

**CITY OF MERRILL
COMMON COUNCIL
TUESDAY, DECEMBER 10, 2013
7:00 P.M.
CITY HALL COUNCIL CHAMBERS
AGENDA**

- 131210** Invocation by Pastor Paul Hohman, New Testament Church
- 131215** Pledge of Allegiance
- 131220** Roll Call
- 131230** Minutes of November 12th, 2013 Common Council meeting
- 131240** Revenue & Expense Report – November 2013
- 131260** Communications and Petitions
- 131261** Claim filed by Myron Dallman, 1500 O'Day Street, for bodily injuries and damages he sustained as a result of a fall because of an allegedly “defective and improperly maintained elevator” at Park Place, 215 Grand Avenue on June 19th, 2013. The City’s insurance carrier recommends that the claim be denied. The basis for their recommendation is that the City of Merrill does not own or maintain the building at 215 Grand Avenue. The building at that location is owned and maintained by the Merrill Housing Authority.
- 131262** Employee Recognition
- Michael J. Hamann, 30 years (Police Department)
- 131280** Housing Authority – No Action
- 131290** Committee of the Whole
- 131291** Consider recommendation(s) from December 10th, 2013 Committee of the Whole meeting on the request from Street Commissioner Lupton to lift hiring freeze in order to replace retiring Street Department employee
- 1312110** Parks and Recreation Commission – Met on December 4th, no minutes yet
- 1312120** Board of Public Works – No Action

- 1312130** Health and Safety Committee – No Action
- 1312140** Personnel and Finance Committee – No Action
- 1312150** Water and Sewage Disposal Committee – No Meeting
- 1312160** City Plan Commission – No Meeting
- 1312170** Transit Commission – No Meeting
- 1312180** Library Board – No Action
- 1312200** Enrichment Center Committee on Aging – No Meeting
- 1312210** Airport Commission – No Action
- 1312230** Placing Committee Reports on File
- 1312240** Mayor's Appointments
- 1312241** Election Officials for 2014-2015 (list will be distributed at meeting)

ORDINANCES

None.

RESOLUTIONS

- 1312260** A Resolution terminating the FICA Alternative Retirement Plan for the City of Merrill, Wisconsin (from November 26th, 2013 Personnel and Finance Committee meeting)
- 1312261** A Resolution ratifying the 2014 to 2015 contract between the City of Merrill and Merrill Professional Police Association (to be considered at December 10th, 2013 Committee of the Whole meeting – Resolution will be distributed at Common Council meeting)
- 1312262** A Resolution ratifying the 2014 to 2015 contract between the City of Merrill and the International Association of Firefighters Local 847 (to be considered at December 10th, 2013 Committee of the Whole meeting – Resolution will be distributed at Common Council meeting)
- 1312263** A Resolution designating the River Bend Trail as part of the City of Merrill's transportation system (from December 4th, 2013 Board of Public Works meeting)

1312270 Mayor's Communications

1312280 Public Comment Period

1312999 Adjournment

William N. Heideman, CMC, 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 1280

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

Wednesday, November 13, 4:00 P.M. Jenny Towers Library, Merrill, WI

PRESENT: Chairman Kathy Colclasure, Richard Weissinger, Amanda Kostman, Paul Wagner (arrived late), Rob Norton (Ex-Officio), LaDonna Fermanich and Kay Tautges.

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman Kathy Colclasure.

Election of Officers for 2014: Kathy opened the floor to nominations for Chairman and Vice-Chairman. Kathy Colclasure was nominated for Chairman. Denise Humphrey was nominated for Vice-Chairman. Nominations were closed. Motion was made to elect Kathy Colclasure as Chairman. Kostman/Humphrey. Passed unanimously. Motion to elect Denise Humphrey as Vice-Chairman. Kostman/Weissinger. Passed unanimously.

Motion to approve the minutes of October 9, 2013 meeting and today's agenda: Kostman/Humphrey. Motion passed unanimously.

Discussion and motion to approve Checks #21431 thru #21479 and Billings to date for October, 2013 with attached list of expenditures: Kostman/Humphrey. Passed unanimously by roll call vote: Kostman - aye, Humphrey-aye, Colclasure -aye and Weissinger-aye.

Move-ins and Move-outs for October 2013: Motion to accept report and place on file. Kostman/Weissinger. Motion passed unanimously.

Report on Park Place Investments: LaDonna reported modest gains on the account. Motion to accept report and place on file. Kostman/Humphrey. Passed unanimously.

Report on recent Park Place/Housing Issues and potential changes being considered: LaDonna gave Commissioners an update of projects she is currently working on or planning for as well as some recent issues which will need to be addressed by the board in upcoming meetings. Key items include reviewing staff and tenant safety plans, modification of Park Place office hours, secured building hours, and installation of security cameras. Also, consideration to reducing our liability exposure by the possible elimination of emergency pull chord assist, resident assistant positions and public posting of individual tenant information including names and apartment or phone numbers. In addition, we will be losing a significant source of income because Sprint is decommissioning their Park Place cell tower and we are being told we will have major wiring issues to address if we wish to continue using Charter for cable service in the next year. Also, there is strong tenant and staff support for implementing a Smoke Free Building policy that will be looked into. [Comm. Wagner joined the meeting mid-report].

Quarterly Financial Statements for period ending September 30, 2013: LaDonna provided a brief overview of the Financial Statement ending September 30, 2013. Motion to accept and place on file: Kostman/Wagner. Passed unanimously.

