

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

AGENDA

- 141110** Invocation by Pastor Paul Hohman, New Testament Church
- 141115** Pledge of Allegiance
- 141120** Roll Call
- 141125** Public Comment Period
- 141130** Minutes of October 14th, 2014 Common Council meeting
- 141140** Revenue & Expense Report – October 2014
- 141160** Communications and Petitions
- 141161** Claim filed by Thomas Torkelson, P.O. Box 204, for damages he asserts in relation to a plumbing bill for repair of a sewer lateral at his property at 205 East First Street. The City's insurance carrier recommends that the claim be denied. The basis for their recommendation is that their investigation revealed that the City has no liability or negligence for an improper pipe connection/fitting, and the claim should also be disallowed given the untimely submission of the notice of claim.
- 141162** Employee Recognition

Carol H. Wendorf, 15 years (Library)

PUBLIC HEARING ON PROPOSED 2015 CITY BUDGET
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- 141180** Housing Authority – No Action
- 141190** Committee of the Whole
- 141191** The Committee recommends lifting the hiring freeze to replace a vacancy to be created by the upcoming retirement of a firefighter/paramedic.
- 141192** The Committee recommends approving, as presented, the new reclassification/evaluation policy for City employees.

1411100 Community Development Committee – No Action

1411110 Parks and Recreation Commission – No Action

1411120 Board of Public Works

1411121 The Board recommends approving, per City specifications, the Johnson Street sidewalk installation (in the right-of-way) being proposed by Church Mutual Insurance Company. The cost of the initial installation would be paid 100% by Church Mutual.

1411122 The Board recommends authorizing the positing of “No Truck Traffic” signs on Taylor Street, from Champagne Street to Pier Street.

1411123 The Board recommends authorizing a right-of-way lease with WPE, LLC for them to lease right-of-way at the Tap House, 1110 East Tenth Street. The agreement would be prepared using the standard conditions and terms for City right-of-way leases.

1411124 Consider offering the former fire station at 701 East First Street for sale by sealed bid auction (Mayor Bialecki is bringing this item directly to the Common Council).

1411130 Health and Safety Committee

1411131 The Committee recommends approving the application from Kwik Trip, Inc., Steven M. Schweiger, Agent, for a Class “A” (beer) license and a “Class A” (liquor) license for Kwik Trip #241, 300 South Pine Ridge Avenue, effective December 18th, 2014.

1411132 The Committee recommends approving the application from Leelynn, LLC, William Schultz, Agent, for a Class “A” (beer) license and a “Class A” (liquor) license for Lee’s Piggly Wiggly, 3404 East Main Street, effective November 30th, 2014.

1411140 Personnel and Finance Committee

1411141 The Committee recommends approving the \$5,500 bid from John Geiss to purchase the used generator at the Wastewater Treatment Plant.

1411142 The Committee recommends accepting the DNR grant (\$7,366) for wild land firefighting equipment. The grant is a 50/50 split, so the City cost would be \$3,683. This would be paid partially by 2% funding and partially by funds received from the townships for installation of dry hydrants.

1411150 Water and Sewage Disposal Committee – No Meeting

1411160 City Plan Commission – No Action

- 1411170** Transit Commission – No Meeting
- 1411180** Library Board – No Action
- 1411200** Enrichment Center Committee on Aging – No Action
- 1411210** Airport Commission – No minutes submitted
- 1411230** Placing Committee Reports on File
- 1411240** Mayor’s Appointments

Dave Johnson, to the Housing Authority, term to expire November 10th, 2015

ORDINANCES

- 1411250** An Ordinance Amending the District Zoning Map of the City of Merrill, Wisconsin for 1212 South Center Avenue, to rezone from Thoroughfare Commercial to Public District (from November 3rd, 2014 City Plan Commission meeting – denial recommended)
- 1411251** An Ordinance Amending the District Zoning Map of the City of Merrill, Wisconsin for property located at 1110 East Tenth Street, to rezone from Public District to Thoroughfare Commercial (from November 3rd, 2014 City Plan Commission meeting)
- 1411252** An Ordinance Adopting the 2015 City of Merrill Budget and Establishing the Tax Levy for Year 2014 (from November 6th, 2014 Committee of the Whole meeting)

RESOLUTIONS

None.

- 1411270** Mayor’s Communications
- 1411999** Adjournment

William N. Heideman, CMC, WCMC
City Clerk

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

Wednesday, October 8, 2014 4:00 P.M. Jenny Towers Library, Merrill, WI

PRESENT: Chairman Kathy Colclasure, Denise Humphrey, Richard Weissinger, Amanda Kostman, LaDonna Fermanich and Kay Tautges.

ABSENT: Rob Norton and Denise Humphrey

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman Kathy Colclasure. Motion to excuse Rob Norton and Denise Humphrey from meeting. Kostman/Humphrey. Motion passed unanimously.

Motion to approve the minutes of September 10, 2014 meeting and today's agenda. Kostman/Wagner. Motion passed unanimously. (Denise Humphrey arrived.)

Discussion and motion to approve Checks #21884 thru #21925 and Billings to date for September 2014 with attached list of expenditures: Wagner/Humphrey. Motion passed unanimously by roll call vote: Humphrey-aye, Kostman-aye, Colclasure-aye, Wagner-aye and Weissinger-aye. LaDonna reminded commissioners to expect a budget shortfall due to the loss of antenna tower income.

Move-ins and Move-outs for September 2014: LaDonna reported that she has filed a request with HUD to have 8 additional units taken off line due to Market conditions. Motion to accept report and place on file. Humphrey/Kostman. Motion passed unanimously.

Report on Park Place Investments: LaDonna reported that the bulk of the net increase in the investment fund continues to be due to the ACH rent deposits. A small amount of interest was earned during the past month. Motion to accept and place on file the Park Place Investment report. Kostman/Humphrey. Motion passed unanimously.

Approve Resolution No. 376: "PHA 5-year and Annual Plan" for Public Housing (sent separately): Motion to approve Resolution No. 376 "PHA 5-year and Annual Plan" for Public Housing. Kostman/Wagner. Motion passed unanimously by roll call vote: Humphrey-aye, Kostman-aye, Colclasure-aye, Wagner-aye and Weissinger-aye.

(Note: Res. No. 377 applies to JT only and shows up in that portion of the agenda)

Approve Resolution No. 378: "MHA Parking/Vehicle Policy" for Park Place (and Jenny Towers): LaDonna expects that this policy will help staff manage parking in a fair and consistent basis. It should help tenants better understand parking expectations/rules as well. Motion to approve Resolution No. 378: "MHA Parking/Vehicle Policy" for Park Place (and Jenny Towers). Wagner/Humphrey. Motion passed unanimously by roll call vote: Humphrey-aye, Kostman-aye, Colclasure-aye, Wagner-aye and Weissinger-aye.

Horizon Development Progress Update: LaDonna updated Commissioners as to where we are at in this point in the development process and referred Commissioners to the Horizon Development Status Update included in the meeting packet. The next crucial step is to determine if HUD will approve using JT funds for the Park Place project. Horizon does not want to move forward with the market study until we know if we can use the JT investment funds. Paul spoke with the county Economic Development representatives about other building site possibilities. He suggests that we keep the option of working with the city at alternative locations on the table until we know what the market study has to say. Board members agreed that we should not lock into one proposed plan until the market study has been completed. Motion to proceed with the market study and pay for

it out of MHA general funds if we do not have an answer from HUD regarding the availability of Multi-Family funds by October 24, 2014. Wagner/Humphrey. Motion passed unanimously.

