. I'm using the Wisconsin Municipal Records Schedule to determine what records should be kept and for how long, or if the records may be destroyed. This will be a continuing project because of the amount of records that have been stored in City Hall. Upon completion, all boxes will have the documents, retention dates and disposal date clearly written on the box. It is the consensus to have all documents, that are retained, be placed in the lower level storage room.

My usual tasks of creating agendas/packets, attending meetings and helping citizens at my counter keep me busy.

Respectfully submitted,

Lori L. Anderson Malm
City Clerk

2022 MERRILL and TOMAHAWK MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	APRIL	May	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
INITIAL APPEARANCES-Merrill (Docket)													
1. Total Citations	153	117	111	97	107	36	178						799
2. Adult Citations	129	114	102	85	94	30	165						719
3. Juvenile Citations	5	3	9	12	13	6	13						61
4. Not Guilty Pleas (potential trials)	7	7	5	1	6	2	20						48

INITIAL APPEARANCES-Tomahawk													
1. Total Citations	14	7	9	8	9	16	16						79
2. Not Guilty Pleas (potential trials)	1	0	2	1	2	0	0						6

TRIALS													
1. Scheduled	3	0	0	1	0	1	0						5
2. Held	1	0	0	0	0	0	0						1
3. Rescheduled	1	0	2	1	2	0	0						6
4. Settled	1	1	1	0	0	0	2						5

CASES DISPOSED													
1. # Citations	150	129	122	136	107	46	177						867

WRITS ISSUED													
1. # Citations	SDC	SDC	SDC	SDC	SDC	SDC	SDC						SDC

FINANCIALS													
1. Amount Collected (Reported to State)	\$8,794.01	\$14,110.92	\$25,999.36	\$22,785.46	\$16,538.90	\$13,257.90	\$11,424.27						\$112,910.82
2. Amount Paid to County & State	\$3,287.77	\$4,874.06	\$8,914.79	\$8,918.06	\$5,885.34	\$4,215.06	\$3,464.25						\$39,559.33
3. Forf & Cost Retained by City	\$5,506.24	\$9,236.86	\$17,084.57	13,867.40	\$10,653.56	\$9,042.84	\$7,960.02						\$59,484.09
4. Add. Misc. fees collected	\$0.00	\$0.00	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00						\$70.00
5. Add. Forf. Receipts from LCCC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						\$0.00
6. Total Revenue to the City	\$5,506.24	\$9,236.86	\$17,154.57	\$13,867.40	\$10,653.56	\$9,042.84	\$7,960.02						\$73,421.49
7. Municipal Court Expenses	\$5,148.27	\$14,068.37	\$10,175.46	\$7,855.46	\$7,305.20	\$7,461.86	\$7,755.85						\$59,770.47
8. Net Revenue to the City of Tomahawk **	(\$432.00)	(\$639.00)	(\$854.17)	(\$1,062.67)	(\$896.64)	(\$1,179.49)	(\$58.00)						(\$5,121.97)
9. Net Revenue to the City of Merrill	(\$74.03)	(\$5,470.51)	\$6,124.94	\$4,949.27	\$2,451.72	\$401.49	\$146.17						\$8,529.05
10. Restitution Collected	\$88.33	\$404.38	\$1,513.42	\$790.72	\$270.63	\$260.16	\$168.85						\$3,496.49

adj for LCCC
forf rec'ts

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

2022 MERRILL and TOMAHAWK MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	APRIL	May	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
INITIAL APPEARANCES-Merrill (Docket)													
1. Total Citations	153	117	111	97	107	36	178	186					985
2. Adult Citations	129	114	102	85	94	30	165	172					891
3. Juvenile Citations	5	3	9	12	13	6	13	14					75
4. Not Guilty Pleas (potential trials)	7	7	5	1	6	2	20	3					51

INITIAL APPEARANCES-Tomahawk													
1. Total Citations	14	7	9	8	9	16	16	23					102
2. Not Guilty Pleas (potential trials)	1	0	2	1	2	0	0	0					6

TRIALS													
1. Scheduled	3	0	0	1	0	1	0	0					5
2. Held	1	0	0	0	0	0	0	0					1
3. Rescheduled	1	0	2	1	2	0	0	0					6
4. Settled	1	1	1	0	0	0	2	0					5

CASES DISPOSED													
1. # Citations	150	129	122	136	107	46	177	215					1082

