

**CITY OF MERRILL  
COMMON COUNCIL  
TUESDAY, FEBRUARY 11, 2014  
7:00 P.M.  
CITY HALL COUNCIL CHAMBERS**

**AGENDA**

- 140210** Invocation by Pastor Angie Steinhauer, Christ United Methodist Church
- 140215** Pledge of Allegiance
- 140220** Roll Call
- 140230** Minutes of January 14<sup>th</sup>, 2014 Common Council meeting
- 140240** Revenue & Expense Reports – December 2013 & January 2014
- 140260** Communications and Petitions
- 090261** Employee Recognition
  - Brad G. Byer, 25 years
  - Mary T. Weege, 25 years
  - Gerald T. Hooch, 25 years
- 140280** Housing Authority – No Action
- 140290** Committee of the Whole
- 140291** Consider recommendation(s) from February 11<sup>th</sup> Committee of the Whole meeting regarding potentially changing Building Inspector/Zoning Administrator position from a contracted position to a full-time city employee position.
- 1402100** Community Development Committee – No Action
- 1402110** Parks and Recreation Commission – No minutes submitted

**1402120** Board of Public Works

**1402121** The Board recommends approving the Single Stream Recycling Process Agreement with Eagle Waste and Recycling, Inc. Street Commissioner Lupton would be directed to get clarification on the amount that Eagle Waste will pay the City, and also get assurance that Eagle Waste will provide justification in any change in the payment amount.

**1402130** Health and Safety Committee

**1402131** The Committee recommends approving the change of agent application from Walmart Stores East, LLC, appointing Matthew Colby as agent at Walmart #1366, 3500 East Main Street.

**1402132** Consider applications from St. Francis Xavier Catholic Church for seven temporary Class "B" (picnic) licenses to sell fermented beverages during fish fries in Bellarmine Hall at St. Francis Xavier Catholic Church, 1708 East Tenth Street, on the following dates in 2014: March 7<sup>th</sup>, March 14<sup>th</sup>, March 21<sup>st</sup>, March 28<sup>th</sup>, April 4<sup>th</sup>, April 11<sup>th</sup> and April 18<sup>th</sup> (Alderwoman Caylor is bringing the applications directly to the Common Council)

**1402140** Personnel and Finance Committee

**1402141** The Committee recommends paying, from the Over-collected Taxes Account, the duplicate 2013 personal property tax bill of \$272.30 for G & G Auto, 2417 East Main Street.

**1402150** Water and Sewage Disposal Committee

**1402151** The Committee recommends approving, as presented, the replacement of the two SCADA computers and also recommends approving, as presented, the quote from Altronex Control Systems to upgrade the associated hardware and software for the SCADA system. The total cost of replacing the computers and the upgrades is \$15,476, and, if approved, would be paid for from utility funds.

**1402160** City Plan Commission – No Action

**1402170** Transit Commission – No Action

**1402180** Library Board – No Action

**1402200** Enrichment Center Committee on Aging – No Action

**1402210** Airport Commission – No minutes submitted

**1402230** Placing Committee Reports on File

**ORDINANCES**

- 1311250** An Ordinance amending Chapter 6, Article IV, Section 6-96 to include keeping of chickens (from November 12<sup>th</sup>, 2013 Common Council meeting and meetings thereafter)
- 1402250** An Ordinance Amending Chapter 16, Section 1 to add an Annual Chicken Fee (being brought directly to the Common Council per discussion at the January 14<sup>th</sup>, 2014 Common Council meeting)
- 1402251** An Ordinance Amending the District Zoning Map of the City of Merrill, Wisconsin for property in Sections 11, 12, and 14, Township 31 North, Range 6 East of the Fourth Principal Meridian, in the City of Merrill (from the January 22<sup>nd</sup>, 2014 Board of Public Works meeting)

**RESOLUTIONS**

- 1402260** A Preliminary Resolution of Intent to exercise Special Assessment Powers by Police Power under Section 66.0703 of the Wisconsin Statutes (from January 22<sup>nd</sup>, 2014 Board of Public Works meeting)
- 1402270** Mayor's Communications
- 1402280** Public Comment Period
- 1402999** Adjournment

William N. Heideman, CMC, WCMC  
City Clerk

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140280

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

Wednesday, January 15, 2014, 4:00 P.M. Jenny Towers Library, Merrill, WI

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

ABSENT: Amanda Kostman

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman Kathy Colclasure. Motion to excuse Amanda Kostman, to approve the minutes of December 11, 2013 meeting and today's agenda: Wiessinger/Humphrey. Motion passed unanimously.

Discussion and motion to approve Checks #21515 thru #21566 and Billings to date for December 2013 with attached list of expenditures: Wiessinger/Humphrey. Passed unanimously by roll call vote: Humphrey-aye, Colclasure -aye and Weissinger-aye.

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

Report on Park Place Investments: LaDonna reported modest gains on the account. Next month she will provide a year-end report. Motion to accept report and place on file. Wiessinger/Humphrey. Passed unanimously. [Comm. Wagner joined the meeting mid-report]

Vacancy Initiative Update: LaDonna reported on issues and current RAD/HUD updates which could impact our future redevelopment and overall program direction. She outlined what she sees as the next steps to take. (See hand-out provided).

Physical Needs Assessment Recommendations: LaDonna reported that letters were sent out to a number of Architects with details regarding our needs assessment goals and purpose. After reviewing the four proposals received, her recommendation is to hire MartinRiley Architects-Engineers of Oshkosh, WI. Motion to hire MartinRiley to proceed with and complete the needs assessments for all properties. Wagner/Humphrey. Passed unanimously.

Report on Charter Wiring/Cable Costs/Rate Increase: LaDonna reported that Charter cable rates have increased by 6% again this year. Tenants pay \$10.00/month for cable. The actual cost to MHA for the cable is \$22.00/unit/month. Although the cost for cable has continued to increase annually, the additional costs have not been passed on to the tenants in over 8 years. Charter has informed us that Park Place will need to be rewired to handle their conversion to all HD signal at an estimated cost of \$76,000.00. LaDonna continues to research how tenants will be affected if we choose not to re-wire or to wait to include it in any major renovations. Charter has so far been unable or unwilling to provide answers to this and other questions. It is not certain, but highly possible that the Jenny Towers building wiring will also need to be replaced because of the HD conversion.

Policy Review – Leases, ACOP (Application & Continued Occupancy) and Grievance Hearings: LaDonna informed Commissioners that the current Lease needs revisions and will need to meet requirements of HUD, State of Wisconsin, Fair Housing Guidelines & Local Housing Ordinances. She gave Commissioners an overview of the difficulties she is encountering trying to enforce the terms of the lease and how that negatively impacts the MHA from the additional costs involved to process and reprocess paperwork, maintenance costs for

short term turn-overs and our overall vacancy problems. In regards to a specific tenant who has attempted to circumvent the authority of MHA to address their specific circumstances, Commissioners felt that enforcing the lease is the appropriate action to take in this matter. LaDonna requested approval for Lynn, Kay and herself to attend a Landlord/Tenant training in Wausau. She also asked for approval to purchase ACOP specific software which would provide ongoing updates/changes in ACOP policy. Commissioners asked LaDonna to talk to other housing authorities to determine who they have retained as legal counsel. They feel that a firm knowledgeable and experienced in drafting HUD compliant leases which meet all of the requirements should be sought. Motion to approve the enrollment of LaDonna, Lynn & Kay in Landlord/Tenant Law training seminar, to approve the purchase of ACOP software and to give LaDonna approval to start the search for legal counsel to review our lease and lease related policies. Wagner/Humphrey. Passed unanimously.

Hiring Request – Counter Suggestion: LaDonna is grateful that Commissioners have suggested that she might want to hire some extra help. Instead of this she would prefer to hire an ED or Deputy ED from another Housing Authority on a consulting basis to come in a few times each month to provide her with additional one-on-one training in HUD/Housing Authority business. The Commissioners felt that was a reasonable request and have encouraged her to pursue that avenue.

Closed Session: For the purposes of discussing legal matters as they pertain to MHA: Motion to go into closed session. Humphrey/Weissinger. Passed unanimously. Minutes from Closed Session to be filed separately and confidentially. Closed Session attended by: K. Colclasure, D. Humphrey, P. Wagner, R. Weissinger, R. Norton, L. Fermanich and K. Tautges. Motion to return to open session. Humphrey/Wagner. Passed unanimously.

