

**CITY OF MERRILL  
COMMON COUNCIL  
TUESDAY, JANUARY 13, 2015  
7:00 P.M.  
CITY HALL COUNCIL CHAMBERS**

**AGENDA**

- 150110** Invocation by Pastor Angie Steinhauer, Christ United Methodist Church
- 150115** Pledge of Allegiance
- 150120** Roll Call
- 150125** Public Comment Period
- 150130** Minutes of December 9<sup>th</sup> Common Council meeting
- 150140** Revenue & Expense Report – December 2014
- 150160** Communications and Petitions
- 150161** Employee Recognition
  - Kathryn M. Seubert, 35 years (Treasurer's office)
- 150180** Housing Authority – No Action
- 150190** Committee of the Whole – No Action
- 1501110** Parks and Recreation Commission – No Action
- 1501120** Board of Public Works – No Action
- 1501130** Health and Safety Committee – No Action
- 1501140** Personnel and Finance Committee
- 1501141** The Committee recommends approving the grant acceptance policy, as submitted by City Administrator Johnson.
- 1501142** The Committee recommends approving the recommendation from City Administrator Johnson to fill a recently vacated Police Department Administrative Assistant position on a part-time basis, 28 hours per week, at Grade 5 on the Clerical and Other Support Personnel Pay Schedule.

**1501143** The Committee recommends delaying consideration of any position reclassifications and instead proposing a formal, independent salary study of all City positions.

**1501150** Water and Sewage Disposal Committee – No Meeting

**1501160** City Plan Commission

**1501161** The Commission recommends approving the application from Our Way, Inc. for a proximity exception to establish an adult family home for persons with developmental disabilities at 1104 Cottage Street, within 2,500 feet of another adult family home.

**1501170** Transit Commission – No Action

**1501180** Library Board – No Action

**1501185** Redevelopment Authority

**1501186** The Authority recommends purchasing the property at 913 East Main Street for \$25,000 from Lincoln County Bank (former Guy's Shop which is now vacant land)

**1501200** Enrichment Center Committee on Aging – No minutes submitted

**1501210** Airport Commission – No Action

**1501230** Placing Committee Reports on File

## **ORDINANCES**

**1501250** An Ordinance Amending vehicle weight limits on truck routes (from December 17<sup>th</sup>, 2014 Board of Public Works meeting)

**1501251** An Ordinance Amending the District Zoning Map of the City of Merrill, Wisconsin for property located in the vicinity of 307 W. Main Street (from January 6<sup>th</sup>, 2015 City Plan Commission meeting)

## **RESOLUTIONS**

**1501260** A Preliminary Resolution of Intent to exercise Special Assessment Powers by Police Power under Section 66.0703 of the Wisconsin Statutes (brought directly to the Common Council by Mayor Bialecki)

**1501261** A Resolution designating the River Bend Trail as a linear park and naming it River Bend Trail Park (from December 17<sup>th</sup>, 2014 Parks and Recreation Commission meeting)

- 1501262** A Resolution honoring Richard (Doug) Brandt for his extended service and great contribution to the City of Merrill (from the Common Council)
- 1501270** Mayor's Communications
- 1501999** Adjournment

William N. Heideman, CMC, WCMC  
City Clerk

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

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

Wednesday, December 10, 2014 11:00 A.M. Los Mezcales, Merrill, WI

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

ABSENT: Rob Norton (Ex-Officio)

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

Annual Election of Officers (Chairman, Vice-Chairman): Motion to renominate current officers with a unanimous ballot and to close nominations. Kostman/Wagner. Motion passed unanimously.

Motion to approve the minutes of November 12 and 24, 2014 meetings and today's agenda. Wagner/Humphrey. Motion passed unanimously.

Discussion and motion to approve Checks #21974 thru #22005 and Billings to date for November 2014 with attached list of expenditures: Wagner/Kostman. Motion passed unanimously by roll call vote: Humphrey-aye, Kostman-aye, Colclasure-aye and Wagner-aye.

Move-ins and Move-outs for November 2014: LaDonna reported that move 1 of 3 were due to health issues. The other two moved for financial reasons. Motion to accept report and place on file. Wagner/Kostman. Motion passed unanimously.

Report on Park Place Investments: LaDonna reported that we continue to see a small amount of interest earned each month with our investments. Motion to accept and place on file the Park Place Investment report. Wagner/Kostman. Motion passed unanimously.

Discuss and Approve Resolution No. 384: "Allowance for Doubtful Accounts – Park Place": LaDonna reviewed specific details with the board regarding the delinquent rent obligation which will be declared uncollectible with the approval of this resolution. Motion to approve Resolution No. 384: "Allowance for Doubtful Accounts – Park Place". Kostman/ Humphrey. Motion passed unanimously by roll call vote: Humphrey-aye, Kostman-aye, Colclasure-aye and Wagner-aye.

Discuss & Approve 2015 Employee Performance Goals (tabled until Jan. 2015 meeting).

Horizon Development Progress Update: LaDonna updated Commissioners on progress made since the November meeting and referred Commissioners to the Monthly Development Update included in the meeting packet. She was pleased to report that we have received a confirmation letter from HUD stating that the Jenny Tower Reserves have no specific limitations placed on them by HUD and can be used in conjunction with the Park Place redevelopment project. This was a major hurdle to overcome before any further progress on the proposed project could be made. Motion to proceed with the tax credit application pursuing the proposed direction which includes the renovation of Park Place and new construction on the old LCB property across the street assuming no further issues develop in regard to zoning or property lines. Wagner/Kostman. Motion passed unanimously. Horizon Development is working on the required paperwork for the zoning meeting scheduled for January 6<sup>th</sup> at City Hall and encourages Commissioners to attend. The zoning for the LCB lots needs to be rezoned from Commercial to Public. Scott has also offered to meet again with board members to give everyone an update on the development progress to date and to answer questions. The consensus was to

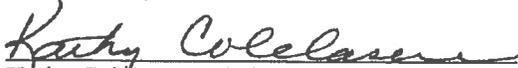
incorporate Scott's visit into the next scheduled Board of Commissioners meeting if at all possible. Also, to complete the WHEDA tax credit application, additional Park Place units will need to be reviewed to meet the full requirements of the WHEDA CNA. Portions of the unit analysis were done with the GPNA study Martin/Riley did for us in April. They are available to complete the remaining units and are an approved provider by WHEDA. Motion to hire Martin/Riley for completion of the CNA study to meet the necessary WHEDA tax credit application requirements. Wagner/Humphrey. Motion passed unanimously.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: LaDonna reported that Mike Wilson, a Park Place resident, has been appointed by the Mayor to serve out the remainder of Richard Weissinger's term (Nov. 10, 2015). Mike was not available to attend today's meeting, but was excited about the opportunity to serve. LaDonna will meet with him prior to the next meeting to bring him up to speed on MHA activities.
2. Public Comment Period: None
3. Executive Director's Report: LaDonna reported that she met with staff to discuss the new health care plan and the elimination of comp. time.

The next regular meeting of the Commissioners of the Housing Authority will be held on Wednesday, Jan. 14<sup>th</sup>, 2015, 4:00 p.m. at Jenny Towers Library, 711 E. First Street, Merrill, WI.

Motion to adjourn at 11:40 P.M. and break for lunch. Humphrey/Kostman. 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, December 10, 2014, 12:08 P.M., Los Mezcales, Merrill, WI 54452

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

**ABSENT:** Rob Norton (Ex-Officio)

**SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING** called to order by Chairman Kathy Colclasure. Motion to approve minutes of November 12 and 24, 2014 meetings and today's agenda. Wagner/Humphrey. Motion passed unanimously.

Discussion and motion to approve Checks #17202 thru #17245 and Billings to date for November 2014 with attached list of expenditures: Wagner/Humphrey. Motion passed unanimously by roll call vote: Colclasure-aye, Humphrey-aye, Kostman-aye and Wagner-aye.

Discussion and Approval of Move-ins and Move-outs for November 2014: LaDonna reported that both of the move-outs were due to the need of additional care. We have immediate openings and will advertise to get the word out and build up the waiting lists for both facilities. Motion to accept report and place on file. Humphrey/Kostman. Motion passed unanimously.

Report on Jenny Tower Investments: LaDonna reported modest gains for the month. She and Kathy met with the investors and discussed the possibility of more conservative investment strategies going forward to preserve our investments in the best possible way knowing we will want to have a significant portion of them available for the Park Place project. Humphrey/Wagner. Motion to accept report and place on file passed unanimously.

Discuss and Approve possible actions regarding Dish Network issues: LaDonna sent a letter to Frank Maydak, State GM for Frontier Communications/Dish, demanding an immediate and responsive solution to the problems we have continued to experience at Jenny Towers. He did call back and Dish Technicians are scheduled to install new equipment on Friday, December 12. On Monday, she will let Board Members know the outcome.

Discuss Fire Station purchase and course of action: LaDonna has scheduled a walk-through of the property with Dave Johnson. The city has given us a preliminary report regarding asbestos, lead paint and other restricted waste. The bid to the city was conditional on HUD approval which will require a Phase I Environmental Study. Motion to issue an RFP for Phase I Environmental Study of the Fire Station Property and approval for LaDonna to engage a contract with the resulting low bid. Kostman/Wagner. Motion passed unanimously.

Report on Elevator Project: LaDonna reported that everything is going well. The project continues to be on schedule despite the need for a change order. Martin/Riley has purchased the equipment which we could not use. The large elevator is finished and work on the small elevator is expected to be completed next week. There will need to be one more electrical shut down to make the electrical transfer for the fire pump.

