

**CITY OF MERRILL
COMMITTEE OF THE WHOLE**

Tuesday, February 5th, 2013 at 6:30 P.M.

**City Hall Council Chambers
1004 East First Street**

AGENDA

1. Call to order
2. Consider potential resolutions and development agreements for Tax Increment District No. 8 development incentives (from January 29th, 2013 RDA meeting):
 - a. Resolution authorizing development agreement by and between the City of Merrill and William J. and Sunee Fillmore (Business Entity - Fillmore Metal Crafters, LLC building expansion – 1000 W. Main St.)
 - b. Resolution authorizing development agreement by and between the City of Merrill and Mark A. Raymer (1502 W. Main St. for retail and residential building rehabilitation)
3. Consider policy related to potential development assistance for tax delinquent properties, including Brownfields environmental grant/loan applications and TIF development incentives (from January 29th, 2013 RDA meeting)
4. Continued review and discussion of Section 12-3 Sick Leave of City Personnel Policies – Employee Handbook related to City employee death (Follow-up from December 11th and 18th, 2012 Committee of Whole meetings)
5. Consider e-commerce (i.e. on-line and credit/debit payments) in follow-up to discussions at Library Board on December 19th, 2012 and Water & Sewage Committee on January 23rd, 2013
6. City Attorney briefing/overview of annexation process under Wisconsin Statutes (Requested by Alderperson Ryan Schwatzman)
7. Public Comment

8. The Committee of the Whole may convene in closed session pursuant to Wisconsin State Statutes 19.85(1)(e) for the purpose of 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 policy direction for negotiation of the following:
 - a. Potential continued participation in and fiscal commitments to Lincoln County Economic Development Corporation (LCEDC)
 - b. Potential development incentive(s) for proposed new development in Tax Increment District No. 3 (East Side)
9. Adjournment

Mayor William R. Bialecki

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Date and time agenda was posted: _____ *Posted by:* _____



merrill

Location. Nature. People.

Smart Move

CITY OF MERRILL

Redevelopment Authority (RDA)

Kathy Unertl, RDA Secretary

1004 East First Street • Merrill, Wisconsin • 54452

Phone (715) 536-5594 • FAX (715) 539-2668

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

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Date: January 23rd, 2013

To: RDA Commissioners
Mayor Bill Bialecki and Alderpersons

From: Kathy Unertl, Finance Director *Kathy Unertl*

RE: New TIF Development Incentive Overview

Although we are providing the formal development agreements for the Fillmore and Raymer projects, we are wondering if the new overview format would be acceptable for RDA and Committee of Whole/Council review? The entire development agreement would be provided if more complicated project.

The following would be standard items provided for RDA Commissioners and Committee of Whole/Council:

- TIF Development Incentive Overview
- Projected Tax Increment spreadsheet
- Resolution
- GIS/Aerial Photo Map (Showing project location)
- Other background information (as appropriate)

City staff/contractors believe that we have lots of development projects for consideration in 2013 (and future) and we would like to streamline the paperwork – especially since using the same “boilerplate” development agreement language.

City of Merrill – TIF Development Incentive Overview

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TID No. 8 (West Side)

Property Owner: William J. and Sunee Fillmore

Business Entity: Fillmore Metal Crafters, LLC

Location: 1000 W. Main St. (WI River Island)

Development: Building addition – 1,296 sq. ft. to existing 1,944 sq. ft. building (New total of 3,240 sq. ft.)
Purchasing additional land (west side of parcel) from adjacent property owner

Equipment: Installation of paint booth/fan and metal fabrication equipment

Jobs: One new full-time employee and potential for seasonal part-time jobs

Investment: About \$90,000 property owner investment

TID Development Incentive:

Staff recommendation:

Total of \$17,500 with the following payment schedule:

Upon completion (2013)	\$5,000
Annually (2014-2018)	\$2,500 – five years

TID Lifespan Tax Increment:

Spreadsheet provided – projected at \$25,305 and likely to be higher than conservative estimate