For the Good and Betterment of the Public Housing Program:

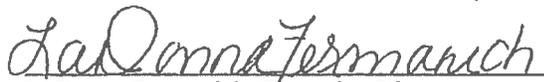
1. Commissioner Items/Comments: None.
2. Executive Director's Report: The extreme below zero temperatures have been taking their toll. Tenant's apartments are not heating properly and there were some pipes that froze which have been repaired. The office hours have been modified to provide more uninterrupted quiet time during the afternoons. Paperwork for decommissioning the cell tower has been signed, but no date has been set.
3. Public Comment Period: None

The next regular meeting of the Commissioners of the Housing Authority will be held on Wednesday, February 12, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.

Motion to adjourn at 5:25 P.M. and open Section-8 Housing - Jenny Towers Meeting. Wagner/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, January 15, 2014, 5:25 P.M., Jenny Towers Library, Merrill, WI 54452

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

ABSENT: Amanda Kostman

SECTION-8 HOUSING - JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman Kathy Colclasure. Motion to excuse Amanda Kostman, approve minutes of December 11, 2013 meeting and today's agenda: Wagner/Humphrey. Motion passed unanimously.

Discussion and motion to approve Checks #16725 thru #16781 and Billings to date for December 2013 with attached list of expenditures: Humphrey/Weissinger. Passed unanimously by roll call vote: Colclasure-aye, Wagner-aye, Humphrey-aye, and Weissinger-aye.

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

Report on Jenny Tower Investments: LaDonna reported that earnings for the month were sufficient enough to offset the funds transferred out of this account for the FOE projects completed in December. She will provide a year-end report at the next meeting. Motion to accept and place on file the Investment Report. Wagner/Humphrey. Passed unanimously.

Summary Report on Focus on Energy Projects: LaDonna reported on total costs, incentives and estimated savings, (see hand-out). The net costs of these projects should be recouped in savings in less than 24 months.

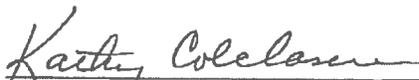
Report on Recent Elevator issues, Charter Wiring, preliminary quote on Security Cameras: LaDonna explained that there have been on-going problems with the elevators since Christmas. Our current contract is with Schindler and they have been unable to determine what is causing the elevators to stall and/or keep the door from closing. Commissioners asked LaDonna to ask Otis about the possibility/cost of adding JT to their service contract since Otis is already providing service at PP. LaDonna reported that the Security Camera quote came in at \$61,500.00. Another quote from another company was significantly lower, but in order to have an apples to apples quote, we will need to set specific equipment requirements so that everyone is starting their bid on the same page.

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

1. Commissioner Items/Comments – None.
2. Executive Director's Report – LaDonna advised Commissioners to refer any calls they receive regarding concerns or complaints with MHA to her first so that she may at least have the opportunity to know what those concerns are and attempt to address them herself before advancing it to the Board.
3. Public Comment - None.

The next regular meeting of the Commissioners of the Housing Authority will be held on Wednesday, February 12, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.

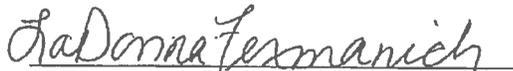
Motion to adjourn meeting at 6:21 p.m. Wagner/Humphrey. Motion passed unanimously.



Kathy Colclasure, Chairman



Kay Tautges, Recording Secretary

  
LaDonna Fermanich, Executive Director

140290

**City of Merrill  
Committee of the Whole  
Strategic Planning Session  
Thursday, January 23, 2014 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 John Burgener (Fifth District), Alderman Dave Sukow (Sixth District) and Alderman Rob Norton (Seventh District).

Other attendees included: City Administrator Dave Johnson, Enrichment Center Director Jane Deau, Transit Director Rich Grenfell, City Attorney Tom Hayden, Utility Superintendent Kim Kriewald, Street Commissioner Richard Lupton, Police Chief Ken Neff, Building Inspector/Zoning Administrator Darin Pagel, Fire Chief Dave Savone, Library Director Stacy Stevens, Finance Director Kathy Unertl, City Hall Maintenance Supervisor Ramona Vanderkam, Park and Recreation Director Dan Wendorf, Michael Caylor Jr., Don Heyel, Collin Lueck, Judy Woller, Duane Pfister, Lincoln County Community Development Educator Art Lersch and City Clerk Bill Heideman.

**Call to order**

Mayor Bialecki called the meeting to order at 5:30 P.M. He then turned the meeting over to Lincoln County Community Development Educator Lersch.

**Strategic long-term planning session/discussion (facilitated by Art Lersch)**

Lincoln County Community Development Educator Lersch distributed materials and then facilitated the first in a series of strategic long-term planning sessions. His presentation included the following main issues:

- Local trends
- Strategic planning in general
- This strategic planning project
- Commitments
- Your expectations?
- The Vision!

Following the presentation, discussion was held on various methods to ensure and increase the "openness" of government.

The definition of success was then discussed, followed by suggestion for steps that can be taken to help ensure success.

*Note: After the meeting, Lincoln County Community Development Educator Lersch prepared and submitted a meeting report. That report will be filed with these minutes and is also available on the City website.*

**Schedule future strategic planning session meeting(s)**

Michael Caylor Jr. commented that, if strategic planning meetings continue until October, the Common Council will have little time to address any 2015 budget deficit issues. He suggested that budget issues need to be considered sooner rather than later.

The next four strategic planning meetings were scheduled as follows:

<u>Date</u>	<u>Time</u>	<u>Location</u>
February 13 <sup>th</sup> , 2014	5:30 P.M. to 7:30 P.M.	Common Council Chambers
March 6 <sup>th</sup> , 2014	5:30 P.M. to 7:30 P.M.	To be announced
March 27 <sup>th</sup> , 2014	5:30 P.M. to 7:30 P.M.	Common Council Chambers
April 17 <sup>th</sup> , 2014	5:30 P.M. to 7:30 P.M.	Common Council Chambers

**Public Comment**

None.

**Adjournment**

Motion (Hass/Schwartzman) to adjourn. Carried. Adjourned at 7:39 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC  
City Clerk



## City of Merrill, Wisconsin

### Strategic Planning Report

#### Session #1

Meeting facilitated and report developed by  
Art Lersch, University of Wisconsin-Extension, Lincoln County  
January 23, 2014

#### Introduction

Twenty-eight City of Merrill stakeholders including interested citizens, the mayor, council members, the city administrator, and department heads attended the first strategic planning session in the city's recent history. The session consisted of a presentation delivered by Art Lersch, UW-Extension project facilitator. Topics included local trends, strategic planning in general, the proposed planning process for this project, and information on creating visions for city government and the community it serves. The presentation helped set the stage for deep discussions about the future of city government and the city itself that evening and likely beyond.

The presentation also conveyed information about setting overarching goals and parameters that provide guidance to department heads, form a basis for discussions about what services the city should provide and how they should be provided, and create a foundation that will help establish an environment in which meaningful and productive budget related discussions can take place for many years to come.

#### Expectations

An important part of many strategic planning projects is determining and recording the expectations of planning group members as well as what they think others outside the group want to see come from the process. When asked **"As someone who serves and lives in the City of Merrill, what are your expectations for this project?"** those in attendance responded in the following manner.

- Provide direction so that city departments are working to achieve the most important overarching goals set by this process ("everyone on same page").
- Create a plan that will move the city forward.
- Establish ways to develop a more streamlined, efficient government.

- Achieve consensus on all the points mentioned during this discussion.
- Help restore community trust.
- Identify opportunities.
- Discover and define Merrill city government and the community's identity.
- Engage in an inclusive process.
- Develop more focused energy.
- Work as a cohesive group. Help make certain that the pieces of the puzzle in city government are working together to achieve common goals.
- Educate citizens about what services are being provided and how.
- Help determine what the community should look like.
- Public to provides input (special projects like this one usually attract more interest).
- More listening to our aging residents.

Next, the group was asked to respond to the question **“What do you think the public and other stakeholders (e.g. other residents, county government, nonprofit organizations, etc.) would like to see come out of this project?** Individual responses were as follows:

- A clean city.
- Better services; more efficiency and effectiveness.
- No duplication of services.
- Keep costs down as much as possible. Provide services for less cost when possible.
- Promote the good school system that is here.
- Share services with other governments and internally when possible.
- Grow the community.

- Have openness in government. Make the public feel involved.
- A more vibrant and attractive community, especially to youth.

### Visioning Exercises

To begin the strategic planning process, those in attendance discussed the differences between vision and mission statements, neither of which currently exist for the Merrill city government or the community it serves. Following this conversation, group members answered “**What is the definition of ‘success’ as it relates to City of Merrill government?**” The answers provided below constitute Merrill city government’s primary core values.