Approve Resolution No. 368 "Public Housing Operating Budget for 2014": LaDonna gave Commissioners an overview of the proposed budget for 2014. The budget is not reflective of any redevelopment costs, capital fund expenditures, or consideration for Charter cable wiring. These items would need to be budgeted separately and

come from our reserves. Motion to approve Resolution No. 368 "Public Housing Operating Budget for 2014". Wagner/Humphrey. Passed unanimously by roll call vote: Kostman - aye, Humphrey-aye, Colclasure -aye and Weissinger-aye.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: Paul scanned the architectural drawings given to him by LaDonna and put those on a flash drive. He offered to put additional building plans on the flash drive as well.
2. Executive Director's Report: LaDonna attended an HR training seminar and is aware that work will need to be done on policies and job descriptions. She also participated in a HUD Webinar which highlighted the finalized Capital Funding Rule. Changes made to these rules look to have an overall positive effect on any future re-development plans.
3. Public Comment Period: None

The next regular meeting of the Commissioners of the Housing Authority will be held on Wednesday, December 11, 2013, Christmas Luncheon, 3's Company, Merrill, WI. Please note the meeting time has been changed to 1:00 p.m.

Motion to adjourn at 5:40 P.M. and open Section-8 Housing - Jenny Towers Meeting. Wagner/Weissinger. 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, November 13, 2013, 5:40 P.M., Jenny Towers Library, Merrill, WI 54452

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

SECTION-8 HOUSING - JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman Kathy Colclasure. Motion to approve minutes of October 9, 2013 meeting and today's agenda: Wagner/Humphrey. Motion passed unanimously.

Discussion and motion to approve Checks #16636 thru #16682 and Billings to date for October 2013 with attached list of expenditures: Wagner/Kostman. Passed unanimously by roll call vote: Colclasure-aye, Kostman-aye, Wagner- aye, Humphrey-aye, and Weissinger-aye.

Discussion and Approval of Move-ins and Move-outs for October 2013: Motion to accept report and place on file. Kostman/Wagner. Motion passed unanimously.

Report on Jenny Tower Investments: LaDonna reported a modest gain to the BMO Harris Bank Trust Investment. Motion to accept and place on file the Investment Report. Kostman/Humphrey. Passed unanimously.

Quarterly Financial Statements for period ending September 30, 2013: LaDonna provided a brief overview of the Financial Statement ending September 30, 2013. Motion to accept and place on file: Kostman/Wagner. Passed unanimously.

Approve Resolution No. 369 "Section 8 Operating Budget for 2014": LaDonna reviewed the proposed 2014 budget with Commissioners. Motion to approve Resolution No.369 "Section 8 Operating Budget for 2014". Wagner/Kostman. Passed unanimously by roll call vote: Colclasure-aye, Kostman-aye, Wagner- aye, Humphrey-aye, and Weissinger-aye.

Approve Health Insurance recommendations: LaDonna reviewed comparables between the Tradition \$500-10% health insurance plan and our current Security Health insurance plan. Based on overall cost savings to both employee and employer, her recommendation is to switch from our current Security Health Care plan to the Tradition \$500-10% plan offered by Security Health Care. Motion to switch from the current Health Plan to the Tradition \$500-10% Security Health Care Plan. Kostman/Wagner. Passed unanimously.

Approve Reinstatement of Longevity Benefits: LaDonna asked Commissioners to reinstate Longevity Payments for 2013 using 2012 rates as provided in hand-out, and to revisit the Longevity Benefits, administration and policy, if any, from the Housing Authority Level as opposed to the City Level in 2014. Motion to move away from a longevity based benefit and create a year-end performance bonus eligible to all employees working as of Jan. 1 of each year. The bonus should be tied to some tangible measure and proportionate to employee wages. Wagner/Kostman. LaDonna will work on this and bring it and bring back to Commissioners for approval.

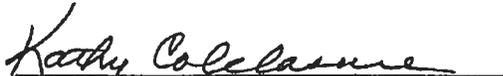
Closed Session: Personnel Matters regarding 2014 Individual Performance Reviews: Motion to go into closed session. Kostman/Humphrey. Passed unanimously. Minutes from Closed Session to be filed separately and confidentially. Closed Session attended by : K. Colclasure, D. Huplrey, P. Wagner, A. Kostman, R. Weissinger, R. Norton and L. Fermanich. Motion to return to open session: Wagner/Humphrey. Passed unanimously.

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

1. Commissioner Items/Comments – None.
2. Executive Director's Report – None.
3. Public Comment - None.

The next regular meeting of the Commissioners of the Housing Authority will be held on Wednesday, December 11, 2013, Christmas Luncheon, 3's Company, Merrill, WI. Please note the meeting time has been changed to 1:00 p.m.

Motion to adjourn meeting at 6:30 p.m. Kostman/Humphrey. Motion passed unanimously.


Kathy Colclasure, Chairman


Kay Tauges, Recording Secretary


LaDonna Fermanich, Executive Director

13 1290 :≡

**City of Merrill
Committee of the Whole
Tuesday, November 12, 2013 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, Community Enrichment Center Director Jane Deau, Transit Director Rich Grenfell, City Attorney Tom Hayden, City Clerk Bill Heideman, Street Commissioner Richard Lupton, Airport Manager/FBO John Miller, Building Inspector/Zoning Administrator Darin Pagel, Police Chief Ken Neff, Fire Chief Dave Savone, Library Director Stacy Stevens, Finance Director Kathy Unertl, City Hall Maintenance Supervisor Ramona Vanderkam and Parks and Recreation Director Dan Wendorf.