WRITS ISSUED													
1. # Citations	SDC	SDC	SDC	SDC	SDC	SDC	SDC	SDC					SDC

FINANCIALS													
1. Amount Collected (Reported to State)	\$8,794.01	\$14,110.92	\$25,999.36	\$22,785.46	\$16,538.90	\$13,257.90	\$11,424.27	\$14,936.79					\$127,847.61
2. Amount Paid to County & State	\$3,287.77	\$4,874.06	\$8,914.79	\$8,918.06	\$5,885.34	\$4,215.06	\$3,464.25	\$5,026.54					\$44,585.87
3. Forf & Cost Retained by City	\$5,506.24	\$9,236.86	\$17,084.57	13,867.40	\$10,653.56	\$9,042.84	\$7,960.02	\$9,910.25					\$69,394.34
4. Add. Misc. fees collected	\$0.00	\$0.00	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.10					\$70.10
5. Add. Forf. Receipts from LCCC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00
6. Total Revenue to the City	\$5,506.24	\$9,236.86	\$17,154.57	\$13,867.40	\$10,653.56	\$9,042.84	\$7,960.02	\$9,910.35					\$83,331.84
7. Municipal Court Expenses	\$5,148.27	\$14,068.37	\$10,175.46	\$7,855.46	\$7,305.20	\$7,461.86	\$7,755.85	\$7,561.61					\$67,332.08
8. Net Revenue to the City of Tomahawk **	(\$432.00)	(\$639.00)	(\$854.17)	(\$1,062.67)	(\$896.64)	(\$1,179.49)	(\$58.00)	\$554.50					(\$4,567.47)
9. Net Revenue to the City of Merrill	(\$74.03)	(\$5,470.51)	\$6,124.94	\$4,949.27	\$2,451.72	\$401.49	\$146.17	\$1,794.24					\$10,323.29
10. Restitution Collected	\$88.33	\$404.38	\$1,513.42	\$790.72	\$270.63	\$260.16	\$168.85	\$330.55					\$3,827.04

adj for LCCC
forf rec'ts

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

Merrill Fire Department

Monthly Report August 2022



EMS Prevention Bureau

	# Of Occurrences	# Of Person Reached
Community Paramedicine Program		
Month	1	1
Year-to-Date	23	14
BP Checks		
Month	0	0
Year-to-Date	5	37
CPR Classes		
Month	8	26
Year-to Date	39	162

Fire Prevention Bureau

	# Of Occurrences	# Of Persons Reached
Extinguisher Training		
Month	0	0
Year-to-Date	7	92
Smoke Detector Installs		
Month	1	1
Year-to-Date	7	5

Significant Events/Issues/Activities

08/03/2022	Hosted MABAS North East Regional meeting at fire station & virtually
08/17/2022	Police & Fire Commission interviews of new firefighter/paramedic candidates
08/25/2022	Announced a \$3,250 NCRTAC grant to purchase 62 Stop the Bleed trauma kits to be placed with public access AEDs in the community
08/29/2022	Annual WI State Firefighter & EMS Memorial cleanup in Wisconsin Rapids
08/30/2022	10th annual Community Night Out at Merrill Festival Grounds & Expo Center

EMS

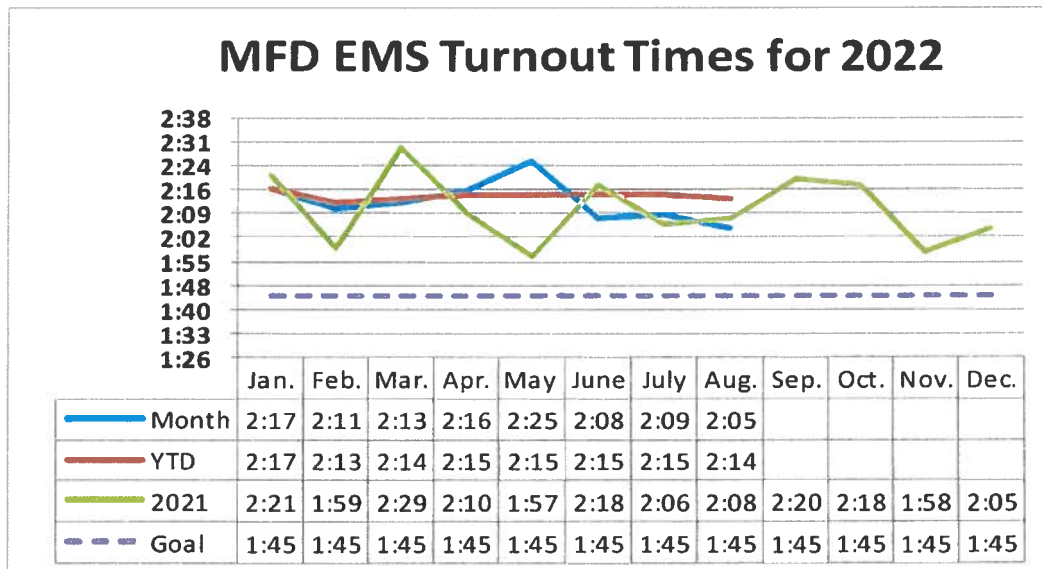
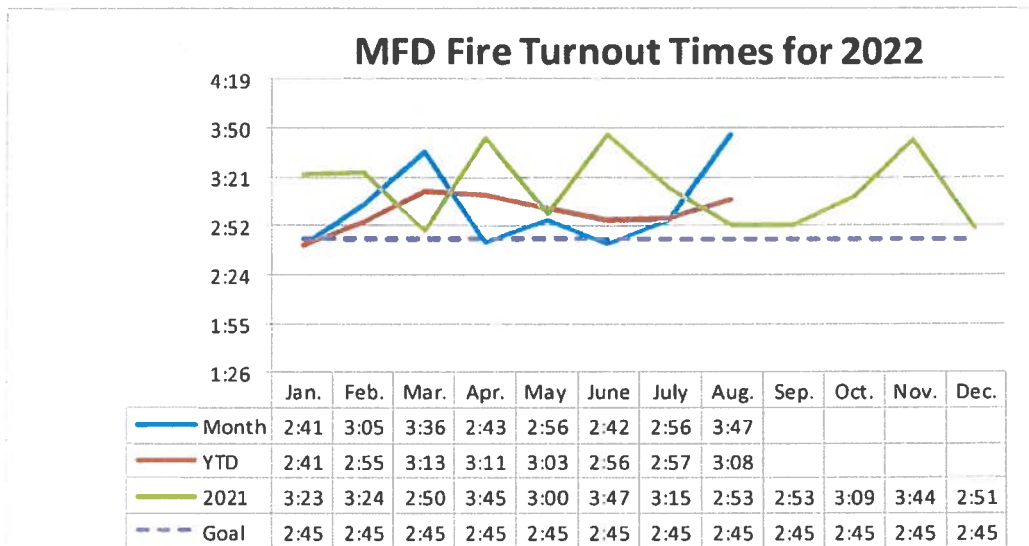
Month	Total EMS Patients		Out of Town Inter-Facility Transfers		Transports from Scene to other Hosp.		Special Event Stand-Bys		Stand By Tomahawk		FD Operating Expenses		Total Ambulance Billing	
	2021	2022	2021	2022	2021	2021	2021	2022	2021	2022	2021	2022	2021	2022
January	196	169	3	0	18	21	0	2	0	4	\$94,254.94	\$77,515.86	\$128,728.70	\$103,556.30
February	158	146	2	2	13	16	0	2	3	3	\$83,803.63	\$84,871.47	\$99,328.60	\$87,202.50
March	144	194	3	4	19	16	0	1	1	3	\$79,196.89	\$112,296.33	\$87,327.40	\$123,115.70
April	166	157	1	0	12	17	0	0	1	2	\$106,570.96	\$85,935.68	\$93,913.00	\$94,154.20
May	142	182	2	3	23	11	1	0	0	0	\$74,030.89	\$87,117.24	\$88,780.66	\$122,669.70
June	180	159	0	1	18	20	3	4	1	5	\$76,768.76	\$87,362.76	\$112,365.10	\$101,550.00
July	174	175	4	3	11	13	3	2	2	3	\$76,406.36	\$84,430.29	\$121,499.30	\$107,420.40
August	219	155	2	0	23	10	3	3	2	4	\$82,617.96	\$88,586.27	\$136,288.20	\$94,448.80
September	171		1		24		0		1		\$83,466.83		\$111,306.00	
October	193		2		20		0		2		\$116,043.12		\$116,895.80	
November	169		1		26		0		1		\$145,139.19		\$114,666.10	
December	189		0		20		0		0		\$87,320.27		\$119,854.70	
Total YTD	2,101	1337	21	13	227	124	10	14	14	24	\$1,105,619.80	\$708,115.90	\$1,242,172.90	\$834,117.60