- Responsive to citizens’ needs in a responsible manner.
- Customer satisfaction (expectations met in a competent and timely manner)
- Providing the greatest good for the most residents as possible.
- A government that is easy to do business with.
- Adaptable.
- Provides consistent and the highest level of quality service.
- Fairness (consistent, equal treatment of citizens).
- Progress.
- Active listening (to one another, to residents, to city employees, etc.).
- We interact well together.
- Say we sometimes lack the capacity to provide all the services that people request).
- Safety.
- Positive outlook. (For both the government and the community).
- Trust.

Those in attendance were then asked “**What can and should this city government do to ensure its success well into the future?** The responses were as follows.

- Create trust that services will be provided, consistent, and constant.
- Provide listening/town hall sessions.
- Educate citizens about how a committee-based government works (i.e. important discussions take place and important decisions are often made at the committee level).
- Find ways to keep younger folks in town or bring them back after college. (What is needed?).
- Resourcefulness and adaptability.
- Attract and retain skill levels needed for the future.
- Treat current and future government employees as an asset.

Lastly, those in attendance including the public were encouraged to respond to the following scenario. “**If journalists throughout the country were going to write a feature story about Merrill or Merrill city government 10 years from now, what would be the most positive headlines/points?** Besides the answers in the table below, planning group members were encouraged to email additional ideas to Art Lersch at [Arthur.lersch@ces.uwex.edu](mailto:Arthur.lersch@ces.uwex.edu). (They may also contact him via phone at 715-539-1075.) Any answers that come in via email or phone will be placed in a document separate from this report and handed out during the February 13 planning session.

<b>Merrill Community</b>	<b>Merrill City Government</b>
<i>Merrill Unemployment at All-Time Low</i>	<i>Merrill City Department Heads each Secure \$1 million in Grants in Support of City Services</i>
<i>0% Unemployment in Merrill</i>	<i>City of Merrill has Lowest Taxes in the Area</i>
<i>No Status Quo in Merrill</i>	<i>Merrill Government Continues Forward with Vision that was Created 10 Years Ago</i>
<i>Merrill Totally Eliminates Blight and Collapsing Properties</i>	

<i>Merrill: A Top 10 American City</i>	
<i>Merrill Experiences 100% of Growth after 50 Years of Stagnation</i>	

**Parking Lot**

A “parking lot” was developed to place ideas into that for now fell on the peripheries of the discussions that took place during this particular meeting. Planning group members are encouraged to bring the items up at more appropriate times during the discussion. Items will be added to the list throughout the strategic planning process. Several of them have the potential of becoming action items in the strategic plan.

- Research Merrill mill rates/property taxes collected over time in comparison to other similar cities (based on population).
- Explore possibility of publishing government committee meeting minutes on the city website, on the local cable TV station, etc. (communicate more widely).
- Hold town hall type meetings.
- Perhaps do local study that will reveal just how many youth are leaving the area after high school graduation, why they are leaving, and whether they will consider coming back (or actually have come back).
- Tie strategic planning to discussions about how city government can help cultivate and mentor community leaders.

The following thought was provided by an individual who could not attend the meeting.

- Relating to industrial development: Do we know what skills unemployed citizens have? Having employees with certain skills is always important when considering what businesses to recruit and which to help start.

**Next Meetings**

The next four meetings were scheduled for the following dates and times. It was agreed that all the meetings will be held in Council Chambers unless informed otherwise. All meetings will be of the Committee of the Whole and posted according to Wisconsin open meetings law.

- Thursday, February 13, 2014, 5:30-7:30 p.m.

- Thursday, March 6, 2014, 5:30-7:30 p.m.
- Thursday, March 27, 2014, 5:30-7:30 p.m.
- Thursday, April 17, 2014, 5:30-7:30 p.m.

During the February 13 meeting, planning group members will develop draft vision statements (for city government and community) based on the work completed January 23. Attempts will be made to reconcile the statements into forms acceptable to the vast majority of the members in the group. If there is time, the group will begin the SOAR (strengths, opportunities, aspirations, and results) analysis.

1402100

**COMMUNITY DEVELOPMENT COMMITTEE MINUTES**  
**January 29, 2014, City Hall, Merrill, WI**

Present: Ron Peterson, Ryan Schwartzman, Pete Koblitz, Daniel Schneider, Adam Rekau, Nancy Kwiesielewicz and Betsy Wiesneski.

Others Present: Shelby & Trevor Dewonkowski, Susan Ryman, Lincoln County Economic Development Director and Shari Wicke, Community Development Program Administrator.

The meeting was called to order at 8:05 a.m. Mr. Schwartzman made a motion to approve the minutes of the previous meeting; seconded by Mr. Schneider. The motion carried.

Motion by Mr. Schwartzman to convene in closed session pursuant to Wis. Statutes Section 19.85(i)(e) for consideration of personal financial related to the Loan#14001; seconded by Mr. Rekau the motion carried 7-0 on roll vote.

Discussion was held in closed session.

Motion to reconvene in open session was made by Mr. Schneider; seconded by Ms. Kwiesielewicz, motion carried. The meeting reconvened in open session.

Motion made by Mr. Schneider to approve a loan for \$45,000 to File#14001, a loan term of 10 years at a 2% interest rate with a contingency that the Lender provide the committee with a updated loan commitment including list of collateral they will be securing their loan along with the terms and interest rate that will be provided. The City's loan will be secured by 2<sup>nd</sup> on business real estate, 2<sup>nd</sup> on personal real estate, 2<sup>nd</sup> on General Business Security Agreement (GBSA) and personal guarantees; seconded by Mr. Koblitz, Mr. Schwartzman abstained, the motion carried.

Susan Ryman presented the two proposed changes to the City of Merrill Economic Development Revolving Loan Fund Manual. The committee asked for additional information and to present that at the next meeting.

No public comment.

There being no further business to discuss, Mr. Schwartzman made a motion to adjourn; seconded by Mr. Koblitz. The motion carried. Adjournment was at 9:15a.m.

Respectfully submitted,  
Shari Wicke

1402120

**City of Merrill  
Board of Public Works  
Wednesday, January 22, 2014 at 5:30 P.M.  
City Hall Basement Conference Room, 1004 East First Street**

Members Present (5 of 5): Mayor Bill Bialecki (Chairperson), Street Commissioner Richard Lupton, Alderman Steve Hass, Alderman John Burgener and Alderman Chris Malm.

Others Present Included: City Administrator Dave Johnson, City Attorney Tom Hayden, Building Inspector/Zoning Administrator Darin Pagel, Finance Director Kathy Unertl, City Hall Maintenance Supervisor Ramona Vanderkam, Alderman Rob Norton, Alderman Dave Sukow, Alderwoman Kandy Peterson, Rod Akey (Akey Engineering Service), Sister Peggy Jackelen, Sister Mary Anne Rose, 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.

**Vouchers**

The vouchers were in the meeting packet. Alderman Hass asked for verification that vouchers for an East Sixth Street project were charges from 2013. He was told that they were from 2013.

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

**Request for "Children at Play" sign on Oregon Street**

Alderman Sukow had requested that this item be placed on the agenda. He reported that he received a request to install a "Children at Play" or similar sign at either the end of the 600 block or the beginning of the 700 block of South Oregon Street. He noted that, from personal observation, it is a somewhat blind and potentially dangerous intersection.

Alderman Hass stated that he has been told that, whenever a municipality installs this type of sign, they are accepting a certain amount of liability. City Attorney Hayden will research this liability issue.

This item will be placed on the February meeting agenda. No action was taken at this time.

**Discuss 2014 Sidewalk Maintenance Program & related resolution**

Information was in the meeting packet.

Building Inspector/Zoning Administrator Pagel reported that, in 2014, sidewalk maintenance work would be concentrated in the Aldermanic District #2.

City Attorney Hayden will draft a preliminary resolution on the 2014 Sidewalk Maintenance Program. It will be on the February 11<sup>th</sup>, 2014 Common Council meeting agenda.

**Establish public hearing date for 2014 Sidewalk Maintenance Program**

The public hearing on the 2014 Sidewalk Maintenance Program will be a part of the Board of Public Works meeting on Wednesday, February 26<sup>th</sup>, 2014. The public hearing will begin at 6:00 P.M.

**Review and recommendations(s) on Taylor Street reconstruction project plans**

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

Rod Akey distributed bid documents related to the Taylor Street (Champagne Street to Jefferson Street) project. He reported that both the City of Merrill and the Town of Merrill will be involved in the Taylor Street reconstruction project. Both of them applied for grants to assist in paying for the project. The Town of Merrill was awarded a grant, but the City of Merrill was not awarded a grant. There are a few issues that will need to be addressed during construction.