Call to order

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

Consider schedule to disburse 2014 HSA funds to employees

Alderman Hass had requested that this item be placed on the agenda.

Finance Director Unertl has notified all employees that the 2014 Health Savings Account "seed" money will be paid to employees in two installments, one in January and one in July. Alderman Hass stated that he was of the impression that all the funds would be "seeded" and available to the employees in January, since the two-payment plan was never discussed at any meeting. He asked for an explanation.

Finance Director Unertl explained that, if the entire amount is paid to the employee in January and the employee's tenure with the City ends during the year for any reason, the City could not recover the HSA money from the employee. A two-payment policy would also help the City cash flow.

Alderman Hass suggested that the compensation increase being proposed for the Parks and Recreation Director (approximately \$3,700) could instead be used as Health Saving Account "seed" money for all employees.

Alderman Sukow stated that he sees no problem with the two-payment plan, as long as the employees are getting the amount that was approved.

Alderman Hass stated that he was pleased that this was being discussed by the Committee of the Whole, rather than having the employees told by City staff that "this is just the way it is".

Consensus was reached to disburse the Health Savings Account funds to the employees in two payments in 2014, one in January and one in July. New hires would be eligible for a payment if they begin employment during the first three months of each six month period.

Consider 2014 budget adjustments

Financing mechanism for budget shortfall

Motion (Burgener/Peterson) to not finance any of the Debt Service shortfall in the 2014 budget (\$408,018) from the General Fund. Motion was defeated 3-5 on roll call vote. Voting Yes – Alderwoman Peterson, Alderman Burgener and Alderman Norton.

Committee of the Whole meeting in January, 2014

Mayor Bialecki announced that a Committee of the Whole meeting will be held in January, 2014. The date of that meeting has not yet been determined.

Reduce compensation for Common Council President

On October 7th, 2013, the Committee of the Whole passed a motion increasing the annual compensation for the Common Council President by \$520 and increasing the annual compensation for Common Council members who are not the President by \$260. This was part of the 2014 budget process and the changes would take effect in May of 2014.

On October 15th, 2013 the Committee of the Whole passed a motion removing the \$260 increase for the Common Council members who are not the President. However, the proposed \$520 increase for the Common Council President was not changed at that meeting, so that increase remains in the 2014 budget.

Motion (Hass/Norton) to remove, from the 2014 City budget, the \$520 compensation increase for the Common Council President. Roll call vote resulted in a 4-4 tie. Voting No – Alderman Malm, Alderwoman Peterson, Alderman Sukow and Alderwoman Caylor. Mayor Bialecki broke the tie by voting No. Therefore, the motion failed and the \$520 compensation increase for the Common Council President will remain in the 2014 City budget.

An ordinance related to the above motion will be prepared for consideration by the Common Council.

Restore compensation increases for City Attorney

On October 29th, 2013, the Committee of the Whole passed a motion removing from the 2014 budget the two 1% compensation increases for the City Attorney.

Motion (Caylor/Malm) to reinstate in the 2014 budget the two 1% compensation increases for the City Attorney. Carried.

Grade/Step increase for Parks & Recreation Director

The 2014 budget includes funds to pay for a reclassification of the Parks and Recreation Director. City Administrator Johnson has proposed and is recommending that the position be reclassified from Grade 7 (\$58,287 annually) to Grade 9 (\$62,032 annually).

Motion (Hass/Caylor) to remove, from the 2014 budget, the funds (\$3,745) to pay for the reclassification of the Parks and Recreation Director from Grade 7 to Grade 9, and instead use these funds to reduce health insurance costs for all employees.

Alderman Hass mentioned an e-mail from Finance Director Unertl (dated October 21st, 2013) in which she stated that she "was able to cover the entire fiscal impact of Dan Wendorf's proposed reclass through savings in health insurance!". Alderman Hass stated his opinion that savings in health insurance should be used to reduce health insurance costs for all employees, rather than to pay for a compensation increase for one employee.

Roll call vote resulted in a 4-4 tie. Voting No – Alderwoman Peterson, Alderman Burgener, Alderman Sukow and Alderman Norton. Mayor Bialecki broke the tie by voting No. As a result, the grade/step increase for the Parks and Recreation Director will remain in the budget and take effect in 2014.

Consider eliminating the funding for the City Administrator position

Motion (Hass/Caylor) to eliminate funding for the City Administrator position from the 2014 budget.

Alderman Hass questioned whether any financial gains have been realized as the result of hiring a City Administrator.

Alderman Caylor suggested the possibility of combining the City Administrator position with another position.

Alderman Sukow suggested that evaluation of the City Administrator should be a part of the City's long-term planning process.

After discussion, Alderman Hass requested that his motion be withdrawn. Without objection, it was so ordered.

Other budget-related comments/observations

Alderman Malm asked several questions related to the Tax Increment District budgets.

Alderman Caylor stated that it appears the budget includes several accounting errors.

Alderman Schwartzman asked a question related to the \$500 allocation for the Vehicle Repair in the Treasurer/Finance Director budget (page 14).

Budget recommendation(s) to the Common Council

The Committee of the Whole made no 2014 budget recommendation(s) to the Common Council.

Public Comment

None.