Calls For Service

Month	EMS Incidents		EMS Incidents Motor Vehicle Crash		Structure Fire		Other Fires		Other Hazards & Service Calls		Mutual Aid		Total Incidents for Month	
	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022
January	175	159	5	2	1	1	0	2	16	14	1	7	198	185
February	146	133	0	4	1	2	1	0	17	11	5	4	170	154
March	130	184	3	3	0	3	4	1	20	16	1	3	158	210
April	152	149	7	2	1	4	2	2	15	17	1	2	178	176
May	132	178	6	2	4	1	1	6	8	23	1	0	152	210
June	169	139	5	7	2	1	1	0	17	12	1	11	195	170
July	159	157	6	3	1	3	0	0	17	10	4	3	187	176
August	213	146	1	2	0	0	0	3	23	20	4	4	241	175
September	148		10		1		0		19		1		179	
October	171		6		1		3		16		3		200	
November	152		6		3		2		15		3		181	
December	163		8		3		2		17		1		194	
Total YTD	1910	1245	63	25	18	15	16	14	200	123	26	34	2233	1456

Turnout Time*

* Turnout Time is defined by NFPA 1710 as the elapsed time from when a unit is dispatched until that unit changes their status to "responding." NFPA 1710 sets the standard for turnout time at 60 seconds for EMS calls and 80 seconds for fire calls. Using 90th percentile gives an accurate snapshot of these calls. An emergent response indicates the use of lights and sirens to a call and the responding time is less than 6 minutes



Fire Inspection Bureau							
	Total Inspections		# of Violations		# of Corrected Violations		# of Staff Hrs. this Month
	Month	Year	Month	Year	Month	Year	
Fire Inspections Completed	69	652	39	485	45	502	21:26
Reinspections by Fire Inspector	21	111	8	72	20	156	2:23
Code Review/Inquires	7	47					5:42

* Corrected violations include some violations that were corrected from 2021 inspections as the violation reinspect date went into 2022 and includes the reinspection violations corrected by Fire Inspector Bozinski.

