



## FINANCE AND PERSONNEL COMMITTEE

### AGENDA

118 Center Street W.  
Amery, WI 54001  
<http://www.amerywi.gov>  
(715) 268-7486  
Fax: (715) 268-4870

Tuesday – February 23, 2021

5:00 PM

Zoom Meeting

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance and Personnel Committee** of the City of Amery will be held on **Tuesday – February 23, 2021 at 5:00 PM.**

Join Zoom Meeting

<https://us02web.zoom.us/j/83693021344?pwd=c2lvcEVrTXBJRHc3OXdDN3liT0xhZz09>

Meeting ID: 836 9302 1344

Passcode: 192534

One tap mobile

+19292056099,,83693021344#,,,,\*192534# US (New York)

+13017158592,,83693021344#,,,,\*192534# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 836 9302 1344

Passcode: 192534

Call to Order

Roll Call

- 1) Discussion: Waterman's Recycling
- 2) Discussion/Recommendation: Ayres City Center Update
- 3) Discussion/Recommendation: Ambulance Service Merger
- 4) Discussion/Recommendation: Administrative Assistant Hiring
- 5) Discussion/Recommendation: Ordinance 03-2021: Committee of the Whole
- 6) **Closed Session – Wis. Stat. §19.85(1)(c) – Full Time Police Officer, Public Works General Laborer, and Proposed Administrative Assistant.** Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- 7) Adjournment

Respectfully Submitted;

Ben Jansen, MPA

Deputy Clerk-Treasurer

\*\*\*Posted: Thursday – February 18, 2021, at Website ([www.amerywi.gov](http://www.amerywi.gov)); Amery City Hall; Amery Public Library and Amery Police Department

**It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.**

**The City of Amery does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities.**

**NOTE: Upon reasonable notice, the City of Amery will accommodate the needs of disabled individuals through aids or services. For additional information or to request this service, contact the Clerk-Treasurer's office at (715) 268-3411 by Noon the previous day so that arrangements can be made.**



1302 208<sup>th</sup> Street  
St. Croix Falls, WI 54024

Phone: (715) 483-1088 ▪ Office Phone: (715) 485-9294

Moe Norby, Department Head  
Nick Freer, Foreman ▪ Tina Riley, Office Manger

Email: Polk.recycling@co.polk.wi.us

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November 30, 2020

Waterman Sanitation  
Attn: Dick Waterman  
663 85<sup>th</sup> Street  
Amery, WI 54001

Dear Mr. Waterman:

The Polk County Recycling Program is being modified to cover the cost incurred to recycle and bale material. At this time effective January 1, 2021 the county board has passed a tipping fee to be charged in the amount of \$70 per ton to all Commercial Haulers dropping off recyclable material at the Polk County Recycling Center.

We appreciate the years of working together to ensure our county is recycling properly and hope to continue this partnership. Please feel free to contact us with any questions.

Sincerely,

Emil Norby  
Public Works Director  
tr

## LETTER OF INTENT TO MERGE

This non-binding Letter of Intent ("LOI") is dated on this \_\_\_\_ day of February, 2021 ("Effective Date") shall set forth the interest of MUNICIPAL AMBULANCE SERVICE, INC., a non-stock Wisconsin corporation d/b/a AMERY AREA EMS ("Amery Ambulance") and NORTHLAND MUNICIPAL AMBULANCE, INC., a non-stock Wisconsin corporation ("Northland") to merge together pursuant to agreed-upon Articles of Merger and a Plan of Merger. After the merger, the parties will change the name of the name to a mutually agreed upon name ("Surviving Entity") and will continue to use the EIN of Amery Ambulance.

This LOI is non-binding except for the provision of Section 3 concerning confidentiality and Sections 6-11, all of which are intended to be binding obligations of the parties to this LOI. Any purchase is contingent on the following terms and conditions:

### **1. Purchase Price**

While no funds will change hands between the parties, the Surviving Entity will succeed to the ownership of (i) all of the assets (personal and real) of each of Amery Ambulance and Northland and; (ii) all debt owed by both Amery Ambulance and Northland.

### **2. Due Diligence**

The parties are provided with a due diligence period (the "Due Diligence Period") commencing upon the Effective Date and ending on June 30, 2021. During the Due Diligence Period, the parties will have the right to conduct a full due diligence investigation of the assets, liabilities and operations of both parties. If the results of this due diligence investigation are unsatisfactory to either party, in their sole determination, then such party will have the option to terminate this Letter of Intent, without liability, by 5:00 p.m. on or before June 30, 2021, unless such date and time is mutually extended by the parties in writing.

