

**CITY OF MERRILL
COMMON COUNCIL
TUESDAY, JANUARY 8, 2013
7:00 P.M.
CITY HALL COUNCIL CHAMBERS**

AGENDA

- 130110** Invocation by Pastor William Hohman, New Testament Church
- 130115** Pledge of Allegiance
- 130120** Roll Call
- 130130** Minutes of December 11th, 2012 Common Council meeting
- 130140** Revenue & Expense Report – December 2012
- 130160** Communications and Petitions – None
- 130180** Housing Authority – No Action
- 130190** Committee of the Whole
- 130191** The Committee recommends approving, as presented, the amendment to the Verizon Wireless lease in order to install an emergency generator at the Champagne Street water tower (1101 West Taylor Street).
- 130192** The Committee recommends lifting the hiring freeze to fill a pending Street Department vacancy resulting from an employee retiring effective March 1st, 2013.
- 130193** The Committee recommends lifting the hiring freeze to fill a Firefighter/Paramedic vacancy resulting from an employee resignation.
- 1301110** Parks and Recreation Commission – No Action
- 1301120** Board of Public Works – No meeting
- 1301130** Health and Safety Committee – No meeting
- 1301140** Personnel and Finance Committee – No meeting
- 1301150** Water and Sewage Disposal Committee – No meeting
- 1301160** City Plan Commission

1301161 Consider recommendation(s) from January 7th, 2013 meeting on a site plan to reconstruct the entrance to the south side of the Lincoln County Safety Building, 1104 East First Street

1301170 Transit Commission – No Action

1301180 Library Board – No Action

1301185 Redevelopment Authority – No Action

1301200 Enrichment Center Committee on Aging – No minutes submitted

1301210 Airport Commission – No Action

1301225 Tourism Commission – No Action

1301230 Placing Committee Reports on File

ORDINANCES

1301250 An Ordinance amending Chapter 16, Section 1 to adjust fees in regards to reservations of park space or shelters (from November 7th, 2013 Parks and Recreation Commission meeting)

RESOLUTIONS

1301260 A Resolution approving a Connecting Highway Agreement for Highway 64 and Pine Ridge Avenue intersection between the City of Merrill and the Wisconsin Department of Transportation (from December 18th, 2012 Committee of the Whole meeting)

1301261 A Resolution honoring Robert J. Odegard for his extended service and great contribution to the City of Merrill (from the Common Council)

1301262 A Resolution honoring Sandra W. Lussenhop for her extended service and great contribution to the City of Merrill (from the Common Council)

1301270 Mayor's Communications

1301280 Public Comment Period

1301999 Adjournment

William N. Heideman, WCMC
City Clerk

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

13 0180



**REGULAR MONTHLY MEETING OF THE HOUSING AUTHORITY
COMMISSIONERS OF THE CITY OF MERRILL, WISCONSIN**

Wednesday, December 12, 2012, 11:57 A.M., 3's Company , Merrill, WI 54452

PRESENT: Chairman Kathy Colclasure, Richard Wiessinger, Amanda Kostman, Denise Humphrey, Rob Norton (Ex-Officio), LaDonna Fermanich and Kay Tautges.

ABSENT: Jim Boettcher.

SECTION-8 HOUSING - JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman Kathy Colclasure. Motion to excuse Jim Boettcher: Humphrey /Wiessinger. Passed unanimously. Motion to approve minutes of November 14, 2012 meeting and today's agenda: Wiessinger/Humphrey. Passed unanimously.

Discussion and motion to approve Checks #16089 thru #16128 and Billings to date for November 2012 with attached list of expenditures: Wiessinger/Kostman. Passed unanimously by roll call vote: Colclasure-aye, Wiessinger-aye, Humphrey-aye, and Kostman-aye.

Discussion and approval of Move-ins and Move-outs for November 2012: Motion to accept report and place on file. Kostman/Humphrey. Passed unanimously.

Report on Jenny Tower Investments: LaDonna reminded commissioners that the CD will be maturing in March. She also noted that the M&I Trust Investment showed a loss due to money that was transferred out for the construction costs. There were no changes to the report. Motion to accept and place on file the Investment Report. Wiessinger/ Kostman. Passed unanimously.

Resolution No. 362: "Allowance for Doubtful Accounts – Jenny Towers": LaDonna read Resolution No. 362. Motion to approve Resolution 362. Kostman/Humphrey. Passed unanimously by roll call vote: Colclasure-aye, Wiessinger-aye, Humphrey-aye and Kostman-aye.

Enhanced PILOT Payment: Refer to Resolution No. 351 approved Nov. 9, 2011. LaDonna explained that the enhanced payment to the City of Merrill equals the difference between what the taxed amount is for MHA buildings and what a private sector building would be taxed. She also noted that the resolution states that an enhanced payment will be paid in 2011 and 2012. This year, a tax bill was received for the property which was purchased in 2011 from Lincoln Community Bank. This property should be on the PILOT program. LaDonna will call the city to have the error corrected.

Personnel Issue: Recommendation for Merit Recognition (as tabled at last meeting): Motion to approve the recommendation as outlined on the handout provided to Commissioners. Wiessinger/Kostman. Passed unanimously.

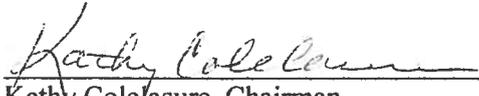
Discuss Community Donations: LaDonna explained that last year MHA made a donation of \$3000.00 to the Merrill Food Pantry and \$1000.00 to the Community Enrichment Center. Motion to donate \$3000.00 to the Merrill Food Pantry and \$1000.00 to the Community Enrichment Center: Kostman/Wiessinger. Passed unanimously.

For the Good and Betterment of the Section-8 Housing Program:

1. Commissioner Items/Comments – Amanda Kostman shared some concerns she has heard from some of the tenants at Jenny Towers regarding the new cabinets. La Donna said we are aware of concerns and are handling each one separately as they are brought up.
2. Executive Director's Report – LaDonna reported that the construction project is wrapping up. This week the caretaker's apartment and the last of the ADA apartments are being finished. Next week the Community Kitchen will be completed. Errors have been made in two key measurements for the community kitchen and the ADA apartments. LaDonna has been holding ground on not having MHA pay for correcting the errors. The building had a clean report following the recent canine inspection. The tenant Christmas party at Jenny Towers was last week.
3. Public Comment - None.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, January 9, 2013, 4:00 p.m. Jenny Towers Library, 711 E. 1st Street, Merrill, WI.**

Motion to adjourn at 12:20 P.M.: Wiessinger/ Humphrey. Passed unanimously.


Kathy Colclasure, Chairman


Kay Tautges, Recording Secretary


LaDonna Fermanich, Executive Director

**REGULAR MONTHLY MEETING OF THE HOUSING AUTHORITY
COMMISSIONERS OF THE CITY OF MERRILL, WISCONSIN**

Wednesday, December 12, 11:20 P.M. Christmas Luncheon, 3's Company, Merrill, WI

PRESENT: Chairman Kathy Colclasure, Denise Humphrey, Richard Wiessinger, Amanda Kostman, Rob Norton (Ex-Officio), LaDonna Fermanich and Kay Tautges.

ABSENT: Jim Boettcher

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman Kathy Colclasure. Motion to excuse Jim Boettcher. Colclasure/Kostman. Passed unanimously.

Motion to approve today's agenda and minutes of November 14, 2012 meeting with a correction made in the Review of Quarterly Report, "capital fund grant" changed to "operating subsidy". Wiessinger/Humphrey. Passed unanimously.

Discussion and motion to approve Checks #20990 thru #21031 and Billings to date for November with attached list of expenditures: Humphrey/Wiessinger. Passed unanimously by roll call vote: Humphrey-aye, Wiessinger-aye, Colclasure-aye and Kostman-aye.

Move-ins and Move-outs for November 2012: Motion to accept report and place on file. Humphrey/Wiessinger. Passed unanimously.

Report on Park Place Investments: No changes to the investment report. Motion to accept report and place on file: Kostman/Humphrey. Passed unanimously.

Review and discussion of HUD response to vacancy plan and progress update: La Donna summarized the information outlined on the handout provided to commissioners. She plans to get a solid start on the time frame guidelines, will begin getting ideas for advertising ready and will also begin to review the procurement policy.

Resolution No. 361, "Allowance for Doubtful Accounts – Park Place": LaDonna read Resolution No. 361. Motion to adopt Resolution No. 361. Kostman/Humphrey. Passed unanimously by roll call vote: Humphrey-aye, Wiessinger-aye, Colclasure-aye and Kostman-aye.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments – None.
2. Executive Director's Report – LaDonna reported that she attended a "Crash Course for First Time Managers". She will present information regarding E & O quotes and information regarding the wrap up on the work done at Park Place at the next meeting. The Park Place Christmas Party will be tonight.
3. Public Comment Period: None

The next regular meeting of the Commissioners of the Housing Authority will be held on **January 9, 2013, 4:00 p.m., Jenny Towers Library, 711 E. 1st Street, Merrill, WI. (Special guest, Nancy McKenzie, Rhinelander Housing Authority).**

Motion to adjourn at 11:57 P.M. and open Section-8 Housing - Jenny Towers Meeting. Boettcher/Wiessinger. Passed unanimously.

Kathy Colclasure
Kathy Colclasure, Chairman

Kay Tautges
Kay Tautges, Recording Secretary

LaDonna Fermanich
LaDonna Fermanich, Executive Director

13 01 90

**City of Merrill
Committee of the Whole
Tuesday, October 9, 2012 at 5:30 P.M.
City Hall Common Council Chambers
1004 East First Street**

Committee of the Whole members present (8 of 9): Mayor Bill Bialecki, Alderman Chris Malm (First District), Alderman Steve Hass (Second District), Alderman Ryan Schwartzman (Third District), Alderwoman Kandy Peterson (Fourth District), Alderman Dave Sukow (Sixth District), Alderman Rob Norton (Seventh District) and Alderwoman Anne Caylor (Eighth District). Alderman John Burgener (Fifth District) had an excused absence.

Others in attendance included: City Administrator Dave Johnson, Street Commissioner Richard Lupton, City Attorney Tom Hayden, Finance/Technology Director Kathy Unertl, Fire Chief Bob Odegard, Utility Superintendent Kim Kriewald, City Hall Maintenance Supervisor Ramona Pampuch, Corey Bennett, Dale Bacher, Kate Drewek, Dave Drewek, Mike Drury, Chris Marion, Jon Leiskau, Carolyn Tiry (Wausau Daily Herald), Duane Pfister, and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

Call to order

Mayor Bialecki called the meeting to order at 5:30 P.M.