Complaints/Notes

- Exhaust smell report from apartment tenant adjacent to new Greek Stop restaurant
 - Investigated for code compliance and confirmed in order
 - Spoke with landlord regarding previous complaints – non on record
 - Due to location of apartment windows of two story building being adjacent to single story roof, occasional exhaust smell will continue
 - Increasing ductwork height or other measures are not practical
- INCLUSA contacted FD due to tenant concerns at 119 North State Street
 - Gas service turned off
 - Unable to reach or leave voicemail for landlord
 - Consulted with Building Inspector – some history with this tenant
 - INCLUSA was instructed to file a nuisance report with City to move forward
 - Eventually spoke with landlord who had been recovering from extensive surgery
 - Was going to rectify situation and make necessary corrections
 - Informed INCLUSA of conversation
- Inspected stationary and mobile food stands, buildings, etc., for 2022 Lincoln County Fair
 - Created Festival Grounds Fire Safety Check List for vendors to follow for next year's event
- Assisted with set-up of Community Night Out 2022
- Investigate inquiry from insurance company regarding Golden Harvest indoor grills
 - Found all in order and compliant – forwarded information to insurance company

Training Fire/EMS	Month	Year
Number of trainings offered	8	104
Number of Staff attending	101	1287
Number of Staff Hours	179.00	2,279.80

August Trainings – Items in red are required/mandatory trainings

- Personnel performed a building walkthrough of both Weinbrenner and Mitchell Metals locations. During their walk through our staff became familiar with the buildings layout and location of various fire protection systems within the building.
- There were 2 pool fills for the month of August bringing up a grand total of 38 pool fills performed this year
- The Monthly EMS Drill for August was a skills competency performance of performing Rapid Sequence Intubations to assist in controlling a patient's airway prior to their condition deteriorating into cardiac arrest.

- Shifts participated in a hazardous materials identification drill. Chemicals used for this drill were some of the most common Hazardous Materials used within our response area. Personnel were given various information and they were to use the ERG guide along with any other resources to determine actions to take during a spill or fire.
- Staff performed a refresher training on establishing anchor points and knots in preparation for a rescue response for a tree stand rescue scenario.
- Firefighter/Paramedic Josh Grovogel started attending a 2 week Fire Investigators certification course presented by the State of Wisconsin Department of Criminal Investigation Fire Investigators along with several other agencies. This the first class offered by these agencies with State of Wisconsin Technical College certification. His training will continue into September. During this class it included fire investigation techniques which included staged live sets to which personnel were to determine a cause and origin.
- Firefighter/Paramedic Jacob Aumann began attending his Certified Driver/Operator-Pumper class taught by Northcentral Technical College at the Riverside Fire Department.

Call Back Report										
Month	EMS Incidents		Fire Incidents		Total Personnel Requested		Total Personnel Available		Coverage Percentage	
	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022
January	19	32	3	2	36	66	46	70	128%	106%
February	19	23	6	1	59	48	55	46	93%	96%
March	23	42	2	3	42	93	62	94	148%	101%
April	18	41	3	4	47	95	54	92	115%	97%
May	33	30	5	3	97	78	85	68	88%	87%
June	41	41	2	2	88	86	71	85	81%	99%
July	37	38	2	2	93	92	57	57	61%	62%
August	48	31	1	3	103	80	83	68	81%	85%
September	41		2		94		90		96%	
October	36		4		94		78		83%	
November	38		4		108		100		93%	
December	35		4		84		94		112%	
Total YTD	388	278	38	20	945	638	875	580	93%	91%

**Merrill Fire Department Calls for Service
August 2022**

Basic Incident Date Original (FD1.3)	Basic Incident Number (FD1)	Basic Incident Zone Number (FD1)	Basic Incident Street Number (FD1.10)	Basic Incident Street Prefix (FD1.11)	Basic Incident Street Name (FD1.12)	Basic Incident Street Type (FD1.13)	Basic Incident Type Code (FD1.21)	Basic Incident Type (FD1.21)
8/1/2022	MFD2201282	CITY	603		EAST	Street	321	injury EMS call, excluding vehicle accident with
8/1/2022	MFD2201283	CITY	1207	East	1ST	Street	321	injury EMS call, excluding vehicle accident with
8/1/2022	MFD2201284	CITY	711	East	1ST	Street	321	injury EMS call, excluding vehicle accident with
8/1/2022	MFD2201285	CITY	2209		JACKSON	Street	321	injury EMS call, excluding vehicle accident with
8/1/2022	MFD2201286	CITY	504 1/2	East	7TH	Street	321	injury EMS call, excluding vehicle accident with
8/2/2022	MFD2201287	CITY	215		GRAND	Avenue	321	injury EMS call, excluding vehicle accident with
8/2/2022	MFD2201288	CITY	904	East	7TH	Street	321	injury EMS call, excluding vehicle accident with
8/2/2022	MFD2201289	CITY	1900	East	6TH	Street	611	Dispatched and cancelled en route
8/2/2022	MFD2201290	CITY	305	North	PINE	Street	321	injury EMS call, excluding vehicle accident with
8/2/2022	MFD2201291	CITY	2100	East	6TH	Street	321	injury EMS call, excluding vehicle accident with
8/2/2022	MFD2201292	MERR	N3389		BLUEBIRD	Lane	321	injury EMS call, excluding vehicle accident with
8/2/2022	MFD2201293	CITY	215		GRAND	Avenue	321	injury EMS call, excluding vehicle accident with
8/3/2022	MFD2201294	MERR	W4684		COUNTY G	Road	131	Passenger vehicle fire
8/3/2022	MFD2201295	CITY	3350	East	MAIN	Street	814	Lightning strike (no fire)
8/3/2022	MFD2201296	CITY		East	RIVERSIDE	Avenue	444	Power line down
8/3/2022	MFD2201297	CITY	2100	East	6TH	Street	321	injury EMS call, excluding vehicle accident with
8/3/2022	MFD2201298	CITY	2100	East	6TH	Street	321	injury EMS call, excluding vehicle accident with