The parties and their representatives will keep this LOI, the parties to this LOI (and their owners and representatives), all documents, reports, statements and other information exchanged during due diligence confidential (to the extent possible given the open records and open meetings laws that may apply to municipalities involved with the parties). The terms, conditions and existence of this Letter of Intent and all further discussions between the parties will also be treated on a confidential basis, subject to appropriate disclosure to regulatory authorities and as otherwise required by law. All announcements to third parties pertaining to the contemplated transaction will be subject to review and approval of both parties before public disclosure.

### **3. Access.**

The parties shall provide to each other, their legal counsel, representatives, and other professionals (the "Party Representatives") access to the property and records of the other party and shall cause the directors, members, and other professionals to cooperate fully in connection with such due diligence investigation.

### **4. Merger Agreement, Plan of Merger and Bylaws**

It is the parties' intention to negotiate in good faith with the view to enter into a written agreement to implement the transaction contemplated, including the Merger Agreement, the Plan of Merger, the Bylaws and the form of Agreement with Municipal members (collectively, the "Agreements"). Counsel for Amery Ambulance shall be responsible for preparing initial drafts of the Agreements and related documents. No party shall have any legal obligation or owe a legal duty to any other party until such time as the Agreements

(c) Counterparts. This LOI in principle may be executed in two or more counterparts, each of which shall be deemed to be an original but all of which shall constitute one and the same agreement.

(d) Authorization. The parties warrant that each has the authority to sign this LOI and enter into Agreements for the merger of the parties.

If the foregoing is acceptable to you, please sign below:

**MUNICIPAL AMBULANCE SERVICE, INC.**

By: \_\_\_\_\_

**NORTHLAND MUNICIPAL AMBULANCE, INC.**

By: \_\_\_\_\_

## Position Announcement

### **Administrative Assistant Amery, WI**

The City of Amery, population 2,856, is accepting applications for an Administrative Assistant.

This position performs tasks as needed at City Hall including but not limited to: website maintenance, financials, elections, cash handling, and other public facing tasks. This position reports directly to the City Administrator.

This position will have a minimum starting wage of \$18.00 per hour. This is a full time, benefit eligible position with the City.

This position requires computer literacy and the ability to constantly interact with the public. For a complete list of position duties, responsibilities and requirements, please see the Job Description available on the City's website located at: [www.amerywi.gov](http://www.amerywi.gov).

A pre-employment application with resume must be completed and submitted. First review of application materials is: March 23<sup>rd</sup>, 2021. The position will be open until filled. Applications are available (M – F) 8:00 a.m. – 4:30 p.m. at City of Amery Municipal Building located at: 118 Center Street West. Please call to obtain the application. (715) 268-7486. You may also obtain the application on the City of Amery's website located at: [www.amerywi.gov](http://www.amerywi.gov).

Please send application materials to: City of Amery, Attention: City Administrator/Clerk-Treasurer, Patty Bjorklund, 118 Center Street West, Amery, WI 54001. You may also apply online at: [www.amerywi.gov](http://www.amerywi.gov).

***The City of Amery is an Equal Opportunity Employer  
Women and minorities are encouraged to apply.***

**CITY OF AMERY, WISCONSIN**  
**Position Description**  
**Administrative/Office Assistant**

**Department:** City Administration                      **Classification:** Hourly/Full Time  
**Location:** City Hall                                      **Revision Date:** 2020  
**Immediate Supervisor:** City Administrator        **Salary:** TBD

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**I. GENERAL NATURE OF POSITION.**

Under general direction of the City Administrator, this position works in municipal administration providing staff support service, customer service, and website management. The position has work contact with appointed and elected City officials, City Council and Committee members, Department and Division Heads, staff, business leaders, program clients, and the general public.

**II. SUPERVISION EXERCISED:** This position does not have supervisory duties.

**III. ESSENTIAL DUTIES AND RESPONSIBILITIES.** The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**A. Primary Duties.**

- Provides staff support to City staff and elected officials on assignment. Assists City staff through the preparation of letters, responding to City Council member inquiries, memorandums, and public questions.
- Acts as the main public point of contact for City Hall, Public Works, and City Police.
- Assist the City Administrator - Clerk/Treasurer with elections, budget, and other administrative duties as needed.
- Will be the administrator of the City's online presence including website updates and managing the City's social media presence.
- Will be responsible for management of shared spaces i.e. reservations, scheduling, etc.
- All other duties as assigned by Department Heads or elected officials.

**B. Knowledge, Skills, and Abilities (must possess or be obtained).**

- Knowledge of computer operations. Skilled in web site maintenance, basic IT skills, social media, and general office operations.
- Knowledge of modern office management methods and procedures. Ability to schedule, coordinate, organize and function in high visibility public office.
- Community-oriented individual who possess the soft skills necessary to work in a modern work environment. Come to work on time, use good and appropriate interpersonal communication; customer service and team-oriented who is respectful of cultural differences of work mates and the public.
- Ability to work with other people, including appointed, elected officials, community and business leaders and the public.
- Have the ability to plan and work projects through to completion; be a self-starter and self-motivated.