Update on office expansion, smoking, shelter/no smoking implementation; LaDonna reported that specifications have been drawn up for the office expansion. These will go out for bids on October 13, with a mid-October return date and a mid-December finish date. The no smoking policy went into effect 10/1/14. The outdoor shelter is finished and some tenants have been using it. LaDonna met with staff to discuss how the policy will be monitored and enforced.

Update on Dish (PP & JT): LaDonna reported that we continue to have a problem with 2 channels at Jenny Towers. We have been told that two new receivers will be installed and should correct the problem. LaDonna has received a bill from Dish with charges going back to July. She has informed Dish that she will not be paying for the months of July & August due to on-going problems/lack of service during that time.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: Richard Weissinger resigned from the board. Commissioners thanked him for his service.
2. Public Comment Period: None
3. Executive Director's Report: LaDonna suggested that the Board go into closed session to discuss events leading up to Richard's resignation. Motion to go into closed session. Wagner/Kostman. Motion passed unanimously. Motion to return to open session. Wagner/Kostman. Motion passed unanimously. Motion to remove Richard Weissinger authorization to sign checks from applicable accounts. Wagner/Kostman. Motion passed unanimously. Motion to authorize Kathy Colclasure, Denise Humphrey, and LaDonna Fermanich for check signing and if possible, also Amanda Kostman and Paul Wagner as well so that all community commissioners have signing authority. Kostman/Wagner. Motion passed unanimously. A thank you will be sent to Richard for his service on the board.

LaDonna informed the board that Tim is preparing the truck and plow for winter weather. The plow is in need of repairs at an estimated cost of \$1000.00.

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

Motion to adjourn at 5:08 P.M. and open Section-8 Housing - Jenny Towers Meeting. Kostman/Wagner. Motion 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, October 8, 2014, 5:08 P.M., Jenny Towers Library, Merrill, WI 54452

PRESENT: Chairman Kathy Colclasure, Denise Humphrey, Paul Wagner, Amanda Kostman, LaDonna Fermanich and Kay Tautges.

ABSENT: Richard Weissinger and Rob Norton

SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman Kathy Colclasure. Motion to excuse Richard Weissinger and Rob Norton from meeting. Kostman/Humphrey. Motion passed unanimously.

Motion to approve minutes of September 10, 2014 meeting and today's agenda. Wagner/Kostman. Motion passed unanimously.

Discussion and motion to approve Checks #17121 thru #17162 and Billings to date for September 2014 with attached list of expenditures: Wagner/Kostman. Motion passed unanimously by roll call vote: Colclasure-aye, Humphrey-aye, Kostman-aye and Wagner-aye. LaDonna informed the board that the Schindler elevator maintenance contract will end November 30th. We will have a free 2 year maintenance contract with Otis concurrent with the elevator upgrade.

Discussion and Approval of Move-ins and Move-outs for September 2014: Motion to accept report and place on file. Wagner/Kostman. Motion passed unanimously. Paul Wagner asked Commissioners to give some thought to the units that have been taken off-line during the year and how they will be taken into consideration when determining year-end performance bonuses since the bonus was to be based on the number of vacancies. LaDonna will email a copy of the bonus policy to commissioners for review prior to the next meeting.

Report on Jenny Tower Investments: LaDonna noted that while this report shows a gain of over \$9,000.00 for the month, in actuality, compared to the monthly HAP contract deposit amount, there was an overall loss realized in the investment fund during the past month. Humphrey/Kostman. Motion passed unanimously.

Approve Resolution No. 377: "5-Year Capital Improvement Plan" for Jenny Towers: LaDonna reminded Commissioners that HUD does not require a plan for the Multifamily side, but it will be used by MHA as a planning tool. Paul Wagner suggested including project cost estimates for each project in the future for budgeting reasons. This would help when allocating funds for future projects. Motion to approve Resolution No. 377, "5-Year Capital Improvement Plan" for Jenny Towers. Wagner/Kostman. Motion passed unanimously by roll call vote: Colclasure-aye, Humphrey-aye, Kostman-aye and Wagner-aye.

Report on St. Paul and Elevator projects – no action required: LaDonna reviewed the current status of projects with Commissioners. St. Paul is now occupied and the project has come in \$4,711.00 under budget. Otis is scheduled to begin work on the elevator project October 27th. Power will need to be shut down in the entire building for several hours to make modifications to the current power supply panels. Tenants will be notified in advance both with a tenant meeting and with a letter, which they will be asked to sign and return to the office. The letter will emphasize that the elevator will be unavailable for use during the power outage and also advise tenants to think about and prepare for the effects which the outages might have on their own personal needs.

Tenants will need to plan ahead, possibly spending time with family or friends. Police and Fire Departments will also be notified. Board members asked LaDonna to email them a copy of the letter going out to tenants.

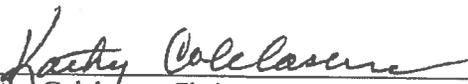
Closed Session for purposes of discussing Personnel Matters regarding 2015 Wage Ranges and Benefits and Legal Matters. Motion to go into closed session at 5:35pm. Wagner/Humphrey. Motion passed unanimously. Motion to return to open session at 6:10pm. Wagner/Humphrey. Motion passed unanimously. Motion to approve proposed minimum starting wages and revisions as discussed during session. Wagner/Humphrey. Motion passed unanimously.

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

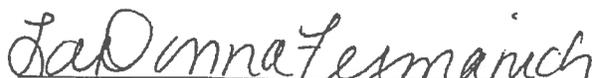
1. Commissioner Items/Comments – None.
2. Public Comment Period – None.
3. Executive Director's Report – None.

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

Motion to adjourn meeting at 6:15 p.m. Wagner/Humphrey. Motion passed unanimously.


Kathy Colclasure, Chairman


Kay Tautges, Recording Secretary


LaDonna Fermanich, Executive Director

141190

ACTIONS AT NOV. 6TH, 2014 COMMITTEE OF THE WHOLE MEETING

Lift hiring freeze for pending firefighter/paramedic retirement

141191

Motion (Schwartzman/Meehean) to lift the hiring freeze to replace a vacancy to be created by the upcoming retirement of a firefighter/paramedic. Carried.

Lift hiring freeze for pending Police Dept. Administrative Assistant retirement

Motion (Sukow/Schwartzman) to not lift the hiring freeze to replace a vacancy to be created by the upcoming retirement of a Police Department Administrative Assistant.

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

Consider new reclassification/evaluation policy

141192

Motion (Meehean/Burgener) to approve, as presented, the new reclassification/evaluation policy for City employees. Carried.

Several 2015 budget adjustments were also passed at the meeting. Those adjustments will be incorporated into the 2015 budget, which will be considered at the November 11th, 2014 Common Council meeting.

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COMMUNITY DEVELOPMENT COMMITTEE MINUTES
Wednesday, October 15, 2014, City Hall, Merrill, WI

Present: Ron Peterson, Ryan Schwartzman, Pete Koblitz, Adam Rekau and Betsy Wiesneski.

Present: Ken Maule, Lincoln County Economic Development Director and Shari Wicke, Community Development Program Administrator

No Public comment.

The meeting was called to order at 8:00 a.m. Mr. Schwartzman made a motion to approve the minutes of the previous meeting; seconded by Mr. Koblitz. The motion carried.