**Merrill Fire Department Calls for Service
August 2022**

8/3/2022	MFD2201299	CITY	1401		O'DAY	Street	321	EMS call, excluding vehicle accident with injury
8/3/2022	MFD2201300	CITY	711	East	1ST	Street	321	EMS call, excluding vehicle accident with injury
8/3/2022	MFD2201301	CORN	W8428		COUNTY M	Road	321	EMS call, excluding vehicle accident with injury
8/3/2022	MFD2201302	CITY		East	MAIN	Street	321	EMS call, excluding vehicle accident with injury
8/3/2022	MFD2201303	CITY	711	East	1ST	Street	321	EMS call, excluding vehicle accident with injury
8/3/2022	MFD2201304	CITY	601	South	CENTER	Avenue	321	EMS call, excluding vehicle accident with injury
8/3/2022	MFD2201305	SCHL	N3559		STATE 17	Road	321	EMS call, excluding vehicle accident with injury
8/3/2022	MFD2201306	MERR	W4693		WOOD DUCK	Lane	321	EMS call, excluding vehicle accident with injury
8/3/2022	MFD2201307	MERR	W5706		HILLSIDE	Drive	321	EMS call, excluding vehicle accident with injury
8/3/2022	MFD2201308	CITY	2401		JACKSON	Street	600	Good intent call, other
8/3/2022	MFD2201309	ROCK	N6405		STATE 107	Road	321	EMS call, excluding vehicle accident with injury
8/3/2022	MFD2201310	CITY	1701.5	East	3RD	Street	321	EMS call, excluding vehicle accident with injury
8/4/2022	MFD2201311	CITY	710	East	6TH	Street	321	EMS call, excluding vehicle accident with injury
8/4/2022	MFD2201312	CITY	711	East	1ST	Street	321	EMS call, excluding vehicle accident with injury
8/4/2022	MFD2201313	CITY			PROSPECT	Street	321	EMS call, excluding vehicle accident with injury
8/4/2022	MFD2201314	CITY	101	North	KYES	Street	321	EMS call, excluding vehicle accident with injury
8/4/2022	MFD2201315	CITY	2100	East	6TH	Street	321	EMS call, excluding vehicle accident with injury
8/4/2022	MFD2201316	CITY	3300	East	MAIN	Street	412	Gas leak (natural gas or LPG)

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8/4/2022	MFD2201317	CITY	601	South	CENTER	Avenue	321	EMS call, excluding vehicle accident with injury
8/5/2022	MFD2201318	CITY	1100	East	RIVERSIDE	Avenue	321	EMS call, excluding vehicle accident with injury
8/5/2022	MFD2201319	CITY	210	East	1ST	Street	321	EMS call, excluding vehicle accident with injury
8/5/2022	MFD2201320	SCOT	N625		MAPLE GROVE	Road	162	Outside equipment fire
8/5/2022	MFD2201321	CITY	407		GRAND	Avenue	321	EMS call, excluding vehicle accident with injury
8/5/2022	MFD2201322	BIRC			US 51	Highway	5711	Standby for Tomahawks E.M.S.
8/5/2022	MFD2201323	CITY	710		PIER	Street	321	EMS call, excluding vehicle accident with injury
8/7/2022	MFD2201324	CITY	105	North	PARK	Street	321	EMS call, excluding vehicle accident with injury
8/7/2022	MFD2201325	TOMA	18	South	RAILWAY	Street	6111	Dispatched and cancelled en route(EMS)
8/7/2022	MFD2201326	MERR	W7215		ROSE-LEN	Court	321	EMS call, excluding vehicle accident with injury
8/7/2022	MFD2201327	CITY	711	East	1ST	Street	321	EMS call, excluding vehicle accident with injury
8/7/2022	MFD2201328	CITY	3300	East	MAIN	Street	321	EMS call, excluding vehicle accident with injury
8/8/2022	MFD2201329	CITY	1401	West	TAYLOR	Street	321	EMS call, excluding vehicle accident with injury
8/8/2022	MFD2201330	CITY	407	West	MAIN	Street	321	EMS call, excluding vehicle accident with injury
8/9/2022	MFD2201331	CITY	601	South	CENTER	Avenue	743	Smoke detector activation, no fire - unintentional
8/9/2022	MFD2201332	CITY	711	East	1ST	Street	3211	Community Paramedicine Program visit
8/9/2022	MFD2201333	SCOT	N1121		MILL	Road	321	EMS call, excluding vehicle accident with injury
8/9/2022	MFD2201334	CORN	W8428		COUNTY RD M	Road	321	EMS call, excluding vehicle accident with injury
8/10/2022	MFD2201335	CITY	711	East	1ST	Street	321	EMS call, excluding vehicle accident with injury
8/10/2022	MFD2201336	CITY	2801		THIELMAN	Street	321	EMS call, excluding vehicle accident with injury