City of Merrill - Projected Tax Increment for William J. and Sunee Fillmore								
Business Entity - Fillmore Metal Crafters, LLC.								
<u>Real Estate</u>	Existing			<u>Proposed NEW</u>			Projected	
	<u>Valuation</u>	<u>SQ. FT.</u>	<u>\$/SQ. FT.</u>	<u>SQ. FT.</u>			<u>Valuation</u>	
Land	\$20,000					Land	\$25,000	
Improved	\$23,300	1,944	\$11.99	1,296		Improved	\$45,980	
Total	\$43,300					Total	\$70,980	
Projected RE Tax Increment							\$27,680	
2012 RE Property Tax	\$1,160	Personal Property (Existing Valuation)					\$29,200	
2012 PP Property Tax	\$822							
Total Property Tax	\$1,982	Planned new equipment			Est. Cost	\$20,000		
Projected Tax Increment (TID No. 8 - West Side)								
Const. Year	Value Year	Revenue Year	PP Value Increment	Total Value Increment	Tax Rate	Real Estate Tax Increment	PP Tax Increment	Projected Total Tax Increment
			10% Dep.					
2013	2014	2015	\$20,000	\$47,680	\$28.13	\$779	\$563	\$1,341
	2015	2016	\$18,000	\$45,680	\$28.13	\$779	\$506	\$1,285
	2016	2017	\$16,200	\$43,880	\$28.13	\$779	\$456	\$1,234
	2017	2018	\$14,580	\$42,260	\$28.13	\$779	\$410	\$1,189
	2018	2019	\$13,122	\$40,802	\$28.13	\$779	\$369	\$1,148
	2019	2020	\$11,810	\$39,490	\$28.13	\$779	\$332	\$1,111
	2020	2021	\$10,629	\$38,309	\$28.13	\$779	\$299	\$1,078
	2021	2022	\$9,566	\$37,246	\$28.13	\$779	\$269	\$1,048
	2022	2023	\$8,609	\$36,289	\$28.13	\$779	\$242	\$1,021
	2023	2024	\$7,748	\$35,428	\$28.13	\$779	\$218	\$997
	2024	2025	\$7,500	\$35,180	\$28.13	\$779	\$211	\$990
	2025	2026	\$7,500	\$35,180	\$28.13	\$779	\$211	\$990
	2026	2027	\$7,500	\$35,180	\$28.13	\$779	\$211	\$990
	2027	2028	\$7,500	\$35,180	\$28.13	\$779	\$211	\$990
	2028	2029	\$7,500	\$35,180	\$28.13	\$779	\$211	\$990
	2029	2030	\$7,500	\$35,180	\$28.13	\$779	\$211	\$990
	2030	2031	\$7,500	\$35,180	\$28.13	\$779	\$211	\$990
	2031	2032	\$7,500	\$35,180	\$28.13	\$779	\$211	\$990
	2032	2033	\$7,500	\$35,180	\$28.13	\$779	\$211	\$990
	2033	2034	\$7,500	\$35,180	\$28.13	\$779	\$211	\$990
	2034	2035	\$7,500	\$35,180	\$28.13	\$779	\$211	\$990
	2035	2036	\$7,500	\$35,180	\$28.13	\$779	\$211	\$990
	2036	2037	\$7,500	\$35,180	\$28.13	\$779	\$211	\$990
Projected Tax Increment						\$18,687	\$6,618	\$25,305
						Real Estate	PP	Total

RESOLUTION NO.

A RESOLUTION AUTHORIZING DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF MERRILL, WISCONSIN AND WILLIAM J. AND SUNEE FILLMORE

WHEREAS, the Common Council of the City of Merrill created Tax Increment District (TID) No. 8 on September 13, 2011; and,

WHEREAS, William J. and Sunee Fillmore propose an addition to the building at 1000 West Main Street which is located within TID No. 8; and

WHEREAS, at least one new full-time job and potential additional part-time jobs will result from this building expansion and equipment installation; 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, Redevelopment Authority and City residents and serve a public purpose in accordance with State law; and,

WHEREAS, the City and William J. and Sunee Fillmore have negotiated the development agreement to provide an incentive payment to facilitate the building expansion.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this ____ day of _____, 2013, that the Mayor and City Clerk are authorized to sign the development agreement by and between the City of Merrill and to facilitate the implementation thereof.