Shari Wicke presented the following homeowner application:

File#9756 – (A female head of household with two children with an income of \$28,816.)
– The limit is \$45,300. The tax statement shows a Fair Market Value (FMV) of 68,500.
Homeowner owes approximately \$50,700. against the property. Requesting a loan up to \$19,000.

Mr. Schwartzman made a motion to approve the above homeowner loan applications; seconded by Ms. Wiesneski, motion carried.

Shari Wicke presented the following homeowner application:

File#9757 – (A female head of household with two children with an income of \$40,019.)
– The limit is \$45,300. The tax statement shows a Fair Market Value (FMV) of 50,700.
An appraisal has been completed recently with a value of \$62,000. Homeowner owes approximately \$56,500 against the property. Requesting a loan up to \$17,000.

Mr. Schwartzman made a motion to approve the above homeowner loan applications; seconded by Ms. Wiesneski, motion carried.

There being no further business to discuss, Mr. Schwartzman made a motion to adjourn; seconded by Mr. Koblitz. The motion carried. Adjournment was at 8:15a.m.

Respectfully submitted,
Shari Wicke

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COMMUNITY DEVELOPMENT COMMITTEE MINUTES
Wednesday, November 5, 2014, City Hall, Merrill, WI

Present: Ron Peterson, Ryan Schwartzman, Pete Koblitz, Daniel Schneider and Betsy Wiesneski.

Present: Ken Maule, Lincoln County Economic Development Director and Shari Wicke, Community Development Program Administrator

No Public comment.

The meeting was called to order at 8:00 a.m. Mr. Schwartzman made a motion to approve the minutes of the previous meeting; seconded by Mr. Schneider. The motion carried.

Shari Wicke presented the following upgrade homeowner loan application:
File#9757 – (A female head of household with two children with an income of \$40,019.)
– The limit is \$45,300. The tax statement shows a Fair Market Value (FMV) of 50,700.
The original Community Development Block Grant loan was for \$17,000. An appraisal has been completed recently with a value of \$62,000. Homeowner owes approximately \$56,500 against the property. Requesting an upgrade loan to \$3,500.

Mr. Schwartzman made a motion to approve the above upgrade homeowner loan with paying back this loan with monthly payments starting December 1, 2014; seconded by Mr. Schneider, motion carried.

Ken Maule discussed our economic development interest rate. Committee had discussions of changing this rate and still being affordable for business's to expand and grow in our community. No action at this time.

There being no further business to discuss, Mr. Schwartzman made a motion to adjourn; seconded by Mr. Koblitz. The motion carried. Adjournment was at 8:15a.m.

Respectfully submitted,
Shari Wicke

Parks & Recreation Commission Minutes

October 8th, 2014

The Merrill Parks and Recreation Commission held a special meeting on Wednesday, October 8th, 2014 at 4:15 p.m. in the Basement Conference Room at the Merrill City Hall.

Members Present: Dave Sukow, Ralph Sturm, Dorwin Harris, Brian Artac, Melissa Schroeder, Ralph Sturm

Department Staff Present: Dan Wendorf

Visitors: Dave Johnson, Ryan Schwartzman, Candy Peterson, Mayor Bialecki, Dean Mueller (Water Technology Inc), Melody Hamlin (Becher Hoppe), Jeremy Ratliff, Kortney Pike, Rick Schroeder (Becher Hoppe)

Chairperson Harris called the meeting to order at 4:15 p.m.

The meeting began with public comment period. No public comment was received.

The next item on the agenda was to review the summary from Aquatic Design Firms that presented at the regularly scheduled meeting on October 1st. A spreadsheet was provided before the meeting, along with a narrative to easily explain (and compare) the proposals from each firm. Administrator Johnson summarized the major differences between the three and pointed out Burbach Aquatics three (3) phase approach. The RFP called for a two phase approach.

Harris informed the Commission (and handed out materials) that he had been talking with Burbach Aquatics to get better information. After Harris handed out the materials he gathered from Burbach Aquatics, Wendorf stated that we should use the information that was included in everyone's initial proposals, Johnson concurred. Wendorf stated that it is not fair to allow one firm to change their information after the proposals were presented and submitted. It creates an unfair advantage once all of the information has been made public. Schroeder asked if there was a contingency included with these proposals. Johnson said there was not, but contingencies are typically written in once there is a clear cost on the construction.

Willman stated that he was concerned with the number of visits that Water Technology Inc provided on their proposal. Johnson stated that he shared the same concern but it was not a deal breaker. Mueller (WTI) stated that this is standard for them and could add more in if needed, as they want the project to be done the right way and make the community feel at ease. Hamlin (BH) echoed Mueller's sentiments and said they too have a similar schedule of visits, but they add more in their proposal to stay on top of every phase of the project. Sukow stated that it is important to have someone on site to make sure things go right at all times, and referenced the Fire Station Construction Project as being a prime example. Sukow mentioned again that it was essential to have someone to watch over a \$4 million dollar project. Harris asked how much it would cost to have someone on site 3-4 days per week. Mueller estimated the cost to be \$1,000 per day for WTI to be on site, but that they would rely on Clark Dietz (their engineering partner from Wausau) more for this portion due to their proximity and estimated that their cost would be closer to \$400 per day if additional visits were required. Sturm said he talked

with Burbach in the parking lot after the meeting last week and they build the best pool. Sturm said the large spread in the proposals is because not everyone is bidding off the same page. Wendorf stated that everyone was given the exact same RFP at the same time, and all three firms were comfortable with the RFP.

Sturm questioned the Iowa Pool concept and if we were stuck with just that. Johnson answered that it was used as a baseline for the firms to formulate a proposal. We will now work on final design that suits our needs and wants. Harris asked if the Commission was going to have any input on the design. Mayor Bialecki said yes you can come up with anything you would like and encouraged the Commission to be involved and involve the community as well to give everyone the best results, as this pool is for the community and is a very important project. Schroeder stated that she was still bothered by the spread in prices from the proposals. Harris mentioned it might be because they are all built differently by different companies. Johnson mentioned there was almost a 50% difference on high and low bids on the fire station and that it is not out of the ordinary to have large differences. Wendorf stated that there was a much larger difference in proposals for the Smith Center rebuild after the tornado and has observed this before as well. Johnson stated that all three firms are very reputable and can all build a quality pool. It all comes down to how much you want to spend on engineering versus your level of comfort with a firm.

Johnson stated that he would like to save as much money as possible to spend on the pool itself. Willman questioned why Burbach was showing their own standard design towards the end of their presentation. He asked if we were going to be allowed to build the pool we want or is Burbach selling their cookie cutter plan. Mayor Bialecki stated that by selling a cookie cutter plan it allows a firm to charge same rates for project but make more because it is already engineered. Schroeder asked if the two firms present were friendly to using local contractors. Both answered yes and both mentioned that they would use the bidding process to select a general contractor (3-4 good pool builders in Wisconsin) and the general contractor would most likely use pre-qualified local bidders (if they chose to bid) to ensure quality work.

Mayor Bialecki asked if this was a white sheet job. Johnson answered yes that it was due to the magnitude of the project. Harris asked Mueller (WTI) if they were affiliated with Neumann Pools. Mueller said they were separate companies. Harris said if you are not why are you referenced in the Manitowoc Project. Mueller stated that they bid on the project and that the winning bidder used their expertise for portions of the project. He mentioned it happens fairly regularly on certain projects depending upon certain companies and their capabilities. Sukow again mentioned he wants a firm on site as much as possible to look out for us. Hamlin (BH) stated she wanted to make the Commission aware that they have no lawsuits/claims against them and that their proposal Phase II is all inclusive and at 6.5%. Johnson said there is no right or wrong answer here today, vote based on your comfort level with the firms and their proposals. Schroeder asked if it was appropriate to field a motion then discuss, Johnson stated yes.