**Merrill Fire Department Calls for Service
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8/10/2022	MFD2201337	CITY	701	North	MEMORIAL	Drive	321	EMS call, excluding vehicle accident with injury
8/10/2022	MFD2201338	CITY	1500		O'DAY ST	Street	321	EMS call, excluding vehicle accident with injury
8/10/2022	MFD2201339	HARD	N2571		COUNTY E	Road	321	EMS call, excluding vehicle accident with injury
8/10/2022	MFD2201340	CITY	204	North	OHIO	Street	652	Steam, vapor, fog or dust thought to be smoke
8/11/2022	MFD2201341	BIRC	W4873		WINKLEMAN	Avenue	321	EMS call, excluding vehicle accident with injury
8/11/2022	MFD2201342	CITY	711	East	1ST	Street	321	EMS call, excluding vehicle accident with injury
8/11/2022	MFD2201343	CITY	3400	East	MAIN	Street	651	Smoke scare, odor of smoke
8/11/2022	MFD2201345	SCHL	W1863		BURGENER	Avenue	321	EMS call, excluding vehicle accident with injury
8/11/2022	MFD2201346	SCOT			COUNTY Q	Road	322	Motor vehicle accident with injuries
8/12/2022	MFD2201347	PINE	N1245		WISCONSIN RIVER	Road	321	EMS call, excluding vehicle accident with injury
8/12/2022	MFD2201348	CITY	2100	East	6TH	Street	321	EMS call, excluding vehicle accident with injury
8/12/2022	MFD2201349	CITY	711	East	1ST	Street	3211	Community Paramedicine Program visit
8/12/2022	MFD2201350	CITY	601	South	CENTER	Avenue	321	EMS call, excluding vehicle accident with injury
8/12/2022	MFD2201351	CITY	310	North	MEMORIAL	Drive	745	Alarm system activation, no fire - unintentional
8/13/2022	MFD2201352	CITY	1102	South	CENTER	Avenue	321	EMS call, excluding vehicle accident with injury
8/13/2022	MFD2201353	CITY	601	South	CENTER	Avenue	321	EMS call, excluding vehicle accident with injury
8/13/2022	MFD2201354	PINE	MM205 NB		US 51	Highway	321	EMS call, excluding vehicle accident with injury
8/13/2022	MFD2201355	SCOT			COUNTY Q	Road	324	Motor vehicle accident with no injuries.
8/14/2022	MFD2201356	SCHL	W2383		ALTENBURGER	Drive	321	EMS call, excluding vehicle accident with injury
8/14/2022	MFD2201357	CITY	315	East	2ND	Street	321	EMS call, excluding vehicle accident with injury

**Merrill Fire Department Calls for Service
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8/14/2022	MFD2201358	BIRC			US 51	Highway	5711	Standby for Tomahawks E.M.S.
8/15/2022	MFD2201359	CITY	215		GRAND	Avenue	321	injury EMS call, excluding vehicle accident with
8/15/2022	MFD2201360	RUSS	W1384		1ST	Avenue	321	injury EMS call, excluding vehicle accident with
8/15/2022	MFD2201361	CITY	106	West	1ST	Street	321	injury EMS call, excluding vehicle accident with
8/15/2022	MFD2201362	CITY	312	South	ALEXANDER	Street	321	injury EMS call, excluding vehicle accident with
8/15/2022	MFD2201363	CITY	1104	East	1ST	Street	321	injury EMS call, excluding vehicle accident with
8/16/2022	MFD2201364	CITY	215		GRAND	Avenue	321	injury EMS call, excluding vehicle accident with
8/16/2022	MFD2201365	CITY	1504	West	MAIN	Street	321	injury EMS call, excluding vehicle accident with
8/16/2022	MFD2201366	MERR			COUNTY JJ	Road	324	Motor vehicle accident with no injuries. EMS call, excluding vehicle accident with
8/16/2022	MFD2201367	CITY	2100	East	6TH	Street	321	injury EMS call, excluding vehicle accident with
8/16/2022	MFD2201368	CITY	116	North	GENESEE MERRILL TOWN	Street	321	injury EMS call, excluding vehicle accident with
8/16/2022	MFD2201369	MERR	W4598		HALL	Road	321	injury Smoke detector activation, no fire -
8/16/2022	MFD2201370	CITY	2100	East	6TH	Street	743	unintentional EMS call, excluding vehicle accident with
8/17/2022	MFD2201371	CITY	711	East	1ST	Street	321	injury EMS call, excluding vehicle accident with
8/17/2022	MFD2201372	SCOT	N5625		TANNERY	Drive	321	injury EMS call, excluding vehicle accident with
8/17/2022	MFD2201373	CITY	301	North	SALES	Street	381	Rescue or EMS standby EMS call, excluding vehicle accident with
8/17/2022	MFD2201374	BIRC	N6540		1ST	Street	321	injury EMS call, excluding vehicle accident with
8/18/2022	MFD2201375	CITY	810	North	PROSPECT	Street	321	injury EMS call, excluding vehicle accident with
8/18/2022	MFD2201376	CITY	301	North	SALES	Street	381	Rescue or EMS standby EMS call, excluding vehicle accident with
8/18/2022	MFD2201377	CITY	301	North	SALES	Street	321	injury EMS call, excluding vehicle accident with