It will be necessary to publish a Class 2 notice to receive bids for the project.

Motion (Hass/Malm) to authorize Street Commissioner Lupton to seek bids on the Taylor Street reconstruction project. Carried.

Note: No Common Council action on the motion is necessary.

**Review and recommendation(s) on recycle contract with Eagle Waste**

A copy of the proposed contract was in the meeting packet. Street Commissioner Lupton had requested that this item be placed on the agenda.

Street Commissioner Lupton reported that he is hoping the new recycling program will begin in April or May.

Alderman Malm requested that Street Commission Lupton get clarification on the amount that Eagle Waste will pay the City, and also get assurance that Eagle Waste will provide justification in any change in the payment amount.

**1402121**

Motion (Hass/Malm) to approving the Single Stream Recycling Process Agreement with Eagle Waste and Recycling, Inc. Street Commissioner Lupton would be directed to get clarification on the amount that Eagle Waste will pay the City, and also get assurance that Eagle Waste will provide justification in any change in the payment amount.

**Discuss collection of fluorescent light bulbs**

Mayor Bialecki had requested that this item be placed on the agenda. He suggested the possibility of establishing a central collection place for large fluorescent light bulbs from residential properties only.

Street Commissioner Lupton will research this and report back to the board. This item will be placed on the February meeting agenda. No action was taken at this time.

**Consider prohibiting parking on 100 & 200 blocks of S. Pier Street**

Mayor Bialecki had requested that this item be placed on the agenda. Due to the pending opening of the new fire station, there may need to be some adjustments to parking in that area.

Alderman Hass suggested posting "No Parking" signs on the east side of Pier Street, from East First Street to East Third Street. It was also suggested that parking be prohibited on one side of Tyler Street.

Street Commissioner Lupton and Police Chief Neff were directed to research this issue and use their own discretion in regards to parking near the new fire station.

No formal action was taken.

**Consider petition from Agra Industries to vacate portion of Water Street**

Agra Industries Inc., 1211 Water Street, has paid the fee and submitted a petition requesting that a portion of Water Street be vacated. Information related to the petition was in the meeting packet, along with a related resolution.

Motion (Hass/Lupton) to recommend approving, as presented, the petition and resolution related to the request from Agra Industries to vacate a portion of Water Street, and to forward the recommendation to the City Plan Commission. Carried.

**Monthly report - Street Commissioner**

The report was in the meeting packet. Street Commissioner Lupton reported that the new truck has now been equipped and is being used. Bid specifications for the new garbage truck have been distributed. The Street Department has been dealing with a large quantity of snow this year. Alderman Hass complimented the Street Department for their efforts related to snow plowing and snow removal.

**Monthly report – Northwinds Inspection**

The report was in the meeting packet.

**Monthly report – City Hall Maintenance Supervisor**

The report was distributed at the meeting.

**Monthly report from contracted engineering firms**

No report(s) submitted.

**Place monthly reports on file**

Motion (Hass/Lupton) to place the monthly reports on file. Carried.

**Next meeting**

Wednesday, February 26<sup>th</sup>, 2014 at 5:30 P.M. As noted earlier, a public hearing on the 2014 Sidewalk Maintenance Program will begin that evening at 6:00 P.M.

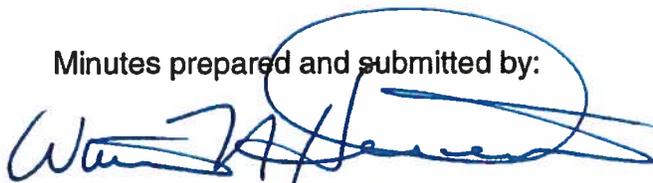
**Public Comment**

Sister Peggy Jackelen inquired as to the possibility of Bell Tower being included in recycling/garbage collection. Mayor Bialecki responded that this and related issues would be on the February meeting agenda.

**Adjournment**

Motion (Hass/Burgener) to adjourn. Carried. Adjourned at 6:13 P.M.

Minutes prepared and submitted by:



William N. Heideman, CMC, WCMC  
City Clerk

1402130

**City of Merrill  
Health and Safety Committee  
Monday, January 27, 2014 at 4:30 P.M.  
City Hall Common Council Chambers, 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 (arr. 5:53), Deputy Health Officer Norbert Ashbeck, Fire Chief Dave Savone, Police Chief Ken Neff, City Attorney Tom Hayden, Frank Murphy, Rebekah Murphy, Raj Bhandari 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 the colder weather seems to have reduced the number of complaints. Several complaints are still pending in court.

**Vouchers**

The vouchers were in the meeting packet. Alderwoman Caylor stated that, in her opinion, some of the recent Fire Department purchases made using funds from the Bierman Estate seem excessive. She mentioned a purchase of a mower/broom/snow thrower (\$16,871.40) as an example.

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

**Picnic and/or license applications**

None.

**Police Chief report on recent alcohol compliance checks**

Information was in the meeting packet.

Police Chief Neff reported that alcohol compliance checks were conducted on December 21<sup>st</sup>, 2013. The failure rate was somewhat disappointing, considering that several checks have been done since they were begun in May, 2011.

Police Chief Neff then provided verbal information on the history of the checks since their inception.

Police Chief Neff reviewed the various letters that the Police Department sends to licensees that have failed the compliance checks. The language in the various letters is based on the number of times the licensee has been found to be non-compliant.

### **Review/possible action(s) re: Licensees with multiple compliance check failures**

Information was in the meeting packet.

Two licensees have now had three failures as a result of the Police Department alcohol compliance checks. As a result, Police Chief Neff has requested that these licensees attend the meeting to discuss the sale of alcohol to underage persons.

Alderman Sukow stated that, when he worked at Walmart, all Walmart employees were required to take and pass a test related to alcohol sales to minors. He stated that Walmart takes alcohol sales violations seriously, and stated that the responsibility is on the employer to ensure that employees do not sell to minors. Alderman Sukow suggested to the licensees that they require everyone, regardless of age, to show proof of age when buying alcohol.

Alderwoman Peterson stated that sending employees to classes has some value, but the employee must then take the lessons learned to the work environment as well.

Frank Murphy, Rebekah Murphy and Raj Bhandari participated in the discussion, and stated that they take the failures seriously. They added that they are committed to ensuring that underage persons are not being sold alcohol at their establishments.

Police Chief Neff reported that another alcohol compliance check is pending. Alderman Sukow stated that he would be in favor of a license suspension for the two licensees if they were to fail again.

No action was taken at this time.

### **Change of agent application from Walmart**

Walmart Stores East, LLC has submitted a change of agent application and paid the change of agent fee.

They are requesting that Matthew Colby be named the agent at Walmart #1366, 3500 East Main Street. Information was included in the meeting packet.

Police Chief Neff has no concerns with the application.

**1402131**

Motion (Peterson/Sukow) to approve the change of agent application from Walmart Stores East, LLC, appointing Matthew Colby as agent at Walmart #1366, 3500 East Main Street. Carried.

**Execu Cab of Merrill renewal of taxicab business license for 2014**

Execu Cab of Merrill, LLC has filed an application and paid the fee to renew their taxicab business license for 2014.

Police Chief Neff reported that the license for Execu Cab has expired, and that Execu Cab is not currently operating as a business. The Police Department will monitor this to ensure that Execu Cab does not operate until their license renewal has been approved.

Motion (Sukow/Peterson) to approve the application from Execu Cab of Merrill, LLC for renewal of their taxicab business license for 2014. Carried.

Note: No Common Council action on the motion is necessary.

**Continue considering potential steps to address train whistle noise at night**

This has been an ongoing issue.

City Administrator Johnson reported that he is still discussing this with the Commissioner of Railroads. He has learned that the train crossings on Kyes Street, Park Street and Fifth Street are still considered public crossings. Based on the discussions, City Administrator Johnson remarked that the City could spend significant money and yet the noise problem may not be resolved.

City Administrator Johnson is still waiting for further information and/or clarification. Until that time, he will not be making recommendation(s) on this issue.

This item will be placed on the February meeting agenda. No action was taken at this time.

### **Monthly Report – Fire Chief Savone**

The report was in the meeting packet. Fire Chief Savone reported that the fire department will be moving to the new station soon. Roof problems and several other minor issues at the new station site are being addressed. On February 6<sup>th</sup>, a ceremony will be held to “retire” the current station. That will be followed by a ribbon-cutting ceremony at the new station.