Discuss possibility of new City logo

City Administrator Johnson reported that he has received negative feedback from several citizens regarding the current City logo. It appears that a vast majority do not care for the logo. In response, City Administrator Johnson is suggesting that a contest be held to design a new logo. He suggests that the contest be held in the local elementary schools and the high school, with a prize awarded to the student submitting the winning logo. He suggested that the Common Council could judge the entries and select a winner. He also mentioned that logos could be "rough" drafts, and that the winning logo could be "polished up" professionally once the winner is selected.

Alderman Malm suggested that the City contact the Chamber of Commerce to discuss this. City Administrator Johnson responded that the Chamber of Commerce has its own logo, and that the Chamber of Commerce does not represent the City.

Based on the discussion, and without objection, City Administrator Johnson will continue the process of scheduling a contest. No formal action was taken at this time.

Recommendation on new City assessor and assessment services contract

Information was in the meeting packet. Finance/Technology Director Unertl reported that City staff reviewed the four Request for Proposal (RFP) responses for assessment services. Based on that, two assessment firms (Associated Appraisal and Bowmar Appraisal) were interviewed. City staff is recommending an assessment services contract with Bowmar Appraisal Inc. for the period from mid-October of 2012 until the end of 2015.

121092

Motion (Hass/Schwartzman) to approve the assessment services contract with Bowmar Appraisal Inc. for assessor maintenance services effective mid-October 2012 through 2015 (\$23,200 for year 2013, \$23,600 for year 2014, and \$24,000 for year 2015 with electronic records cost of \$17,400). Carried.

Update on new fire station planning

City Administrator Johnson reported that he has received five proposals from architectural services to design the new central fire station. He suggested that a committee be formed to review the five proposals and then bring their recommendation(s) back to the Common Council.

Without objection, City Administrator Johnson will proceed. No formal action was taken.

Review and consider City organizational charts

Information was in the meeting packet. City Administrator Johnson reported that one new position, a full-time Geographic Information System (GIS) employee, is being proposed in the 2013 budget.

Alderman Hass stated that, at this time, he is not in favor of adding the position. Alderwoman Caylor agreed with Alderman Hass, stating that, when this position was first created as a part-time position, the Common Council was told that it would be temporary, and would be eliminated upon completion of all necessary GIS data-entry work.

In response to a request, Utility Superintendent Kriewald provided information on the duties performed by the current GIS employee. Alderman Hass and Alderwoman Caylor stated that they would need more information before they would be ready to approve the new position. They requested that funding for this position not be included in the proposed 2013 budget. No action was taken at this time.

Consider adoption of fire department restructuring

Alderman Norton questioned restructuring at this time, given the fact that the City and the union currently have a contract in place.

Alderman Malm suggested that it might have been wise to inform the new Fire Chief of the restructuring and obtain his input on it.

121093

Motion (Hass/Caylor) to approve the fire department restructuring, as presented, and to forward the recommendation to the Common Council.
Carried.

Review 2013 landfill, water and sewer fund budgets

The proposed 2013 landfill, water and sewer fund budgets were in the meeting packet. Finance/Technology Director Unertl and Utility Superintendent provided information and answered questions related to potential future utility capital projects. Following that, they provided additional verbal information on the proposed 2013 landfill, water and sewer fund budgets. No action was taken at this time.

Schedule additional Committee of the Whole meetings

A Committee of the Whole meeting was scheduled for 6:00 P.M. on Tuesday, October 16th. The primary focus of that meeting will be on the City 2013 Operational Budget.

A Committee of the Whole meeting was scheduled for 6:15 P.M. on Monday, October 29th. The primary focus of that meeting will be on the City Capital Budget.

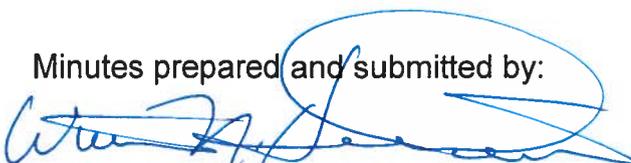
Public Comment

Duane Pfister commented on the possibility of the same person serving on the Common Council and on the Lincoln County Board.

Adjournment

Motion (Hass/Caylor) to adjourn. Carried. Adjourned at 6:51 P.M.

Minutes prepared and submitted by:



William N. Heideman, WCMC
City Clerk

130190

**City of Merrill
Committee of the Whole
Tuesday, December 11, 2012 at 6:00 P.M.
City Hall Common Council Chambers
1004 East First Street**

Committee of the Whole members present (9 of 9): Mayor Bill Bialecki, Alderman Chris Malm (First District), Alderman Steve Hass (Second District), Alderman Ryan Schwartzman (Third District), Alderwoman Kandy Peterson (Fourth District), Alderman John Burgener (Fifth District), Alderman Dave Sukow (Sixth District), Alderman Rob Norton (Seventh District) and Alderwoman Anne Caylor (Eighth District).

Other attendees included: City Administrator Dave Johnson, City Attorney Tom Hayden, Finance/Technology Director Kathy Unertl, Street Commissioner Richard Lupton, Police Chief Ken Neff, Fire Chef Bob Odegard, Dave Savone, Vince Conrad, Roger Drewek, Tom Wistein, Collin Lueck, Duane Pfister and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

Call to order

Mayor Bialecki called the meeting to order at 6:00 P.M.

Consider proposed Development Agreement with Social & Sick Society

City staff and the Redevelopment Authority have prepared and are proposing a development agreement with Social and Sick Society, to provide financial assistance in the rehabilitation of the east exterior wall at the Social and Sick building, 418 Grand Avenue. The agreement, an associated resolution and other related information were in the meeting packet. If the agreement is approved, the cost to the City would be approximately \$4,000.

Motion (Hass/Schwartzman) to approve, as presented, the Development Agreement between the City of Merrill and Social and Sick Society, for the rehabilitation of the east exterior wall at 418 Grand Avenue. Carried.

The resolution approving the agreement will be considered at the December 11th, 2012 Common Council meeting.

Consider M.O.U. with Wis. DOT for improvements to State Highway 64

City staff is proposing a memorandum of understanding with the Wisconsin Department of Transportation (DOT), for improvements to State Highway 64. The memorandum of understanding, an associated resolution and other related information were in the meeting packet. Finance/Technology Director Unertl provided additional verbal information.

Motion (Caylor/Hass) to approve the memorandum of understanding.
Carried.

The resolution approving the memorandum of understanding will be considered at the December 11th, 2012 Common Council meeting.

Consider annexation petition from Wis. DOT for State Hwy 64 right-of-way

The Wisconsin Department of Transportation has submitted, to the City, a petition for direct annexation. The area to be annexed would be State Highway 64 right-of-way, between the Pine Ridge Avenue intersection and the southbound U.S. Highway 51 ramp terminals. If approved, this annexation would help ensure that the City of Merrill has control over how the State Highway 64/Pine Ridge Avenue intersection is improved.

Motion (Hass/Burgener) to approve the annexation petition. Carried.

The ordinance approving the annexation will be considered at the December 11th, 2012 Common Council meeting.

Lift hiring freeze to fill Street Department vacancy

City staff is seeking authorization to lift the hiring freeze to fill a Street Department vacancy created by the recent death of a Street Department employee.

121291

Motion (Hass/Sukow) to lift the hiring freeze to fill a Street Department vacancy resulting from the recent death of a Street Department employee.
Carried.

Lift hiring freeze to fill Firefighter/Paramedic vacancy

City staff is seeking authorization to lift the hiring freeze to fill an anticipated Firefighter/Paramedic vacancy created by the resignation of a Firefighter/Paramedic.

Alderman Hass noted that, to date, the resignation is only verbal, as the City has not received a resignation letter.

121292

Motion (Hass/Caylor) to table, until a resignation letter has been received.
Carried.

Inspection services agreement for 2013-2017

For some time, City Administrator Johnson and Northwinds Inspection (Darin Pagel) have been negotiating the terms of an inspection services agreement for 2013-2017. An agreement that resulted from those negotiations was in the meeting packet.

121293

Motion (Hass/Peterson) to approve, as presented, the agreement for inspection services between the City of Merrill and Northwinds Inspection for 2013 through 2017. Carried.

Review sick leave policies related to employee death

This issue was initially discussed at the November 27th, 2012 Personnel and Finance Committee meeting. It was placed on that meeting agenda because Alderman Hass had concerns related to the City policy regarding accrued sick leave, after learning that the family of a City employee who died recently did not receive a payout of his accrued sick leave. At that meeting, it was agreed that this issue should be discussed at a future Committee of the Whole meeting.

Information was in the meeting packet.

Motion (Hass/Caylor) to change the City policy as follows: In the event of an employee's death, the estate of the employee would be allowed to convert a maximum of 520 hours of accumulated sick leave to health insurance.

Motion (Norton/Burgener) to amend by the motion by stating that, in the event of an employee's death, the estate of the employee would be allowed to convert all accumulated sick leave to health insurance.

Finance/Technology Director Unertl reported that allowing the estate to convert the accumulated sick leave to health insurance would violate the City's health insurance agreement/policy with Security Health.

Motion (Hass/Norton) to refer to a future Committee of the Whole meeting. Carried.

Presentation on potential rental inspection program and fee structure

City Administrator Johnson gave a presentation on a potential rental inspection program and associated fee structure. Currently, the City does not have a rental inspection program. Discussion was held on various options for exterior and interior rental inspection programs.

Alderman Hass suggested that a viable alternative to a rental inspection program would be aggressive enforcement of the existing ordinances. He suggested that the City publicize the fact that a rental inspection program is being considered, and then reconsider development of such a program in six months. He also suggested that a "checklist" related to proposed inspections be made available online and submitted to the Renter's Association, to educate both tenants and landlords on the types of issues that would be addressed if an inspection program is approved and implemented.

No action was taken at this time.

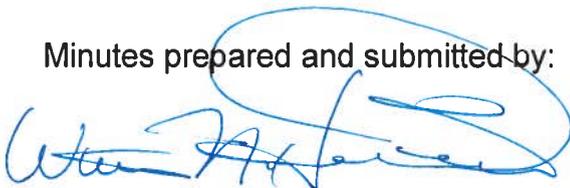
Public Comment

None.

Adjournment

Motion (Hass/Caylor) to adjourn. Carried. Adjourned at 7:05 P.M.