Attachment: Monthly Report - Fire Chief Klug (9232 : Fire Department Callback Report)

**Merrill Fire Department Calls for Service
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8/18/2022	MFD2201378	CITY	N3163		STATE 107	Road	321 injury	EMS call, excluding vehicle accident with
8/18/2022	MFD2201379	CITY	714		SUPERIOR	Street	321 injury	EMS call, excluding vehicle accident with
8/19/2022	MFD2201380	SCOT			STATE 64 AND 107	Road	321 injury	EMS call, excluding vehicle accident with
8/19/2022	MFD2201381	CITY	2405	East	8TH	Street	321 injury	EMS call, excluding vehicle accident with
8/19/2022	MFD2201382	CITY	1309		RIVER	Street	321 injury	EMS call, excluding vehicle accident with
8/19/2022	MFD2201383	CITY	300		PINE RIDGE	Avenue	321 injury	EMS call, excluding vehicle accident with
8/19/2022	MFD2201384	CITY	301	North	SALES	Street	381	Rescue or EMS standby
8/19/2022	MFD2201385	CITY	301	North	SALES	Street	381	Rescue or EMS standby
8/19/2022	MFD2201386	CITY	1407		MATHEWS	Street	321 injury	EMS call, excluding vehicle accident with
8/19/2022	MFD2201387	CITY	1104	East	1ST	Street	321 injury	EMS call, excluding vehicle accident with
8/19/2022	MFD2201388	MERR	N3542		COUNTY K	Road	321 injury	EMS call, excluding vehicle accident with
8/20/2022	MFD2201389	CITY	2209		STURDEVANT	Street	154	Dumpster or other outside trash receptacle fire
8/20/2022	MFD2201390	PINE	W1437		STATE 64	Road	321 injury	EMS call, excluding vehicle accident with
8/20/2022	MFD2201391	CITY	2209		JACKSON	Street	321 injury	EMS call, excluding vehicle accident with
8/20/2022	MFD2201392	CITY	1406		RIVER	Street	321 injury	EMS call, excluding vehicle accident with
8/20/2022	MFD2201393	CITY	2600	East	6TH	Street	321 injury	EMS call, excluding vehicle accident with
8/20/2022	MFD2201394	CITY	406	North	GENESEE	Street	321 injury	EMS call, excluding vehicle accident with
8/20/2022	MFD2201395	CITY	301	North	SALES	Street	381	Rescue or EMS standby
8/20/2022	MFD2201396	CITY		North	SALES	Street	321 injury	EMS call, excluding vehicle accident with

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8/20/2022	MFD2201397	MERR	N3360		MAPLEWOOD	Road	321 injury	EMS call, excluding vehicle accident with
8/20/2022	MFD2201398	CITY	711	South	STATE	Street	321 injury	EMS call, excluding vehicle accident with
8/20/2022	MFD2201399	CITY	215		GRAND	Avenue	321 injury	EMS call, excluding vehicle accident with
8/21/2022	MFD2201400	CITY	711	East	1ST	Street	321 injury	EMS call, excluding vehicle accident with
8/21/2022	MFD2201401	SCHL	W952		COUNTY C	Road	321 injury	EMS call, excluding vehicle accident with
8/21/2022	MFD2201402	CITY	301	North	SALES	Street	381	Rescue or EMS standby
8/21/2022	MFD2201403	BIRC			US 51	Highway	5711	Standby for Tomahawks E.M.S.
8/21/2022	MFD2201404	CITY	301	North	SALES	Street	381	Rescue or EMS standby
8/21/2022	MFD2201405	BIRC			US 51	Highway	5711	Standby for Tomahawks E.M.S.
8/21/2022	MFD2201406	BIRC	N6528		COUNTY H	Road	321 injury	EMS call, excluding vehicle accident with
8/21/2022	MFD2201407	CITY	1500		O'DAY	Street	321 injury	EMS call, excluding vehicle accident with
8/21/2022	MFD2201408	PINE	W1366		STATE 64	Road	321 injury	EMS call, excluding vehicle accident with
8/21/2022	MFD2201409	CITY	601	South	CENTER	Avenue	321 injury	EMS call, excluding vehicle accident with
8/22/2022	MFD2201410	CITY	714	East	2ND	Street	321 injury	EMS call, excluding vehicle accident with
8/22/2022	MFD2201411	CITY	1910		LOGAN	Avenue	321 injury	EMS call, excluding vehicle accident with
8/22/2022	MFD2201412	CITY	2100	East	6TH	Street	321 injury	EMS call, excluding vehicle accident with
8/22/2022	MFD2201413	CITY	201	North	PARK	Street	743	Smoke detector activation, no fire - unintentional
8/23/2022	MFD2201414	CITY	1100		MARC	Drive	3811	Confined Space Standby
8/23/2022	MFD2201415	CITY	2311	East	MAIN	Street	321 injury	EMS call, excluding vehicle accident with
8/23/2022	MFD2201416	CITY	711	East	1ST	Street	745	Alarm system activation, no fire - unintentional
8/23/2022	MFD2201417	TOMA	N9148		CLOVER BELT	Road	6111	Dispatched and cancelled en route(EMS)