Adjournment

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

Minutes prepared and submitted by:


William N. Heideman, CMC, WCMC
City Clerk

1312120

**City of Merrill
Board of Public Works
Wednesday, December 4, 2013 at 5:30 P.M.
City Hall Basement Conference Room, 1004 East First Street**

Members Present (4 of 5): Street Commissioner Richard Lupton, Alderman Steve Hass, Alderman John Burgener and Alderman Chris Malm (arr. 5:33).

Others Present Included: City Administrator Dave Johnson, City Attorney Tom Hayden, Building Inspector/Zoning Administrator Darin Pagel, Alderman Dave Sukow, David Drewek, Kate Drewek, Duane Pfister and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

Call to order

In the absence of Mayor Bialecki, Alderman Hass called the meeting to order at 5:30 P.M.

Vouchers

The vouchers were in the meeting packet.

City Administrator Johnson answered questions on two vouchers. Voucher #17406 was related to the new Walmart and Voucher #17408 was related to general engineering, surveying and architectural consulting related to North Pine Ridge Avenue and East Sixth Street.

Motion (Burgener/Lupton) to approve the vouchers, as presented. Carried.

Request from Kate Drewek: Address stormwater issues @ 506 E. Riverside Ave.

Information was in the meeting packet.

Kate Drewek reported that her and her husband, David, recently purchased a home at 506 East Riverside Avenue. She reported that there is one storm pipe that drains into their property. As a result, stormwater and other garbage collect on the Drewek's property. All other storm pipes in that area, except that one, drain into the Wisconsin River.

The Dreweks are concerned because the garbage is unsightly as well as posing a potential health hazard.

Alderman Hass suggested contacting the Wisconsin Department of Natural Resources DNR to help determine options to address this issue.

Street Commissioner Lupton was directed to contact the DNR to discuss this issue and evaluate options. Street Commissioner Lupton will submit his findings to a future meeting.

No formal action was taken at this time.

Options for selling Wittman Heights Subdivision lots

Information was in the meeting packet.

Options for selling the City-owned lots in the Wittman Heights subdivision are being considered. City Administrator Johnson reported that, due to a lack of comparable sales in that area, a realtor was unable to place a reasonable value on the lots. Therefore, City staff recommends that the lots be advertised for sale by sealed bid.

Building Inspector/Zoning Administrator Pagel suggested contacting the City assessor to obtain proposed minimum bid(s) if the lots are sold by sealed bid.

City staff will contact the City assessor to obtain a reasonable value for the lots. City Attorney Hayden was directed to contact the League of Wisconsin Municipalities to determine the options for legally disposing of the lots. These finding will be submitted to the next meeting.

No format action was taken at this time.

Resolution designating River Bend Trail part of City's transportation system

A proposed resolution was in the meeting packet. The resolution would designate the River Bend Trail as part of the City's transportation system.

A map (referred to in the resolution as "Exhibit A") was distributed at the meeting.

City Administrator Johnson reported that, in order to be eligible for transportation grants, the City must make this designation. He stated that there would be no cost to the City if the resolution was adopted. He also said there would be no negative consequences to the City.

Motion (Lupton/Malm) to recommend adopting the resolution. Carried.

The proposed resolution will be on the December 10th, 2013 Common Council meeting agenda.

Resolution designating Park & Rec. & Parks Dept. River Bend Trail managers

A proposed resolution was in the meeting packet. The resolution would designate the Parks and Recreation Commission and the City Parks Department as managers of the River Bend Trail.

A map (referred to in the resolution as "Exhibit A") was distributed at the meeting.

City Administrator Johnson reported that, if the resolution is adopted, the Parks and Recreation Commission and the Parks Department would be responsible for maintaining the trail. They would then bill the River Bend Trail Foundation, because the foundation has agreed to pay for maintaining the trail.

Alderman Hass and Alderman Burgener both stated that they have concerns related to maintenance costs in the future. They are fearful that, at some point, the River Bend Trail Foundation will be unwilling or unable to pay for trail maintenance, and the costs will be borne by City taxpayers. They both stated that they are not opposed to the trail, but they do have concerns related to cost.

It was suggested that this discussion continue at the next meeting. Representatives of the River Bend Trail Foundation and the Parks and Recreation Commission would be invited to that meeting to provide input and participate in the discussion.

No action was taken at this time.

Consider month-by-month renewal of recycling contract with Schulz's

Street Commissioner Lupton had requested that this item be placed on the agenda.

The City currently has had a recycling contract with Schulz's Recycling Inc., but is in the process of implementing a new recycling program. Until the new program is in effect, Street Commissioner Lupton recommends that the contract with Schulz's Recycling be extended on a month-by month basis. Schulz's Recycling has agreed to this.

A copy of the proposed contract extension was in the meeting packet. City Attorney Hayden reported that the document has a few inconsistencies, but that he is comfortable with the concept and recommends the extension. He is confident that he can work out the details with Street Commissioner Lupton and Schulz's Recycling.

Motion (Burgener/Malm) to recommend extending the month-by-month recycling contract with Schulz's Recycling Inc. Carried.

Per City Attorney Hayden, no Common Council action on the motion is necessary.

Consider disposing of two nonoperational portable steam boilers

Street Commissioner Lupton had requested that this item be placed on the agenda. He reported that the Street Department is in possession of two nonoperational portable steam boilers. They have both been condemned and their only value would be for scrap.