Minutes prepared and submitted by:



William N. Heideman, WCMC
City Clerk

130190

**City of Merrill
Committee of the Whole
Tuesday, December 18, 2012 at 5:30 P.M.
City Hall Common Council Chambers
1004 East First Street**

Committee of the Whole members present (9 of 9): Mayor Bill Bialecki, Alderman Chris Malm (First District), Alderman Steve Hass (Second District), Alderman Ryan Schwartzman (Third District), Alderwoman Kandy Peterson (Fourth District), Alderman John Burgener (Fifth District), Alderman Dave Sukow (Sixth District), Alderman Rob Norton (Seventh District) and Alderwoman Anne Caylor (Eighth District).

Other attendees included: City Administrator Dave Johnson, City Attorney Tom Hayden, Utility Superintendent Kim Kriewald, Street Commissioner Richard Lupton, Fire Chief Dave Savone, City Hall Maintenance Supervisor Ramona Pampuch, Finance/Technology Director Kathy Unertl, Tom Wistein, Duane Pfister and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

Call to order

Mayor Bialecki called the meeting to order at 5:30 P.M.

Connecting Highway Agreement Hwy 64 to west Hwy 51 ramp terminals

Finance/Technology Director Unertl reported that this is the third and final portion of an agreement with the State of Wisconsin. The agreement is necessary to facilitate the planned Park City Credit Union development. A copy of the agreement was in the meeting packet.

It was mentioned that the City would maintain the area, but would receive maintenance reimbursement from the State of Wisconsin.

Motion (Hass/Schwartzman) to approve the agreement, as presented.
Carried.

The agreement will be considered in the form of a resolution at the January 8th, 2013 Common Council meeting.

Amendment to Verizon Wireless lease for emergency generator on water tower

Verizon Wireless has submitted a letter to City Attorney Hayden, requesting an amendment to their lease of space at the Champagne Street water tower.

The amendment would allow Verizon Wireless to install an emergency generator. A copy of the letter was in the meeting packet.

City Attorney Hayden and Utility Superintendent Kriewald explained that the installation of the generator is a relatively minor project and would have no major effect on the operation or maintenance of the water tower. If the amendment is approved, Verizon Wireless would increase the lease amount they pay to the City by \$100 per month.

130191

Motion (Caylor/Peterson) to approve, as presented, the amendment to the Verizon Wireless lease in order to install an emergency generator at the Champagne Street water tower (1101 West Taylor Street). Carried.

Lift hiring freeze to fill pending Street Dept. vacancy resulting from retirement

City Administrator Johnson reported that a Street Department employee has submitted a letter of resignation, effective March 1st, 2013. Based on this, consideration of lifting the hiring freeze to fill that pending vacancy is appropriate. City Administrator Johnson noted that, if the hiring freeze is lifting and a new employee is hired, that employee would not begin their employment until the current employee retires.

130192

Motion (Norton/Burgener) to lift the hiring freeze to fill a pending Street Department vacancy resulting from an employee retiring effective March 1st, 2013. Carried.

Lift hiring freeze to fill pending Firefighter/Paramedic vacancy from resignation

This was initially considered at the December 11th, 2012 Committee of the Whole meeting. At that meeting, it was tabled, because, at that time, a written resignation letter had not been received by the City.

City Administrator Johnson reported that he now has received a resignation letter, effective January 6th, 2013.

130193

Motion (Schwartzman/Norton) to lift the hiring freeze to fill a Firefighter/Paramedic vacancy resulting from an employee resignation. Carried.

Potential professional development reimbursement policy

A potential professional development reimbursement policy for City employees was in the meeting packet. The policy would establish reimbursement policies for City employees when they take classes or attend training sessions.

Motion (Caylor/Sukow) to refer to the Personnel and Finance Committee.
Carried.

Review sick leave policies related to employee death

This has been an ongoing issue. Alderman Sukow suggested that consideration of this issue be done in closed session at a future Committee of the Whole meeting. City Attorney Hayden replied that, if the discussion is to be on general City policy, it should be done in open session. Alderman Sukow responded that it is possible that situations for individuals may be included in the discussion.

Motion (Sukow/Burgener) to refer to a future Committee of the Whole meeting. Carried.

Presentation on potential stormwater utility program

City Administrator Johnson explained that, in 2010, the City hired Becher-Hoppe to design a plan for a stormwater utility. However, that plan was never approved or implemented.

City Administrator Johnson gave a presentation on stormwater utility programs. He also distributed a report on statistics from other Wisconsin municipalities that have implemented a stormwater utility program.

City Administrator Johnson explained that he is proposing a stormwater utility at this time primarily for fiscal purposes. He reported that the existing stormwater infrastructure is aging and improvements and upgrades will be necessary in the near future. Without the revenue generated by a stormwater utility, even maintaining the current infrastructure is not fiscally feasible. Also, to be eligible for certain grants, a municipality is required to have a stormwater program in place.

City Administrator Johnson emphasized that the issue was placed on the agenda for information only, and that further research and discussion are necessary. Alderman Hass suggested that further discussion on this could be held at Board of Public Works meetings, but that ultimately the issue should be considered by the entire Committee of the Whole.

City staff will continue to research this issue, and it will be placed on a future Committee of the Whole meeting agenda. No action was taken at this time.

Schedule next Personnel & Finance, Board of Public Works meetings

The next regular Personnel and Finance Committee meeting was scheduled for 5:15 P.M. on Tuesday, January 22nd, 2013.

The next regular Board of Public Works meeting was scheduled for 5:30 P.M. on Wednesday, January 23rd, 2013.

Public Comment

Alderman Rob Norton expressed hope that City departments would strive for improved communication with citizens regarding current and upcoming issues. He suggested that letters, newspaper advertisements, public notices be used, whenever possible, to provide information in advance to residents.

Motion to convene in closed session

Motion (Hass/Caylor) to convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(e) and 19.85(g) - Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to consider potential purchase of property and conferring with legal counsel on potential litigation. Carried 7-1 on roll call vote. Voting No – Alderman Norton.

Convened in closed session at 6:48 P.M. Attending: Malm, Hass, Schwartzman, Peterson, Burgener, Sukow, Norton, Caylor, Bialecki, Johnson, Hayden, Unertl and Heideman.

Change order of agenda items

City Attorney Hayden requested that closed session item #2 be addressed prior to addressing closed session item #1. Without objection, it was so ordered.

Closed session #2

The minutes of this closed session will be filed separately and confidentially.

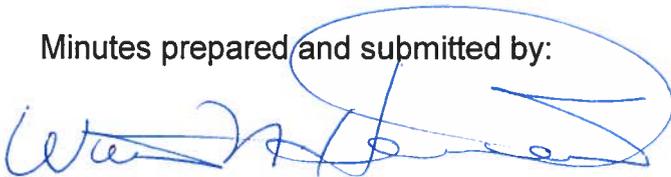
Closed session #1

This closed session began at 6:53 P.M. The same people as listed for the closed session above were in attendance. The minutes of this closed session will be filed separately and confidentially.

Adjournment

Motion (Caylor/Hass) to adjourn. Carried. Adjourned at 6:57 P.M.

Minutes prepared and submitted by:



William N. Heideman, WCMC
City Clerk

December 5, 2012

The Merrill Parks and Recreation Commission met on Wednesday, December 5, 2012 at 4:15 p.m. at the City Hall.

Members Present: Mike Willman, Ralph Sturm, Dorwin Harris, Dan Novitch and Brian Artac

Members Excused Absent: Steve Hintze, Anne Caylor

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: Dave Johnson, Fred Heider

***Motion by Willman, seconded by Artac, to approve the minutes from the previous meeting.

***Carried unanimously.

***Motion by Artac, seconded by Sturm, to approve the claims.

Artac questioned if the net from Lee Recreation was for at the MARC for the batting cage. Wendorf stated it was and was covered under insurance. Sturm questioned if the Baker Barn was fully covered under insurance from the tornado. Wendorf stated that it was fully covered under insurance. Sturm questioned if the Baker Barn was on the Master Plan for the MARC. Wendorf stated it was not. Willman questioned how to get the Master Plan changed. Sturm stated you have to go through the planning commission. Novitch questioned the lines and black topping done at Riverside Park. Wendorf stated that the parking lines and some patching had to be done at Riverside in compliance with the grant. Wendorf stated that all the work done was paid for by the grant. Sturm questioned how much money was made on the timber sales. Wendorf stated that approximately \$115,000 was made through sales. Sturm questioned where the money went from the sale. Wendorf stated that some of the money was used to help pay for the concession stand at the MARC and some money will be used for replanting the City Forest. Sturm questioned what the final cost on the concession stand was. Wendorf stated it was under what the original bid was. Wendorf stated it was \$92,000.00. Novitch requested that the past minutes from the timber sale be sent out in next months packets. Harris questioned the donated labor that Finnigan did for the concession stand.

***Carried Unanimously.

The first item on the agenda was to review/approve draft 2013-2018 City of Merrill Outdoor Recreation Plan. Fred Heider was present and went through some changes for the 2013-2018 Merrill Outdoor Recreation Plan. Heider stated that the changes that were made came from the Outdoor Visioning Sessions.

***Motion by Willman, seconded by Sturm, to approve the draft for the 2013-2018 Outdoor Recreation Plan and to hold a public hearing prior to the January meeting for final approval.

***Carried Unanimously.

The next item on the agenda was monthly reports by Wendorf. Wendorf asked if anyone had any questions. Wendorf stated that the outdoor skating rinks are dependent on the weather and he was hoping they could have them in by Christmas break. Wendorf stated that everything from

the budget meeting went very well and about the only change was the dog park was cut from \$15,000 to \$12,500 but Wendorf stated that he didn't think this was going to be an issue because the group wanting the dog park would be doing some fund raising. Willman questioned about the players fees that was supposed to be on the agenda. Novitch stated that they are doing some ground work that and it will be on the agenda within the next couple of months.

***Motion by Willman, seconded by Artac, to approve the monthly report given by Wendorf.

***Carried unanimously.

The next regular meeting is scheduled for January 2, 2013 at 6:00 p.m., in the Council Chambers. A public hearing for the 2013-2018 Merrill Outdoor Recreation Plan will be held prior to the meeting.

No public comment.