Recommended by:

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk



City of Merrill GIS

Fillmore Metal Crafters - 2013-01



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SCALE: 1" = 84'

Print Date: 1/22/2013

City of Merrill – TIF Development Incentive Overview

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TID No. 8 (West Side)

Property Owner: Mark A. Raymer

Location: 1502 W. Main St. (East of Rich's Discount)

Development: Façade restoration including of leaded glass
Interior rehabilitation into two storefronts and four residential units (one on 1st floor and three on 2nd floor)

Equipment: Unknown at this time – storefronts could have Personal Property

Jobs: Raymer new business will have some part-time employees
Unknown at this time for 2nd storefront

Investment: Over \$100,000 property owner investment, plus property purchase cost

TID Development Incentive:

Staff recommendation:

Total of \$25,000 with the following payment schedule:

Upon completion (2013)	\$5,000
Annually (2014-2017)	\$5,000 – four years

TID Lifespan Tax Increment:

Spreadsheet provided – projected at \$52,988 and likely to be higher than conservative estimate

City of Merrill - Projected Tax Increment for 1502 W. MAIN ST.

<u>Real Estate</u>	Current <u>Valuation</u>	Projected <u>Valuation</u>	Projected <u>TID Increment</u>
Land	\$12,700	\$15,000	\$2,300
Improved	\$30,400	\$110,000	\$79,600
Total	\$43,100	\$125,000	\$81,900

Note: Some Personal Property tax increment may result from two storefronts.

Projected Tax Increment (TID No. 8 - West Side)

Const. Year	Value Year	Revenue Year	Total Value Increment	Tax Rate	Real Estate Tax Increment
2013	2014	2015		\$28.13	
2014	2015	2016	\$81,900	\$28.13	\$2,304
2015	2016	2017	\$81,900	\$28.13	\$2,304
2016	2017	2018	\$81,900	\$28.13	\$2,304
2017	2018	2019	\$81,900	\$28.13	\$2,304
2018	2019	2020	\$81,900	\$28.13	\$2,304
2019	2020	2021	\$81,900	\$28.13	\$2,304
2020	2021	2022	\$81,900	\$28.13	\$2,304
2021	2022	2023	\$81,900	\$28.13	\$2,304
2022	2023	2024	\$81,900	\$28.13	\$2,304
2023	2024	2025	\$81,900	\$28.13	\$2,304
2024	2025	2026	\$81,900	\$28.13	\$2,304
2025	2026	2027	\$81,900	\$28.13	\$2,304
2026	2027	2028	\$81,900	\$28.13	\$2,304
2027	2028	2029	\$81,900	\$28.13	\$2,304
2028	2029	2030	\$81,900	\$28.13	\$2,304
2029	2030	2031	\$81,900	\$28.13	\$2,304
2030	2031	2032	\$81,900	\$28.13	\$2,304
2031	2032	2033	\$81,900	\$28.13	\$2,304
2032	2033	2034	\$81,900	\$28.13	\$2,304
2033	2034	2035	\$81,900	\$28.13	\$2,304
2034	2035	2036	\$81,900	\$28.13	\$2,304
2035	2036	2037	\$81,900	\$28.13	\$2,304
2036	2037	2038	\$81,900	\$28.13	\$2,304
Projected Tax Increment					\$52,988

RESOLUTION NO.

A RESOLUTION AUTHORIZING DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF MERRILL, WISCONSIN AND MARK A. RAYMER

WHEREAS, the Common Council of the City of Merrill created Tax Increment District (TID) No. 8 on September 13, 2011; and,

WHEREAS, Mark A. Raymer proposes rehabilitating the exterior façade of a historic commercial building located at 1502 West Main Street which is located within TID No. 8; and

WHEREAS, both retail and residential interior rehabilitation is proposed; 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, Redevelopment Authority and City residents and serve a public purpose in accordance with State law; and,

WHEREAS, the City and Mark A. Raymer have negotiated the development agreement to provide an incentive payment to facilitate the rehabilitation of a historical commercial building.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this ____ day of _____, 2013, that the Mayor and City Clerk are authorized to sign the development agreement by and between the City of Merrill and Mark A. Raymer to facilitate the implementation thereof.

Recommended by:

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk



City of Merrill GIS

1502 W MAIN ST



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SCALE: 1" = 39'

Print Date: 1/22/2013

**City of Merrill – Economic Development Program Policy
for Tax Delinquent Properties**

Proposed Policy –

Recommended by Redevelopment Authority (1/29/2013):

- City staff/contractor resources will be minimized in facilitating potential redevelopment or new development by current or prospective owners of tax delinquent properties;
- City/RDA will not apply for Brownfield’s grants/loans on behalf of owners of tax delinquent properties; and
- City/RDA will not consider TIF development incentives for current owners of tax delinquent properties.

Note: To apply for CWED regional economic loans, the property taxes must be paid.

Background: City staff recently received a request to submit a Brownfield’s Site Assessment Grant (SAG) application to facilitate environmental investigation for a former manufacturing property.

Since this would be a reimbursement grant, the current property owner would be responsible for contracting for engineering services and paying 100% of the expense initially. This potential 50% State grant would require the City/Redevelopment Authority to apply; City/RDA would get copies of environmental reports; and the property owner would be responsible for the remaining 50% expense.

However, the property taxes are delinquent for 2011 (2012 collection) and are due for 2012 (2013 collection).

Staff Response: City/RDA will apply for the State Site Assessment Grant after the property taxes are paid (i.e. no longer tax delinquent).

If the Committee of Whole wants to consider potential policy modification of Sick Leave payout in event of employee death, the following draft policy language is provided for review:

DRAFT – FOR REVIEW/DISCUSSION:

12-3 SICK LEAVE. Sick leave for all regular employees is accumulated at a rate of one work day for each month of continuous service. Upon termination of an employee, any accumulated sick leave, except for retirement or employee death as provided below, is forfeited and not paid.

12-3-9 Sick leave accumulation upon employee death before retirement is set at a maximum of the employee's total accumulated sick leave hours or 1,300 hours, whichever is less. Accumulated sick leave may be converted to a sick leave cash equivalent based on the employee's hourly rate at the time of death times the sick leave accumulation. The sick leave cash equivalent may only be paid as a cash payout to the estate of the deceased employee.

Effective date if Committee of Whole wants to make this policy modification?

Do you want to use something other than 1,300 hours? For example, City of Antigo uses 50%.

Sick Leave Payouts - Other WI Communities

In response to the December 18th, 2012 Committee of Whole, meeting, information from both the City Clerk and Urban Alliance Finance Director networks was requested. This summarizes the responses related to sick leave payouts:

City of Superior	Treat death same as employee retirement
City of Platteville	Treat death same as employee retirement
Village of Brown Deer	Treat death same as employee retirement (maximum of 70 days)
City of La Crosse	Would payout 45% of sick leave at retirement or death
City of Appleton	Would payout (maximum of 90 days) upon death
City of Marshfield	If twenty (20) years of service, would payout into Post Employment Health Plan
City of Manitowoc	Treat death like retirement (maximum 960 hours)
City of Oshkosh	Paid at 50% of pay rate (maximum of 150 days)
Village of Stratford	Would payout unused leave at death, including sick leave
City of Medford	If twenty (20) years of service, would payout 85 days of sick leave to spouse/estate
City of Tomah	30% of accumulated sick leave (maximum of 120 days)
City of New Lisbon	Maximum of 130 days upon termination (including death)
Town of Geneva	Payout of 80% of sick leave to designated beneficiary
Village of Hortonville	Death treated same as retirement (maximum of 50% of accrued sick leave - maximum of 60 days). If death occurs while on job, 100% of accrued sick leave paid.
City of Brookfield	Unions only - if fifteen (15) years of service, payout at retirement or death

City of Merrill - Sick Leave Payouts

The last five retirements/sick leave payouts provide a fiscal projection of potential costs if there were policy change:

\$14,444	2011
\$20,662	2011
\$36,440	2012
\$48,957	2012
\$32,435	2012
<u>\$152,937</u>	

\$30,587 Average

Various other public sector employers were contracted regarding Non-Union personnel policies related to sick leave payouts:

Lincoln County	Only retirement provisions under WRS
Merrill Area Public Schools	Only retirement provisions under WRS
City of Rhinelander	Only retirement provisions under WRS
Village of Weston	Only retirement provisions under WRS
City of Antigo	"In the event of death of an employee, 50% of unused accumulated sick leave shall be converted to cash, at the employee's current base rate, and paid to the immediate survivor" (i.e. estate)
Minnesota Counties	City Administrator Dave Johnson advises that he previously surveyed the 72 Minnesota counties - only retirement provisions

Note: Will update at meeting if any additional responses are provided.

Prepared by Finance Director Kathy Unertl

REQUEST TO INCLUDE ITEM ON AGENDA

5

Board or Committee: Committee of Whole

Date of Meeting: February 5th, 2013

Request by: City Administrator Dave Johnson and
Finance Director Kathy Unertl

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

Consider e-commerce (i.e. on-line and credit/debit payments)

Library Director Stacy Stevens would like to use credit/debit cards for fine payment (i.e. under \$5.00) with convenience fee to users.

See background information from Water & Sewer Committee meeting of January 23rd, 2013.

Key point from City management team: There needs to be convenience fee paid to service provider so that other taxpayers or other utility ratepayer costs don't increase to subsidize for interested customers.

Existing Practices:

Only credit/debit payments currently being accepted are through Merrill Municipal Court (with convenience fee through the service provider). There is few such credit/debit payments received.

For many years, property tax installments have been handled on ACH basis for second through sixth installments. There is no convenience fee charged for this service – with City receiving payments in mid-month.

From Water & Sewerage Committee 1/23/2013

We receive, on average, at least 8 to 10 requests per week as to whether or not customers can pay their bill with a debit card, credit card or set up direct payments out of their checking accounts. Over the last year or so these requests are continuing to increase, especially when we send out disconnect notices.

In doing some research, it has been found that numerous communities surrounding Merrill have already been using online payments for a number of years. They take online payments for water & sewer bills, electric bills, tax payments, building permits, licenses and more.

From the information gathered, the municipalities are not charged fees to have this set up (Official Payments and Wisconsin Payments do not charge a fee to the municipality and some may not even have any paperwork for the municipality to fill out; some do have you sign an initial contract.) State of Wisconsin Statutes do not allow municipalities to collect any type of "fees" for these kinds of services.

In the data gathered, it sounds as though the "convenience fee" for using such a service is ranging anywhere from \$4.00 and up. Wisconsin Payments charges the customers a \$6.50 fee for credit card payments up to \$250.00, \$3.25 for Echeck payments and approximately a 4% fee for Paypal payments. This amount could vary depending on the type of payment and of course the amount. Official Payments seems to have similar charges and those can vary as well dependent upon the amount of the payment being made and what the payment is for.

The customers who choose to use the online payments are the **ONLY** customers who are going to have to pay the convenience fee. **If customers choose to pay their bills in person, via the mail they will NOT have to pay any kind of convenience fee.**

Quite a few of the municipalities use online payments for water & sewer bills. There are a number of them who use the online payments for their tax payments as well as building permits and fines.

In considering going to online payments, there are a few things that should be considered. Number one is that there are really no costs associated with setting this convenience up for the customer. There may be some time involved from the municipality's side, but that occurs with all new software systems or improving things. Number two, this is something the customers are requesting and because we do in fact work for the public, this is something that should be taken into serious consideration. Three, this will/can improve cash flow for the city as well.

There are pros and cons with anything. That goes without saying. However, it is the customer's choice if they want to pay the convenience fee. If they want to continue paying their bills as they do now either in person, by mail, using the drop box then they can do so **without** being charged any additional fees. **Only** the customers who choose to use the online payments will have to agree to the convenience fee. These convenience fees are not imposed on all the customers.

Some of the communities that are currently using Official Payments or Wisconsin Payments are:

City of Mosinee

Building permits, parking citations, police citations, personal property tax, real estate tax, utilities

Village of Kronenwetter

Real estate property tax, water & sewer bills

City of Wausau

Parking citations, real estate tax, traffic citations, personal property tax, water & sewer bill, ambulance billing

Town of Rib Mountain

Ambulance fee, real estate tax

Village of Weston

Personal property tax, real estate tax, utilities

City of Antigo

Water & sewer payments, parking tickets, campground fees, recreation fee, shelter rental, cemetery fee, ambulance billing, licenses, permits, real estate taxes, personal property taxes, vehicle license plates

In summary, going to online payments is not only going to offer a convenience to the customers who choose to use it, it is also going to help improve efficiencies for the various city departments, but it will/can potentially improve cash flow as well. If this is not going to overall cost all taxpayers anything, why would we not look at considering to offer this convenience to the customers who choose to use it.



Home Payment Center Help Special Offers

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My Account

Log In (Optional)
Log in for expedited access to our enhanced payment services.

E-mail Address:
Password:

Submit

Sign Up / Forgot Password?

- Pay Now
View History
Schedule Payments
Verify Payments
Schedule Reminders
My Account Dashboard
E-Wallet

How It Works

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About Official Payments

Official Payments partners with governments, utilities, education providers and other payment collecting organizations nationwide to give customers the ability to pay online or over the phone using a credit card, debit card or electronic check. Simplify your bill paying with Official Payments and consider your bill Officially Paid.

Official Payments is proven.

- Partners with the IRS, 26 states and D.C., 300+ universities and colleges and 3000+ municipalities nationwide
Process 5000+ different payment types
6 million transactions and \$4 billion processed in 2007
In business since 1996

So many ways to pay.

- Visa, MasterCard, American Express, and Discover credit and debit cards
Bill Me Later
Green Dot MoneyPak
Electronic check
Online or over the phone at 1-800-2PAY-TAX

Making a payment is fast, easy and secure.

- 6 simple steps
Real time payment authorization
Convenience fee charged for payment transactions

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En Español

My Account

Log In (Optional)
Log in for expedited access to our enhanced payment services

E-mail Address:
Password:

Submit

Sign Up / Forgot Password?

- Pay Now
- View History
- Schedule Payments
- Verify Payments
- Schedule Reminders
- My Account Dashboard
- eWallet

How It Works

- [About OPC](#)
- [About The Process](#)
- [Payment Benefits](#)
- [My Account Benefits](#)
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About the Process

Paying with Official Payments is simple 6-Step process that only takes a few minutes (click [here](#) to see how you can set-up an account and spend even less time paying your bills).

Step 1: Select Service

Official Payments groups the organizations that you can make payments to into four divisions. Federal, State, Local, and Education Payments.

- Select [Federal Payments](#) for all personal and business taxes due to the IRS
- Select [State Payments](#) for all personal, business, and other taxes and fees due to a state collecting authority
- Select [Local Payments](#) for all local taxes, citation, court fees, utilities payments, local education payments, parks and recreation fees, permitting and licensing fees, and more
- Select [Education Payments](#) to pay tuition, housing, meal plans, event fees, and other education related expenses

*Not sure if you can pay a certain bill with us? Click [here](#) to see our "Who Can I Pay?" page.

Step 2: Enter Amount

Simply enter the dollar amount you wish to pay your selected organization, and select the payment option.

Step 3: Accept Terms

Official Payments collects a service fee for every transaction processed. Based on your input during Steps 1 & 2 we will calculate the fee and present it to you here along with our terms and conditions for using our services. Accept the fee and the terms to continue.

Step 4: Provide Details

Here you will provide personal information and payment information. This information is required so that Official Payments can properly authorize and process your payment. Remember that the highest data encryption standard protects every transaction. Your personal information stays personal.

Step 5: Confirm Details

Confirm that all the data you have supplied us with is correct. After you press "Submit" we will process your transaction in real-time. This process will only take a few seconds.

Step 6: Digital Receipt

You will receive a unique confirmation number as well as a digital receipt for your records. We also offer a printer-friendly version if you wish to have a hard copy of your receipt.

*To see a demonstration, click [here](#)

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Home Payment Center Help Special Offers

En Español

My Account

Log in (Optional)
Log in for expedited access to our enhanced payment services.

E-mail Address:
Password:

Submit

Sign Up / Forgot Password?

- Pay Now
View History
Schedule Payments
Verify Payments
Schedule Reminders
My Account Dashboard
E-Wallet

How It Works

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About The Process
Payment Benefits
My Account Benefits
Case Studies

Payment Benefits

Everyone Wants To Be Rewarded.

When you pay through Official Payments using a credit or debit card, you may earn reward points, miles or money back. You may even gain a little extra time to pay. It's fast, easy and secure.

Convenient Every Which Way

No matter where or when, you can conveniently pay your bills online or over the phone. By signing up for My Account, you can easily set up payment reminders, schedule automatic payments and view your payment history. We're available 24/7. Why wait on line at the Post Office when you can go online with us?

Cash Management

Manage your cash flow and enjoy the financial flexibility our service provides. When you pay with a credit card, you can avoid late fees and free up funds. Many small business owners find our payment service helpful in managing their business finances.

Security Is Everything When It Comes to Electronic Payments.

Official Payments provides the highest level of data security for every transaction. Our systems are approved and audited by the IRS, state governments, and major credit card companies which means you can be sure your personal information is protected.

Officially Paid.

So whether you're making tax payments, rent payments, insurance payments, utility payments, education payments or court fees and fines, give yourself the benefit of Official Payments. It's a smarter way to do business.

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En Español

My Account

Log In (Optional)
Log in for expedited access to our enhanced payment services.

E-mail Address:

Password:

Submit

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How It Works

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Case Studies

Privacy concerns preclude Official Payments from providing the details and circumstances of actual consumers who used our services. However, the following case studies illustrate the convenience, rewards and cash management benefits of making payments through Official Payments.

Convenience

An individual taxpayer, who had for several years received a tax refund, waited until the last day to fill out her tax forms and was surprised to learn that she had a tax obligation due. Rather than rushing to the post office to stand in line late at night, she filed her return electronically and visited www.officialpayments.com to pay her tax obligation at 11:44 p.m. on tax day. By making her payment online through Official Payments, she had the comfort of knowing that her payment had been made, and she avoided the penalties and interest that could have resulted from missing the payment deadline.

Rewards

A couple living in New York was planning their ten-year anniversary trip to Hawaii. They called 1-800-2PAY-TAX to make their federal and state tax payments on their credit card and earned more than 150,000 rewards points. They used 150,000 points to redeem two roundtrip business class tickets to Hawaii (75,000 points each, total retail value \$9,477). For a \$3,735 convenience fee, they earned rewards worth \$9,477.

Cash Management

A small business owner who was experiencing a period of temporary cash flow weakness did not want to liquidate assets or take out a short-term bank loan to pay his state sales tax bill. He knew several clients would soon be making large cash payments to settle their outstanding balances. By making the tax payment with a credit card, he was able to pay his tax obligation on time and pay the credit card balance later when cash was available. Charging his sales taxes helped him avoid setting up an extended payment schedule with the state or taking out a high interest, short-term loan.

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Terms and Conditions:

Official Payments Corporation charges a convenience fee to use this service to make the payment outlined above. This fee is separate from the primary obligation you are paying. The convenience fee is included in the "Total Payment" line above.

Completion of a payment transaction is contingent upon both the authorization of payment by your card company and acceptance of your payment (and, if applicable, your tax return filing) by the governmental authority or other entity you are paying. In the event that your payment is unable to be processed, Official Payments will attempt to notify you at least once using the contact information you have provided. In the event your payment is not processed or authorized by your card company or the applicable entity you are seeking to pay fails to accept your payment or, if applicable, your tax return filing, your payment liability shall remain outstanding and unpaid and you will be subject to all applicable penalties, late fees and interest charges assessed by the relevant entity thereon, all of which obligations remain your sole responsibility.

Users who are making a credit or debit card payment and filing a tax return electronically through an integrated e-payment/e-filing option are reminded to complete the e-filing process. A successful payment through Official Payments Corporation does not guarantee that the e-filing will be successful. Making a payment through Official Payments Corporation only satisfies (all or part of) your obligation to pay, you must complete the e-filing process to satisfy your obligation to file.

Card Authorization Agreement

By clicking the "Accept" button you hereby confirm your acceptance of the convenience fee charged by Official Payments and agree to pay the "Total Payment" amount indicated, subject to and in accordance with the agreement governing the use of your credit or debit card.



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MERRILL
WISCONSIN
City of Parks

CITY OF MERRILL

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M E M O R A N D U M

DATE: January 30, 2013
TO: Committee of the Whole
FROM: City Attorney Thomas N. Hayden
RE: Annexation Procedures

Attached is an outline for Annexation Procedures along with the State of Wisconsin Statute §66.0217 (2) and (3) and a copy of City of Merrill Code of Ordinance §103-1 Cost Benefit Analysis – Filed by Developer or Owner for your review.

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MERRILL ANNEXATION PROCEDURES

1. Petition to City Clerk,
Cost Benefit Analysis (CBA) will probably come in sometime after the petition is filed with the Clerk.
2. Clerk places petition on next Common Council agenda for referral to City Plan Commission for hearing on annexation and establishing temporary zoning.
3. City Clerk distributes Petition and CBA to City Plan Commission and Board of Public Works Committee (at least 7 days prior to Plan Commission Hearing)
4. City Plan and Clerk schedule review by Board of Public Works for discussion and recommendation to City Plan Commission.
5. City Plan reviews and holds annexation hearing, makes recommendation to Common Council
6. Common Council reviews and acts on Ordinance (possible 3-readings) considering recommendations from City Plan Commission and Board of Public Works.

NOTE: Department of Administration review is not required. Lincoln County population is less than 50,000.

Wisconsin Statutes §66.0217(2) and (3)

(2) **DIRECT ANNEXATION BY UNANIMOUS APPROVAL.** Except as provided in this subsection and sub. (14), and subject to ss. 66.0301 (6) (d) and 66.0307 (7), if a petition for direct annexation signed by all of the electors residing in the territory and the owners of all of the real property in the territory is filed with the city or village clerk, and with the town clerk of the town or towns in which the territory is located, together with a scale map and a legal description of the property to be annexed, an annexation ordinance for the annexation of the territory may be enacted by a two-thirds vote of the elected members of the governing body of the city or village without compliance with the notice requirements of sub. (4). In an annexation under this subsection, subject to sub. (6), the person filing the petition with the city or village clerk and the town clerk shall, within 5 days of the filing, mail a copy of the scale map and a legal description of the territory to be annexed to the department and the governing body shall review the advice of the department, if any, before enacting the annexation ordinance. No territory may be annexed by a city or village under this subsection unless the territory to be annexed is contiguous to the annexing city or village.

(3) **OTHER METHODS OF ANNEXATION.** Subject to ss. 66.0301 (6) (d) and 66.0307 (7), and except as provided in sub. (14), territory contiguous to a city or village may be annexed to the city or village in the following ways:

(a) *Direct annexation by one-half approval.* A petition for direct annexation may be filed with the city or village clerk if it has been signed by either of the following:

1. A number of qualified electors residing in the territory subject to the proposed annexation equal to at least the majority of votes cast for governor in the territory at the last gubernatorial election, and either of the following:

- a. The owners of one-half of the land in area within the territory.
- b. The owners of one-half of the real property in assessed value within the territory.

2. If no electors reside in the territory subject to the proposed annexation, by either of the following:

- a. The owners of one-half of the land in area within the territory.
- b. The owners of one-half of the real property in assessed value within the territory.

66.0217(3)(b)(b) *Annexation by referendum.* A petition for a referendum on the question of annexation may be filed with the city or village clerk signed by a number of qualified electors residing in the territory equal to at least 20% of the votes cast for governor in the territory at the last gubernatorial election, and the owners of at least 50% of the real property either in area or assessed value. The petition shall conform to the requirements of s. 8.40

Sec. 103-1. - Cost benefit analysis—Filed by developer or owner.

- (a) The owner or developer of land who seeks to annex a parcel of land of five acres or more to the city shall file with the plan commission and the board of public works a cost benefit analysis, prepared at the expense of such owner or developer. Such analysis must be filed in the city clerk's office no later than seven days prior to the public hearing and the analysis shall be a condition precedent to final approval of the annexation by the city plan commission and the common council. The analysis shall include, based on a five-year projection, the estimate of the capital improvement costs and ongoing maintenance costs of providing the following services to the annexed area:
- (1) Schools;
 - (2) Water and sewer including any pumping stations;
 - (3) Parks;
 - (4) Curb, gutter and sidewalks, including any culverts and/or bridges;
 - (5) Road improvements and new construction;
 - (6) Public transportation;
 - (7) Fire and police protection;
 - (8) Cost of any future public improvement easements that may be needed in future developments;
 - (9) The estimate of the increased tax revenue that is reasonably expected to accrue to the city if the annexation is approved;
 - (10) The estimate of the costs and of the effects of not annexing the land;
 - (11) Such other facts and data as the owner or developer may seek to present;
 - (12) The plan commission or the board of public works may require additional information as the situation may dictate and it will be the responsibility of the owner or developer to furnish the required information according to the request of the plan commission or board of public works.
- (b) The consideration of a cost benefit analysis and annexation by the plan commission shall include the developer furnishing, by the time of the review, a certified survey of the property proposed to be annexed.

(Prior Code, § 1.08.010; Code 1993, § 13-3-1)