*****Motion by Sturm to accept the bid from Burbach Aquatics, Inc., seconded by Harris**

Discussion: Sukow mentioned that he was not completely comfortable with Burbach as he thought their proposal came off a little too "used car salesman-like". Harris said he was voting for Burbach because of the research he did this week and the conversations he had with Burbach since last week's meeting. He said they design/build a good pool. Willman stated that he will vote no to this motion because they are double the price and he was concerned with the last portion of their presentation where they were showing their own design, not ours. Sturm said the only part that is cookie cutter is the pool vessel, the

rest of the toys we can add how we would like. Sukow stated his concern also for the price being way too high compared to the others. Sturm said yes they are but they are front loaded on their charges, he and Harris talked with Burbach in the parking lot after the meeting last week and they go to great lengths to take care of our project. They will be there more than anyone else and also put cameras up to ensure site safety and security.

***Sturm amended his motion to stick with Burbach Aquatics, Inc. and go with a \$4 million dollar project turn-key.

***Motion fails due to lack of a second

Discussion Continues on original motion: Sukow asked why Burbach is so much more expensive if everyone was using the same RFP. Harris again referenced his correspondence with Burbach throughout the week pointing out their new numbers. Johnson mentioned those numbers should have been included in the initial proposal, as the other two firms haven't been given an opportunity to adjust their prices either. Schroeder said she struggles with the thought of voting for Burbach because of the cost and is concerned that we are setting ourselves up to fail with the new numbers provided by Harris from Burbach.

Schroeder then called the question. . . . Sukow requested a roll call vote on the original motion:

Sukow – No
Artac – No
Harris – Yes
Sturm – Yes
Schroeder – No
Willman – No

***Motion fails (4 no 2 yes)

***Motion Sukow to accept bid from Water Technology, Inc. , seconded by Willman

Discussion: Schroeder asked WTI what percent outdoor versus indoor pools they design and build. Mueller (WTI) said overall 50/50. Harris asked Mueller about this climate. Mueller said in this climate 75% outdoor versus 25% indoor. Willman asked if donation has to be in place before we can do anything at all. Johnson informed the Commission that the donation is ready and will pay as we need starting now. Schroeder asked if the firms would have any problems with Commission involvement. Both answered none at all, that they prefer more involvement from Commission and public. Harris asked firms if they have any public forums. Both present answered yes as part of their process, and both are aware of our tight timeline and have no concern over meeting deadlines. They both indicated they are used to working this way. Harris asked WTI if they have concerns with soil borings and geotech on this timeline. Mueller (WTI) said not at all, very typical and they are used to this. Artac stated that it was important that both companies were well represented and very reputable and he appreciates all of their efforts.

Sukow called the question . . . and requested a roll call vote on the motion:

Willman – Yes

Schroeder – Yes
Sturm – Yes
Harris – Yes
Artac – Yes
Sukow – Yes

***Motion carries unanimously.

Next item on the agenda was public comment.

Hamlin (BH) wished the Commission and everyone best of luck on the project. Mayor Bialecki encouraged everyone to get involved and to involve the public on this project.

***Motion Sukow, seconded by Sturm, to adjourn at 5:17 p.m.

***Carried unanimously.

Dan Wendorf
Recording Secretary

1411120

**City of Merrill
Board of Public Works
Wednesday, October 29, 2014 at 4:00 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 Ryan Schwartzman, Alderman Rob Norton and Alderman Peter Lokemoen

Others Present Included: City Administrator Dave Johnson, City Attorney Tom Hayden (arr. 4:27), Building Inspector/Zoning Administrator Darin Pagel, City Hall Maintenance Supervisor Ramona Vanderkam, Alderman Dave Sukow, Alderwoman Kandy Peterson, Paul Wagner, Kortney Pike, Jeremy Ratliff (arr. 4:05) and City Clerk Bill Heideman.

Call to order

Mayor Bialecki called the meeting to order at 4:00 P.M.

Vouchers

The vouchers were in the meeting packet.

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

Consider new sidewalk on Johnson St., re: storm sewer & property setbacks

Church Mutual Insurance Company (Paul Wagner) had requested that this item be placed on the agenda.

Church Mutual is proposing the installation of sidewalk in the right-of-way on Johnson Street. The plans for the sidewalk installation were available for viewing at the meeting.

Alderman Lokemoen asked questions related to the placement of manhole covers. He added the inclusion of rest areas for the handicapped does not appear to be necessary.

1411121

Motion (Lokemoen/Lupton) to approve, per City specifications, the Johnson Street sidewalk installation (in the right-of-way) being proposed by Church Mutual Insurance Company. The cost of the initial installation would be paid 100% by Church Mutual. Carried.

Consider posting Taylor Street for restricted truck traffic

Discussion on weight limits and related signage on Taylor Street has been an ongoing issue. The Town of Merrill has taken action to authorize a “No Thru Truck Traffic to the Industrial Park” sign to be installed on Taylor Street, in the Town of Merrill.

1411122

Motion (Norton/Schwartzman) to authorize the positing of “No Truck Traffic” signs on Taylor Street, from Champagne Street to Pier Street. Carried.

Discuss right-of-way and signage @ Tap House (amended agenda)

This amended agenda item was requested by City Administrator Johnson.

WPE, LLC would like to install a sign in the right-of-way at their pending business (Tap House) at 1110 East Tenth Street. To facilitate this, City Administrator Johnson is recommending a right-of-way lease agreement between the City and WPE, LLC.

1411123

Motion (Schwartzman/Lokemoen) to authorize a right-of-way lease with WPE, LLC for them to lease right-of-way at the Tap House, 1110 East Tenth Street. The agreement would be prepared using the standard conditions and terms for City right-of-way leases. Carried.

Monthly report - Street Commissioner

The report was in the meeting packet. Street Commissioner Lupton reported that the Taylor Street project is nearing completion.

Monthly report – Building Inspector/Zoning Administrator

The report was in the meeting packet. The deadline for bids on the demolition of the house at 1008 East Seventh Street is 2:00 P.M. on November 3rd.

The City is still working on the DC Motors (former Page Milk) property.

Monthly report – City Hall Maintenance Supervisor

No written report was submitted. City Hall Maintenance Supervisor Vanderkam reported verbally on several City Hall projects. The new windows on the south wall have been installed. Air conditioning concerns in the Information Technology office are being addressed.

Monthly report from contracted engineering firms

No report(s) submitted.

Next meeting

Wednesday, November 19th, 2014 at 4:00 P.M.

Public Comment

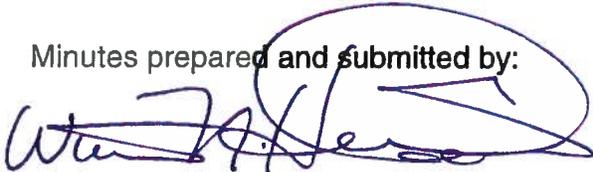
Jeremy Ratliff inquired as to the status of the DC Motors building. City Administrator Johnson and Building Inspector/Zoning Administrator Pagel responded that, although work related to that property continues, there is nothing new to report at this time.

Kortney Pike questioned why the recommendation made earlier in the meeting, relating to signs on Taylor Street, was more restrictive than the signage approved by the Town of Merrill.

Adjournment

Motion (Schwartzman/Norton) to adjourn. Carried. Adjourned at 4:28 P.M.

Minutes prepared and submitted by:

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

William N. Heideman, CMC, WCMC
City Clerk

1411130

**City of Merrill
Health and Safety Committee
Monday, October 27, 2014 at 4:30 P.M.
City Hall Basement Conference Room, 1004 East First Street**

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

Others Present Included: Deputy Health Officer Norbert Ashbeck, Fire Chief Dave Savone, Police Lieutenant Mike Hamann, City Administrator Dave Johnson (arr. 4:40), Tyler Mueller (dep. 4:40), Jeremy Ratliff and City Clerk Bill Heideman.

Call to order

Alderman Sukow 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 and led discussion on the following cases: 403 East Street, 504 East Seventh Street and 210 Cleveland Street.

Vouchers

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

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

Class "A" and "Class A" license application for new Kwik Trip

Kwik Trip, Inc., Steven M. Schweiger, Agent, has applied and paid the fee for a Class "A" (beer) license and a "Class A" (liquor) license for Kwik Trip #241, 300 South Pine Ridge Avenue, effective December 18th, 2014.

Police Lieutenant Hamann reported that Police Chief Neff has no concerns with the application.

1411131

Motion (Peterson/Malm) to approve the application from Kwik Trip, Inc., Steven M. Schweiger, Agent, for a Class "A" (beer) license and a "Class A" (liquor) license for Kwik Trip #241, 300 South Pine Ridge Avenue, effective December 18th, 2014. Carried.

Class "A" and "Class A" license application for Lee's Piggly Wiggly

Leelynn, LLC, William Schultz, Agent, has applied and paid the fee for a Class "A" (beer) license and a "Class A" (liquor) license for Lee's Piggly Wiggly, 3404 East Main Street, effective November 30th, 2014.

Police Lieutenant Hamann reported that Police Chief Neff has no concerns with the application.

1411132

Motion (Malm/Peterson) to approve the application from Leelynn, LLC, William Schultz, Agent, for a Class "A" (beer) license and a "Class A" (liquor) license for Lee's Piggly Wiggly, 3404 East Main Street, effective November 30th, 2014. Carried.

Other license applications

None.

Review letter to potentially mail to licensees regarding Ordinance 2014-22

Alderman Sukow placed this item on the agenda. At the direction of Alderman Sukow, City Clerk Heideman has drafted a letter, which could potentially be mailed to all beer and/or liquor licensees. Alderman Sukow is suggesting that this letter be sent as a reminder to all licensees that Ordinance 2014-22, adopted by the Common Council on September 9th, 2014, stipulates that no license shall be granted or renewed unless all taxes or fees, including real estate and personal property taxes, are paid up to date, with no delinquencies of record. A copy of the letter was in the meeting packet.

The committee reviewed and discussed the letter.

Motion (Peterson/Malm) to direct City Clerk Heideman to mail the letter and a copy of Ordinance 2014-22 to all beer and/or liquor licensees. Carried.

No Common Council action on the motion is necessary.

Monthly Report – Fire Chief Savone

The report was in the meeting packet. Fire Chief Savone reported that the Fire Department is working with the State of Wisconsin on three mass-casualty (bus crash) training exercises. The first exercise was a “tabletop” exercise. The second (functional) exercise is planned for February or March of 2015. A third (hands-on) exercise will follow.

The Fire Department participated in the funeral services for a former firefighter, Bill Hass.

The Fire Department and the hospital are cooperating on “tabletop” Ebola training exercises.

Representatives of the Bierman Foundation recently toured the Fire Station and viewed the equipment purchased by the Bierman Foundation.

Acceptance of a DNR grant will be considered by the Personnel and Finance Committee at their October 28th meeting.

Fire Chief Savone then answered questions related to his report.

Monthly Report – Police Chief Neff

The report was in the meeting packet. Lieutenant Hamann reported that Police Officer Melissa Trumaine is working with the DARE program.

The canine officer, Eros, was deployed 21 times last month.

The latest Citizen Police Academy is ongoing and scheduled to end by the middle of November. Twelve citizens are participating. Jeremy Ratliff added comments related to the academy.

Incidents of loose dogs were discussed.

Monthly Report – Lincoln County Humane Society

The report was in the meeting packet. Alderwoman Peterson reported that a vacant secretarial position has now been filled.

Place monthly reports on file

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

Schedule next meeting

Monday, November 17th, 2014 at 4:30 P.M.

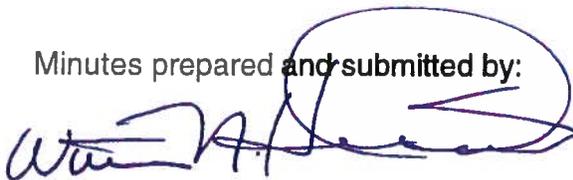
Public Comment

None.

Adjournment

Motion (Malm/Peterson) to adjourn. Carried. Adjourned at 5:13 P.M.

Minutes prepared and submitted by:

A handwritten signature in blue ink, appearing to read "William N. Heideman", is written over the text "Minutes prepared and submitted by:". The signature is somewhat stylized and includes a large loop at the end.

William N. Heideman, CMC, WCMC
City Clerk

1411140

**City of Merrill
Personnel and Finance Committee
Tuesday, October 28, 2014 at 5:00 P.M.
Basement Conference Room at City Hall, 1004 East First Street**

Voting Members Present (3 of 3): Alderman Ryan Schwartzman (Chairperson), Alderman John Burgener and Alderman Tim Meehean.

Others Present Included: City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Street Commissioner Lupton, Police Chief Ken Neff, Fire Chief Dave Savone, Library Director Stacy Stevens, Building Inspector/Zoning Administrator Darin Pagel, Utility Superintendent Kim Kriewald, Parks and Recreation Director Dan Wendorf, Alderwoman Kandy Peterson, Alderman Dave Sukow, Vickie Thoreson, Randy Ingram, Jeremy Ratliff, Don Seubert, Robert Caylor, Vince Conrad, Kortney Pike, Roger Drewek, Tom Wistein (arr. 5:08), Dave Graveen, Diane Wais, Jim Yates and City Clerk Bill Heideman.

Call to order

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

Vouchers

The vouchers had been e-mailed to the three committee members and are available to the public on the City webpage.

Motion (Burgener/Meehean) to approve the vouchers. Carried.

Update and discussion on City group health insurance program for 2015-2016

Representing M3 Insurance, Vickie Thoreson distributed a report and provided additional verbal information on the results of the employee health insurance bidding process she conducted recently. She also answered questions related to the information provided.

Alderman Burgener and Alderman Sukow both stated that they were in favor of some type of "seed" money for employees in 2015, if at all possible. It was agreed that employee health insurance, including the possibility of employee "seeding", should be discussed further at the November 6th, 2014 Committee of the Whole meeting.

Tom Wistein mentioned that it is probably wise to occasionally conduct research and evaluate other health insurance carriers.

This item was on the agenda "for information only" at this time. Further discussion related to the group health insurance program will take place at the November 6th, 2014 Committee of the Whole meeting.

Consider \$5,500 bid on sale of used generator at Wastewater Treatment Plant

Utility Superintendent Kriewald reported that he has sought bids on the used generator at the Wastewater Treatment Plant. The only bid received was a \$5,500 bid from John Geiss.

1411141

Motion (Meehean/Burgener) to approve the \$5,500 bid from John Geiss to purchase the used generator at the Wastewater Treatment Plant. Carried.

Consider Fire Chief request to accept DNR 50/50 grant

Fire Chief Savone requested that this item be placed on the agenda. He reported that he is requesting acceptance of a DNR grant for wild land firefighting equipment. The grant is a 50/50 split, so the City cost would be \$3,683. This would be paid partially by 2% funding and partially by funds received from the townships for installation of dry hydrants.

1411142

Motion (Meehean/Burgener) to accept the DNR grant (\$7,366) for wild land firefighting equipment. The grant is a 50/50 split, so the City cost would be \$3,683. This would be paid partially by 2% funding and partially by funds received from the townships for installation of dry hydrants. Carried.

City Administrator report on reclassification/evaluation policy

City Administrator Johnson had requested that this item be placed on the agenda. The meeting packet included a reclassification/evaluation policy drafted by City Administrator Johnson. Classifications and reclassifications would be based on the following factors:

- Education required
- Experience necessary
- Skills necessary
- Discretionary authority/decision finality
- Guidelines/guidance available
- Level of responsibility
- Complexity of work performed
- Consequence of error

Motion (Meehean/Burgener) to recommend approving the new reclassification/evaluation policy for City employees and refer the recommendation to the November 6th, 2014 Committee of the Whole meeting. Carried.

Consider reclassification for Legal Assistant (Agenda item #7)

Information was in the meeting packet. City Attorney Hayden had requested that this item be placed on the agenda. He is requesting that the Legal Assistant position be reclassified from Grade 5 to Grade 6 on the Clerical and Other Support Personnel Compensation Schedule.

Motion (Meehean/Schwartzman) to delay consideration of any employee reclassifications until after a decision has been made on establishing a new reclassification/evaluation policy. Note: This motion is applicable to agenda items 7, 8, 9 and 10. Carried.

Consider reclassification for Utilities Assistant (Agenda item #8)

Information was in the meeting packet. Utility Superintendent Kriewald had requested that this item be placed on the agenda. He is requesting that the Utilities Assistant position be reclassified from Grade 5 to Grade 6 on the Clerical and Other Support Personnel Compensation Schedule.

See previous motion.

Consider reclassification for Comm. Dev Admin./Zoning Asst. (Agenda item #9)

Information was in the meeting packet. Building Inspector/Zoning Administrator Pagel had requested that this item be placed on the agenda. He is requesting that the Community Development Program Administrator/Building and Zoning Assistant position be reclassified from Grade 6 on the Clerical and Other Support Personnel Compensation Schedule to Grade 5 on the Administrative, Professional, Supervisory and Technical Personnel Compensation Schedule.

See previous motion.

Consider reclass/retitle for Parks & Recreation Admin. Asst. (Agenda item #10)

Information was in the meeting packet. Parks and Recreation Director Wendorf had requested that this item be placed on the agenda. He is requesting that the Parks and Recreation Administrative Assistant position be reclassified and retitled. The reclassification would be from Grade 5 to Grade 6 on the Clerical and Other Support Personnel Compensation Schedule and the new title would be Administrative Assistant/Program Coordinator.

See previous motion.

Consider out-of-class pay policy

Information was in the meeting packet. City Administrator Johnson requested that this item be placed on the agenda. He reported that on certain projects, a "lead" person is sometimes assigned to oversee the project. He explained that it does not happen on every project, nor does it happen every day.

In those situations when it does occur, it has been suggested that the "lead" person should receive out-of-class pay while serving as the "lead" person.

After discussion, City Attorney Hayden was directed to develop an out-of-class pay policy which could be used by any City department, when the situation warrants it. He will present this policy for consideration at the next regular Personnel and Finance Committee meeting. No formal action was taken at this time.

Consider lifting hiring freeze to replace position of retiring Firefighter/Paramedic

City Administrator Johnson reported that a firefighter/paramedic position will soon become vacant as the result of a pending retirement. He is requesting that the hiring freeze be lifted to fill that vacancy.

Motion (Meehean/Burgener) to recommend approving the request from City Administrator Johnson to lift the hiring freeze to replace a firefighter/paramedic position being vacated by a pending retirement, and refer this recommendation to the November 6th, 2014 Committee of the Whole meeting. Carried.

Consider amending general policy related to hiring freeze

City Administrator Johnson had requested that this item be placed on the agenda. He stated that he understands the concept of a hiring freeze when considering new positions, but does not comprehend the necessity of a hiring freeze for budgeted positions. He added that it appears the hiring freeze is always lifted for budgeted positions, and that all the freeze seems to do is slow down the eventual hiring process.

Alderman Meehean suggested that an amendment to the hiring freeze be drafted and brought back to the next regular Personnel and Finance Committee meeting for consideration. Without objection, it was so ordered. No formal action was taken at this time.

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. City Clerk Heideman added verbal information on early voting at City Hall.

Monthly Report – City Administrator Johnson

The report was in the meeting packet.

Place monthly reports on file

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

Next meeting

Tuesday, December 2nd, 2014 at 5:00 P.M.

Public Comment

Alderman Sukow stated that he was pleased with the discussion held earlier in the meeting, and that he agreed with the decision to delay consideration of reclassifications until a policy is developed.

Motion to convene in closed session

Motion (Meehean/Burgener) to convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(f), to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, for the purpose of considering a grievance filed by the Merrill Professional Police Association regarding residency. Carried 3-0 on roll call vote.

Convened in closed session at 6:13 P.M. Attending: Schwartzman, Meehean, Burgener, Peterson, Sukow, Johnson, Hayden, Neff, Unertl, Savone and Heideman.

Closed session

City Administrator Johnson and City Attorney Hayden provided verbal information on the City's position on the grievance. Discussion was held.

Motion to reconvene in open session

Motion (Meehean/Burgener) to reconvene in open session. Carried.

Reconvened in open session at 6:30 P.M. At that time, Randy Ingram, Don Seubert and Robert Caylor rejoined the meeting.

Open session action(s)

Discussion was held with Randy Ingram, a representative from the Wisconsin Professional Police Association.

Motion (Meehean/Burgener) to deny the grievance filed by the Merrill Professional Police Association regarding residency. Carried.

Adjournment

Motion (Burgener/Schwartzman) to adjourn. Carried. Adjourned at 6:42 P.M.

Minutes prepared and submitted by:

A handwritten signature in blue ink, which appears to read "William N. Heideman". The signature is written in a cursive style and is enclosed within a hand-drawn blue oval.

William N. Heideman, CMC, WCMC
City Clerk

1411160

**City of Merrill
City Plan Commission
Monday, November 3, 2014 at 6:00 P.M.
City Hall Common Council Chambers, 1004 East First Street**

Voting members present: Mayor Bill Bialecki (Chairperson), Melissa Schroeder, Alderman Peter Lokemoen and Steve Hass. Ken Maule had an excused absence.

Other attendees included: City Administrator Dave Johnson, City Attorney Tom Hayden, Building Inspector/Zoning Administrator Darin Pagel, Alderman Dave Sukow, Alderwoman Kandy Peterson, Todd Knoblock, Gregory Sommer, David Jirovec, Dan Sukow, Jared Schmidt, Karen Karow, Brian Hoffman, Mollie Hartwig, Pastor Brad Main, Jeni Main, Jeannie Lokemoen, Alissa Brewer, Diane Rell, John Rell, Ken Sutton, Jonathan Harris, Scott Brandenburg, James Bartelt, Steve Silverman, Jolenda Westbrook, Christine Vorpapel and City Clerk Bill Heideman.

Call to order

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

Public Comment

None.

Minutes of October 7th, 2014 meeting

The minutes were in the meeting packet.

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

Hearing #1 – Rezoning request from Journey Church

Journey Church (Pastor Brad Main) is requesting that the property at 1212 South Center Avenue be rezoned from Thoroughfare Commercial (T.C.) to Public District. A tavern is currently located there, but Journey Church is proposing that the property be used as a church.

City Attorney Hayden read the public hearing notice.

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

Pastor Brad Main spoke in favor of the rezoning. He stated that the Journey Church congregation is now three years old, and this property would work well for their congregation.

Jolenda Westbrook stated that she is involved on the real estate portion of the pending property sale. She noted that the property has been on the market for the past 15 months, but that the offer from the church is the first bona fide purchase offer received since the property was put on the market.

Jared Schmidt currently leases the building on the property to house the 1212 Sports Lounge. He hopes to continue running that business, and added that the business is much more than just a bar, because other events are held there that bring people to Merrill. He is against the sale of the property to the church.

Gregory Sommer stated that the City recently sold property that will eventually be a tavern, so the closing of one tavern and the opening of another seems to be sensible trade-off.

Alderman Lokemoen reminded everyone that the purpose of the hearing was to gather information related to the rezoning request, not to consider one particular owner.

Scott Brandenburg stated that he appeared in order to support Jared Schmidt. Mr. Brandenburg stated that he holds a fundraiser at the 1212 Sports Lounge, and it would be fiscally impossible to hold it at another site. Therefore, he supports the continued operation of the 1212 Sports Lounge.

Jolenda Westbrook noted that the property was annexed to the City of Merrill several years ago.

Dave Jirovec stated that the amount of available parking makes the property attractive for use as a church.

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

Building Inspector/Zoning Administrator Pagel reported that, if approved, the rezoning would remove a large parcel from the City tax roll. He added that a rezoning would be contrary to the guidelines in the City Comprehensive Plan.

Mayor Bialecki spoke against the rezoning.

City Administrator Johnson stated that, from a business standpoint, a church would not be the best use for the property.

Alderman Lokemoen stated that the property would work for either a church or for commercial use, but that the best use would be for commercial use.

Motion (Hass/Schroeder) to deny the application from Journey Church to rezone the property at 1212 South Center Avenue from Thoroughfare Commercial (T.C.) to Public District. Carried.

An ordinance on the rezoning will be on the November 11th, 2014 Common Council meeting agenda.

Hearing #2 – Rezoning request from City for former Ranger Station property

The City of Merrill is requesting that the property at 1100 East Tenth Street be rezoned from Public District to Thoroughfare Commercial (T.C.). This is the former Ranger Station property. This request is being made to facilitate commercial development of the property.

City Attorney Hayden read the public hearing notice.

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

Christine Vorpapel spoke in favor of the rezoning request.

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

Building Inspector/Zoning Administrator Pagel reported that a rezoning change to Thoroughfare Commercial would be in accordance with the guidelines of the City Comprehensive Plan.

Motion (Hass/Schroeder) to approve, as submitted, the application from the City of Merrill to rezone the property at 1100 East Tenth Street from Public District to Thoroughfare Commercial (T.C.). Carried.

An ordinance on the rezoning will be on the November 11th, 2014 Common Council meeting agenda.

Next meeting

Tuesday, December 2nd, 2014. The time of the meeting was tentatively set for 5:45 P.M.

Adjournment

Motion (Hass/Lokemoen) to adjourn. Carried. Adjourned at 6:28 P.M.

Minutes submitted by/



William N. Heideman, CMC, WCMC
City Clerk

**T. B. Scott Free Library Board of Trustees
REGULAR MEETING
October 15th, 2014**

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, Tim Meehean, Kyle Reimann (4:07-), Jim Wedemeyer and Vickie Yelle. Excused: Richard Mamer. Also present: Don Litzer.

The board received a thank you letter from UW-Extension for their donation to the "After the Bell" program. There was no public comment.

2. Consent Items

M Meehean/S Yelle/C to approve the minutes of the September meeting as printed.
M Meehean/S Breitenmoser /C to accept the Monthly Revenue and Expense Printouts for September as printed.

3. Reports/Discussion Items/Action Items

A. Mead Witter Foundation Grant: A Mead Witter Grant is being offered to the library. M Meehean/S Reimann /C to proceed with the grant as presented and to approve using Endowment Funds up to \$825 to upgrade the wiring and purchase a mobile cart as presented to complete the project.

B. Youth Services Project Request: M Reimann/S Wedemeyer /C to approve an amount not to exceed \$9,085 from Endowment monies for the project as presented. Ms. Stevens was directed to obtain at least one other quote for the furnishings.

C. Policy Review: School and Teacher Services: M Meehean/S Wedemeyer /C to approve the current policy with no revisions.

D. Policy Review: General Objectives: M Bebel/S Reimann to dissolve the policy in lieu of the Strategic Plan—motion failed. M Meehean/S Breitenmoser /C to approve the current policy with no revisions.

E. Policy Review: Borrowing Privileges—Delinquent Patrons: M Meehean/S Breitenmoser /C to approve the current policy with no revisions.

F. Strategic Plan Progress—Goal #4: Ms. Stevens presented staff goal & objective progress.

G. Trustee Essentials #13—Library Advocacy: Ms. Stevens provided copies of the Essential.

H. Reports from Friends/WVLS Representative: The Friends had their October meeting and plans are being finalized for their Fall booksale. Library staff are hosting a reception celebrating National Friends of Library Week prior to the booksale. The Friends approved funding a tree at the O'Tannenbaum Tour. There was no report from the WVLS Representative.

4. Forthcoming Events & Library Director Report

- September Monthly Statistical Report was presented.
- Ms. Stevens reviewed a current purchase of energy-efficient light bulbs with corresponding rebate that anticipates saving approximately \$400/year in electrical use.
- Ms. Stevens will be attending the City of Merrill all-day budget meeting on October 16th.
- Youth Services is busy with fall storytimes and class visits. Youth Services is hosting author Abigail Bostwick this Saturday.
- Wii Bowling Tournament continues this afternoon.
- Harvest Festival celebrating newly established Seed Library on Saturday, October 18.
- No further contact with the Presbyterian Church regarding their portion of the recent parking lot resurfacing nor from the Park Department regarding the donated bench.

5. Adjournment:

The meeting adjourned at 5:10 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on November 19th at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary

#1411200

MACEC
Committee on Aging
Meeting Minutes
October 30th, 2014

Members Present: Eugene Simon, Art Lersch, S. Peggy Jackelen, Erin Zastrow,
Diane Goetsch, Chris Malm, Mary Ball

1. Opening

- a. Meeting called to order by Simon.

2. Consent Items

- a. Motion made by Malm, second by Jackelen to approve minutes from previous meeting as presented. Motion carried.
- b. Motion made by Lersch to approve vouchers, second by Malm. Motion carried.

3. Program updates and results

a. Budget Meeting

Discussion on the city budget meeting and where the Center is at. One of the goals for 2015 is for the Center to complete a Strategic Plan which will assist in identifying opportunities for improvement and growth. Ultimately the Director would like to obtain a new location for the Enrichment Center. The Strategic Plan will assist in this planning. Mention was made of a survey that was completed prior to Directors arrival. Will wait to receive this information to analyze.

b. Volunteer Training

Discussed the recommendations brought forth by the volunteers. Expectations were set in two main areas; safety and etiquette.

c. Craft Sale Results

Traffic to the Center increased this year which was one of our main goals in getting people to know where we are located and what we offer.

d. Ageless Wisdom

Copies shown to board (along with a few sales...thank you!) Jane and Kathy will be promoting the book at libraries and book stores in Central and Northern WI. Recommendation was made to call Jeremy at the Foto News for promotion. Director has contacted Jeremy.

e. Community Meal increase in donations

With only one week as an exception, our donations have increased as a result of changing our wording to a 'goodwill donation.'

4. AARP Foundation Tax Volunteers

Need volunteers to provide this service in Merrill. Recommendation was made by Diane to contact the Rotary. Director will also reach out to the retired teachers group.

5. Request to change day of meeting

An agreement to change the date of our Committee meeting to the third Wednesday of each month instead of the third Thursday was made by all present at the meeting. Reason for change request was due to the Community Meal on Thursdays.

6. ADRC Representative update

CESA 9 has helped Lincoln County pull together a transition initiative called a C-COT (County Community on Transition). Transition in this context references children with disabilities that are 17 moving into the adult world. Issues that need to be addressed are

guardianship, adult disability, Social Security, Housing, Employment, Benefits, etc. Entities that have different roles (from providing the service, to educating, to making referrals) have come to the table for discussions on how to make this a smooth transition for kids and their parents.

We started by discussing the ideas generated for meeting the needs in these areas: Information, Making Connections and Employment.

The group is polling parents and students. Recently CESA held a training about "Community Conversations" to look at the possibility of using that as a technique with the CCOT to help teens and young adults with disabilities with growing employment opportunities.

It was also discussed that once we have post high school data through post high interviews we will be able focus in on what outcomes are important in Lincoln County. There was also discussion that we could reach out to the parents and students and get an idea of what they feel they need to improve post high outcomes.

Partners at the table for the Transition group
Aging and Disability Resource Center of Central Wisconsin
Community Care Connections of Wisconsin
Tomahawk School District
Merrill Area Public Schools (MAPS)
CESA 9
North Central Health Care
Northern Regional Center for Children and Youth with Special Health Care Needs

7. Correspondence

a. Ideas/Comments from the Board

Art Lersch asked when Director would begin looking into Grants for the center. The Director will begin actively looking into grant possibilities in January 2015. Lersch also mentioned the Plum Creek Foundation based in Seattle Washington. The Foundation would no longer be accepting grant applications from the state of Wisconsin as of Oct. 31st, 2014.

This conversation resulted in a completed grant application for the MACEC specifically for our quilting activities. The result should be known in December. A second suggestion was made by Chris Malm to collaborate with various individuals from our community who are skilled in grant writing; Haven and the River Bend Trail group were mentioned. Name suggestion was "Merrill's Grant Writers Guild." The Director will look into this possibility.

8. Public Comment

9. Adjournment

Motion to adjourn made by Goetsch, second by Ball. Motion carried.

1411250

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 1212 South Center
Avenue, to rezone from Thoroughfare
Commercial to Public District

ORDINANCE NO. 2014
Introduced: November 11, 2014
1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Committee/Commission Action:
DENIAL WAS RECOMMENDED

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 1212 S. Center Avenue in the City of Merrill from Thoroughfare Commercial to Public District, said parcel more particularly described as follows:

The South 924 feet of the Southwest Quarter of the Southwest Quarter lying westerly of US Highway 51 as described in Volume 308, Page 693, Lincoln County Deeds, except the North 150.7 feet thereof.

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.

Approved:

Moved by: _____

William R. Bialecki

Adopted: _____

Attest:

Approved: _____

Published: _____

William N. Heideman, City Clerk

1411251

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 located at 1110
East Tenth Street, to rezone from Public District
to Thoroughfare Commercial

ORDINANCE NO. 2014
Introduced: November 11, 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 at 1110 E. 10th Street in the City of Merrill from Public District to Thoroughfare Commercial, said parcel more particularly described as follows:

A plot of ground located in the Northeast Quarter of the Northwest Quarter (NE ¼ NW ¼) of Section Twelve (12), Township Thirty-one (31) North, Range Six (6) East, of the 4th Principal Meridian in the City of Merrill, Lincoln County, Wisconsin, containing approximately 3.20 acres, more fully described by metes and bounds as follows:

Beginning at a point 33.0 feet West of the Southeast corner of the NE ¼ of the NW ¼ of Section 12, Township 31 North, Range 6 East (the Southeast corner of the NE ¼ of the NW ¼ of Section 12 is at the intersection of the center lines of Center Avenue and 10th Street, and is also witnessed by an iron spike driven flush with the ground 25.00 feet East on the South line of the NW ¼ of the NE ¼ of Section 12); thence 528.00 feet North parallel to the East line of the NE ¼ of the NW ¼ of Section 12; thence 264.00 feet West parallel to the South line of the NE ¼ of the NW ¼ of Section 12; thence South 528.00 feet parallel to the East line of the NE ¼ of the NW ¼ of Section 12, to the intersection with the South line of the NE ¼ of the NW ¼ of Section 12; thence East along the South line of the NE ¼ of the NW ¼ of Section 12, to the point of beginning

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.

Approved:

Moved by: _____

William R. Bialecki

Adopted: _____

Attest:

Approved: _____

William N. Heideman, City Clerk

Published: _____

1411252

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

AN ORDINANCE: By Committee of the Whole

Re: Adopting the 2015 City of Merrill Budget and
Establishing the Tax Levy for Year 2014

ORDINANCE NO. 2014-

Introduced: November 11, 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. 2015 Budget. That the proposed 2015 budget of the City of Merrill, a summary of which is attached hereto as Exhibit A, and dated November 11, 2014, be and is hereby adopted.

Section 2. Non-Union Compensation. Included within said budget is 1.0% wage increase effective December 29, 2014 and another 1.0% wage increase effective June 29, 2015 for non-union positions on the Administrative, Professional, Supervisory and Technical Personnel; the Clerical and Other Support Staff; Street and Parks & Recreation Departments, and Utility Department compensation schedules. Said non-union wage increases are hereby approved per the attached Exhibit B.

Section 3. Tax Levy. There is hereby levied a tax of **\$5,309,384** upon all taxable property within the City of Merrill as returned by the City Assessor in the year 2014 for the uses and purposes set for in said budget, plus the tax incremental levies associated with the City of Merrill's Tax Increment Finance Districts No. 3 through No. 9.

Section 4. Tax Roll. That the City Clerk shall be, and hereby is, authorized to prepare a tax roll for the City of Merrill for 2014 and spread the above stated tax upon said tax roll together with the tax levy amounts approved by other governmental units authorized to impose said tax levies on taxable properties within the City of Merrill. The City Clerk is further directed to sign a warrant for the collection of said tax.

Section 5. Expenditures. There is hereby appropriated out of the receipts of the City of Merrill for the year 2014 including monies received from the property tax levy, to the various funds and purposes set up in said 2015 budget, the sum of **\$15,253,188** as more fully set forth in said budget, exclusive of amounts budgeted for Tax Increment Finance Districts No. 3 through No. 9 and the Landfill, Water, and Sewer Utility Funds.

Section 6. 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 7. 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