### **Monthly Report – Police Chief Neff**

The report was in the meeting packet.

### **Monthly Report – Lincoln County Humane Society**

The report was in the meeting packet. Alderwoman Caylor complimented the shelter employees for their work in response to a recent incident in which the shelter received a significant number of dogs.

### **Schedule next meeting**

Monday, February 17<sup>th</sup>, 2014 at 4:30 P.M. Note: Fire Chief Savone requested that the meeting be held at the Training Room at the new fire station, 110 Pier Street.

### **Public Comment**

This is Alderwoman Caylor’s last meeting as a committee member. She stated that serving on the committee has been both a pleasure and a learning experience. She mentioned that she will miss many of the people associated with the committee.

### **Adjournment**

Motion (Sukow/Peterson) to adjourn. Carried. Adjourned at 5:45 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC  
City Clerk

1402140

**City of Merrill  
Personnel and Finance Committee  
Tuesday, January 28, 2014 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, Alderwoman Kandy Peterson, Alderman Dave Sukow, 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. Alderman Hass abstained from voting on Voucher #001075 (page 39 – Miller Furniture).

**Consider duplicate personal property tax write-off for G & G Auto**

Information was in the meeting packet. Two 2013 personal property accounts/bills exist for G & G Auto, 2417 East Main Street. One bill, for \$828.96 is the correct tax bill. The other bill, for \$272.30 should be written off as a duplicate.

City Assessor Kitt Koski and Finance Director Unertl recommend that the \$272.30 tax bill be paid from the Over-collected Taxes Account.

1402141

Motion (Caylor/Schwartzman) to pay, from the Over-collected Taxes Account, the duplicate 2013 personal property tax bill of \$272.30 for G & G Auto, 2417 East Main Street. Carried.

### **Election duties of Deputy Clerk when City Clerk's name is on ballot**

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

Finance Director Unertl had sent information on this issue via e-mail. It provided information on the election responsibilities assigned to City staff prior to and during the April 1<sup>st</sup> election.

City Clerk Heideman is running for reelection and Administrative Assistant Kathy Seubert's spouse is also on the ballot. With that in mind, care will be taken to ensure that their duties be somewhat restricted, in order to avoid potential conflicts.

City Clerk Heideman asked who would work the election day hours before the polls open and after they close. Finance Director Unertl replied that City staff will be assigned to "cover" the hours on election day before the polls open. Also, City staff will be assigned the hours to assist with post-election activities at the Lincoln County Service Center, after the polls close on election day. Because his name is on the ballot, City Clerk Heideman will work only from 8:00 A.M. to 4:30 P.M. on election day, and he will not appear at any polling place except to vote.

### **Monthly Report – Municipal Court**

No report was submitted this month.

### **Monthly Report – Finance Director Unertl**

The report was in the meeting packet. Finance Director Unertl reported that City staff has been busy working on the changes related to the Health Savings Account program for City employees.

### **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.

### **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**

Tuesday, February 25<sup>th</sup>, 2013 at 5:15 P.M.

**Public Comment**

Since this was her last meeting as a member of the committee, Alderwoman Caylor thanked everyone for the experience and knowledge she gained while serving. She extended best wishes to the committee and to the entire City of Merrill.

Michael Caylor Jr. reminded everyone that the Personnel and Finance Committee had issued a directive that 2013 City employee compensation information be posted on the City website. He asked when that information would be posted. He was told that by the end of January, the information would be on the website.

**Adjournment**

Motion (Caylor/Schwartzman) to adjourn. Carried. Adjourned at 5:28 P.M.

Minutes prepared and submitted by:



William N. Heideman, CMC, WCMC  
City Clerk

1402150

**City of Merrill  
Water & Sewage Disposal Committee  
Wednesday, January 22, 2014 at 5:00 P.M.  
Basement Conference Room, City Hall, 1004 East First Street**

Members Present (3 of 3): Alderman John Burgener (Chairperson), Alderwoman Kandy Peterson and Alderman Rob Norton.

Others Present: Mayor Bill Bialecki, City Administrator Dave Johnson, Utility Superintendent Kim Kriewald, Information Technology Manager Ron Turner, Alderman Dave Sukow, Duane Pfister (arr. 5:09) and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

**Call to order**

Alderman Burgener called the meeting to order at 5:00 P.M.

**Vouchers**

The vouchers were in the meeting packet.

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

**Discuss replacement of SCADA computers and related upgrades**

Information was in the meeting packet.

Information Technology Manager Turner provided verbal information on the existing SCADA computer system, which monitors the alarm system at the Wastewater Treatment Plant. The computers used in the SCADA system are quite old and use Windows XP. Microsoft has announced that, after April of 2014, they will no longer issue Windows XP security updates or provide any other support for Windows XP. As a result, if the SCADA computers are not upgraded, computer security could be compromised or other potentially negative issues could occur.

A quote from Altronex Control Systems was included in the meeting packet. The quote is for the purchase of two new computers for the SCADA system (\$1,400) and the purchase of necessary hardware and software upgrades (\$14,076), for a total cost of \$15,476.

1402151

Motion (Norton/Peterson) to approve, as presented, the replacement of the two SCADA computers and also approve, as presented, the quote from Altronex Control Systems to upgrade the associated hardware and software for the SCADA system. The total cost of replacing the computers and the upgrades is \$15,476, and, if approved, would be paid for from utility funds. Carried.

**Operations Report**

The report was in the meeting packet.

Utility Superintendent Kriewald reported that there is a service leak on East First Street, near the City Garage. Since this is a state highway and since traffic will need to be rerouted while the leak is being repaired, Utility Superintendent Kriewald will discuss the rerouting with the Wisconsin Department of Transportation (DOT).

Equipment for several upgrading projects will be arriving soon.

**Public Comment**

Alderman Sukow inquired as to the funding source for the SCADA system computer replacement and upgrades. He was told that, if approved, payment would be from utility funds. Therefore, no General Fund transfer would be required.

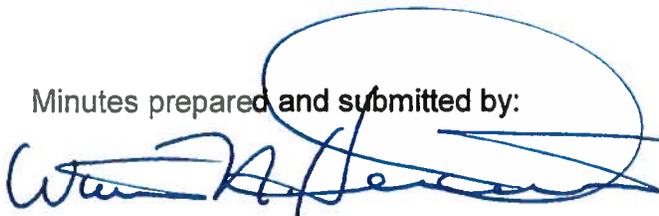
**Next meeting**

Wednesday, February 26<sup>th</sup>, 2014 at 5:00 P.M.

**Adjournment**

Motion (Peterson/Norton) to adjourn. Carried. Adjourned at 5:15 P.M.

Minutes prepared and submitted by:

A handwritten signature in blue ink, appearing to read "William N. Heideman", is written over a large, light blue oval. The signature is fluid and cursive.

William N. Heideman, CMC, WCMC  
City Clerk

1402160

**City of Merrill  
City Plan Commission  
Tuesday, February 4, 2014 at 5:45 P.M.  
City Hall Common Council Chambers, 1004 East First Street**

Voting members present: Mayor Bill Bialecki (Chairperson), Alderman Steve Hass, Melissa Schroeder, Dan Novitch, Ken Maule, James Koppelman and Pete Lokemoen.

Other attendees: City Administrator Dave Johnson, City Attorney Tom Hayden, Building Inspector/Zoning Administrator Darin Pagel, Alderwoman Kandy Peterson and City Clerk Bill Heideman.

**Call to order**

Mayor Bialecki called the meeting to order at 5:45 P.M.

**Minutes of January 7<sup>th</sup>, 2014 meeting**

The minutes were in the meeting packet.

Motion (Hass/Lokemoen) to approve, as presented, the minutes of the January 7<sup>th</sup>, 2014 City Plan Commission meeting. Carried.

**Petition and resolution: Agra Industries request to vacate portion of Water Street**

Agra Industries Inc., 1211 Water Street, has paid the fee and submitted a petition requesting that a portion of Water Street be vacated. Information related to the petition was in the meeting packet, along with a related resolution.

At a meeting on January 22<sup>nd</sup>, 2014, the Board of Public Works recommended approving the petition and resolution and then forwarded those recommendations to the City Plan Commission.

Motion (Hass/Novitch) to approve, as presented, the petition and resolution related to the request from Agra Industries to vacate a portion of Water Street. Carried.

The resolution will be placed on a future Common Council agenda after all publishing requirements have been met.

**Recess**

At 5:50 P.M., Mayor Bialecki announced a recess until 6:00 P.M., the time of the scheduled public hearing.