Motion (Burgener/Malm) to authorize Street Commissioner Lupton to dispose of, for scrap, the two nonoperational portable steam boilers. Carried.

Per City Attorney Hayden, no Common Council action on the motion is necessary.

Monthly report - Street Commissioner

The report was in the meeting packet. Street Commissioner Lupton reported that Christmas decorations are in place for the Christmas season.

Monthly report – Exterior Maintenance

The report was in the meeting packet. Building Inspector/Zoning Administrator Pagel noted that several exterior maintenance issues have been addressed and resolved in the last month.

Monthly report – Northwinds Inspection

The report was in the meeting packet. Building Inspector/Zoning Administrator Pagel reported that he is working on several cross-connection issues.

Monthly report – City Hall Maintenance Supervisor

No written report was submitted, and City Hall Maintenance Supervisor Vanderkam was not at the meeting. Alderman Hass suggested that, in the future, City Hall Maintenance Supervisor Vanderkam be directed to submit a written monthly report.

Monthly report from contracted engineering firms

No report(s) submitted.

Place monthly reports on file

Motion (Malm/Burgener) to place the monthly reports on file. Carried.

Next meeting

Wednesday, January 22nd, 2014 at 5:30 P.M.

Public Comment

Duane Pfister agreed with the comments made by Alderman Hass and Alderman Burgener regarding the maintenance of the River Bend Trail. He added that, in his opinion, funds for maintaining the trail should be a part of the City budget.

Duane Pfister also urged that steps be taken to ensure that the land that the City acquired for the River Bend Trail is covered under insurance.

Building Inspector/Zoning Administrator Pagel reported that the unimproved lots on Alexander Street currently have a value of approximately \$14,000.

Adjournment

Motion (Burgener/Malm) to adjourn. Carried. Adjourned at 6:28 P.M.

Minutes prepared and submitted by:

A handwritten signature in black ink, appearing to read 'William N. Heideman', is written over a large, dark, irregular redacted area.

William N. Heideman, CMC, WCMC
City Clerk

1312130

**City of Merrill
Health and Safety Committee
Monday, November 18, 2013 at 4:30 P.M.
City Hall Basement Conference Room, 1004 East First Street**

Voting Members Present (3 of 3): Alderwoman Anne Caylor (Chairperson), Alderwoman Kandy Peterson and Alderman Dave Sukow.

Others Present: City Administrator Dave Johnson, Deputy Health Officer Norbert Ashbeck, Fire Chief Dave Savone, Police Captain Corey Bennett, Chris Marion and City Clerk Bill Heideman.

Call to order

Alderwoman Caylor called the meeting to order at 4:30 P.M.

Nuisance complaints and exterior maintenance report

The report was in the meeting packet. Deputy Health Officer Ashbeck reported that there are no new complaints related to health concerns. It was noted that two landlords have generated numerous complaints related to health/safety issues over the last few years. Their properties have also been related to numerous police calls over the last few years.

Vouchers

The vouchers were in the meeting packet. Fire Chief Savone and Police Captain Bennett answered questions related to the vouchers.

Motion (Peterson/Sukow) to approve the vouchers, as presented. Carried.

Picnic and/or liquor license applications

None.

Schedule public hearing on ordinance allowing the keeping of chickens

The November 12th, 2013 Common Council meeting agenda included an ordinance allowing the keeping of chickens. At that meeting, the Common Council passed a motion referring the ordinance to the Health and Safety Committee and authorized the scheduling of a public hearing on the ordinance.

Alderwoman Caylor suggested that the public be given adequate time and notice as to the date, time and location of the public hearing. This will help insure maximum public input as the ordinance is being considered.

The public hearing was scheduled for Tuesday, December 17th, 2013. It will be held in the Common Council Chambers at City Hall and will begin at 6:00 P.M.

A hearing notice will be prepared and published in the local media.

Continue considering potential steps to address train whistle noise at night

This has been an ongoing issue.

City Administrator Johnson distributed information on creating new "quiet zones". He reported that the next steps would include doing research on private crossings and determine who comprises the "Diagnostic Team" cited in the material he distributed.

Alderwoman Caylor suggested the possibility of holding a public hearing/informational meeting on this issue.

It was agreed that there are still many questions to be answered before any decision is made or any formal action is taken.

Alderwoman Caylor suggested that an attempt be made to locate the information that resulted from research already done by Police Lieutenant Dale Bacher.

No action taken at this time.

Monthly Report – Fire Chief Savone

The report was in the meeting packet. Work on the new fire station continues.

Monthly Report – Police Chief Neff

The report was in the meeting packet. Police Captain Bennett reported that the potential candidates for the K-9 officer are currently being reviewed and evaluated. A decision on who will be offered that position is expected in December.

Monthly Report – Lincoln County Humane Society

Because the Health and Safety Committee met earlier in the month than normal, the Humane Society meeting has not yet occurred. Therefore, no report was in the meeting packet.

Place monthly reports on file

Motion (Sukow/Peterson) to place the monthly reports on file. Carried.

Schedule next meeting

If a meeting is held in December, it will be at 5:30 P.M. on Tuesday, December 17th. Even if a meeting is not held in December, the public hearing on the ordinance allowing the keeping of chickens will be held at 6:00 P.M. that evening.

Public Comment

None.

Adjournment

Motion (Sukow/Peterson) to adjourn. Carried. Adjourned at 5:03 P.M.