**C. Physical Demands**

- The physical demands described here are representative of those that are typically found in an office situation and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Knowledge of occupational hazards and safe work practices. Knowledge of safety policies and practices. A

good safety attitude is a must. Understand and use all required safety equipment.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools or controls, and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- The employee may occasionally be out of doors to perform job-related activities.

**D. EFFECT OF ERRORS.** Errors by the position are likely to not be readily detected and corrected; and errors may cause serious repercussions, including large expenditures, loss of life, and/or significant liability exposure.

**E. CONFIDENTIAL DATA.** Ability to maintain confidentiality is essential.

#### **IV. DESIRED MINIMUM QUALIFICATIONS.**

##### **A. Education.**

Minimum – High School Diploma

#### **V. SPECIAL REQUIREMENTS.**

1. U. S. citizen.
2. Eighteen (18) years of age or older at date of appointment.
3. Valid Driver's License is required; valid without record of suspension or revocation in any state. Applicant must possess or demonstrate the ability to obtain by date of hire.
4. Must undergo a background investigation.

**VI. WORKING CONDITIONS.** Work is generally performed in all climates in Northwestern Wisconsin and in an office environment. The detailed analysis of the physical/environmental demands are described in the attached Functional Physical/Environmental Evaluation and are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**VII. SELECTION GUIDELINES.** Formal application, rating of education and experience, oral interview and job-related tests may be required. Reference checks will be performed.

**VIII. AUTHENTICATION.** The signatures below indicate that the foregoing has been approved by the governing body.

The City of Amery is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**City of Amery  
Polk County, Wisconsin**

**Ordinance 03-2021**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF  
AMERY, REPEALING AND RECREATING CHAPTER 86-6 OF THE CODE OF  
ORDINANCES  
OF THE CITY OF AMERY**

The Common Council of the City of Amery, Polk County, Wisconsin do ordain as follows:

**Chapter 86-6-A** of the Code of Ordinances of the City of Amery is repealed and recreated to read as follows:

**Committees.**

- (1) COMMITTEE OF THE WHOLE. The entire Common Council shall constitute the Committee of the Whole. The Committee of the Whole shall meet monthly to discuss all matters, which are to come before the Common Council and to make recommendations to the Common Council.
- (2) SPECIAL COMMITTEES. The Mayor may, from time to time, appoint such special committees as he may deem advisable or as the object thereof to perform such duties as may be assigned to them.
- (3) RULES OF THE COMMITTEE OF THE WHOLE.
  - (a) Previous notice of each Committee of the Whole meeting shall be filed with the City Clerk by the Chairperson and each meeting shall be noticed to the official newspaper at least 24 hours prior to the meeting, and each meeting shall be open to the public in accordance with the open meeting law.
  - (b) In addition to the right of the Chairperson of a committee to call a meeting, a majority of the committee may call a meeting by giving notice to the City Clerk.
  - (c) The Committee of the Whole may require any City official to confer with it and supply information needed in connection with any matter pending before the committee.
  - (g) An aye and nay vote shall be taken on each Committee of the Whole report immediately following its submission, provided that any Alderperson may require a separate vote on any ordinance, resolution or other matter in any report. Action upon a specific matter included in any committee report shall be deferred until the next regular meeting following the submission of the report upon the request of any two (2) Alderpersons.

- (h) The approval of a Committee of the Whole report in which the adoption of an ordinance or resolution is recommended shall not constitute final action on such ordinance or resolution. Any ordinance recommended for adoption shall have had one full reading before the Council at a meeting of the Council unless an action on an ordinance shall be taken pursuant to a motion temporarily suspending the rules. The approval of a committee report recommending action on a matter other than an ordinance or resolution shall constitute final action on that matter.

**Effect on Other Ordinances.** All other ordinances which assign responsibilities, actions, duties or procedures for the Finance and Personnel Committee, Public Works Committee, Public Safety Committee or Parks and Recreation Committee shall be deemed to refer to the Committee of the Whole.

**Severability.** The provisions of this Ordinance shall be deemed severable and it is expressly declared that the Common Council would have passed the other provisions of this Ordinance irrespective of whether or not one or more provisions may be declared invalid and if any provisions of this Ordinance of the application thereof to any person or circumstances is held invalid, the remainder of this Ordinance and the application of such provisions to other persons or circumstances shall not be affected thereby.

**Conflicting ordinances.** Ordinances or parts of ordinances in conflict with the above Ordinance are hereby repealed.

**SECTION 6. Effective date.** Upon passage and publication, this Ordinance shall take effect and be in force as provided by law.

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Paul Isakson, Mayor

**ATTEST:**

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Patty Bjorklund, City Administrator/Clerk-Treasurer

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Ben Jansen, Deputy Clerk-Treasurer