***Motion by Artac, seconded by Harris, to adjourn at 5:30 p.m.

***Carried unanimously.

Dawn Smith
Recording Secretary

13 0 1 140

City of Merrill
Personnel and Finance Committee
Tuesday, December 11, 2012 at 5:45 P.M.
Common Council Chambers at City Hall, 1004 East First Street

Voting Members Present (3 of 3): Alderman Steve Hass (Chairperson), Alderwoman Anne Caylor and Alderman Ryan Schwartzman

Others Present Included: City Administrator Dave Johnson, Mayor Bill Bialecki, City Attorney Tom Hayden, Finance/Technology Director Kathy Unertl, Street Commissioner Richard Lupton, Fire Chief Bob Odegard, Police Chief Ken Neff, City Hall Maintenance Supervisor Ramona Pampuch, Alderwoman Kandy Peterson, Alderman John Burgener, Alderman Chris Malm, Alderman Rob Norton, Dave Savone, Kortney Pike, Roger Drewek, Vince Conrad, Tom Wistein, Duane Pfister and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

Call to order

Alderman Hass called the meeting to order at 5:45 P.M.

Police Department management & supervisory responsibilities & compensation

Information was in the meeting packet. In response to a request made at the November 27th, 2012 Personnel and Finance Committee meeting, City Administrator Johnson provided historical information on Police Department policies on additional compensation during periods when officers assume supervisory responsibilities. He explained that it is difficult to compare the Police Department and the Fire Department, since they provide vastly different services. He summarized by stating that, over time, the Police Department policies evolved into a "seniority" system rather than a "responsibility" system.

Consider Memorandum of Understanding with firefighters union

The memorandum of understanding was initially discussed by the Personnel and Finance Committee at a meeting on November 27th, 2012. At that meeting, Alderman Hass and Alderwoman Caylor requested that, before a decision is made, they be provided information on the Police Department policy for similar circumstances (see previous agenda item).

Alderman Hass speculated that, since there are four captains in the Fire Department, the fourth captain could "cover" when one of the other three captains is unavailable on a shift. City Administrator Johnson responded that it would be impossible for the fourth captain to cover in all situations. Fire Chief Odegard concurred with City Administrator Johnson.

Alderman Caylor asked what the fiscal impact would be if the memorandum of understanding was approved. Finance/Technology Director Unertl responded that it would be approximately \$2 per hour when non-captain Fire Department personnel are performing captain's duties.

1212141

Motion (Caylor/Schwartzman) to approve the memorandum of understanding, as presented. City staff is directed to conduct research in order to ensure that employees in all other City departments are compensated comparatively during times when they assume additional responsibilities and/or supervisory duties. Carried.

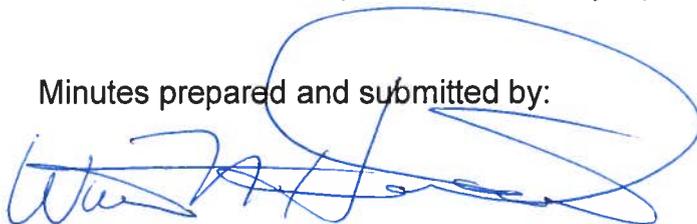
Public Comment

Roger Drewek addressed that issue of employees receiving additional compensation when assuming additional responsibilities.

Adjournment

Motion (Schwartzman/Caylor) to adjourn. Carried. Adjourned at 5:58 P.M.

Minutes prepared and submitted by:



William N. Heideman, WCMC
City Clerk

Transit Meeting
December 17, 2012

Present; Ms. Judith Blennert – chairperson, Mr. Steve Willis, Mr. Gordon Geiger, Mr. Rick Blake and Rich Grenfell – Transit Administrator.

A motion to approve the minutes of the October 15, 2012 meeting was made by Mr. Willis and seconded by Mr. Geiger. C.U.

The Commission reviewed the quote from Gillig Bus Parts Division for (44 pc.) exterior side body panels to replace the decaying panels on the bus fleet. A motion to approve the 2012 purchase in the amount of \$14,638.66 was made by Mr. Blake and seconded by Mr. Willis. C.U. The funding will come from the Transit “Other Services” account, designated for large purchases.

The Commission reviewed the low-bid quote presented by O’Reilly Auto Parts for the 2013 purchase of an Air Conditioning Recovery Platform System and the additional required hose lengths.

A motion to accept the bid of \$3,220.00 and the 2013 purchase of the model ROB 34788 R134A Recovery platform; ROB 32096 hose; ROB 33096 hose; (2) ROB 40333 couplers from O’Reilly Auto Parts of Merrill was made by Mr. Blake and seconded by Mr. Willis. C.U.

Administrator’s Report;

The 24th Annual Christmas Tour of Lights was held on Wednesday, December 12. Three (3) full buses toured the city for a very successful evening. Santa made a guest appearance and delivered the candy to the passengers this year. (All 75 seats were reserved for the tour this year.)

All transit employees attended a 2-hr RTAP presentation on *Customer Driven Service* on the evening of November 7, 2012.

Public Comment;

Administrator Grenfell informed the Commission that there will be meetings regarding the interest of Transit looking at the Merrill Fire Station #1 property.

A motion to adjourn was made by Mr. Blake and seconded by Mr. Willis

Next transit meeting Monday, January 21, 2013.

**T. B. Scott Free Library Board of Trustees
REGULAR MEETING
December 19th, 2012**

Minutes

1. Opening

President Mike Geisler called the Regular Meeting of the Board of Trustees to order at 4:00 p.m. in the Library Board Room. Present: Gene Bebel, Katie Breitenmoser, Paul Gilk, Chris Malm, Tim Meehean and Vicki Yelle. Absent (ex.): Richard Mamer and Jim Wedemeyer. Also present: Don Litzer and Sarah Maerz.

There was no correspondence.

There was no public comment.

2. Consent Items

M Bebel/S Breitenmoser/C to approve the minutes of the November meeting as printed.

M Meehean/S Gilk/C to accept the Monthly Revenue and Expense Printouts for November. City Financial Director Unertl requested that Miscellaneous Revenue and Expenses, e.g., grants, Endowment Fund, etc. be better reflected on this report; reports from March 2012 to date have been amended accordingly.

M Bebel/S Meehean/C to accept the Monthly Statistical Report for November as printed.

3. Reports/Discussion Items/Action Items

A. Staffing changes resulting from recent retirement: The board approved by consensus proposed changes to staffing as presented: 1) the outreach coordinator position will now be a full time position, 2) the currently unfilled fourth shelver position will be eliminated, and 3) two entry-level 600 hour/year circulation positions have been combined into one 1200 hour/year position.

B. E-Commerce: M Meehean/S Yelle/C to pursue the e-commerce option for payment of library fines and other circulation-related fees.

C. Programming request: M Gilk/S Yelle/C to approve \$3,500 from Endowment Funds: 1) \$1500 for the production of 6 programs by Christine Vorpapel, and 2) \$2000 to cover additional expenses for 2013 adult programming.

D. Reports from Friends/WVLS Representative: The Friends had their monthly meeting on December 14th. There was no report from the WVLS Representative.

4. Forthcoming Events & Library Director Report

- Upcoming program on December 30th: New Year, New Game (board gaming program).
- Circulation system migration from Horizon to Sierra has a go-live date of January 9th. Publicity has been in the local newspapers, on our website, on our Facebook page, and face-to-face with patrons as they've been checking out materials.
- Energy savings through upgrades and warmer-than-average recent weather have resulted in an opportunity at year-end to address priorities identified by the 3 Year-Capital Projects Plan reviewed in May of this year.
- The library was featured several times on WSAW Channel 7's Your Town Merrill during December 3-7. An opportunity was given to view the video clips featuring the library.
- The annual holiday letter which includes a library endowment fund donation card was sent out this week.

5. Adjournment:

The meeting adjourned at 5:10 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on January 16th at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary

13 01 185

**City of Merrill
Redevelopment Authority (RDA)**

**Tuesday, October 25th, 2012 at 8:00 A.M.
City Hall Council Chambers**

RDA Present: Bill Bialecki, Wally Smith, Ryan Schwartzman, Ralph Sturm, Karen Karow, Jill Laufenberg, and David Hayes

RDA Absent: None

Others: Finance Director Kathy Unertl, City Attorney Tom Hayden, City Administrator Dave Johnson, Community Development Program Administrator Shari Wicke and City Building Inspector/Zoning Administrator Darin Pagel from Northwinds Inspection

Call to Order: Chair Bialecki called the meeting to order at 8:00 a.m.

Approval of meeting minutes from September 6th, 2012:

Motion (Schwartzman/Smith) to approve the meeting minutes. Carried.

Update on demolition of 416 Grand Ave. and exposed east side exterior issues with S&S Building (418 Grand Ave.) and potential TID No. 8 development incentive assistance:

Commissioners reviewed pictures of the east side of 418 Grand Ave., including the holes in the brick where common floor joints connected to the 416 Grand Ave. prior to demolition.

Consensus of RDA Commissioners to recommend up to \$4,000 for S&S building rehabilitation/winterization which would be comparable to TIF development incentive for 820 E. 1st Street (Oddfellow's building) after the former bakery was demolished.

Unertl advised that architectural review and cost analysis is underway related to the impacts to the west side of 316 Grand Ave. after demolition of 318 Grand Ave.

Review and discussion of 2013 Tax Increment District budget proposals:

Unertl highlighted provisions of the draft 2013 TID budgets and responded to RDA Commissioner questions. Revised budgets will be submitted to the Common Council for review and approval.

Next RDA Meeting: At the call of the RDA Chair.

Public Comment: None.

Adjournment:

Meeting informally adjourned from closed session at 8:50 a.m.

Minutes prepared by RDA Secretary Kathy Unertl

Minutes
Airport Commission Meeting
Wednesday, November 14, 2012

Present: Gary Schwartz, Joe Malsack, Gary Schulz, Lyle Banser, Chris Malm and Airport Manager John Miller

Also Present: Steve Krueger & Larry Wenning

(1) Call to Order: Gary Schwartz called the meeting to order at 7:00 PM.

(2) Approval of the October 17, 2012 Minutes: Gary Schulz made a motion to ratify the minutes of the October 17, 2012 meeting. The motion was seconded by Joe Malsack. The motion passed.

(3) Approval of Vouchers: The vouchers were reviewed and signed by all. Lyle Banser made a motion to approve the vouchers. The motion was seconded by Joe Malsack. The motion passed.

(4) Update on 2006 Project: Gary Schwartz said that work on the Project has been completed for the year.

John Miller said that the water and sewer is done and the environmental people have put up the silt fences and are going to spray the loose dirt to prevent erosion.

John Miller said Van Ert is receiving materials that will be used next spring. John said he has been told by both American Asphalt and Merrill Sand & Gravel that the Airport Project will be the first job they will do in spring.