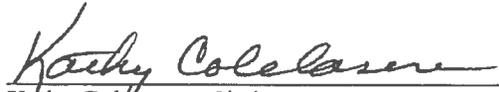
Discuss and Approve Possible Community Donations: Motion to give \$1500.00 each; to The Merrill Food Pantry, the Merrill Area Community Enrichment Center and the Merrill United Way (with funds to be earmarked for the Merrill Warming Center). Wagner/Humphrey. Motion passed unanimously.

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

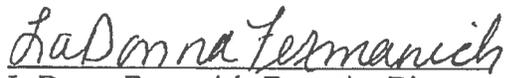
1. Commissioner Items/Comments – None.
2. Public Comment Period – None.
3. Executive Director's Report – LaDonna thanked the Board Members for all their support and work on the board during the past year. She wished them Merry Christmas and told them to rest up – next year looks to be very busy indeed.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, Jan. 14<sup>th</sup>, 2015, 4:00 p.m. at Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn meeting at 12:45 p.m. Kostman/Wagner. Motion passed unanimously.

  
Kathy Coleasure, Chairman

\_\_\_\_\_  
Kay Tautges, Recording Secretary

  
LaDonna Fermanich, Executive Director

# 150190

**City of Merrill  
Committee of the Whole  
Thursday, October 16, 2014 at 8:00 A.M.  
City Hall Common Council Chambers  
1004 East First Street**

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

Other attendees included: City Administrator Dave Johnson, Transit Administrator Rich Grenfell, City Attorney Tom Hayden, Utility Superintendent Kim Kriewald, Street Commissioner Richard Lupton, Enrichment Center Director Tammie Mrachek, Police Chief Ken Neff, Building Inspector/Zoning Administrator Darin Pagel, Fire Chief Dave Savone, Joint Municipal Court Judge Ned Seubert, Library Director Stacy Stevens, Finance Director Kathy Unertl, Parks and Recreation Director Dan Wendorf and City Clerk Bill Heideman. Duane Pfister, Judy Woller and Gary Schwartz also attended portions of the meeting.

**Call to order**

Mayor Bialecki called the meeting to order at 8:00 A.M.

**2015 Utility Budgets in General**

At the request of Mayor Bialecki, Finance Director Unertl provided a verbal status report on the water and sewer utilities. She then shared verbal information related to the Debt Service portions of the Water, Sewer and Landfill budgets.

Utility Superintendent Kriewald then reviewed his capital budget request list.

The current rate of water loss is greater than what the DNR recommends. This is a concern that must be addressed.

Utility Superintendent Kriewald noted that the Wisconsin Department of Natural Resources (DNR) has pending regulations that could have an effect on future capital requests and budgets.

### **2015 Landfill Budget**

Utility Superintendent Kriewald and Finance Director Unertl reviewed the proposed 2015 Landfill Budget.

### **2015 Water Budget**

Utility Superintendent Kriewald and Finance Director Unertl reviewed the proposed 2015 Water Budget.

Potential future water rate increases were discussed. Alderman Sukow stated that he prefers smaller but more frequent rate increases rather than attempting to maintain the rates and then enacting a dramatic increase.

The Water Utility is seeking authorization for a ½ time utility assistant. This is a position that was eliminated in late 2013.

A full-time Geographical Information System (GIS) position is also being proposed. City Administrator Johnson spoke on the benefits of this position, stating that the position would be valuable for several City departments. Discussion was held on potentially sharing this position with Lincoln County.

### **2015 Sewer Budget**

Utility Superintendent Kriewald and Finance Director Unertl reviewed the proposed 2015 Sewer Budget.

### **State Levy Limit (Net New Growth) – General Fund**

Finance Director Unertl is projecting that 2015 will be a “positive” budget year. It appears now that the City will be allowed a budget increase of approximately \$131,000 if necessary.

### **Preliminary 2015 General Fund budget summary and projected tax rate**

Finance Director Unertl reported that the previous Common Council authorized a \$400,000 General Fund payment to reduce the borrowing repayment amount. She estimates that there will be revenue savings of approximately \$250,000 to offset that payment. That would result in an estimated net General Fund reduction of \$150,000.

Potential “seeding” for the employee Health Savings Account (HSA) was discussed. City Administrator Johnson recommends that no seeding for employees be done in 2015, but instead the money would be saved for seeding in 2016.

More information on this is forthcoming, and it will be discussed at the October 28<sup>th</sup>, 2014 Personnel and Finance Committee meeting.

At this time, two proposals for employee Health Insurance are being considered.

### **Debt Service and new borrowing plans**

Information was distributed at the meeting. Finance Director Unertl added verbal information.

### **Recess**

At 9:38 A.M., Mayor Bialecki announced that a recess would be held. At 9:56 A.M, he called the meeting back to order.

### **2015 Tax Increment District (TID) Budgets**

Finance Director Unertl and City Administrator Johnson reviewed the Tax Increment District budgets (pages T-1 to T-24). She reported that the demolition of the former Page Milk facility is a high priority. The Limited Liability Corporation (LLC) that owns the building has “walked away” from any demolition or redevelopment at the site. City Administrator Johnson added verbal information on a proposed project. No action taken.

### **2015 Operating Budgets**

Joint Municipal Judge Seubert reviewed the Municipal Court budget (pages 4-5 of the budget). No action taken.

Finance Director Unertl reviewed the Revenues – Non-Departmental budget (pages 1-2). No action taken.

Finance Director Unertl reviewed the Common Council budget (page 3). No action taken.

City Attorney Hayden reviewed the City Attorney budget (pages 6-7). No action taken.

Finance Director Unertl reviewed the Mayor budget (page 8). No action taken.

City Administrator Johnson reviewed the City Administrator budget (page 9). No action taken.

Finance Director Unertl reviewed the Personnel – Human Resources budget (page 10). No action taken.

Finance Director Unertl reviewed the City Clerk budget (page 11). No action taken.

Finance Director Unertl reviewed the Clerk/Treasurer Staff budget (page 12). No action taken.

Finance Director Unertl reviewed the Elections budget (page 13). She noted that the budget had a \$3,500 increase, as a result of a proposed compensation increase for election officials who work at the polls on election day. No action taken.

Finance Director Unertl reviewed the Treasurer/Finance Director budget (page 14). No action taken.

Finance Director Unertl reviewed the Information Technology budget (page 15). No action taken.

Finance Director Unertl reviewed the Assessment of Property budget (page 16). No action taken.

Finance Director Unertl reviewed the Independent Auditing budget (page 17). No action taken.

Finance Director Unertl reviewed the Over-Collected Taxes budget (page 18). No action taken.

Finance Director Unertl reviewed the Insurance/Employee budget (page 19). No action taken.

Finance Director Unertl reviewed the City Sealer budget (page 20). No action taken.

Airport Commission Chairperson Gary Schwartz reviewed the Airport budget (pages 58-59). At this time, it appears that the airport will need an additional \$10,000 (approximately) to operate in 2015. The past and future use of the airport house was discussed. Finance Director Unertl then reported on two airport capital items. No action taken.

Representing HAVEN, Judy Woller spoke regarding the request from HAVEN for \$10,000 from the City in the 2015 budget. The 2014 City budget funded HAVEN at \$6,000. The proposed 2015 budget, as presented, funds HAVEN at \$5,000.

Motion (Lokemoen) to increase the HAVEN (Shelter) funding in the Outside Agencies section of the budget (page 84) from \$5,000 to \$6,000. Motion failed due to lack of a second.

**Lunch**

At 11:36 A.M., Mayor Bialecki announced that a lunch recess would be held. At 12:04 P.M., he called the meeting back to order.

Police Chief Neff reviewed the Police budget (pages 21-23). No action taken.

Police Chief Neff reviewed the Police - School Resource Officer (SRO) budget. (page 24) No action taken.

Finance Director Unertl reviewed the Traffic Control budget (page 25). No action taken.

Finance Director Unertl reviewed the Fire Protection – Hydrants budget (page 26). No action taken.

Fire Chief Savone reviewed the Fire Protection and Ambulance/EMS budgets (pages 27-30). He noted that the Fire Department is requesting the addition of a part-time Administrative Assistant. No action taken.

Building Inspector/Zoning Administrator Pagel reviewed the Building Inspection/Zoning budget (pages 31-32). No action taken.

Finance Director Unertl reviewed the CDBG Grants/Loans and Community Development budgets (page 33-35). No action taken.

Finance Director Unertl reviewed the Economic Development budget (page 36). No action taken.

Finance Director Unertl reviewed the Engineering budget (page 37). No action taken.

Finance Director Unertl reviewed the Stormwater Plan/Const. budget (page 38). No action taken.

Finance Director Unertl reviewed the City Hall Maintenance budget (pages 39-40). No action taken.

Finance Director Unertl and Street Commissioner Lupton reviewed the Street Department and related budgets (pages 41-57). No action taken.

Transit Director Grenfell reviewed the Transit budget (pages 60-62). No action taken.

Finance Director Unertl reviewed the Health Officer budget (page 63). No action taken.

Enrichment Center Director Mrachek reviewed the MACEC – Enrichment budget (page 64). No action taken.

Library Director Stevens reviewed the Library budget (pages 65-68).

Motion (Norton/Meehean) to amend the Library portion of the budget to treat the Library the same as other departments in relation to potential compensation increases. Carried.

Parks and Recreation Director Wendorf reviewed the Parks and Recreation and related budgets (pages 69-80). No action taken.

Finance Director Unertl reviewed the Marketing – PR budget (page 81). No action taken.

Finance Director Unertl reviewed the CATV – MP3 budget (pages 82-83). No action taken.

Finance Director Unertl reviewed the Outside Agencies budget (pages 84).

Motion (Sukow/Norton) to approve the budget for Outside Agencies (page 84) as follows: City Band (\$12,000), Historical Society (\$4,000), Humane Society (\$10,000), HAVEN (\$5,000), Chamber Membership (\$500).

Motion (Lokemoen/Meehean) to amend the previous motion by increasing the HAVEN funding from \$5,000 to \$6,000. Motion to amend carried. Original motion, as amended, carried.

### **Personnel Reclassifications and Related Issues**

City Administrator Johnson distributed information on a City employee reclassification/evaluation policy that he has drafted. Alderman Lokemoen stated his support for such a policy. He noted that, if a policy is in place, it would ensure that positions, not people, are assessed when considering reclassification requests.

Finance Director Unertl stated her opinion that the Administrative Assistants in the Clerk-Treasurer office (four females) are the victims of gender discrimination when reclassifications are considered.

All pending employee reclassification requests will be considered by the Personnel and Finance Committee, after City Administrator Johnson's reclassification/evaluation policy is considered and potentially adopted.

Finance Director Unertl reiterated her contention that the fact that the Clerk-Treasurer Administrative Assistants are all female makes it more difficult for them to obtain reclassifications and subsequent pay increases.

### **2015 Capital Budgets and financing**

Finance Director Unertl and City Administrator Johnson reported on the following 2015 Capital Budgets: Comprehensive Plan Update (page C-7), Pool Vehicle(s) (page C-8), Revaluation (page C-9), Street Sealcoat (page C-10), Superior Street project (page C-11, Sidewalk Maintenance (page C-12), Memorial Drive Sidewalk (page C-13), East Seventh Street project (page C-14), Crushing – Street Materials/Black Dirt (page C-15), City Hall – Steam Boiler Replacement (page C-16), Carpeting Replacement – City Hall (page C-17), Police Garage Doors (page C-18), City Hall – Stucco Painting (page C-19), Window – Mayor’s Office (page C-20), City Hall Parking Expansion (page C-21), Outdoor Warning Sirens (page C-22), Directional Signage (page C-23).

Fire Chief Savone reported on the 2015 Capital for the Fire Department (pages C-24 to C-30).

Finance Director Unertl and Library Director Stevens reported on the 2015 Capital Budget for the Library (pages C-31 to C-32).

Finance Director Unertl reported on the 2015 Capital Budget for the Airport (pages C-33 to C-34).

Parks and Recreation Director Wendorf reported on the 2015 Capital Budget for Parks and Recreation (pages C-35 to C-45).

Police Chief Neff and Finance Director Unertl reported on the 2015 Capital Budget for the Police Department (pages C-46 to C-49).

Street Commissioner Lupton reported on the 2015 Capital Budget for the Street Department (pages C-50 to C-57).

Finance Director Unertl reported on the 2015 Capital Budget for the Tax Increment Districts (pages C-58 to C-63).

Transit Director Grenfell reported on the 2015 Capital Budget for the Transit Department (pages C-64 to C-66).

Motion (Lokemoen/Sukow) to move \$120,000 of the \$180,000 funded for the Fire – Brush Truck (page C-24, \$180,000) to the 2016 Capital Budget. The result would be that the 2015 Capital Budget for this purchase would be funded at \$60,000 and the 2016 Capital Budget for this purchase would be funded at \$120,000. Carried.

Motion (Schwartzman/Burgener) to move the Fire – Utility Vehicle (page C-26, \$60,000) to the 2016 Capital Budget. Carried.

Motion (Lokemoen/Meehean) to move the Normal Park – New Restrooms (page C-44, \$100,000) to the 2016 Capital Budget. Carried.

Motion (Schwartzman/Meehean) to delete the City Hall Parking Lot Expansion (page C-21, \$85,000) from the 2015 Capital Budget. Carried.

**Public Comment**

None.

**Adjournment**

Motion (Burgener/Meehean) to adjourn. Carried. Adjourned at 3:40 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC  
City Clerk

# 150190

**City of Merrill  
Committee of the Whole  
Thursday, November 6, 2014 at 5:30 P.M.  
City Hall Common Council Chambers  
1004 East First Street**

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

Other attendees included: City Administrator Dave Johnson, Transit Director Rich Grenfell, City Attorney Tom Hayden, Utility Superintendent Kim Kriewald, Street Commissioner Richard Lupton, Enrichment Center Director Tammie Mrachek, Police Chief Ken Neff, Building Inspector/Zoning Administrator Darin Pagel, Fire Chief Dave Savone, Library Director Stacy Stevens, Finance Director Kathy Unertl, Duane Pfister, Jeremy Ratliff, Vince Conrad, Roger Drewek, Greg Hartwig, Kortney Pike (arr. 5:36), Steve Hass (arr. 5:54) and City Clerk Bill Heideman.

**Call to order**

Mayor Bialecki called the meeting to order at 5:32 P.M.

**Public Comment**

Roger Drewek noted that there are funds remaining in the budget that could be used for employee Health Savings Account (HSA) seeding in 2015. Mr. Drewek also mentioned that the hiring freeze currently in effect includes new positions. Based on that, he questioned why the funding for new positions that have not been approved is included in the proposed 2015 budget.

**Consider lifting hiring freeze for pending firefighter/paramedic vacancy**

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

On October 28<sup>th</sup>, 2014, the Personnel and Finance Committee passed a motion recommending that the hiring freeze be lifted, and referred that recommendation to the Committee of the Whole.

**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.

**Consider lifting hiring freeze for pending Police Dept. Admin. Asst. vacancy**

A Police Department Administrative Assistant position will soon become vacant as the result of a pending retirement. Based on that, Police Chief Neff is requesting that the hiring freeze be lifted to fill that vacancy.

Police Chief Neff answered questions related to the position and also provided verbal information on potential consequences if the position is not filled.

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. Carried.

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

**Consider new reclassification/evaluation policy**

City Administrator Johnson had drafted a reclassification/evaluation policy for City employees. 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

On October 28<sup>th</sup>, 2014, the Personnel and Finance Committee passed a motion recommending that the policy be approved, and referred that recommendation to the Committee of the Whole.

**141192**

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

City of Merrill Committee of the Whole meeting – November 6<sup>th</sup>, 2014

### **Health Savings Account (HSA) seeding for City employees in 2015**

Finance Director Unertl had requested that this item be placed on the agenda. Information was in the meeting packet.

Finance Director Unertl reported that there is approximately \$29,000 available in a contingency fund which could be used for employee Health Savings Account (HSA) "seeding" in 2015. Based on this, she is proposing that, in 2015, employee individual HSA plans be "seeded" in the amount of \$250 and employee family HSA plans be "seeded" in the amount of \$500.

Motion (Burgener/Meehean) to approve, as proposed, the 2015 Health Savings Account (HSA) seeding amounts of \$250 for individual plans and \$500 for family plans. Carried.

### **2015 budget status budget requests, budget adjustments and tax levy ordinance**

Information was in the meeting packet. Additional information related to other taxing entities (Lincoln County, Merrill Area Public Schools, Northcentral Technical College) was distributed at the meeting. Finance Director Unertl provided additional verbal details on this information.

Alderman Lokemoen stated that, at this time, he is not in favor of the purchase of a Fire Department brush truck. Fire Chief Savone responded that, because the City has fire protection agreements with neighboring townships, the ability to effectively fight brushfires is critical.

Alderman Sukow asked whether it was absolutely necessary to purchase two new dump trucks for the Street Department.

Motion (Lokemoen/Schwartzman) to move the entire funding for the purchase of a Fire Department brush truck to the 2016 Capital Budget. The total cost of the truck is \$180,000. Carried.

Motion (Schwartzman/Lokemoen) to remove the funding for the purchase of a pool vehicle (a second vehicle for use by City employees, \$20,000) from the 2015 Capital Budget. Motion was defeated 2-6 on roll call vote. Voting Yes – Alderman Malm and Alderman Schwartzman.

Alderman Sukow spoke in favor of keeping the purchase of Fire Department rescue boat and trailer in the 2015 Capital Budget.

Motion (Schwartzman/Burgener) to move the funding for the purchase of a Fire Department boat and trailer (\$25,000) from the 2015 Capital Budget to the 2016 Capital Budget. Vote was tied 4-4 on roll call vote. Voting Yes – Alderman Malm, Alderman Lokemoen, Alderman Schwartzman and Alderman Burgener. Mayor Bialecki broke the tie by Voting “Yes”. Therefore, the motion carried.

Motion (Burgener/Sukow) to recommend approving the 2015 budget, including the adjustments made at this meeting, and forward the budget to the November 11<sup>th</sup>, 2014 Common Council meeting. Alderman Burgener requested that his motion be withdrawn. Without objection, it was so ordered.

Motion (Schwartzman/Sukow) to remove the funding for a part-time Fire Department Administrative Assistant (\$15,000) from the 2015 budget. Motion carried 5-3 on roll call vote. Voting No – Alderwoman Peterson, Alderman Burgener and Alderman Norton.

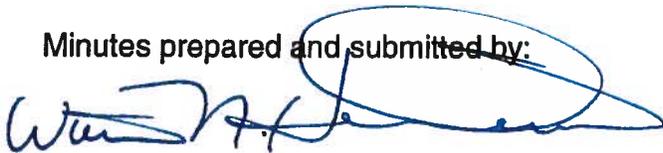
Motion (Meehean/Burgener) to place the \$15,000 removed by the previous motion in the fund for “seeding” employee Health Savings Accounts. Vote was tied 4-4 on roll call vote. Voting Yes – Alderman Malm, Alderman Lokemoen, Alderman Burgener and Alderman Meehean. Mayor Bialecki broke the tie by Voting “Yes”. Therefore, the motion carried.

Motion (Burgener/Sukow) to recommend approving the 2015 budget, including the adjustments made at this meeting, and forward the recommendation to the November 11<sup>th</sup>, 2014 Common Council meeting. Carried.

### Adjournment

Motion (Burgener/Norton) to adjourn. Carried. Adjourned at 6:45 P.M.

Minutes prepared and submitted by:



William N. Heideman, CMC, WCMC  
City Clerk

# 150190 -

**City of Merrill  
Committee of the Whole  
Tuesday, December 9, 2014 at 6:00 P.M.  
City Hall Common Council Chambers  
1004 East First Street**

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

Other attendees included: City Administrator Dave Johnson, Transit Director Rich Grenfell, City Attorney Tom Hayden, 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, Parks and Recreation Director Dan Wendorf, Duane Pfister, Jeremy Ratliff and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

**Call to order**

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

**Public Comment**

None.

**City Administrator request to eliminate hiring freeze for budgeted positions**

City Administrator Johnson had requested that this item be placed on the agenda. Information was in the meeting packet.

City Administrator Johnson reported that, since the hiring freeze policy has been in effect, it has been lifted in the majority of cases when a vacancy occurs. The need to lift the hiring freeze delays the beginning of the hiring process, which can result in overtime and/or short-staffing in a department. Therefore, City Administrator Johnson is requesting that the hiring freeze be eliminated, and that the City Administrator be responsible for evaluating and approving hiring for budgeted vacancies in City positions. Newly created positions would continue to be approved by Common Council action only.

**141291**

Motion (Meehean/Norton) to eliminate the hiring freeze and task the City Administrator with evaluating and approving hiring for budgeted vacancies in City positions. Newly created positions would continue to be approved by Common Council action only. Motion carried 8-0 on a requested roll call vote.

**Consider bids on sale of former Fire Station #1 @ 701 East First Street**

City Administrator Johnson had requested that this item be placed on the agenda. Information was in the meeting packet.

City Administrator Johnson reported that an individual had expressed an interest in purchasing the former Fire Station #1 (701 East First Street) and converting it into a firehouse-themed restaurant. Based on this request, the City has decided to offer the property for sale by sealed bid.

Two bids have been received, one for \$10,000 and one for \$350,000. City Administrator Johnson recommends approving the \$350,000 bid from the City of Merrill Housing Authority.

City Administrator Johnson is also requesting that, if the sale to the City of Merrill Housing Authority is approved, a maximum of \$150,000 of the sale receipts be used to erect a Parks and Recreation Department maintenance building at the Merrill Area Recreation Complex (MARC). This is the estimated maximum amount necessary to renovate the former fire station into a Parks and Recreation Department maintenance building.

It was noted that the City of Merrill Housing Authority would agree to a Payment of Lieu of Taxes (PILOT) agreement for this property.

**141292**

Motion (Norton/Sukow) to approve the bid of \$350,000 from the City of Merrill Housing Authority, with the stipulation that a maximum of \$150,000 of the sale receipts be used to erect a Parks and Recreation Department maintenance building at the Merrill Area Recreation Complex (MARC).  
Carried.

**Ordinance re: Building inspection procedures in unsafe building cases**

Mayor Bialecki had placed this item on the agenda. A copy of the proposed ordinance was in the meeting packet. The ordinance designates the City staff responsible for building inspection procedures and orders to raze in cases of unsafe buildings.

City Attorney Hayden distributed copies of a revised ordinance. He explained that he drafted a revised version to ensure that the ordinance concurs with Wisconsin State Statutes.

Motion (Schwartzman/Burgener) to recommend adoption of the ordinance.  
Carried.

The ordinance is on the December 9<sup>th</sup>, 2014 Common Council meeting agenda.

**Update and discussion on downtown redevelopment vision ideas**

City Administrator Johnson had requested that this item be placed on the agenda.

City Administrator Johnson reported that the meeting packet contained a list of "initial impressions" of the downtown area. The list was generated as a result of a "walking tour" by several people on October 21<sup>st</sup>, 2014. City staff is now seeking input, reaction, questions and potential additions related to the list.

Alderman Sukow stated that he has concerns with the potential to create additional green space downtown.

Alderman Meehean suggested that something needs to be done to improve the downtown area. He suggested moving forward and addressing/assessing each particular situation as they occur.

Mayor Bialecki observed that this is a long-term endeavor, and that at this time City staff is seeking input from the public and the Common Council. Anyone with any suggestions and/or ideas for the downtown area is to contact either Mayor Bialecki or City Administrator Johnson.

No action was taken at this time.

**Adjournment**

Motion (Burgener/Schwartzman) to adjourn. Carried. Adjourned at 6:43 P.M.

Minutes prepared and submitted by:



William N. Heideman, CMC, WCMC  
City Clerk

December 17, 2014

The Merrill Parks and Recreation Commission met on Wednesday, December 17, 2014 at 4:15 p.m. at the City Hall.

Members Present: Mike Willman, Ralph Sturm, Dorwin Harris, Melissa Schroeder, Dave Sukow and Brian Artac.

Members Excused Absent: Kevin Cohrs

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: Dean Mueller from Water Technology, Inc., Dave Johnson, Gene Bebel, Jay Cordova, Bruce Lee, John Lee, Dewy Pfister, Daniel Ayala from Water Technology, Inc., Tonia Speener from Clark Dietz

\*\*\*Motion by Sukow, seconded by Schroeder to approve the minutes from the November 12, 2014 meeting.

Sturm questioned Wendorf on the questions he asked last month and stated he still has not received an answer back on why Becher Hoppe is being paid so much and what the payment was for. Sturm also requested information that he asked Wendorf to get from FEMA. Sukow questioned Wendorf if he ever obtained the information from FEMA. Wendorf stated that he has not but tried contacting them twice by emails and phone calls. Wendorf stated he never received a reply back from either. Sturm asked why we are paying Becher Hoppe for false information.

\*\*\*Carried unanimously.

\*\*\*Motion by Sukow, seconded by Schroeder, to approve the claims.

Harris questioned the bills from Merrill Youth Hockey for beer. Wendorf explained that it was for Barleyfest and Merrill Youth Hockey has to purchase all the beer and they are reimbursed. Harris questioned how Barleyfest made money and Wendorf explained through ticket sales. Smith stated that she accidently entered the Northwoods bill twice and it will remove one.

\*\*\*Carried Unanimously.

Public Comment: None

The next item on the agenda was the discussion and recommendation from design team for Aquatic Center design. Wendorf stated that himself, Dave Johnson, Dorwin Harris, Kevin Cohrs, Mark Zulligar and Dave Sukow have been working with Water Technology Inc. on a design for the pool. Wendorf stated that they have the pool design completed and are working on the final designs for the building. Dean from Water Technology Inc. went through the design of the pool and answered any questions from the commission. Wendorf stated the team met on 3 occasions for 2 hours each time to finalize the design. The team feels very good about what the design has to offer to everyone.

\*\*\*Motion from Schroeder, seconded by Sukow to approve the pool site plan with more input on bath house and chemical house.

\*\*\*Carried Unanimously.

The next item on the agenda was the discussion and recommendation to designate River Bend Trail as a Linear Park. Wendorf stated that the intent for the River Bend Trail has been to turn it into a Linear Park. City officials have been working with the River Bend Trail committee on the design of trail and the Park and Recreation Department has also been helping with tree planting and clean up of the trail. Bebel stated that they have a lot of volunteers but sometimes because of safety reasons they have to utilize the Park and Recreation employees because of more experience with equipment. Sturm asked about lighting the trail. Bebel stated that they would in the future put lighting on the trail. Sturm questioned who was paying the Park and Recreation employees for working on the River Bend Trail. Dave Johnson stated that they are receiving payments from the River Bend Trail through the Cell tower which will cover all the maintenance cost for the trail. Sukow questioned if the Park and Recreation Department is going to have to hire more employees to keep up with all the work that will have to be done in all the parks. Wendorf stated they will not have to hire a full time employee. Harris voiced his concern over this creating budget drains on the department.

\*\*\*Motion by Schroeder, seconded by Artac to make a recommendation to make the River Bend Trail a Linear Park and send motion to City Council for approval.

\*\*\*Carried unanimously.

The next item on the agenda was monthly reports. Wendorf asked if there were any questions on his board report. Sukow questioned when they would start flooding rinks. Wendorf stated that as soon as the weather cooperates.

\*\*\*Motion by Sturm, seconded by Sukow to approve monthly reports.

The next regular meeting is scheduled for January 14, 2015 at 4:15 p.m.

No public comment.

\*\*\*Motion by Sukow, seconded by Sturm, to adjourn at 5:45 p.m.

\*\*\*Carried unanimously.

Dawn Smith  
Recording Secretary

1501120

**City of Merrill  
Board of Public Works  
Wednesday, December 17, 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 Attorney Tom Hayden, Finance Director Kathy Unertl, Building Inspector/Zoning Administrator Darin Pagel, Police Chief Ken Neff, Alderwoman Kandy Peterson, Marijean Hoppe, Tonya Speener, 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 4:00 P.M.

**Vouchers**

The vouchers were in the meeting packet.

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

**Review & discuss parking on State St. & Cottage St. (Main St. to Grand Avenue)**

Mayor Bialecki had placed this item on the agenda.

On December 9<sup>th</sup>, 2014, the Common Council adopted Ordinance 2014-27, which designated truck routes in the City. In light of this, safety concerns have been raised regarding currently allowing parking on both sides of State Street and Cottage Street, between Main Street and Grand Avenue. It was noted that Cottage Street is narrow, which led to a suggestion that parking be allowed only on one side of that street.

After discussion, the board authorized Street Commissioner Lupton and Police Chief Neff to research this issue further and use their own discretion to amend the current parking policy on State Street and Cottage Street if they deem it necessary. No formal action was taken.

**Evaluate City Hall heating system and recommend replacement option**

Information was in the meeting packet. City Administrator Johnson had requested that this item be placed on the agenda.

As a result of long-running problems and complaints related to the City Hall heating system, the Common Council approved having Sommerville Inc. evaluate the present system and provide options to rectify the current problems. Sommerville has provided a report detailing their evaluation. The report also included three options to address the problems. A copy of the report was in the meeting packet.

City Administrator Johnson is recommending that Option #3 in the report be approved. Option #3 includes replacing the existing steam heating system with electric baseboard radiation. The estimated cost of this option is \$123,800.

Motion (Schwartzman/Lokemoen) to approve Option #3. Carried.

No Common Council action on the motion is necessary.

**Consider engineering firm for Superior St. project (budgeted for 2015)**

Alderman Lokemoen raised the possibility of adding an on-staff engineer. He also suggested that perhaps this position could be combined with the Geographic Information System (GIS) position, which is already a budgeted position.

Mayor Bialecki responded that City Administrator Johnson recommends that one of three engineering firms be selected to draft the plans for the upcoming Superior Street project. Alderman Lokemoen recommended Akey Engineering Service. The board suggested that City Administrator Johnson get quotes from all three firms before a decision is made.

No action was taken at this time. This item will be on the January Board of Public Works meeting agenda.

**Discuss new weight limits for City roads, as approved by Ordinance 2014-27**

On December 9<sup>th</sup>, 2014, the Common Council adopted Ordinance 2014-27, which designated truck routes in the City. In Sections 36-166 and 36-167, the ordinance also includes 8,000 pound weight limits for vehicles.

Alderman Norton reported that he has had discussions with several of his constituents regarding the vehicle weight limits included in the ordinance. The prevailing opinion from those discussions was that the weight limits are restrictive and should be raised. A proposed ordinance was in the meeting packet. The ordinance would raise the weight limits from 8,000 pounds to 12,000 pounds.

Alderman Norton recommends that the limits be raised to 20,000 pounds. He stated that this weight limit would not compromise safety or street conditions, but would not be too restrictive for vehicular transportation of materials.

Motion (Norton/Schwartzman) to recommend adopting the ordinance, with Sections 36-166 and 36-167 amended to state 20,000 pounds as the maximum weight allowed. Carried.

The proposed ordinance will be on the January 13<sup>th</sup>, 2015 Common Council meeting agenda.

### **Establish date and time for 2015 Capital Improvements Hearings**

Building Inspector/Zoning Administrator Pagel reported that hearings are necessary for the 2015 Sidewalk Maintenance Program and for the project involving the sidewalk extension on Memorial Drive. He suggested that the hearings be held at 6:00 P.M. on the same day as the January Board of Public Works meeting.

After discussion, the 2015 Capital Improvements Hearings were scheduled for 6:00 P.M. on Wednesday, January 28<sup>th</sup>, 2015. The hearings will be held in the City Hall Common Council Chambers.

### **Monthly report - Street Commissioner**

The report was in the meeting packet. Mayor Bialecki requested that the Street Department repair a large pothole near Pine Ridge Avenue. Street Commissioner Lupton will address this request.

### **Monthly report – Building Inspector/Zoning Administrator**

The report was in the meeting packet. Building Inspector/Zoning Administrator Pagel reported that a house on East Seventh Street will be razed the first week in January. Raze orders have been issued for a house on Prospect Street.

### **Monthly report – City Hall Maintenance Supervisor**

No written report was submitted. City Hall Maintenance Supervisor Vanderkam was not at the meeting.

### **Monthly report from contracted engineering firms**

No report(s) submitted. Mayor Bialecki noted that Becher-Hoppe has been addressing drainage and other issues related to the new Walmart.

**Next meeting**

Wednesday, January 28<sup>th</sup>, 2015. The time of the meeting will be announced at a later date. As noted earlier, public hearings will be included on that meeting agenda.

**Public Comment**

None.

**Adjournment**

Motion (Lokemoen/Schwartzman) to adjourn. Carried. Adjourned at 4:27 P.M.

Minutes prepared and submitted by:



William N. Heideman, CMC, WCMC  
City Clerk

1501130

**City of Merrill  
Health and Safety Committee  
Monday, December 22, 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: City Administrator Dave Johnson, Deputy Health Officer Norbert Ashbeck (dep. 5:03), Fire Chief Dave Savone, Police Chief Ken Neff, Street Commissioner Richard Lupton, Alderman Ryan Schwartzman, Kortney Pike, Kurt Helmstadter, Joyce Helmstadter, Laurie Swope, Angie Drew, Paul Waid, Matt Waid, Kevin Kleinschmidt, William Schult, Dan Adamec, Robert Knoop, Jon Drew, Chris Nienow, Brian Severt 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 that there are no new complaints and the existing complaints are being addressed as necessary.

**Vouchers**

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

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

**Picnic and/or liquor license applications**

None.

**Consider creating licensing and regulation of escorts and escort services**

These issues were originally discussed at the November 17<sup>th</sup>, 2014 Health and Safety Committee meeting, at the request of Police Chief Neff.

Police Chief Neff stated that the licensing and regulation of escort services could be a tool to help identify and monitor escort services and serve as an aid in enforcing potential illegal drugs and/or prostitution activities. While Police Chief Neff does not view these activities as rampant, he is of the opinion that the licensing and regulation could prove to be valuable.

Alderwoman Peterson stated, at the present time, she is not in favor of or comfortable with the licensing of escort services. In her opinion, doing so would be somewhat of an "endorsement" of this type of activity.

Discussion on this will continue at the January Health and Safety Committee meeting. Police Chief Neff suggested that perhaps Police Lieutenant Mike Hamann and/or law enforcement officials from neighboring governmental entities could be invited to that meeting to share further information and answer questions. The committee agreed that this could be beneficial. No action was taken at this time.

### **Ordinances re: snowmobile, UTV and ATV operation within City limits**

This item was originally discussed at the November 17<sup>th</sup>, 2014 Health and Safety Committee meeting, at the request of Alderman Sukow. The current City ordinances related to the operation of snowmobile/ATV operation within the City were in the meeting packet.

Alderman Sukow stated that, after preliminary discussion, the public would be given an opportunity to provide input on the operation of snowmobiles, all-terrain (ATV) vehicles and utility terrain (UTV) vehicles within the city limits.

Police Chief Neff reported on the current ordinances related to snowmobile operation within the city limits. He stated that the Chamber of Commerce maps are outdated as far as snowmobile trails are concerned, as the maps do not display the city streets on which snowmobiling is currently allowed.

Police Chief Neff noted that, although municipalities are allowed to provide residential access for snowmobiles, the same type of residential access cannot be allowed for the operation of ATV/UTV vehicles. He added that insurance cannot be made mandatory for ATV/UTV operation, because they are not considered motor vehicles.

Alderman Sukow announced that public input on this issue would be accepted at this time.

Paul Waid asked whether signage would be required if ATV/UTV trails are established. Police Chief Neff indicated that signage is required for this type of trail.

Dan Adamec stated that he is involved with snowmobiles and snowmobile safety throughout Lincoln County. He added that the City of Tomahawk has opened up the entire City to snowmobile traffic.

Corey Nowak stated that he was in favor of opening up trails within the city, as a method to increase tourist revenue.

Paul Waid stated that he was in favor of establishing ATV/UTV trails within the city.

William Schult, secretary of the Lincoln County Snowmobile Council, spoke on the possibility of opening up more snowmobile trails/routes in the city.

Angie Drew spoke in favor of establishing and opening up trails, as she sees this as a way to generate revenue.

Kurt Helmstadter stated that he was in attendance to support increased snowmobile access within the city.

Paul Waid again stated that he was in favor of ATV and UTVC access/operation within the city.

Matt Waid asked whether the use of helmets could be made mandatory. He was told that the use of helmets can only be declared mandatory for those who are under 18 years of age.

City Administrator Johnson stated that he was in favor of increasing snowmobile and UTV/ATV trails and access in the city.

Jon Drew, Brian Severt, Chris Nienow and Kevin Kleinschmidt all spoke in favor of opening up trails in the city limits.

Discussion on this issue will continue at the January Health and Safety Committee meeting. No action was taken at this time.

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

The report was in the meeting packet. Alderman Malm asked a question related to electronic problems with one of the fire trucks. Fire Chief Savone responded that this truck was a “demo” vehicle and that there have been problems ever since the vehicle was purchased.

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

The report was in the meeting packet.

**Monthly Report – Lincoln County Humane Society**

The reports for two months were in the meeting packet.

**Place monthly reports on file**

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

**Schedule next meeting**

Monday, January 26<sup>th</sup>, 2015 at 5:00 P.M.

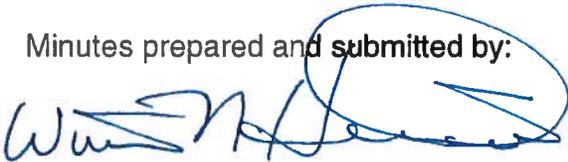
**Public Comment**

None.

**Adjournment**

Motion (Malm/Peterson) to adjourn. Carried. Adjourned at 5:42 P.M.

Minutes prepared and submitted by:



William N. Heideman, CMC, WCMC  
City Clerk

1501140

**City of Merrill  
Personnel and Finance Committee  
Tuesday, January 6, 2015 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, Mayor Bill Bialecki, City Attorney Tom Hayden, Finance Director Kathy Unertl, Police Chief Ken Neff, Fire Chief Dave Savone, Utility Superintendent Kriewald, Building Inspector/Zoning Administrator Darin Pagel, Library Director Stacy Stevens, Alderwoman Kandy Peterson, Alderman Dave Sukow, Corey Bennett, Kortney Pike, Roger Drewek, Diane Wais, Jeremy Ratliff and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

**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.

**Consider grant acceptance policy**

This issue was originally discussed at the December 2<sup>nd</sup>, 2014 Personnel and Finance Committee meeting. At that meeting, it was suggested that City Administrator Johnson draft a revised policy and submit it to the committee.

City Administrator Johnson has now drafted a revised policy, which was included in the meeting packet. The revised policy stipulates that, prior to submitting grant applications, the submitting Department Head shall meet with the City Administrator and review the nature of the grant application.

1501141

Motion (Meehean/Burgener) to approve the grant acceptance policy, as submitted by City Administrator Johnson. Carried.

**Consider filling vacant Police Department Administrative Assistant position**

City Administrator Johnson reported that he had previously been directed to conduct research and submit recommendations on two Administrative Assistant positions, one in the Police Department and one in the Fire Department. The full-time position in the Police Department recently became vacant as the result of a retirement. The Fire Department position would be a new, part-time position.

City Administrator Johnson is recommending that the Police Department position be filled on a part-time basis, 28 hours per week. He stated that that his research did reveal that he was not aware of the amount of work that is done by the Police Department Administrative Assistants. However, he added that there would be significant savings if the position were filled on a part-time basis, in which case the position would not include employee benefits. He suggested that the savings realized by filling this position only part-time could be used to pay for the part-time Fire Department Administrative Assistant position (Grade 4) that he is proposing.

Alderman Sukow requested and was granted permission to speak. His recollection was the Common Council had eliminated the Police Department position during the 2015 budget process, and therefore he asked why the position was still budgeted. He added that the Common Council had twice voted down the proposed Fire Department Administrative Assistant position, and wondered why it was still being proposed.

Alderman Sukow then offered a suggestion that the part-time Police Department Administrative Assistant position and the vacant part-time Utility Administrative Assistant position could be combined into one position, with one person splitting time between the Police Department and the Utility.

City Administrator Johnson disagreed with Alderman Sukow on the Police Department Administrative Assistant position. It was his recollection that, although the hiring freeze was not lifted to fill the position, the position was not eliminated. Rather, he was to conduct research on both the Police Department Administrative Assistant position and the proposed Fire Department Administrative Assistant position.

Alderman Burgener and Alderman Schwartzman both stated that they were not in favor of combining the Police Department and Utility Administrative Assistant positions.

**1501142**

Motion (Meehean/Burgener) to approve the recommendation from City Administrator Johnson to fill a recently vacated Police Department Administrative Assistant position on a part-time basis, 28 hours per week, at Grade 5 on the Clerical and Other Support Personnel Pay Schedule. Carried.

**Consider creating and filling Fire Department Administrative Assistant position**

As noted above, City Administrator Johnson is recommending that a Fire Department Administrative Assistant position be created and filled on a 20 hours per week basis.

Motion (Schwartzman/Meehean) to refer to the 2016 budget process.  
Carried.

**Consider reclassification request for City Attorney Administrative Assistant**

Alderman Schwartzman noted that the agenda included six reclassification requests. He stated that he would favor just an overview and information gathering at this meeting, with no decisions made until the next meeting in late January.

Alderman Meehean stated that, in lieu of considering individual reclassification requests, he would prefer a formal salary study of all City positions. He acknowledged that there are current inequities, but he does not think that addressing positions in a piecemeal fashion would necessarily resolve those inequities. City Administrator Johnson responded that, if decisions are made on the pending reclassifications, the inequities would be resolved.

Alderman Meehean stated that the current pay scales may be too high or they may be too low, he does not know. He added that accounting duties are vastly different than bookkeeping duties.

Alderman Sukow stated that, if a salary study is done, every City position should be compared to what other municipalities are paying for similar positions/duties. Alderman Meehean and Alderman Sukow both stated that the employee benefits must be included in any comparative salary study.

Alderman Meehean stated that he has nothing against any current City employee in any position, but that the current system may not be providing justice.

Alderman Sukow suggested that the Community Development Administrator/Zoning Assistant position and the Utility Superintendent position be researched for possible adjustments.

**1501143**

Motion (Meehean/Schwartzman) to delay consideration of any position reclassifications and instead propose a formal, independent salary study of all City positions. Carried.

**Consider reclassification request for Utility Administrative Assistant**

See motion #1501143.

**Consider reclassification request for Finance Administrative Assistant**

See motion #1501143.

**Consider reclassification request for Comm. Dev Admin./Zoning Assistant**

See motion #1501143.

**Consider reclassification request for Finance Secretary (full-time)**

See motion #1501143.

**Consider reclassification request for Finance Secretary (part-time)**

See motion #1501143.

**Monthly Report – Municipal Court**

The report was in the meeting packet.

**Monthly Report – Finance Director Unertl**

The report was in the meeting packet. Finance Director Unertl reported that she is currently addressing several financial issues related to the airport. She added that the Airport Commission has scheduled a meeting for January 7<sup>th</sup> to address similar issues.

**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 stated that, at this time it is unclear whether a Spring Primary Election will be necessary. If one is required, it will be held on February 17<sup>th</sup>.

City Clerk Heideman is drafting a guide and a “script” that could be used during public hearings, to ensure that hearings are conducted as efficiently as possible. He will submit those documents to City Administrator Johnson for review and consideration.

**Monthly Report – City Administrator Johnson**

The report was in the meeting packet.

**Next meeting**

Tuesday, January 27<sup>th</sup>, 2015 at 5:15 P.M.

**Public Comment**

Alderman Sukow thanked and complimented Alderman Meehean for his comments related to reclassifications and a potential salary study.

**Motion to convene in closed session**

Motion (Meehean/Burgener) to convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(g), to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, to consider possible settlement related to pending litigation related to zoning regulations and enforcement and 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, to discuss medical histories, medical conditions and related items, for two City employees. Carried 3-0 on roll call vote.

This closed session began at 6:12 P.M. Attending: Schwartzman, Burgener, Meehean, Sukow, Johnson, Hayden, Unertl, Pagel, Savone and Heideman.

**Closed session #1**

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

Building Inspector/Zoning Administrator Pagel departed at the conclusion of closed session #1.

**Closed session #2**

This closed session began at 6:21 P.M. The minutes for this closed session will be filed separately and confidentially.

**Adjournment**

Motion (Burgener/Meehean) to adjourn. Carried. Adjourned (from closed session) at 6:42 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC  
City Clerk

1501160

**City of Merrill  
City Plan Commission  
Tuesday, January 6, 2015 at 5:30 P.M.  
City Hall Common Council Chambers, 1004 East First Street**

Voting members Present: Mayor Bill Bialecki (Chairperson), Alderman Pete Lokemoen, Steve Hass, Melissa Schroeder

Other attendees included, City Attorney Tom Hayden (Ex Officio) Don Heyel, LaDonna Fermanich, Scott Kwiecinski

**Call to order**

Mayor Bialecki called the meeting to order at 5:31 P.M.

**Public Comment**

Don Heyel, 1005 N. Memorial Drive, addressed the Commission. He is a member of the Lincoln County Homeless Committee. He expressed appreciation for the Housing Authority's cooperation on the Warming Center Project, and looks forward to working with the City and others on the project in the future.

Melissa Schroeder, 510 N. Genesee St., expressed concern that the public has not been adequately notified as to the Housing Authority's plans for expansion and/or renovation their property on the west side of the City.

**Minutes of December 2, 2014 meeting**

Motion (Schroeder/Hass) to approve the minutes of the December 2, 2014 City Plan Commission meeting. Carried.

**Request by Our Way, Inc. for a proximity Exception.**

1501161

Motion (Hass/Lokemoen) to approve. Carried.

Meeting recessed until 6:00 p.m.

Commission members Ken Maule and Michael Willman joined the meeting at 6:00 p.m. Excused: Ralph Sturm

**Public Hearing: Property @ 307 W. Main Street for a Zoning change from Business District to Public District**

City Attorney Hayden read the public hearing notice.

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

LaDonna Fermanich, Director, Housing Authority of the City of Merrill, which owns the property at 307 W. Main Street, told the Commission that the present living units are small and it is necessary to replace them with larger units. The smaller units would be combined and the property directly across the street, from the present Housing Authority structure, would be used to fulfill that need.

Scott Kwiecinski, Horizon Development, explained the project. The rezoning is necessary to obtain financing.

Commissioner Lokemoen, indicated that "Public" was the proper Zoning category for the property.

Motion (Lokemoen/Hass) to approve. Carried.

**Next Meeting**

Tuesday, February 3, 2015

**Adjournment Hass/Lokemoen. Carried**

Motion (Hass/Lokemoen) to adjourn. Carried. Adjourned at 6:07 P.M.

Minutes prepared and submitted by:

Thomas N. Hayden  
Recording Secretary

# 1501170

Transit Meeting  
December 15, 2014

Present; Mr. Rick Blake – Chairman, Mr. Steve Willis, Mr. Gordon Geiger, and Rich Grenfell – Transit Administrator.

Absent; Mr. Tony Kusserow, Ms. Sue Kunkel

No Public Comment

A motion to approve the minutes of the November 17, 2014 Commission meeting was made by Mr. Willis and seconded by Mr. Geiger. C.U.

The Commission reviewed the rate from Mr. Brad Brummond for Professional CDL Training Services for Transit's new hire Randall English. Mr. Brummond will provide vehicle inspection and operation skills training for CDL testing. The training should last 45-60 hrs at the rate of \$18.00 per hour. Upon invoicing for services, Administrator Grenfell will submit to TMI for a 50% scholarship reimbursement for the charges. A motion to approve the Professional CDL Training services was made by Mr. Geiger and second by Mr. Willis. C.U.

Administrator's Report:

Mr. Randall English has been selected for the available part time bus operator position. The hiring process has begun and CDL training will begin right before the Holidays.

The 2014 Thanksgiving bus had 16 participants. This year was sponsored by Our Savior's Church.

The 26<sup>th</sup> Annual Christmas Tour of Lights was again full to capacity. Passengers included (5) families and a special visit from Santa Claus to hand out the candy!

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

**Next Transit Commission meeting: January 19, 2015.**

# 1501180

**T. B. Scott Free Library Board of Trustees  
REGULAR MEETING  
December 17<sup>th</sup>, 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: Katie Breitenmoser, Paul Gilk, Tim Meehean, Kyle Reimann, Jim Wedemeyer (4:10-) and Vickie Yelle. Excused: Gene Bebel and Richard Mamer. Also present: Don Litzer.

There was no correspondence.

There was no public comment.

**2. Consent Items**

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

**3. Reports/Discussion Items/Action Items**

A. Appointment of the Nominating Committee: Mr. Meehean was appointed to the Nominating Committee; he will report at the next meeting.

B. Policy: Service Recognition for Individual Library Staff and Board Members: Ms. Stevens presented a draft policy for consideration. M Reimann/S Meehean /C to approve the policy as written with the addition of specifying that event funding shall not exceed \$750 per event.

C. Strategic Plan Progress—Goal #6: Ms. Stevens presented staff goal & objective progress.

D. Trustee Essentials #15—The Library Board and Public Records Law: Ms. Stevens provided copies of the Essential.

H. Reports from Friends/WVLS Representative: The Friends had their December meeting and funded Merrill Chamber Gift Certificates as prizes for the Adult Winter Read-In. There was no report from the WVLS Representative.

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

- November Monthly Statistical Report was presented.
- Affordable Care Act sign-up and information sessions, Income Tax assistance sessions and retirement planning sessions all on the schedule.
- 1<sup>st</sup> grade class orientation tours begin again in January.
- The annual holiday letter, including a library endowment fund donation card, has again been sent out.
- The volunteer recognition party was a success.
- Legislative listening session to be held at the Tomahawk Public Library in January—date to be announced. Ms. Stevens will notify board members once a date has been determined.
- Ms. Stevens is a member of a group of interested parties in Merrill exploring the creation of a community area network (CAN). Ms. Stevens will keep board members apprised of group activities.

**5. Adjournment:**

The meeting adjourned at 4:40 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on January 21<sup>st</sup> at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary

# 1501185

City of Merrill  
Redevelopment Authority (RDA)

Tuesday, December 2<sup>nd</sup>, 2014 at 8:00 A.M.  
City Hall Council Chambers

RDA Present: Bill Bialecki, Ryan Schwartzman, David Hayes, Karen Karow,  
Wally Smith, and Amanda Kostman

RDA Absent: Jill Laufenberg

Others: Alderperson Chris Malm, City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Street Commissioner Dick Lupton, Kristen Fish and Mary Rajek from Redevelopment Resources, City Building Inspector/Zoning Administrator Darin Pagel, Community Development Program Administrator Shari Wicke, Mike Morrissey from Morrissey Consulting, Tonia Speener from Clark-Dietz, Scott Voigt, and Jeremy Ratliff from Merrill FotoNews/Courier

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

**Approval of meeting minutes from September 9<sup>th</sup>, 2014:**

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

**Update and discussion of Downtown Revitalization Program:**

There will be a January meeting with downtown business and property owners. Bialecki advised that Lincoln County plans on planting new trees around the Courthouse after thirteen were removed.

**Consider potential purchase of 913 East Main Street for \$25,000 from Lincoln County Bank (former Guy's Shop which is now vacant land):**

Wally Smith asked whether Lincoln Community Bank has had any commercial interest in the site. Scott Voigt urged not taking off the tax base for open space. Voigt wondered if adjacent commercial property owners have been asked about their potential interest.

Voigt suggested that the site could facilitate a walkout basement access. He recommended that the RDA Commissioners think about the long-term. Unertl reported that the assessed land valuation for the site is \$37,800. Unertl also advised that the RDA is interested in multi-story redevelopment on the former Lincoln House site (with commercial on 1<sup>st</sup> floor and several floors of residential).

**Consider potential purchase of 913 East Main Street (Continued):**

Both Voigt and Karen Karow asked about potential litigation between property owners/insurance companies due to the collapsed former Guy Shop building roof? City Building Inspector Darin Pagel reported that the exposed "blighted" wall of the adjacent building owned by Merrill Federal Savings & Loan has building exterior repair orders. Page emphasized that the demolition of the former Guy Shop building just exposed the bad condition of the adjacent building.

Amanda Kostman expressed support for keeping the site as open space. It would be a great place for a break when shopping downtown. Mike Morrissey emphasized the importance of bring people downtown for events to transform the area.

Ryan Schwartzman suggested waiting a month to see if there is any other potential commercial redevelopment interest.

**Update on potential grant applications:**

Through a team effort between Redevelopment Resources, Lincoln County Economic Development Corp., and City staff, a solid grant application was prepared and submitted to the Wisconsin Economic Development Corp. (WEDC) for Idle Manufacturing Site Redevelopment. Area covered in the grant application included former Anson-Gilkey property, former Page Milk property, and former Merrill Paving property (all in Tax Increment District No. 9). City/RDA should be notified by end of January 2015 if the grant is awarded.

Unertl advised that team is reviewing Federal EPA Brownfield's grant application information. However, it might be premature to submit an environmental clean-up application for the Page Milk site.

**Next RDA meeting:** Tuesday, January 6<sup>th</sup>, 2015 at 8:00 a.m.

**Public Comment:** Scott Voigt recommended pursuing #18 on the downtown initial impressions list – consider trenching overhead utilities (to extent financially feasible). Voigt described the lines as ugly.

**Closed Session:** Unertl advised that there would be no need for closed session related to potential redevelopment of the former fire station. Bialecki read the following notice:

The RDA may convene in closed session per Wis. Stats. Sec.19.85(1)(e) - deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session to consider: Potential property acquisitions to facilitate redevelopment opportunities in Tax Increment District No. 6 (Downtown), No. 3 (East Side), and No. 9 (Wisconsin River area)

**Motion (Schwartzman/Karow) to move into closed session.** Carried on roll call vote 8:35 a.m. City staff provided updates on various potential properties.

**Adjournment: Motion (Schwartzman/Karow) to adjourn.** Carried at 8:50 a.m.

Minutes prepared by RDA Secretary Kathy Unertl

# 1501185

City of Merrill  
Redevelopment Authority (RDA)

Tuesday, January 6<sup>th</sup>, 2015 at 8:00 A.M.  
City Hall Council Chambers

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

RDA Absent: None

Others: Alderperson Dave Sukow, City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Kurt Rust from Lincoln Community Bank, Ken Maule from Lincoln County Economic Development Corp., Kristen Fish and Mary Rajek from Redevelopment Resources, City Building Inspector/Zoning Administrator Darin Pagel, Rick Schroeder from Becher-Hoppe, Tonia Speener from Clark-Dietz, and Dean Feske from AECOM

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

**Approval of meeting minutes from December 2<sup>nd</sup>, 2014:**

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

**Status Update on Downtown Revitalization Planning and TID No. 6 Boundary and Plan Amendment:**

There will be a meeting with downtown business and property owners on Tuesday, January 20<sup>th</sup> beginning at 6:00 p.m. RDA Commissioners are invited to participate and appropriate public meeting notice will be posted. Unertl reported that all properties in the downtown area would be included in amended TID No. 6 boundary.

Unertl noted that the intent is to develop downtown plan during 2015 with any potential construction for 2016 and future budget requests.

**Consider potential purchase of 913 East Main Street for \$25,000 from Lincoln County Bank (former Guy's Shop which is now vacant land):**

Unertl advised that the proposed \$25,000 purchase price was a discounted amount based upon City staff discussions with former Lincoln Community Bank President Bob Roe whom wanted to support downtown revitalization. There would be deed restriction that the City/RDA could not sell the site to another financial institution.

**Consider potential purchase of 913 East Main Street (Continued):**

In response to RDA Commissioner questions, City Administrator Johnson advised that the River Bend Trail would be completed in Spring 2015. A small section adjacent to the CN Railroad tracks still needs to be paved.

Bialecki emphasized that the objective of keeping the parcel as vacant, public space is to enhance the downtown and bring events to the area. The site would be also used to link the River Bend Trail to the downtown business district. Laufenberg commented on the positive view from this vacant land toward the WPS dam, Wisconsin River, and River Bend Trail. Kostman and Schwartzman expressed support for moving forward.

Smith suggested that it was too soon to take any action. Smith asked about the adjacent building owned by Merrill Federal Savings & Loan. City Building Inspector Pagel reported that the City has issued a raze order.

Maule noted that the City of Merrill/RDA could still sell the property if there were other redevelopment interest than from a financial institution.

Laufenberg asked about any additional potential regulations related to the site. Johnson responded no and noted that the parcel is separated from the Wisconsin River by an alley, railroad tracks, River Bend Trail, and WPS property. Smith asked who would maintain the property. Johnson and Bialecki emphasized that the River Bend Trail Foundation would be reimbursing the City for Parks Department maintenance of the path and trail-related amenities.

# 1501186

**Motion (Kostman/Schwartzman) to recommend to the Common Council the purchase of 913 East Main Street parcel for \$25,000. Motion carried.**

**Update on time extension for 413 – 419 West Main Street Redevelopment:**

City Attorney reported that Stephanie Springborn had requested a time extension for the new roof and replacement of windows and doors. There were some unanticipated structural issues with the old roof supports. Time extensions are to June 1, 2015 for new roof and to July 1, 2015 for new windows and doors.

**Next RDA meeting:** Tuesday, February 3<sup>rd</sup>, 2015 at 8:00 a.m.

**Public Comment:** None.

**Closed Session:** Bialecki read the following notice:

The RDA may convene in closed session per Wis. Stats. Sec.19.85(1)(e) - deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons

**Closed Session (Continued):**

require a closed session to consider: Discuss potential development incentives for properties located in Tax Increment District No. 9 (Wisconsin River/S. Center Ave. Area) and Tax Increment District No. 6 (Downtown) and Potential property acquisitions to facilitate redevelopment opportunities in Tax Increment District No. 6 (Downtown), No. 3 (East Side), and No. 9 (Wisconsin River area)

**Motion (Schwartzman/Smith) to move into closed session.** Carried on roll call vote 8:15 a.m. City staff provided updates on various potential redevelopment projects and properties for potential acquisitions.

**Adjournment: Motion (Smith/Laufenberg) to adjourn.** Carried at 8:37 a.m.

Minutes prepared by RDA Secretary Kathy Unertl

# 1 5 0 1 2 1 0

**SPECIAL AIRPORT COMMISSION MEETING  
Monday, December 22, 2014 at 6:00 p.m.  
Merrill Municipal Airport**

**MINUTES**

**Present:** Chairman Gary Schwartz, Chris Malm, Lyle Banser, Gary Schulz and Airport Manager Dave Koch

**Also Present:** Bill Bialecki, Dave Johnson, City Attorney Tom Haden, Larry Wenning, Steve Krueger and Rich McCullough

1. **Meeting Called to Order** - Chairman Schwartz called the meeting to order at 18:06 hours.
2. **Remained in Open Session** – Followed discussions by attendees. Motion by Schulz to deny contract restructuring, second by Banser. All ayes. Motion carried.  
  
After motion, Airport Manager Koch left the meeting. Discussions held between Commission Chairman and City Administration on how to proceed in near future.
3. **Adjournment** – Motion by Malm, second by Banser. Meeting adjourned.

Minutes prepared by Lyle Banser

1501250

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

AN ORDINANCE: By Board of Public Works  
Re: Amending Chapter 36, Article II, Division 6,  
Section 36-166 to amend vehicle weight limits  
on truck routes

ORDINANCE NO. 2015-  
Introduced: January 13, 2015  
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.** Chapter 36, Article II, Division 6, Section 36-166 of the Code of Ordinances for the City of Merrill is amended to add Truck Routes as follows:

### TRUCK ROUTES

- |        |   |
|--------|---|
| 36-166 | City truck routes.  |
| 36-167 | Permitted deviations.   |
| 36-168 | Temporary load limitations.   |
| 36-169 | Certain weights prohibited.   |
| 36-170 | Truck routes to be marked.  |
| 36-171 | Truck routes designated.  |
| 36-172 | Penalty.  |
| 36-166 | <u>City truck routes.</u> Pursuant to Section 349.17 of the Wisconsin Statutes, the city designates as city truck routes (heavy traffic routes) all marked federal or state highways and other local streets designated in section 36-171 of this code. It is unlawful for any vehicles having a gross weight (as defined in Section 340.01 of the Wisconsin Statutes) or registered weight in excess of <del>twentyeight</del> thousand pounds to operate on any city street other than a designated truck route except as defined under sections 36-167 and 36-168. |
| 36-167 | <u>Permitted deviations.</u> For the purpose of making pickups or deliveries at locations off the city truck routes, vehicles having a gross weight in excess of <del>twenty eight</del> thousand pounds but less than the state maximum permitted weight may deviate off the truck route providing such vehicles leave and re-enter said routes at points closest to their immediate destinations. The city may prohibit truck travel on some streets for reasons of safety or street condition.   |

- 36-168      Temporary load limitations. The Street Commissioner may reduce the load limit on any of the streets on the city truck routes when the construction or condition thereof in his judgment warrants such action. The city police department and Street Department are hereby authorized to take measures to make temporary changes in truck routes as necessary in the interest of safety, construction activities, or street conditions.
- 36-169      Certain weights prohibited. The Street Commissioner may prohibit vehicles with a gross weight in excess of sixty thousand pounds from using certain streets or portions thereof at any time and for any purpose except to make a delivery or pickup at an address or business fronting on such streets by posting appropriate signs at the terminus and all cross streets between the terminus on such streets.
- 36-170      Truck routes to be marked. Signs will be erected along the permitted routes.
- 36-171      Truck routes designated: The following streets shall be designated as city truck Routes:
- Highway 64  
Highway K/Center Avenue  
Highway G  
Highway 107/Grand Avenue  
Highway Q/State Street to Highway 107/Grand Avenue
- 36-172      Penalty: Any person who violates this section shall be subject to a forfeiture of \$100.00 plus costs.

**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

1501251

# 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 in the vicinity of 307 W. Main Street

ORDINANCE NO. 2015-  
Introduced: January 13, 2015  
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 the vicinity of 307 W. Main Street in the City of Merrill from Business District to Public District , said parcels more particularly described as follows:

Lots Five (5), Six (6), Seven (7) and Eight (8), Plan of Prospect Park in the City of Merrill, Lincoln County, Wisconsin.

**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

1501260

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.
    - d) Memorial Drive sidewalk extension on the west side of that street from East 6<sup>th</sup> Street to north of East 10<sup>th</sup> Street.
- B. 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.
- C. 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.
- D. The City Building Inspector/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.
- E. The Building Inspector/Zoning Department shall complete and file such reports in the City Clerk's office for public inspection no later than January 9, 2015.

The Board of Public Works of the City of Merrill shall hold a public hearing on Wednesday, January 28, 2015 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 January 16, 2015. 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

1501261

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

**A RESOLUTION DESIGNATING THE RIVER BEND TRAIL AS A LINEAR PARK  
AND NAMING IT RIVER BEND TRAIL PARK**

WHEREAS, the City of Merrill and Parks & Recreation Commission have agreed to partner with the River Bend Foundation to construct and maintain the River Bend Trail through the City of Merrill; and,

WHEREAS, the City of Merrill has long been known as the City of Parks, and in keeping with this tradition, it is appropriate that the River Bend Trail be recognized as a linear park and included in the City's park system; and,

WHEREAS, the River Bend Trail should, appropriately, be known as River Bend Trail Park;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 13<sup>th</sup> day of January, 2015, that it hereby designates the River Bend Trail as "River Bend Trail Park".

Recommended by: Parks and Recreation  
Commission

CITY OF MERRILL, WISCONSIN

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

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

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

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

1501262

**RESOLUTION NO.**

**A RESOLUTION HONORING RICHARD (DOUG) BRANDT FOR HIS EXTENDED SERVICE  
AND GREAT CONTRIBUTION TO THE CITY OF MERRILL**

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

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

WHEREAS, Richard (Doug) Brandt has served in various positions in the Merrill Fire Department from January, 1981 to January, 2015; and,

WHEREAS, the personal commitment and unselfish dedication Richard (Doug) Brandt has put forth has contributed greatly to the growth, progress and stability of the City of Merrill; and,

WHEREAS, the City of Merrill offers a solid stable community environment for all of its citizens in part because of Richard (Doug) Brandt's dedicated service; and,

WHEREAS, Richard (Doug) Brandt's cheerful manner and hard work will be missed at the City of Merrill Fire Department;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 13<sup>th</sup> day of January, 2015, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the dedicated and faithful service Richard (Doug) Brandt has given to the City of Merrill and commends him for those years of service.

Recommended: Common Council

CITY OF MERRILL, WISCONSIN

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

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

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

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