At 6:00 P.M., Mayor Bialecki called the meeting back to order.

**Hearing: City of Merrill request to rezone three parcels for trail development**

The City of Merrill has submitted an application to rezone three parcels of land (railroad right-of-way) previously owned by Wisconsin Central Limited. The City is requesting that the parcels be rezoned to public, for the purpose of trail development.

City Attorney Hayden read the public hearing notice.

Motion (Hass/Lokemoen) to open the public hearing. Carried.

Nobody spoke for or against the rezoning.

Motion (Hass/Schroeder) to close the public hearing. Carried.

The public hearing was closed at 6:02 P.M.

Motion (Lokemoen/Novitch) to approve the rezoning application. Carried.

An ordinance on the rezoning will be on the February 11<sup>th</sup>, 2014 Common Council meeting agenda.

**Next meeting**

Tuesday, March 4<sup>th</sup>, 2014 at 5:15 P.M.

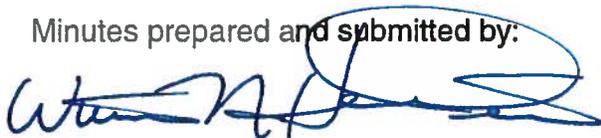
**Public Comment**

None.

**Adjournment**

Motion (Hass/Schroeder) to adjourn. Carried. Adjourned at 6:03 P.M.

Minutes prepared and submitted by:

A handwritten signature in blue ink, appearing to read 'William N. Heideman', is written over the text 'submitted by:'. The signature is fluid and cursive.

William N. Heideman, CMC, WCMC  
City Clerk

1401160

**City of Merrill  
City Plan Commission  
Tuesday, January 7, 2014 at 5:15 P.M.  
City Hall Basement Conference Room, 1004 East First Street**

Voting members present: Mayor Bill Bialecki (Chairperson), Alderman Steve Hass, Melissa Schroeder, James Koppelman and Pete Lokemoen (arr. 5:16). Dan Novitch had an excused absence.

Other attendees: City Administrator Dave Johnson, City Attorney Tom Hayden, Building Inspector/Zoning Administrator Darin Pagel, Alderwoman Kandy Peterson, Lincoln County Maintenance Director Patrick Gierl, Duane Pfister and City Clerk Bill Heideman.

**Call to order**

Mayor Bialecki called the meeting to order at 5:15 P.M.

**Minutes of November 4<sup>th</sup>, 2013 meeting**

The minutes were in the meeting packet.

Motion (Schroeder/Hass) to approve, as presented, the minutes of the November 4<sup>th</sup>, 2013 City Plan Commission meeting. Carried.

**Off-Street parking requirements related for fairgrounds**

Building Inspector/Zoning Administrator Pagel had requested that this item be placed on the agenda. Information was in the meeting packet.

Building Inspector/Zoning Administrator Pagel reported that he has had discussions with Lincoln County officials regarding resurfacing the off-street parking area (infield) at the Lincoln County Fairgrounds. Specifically, the county is seeking information on whether hard-surfacing of the parking areas at the fairgrounds would be required if/when a new grandstand or expo center is built at the fairgrounds.

Alderman Hass suggested that, in all likelihood, if a building is not enclosed, hard-surfacing for off-street parking would not be necessary. On the other hand, he suggested that, if a building was an enclosed structure, then hard-surfacing would be required.

Pete Lokemoen estimated that the cost to blacktop the infield would be between \$300,000 and \$400,000.

It was noted that, since no site plan has been submitted for consideration, the City Plan Commission cannot make a definite decision at this time. The consensus appeared to be that a grandstand would not require hard-surfacing for parking, but that an expo center would require it.

No action was requested, necessary or taken at this time.

**Next meeting**

Tuesday, February 4<sup>th</sup>, 2014 at 6:00 P.M.

**Public Comment**

Lincoln County Maintenance Gierl raised the question of what determines "limited use". He then commented that Lincoln County is not currently considering an expo center for the Lincoln County Fairgrounds. The two options currently being considered are a grandstand or a structure based on a berm.

**Adjournment**

Motion (Hass/Koppelman) to adjourn. Carried. Adjourned at 5:36 P.M.

Minutes prepared and submitted by:

A handwritten signature in blue ink, appearing to read "William N. Heideman", is written over a large, light blue oval scribble.

William N. Heideman, CMC, WCMC  
City Clerk

1402170

Transit Meeting  
January 20, 2014

Present; Mr. Rick Blake – Chairman, Mr. Steve Willis, Mr. Gordon Geiger, Ms. Susan Kunkel, Mr. Tony Kusserow and Rich Grenfell – Transit Administrator.

A motion to approve the minutes of the October 28, 2013 meeting was made by Mr. Geiger and seconded by Ms. Kunkel. Willis. C.U. (Carried Unanimously).

The Commission reviewed the 2013 Fourth Quarter stats; ridership up 12%, Revenue up 9%, mileage reduced from 1.1 to 1.06 miles per passenger. This too was an exceptional quarter. A motion to place the stat report on file was made by Mr. Geiger and seconded by Mr. Willis C.U.

Administrator's Report;

Mr. Grenfell reported that part time bus operator Ned Seubert turned in his resignation of employment to seek election of the Municipal Court Judge for the City of Merrill. Employment term will end on February 28, 2014.

Transit supervisors are conducting interviews for the part time bus operator's position this week.

A detailed discussion ensued about the part time hours. Transit will need to increase the driving hours from 2,700 hours annually, to the maximum allowed 3,597 hours annually to correct and stabilize the budget and the 26 week rolling payroll system for part time employees. . 2012 training and 8-weeks of sick leave forced an overage of 400 hours in part time driving hours. This combined with the 25 weeks of accrued vacation and personal holiday makes the 900 hours annual per driver unrealistic. In 2014 we will incur an additional 160 hrs of new driver training plus the 400 hrs of overage from 2012 -2013. This is being addressed by limiting only (1) employee scheduled off at a time during the school year, only 1 driver off at any given time. Also, scheduling 1,068 driving hours for the Transit Coordinator. Again, this is the formula, but probably not a reality.

The Commission was informed of (5) employee slip & fall incidents / injuries incurred at the bus storage facility during Dec /Jan. Necessary review /retraining was conducted with all employees and specific Safety Alert messages were distributed.

The Commission was informed of the 2013 Transit Mutual Insurance Safety /Loss report; Transit had (2) accidents involving fixed objects; accident 1 was a property post that was repaired \$0.00 paid; accident 2 was a back-swing contact to a parked vehicle while curbing stopping for a passenger - \$1,790.00 paid.

The new 1-hour headway service is fully engaged. The transition has been positive for operation safety and on-time performance. Our passengers have also adapted well, with very little disappointment or confusion. We believe this service change to be successful and necessary.

Transit has not had further contact from Lincoln County regarding transportation coordination.

Transit posted public notice for the application of a Federal 5311 Grant for renovation of the East side fire station. No request for a public hearing was received regarding this project.

Public Comment. Ms Kunkel would like further discussion / coordination with the Transit Commission regarding transit's relocation to the eastside fire station property.

A motion to adjourn was made by Ms. Kunkel and seconded by Mr. Geiger. C.U.

Next Transit Commission meeting: February 17, 2014.

**T. B. Scott Free Library Board of Trustees**  
**ANNUAL MEETING**  
**January 15<sup>th</sup>, 2014**

Minutes

**1. Opening**

Vice-President Gene Bebel called the Annual Meeting of the Board of Trustees to order at 4:15 p.m. in the Library Board Room. Present: Katie Breitenmoser, Richard Mamer, Jim Wedemeyer and Vickie Yelle.

Absent (ex.): Mike Geisler, Chris Malm and Tim Meehan. Also present: Don Litzer, Art Lersch (-5:00) and Karissa K. from MP3.

Correspondence received: a letter from the Merrill Historical Society recognizing the Endowment Fund Pledge. There was no public comment.

**2. Election of Officers**

All officers have agreed to serve for another year. There were no nominations from the floor. M Mamer/S Yelle/C to approve the incumbent officers for 2014. Officers include: President, Mike Geisler; Vice-President, Gene Bebel; and Financial Secretary, Richard Mamer.

**3. Consent Items**

M Mamer/S Yelle/C to approve the minutes of the December meeting as printed.

M Breitenmoser/S Yelle/C to approve the Revenue & Expense Report and the Statistical Report for December as printed.