(5) 2013 Terminal Project: Gary Schwartz reported that we have an issue with the entitlement money for the terminal. Gary said the 2011 entitlement money was used for the 2006 Project. Gary said he has been talking to Mark Arnold and Mary Strait from the Bureau of Aeronautics (BOA) and Mary will try to borrow a year of entitlement money from another airport that is not using their money. Gary explained that if entitlement money is not used after a number of years it goes back to the state. Gary said that Mary will wait till after the first of year to contact airports that have not used their entitlements.

Gary Schwartz said in the mean time we need to continue with the planning for the terminal building. Gary Schwartz said he and John Miller have met with an architect from Becher-Hoppe to go over the building codes. These included distances between buildings and distance needed from the fuel system. A discussion was held regarding the placement and design of the terminal.

Gary Schwartz said that the City has approved the sponsor share for the Terminal. The Council has approved the \$50,000.00 for the light project and that will count as work in kind by the BOA. The \$50,000.00 will be put with the \$15,000.00 we have in our non-lapsing account and the \$35,000.00 approved by the Council.

Gary Schwartz said that a fund drive in spring to help with furnishing the terminal is something we need to consider.

John Miller said that Merrill & Madonna McMahan have donated a very nice mahogany corner desk to the new terminal office. It was the desk that Madonna used while she worked at a realty company. John said the McMahan's will store it until we need it.

John Miller said that he likes what the Tomahawk Airport does for fund raising and he would speak to Dee Dreager regarding that.

(6) Discussion/Decision T Hanger Entrance Repairs: Joe Malsack made a motion to approve the T-hanger blacktop repair for \$785.00 on the west side of the hangers. Lyle Banser seconded the motion. Motion passed.

(7) Discussion–Airport Name: No discussion this meeting but will be kept on the Agenda.

(8) Discussion of RRL Marketing Program: No discussion this meeting but will be kept on the Agenda.

(9) Manager's Report: John Miller reported that he has received a notice that our first year warranty is up from QT Technologies. John said this is for the equipment that runs the self-serve credit cards for the fuel system. The various levels of extended warranty and updates for the software were discussed. John said he is generally against paying extended warranties. John said he would speak to Northwest Petroleum regarding this and report back to the Commission.

John said he would like to have the furnace in the Maintenance Building put on the Agenda for next month. John said he is constantly having problems keeping the pilot light lit. John said he has received a quote from Delta Heating & Cooling. The quote was discussed. John said an energy efficient furnace with electronic ignition could be installed for less than \$2,000.00. John said the funding would come from the Capital Budget item to replace or improve the insulation for the Maintenance Building. All agreed this should be an agenda for next month.

John Miller reported the landing lights on Runway 16/34 are still a problem. John said Van Ert Electric was out here last week and dug up some bad transformers. John said we replaced them with some transformers that we had from previous projects. John said they will do the same thing to the other side of the runway. John said we are working quickly to get this done before the weather changes.

Ron Turner has installed the new phone system for the Airport along with the rest of the City buildings. Originally we were going to put up some wireless antennas to the Airport House. John said after he heard the cost of that project and Ron Turner told him the phones in the hangar could be programmed to ring his cell phone, that part of the project was cancelled.

John Miller said he solved the no internet in the house problem by putting an internet hotspot on his cell phone. John said that has worked well for him as he can use that no matter where he is without internet access.

John Miller said the fence by the north gate and the gate key pad pedestal has been redone.

John Miller reported that Rich Prange had made a down payment on William Holman's hangar. John said they will need to bring this to the commission for approval after they get farther along with the sale.

John Miller reported the Mayor and City Administrator have contacted him about using Airport Property for a new Humane Society Animal Shelter. John said they are interested in the land on the east side of Airport Road. John said he has been in contact with the compliance section of the BOA and is waiting for a written response from them as to whether or not this can be done.

John Miller said that the Spirit Helicopters were no longer landing at Merrill for fuel. John said that Jane has spoken to the dispatch office as to why they are not landing here. John said the dispatcher said they have been getting their fuel at Marshfield and Rhinelander. John said she said there were no problems here at Merrill but it just has not been convenient lately for them to land here.

John reminded the Commission that the December meeting will be held on December 12, 2012.

John Miller said he has been in contact with North Star Communications for removal of the unused NDB poles without a cost to the airport but they have not made a decision about that as of yet.

(10) Chairman's Report: Gary Schwartz has no other items.

(11) Aviation Happenings: Gary Schulz said there are companies starting to remanufacture the older airplanes and can sell them a lot cheaper than what manufacturers are charging for new aircraft.

Gary said the FAA put in a lot of new GPS approaches in the last years but now they are having issues with the cost of maintaining all these approaches. Gary said they are putting the criteria together at this time to decide which approaches they will keep active.

(12) Public Comment: None.

(13) Agenda Items for Next Meeting: Furnace for Maintenance Hanger.

(14) Adjournment: Joe Malsack made a motion at 8:04 PM to adjourn. The motion was seconded by Lyle Banser. The motion passed.

These Minutes were recorded by John Miller, the Airport Manager and were ratified at the December 12, 2012 Airport Commission Meeting.

1301225

City of Merrill Tourism Commission Meeting Minutes – November 29, 2012

The City of Merrill Tourism Commission met on Thursday, November 29, 2012 at 12:00pm, at the Merrill Area Chamber of Commerce.

Members Present: Dan Wendorf, Debbe Kinsey, Chris Malm, Lauree O'Day, Jim Arndt

Absent: Russ Grefe, Mayor Bill Bialecki

Others Present: Cheryl Skoug

First item on agenda was to review/approve minutes from previous meeting. A brief overview of the Tourism Commission was given for Malm (new to the Commission.)

****Motion**** Malm, 2nd Arndt to approve
Carried unanimously

Next item on the agenda was to Present/approve Annual Action Plan and Budget. Tourism Commission meets twice a year to review application and review where they stand in the Fall of the year. We are in good standings and still have two more quarters to receive room tax money. Action Plan: possibility for Billboard on Highway 51 – the cost is \$1800 to \$2200 per month. Welcome Signs for the City. Local businesses on the Highway 64 are willing to give space for Welcome signs. We will need to have directional signs as well. Signage will need to be in other locations. Merrill needs to welcome people to Merrill and assist them to their destination. Could cover the sewerage plant with some nature coverings. The City needs to be more inviting to people that visit. Just by adding nice things around the City can do that, garbage cans(not chained), hanging flower baskets, benches, signage, nice ornaments, etc. Merrill did worth with Baraboo and Ashland about the First Impressions a few years back.

Next Merrill Tourism Commission meeting will be set at a later date.

No public comment was made at this time.

A motion to adjourn at 12:55pm was made by O'Day, seconded by Kinsey, voted and carried.

City of Merrill
POLICE AND FIRE COMMISSION

Monday, December 17, 2012, 4:00 p.m.
Conference Room • City Hall • 1004 E. First Street • Merrill, Wisconsin

Members Present: Kurt Helmstadter (President), Mike Ravn, Carol Holz, Bob Smallman, Don Heyel
Members Absent: None
Others Present: Police Chief Ken Neff, Fire Chief Dave Savone, City Administrator Dave Johnson

Call to Order

President Kurt Helmstadter called the meeting to order at 4:02 p.m.

Minutes

Moved to approve the Minutes of the October 4, 2012, meeting (Holz/Heyel). *Adopted.*

Recommendation of Chief Neff

Moved to approve the recommendation of Police Chief Ken Neff to hire Eric Soberg as a Police Officer. Mr. Soberg had been on the Eligibility List established by the Commission (Ravn/Smallman). *Adopted.*

Chief Neff was excused from the meeting.

Public Comment

There was no public comment.

Convene in Closed Session

Pursuant to Wisconsin State Statutes Chapter 19.85(1)(b) and 19.85(1)(c), it was moved to convene in closed session to conduct Firefighter/Paramedic candidate application interviews (Heyel/Holz). The roll was called and the motion was *adopted unanimously*.

During the closed session the following candidates were interviewed for approximately 20 minutes each. Each candidate was asked the same questions and each was given the opportunity to ask questions of the Commission. Candidates had also been interviewed by members of the Fire Department.

Clay Kautzer
Cody Wiesman
Paul E. Scheffler
Kyle Banaszak
Kevin Banaszak
Matthew C. Hieronimus

Reconvene in Open Session

Following the interviews, moved to reconvene in open session (Ravn/Holz). *Adopted.*

Moved to place the following candidates on the current Eligibility List (Ravn/Smallman). *Adopted.*

Cody Wiesman
Kyle Banaszak
Kevin Banaszak

Adjournment

Moved to adjourn at 6:58 p.m. (Heyel/Holz). *Adopted*

Respectfully submitted,

A handwritten signature in black ink that reads "Robert Smallman". The signature is written in a cursive style with a long horizontal flourish at the end.

Robert Smallman
Secretary
Merrill Police and Fire Commission

1301250

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



AN ORDINANCE: By Parks and Recreation
Commission
Re: Amending Chapter 16, Section 1 to adjust fees
in regards to reservations of park space or
shelters

ORDINANCE NO. 2013-
Introduced: January 8, 2013
1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Committee/Commission Action:
PARKS & RECREATION COMMISSION

AN ORDINANCE

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

Section 1. Chapter 16, Section 1 of the Code of Ordinances for the City of Merrill is amended to modify the following fees to be inserted at the appropriate line in the schedule:

<u>CHAPTER 28</u> PARKS AND RECREATION		
<u>28-</u> <u>26(d)(1)</u>	Fee for reservation of park space or shelter at Stange Kitchenette Park	\$110.00
	City of Merrill Resident	\$115.00
	Non-Resident	\$125.00
	Fee for reservation of park space or shelter at Ott's Park, Riverside Park, Stange Park (by the pool)	\$100.00
	City of Merrill Resident	\$105.00
	Non Resident	\$115.00

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of

competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

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

Moved by: _____

Adopted: _____

Approved: _____

Published: _____

Approved:

William R. Bialecki,
Mayor

Attest:

William N. Heideman, City Clerk

1301260

RESOLUTION NO. _____

**A RESOLUTION APPROVING A CONNECTING HIGHWAY AGREEMENT
FOR HIGHWAY 64 AND PINE RIDGE AVENUE INTERSECTION BETWEEN
THE CITY OF MERRILL AND THE WISCONSIN DEPARTMENT OF
TRANSPORTATION**

WHEREAS, the Wisconsin Department of Transportation and the City of Merrill have participated in preparation of an traffic impact analysis and a Memorandum of Understanding for a development South of the State Highway 64 and Pine Ridge Avenue Intersection; and,

WHEREAS, the connecting Highway Agreement attached hereto sets forth the obligations of the Wisconsin Department of Transportation and the City of Merrill; and,

WHEREAS, the Committee of the Whole met on December 18, 2012 and approved the agreement;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 8th day of January, 2013, that the connecting Highway Agreement for Highway 64 and the Pine Ridge Avenue Intersection between the City of Merrill and the Wisconsin Department of Transportation is approved.