Minutes prepared and submitted by:



William N. Heideman, CMC, WCMC
City Clerk

1312140

**City of Merrill
Personnel and Finance Committee
Tuesday, November 26, 2013 at 5:15 P.M.
Basement Conference Room 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, City Attorney Tom Hayden, Finance Director Kathy Unertl, Enrichment Center Director Jane Deau, Alderwoman Kandy Peterson, Alderman Chris Malm, Duane Pfister, Michael Caylor Jr. and City Clerk Bill Heideman.

Call to order

Alderman Hass called the meeting to order at 5:15 P.M.

Vouchers

The vouchers had been e-mailed to the three committee members and to Mayor Bialecki, City Administrator Johnson and Finance Director Unertl. Per City policy, they were not included in the meeting packet and therefore were not available to the public on the City webpage.

Motion (Schwartzman/Caylor) to approve the vouchers. Carried.

Discuss suggestion to include employee wage/salary info on City website

At the November 12th, 2013 Common Council meeting, City Clerk Heideman suggested that the public should be able to access salary data of all city employees on the City website, including the starting and current compensation levels, as well as any increases they received over time.

The committee agreed that this information is considered open records and should be available on the website. Discussion was held on what data will be displayed, and in what format. City staff will begin work on this. Hopefully, 2013 wage information will be made available early in 2014.

No formal action was necessary.

Consider resolution terminating the FICA Alternative Retirement Plan

Finance Director Unertl had requested that this item be placed on the agenda. A copy of the proposed resolution was in the meeting packet.

Finance Director Unertl explained that several former and current employees still have funds in the FICA Alternative Plan. The amounts range from \$2 to \$2,200. Finance Director Unertl recommends that the resolution be adopted in order to terminate the plan and disburse the employee contributions to the remaining plan participants.

Motion (Schwartzman/Caylor) to recommend adopting the resolution.
Carried.

The proposed resolution will be on the December 10th, 2013 Common Council meeting agenda.

Review 2014 budget preparation process and resolution re: tools of civility

Alderman Hass had placed this item on the agenda.

Resolution #1996, adopted on July 11th, 2006, was in the meeting packet. This resolution recognizes nine tools of civility and directs that these tools be utilized by City staff, elected officials and representatives.

Alderman Hass stated that, when the new Common Council is seated in April of 2014, they should be informed of certain behavior at recent meetings. He emphasized that all City staff must be held accountable for their actions, and suggested that this could be discussed at a future Committee of the Whole meeting.

No action was taken.

Monthly Report – Municipal Court

The report was in the meeting packet.

Monthly Report – Finance Director Unertl

The report was in the meeting packet.

Monthly Report – City Attorney Hayden

The report was in the meeting packet.

Monthly Report – City Clerk Heideman

The report was in the meeting packet.

Monthly Report – City Administrator Johnson

The report was in the meeting packet. Alderwoman Caylor stated that, in her opinion, the comments in the "New Development and Blight Elimination" section of the report seemed to indicate "gloating" by the City.

Monthly Report – Building/Zoning Permits

The report was in the meeting packet.

Place monthly reports on file

Motion (Schwartzman/Caylor) to place the monthly reports on file. Carried.

Next meeting

Monday, December 16th, 2013 at 5:15 P.M.

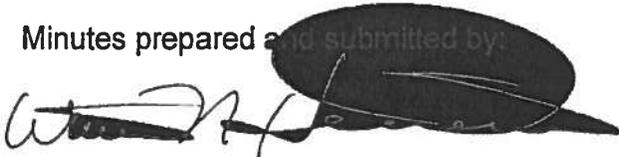
Public Comment

City Clerk Heideman stated that several people have contacted him regarding the lack of civility by multiple people at the October 29th, 2013 Committee of the Whole meeting. The people who contacted City Clerk Heideman wanted to know what action would be taken as a result of the uncivil behavior. City Clerk Heideman stated that, because the Personnel and Finance Committee took no action, he will inform them that no action was taken. City Clerk Heideman went on to say that, as City Clerk, this lack of action did not surprise him. As a taxpayer, however, he was disappointed in this inaction, and as a result of the inaction he fears that this type of behavior will continue.

Adjournment

Motion (Schwartzman/Caylor) to adjourn. Carried. Adjourned at 5:37 P.M.

Minutes prepared and submitted by:



William N. Heideman, CMC, WCMC
City Clerk

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**T. B. Scott Free Library Board of Trustees
REGULAR MEETING
November 20th, 2013**

Minutes

1. Opening

President Mike Geisler called the Regular Meeting of the Board of Trustees to order at 4:05 p.m. in the Library Board Room. Present: Gene Bebel, Katie Breitenmoser, Paul Gilk, Chris Malm, Tim Meehean and Jim Wedemeyer. Excused: Richard Mamer and Vickie Yelle. Also present: Don Litzer and Karissa K. from MP3.

There was no correspondence or public comment.

2. Consent Items

M Meehean/S Breitenmoser/C to approve October meeting minutes as printed. M Meehean/S Bebel/C to accept October Monthly Revenue and Expense Printouts & Monthly Statistical Report as printed.

3. Reports/Discussion Items/Action Items

A. 2014 Budget Update: The library budget submitted in August included estimates for WRS, health insurance and wage increases which have now been clarified. M Meehean/S Malm/C to authorize redistribution of these monies into the budget as recommended.