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8/23/2022	MFD2201418	CORN	W6976		SUNSET	Drive	321	EMS call, excluding vehicle accident with injury
8/23/2022	MFD2201419	CITY	215		GRAND	Avenue	321	EMS call, excluding vehicle accident with injury
8/23/2022	MFD2201420	SCHL	N4822		LILAC	Lane	321	EMS call, excluding vehicle accident with injury
8/24/2022	MFD2201421	CITY		West	MAIN	Street	324	Motor vehicle accident with no injuries.
8/24/2022	MFD2201422	RUSS	W2443		AXEN	Road	321	EMS call, excluding vehicle accident with injury
8/24/2022	MFD2201423	CITY	1610	East	12TH	Street	651	Smoke scare, odor of smoke
8/24/2022	MFD2201424	CITY	124	North	PROSPECT	Street	321	EMS call, excluding vehicle accident with injury
8/25/2022	MFD2201425	CITY	714	East	2ND	Street	321	EMS call, excluding vehicle accident with injury
8/25/2022	MFD2201426	RUSS	W1406		1ST	Avenue	321	EMS call, excluding vehicle accident with injury
8/25/2022	MFD2201427	CITY	211	South	GENESEE	Street	321	EMS call, excluding vehicle accident with injury
8/26/2022	MFD2201428	CITY	708		SUPERIOR	Street	321	EMS call, excluding vehicle accident with injury
8/26/2022	MFD2201429	CITY	2800		THIELMAN	Street	321	EMS call, excluding vehicle accident with injury
8/26/2022	MFD2201430	CITY	600	North	CENTER	Avenue	321	EMS call, excluding vehicle accident with injury
8/26/2022	MFD2201431	CITY	106	North	VAN RENSSELAER	Street	321	EMS call, excluding vehicle accident with injury
8/27/2022	MFD2201432	CITY	2800		THEILMAN	Street	321	EMS call, excluding vehicle accident with injury
8/27/2022	MFD2201433	CITY	411	West	MAIN	Street	321	EMS call, excluding vehicle accident with injury
8/27/2022	MFD2201434	RUSS	W1406		1ST	Avenue	321	EMS call, excluding vehicle accident with injury
8/27/2022	MFD2201435	CITY	210		HENDRICKS	Street	321	EMS call, excluding vehicle accident with injury
8/27/2022	MFD2201436	CITY	2505		STURDEVANT	Street	321	EMS call, excluding vehicle accident with injury

**Merrill Fire Department Calls for Service
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8/27/2022	MFD2201437	CITY	1500		O'DAY	Street	Smoke detector activation, no fire - 743 unintentional
8/27/2022	MFD2201438	PINE	N1289		COUNTY W	Road	EMS call, excluding vehicle accident with 321 injury
8/28/2022	MFD2201439	BIRC	N6540		1ST	Street	EMS call, excluding vehicle accident with 321 injury
8/28/2022	MFD2201440	CITY	714		SUPERIOR	Street	EMS call, excluding vehicle accident with 321 injury
8/28/2022	MFD2201441	CITY	1500		O'DAY	Street	735 Alarm system sounded due to malfunction EMS call, excluding vehicle accident with 321 injury
8/28/2022	MFD2201442	CITY	3340	East	MAIN	Street	321 injury
8/28/2022	MFD2201443	CITY	1500		O'DAY	Street	735 Alarm system sounded due to malfunction EMS call, excluding vehicle accident with 321 injury
8/29/2022	MFD2201444	ROCK	N6364		STATE 107	Road	321 injury
8/29/2022	MFD2201445	CITY	106	North	POLK	Street	412 Gas leak (natural gas or LPG) EMS call, excluding vehicle accident with 321 injury
8/29/2022	MFD2201446	CITY	2100	East	6TH	Street	321 injury
8/29/2022	MFD2201447	CITY	601	South	CENTER	Avenue	EMS call, excluding vehicle accident with 321 injury
8/29/2022	MFD2201448	CITY	2100	East	6TH	Street	Alarm system activation, no fire - 745 unintentional
8/29/2022	MFD2201449	CITY	821	North	PROSPECT	Street	EMS call, excluding vehicle accident with 321 injury
8/30/2022	MFD2201450	CITY	601	South	CENTER	Avenue	Alarm system activation, no fire - 745 unintentional
8/30/2022	MFD2201451	CITY	2100	East	6TH	Street	EMS call, excluding vehicle accident with 321 injury
8/30/2022	MFD2201452	CITY	601	South	CENTER	Avenue	EMS call, excluding vehicle accident with 321 injury
8/30/2022	MFD2201453	CITY	304	East	RIVERSIDE	Avenue	EMS call, excluding vehicle accident with 321 injury

**Merrill Fire Department Calls for Service
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8/30/2022	MFD2201454	CITY	407	West	MAIN	Street	321 injury	EMS call, excluding vehicle accident with
8/31/2022	MFD2201455	MERR	W5796		SCHULZ SPUR	Drive	321 injury	EMS call, excluding vehicle accident with
8/31/2022	MFD2201456	CITY	211	East	1ST	Street	321 injury	EMS call, excluding vehicle accident with
8/31/2022	MFD2201457	SCOT	N1297		FAIRVIEW	Road	322	Motor vehicle accident with injuries