**4. Reports/Discussion Items/Action Items**

A. 2013 Endowment Fund Report: Mr. Mamer presented the report. M Wedemeyer/S Yelle/C to approve the report.

B. 2014-2018 Long Range Plan Document: Mr. Lersch was present to answer questions regarding the presented report. M Mamer/S Breitenmoser/C to approve the plan as presented and to make a reasonable number of paper copies available for distribution to public officials and the general public. The paper copies of the plan will be paid for with Endowment Fund monies. At the next board meeting, Ms. Stevens will present a working document providing greater detail on actions to implement plan goals & objectives, and to designate responsibility for implementation.

C. 2013 Year-End Budget: In late December 2013, Ms. Stevens authorized expending remaining monies, specifically to address technology-related priorities, based on information provided by the City Finance Director. However, after last-minute re-direction by the City Finance Director in early January, liabilities for monies spent beyond the 2013 budget were transferred to the 2014 budget.

D. Endowment Fund Request-Heirloom Seed Bank: Ms. Stevens presented a request to fund startup costs for an Heirloom Seed Library. M Breitenmoser/S Mamer/C to pay \$500 from the Endowment Fund for the costs of initiating a Seed Library as per the proposal presented.

E. Town Hall Meeting Discussion: Mr. Malm, District 1 City of Merrill Council Member, will be holding a "Town Hall" City Government Listening Session for District 1 residents on January 21<sup>st</sup>.

F. Trustee Essential #8-Developing the Library Budget: Ms. Stevens provided copies of Trustee Essential #8.

G. Reports from Friends and WVLS Representative: There was no report.

**5. Forthcoming Events & Library Director Report**

- Future of the Fair & Fairgrounds Town Hall-style meeting Sunday January 19<sup>th</sup>.
- Adult Winter Read-in Program began January 2<sup>nd</sup>, and runs through March 6.
- SRA International is providing a 2<sup>nd</sup> free public session to assist with ACA signup on 1/30.
- Merrill 1<sup>st</sup> Grade Classes have started their annual school visits to the library.
- Milwaukee Bucks Reading Challenge is going on now for Grades 3-8 through February.
- Building & Grounds: Weather related roof leak on 3<sup>rd</sup> floor. Otis Elevator completed work on the elevator pit.

**6. Adjournment:**

The meeting adjourned at 5:15 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on February 19<sup>th</sup> at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary

1402200

Merrill Area Community Enrichment Center  
Committee on Aging  
January 16, 2014

Committee Members Present: Eugene Simon, Chairperson. Art Lersch, Jack Ader, Diane Goetsch, Peggy Jackelen and Chris Malm, Alderperson.

Meeting was called to order at 8:00 am. Motion was made by Malm, seconded by Jackelen to approve the minutes as presented for the December meeting. Motion carried.

Program update:

Kate's Kids Christmas Gathering; The students and volunteers had a wonderful time with the students receiving a special "build a bear" that was created just for them. Funding for this project came from the "Sharing Christmas Spirit" Project.

Get Away Day; A Wendorf bus was taken to the Appleton area for the day. It was decided that once the shuttle van is available that will be used for day trips due to the costs and the lower number of people signing up for the trips.

"Sharing Christmas Spirit" Results; This year we hit an all-time high serving over 149 people, which included 9 children who were being cared for by their grandparents.

Nancy Wilde Military Presentation; during our Christmas Gathering we had a wonderful event for Nancy Wilde. Nancy wrote out 2,400 greeting cards for the servicemen and women serving here in the states and across the country. A total of 3,600 cards left the center on December 1<sup>st</sup>. Nancy was given an American Flag that was flown in Afghanistan. She also had 30 family members present during the event. She was completely surprised with the whole event!

Red Hatter's Anniversary; The Red Hatter's celebrated their 11<sup>th</sup> Anniversary at the MACEC. This was the original group that was created at the center and one of the first ones to begin in Merrill. A luncheon was provided and games followed!

Monthly Dinner and Bingo; each month the center will be hosting a Dinner and Bingo Gathering. We are averaging 40-60 people each month who are attending. This will be a monthly program at the center.

Lifetime Screening; The screening will take place on February 19, 2014 across the hall in the Conference Room. We provide the room and refreshments

to those attending the screening. This is a wonderful opportunity to introduce 40-50 new people to the center. Lifetime Screening has been in the area for a number of years. Rotating facilities.

2014 Service Directory; Deau is working directly with the Merrill Courier to complete the 2014 Service Directory. The Courier provides all of the funding for this project, and we provide all of the information. A thank you note will be given to all of the agencies and businesses financially supporting the directory.

MACEC Sign; the committee gave Deau several ideas for the new sign that will be placed in front of City Hall. With the name change it was felt that a new sign should be purchased. Deau is working directly with Custom Murals in creating a new sign.

Shuttle Van update; The Shuttle Van has been ordered through StarCraft Bus – Atlas Bus Service. Deau has met and spoken with a number of people currently using this Bus Sales. Additional safety extras have been purchased to assure safety for both the passengers and driver. We are looking at the van being delivered sometime mid-March.

Kitchen update; Deau will be contacting Hardgrave's for pricing on their commercial appliances needed for the kitchen across from the center. We are currently looking for a stove, refrigerator and oven. The kitchen should be ready to be used by mid-March. Once the kitchen is in place the meal program will be up and running. Deau is currently working with Dave Raddenbach to get the kitchen up and running for the "Community Table" meal that will be served out of the center weekly.

ADRC - No report.

Public Comment; Art Lersch did comment that he will be working with Deau to complete the survey for the center. Meeting in February and having results sometime in March.

Motion made by Lersch, seconded by Malm to approve the vouchers for December 2013 and January 2014. Motion carried.

Next meeting February 20, 2014 at 8:00 am.

Meeting adjourned at 9:00 am. Minutes submitted by Jane A. Deau.

1311250

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

AN ORDINANCE: By Alderman Norton  
Re: Amending Chapter 6, Article IV, Section 6-96 to  
include keeping of chickens

ORDINANCE NO. 2013-  
Introduced: November 12<sup>th</sup>, 2013  
1st Reading: January 14<sup>th</sup>, 2014  
2nd Reading: January 14<sup>th</sup>, 2014  
3rd Reading: January 14<sup>th</sup>, 2014  
Committee/Commission Action:  
**RECOMMENDED FOR PASSAGE**

## AN ORDINANCE

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

**Section 1.** Chapter 6, Article IV, Section 6-96 of the Code of Ordinances for the City of Merrill is amended to add *Keeping of Chickens* at Section 6-96

Sec. 6-96 Keeping of chickens.

- (a) No person shall keep or harbor any chickens, or build, erect or maintain and use any chicken coop or yard, or other building or yard to keep or house any chickens, anywhere within the City, without completing the appropriate application form, supplied by the Building Inspector and paying an annual fee to allow one household to have up to three (3) chickens. The annual fee shall be as established by the Common Council, from time to time, and as indicated on the schedule of licenses and fees appearing in Chapter 16 of this Code. The information required shall include the name and address of the owner, and the number of chickens to be kept by such owner. The Applicant shall also provide written approval from abutting property owners, indicating no objections to the keeping of the chickens. The total number of chickens shall not exceed three per premises. The Building Inspector shall notify the Applicant in writing of the approval or disapproval of the application.
- (b) All chicken coops and yards, and other buildings or yards wherein any chickens are contained shall be kept in a clean, sanitary condition and free from all objectionable odors and shall be subject to the inspection and approval of the Building Inspector. The facilities shall be kept in clean and sanitary condition and free from all objectionable odors.

- (c) Chicken coops and yards, and other buildings or yards permitted under this section shall be limited to the keeping of up to a total of three chickens, per premises, and shall be subject to the following conditions:
- (1) The principal use of the property where a chicken coop and yards, and buildings or yards may be permitted is limited to single-family dwellings.
  - (2) No person shall keep any rooster.
  - (3) No person shall slaughter any chickens.
  - (4) The chickens shall be provided with a covered enclosure and must be kept in the covered enclosure or a fenced enclosure at all times.
  - (5) No enclosure shall be located closer than 25 feet to any residential structure on an adjacent lot and shall not exceed 25 square feet unless permitted as an accessory building.