B. Library Board Bylaw Review: M Meehean/S Bebel/C to accept the bylaws as amended.

C. Programming Proposal Review and Renewal: Ms. Stevens presented a brief review of 2013 adult library programming involving contracted programming staff. M Bebel/S Breitenmoser/C to approve \$2,400 from Endowment Fund monies for the production of 10 programs in 2014 by Christine Vorpagel.

D. Policy Review: Fines & Fees: M Meehean/S Malm/C to approve the policy as revised.

E. Policy Review: Protection of Privacy of Library Users: M Gilk/S Breitenmoser/C to approve the policy as revised.

F. Library Director Evaluation Process Review: Mr. Meehean, Library Personnel & Finance Committee Chair, reviewed the evaluation process for the library director. By consensus, the established process will continue.

G. Benefits of Your County's 2012 Membership in WVLS: Ms. Stevens provided analysis, regarding how library cooperation made possible by library systems benefits the library and public (e.g., expanded access to physical and electronic materials), and how that cooperation brings its own challenges (e.g., net lending/borrowing issues). Copies will be given to all Lincoln County Board Members, Merrill City Council Members, Merrill Mayor and City Administrator.

H. Trustee Essential #7-The Library Board and Library Personnel: Ms. Stevens provided copies of Trustee Essential #7.

I. Reports from Friends/WVLS Representative: The Friends approved funding for a 3D printer. Ms. Stevens read a brief report from Lincoln County's WVLS Representative, Ms. Sauer.

4. Forthcoming Events & Library Director Report

- The library is sponsoring a tree for the O'Tannenbaum 4-H event. The Friends of the Library have provided the funds for this project.
- Local author Susan Van Sleet will be speaking on December 8th at 1:30.
- Family Storytime expanded for no-school day offering on Wednesday November 27th.
- Upcoming programs: Game-On Event (December 29) & Movie Matinee (December 30th).
- Update given on energy usage and savings. After-hours interior lighting was adjusted for cost-savings, staff will continue to monitor.
- Wisconsin Valley Library Service (WVLS) and area libraries were involved in discussions about the potential for a shared ILS system between WVLS, Indianhead Federated Library System, and Northern Waters Library Service. Ms. Stevens provided a copy of the report for interested parties.
- Board members were reminded to attend the Long Range Planning Retreat on December 6th from 3-6pm and December 7th from 9am to noon. A copy of the T.B. Scott Free Library 2013 Focus Group Report was given to board members and they are asked to read this document and bring it with them to the retreat.

5. Adjournment:

The meeting adjourned at 5:15 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on December 18th at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary

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Minutes
Airport Commission Meeting
Wednesday, September 18, 2013

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

Also Present: Larry Wenning & Steve Krueger

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

(2) Approval of the August 27, 2013 Minutes: Lyle Banser commented he was listed as attending the August meeting but was not present. John Miller said he would correct the August Minutes. Joe Malsack made a motion to ratify the minutes, with the correction, of the August 27, 2013 meeting. The motion was seconded by Gary Schulz. The motion passed.

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

(4) Update on 2006 Project: Gary Schwartz said that there will be a meeting Tuesday, September 24th regarding the punch list to close the project. Gary said as of yet Steve Opatik from Becher Hoppe does not have the final figures for the project. Gary said we still do not know if there will be enough money left in the project to move the beacon.

John Miller said that he did some research on the correct way the signs should read to mark the runways. John said according to the FAA the numbers painted on the runway should only be the single digit. John said it has been decided by Becher Hoppe that they are going to replace the signs changing the 07 to a 7 to match the painted numbers on the runway on three signs.

John Miller said Per Mar has not set up the gate as of yet. John said after some phone calls Becher Hoppe has told Per Mar the gate has to be operational by the meeting on Tuesday.

(5) Discussion/Decision Entitlement Loan from Tomahawk: Gary Schwartz said that the entitlement available from Tomahawk is from 2009 and therefore the sponsor share is 2 ½%. The money available is \$157,895.00. Gary Schwartz reviewed with the commission as to how the entitlement from Tomahawk would work. Gary said our 2014 entitlement will have to go to Tomahawk.

John Miller said he has spoken with Eric Johnson and was informed that a contract, written and controlled by the Bureau of Aeronautics (BOA), between Tomahawk and Merrill was on his desk. Gary Schwartz said that with the 2009 Tomahawk money added to our 2012 and 2013 entitlement money, we should have enough for both the tractor and the terminal. Gary said by the end of the year we should have a very good idea as to how much the terminal will cost.

Joe Malsack made a motion to work with Tomahawk to receive the entitlement money. Lyle Banser seconded. The motion carried.

(6) Discussion/Decision Tractor Purchase and Tractor Equipment Purchase: John Miller said that he has been informed by Eric Johnson from the BOA that New Holland will

be able to put a change order in for this year and we would be able to purchase the tractor at this year's prices. Eric told John that he will be able to put a finding in this month that will lock the money in for this year but we will have to commit by tomorrow morning. John recommended that we purchase the tractor and a two stage blower for \$121,490.00 and leave the balance as backup for the terminal. John said if we don't need it for the terminal we can order the broom attachment in the coming years.

Chris Malm asked what is going to happen to the old tractor. John Miller said that he met with Kathy Unertl, Mayor Bialecki, Dave Johnson and Tom Hayden to discuss the disposition of the tractor. John said \$12,165.00 remains on the loan from the tractor purchase and there are two other departments that would be interested in the tractor. John said it would be in the best interest of the City to have the tractor go to another department that has a need for it.