Recommended by: Committee of the Whole

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk

1301261

RESOLUTION NO. _____

A RESOLUTION HONORING ROBERT J. ODEGARD FOR HIS EXTENDED SERVICE AND GREAT CONTRIBUTION TO THE CITY OF MERRILL

WHEREAS, the City of Merrill offers a solid stable community environment for all of its citizens; and,

WHEREAS, the City of Merrill has a strong foundation on which to expand, progress, and develop towards an even better community; and,

WHEREAS, Robert J. Odegard has served the City of Merrill as a Firefighter, Motor Pump Operator, Lieutenant, Deputy Chief and Fire Chief from December 31, 1979 to December 31, 2012; and,

WHEREAS, Robert J. Odegard's cheerful manner, dedication to Fire Service and to the City of Merrill and his hard work in virtually every area in which he was involved will be greatly missed by the Fire Department and Merrill's citizens; and

WHEREAS, the personal commitment and unselfish dedication Robert J. Odegard has put forth has contributed greatly to the growth, progress and stability of the City of Merrill; and,

WHEREAS, the City of Merrill offers a solid stable community environment for all of its citizens in part because of Robert J. Odegard's dedicated service; and,

WHEREAS, Robert J. Odegard's cheerful manner and hard work will be missed at the Merrill Fire Department;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 8th day of January, 2013, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the dedicated and faithful service Robert J. Odegard has given to the City of Merrill and commends him for those years of service.

Recommended by: Common Council

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk

1301262

RESOLUTION NO.

**A RESOLUTION HONORING SANDRA W. LUSSENHOP FOR HER
EXTENDED SERVICE AND GREAT CONTRIBUTION TO THE CITY OF
MERRILL**

WHEREAS, the City of Merrill offers a solid stable community environment for all of its citizens; and,

WHEREAS, the City of Merrill has a strong foundation on which to expand, progress, and develop towards an even better community; and,

WHEREAS, Sandra W. Lussenhop has served at the T.B. Scott Library from December 20, 1979 to December, 31, 2012; and,

WHEREAS, the personal commitment and unselfish dedication Sandra W. Lussenhop has put forth has contributed greatly to the growth, progress and stability of the City of Merrill; and,

WHEREAS, the City of Merrill offers a solid stable community environment for all of its citizens in part because of Sandra W. Lussenhop's dedicated service; and,

WHEREAS, Sandra W. Lussenhop's cheerful manner and hard work will be missed at the T.B. Scott Library;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 8th day of January, 2013, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the dedicated and faithful service Sandra W. Lussenhop has given to the City of Merrill and commends her for those years of service.

Recommended: Common Council

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk

13 01 30

December 11th, 2012

Note: These minutes are subject to review and approval at the next regular Common Council meeting.

The Common Council of the City of Merrill met on the above date in Regular Session, at the City Hall Council Chambers, 1004 East First Street. Mayor William R. Bialecki called the meeting to order at 7:10 P.M. The meeting started late due to the length of the Committee of the Whole meeting held earlier.

121210 Invocation by Pastor Paul Hohman, New Testament Church

121215 Pledge of Allegiance

121220 Roll Call showed the following Common Council members present (8 of 8): Alderman Chris Malm (First District), Alderman Steve Hass (Second District), Alderman Ryan Schwartzman (Third District), Alderwoman Kandy Peterson (Fourth District), Alderman John Burgener (Fifth District), Alderman Dave Sukow (Sixth District), Alderman Rob Norton (Seventh District) and Alderwoman Anne Caylor (Eighth District).

The following were also in attendance: Transit Director Rich Grenfell, City Attorney Tom Hayden, City Clerk Bill Heideman, City Administrator Dave Johnson, Street Commissioner Richard Lupton, Airport Manager/FBO John Miller, Police Chief Ken Neff, Fire Chief Dave Savone, Library Director Stacy Stevens, Finance/Technology Director Kathy Unertl and Park & Recreation Director Dan Wendorf. Community Enrichment Center Director Jane Deau had an excused absence.

121230 Minutes of November Meeting

Motion (Hass/Sukow) to dispense with the reading of the minutes of the November 13th, 2012 Common Council meeting and approve them as published. Carried.

121240 Revenue and Expense Report – November 2012

Motion (Hass/Caylor) to approve, as submitted, the November 2012 Revenue and Expense report. Carried.

121260 Communications and Petitions

121261 Employee Recognition

City Clerk Heideman read certificates of recognition for the following City employees: Steven B. Landwehr, 15 years of service; John Kraegenbrink II, 10 years of service.

121290 Committee of the Whole**121291** Consider recommendation(s) from December 11th, 2012 meeting regarding authorization to lift the hiring freeze to fill Street Department vacancy resulting from City employee death

At that meeting, the Committee recommended lifting the hiring freeze.

Motion (Hass/Caylor) to adopt. Carried.

121292 Consider recommendation(s) from December 11th, 2012 meeting regarding authorization to lift the hiring freeze to fill Firefighter/Paramedic vacancy resulting from City employee resignation

At that meeting, the Committee recommended tabling.

Motion (Hass/Caylor) to adopt the recommendation to table. Carried.

121293 Consider recommendation(s) from December 11th, 2012 meeting regarding agreement for inspection services between the City of Merrill and Northwinds Inspection for 2013 through 2017

At that meeting, the Committee recommended approving the agreement, as presented.

Motion (Schwartzman/Sukow) to adopt. Carried 6-2 on roll call vote. Voting No – Alderman Burgener and Alderman Norton.

1212140 Personnel and Finance Committee**1212141** Consider recommendation(s) from December 11th, 2012 meeting regarding Memorandum of Agreement between City of Merrill and Merrill Firefighters Local 847 (International Association of Firefighters) related to Supervisory Pay when filling in for Captain

At that meeting, the Committee recommending approving the Memorandum of Agreement, as presented.

Motion (Schwartzman/Hass) to adopt. Carried.

- 1212150** Water and Sewage Disposal Committee
- 1212151** The Committee recommends approving the 3% water & sewer service fee increase for 2013 as presented.
- Motion (Burgener/Norton) to adopt. Carried.
- 1212230** Placing Committee Reports on file
- Motion (Sukow/Peterson) to place the following committee reports on file: Housing Authority, Committee of the Whole, Parks and Recreation Commission, Board of Public Works, Health and Safety Committee, Personnel and Finance Committee, Water and Sewage Disposal Committee, City Plan Commission, Transit Commission, Library Board, Enrichment Center Committee on Aging, Zoning Board of Appeals and Board of Canvassers. Carried.
- 1212250** **ORDINANCE NO. 2012-17**
- FIRST READING OF AN ORDINANCE AMENDING CHAPTER 32, ARTICLE IV, SECTION 32-88 TO ADD FEES APPEARING IN CHAPTER 16
- Motion (Hass/Norton) to suspend the rules and give the ordinance a second reading and a third reading by title only. Carried.
- SECOND READING OF AN ORDINANCE AMENDING CHAPTER 32, ARTICLE IV, SECTION 32-88 TO ADD FEES APPEARING IN CHAPTER 16
- THIRD READING OF AN ORDINANCE AMENDING CHAPTER 32, ARTICLE IV, SECTION 32-88 TO ADD FEES APPEARING IN CHAPTER 16
- Motion (Hass/Sukow) to adopt. Carried 8-0 on roll call vote.
- 1212251** **ORDINANCE NO. 2012-18**
- FIRST READING OF AN ORDINANCE AMENDING CHAPTER 16, SECTION 16-1 TO ADD ADDITIONAL FEES REGARDING STREET OPENINGS
- Motion (Hass/Peterson) to suspend the rules and give the ordinance a second reading and a third reading by title only. Carried.

SECOND READING OF AN ORDINANCE AMENDING CHAPTER 16, SECTION 16-1 TO ADD ADDITIONAL FEES REGARDING STREET OPENINGS

THIRD READING OF AN ORDINANCE AMENDING CHAPTER 16, SECTION 16-1 TO ADD ADDITIONAL FEES REGARDING STREET OPENINGS

Motion (Hass/Peterson) to adopt. Carried 8-0 on roll call vote.

1212252 ORDINANCE NO. 2012-19

FIRST READING OF AN ORDINANCE AMENDING THE DISTRICT ZONING MAP OF THE CITY OF MERRILL, WISCONSIN FOR BLOCK 1 AND 2, OF RIVERVIEW ADDITION

Motion (Hass/Sukow) to suspend the rules and give the ordinance a second reading and a third reading by title only. Carried.

SECOND READING OF AN ORDINANCE AMENDING THE DISTRICT ZONING MAP OF THE CITY OF MERRILL, WISCONSIN FOR BLOCK 1 AND 2, OF RIVERVIEW ADDITION

THIRD READING OF AN ORDINANCE AMENDING THE DISTRICT ZONING MAP OF THE CITY OF MERRILL, WISCONSIN FOR BLOCK 1 AND 2, OF RIVERVIEW ADDITION

Motion (Hass/Burgener) to adopt. Carried 8-0 on roll call vote.

1212253 ORDINANCE NO. 2012-20

FIRST READING OF AN ORDINANCE ANNEXING TERRITORY FROM THE TOWN OF PINE RIVER ON A PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL PURSUANT TO WIS. STATE STATUTES SECTION 66.0217(2); ASSIGNING ALDERMANIC DISTRICT

Motion (Hass/Sukow) to suspend the rules and give the ordinance a second reading and a third reading by title only. Carried.

SECOND READING OF AN ORDINANCE ANNEXING TERRITORY FROM THE TOWN OF PINE RIVER ON A PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL PURSUANT TO WIS. STATE STATUTES SECTION 66.0217(2); ASSIGNING ALDERMANIC DISTRICT

THIRD READING OF AN ORDINANCE ANNEXING TERRITORY FROM THE TOWN OF PINE RIVER ON A PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL PURSUANT TO WIS. STATE STATUTES SECTION 66.0217(2); ASSIGNING ALDERMANIC DISTRICT

Motion (Hass/Caylor) to adopt. Carried 7-1 on roll call vote. Voting No – Alderman Malm.

1212260 RESOLUTION NO. 2256

A RESOLUTION AMENDING EMPLOYEE BENEFITS – FRINGE BENEFITS AT SECTION 14-5, GROUP INSURANCE PROGRAM OF THE NON-UNION PERSONNEL POLICIES TO ADD A HEALTH SAVINGS ACCOUNT (HSA) PLAN

WHEREAS, the Common Council of the City of Merrill adopted a Personnel Policies, Employee Handbook for the City of Merrill non-union employees by Resolution No. 2226; and

WHEREAS, the Personnel and Finance Committee has reviewed that manual as it relates to Fringe Benefits at Section 14-5, to add a new Health Savings Account option at Section 14-5-2, and renumbering-subsequent paragraphs; and

WHEREAS, the Personnel and Finance Committee has recommended a change to that policy as follows:

14-5-2 Health Savings Account (HSA) Plan: The Employees will have the option for a Health Savings Account (HSA) Plan with \$1,250 individual and \$2,500 family deductible levels. The Employees will pay eight and ninety-eight hundredths (8.98) percent of the monthly premium per pay period not to exceed 24 pay periods per year, and the City agrees to pay the remaining amounts of the HSA group health insurance.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 11th day of December, 2012, that the Personnel Policies Employee Handbook is amended by adding the highlighted language as follows at Section 14-5-2 and renumbering subsequent paragraphs:

14-5-2 Health Savings Account (HSA) Plan: The Employees will have the option for a Health Savings Account (HSA) Plan with \$1,250 individual and \$2,500 family deductible levels. The Employees will pay eight and ninety-eight hundredths (8.98) percent of the monthly premium per pay period not to exceed 24 pay periods per year, and the City agrees to pay the remaining amounts of the HSA group health insurance.

Motion (Schwartzman/Caylor) to adopt. Carried.

1212261 RESOLUTION NO. 2257

A RESOLUTION AUTHORIZING A DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF MERRILL, WISCONSIN AND MERRILL SOCIAL AND SICK SOCIETY

WHEREAS, the Common Council of the City of Merrill created Tax Increment District (TID) No. 8 on September 27, 2011; and,

WHEREAS, the Redevelopment Authority and Common Council declared property at 416 Grand Avenue as blighted, condemned the building, and contracted for demolition during 2012; and

WHEREAS, City demolition of this blighted building has exposed the eastern exterior wall of Merrill Social & Sick Society's building located at 418 Grand Avenue revealing the need for exterior rehabilitation work for this property located within TID No. 8, and,

WHEREAS, the City of Merrill finds that the proposed redevelopment and the fulfillment of the items and conditions of the attached Agreement are in the vital and best interest of the City of Merrill, the Redevelopment Authority and City residents and serves a public purpose in accordance with State law; and,

WHEREAS, the City and Redevelopment Authority have negotiated the development agreement to provide an incentive payment to facilitate the rehabilitation of a commercial building;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 11th day of December, 2012, that the Mayor and City Clerk are authorized to sign the development agreement by and between the City of Merrill and Merrill Social & Sick Society and to facilitate the implementation thereof.

Motion (Schwartzman/Sukow) to adopt. Carried 6-2 on roll call vote. Voting No – Alderman Burgener and Alderman Norton.

1212262 RESOLUTION NO. 2258**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE CITY OF MERRILL, WISCONSIN AND THE WISCONSIN DEPARTMENT OF TRANSPORTATION**

WHEREAS, Wal-Mart Real Estate Business Trust is developing a commercial site on a parcel of land located in the Southeast quadrant of the State Highway 64 and Pine Ridge Avenue intersection, located in the City of Merrill; and,

WHEREAS, a Memorandum of Understanding between the City of Merrill and the Wisconsin Department of Transportation, attached hereto, for access and improvements along State Highway 64 and Pine Ridge Avenue is necessary for that development and to provide for intersection improvements and transfer of maintenance authority along State Highway 64 from Eagle Drive easterly to the Southbound US Highway 51 ramp terminals;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 11th day of December, 2012, that the Memorandum of Understanding attached hereto by and between the City of Merrill and the Wisconsin Department of Transportation is hereby approved.

Motion (Caylor/Schwartzman) to adopt. Carried.

1212263 RESOLUTION NO. 2259**A RESOLUTION HONORING THE MEMORY OF JOHN T. "PORKER" WEIX, RECOGNIZING HIS CONTRIBUTIONS TO THE CITY OF MERRILL, AND EXTENDING CONDOLENCES TO HIS FAMILY**

WHEREAS, John T. "Porker" Weix, a valued employee of the City of Merrill for 24 years, most recently in the Street Department Recycling Department, passed away on November 20, 2012; and,

WHEREAS, his love of all sports, especially as a volunteer coach in both football and softball, his sense of humor, gigantic smile, and enormous laugh, and most importantly, his willingness to help others without being solicited to do so, has so greatly enhanced the quality of life in the City of Merrill; and,

WHEREAS, the Mayor, Common Council, officials and employees of the City of Merrill and especially the City of Merrill Street Department were saddened by the sudden death of John T. "Porker" Weix;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 11th day of December, 2012, that the Common Council and the people of Merrill officially acknowledge with deep appreciation the service that John T. "Porker" Weix gave to the City of Merrill, and the City of Merrill extends its sincere and heartfelt sympathy to Lorri Weix, his children and all the family of John T. "Porker" Weix.

Alderman Hass requested that the entire Common Council make a motion to adopt and to second the motion. Without objection, it was so ordered.

Motion (Common Council/Common Council) to adopt. Carried.

Mayor Bialecki extended sympathy to the family and friends of "Porker".

1212270 Mayor's Communications

Mayor Bialecki thanked the Common Council, City staff and all City employees for all their work in 2012.

Mayor Bialecki extended Merry Christmas and Happy New Year greetings to all. He reminded everyone to remember the needy in this season of giving.

1212271 City Clerk Heideman administered the oath of office for Fire Chief David A. Savone

1212280 Public Comment Period

Tom Wistein stated that sick time benefits accrued by an employee who died recently should have been paid to the estate of the employee. He added that the current policy of only paying this benefit upon retirement penalizes the loyal employees who seldom use sick leave.

Alderman Norton issued a welcome to new Fire Chief Dave Savone, and extended sympathy on the recent death of Rothschild Fire Chief Steve Fritz.

1212999 Motion (Hass/Caylor) to adjourn. Carried. Adjourned at 7:38 P.M.

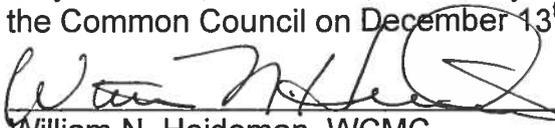


William R. Bialecki
Mayor



William N. Heideman, WCMC
City Clerk

I, William N. Heideman, City Clerk of the City of Merrill, Wisconsin, do hereby certify that the Mayor approved the above action of the Common Council on December 13th, 2012.



William N. Heideman, WCMC
City Clerk

130140

1004 East First Street
Merrill, Wisconsin 54452
Phone (715) 536-5594
Fax (715) 539-2668
E-Mail Kathy.Unertl@ci.merrill.wi.us

The City of Merrill

To: Alderpersons

Kathy Unertl, Finance Director

Mayor Bill Bialecki



Date: January 3, 2013

Re: **Revenue & Expense – December 2012**

with February 2013 Council agenda packet

For Action For Information Please Review Please Reply Per Your Request

The December 2012 Revenue & Expense Reports will be provided with the February 2013 Common Council agenda.

There are numerous pending 2012 year-end fiscal transactions including mid-January accounts payable checks that will be posted to December 31st, 2012.

130191

1004 East First Street
Merrill, Wisconsin 54452
Phone (715) 536-5594
Fax (715) 539-2668
E-Mail Kathy.Unertl@ci.merrill.wi.us

The City of Merrill

To: Alderpersons

Kathy Unertl, Finance Director

Mayor Bill Bialecki



Date: January 3, 2013

Re: **Verizon – Champagne Street**

Lease Revenue

For Action For Information Please Review Please Reply Per Your Request

The 2012 revenue from the existing Verizon lease at the Champagne Street water tower was \$18,385. The proposed lease amendment will bring in an additional \$1,200 annually (i.e. 6.5% revenue increase to the Water Utility).

TON 80

REALTY SERVICES, INC.

3

Via: E-Mail

December 10, 2012

Mr. Tom Hayden
City Attorney, City of Merrill
1004 East First Street
Merrill, WI 54452

**Re: Verizon Wireless Proposed Generator Installation at Site: Merrill West WT
1101 W. Taylor Street, Merrill, WI, 54452
TAX ID # 35.251.4.3106.101.0078**

Dear Mr. Hayden:

As you requested, I have prepared this letter as a summary of the Verizon Wireless generator project at its existing wireless telecommunications facility at the City of Merrill water tank on Taylor Street. In order to continue to provide its customers with the highest level of quality service possible, Verizon Wireless is proposing to install a Generac Power Systems diesel fueled emergency backup power generator adjacent to its existing equipment shelter at the facility. The proposed generator will minimize any service interruptions should the conventional power supply to the facility or the surrounding area ever be disrupted.

The generator is a self contained freestanding piece of equipment, which will be fueled by the belly tank located directly underneath the unit, and both will be placed on a new 4' x 10' concrete pad located inside the 10' x 15' generator area as shown on the construction drawings and exhibits to the draft amendment. The generator is custom-built for Verizon Wireless and comes with the latest in spill prevention and sound attenuation.

The unit will operate intermittently during power outages and during routine testing cycles. Verizon Wireless will typically test run the unit twice per month for 15 to 30 minutes at a time.

Except for the expansion of a section of the fencing to enclose the generator along with some minor trenching between the generator and the shelter for the routing of conduit and utility lines, no other changes will be made to the exterior of the facility.

Verizon Wireless has prepared a draft amendment to the existing Water Tower Attachment Communication Site Agreement (date October 23, 2007) between it and the City of Merrill. The amendment merges the proposed 10' x 15' generator area with the Verizon Wireless existing 20' x 30' lease area. The exhibits to the original lease are replaced with updated exhibits. In exchange for this ground space, Verizon Wireless will increase the rent it pays the City by \$100.00 a month.

Next, the draft amendment updates the notice section to include the current Verizon Wireless notice address. The draft amendment also adds language in Paragraph 5 and Paragraph 6 to combat the potential for a "predatory landlord" situation. These paragraphs give Verizon Wireless a right of first refusal and further safeguard its lease rights by outlining rights upon sale for Verizon Wireless. Finally, the draft amendment states that the parties will execute a memorandum of agreement that will be recorded at the County to place Verizon Wireless' lease in the public domain.

Should you have any questions or want additional information, please feel free to contact me directly at (630) 441-0521. Thanks again for your efforts on our project.

Best regards,

Eric Lennington

Eric Lennington
On behalf of Verizon Wireless

13 01 16 i



LINCOLN COUNTY

MAINTENANCE DEPARTMENT
Lincoln County Service Center
801 N. Sales Street, Suite 201
Merrill, WI 54452-1632
Tele. (715) 536-0347
Fax (715) 539-8054

Rusty DeBroux
Maintenance Director

To Whom It May Concern,

12/04/2012

The Lincoln County Maintenance Department would like to reconstruct the entrance way on the south side of the Safety Building to eliminate the existing flooding problems that we presently have. The new entrance would be larger to enclose the existing ramps that are presently outside. I have enclosed a set of prints with the dimensions of the new structure. The County is seeking a Site Plan Approval for this project.

Thank you for your consideration,

Rusty DeBroux



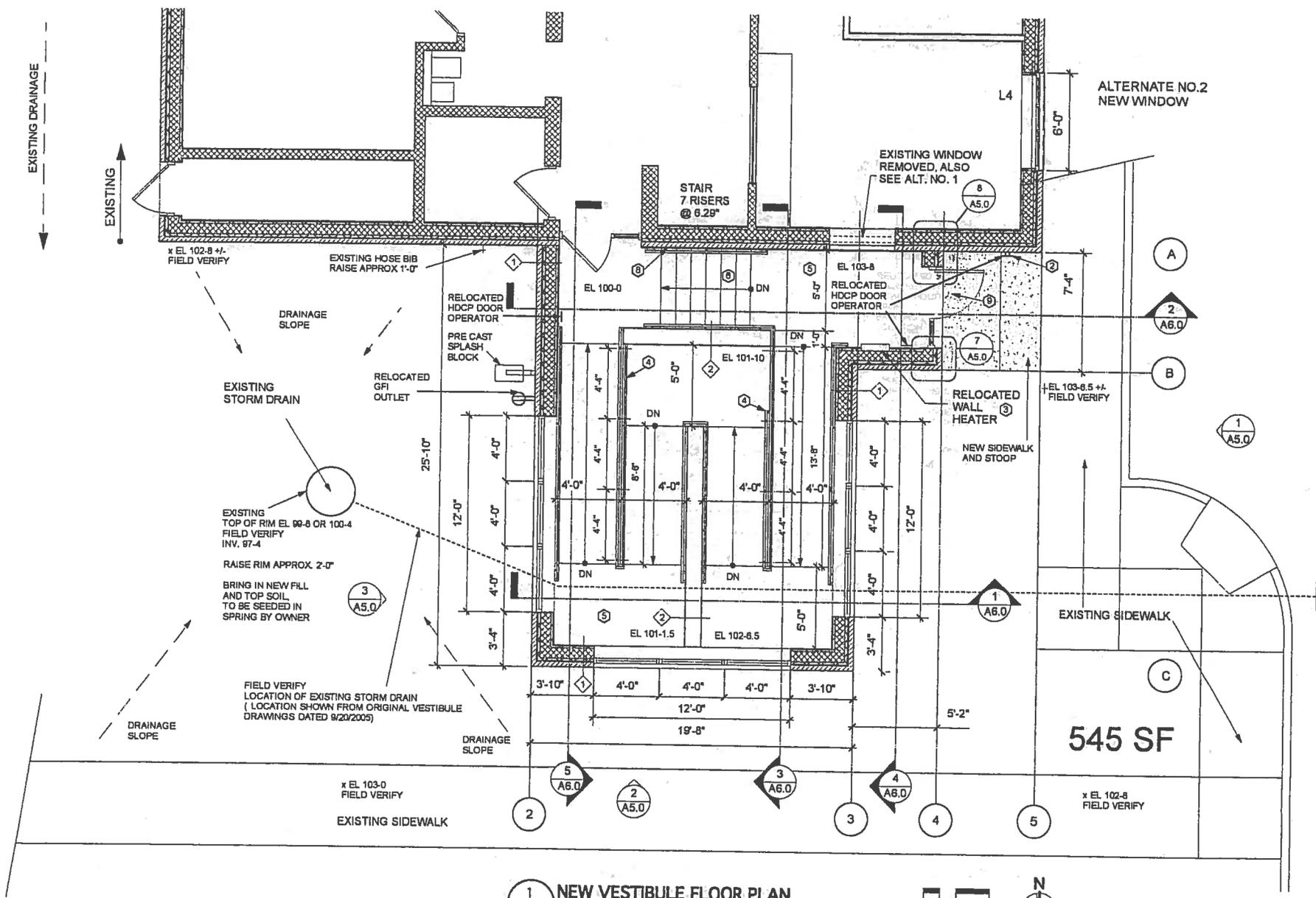
City of Merrill GIS



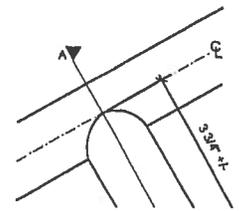
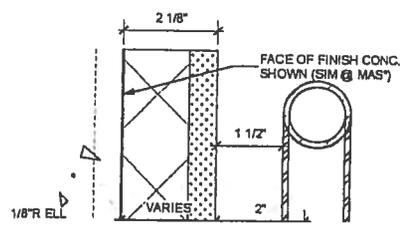
DISCLAIMER: The City of Merrill Does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

SCALE: 1" = 61'

Print Date: 12/4/2012



1 NEW VESTIBULE FLOOR PLAN
 A3.0 1/4" = 1'-0"



13 01260

**CONNECTING HIGHWAY AGREEMENT
STH 64
CITY OF MERRILL**

THIS AGREEMENT, entered into this _____ day of _____, 2013 by and between the Department of Transportation of the State of Wisconsin hereinafter called the State and the City of Merrill, hereinafter called the City.

WITNESSETH THAT:

WHEREAS, in 2012, a traffic impact analysis (TIA) and memo of understanding (MOU) were prepared for a planned development south of the STH 64/Pine Ridge Avenue intersection; and

WHEREAS, in 2013, in order to accommodate this planned development and expected increase in traffic, the State and City are planning improvements along STH 64 from Pine Ridge Avenue to STH 17/CTH W; and

WHEREAS, as part of the negotiation for the improvements along STH 64, the State and City have agree to the extension of connecting highway along the highway from Eagle Drive to the intersection of the USH 51 interchange southbound ramps; and

WHEREAS, Section 86.32 of the Wisconsin State Statutes defines connecting highways as marked state highways routed over streets and highways of municipalities for which the municipalities are responsible for maintenance and traffic control; and

WHEREAS, State Statutes 86.32 enables the State to designate or rescind the designation of connecting highways; and

NOW THEREFORE, the State and City hereto do mutually agree that the below described highway segment should be designated as connecting highway and under the conditions described within this agreement:

Current Highway/Roadway Designation	STH 64 (East Main Street)
From-To	From Eagle Drive; thence easterly 0.37 miles to the right-of-way of the USH 51 interchange southbound ramps, in T31N, R7E, sections 7, 8, 17, and 18, City of Merrill.
Distance	0.37 miles
Receiving Jurisdiction	City of Merrill

I. THE STATE WILL:

- A. Provide a set of as built plans to the City for the above described highway segment.
- B. Execute a Quit Claim Deed or another mutually acceptable instrument to the City, transferring all highway right-of-way property along STH 64 between Eagle Drive and Pine Ridge Avenue. Any economic remnant parcels and/or other parcels owned by the State along the highway segment, not needed for highway right-of-way, will remain in state ownership. The State will retain ownership of the right-of-way property along STH 64, east of the Pine Ridge Avenue intersection.
- C. Maintain its current access control authority over STH 64 between Pine Ridge Avenue and the intersection of the USH 51 interchange southbound ramps. State has purchased access rights along this highway segment. The access rights will be identified by the State within the quit claim deed.

- D. Provide plats to the City for the transferred right-of-way property.
- E. Provide copies of all relevant permits, utility locations, surveys, abandonments, encroachments, and any other documents pertinent to the STH 64 right-of-way property.
- F. Convey all access rights and permitting control authority over STH 64 between Eagle Drive and Pine Ridge Avenue to the City.
- G. Make improvements to the intersection of STH 64 and the USH 51 interchange northbound ramps to address future expected level of service issues (State Project ID#: 1176-15-00). Improvements to this intersection were recommended as part of a TIA completed for the new Wal-Mart development planned along Pine Ridge Avenue, just south of the STH 64 intersection.

2. THE CITY WILL:

- A. Accept the jurisdiction of the STH 64 between Eagle Drive and the intersection of the USH 51 southbound ramps as a designated connecting highway.
- B. Accept the highway right-of-way property along STH 64 between Eagle Drive and Pine Ridge Avenue.
- C. Accept maintenance authority for the new connecting highway segment.
- D. Accept access rights and permitting control authority over STH 64 between Eagle Drive and Pine Ridge Avenue, including the west, south, and north legs of the Pine Ridge Avenue intersection. The State will retain this authority along the highway, east of the Pine Ridge Avenue intersection, including the east leg of this intersection.
- E. Accept ownership and maintenance and operation responsibilities for the traffic control signal at the intersection of STH 64 and Pine Ridge Avenue.

* Additional and more detailed terms and conditions agreed to by the State and City are provided within the Memo of Understanding for the planned improvements along STH 64 between Pine Ridge Avenue and STH 17/CTH W.

BE IT FURTHER RESOLVED, the effective date of this connecting highway agreement shall be upon the approval and signing of the document by the State and City.

ALSO BE IT RESOLVED, the City will collect state connecting highway aid for the new connecting highway segment. The annual aid will be paid in four installments on the first Monday in July, October, January, and April. The City will start receiving payments for the additional mileage of connecting highway starting in 2016 (if signed prior to December 31, 2013).

CITY OF MERRILL

STATE OF WISCONSIN

William Bialecki, Mayor

Rory Rhinesmith
Division of Transportation Systems Development

William Heideman, City Clerk

Date: _____

Date: _____

Connecting Highway Agreement
 STH 64
 City of Merrill
 January 2013