**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

1402250

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

AN ORDINANCE: By Health and Safety Committee  
Re: Amending Chapter 16, Section 1 to add an  
Annual Chicken Fee

ORDINANCE NO. 2014-  
Introduced: February 11<sup>th</sup>, 2014  
1st Reading: \_\_\_\_\_  
2nd Reading: \_\_\_\_\_  
3rd Reading: \_\_\_\_\_  
Committee/Commission Action:  
**DIRECT TO COUNCIL**

## AN ORDINANCE

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

**Section 4.** Chapter 16, Section 1 of the Code of Ordinances for the City of Merrill is amended to add an annual permit fee to allow one household to have up to three (3) chickens:

<u>CHAPTER 6 ANIMALS</u>		
<u>6-92</u>	Permit fee to allow one household to have more than four, but six or less dogs over six months of age	\$35.00
<u>6-96</u>	Annual Permit fee to allow one household to have up to three (3) chickens	\$25.00

**Section 5. 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 6. 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

1302251

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

AN ORDINANCE: By City Plan Commission  
Re: Amending The District Zoning Map of the City of Merrill, Wisconsin for property in Sections 11, 12, and 14, Township 31 North, Range 6 East of the Fourth Principal Meridian, in the City of Merrill

ORDINANCE NO. 2014-  
Introduced: February 11<sup>th</sup>, 2014  
1st Reading: \_\_\_\_\_  
2nd Reading: \_\_\_\_\_  
3rd Reading: \_\_\_\_\_  
Committee/Commission Action:  
**RECOMMENDED FOR PASSAGE**

## AN ORDINANCE

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

**Section 1.** The District Zoning Map of the City of Merrill, Wisconsin, is hereby amended by changing the zoning of the following described property in Sections 11, 12, and 14, Township 31 North, Range 6 East of the Fourth Principal Meridian, in the City of Merrill, from Industrial to Public, said parcel more particularly described as attached:

“Exhibit A.”

**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

# Exhibit A

## LEGAL DESCRIPTION

Three parcels of land, being a portion of Wisconsin Central Ltd.'s New Wood Branch Line, now discontinued, located in Sections 11, 12, and 14, Township 31 North, Range 6 East of the Fourth Principal Meridian, in the City of Merrill, Lincoln County, Wisconsin, described as follows:

### Parcel No.1

A parcel of land 100 feet in width, being 50 feet in width on each side of Wisconsin Central Ltd.'s New Wood Branch Line main track centerline, as originally located and constructed on, over and across the Southeast Quarter of the Southwest Quarter of Section 11, the Southwest Quarter of the Southwest Quarter of Section 12, and the North Half of the Northeast Quarter and the Northeast Quarter of the Northwest Quarter of Section 14, all in Township 31 North, Range 6 East of the Fourth Principal Meridian, in the City of Merrill, Lincoln County, Wisconsin, bounded on the east side by the east bank of the Prairie Creek as said Prairie Creek extends through the Southwest Quarter of the Southwest Quarter of said Section 12; and bounded on the West side by the east right of way line of Genesee Street in the City of Merrill, Wisconsin, as per the recorded plat thereof. Together with all right, title and interest of Wisconsin Central Ltd. in and to that portion of Genesee Street lying adjacent to and Westerly of the parcel hereinabove described.

### ALSO.

A triangular shaped parcel of land being a portion of Wisconsin Central Ltd.'s, New Wood Branch Line, now discontinued, and located in the Southwest Quarter of the Southwest Quarter of Section 12, Township 31 North, Range 6 East of the Fourth Principal Meridian, in the City of Merrill, Lincoln County, Wisconsin, bounded as follows: On the west side by the east bank of the Prairie Creek as said Prairie Creek extends through the Southwest Quarter of the Southwest Quarter of said Section 12; on the south side by a line that lies parallel and/or concentric with and 15 feet normally distant southerly from Wisconsin Central Ltd.'s New Wood Branch Line main track centerline, as originally located and constructed; and bounded on the north side by the south right of way and property line of Wisconsin Central Ltd.'s Valley Subdivision, said south right of way and property line also being along a line parallel and/or concentric with and 50 feet normally distant southerly from Wisconsin Central Ltd.'s Valley Subdivision main track centerline, as now located and constructed.

Said Parcel No.1 containing 9.23 acres, more or less.

### Parcel No.2

A parcel of land 60 feet in width, being 50 feet on the north side and 10 feet on the south side of Wisconsin Central Ltd.'s New Wood Branch Line main track centerline, as originally located and constructed on, over and across the Northeast Quarter of the Northwest Quarter of Section 14, Township 31 North, Range 6 East of the Fourth Principal Meridian, in the City of Merrill, Lincoln County, Wisconsin, bounded as follows: On the west side by the east right of way line of State Street in the City of Merrill, Wisconsin, as per the recorded plat thereof; on the north side by a line that lies parallel with and 50 feet normally distant northerly from Wisconsin Central Ltd.'s New Wood Branch Line main track centerline, as originally located and constructed; on the east side by the west right of way line of Genesee Street in the City of Merrill, Wisconsin, as per the recorded plat thereof; and on the south side by a line

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that lies parallel with and 10 feet normally distant southerly from Wisconsin Central Ltd.'s New Wood Branch Line main track centerline, as originally located and constructed, said south boundary line also being the north line of a parcel of land conveyed by Wisconsin Central Ltd. to Merrill Manufacturing Company by quitclaim deed dated June 30, 1991.

Said Parcel No.2 containing 0.72 acres, more or less.

Parcel No.3

A parcel of land 50 feet in width, being 25 feet in width on each side of Wisconsin Central Ltd.'s New Wood Branch Spur Line main track centerline, as originally located and constructed on, over and across the North Half of the Northwest Quarter of Section 14, and the Southwest Quarter of the Southwest Quarter of Section 11, all in Township 31 North, Range 6 East of the Fourth Principal Meridian, in the City of Merrill, Lincoln County, Wisconsin, bounded on south side by the north line of Parcel No.2 hereinabove described; and bounded on the north side by the south right of way line of Division Street in the City of Merrill, Wisconsin, as per the recorded plat thereof. Together with all right, title and interest of Wisconsin Central Ltd. in and to that portion of State Street and E. 1st Street lying on, over, and across the parcel hereinabove described.

Said Parcel No.3 containing 2.22 acres, more of less.

**RESOLUTION NO. \_\_\_\_\_**

**A PRELIMINARY RESOLUTION OF INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS BY POLICE POWER UNDER SECTION 66.0703 OF THE WISCONSIN STATUTES**

RESOLVED, by the Common Council of the City of Merrill, Wisconsin:

- A. The Common Council hereby declares its intention to exercise its power under Section 66.0703 Wisconsin Statutes, to levy special assessments under the police power upon all properties abutting the following improvements in the City of Merrill, Wisconsin:
  - 1. Sidewalk inspection pursuant to sidewalk inspection program. Sidewalk maintenance area is generally confined to the Second District, west of Center Avenue:
    - a) Isolated sidewalk requested or needed.
    - b) Driveway approaches requested or needed.
    - c) Curb and gutter requested or needed.
- C. The Common Council determines that the above improvements constitute an exercise of the police power and the amount assessed each parcel abutting on the street shall be on a reasonable basis as approved by the Common Council and which rates are in effect at the time of installation in accordance with special assessment procedures set forth in provisions of Chapter 18, Article III, Division 3 of the Code of Ordinances, City of Merrill, Wisconsin.
- D. The assessments against any parcels of land may be paid in cash not later than November 1 of the year such improvements are made, or in installments as provided by Chapter 18, Article III, Division 3 of the Code of Ordinances, City of Merrill, Wisconsin. Rate of interest on installment payments shall be as set by Common Council action.
- E. The City Engineering/Zoning Department shall, with respect to the items mentioned at paragraph A above, prepare a report consisting of:
  - 1. Preliminary or final plans and specifications with maps of the improvements.
  - 2. An estimate of the entire cost of the proposed work or improvements.
  - 3. A schedule of the proposed assessments as to each parcel of property affected.

4. A statement that the properties against which the assessments are proposed are benefited and that the improvements constitute an exercise of the police power.
- F. The City Engineering/Zoning Department shall complete and file such reports in the City Clerk's office for public inspection no later than February 5, 2014.

The Board of Public Works of the City of Merrill shall hold a public hearing on Wednesday, February 26, 2014 at 6:00 p.m. The hearing shall be held in the Council Chambers in the City Hall, Merrill, Wisconsin, on the improvements mentioned in paragraph A above. The City Clerk shall cause a notice of said hearing to be published once as a Class I notice no later than February 14, 2014. The City Clerk shall mail a copy of the notice to all interested persons at least ten (10) days before the date of the hearing.

Recommended by Board of Public Works

CITY OF MERRILL, WISCONSIN

Moved: \_\_\_\_\_

\_\_\_\_\_  
William R. Bialecki  
Mayor

Passed: \_\_\_\_\_

\_\_\_\_\_  
William N. Heideman  
City Clerk