A long discussion was held as to what pieces of snow removal equipment would work best for our airport, and what we could put off and purchase in the future under the same program.

Joe Malsack made a motion that we purchase a tractor, a two stage blower and bucket loader for \$129,740.00 with the remainder to be put toward the terminal building. Lyle Banser seconded. Motion carried.

(7) Airport Day 2013 De-brief: John Miller said that he thought Airport Day went exceptionally well and wanted to thank all the volunteers who helped. John said special thanks need to go to Joe and Jody Malsack, Jay and Mary Jo Schnur, Larry and Julie Wenning, Steve and Karen Krueger, Gary Schulz, Bobby Kulp and Rich McCullough. John said without them none of the good things coming out of Airport Day could happen.

John Miller said the Lions and Relay for Life had a very good day with their food concessions. John said that there were 38 airplanes that flew in and with the planes based on the field there were about 50 airplanes on display. John said the Spirit of Marshfield, a T-6 World War II Warbird, a Birdog Observation Plane and a Stearman all came in. John said it was a good mixture of aircraft that included some of his customers, ultralights, light sport aircraft and others.

John Miller also said John Lumley, who provides the aircraft rides, had a successful day. Gary Schulz said John Lumley told him he really enjoyed working with our organization. John Miller said the sky divers did an excellent job, along with the pilot of the jump plane. John said he heard many favorable comments throughout the day.

Joe Malsack said the Flea Market went well. Joe also said the Boy Scouts had a good day with the Balloon Bounces. John Miller said the money earned from the Flea Market increases each year and does a great job getting more people to the Airport.

Steve Krueger mentioned that he could see planes really bouncing on the field that we park the planes on and we should be giving some thought to smoothing out the field. John Miller said that we do not have the money in the budget to do that right now but maybe next spring, with our new equipment, we could do something.

John Miller said his wife Jane works for a couple of months to put all the details together for Airport Day and he wanted to thank her for her efforts.

(8) Manager's Report: John Miller reported the lighting at the fuel system, parking lot and the ramp is complete. John said there are two lights that are on at night at all times and the others are on motion sensors.

Gary Schulz asked about the circuit boards for the gates and John said he has one new one left after replacing one in June for lightening damage. John said it has been about 2 ½ years since the last board was replaced.

John said that the fuel system is giving him error messages. John said he believes it is a programming error that Northwest Petroleum will need to fix.

Gary Schulz said that there are covers that will stop the sun fade on the screen on our self-serve fuel unit and he thought we should consider purchasing one.

(9) Chairman's Report: Gary Schwartz questioned as to when the desk from the McMahons would be picked up. Joe Malsack said that he has the trailer but has not had the time to get guys together to go get it. All agreed it should be done soon.

Lyle Banser said that an old pole from Wisconsin Public Service has been placed across the driveway at the Mutz property. John Miller said he has looked at it and looks very good.

(10) Aviation Happenings: None for tonight

(11) Public Comment: None for tonight

(12) Agenda Items for Next Meeting: Terminal Building

(13) Adjournment: Chris Malm made a motion to adjourn. Joe Malsack seconded. Motion passed.

These Minutes were recorded by John Miller, the Airport Manager and were ratified at the October 9, 2013 Airport Commission Meeting.

1312263

RESOLUTION NO.

A RESOLUTION DESIGNATING THE RIVER BEND TRAIL AS PART OF THE CITY OF MERRILL'S TRANSPORTATION SYSTEM

WHEREAS, the City of Merrill, in cooperation with the River District Development Foundation of Merrill, Inc., has been planning and working toward the development of a trail along and in the vicinity of the Wisconsin River in the City of Merrill; and,

WHEREAS, it is anticipated that the trail shall initially be utilized as a pedestrian walkway and bike path; and,

WHEREAS, the City of Merrill, with funding from the River District Development Foundation of Merrill, Inc. has acquired the property designated on Exhibit "A", attached; and

WHEREAS, it is necessary and desirable that the River Bend Trail properly described in Exhibit "A" be designated as part of the City of Merrill's transportation system;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 10th day of December, 2013, that the property, described above, shall be recognized and caused to be recognized, administered and managed, as part of the City's public transportation system.

Recommended by: Board of Public Works

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk

1312260

RESOLUTION NO.

A RESOLUTION TERMINATING THE FICA ALTERNATIVE RETIREMENT PLAN FOR THE CITY OF MERRILL, WISCONSIN

WHEREAS, the Common Council of the City of Merrill on November 12th, 2002 authorized establishment of a FICA Alternative Retirement Plan for City employees working less than 600 hours per year effective January 1st, 2003; and

WHEREAS, the program was implemented with incorrect employee deductions of 6.2% instead of 7.5% and the City of Merrill has made both employer and employee Social Security and Medicare contributions into the Internal Revenue Service for impacted employees for the period from January 2003 through June 2005; and

WHEREAS, former City employees have been allowed to withdraw their contributions from the FICA Alternative Plan; and

WHEREAS, Section 10.2 of the 2005 FICA Alternative Retirement Plan allows the Employer to terminate or discontinue the Plan in whole or in part at any time and to make distributions to Participants.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 10th day of December, 2013, that the Finance Director is authorized to sign paperwork terminating the FICA Alternative Plan and proceed with disbursement of employee contributions to remaining Plan participants.

Recommended by: Personnel &
Finance Committee

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk