

**CITY OF MERRILL
COMMON COUNCIL
TUESDAY, MAY 12, 2015
7:00 P.M.
CITY HALL COUNCIL CHAMBERS
AGENDA**

- 150510** Invocation by Pastor Bob Smallman, Bible Presbyterian Church
- 150515** Pledge of Allegiance
- 150520** Roll Call
- 150525** Public Comment Period
- 150530** Minutes of April 14th, 2015 Common Council meeting
- 150540** Revenue & Expense Report – April 2015
- 150560** Communications and Petitions
- 150561** Employee Recognition
 - Lorri L. Vandre, 25 years (Enrichment Center)
- 150580** Housing Authority – No Action
- 150590** Committee of the Whole – No Action
- 1505100** Community Development Committee – No Action
- 1505110** Parks and Recreation Commission – No Action
- 1505120** Board of Public Works
- 1505121** The Board recommends approving the bid of \$219,824 (Base Bid #1=\$199,840, 10% Contingency=\$19,984) from Maurer Roofing, Inc., for the City Garage reroofing project.
- 1505122** The Board recommends approving the purchase of a new EZ-Liner Model AL-120 street marking paint machine from EZ-Liner Industries, with all options included, at the quoted price of \$43,145.

1505123 Consider Superior Street/West Tenth Street project bids (the bids were opened on May 7th and are being brought directly to the Common Council)

1505130 Health and Safety Committee

1505131 The Committee recommends approving the applications from the Merrill Alumni Wrestling Club for five temporary Class "B" (picnic) licenses to sell fermented beverages in a fenced-in tent at the Lincoln County Fairgrounds during the Lincoln County Free Fair, July 22–July 26, 2015.

1505132 The Committee recommends approving the applications from the Merrill Baseball Boosters for Merrill Baseball Boosters for 26 temporary Class "B" picnic licenses to sell fermented malt beverages at Athletic Park during baseball games on the following dates in 2015: May 24th, May 31st, June 10th, June 11th, June 12th, June 14th, June 15th, June 17th, June 18th, June 19th, June 22nd, June 23rd, June 24th, June 26th, June 29th, June 30th, July 6th, July 10th, July 11th, July 12th, July 14th, July 17th, July 19th, July 20th, July 26th and July 29th.

1505133 The Committee recommends approving the request from Merrill Youth Hockey for an extension of premises to sell malt beverages outside the Smith Center, 1100 MARC Drive, on Saturday, August 15th, 2015, from 10 A.M. to 8 P.M., in conjunction with the "Merrill Music Fest" event. ID's will be checked and wristbands used to ensure compliance.

1505134 The Committee recommends approving the request from Merrill Youth Hockey for an extension of premises to sell alcoholic beverages in a fenced-in area outside the Smith Center, 1100 MARC Drive, on Saturday, September 19th, 2015, in conjunction with a "Pork in the Park" event. In addition to the fencing, wristbands would be used to ensure compliance.

1505140 Personnel and Finance Committee

1505141 The Committee recommends approving the request from Police Chief Neff to transfer the retired 2011 Crown Victoria squad car and associated equipment (also retired) to the Northcentral Technical College Public Safety Center of Excellence, to be used for training.

1505142 The Committee recommends approving the request from Finance Director Unertl to write off the 2014 Personal Property tax bill for the former DC Motors, 2200 Sturdevant Street, in the amount of \$297.12.

1505150 Water and Sewage Disposal Committee

1505151 The Committee recommends approving the bid of \$152,460 (Base Bid #2=\$84,700, Alternate #2=\$53,900, 10% Contingency=\$13,860) from Maurer Roofing, Inc., for the Wastewater Treatment Plant reroofing project.

1505152 The Committee recommends applying to the Wisconsin Public Service Commission for a 3% Simplified Water Rate (SWR) increase, effective July 1st, 2015.

1505160 City Plan Commission

1505161 The Commission recommends approving, as submitted by the Journey Church, the site plan for a new accessory structure at the Journey Church, 1212 South Center Avenue.

1505170 Transit Commission – No Action

1505180 Library Board – No Action

1505185 Redevelopment Authority – No Action

1505200 Enrichment Center Committee on Aging – No minutes submitted

1505210 Airport Commission – No minutes submitted

1505230 Placing Committee Reports on File

1505240 Mayor's Appointments

Tony Kusserow, Redevelopment Authority, term to expire September, 2018

ORDINANCES

1505250 An Ordinance Amending Chapter 36, Article II, Division 6, Section 36-166 to add Champagne Street and a portion of Taylor Street as designated City truck routes (from April 29th, 2015 Board of Public Works meeting)

RESOLUTIONS

1505260 A Preliminary Resolution of Intent to exercise Special Assessment Powers by Police Power under Section 66.0703 of the Wisconsin Statutes (from April 29th, 2015 Board of Public Works meeting)

- 1505261** A Resolution honoring Rita Poyer for her long-time service to the City of Merrill (from the Common Council)
- 1505270** Mayor's Communications
- 1505999** 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.

150580 -

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

Wednesday, April 8, 2015, 4:00 P.M., Jenny Towers Library 711 E First Street, Merrill, WI

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

ABSENT: Rob Norton (Ex-Officio)

GUESTS: Several Jenny Tower residents

SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman Kathy Colclasure. Motion to excuse Rob Norton. Kostman/Humphrey. Motion passed unanimously. Paul Wagner arrived. Motion to request starting with the Jenny Towers meeting first to accommodate Jenny Tower residents Kostman/Humphrey. Motion passed unanimously.

Public Comment Period: Jim Zellmer, Jenny Towers tenant, stated that his apartment is above the maintenance department. When his window is open, fumes (from exhaust pipes located directly under his window), come into his apt. He would like to see something done to fix this problem. Kay Lewis wanted to express her thanks for the new washer and dryers.

Motion to approve minutes of March 11, 2015 meeting and today's agenda. Kostman/Wagner. Motion passed unanimously.

Discussion and motion to approve Checks #17380 thru #17414 and Billings to date for March 2015: Wagner/Wilson. Motion passed unanimously by roll call vote: Colclasure-aye, Kostman-aye, Wilson-aye and Wagner-aye.

Discussion and Approval of Move-ins and Move-outs for March 2015: Motion to accept report and place on file. Wagner/Kostman. Motion passed unanimously.

Report on Jenny Tower Investments: LaDonna reported that Merrill Federal agreed to match River Valley's .65% rate of interest therefore the CD was renewed with Merrill Fed. Funds were drawn out the investment account to pay the final elevator project bill. Motion to accept report and place on file. Motion passed unanimously.

Discuss and Approve Jenny Towers Capital Funds Activity: LaDonna gave a report of 2015 and 2016 Capital Improvement projects and/or obligations in order to provide a big picture overview of proposed projects, funding and obligations. LaDonna suggested that we renovate the California Street home since we just learned it will be vacated 4/30/15. Commissioners gave LaDonna approval to secure bids for California Street renovations and follow through with the project. Specific projects and capital budgeting will be brought to the board for approval on an individual basis as they are initiated. She also advised the board to be cautious to not bite off more than we can chew as there are a lot of projects in the pipeline.

Report on Fire Station purchase update: LaDonna reported that the City has completed the Phase II study and results confirm there were no further issues with the soil testing. LaDonna has completed her request and

supporting documents which were submitted to HUD 4/1/15. She expects to hear something back from HUD within the next week or two. If approved by HUD, she will begin working with an attorney on the final purchase.

Report on PILOT agreement origins and implications: LaDonna reviewed original PILOT agreement paperwork with the board. She has learned from HUD that HUD has to authorize any changes made to the PILOT agreement. Therefore, it is not up for negotiation at this point.

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

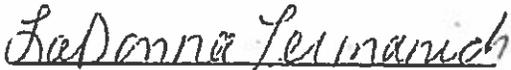
1. **Commissioner Items/Comments –** Mike Wilson shared that he thinks things are moving along and tenants seem pleased.
2. **Executive Director's Report –** LaDonna reported that in April, we had two educational presentations offered to tenants on the topic of Bedbugs. Local agencies were invited to attend. A number of staff from public agencies attended.

The next regular meeting of the Commissioners of the Housing Authority will be held on Wednesday, May 13th, 2015, 4:00 p.m. at Jenny Towers Library, 711 E. First Street, Merrill, WI.

Motion to adjourn meeting at 4:27 p.m. Wilson/Humphrey. 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, April 8, 2015 4:28 P.M. Jenny Towers Library, Merrill, WI

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

ABSENT: Rob Norton (Ex-Officio)

GUESTS: Jenny Tower residents

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

Public Comment Period: Kay Lewis would like to know where we are at in hiring a maintenance person.

Motion to approve the minutes of March 11, 2015 meeting and today's agenda. Kostman/Humphrey. Motion passed unanimously.

Discussion and motion to approve Checks #22134 thru #22170 and Billings to date for March 2015: Kostman/Humphrey. Motion to accept and place on file the expenditure report. Motion passed unanimously by roll call vote: Kostman-aye, Colclasure-aye, Wagner-aye and Wilson-aye.

Move-ins and Move-outs for March 2015: LaDonna reported that we have seen an increase in the number of inquiries and tours during the past month. Most tours have ended with comments of, "too small". Motion to accept report and place on file. Wilson/Kostman. Motion passed unanimously.

Report on Park Place Investments: LaDonna reported that we continue to see a small but steady growth in this account due to interest earned. Motion to accept and place on file the Park Place Investment report. Kostman/Humphrey. Motion passed unanimously.

Approve Report of Park Place Capital Funds Activity: LaDonna reviewed the current Capital Funds and their status. Some of the projects included will be incorporated within the tax credit program, if approved. If not, they will be addressed as usual capital funded projects. Additional smoke detectors will be added to the Westgate units to comply with current code.

Discuss and Approve continuation of United Way/Warming Center Lease: LaDonna recommended renewing the lease for another year, with the current terms and paying all utilities. She would like to have a programmable thermostat installed. The United Way has made a request to have a shower installed. Paul Wagner serves on the Warming Center and Homelessness Task Force and informed the board that the United Way would also like to install a washer and dryer. The hookup for washer and dryer were installed before the Warming Center took over occupancy. Motion to renew the Warming Center Lease for September 1, 2015 – April 30, 2016 and continue to pay all of the utilities, install a programmable thermostat and allow them to install a shower and washer/dryer. Kostman/Wilson. Motion passed unanimously.

Report on Horizon Development (Proposed Park Place Redevelopment): LaDonna is hoping to hear mid-April if we have been approved/denied the tax credit. She will send out PSAs to alert local media with the final decision results.

Report on Staffing Changes – no action required: LaDonna reported that she has hired a part-time secretary through Westfall staffing agency. Diane Hutchinson is training with Kay. She has been hired on a temporary basis with a 4 month commitment. We can make an offer to hire her at any time but would receive a prorated fee

if prior to the end of the four month commitment. The maintenance candidates referred to us by the outside hiring agency have not met expectations and have caused a delay in the hiring process. LaDonna has been interviewing candidates from the pool of applicants generated from our ad and has narrowed the decision down to two. She plans on making an offer next week.

Discuss and Approve considerations for MHA contributions to new employee HSA account as part of employee benefit package: LaDonna asked the board to consider contributing seed money into the HSA accounts of new employees. She would like a decision made either way before hiring to fill the maintenance position. Motion to contribute \$500.00 after 6 months of full time employment to the HSA as a one time contribution. Kostman/Humphrey. Motion passed unanimously.

Discuss and Approve Resolution No. 390: "Revised Merrill Housing Authority Personnel Policy" (carried forward from March 2015 meeting): Motion to approve Resolution No. 390: "Revised Merrill Housing Authority Personnel Policy". Kostman/Wilson. Motion passed unanimously by roll call vote: Kostman-aye, Coclasur-aye, Wagner-aye and Wilson-aye.

Discuss and Approve Resolution No. 392 : "Revision of Mission Statement": Motion to approve Resolution No. 392: "Revision of Mission Statement". Kostman/Humphrey. Motion passed unanimously by roll call vote: Kostman-aye, Coclasur-aye, Wagner-aye and Wilson-aye.

Park Place General Occupancy and revision of ACOP Policy – Status Update: LaDonna informed board members that she will email them the current MHA policy which is 13 pages in length. After they have had a chance to review the current policy, she will email two chapters of the ACOP policy to each Commissioner to review for the May meeting followed by one more chapter for each prior to the June meeting. The ACOP policy is very lengthy. LaDonna has hi-lighted anything in the policy where she deviated in wording. Overall, the entire policy needs to be approved/adopted by October 2015 following a public hearing at the end of June.

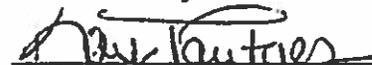
For the Good and Betterment of the Public Housing Program:

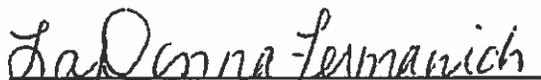
1. Commissioner Items/Comments: Amanda has heard that Park Place tenants would like to have the nutrition class which is currently offered through the county at Jenny Towers scheduled in their building. Kay has contact information and will set a date up for Park Place. Amanda also has a friend who would be willing to work with tenants on personal finance. Paul Wagner would like to know the number of bids received for the financial audit. LaDonna had one reply.
2. Executive Director's Report: LaDonna reported that we have treated an apt. for a bedbug issue at Park Place. LaDonna will be attending the WAHA conference at Waukesha April 16th and 17th. She has learned that HUD is planning on enforcing a No Smoking initiative for all Public Housing in the future. We are ahead of that since we have already adopted and are enforcing a no-smoking policy.

The next regular meeting of the Commissioners of the Housing Authority will be held on Wednesday, May 13, 2015, 4:00 p.m. at Jenny Towers Library, 711 E. First Street, Merrill, WI.

Motion to adjourn at 5:29 P.M. Kostman/Wagner. Motion passed unanimously.


Kathy Colclasure, Chairman


Kay Tautges, Recording Secretary


LaDonna Fermanich, Executive Director

150590

1505185

**City of Merrill
Redevelopment Authority/Committee of Whole
(joint meeting)
Tuesday, April 21, 2015 at 6:00 P.M.
City Hall Common Council Chambers
1004 East First Street**

Redevelopment Authority members present: Bill Bialecki, Ryan Schwartzman, Wally Smith, Jill Laufenberg, and Amanda Kostman (Karen Karow excused)

Committee of the Whole members present (5 of 9): Mayor Bill Bialecki, Alderman Ryan Schwartzman (Third District), Alderwoman Kandy Peterson (Fourth District), Alderman John Burgener (Fifth District), and Alderman Tim Meehan (Eighth District).

Other attendees: City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, City Clerk Bill Heideman, Street Commissioner Dick Lupton, Lincoln County Clerk Chris Marlowe, Ken Maule from Lincoln County Economic Development Corp., Mary Rajek from Redevelopment Resources, Gene Bebel from River Bend Foundation, Jerry Ratliff from Merrill Courier/FotoNews, and about fifty to sixty interested individuals

Call to order

Mayor Bialecki called the meeting to order at 6:00 P.M. Bialecki advised that public comment would be held at the end of the meeting.

Review and discuss Downtown Vision Plan

Information was in the meeting packet. Mary Rajek from Redevelopment Resources highlighted the vision plan via a power point presentation.

The plan is a conceptual vision for the downtown, not a formal redevelopment plan. Rajek noted potential small scale, impact level, and transformative impacts. There are over one hundred taxable properties in the downtown area with a good business mix and with several hundred individuals employed.

The intersection of Stuyvesant St. and East Main St. has about 13,000 vehicles a day. This heavily traffic intersection is the key gateway into the historical downtown area. Besides the Gateway District, three additional areas were identified - Riverfront Alley D District, Main Street District, and First Street District. Several sketches of potential

Review and discuss Downtown Vision Plan (Continued)

parking and other improvements were featured. Other key recommendations include blight elimination and commercial façade rehabilitation. A conceptual new building on the Lincoln House site was shown, as well as drawing of potential pocket park on the former Guy's Shop vacant parcel. Increased pedestrian and bicycle access to the downtown is anticipated from the River Bend Trail. Rajek recommended making an investment in the City's historical downtown.

Bialecki commented on City/RDA redevelopment efforts throughout the City of Merrill. Every effort is made to rehabilitate buildings; however, that is not always feasible which results in demolition. Almost all of these razed buildings have had delinquent property taxes so the City/RDA objective is to transfer to owners whom will pay property taxes.

Since RDA Commissioners, Alderpersons, and City staff could not respond to public comment, Schwartzman requested that floor privileges be granted to deal with two dark clouds in the room. In response to questions about B&D Auto and Trophy Bar, Mayor Bialecki, City Administrator David Johnson, and RDA Commissioners emphasized that the City of Merrill would not be using eminent domain to condemn and raze buildings. Johnson advised that properties need to be maintained in compliance with City ordinances.

Trina Johnson strongly encouraged traffic and parking analysis of the Riverfront-Alley District. With former Thelma's building currently vacant, there are far less vehicles parking than in previous years. Safety concerns related to 3 – 6 p.m. drop off/pickup of kids at Dorinda's Dance Studio were also expressed.

No action taken at this time. Redevelopment Authority will continue to discuss the vision plan and potential implementation strategies.

Public Comment

Michael Caylor, Jr. read from a written statement regarding expenditures for Redevelopment Resources/Morrissey Consulting, City management staff, debt service, and non-union compensation study.

Adjournment

Motion (Schwartzman /Smith) to adjourn. Carried. Adjourned at 7:15 P.M.

Minutes prepared by RDA Secretary Kathy Unertl

1505100

**COMMUNITY DEVELOPMENT COMMITTEE MINUTES
Tuesday, April 28, 2015, City Hall, Merrill, WI**

Present: Ron Peterson, Ryan Schwartzman, Daniel Schneider and Nancy Kwiesielewicz.

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

No Public comment.

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

Shari Wicke explained to the committee the Department of Administration (DOA) changes that they have made to the Community Development Block Grant Program. No action at this time

Shari Wicke presented the following upgrade homeowner loan application: File#9759 – (A female head of household with one child with an income of \$23,504.) – The limit is \$40,650. The tax statement shows a Fair Market Value (FMV) of 89,000. The owner being free and clear of the property. Requesting a loan to \$30,000.

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

Shari Wicke presented the following emergency homeowner loan application: File#9760 – (A single male with an income of \$27,996.) – The limit is \$35,200. The tax statement shows a Fair Market Value (FMV) of 61,000. Requesting an emergency loan to \$5,500.

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

Shari Wicke presented the Community Development Growth 2014 report. No action at this time

Ken Maule updated the committee about Central Wisconsin Economic Development (CWED). No action at this time.

Ken Maule and Shari Wicke had discussions with the committee on future façade loan applications that may be made with our Downtown Vision Plan. No action at this time.

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

**Respectfully submitted,
Shari Wicke**

PARKS AND RECREATION COMMISSION

May 6, 2015

The Merrill Parks and Recreation Commission met on Wednesday, May 6, 2015 at 4:15 p.m. at the City Hall.

Members Present: Mike Willman, Melissa Schroeder, Dave Sukow, Jean Ravn, Troy Pieper and Ben Debroux

Members Excused Absent: Brian Artac

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: Dave Johnson, Candy Peterson and Mark Burt

***Motion by Sukow, seconded by Schroeder to approve the minutes from the April 1, 2015 meeting.

***Carried unanimously.

***Motion by Sukow, seconded by Ravn, to approve the claims.

***Carried Unanimously.

Public Comment: None

The next item on the agenda was to elect Vice Chairperson. This item will be carried over to the June meeting.

The next item on the agenda was to review/approve bids for new Aquatic Center. Wendorf stated that bids were opened Monday, May 4 at the Merrill City Hall. Three bids were received. Altman Construction Company, Wisconsin Rapids had a base bid of \$6,882,000.00 with a second bid including Alternatives 5 & 6 (Alternate #5, Add Pool starting platforms, Alternate #6, add night use lighting) was \$6,932,300.00. Howard Immel, Inc, Green Bay had a base bid of \$3,932,000.00 with a second bid including Alternatives 5 & 6 was \$3,983,040.00. Miron construction Co. Inc, Neenah, WI had a base bid of \$3,605,500.00 and a second bid including Alternatives 5 & 6 was \$3,643,500.00. Wendorf stated that Water Technology Inc recommend Miron Construction Co, Inc. Water Technology completed reference checks, and stated that Miron Construction Co., Inc. has worked on several swimming pool projects with Water Technology. Water Technology is confident that Miron Construction Co., Inc. will be able to complete this project on time and in a quality manner. Wendorf also stated that a contingency of 10 percent of the total construction cost should be maintained until project is complete.

***Motion by Sukow, seconded by Schroeder to accept the bid from Miron Construction Co., Inc for \$3,643,500.00 which includes Alternatives #5 and #6.

Willman questioned what would happen to the rest of the 10 percent contingency if it was not all used during construction. Wendorf stated that it would be put toward the parking area or, for some landscaping, or could go towards a separate entry/exit.

***Carried Unanimously.

The next item on the agenda was monthly reports. Wendorf asked if anyone had any questions. Sukow commented about the Emerald Ash Borer. Wendorf stated that Merrill has a plan in place if anything happens. Wendorf stated that it is really exciting that the new pool is to the point of ground breaking shortly. Wendorf also invited everyone to take a look at the new improvements at Lions Park and the MARC.

***Motion by Schroeder, seconded by Sukow to approve the monthly reports.

***Carried unanimously.

The next regular meeting is scheduled for June 3, 2015 at 4:15 p.m.

No public comment

***Motion by Sukow, seconded by Ravn to adjourn at 4:50 p.m.

***Carried unanimously.

Dawn Smith
Recording Secretary

1505120

**City of Merrill
Board of Public Works
Wednesday, April 29, 2015 at 4:00 P.M.
City Hall Common Council Chambers, 1004 East First Street**

Members Present (5 of 5): Mayor Bill Bialecki (Chairperson), Street Commissioner Richard Lupton, Alderman Rob Norton, Alderman Ryan Schwartzman and Alderman Peter Lokemoen.

Others Present Included: City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Alderman Dave Sukow, Alderwoman Kandy Peterson, Rod Akey, Gary Schwartz, Jeremy Ratliff and City Clerk Bill Heideman.

Call to order

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

Vouchers

The vouchers were in the meeting packet. Alderman Lokemoen referenced a voucher from Clark Dietz for \$3,900, for Superior Street Topographic Boundary Surveying. Alderman Lokemoen asked who authorized this work to be done. Mayor Bialecki responded that research would be done on this voucher and the results of that research would be reported at the next meeting.

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

Alderman Lokemoen requested that, if possible, in the future more detail should be provided on the vouchers, rather than just providing a summary figure.

Discuss request to place rodeo event signs in boulevards

Mayor Bialecki requested that this item not be considered. Without objection, it was so ordered.

Consider project bids for reroofing at City Garage

Information was in the meeting packet. Finance Director Unertl reported that three bids were received. City staff recommends approving the bid from Maurer Roofing Inc., Marshfield, WI.

1505121

Motion (Lokemoen/Lupton) to approve the bid of \$219,824 (Base Bid #1=\$199,840, 10% Contingency=\$19,984) from Maurer Roofing, Inc., for the City Garage reroofing project. Carried.

Bid timetable and resolution on Superior Street/West Tenth Street project

Information was in the meeting packet.

Finance Director Unertl reported. The deadline for submitting bids for the project is May 7th. The bids will be submitted directly to the Common Council at the May 12th Common Council meeting.

A preliminary resolution related to the project was in the meeting packet. Finance Director Unertl suggested making several amendments to the resolution.

A public hearing related to the project was scheduled as part of the next regular Board of Public Works meeting (May 27th).

Motion (Schwartzman/Lokemoen) to recommend adopting the resolution, after incorporating the amendments suggested by Finance Director Unertl. Carried.

The preliminary resolution, as amended, will be on the May 12th, 2015 Common Council meeting agenda.

Consider bids for L.E.D. streetlight luminaire

Street Commissioner Lupton had requested that this item be placed on the agenda. Information on the three bids received was in the meeting packet. He anticipates that this project will cost less than the amount budgeted for the project.

Street Commissioner Lupton explained that, although the bid from Etco Electric Supply (Wausau, WI) is not the low bid, the City has worked with Etco Electric Supply frequently on past projects.

Motion (Lokemoen/Norton) to approve the bid of \$73,970 from Etco Electric Supply. Carried.

Because this project has already been budgeted, no Common Council action on the motion is necessary.

Consider replacement of street marking paint machine

Street Commissioner Lupton had requested that this item be placed on the agenda. He reported that, although Lincoln County paints center lines on roads, they currently cannot meet the demand for center-line painting. Street Commissioner Lupton anticipates that, in the future, the demand for this type of striping will continue to increase. The current unit that the City uses does not meet the current needs.

Therefore, Street Commissioner Lupton is proposing the purchase of a new street marking paint machine. He had received a quote from EZ-Liner Industries for a new machine. He added that there are surplus funds from other projects that could be used to help pay for the machine.

1505122

Motion (Schwartzman/Norton) to approve the purchase of a new EZ-Liner Model AL-120 street marking paint machine from EZ-Liner Industries, with all options included, at the quoted price of \$43,145. Carried.

Discuss options for traffic lane markings @ Pine Ridge Ave./Hwy 64 intersection

Mayor Bialecki had placed this item on the agenda. He reported that the current lane markings at the Pine Ridge Avenue/Highway 64 intersection are contributing to traffic backups.

Street Commissioner Lupton stated that has viewed the intersection and he sees no issues related to the current markings.

Alderman Schwartzman remarked that he would like to take time and view the intersection personally before making any decision on either changing the markings or retaining them as is.

Alderman Norton suggested that any information related to this issue should be provided before the next meeting.

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

Consider repaving, adding 3 islands with trees to City Public Parking Lot #3

City Administrator Johnson had requested that this item be placed on the agenda. He reported that City Public Parking Lot #3, next to the Trophy Bar, is in need of repaving. It has been suggested that, as part of this repaving, three green islands with small ornamental trees could be installed at three corners of the lot.

Upon being asked, Street Commissioner Lupton answered that the Street Department could do the installation of the necessary additional curbing. The parking lot is in a TIF district, so TIF money could be used to fund the project.

Motion (Schwartzman/Lokemoen) to seek bids on a project to repave City Public Parking Lot #3, including additional curbing and adding three islands with ornamental trees. Carried.

Consider repaving Scott St. & Cleveland St. between East Main St. & East First St.

Street Commissioner Lupton reported. Although both Scott Street and Cleveland Street are both in need of repaving, Scott Street is particularly bad.

Motion (Schwartzman/Lupton) to seek bids on a project to repave Scott Street and Cleveland Street, between East Main Street and East First Street. Carried.

Alderman Lokemoen suggested considering undertaking any additional projects that are both necessary and financially feasible.

Ordinance to add Champagne St. & portion of Taylor St. as City truck routes

Mayor Bialecki had placed this on the agenda, at the request of Alderman Burgener. A proposed ordinance was in the meeting packet. The ordinance would amend Code of Ordinances Chapter 36, Article II, Division 6, Section 36-166 to add Champagne Street and Taylor Street (between Champagne Street and Highway 107/Grand Avenue) as designated City truck routes.

Motion (Lokemoen/Schwartzman) to recommend adoption of the ordinance, pending the receiving of a road construction report. Carried.

The ordinance will be on the May 12th, 2015 Common Council meeting agenda.

Consider request to add parking spaces on north side of Stange Street

Mayor Bialecki and City Administrator Johnson had verbally requested that this item be placed on the agenda. City Administrator Johnson reported that Nelson's Power House, 123 South Genesee Street, has requested that gravel parking spaces be added on the north side of Stange Street (from Prospect Street to Genesee Street) to provide spaces to replace spaces being deleted to accommodate the River Bend Trail on the south side of Stange Street. The property is owned by the City. It was noted that, if approved, this would not lead to allowing vehicle parking in the boulevard.

Motion (Schwartzman/Lupton) to approve the addition of gravel parking spaces on the north side of Stange Street (from Prospect Street to Genesee Street) to provide spaces to replace spaces being deleted to accommodate the River Bend Trail on the south side of Stange Street. Carried.

Monthly report - Street Commissioner

The report was in the meeting packet. For information only, Street Commissioner Lupton distributed the crushing bids received recently.

Monthly report – Building Inspector/Zoning Administrator

The report was in the meeting packet.

Monthly report – City Hall Maintenance Supervisor

None.

Monthly report from contracted engineering firms

No reports were submitted.

Next meeting date, time and location

The next regular meeting was scheduled for Wednesday, May 27th, 2015 at 5:30 P.M., in the City Hall Common Council Chambers. As noted earlier, a public hearing will be included on that agenda.

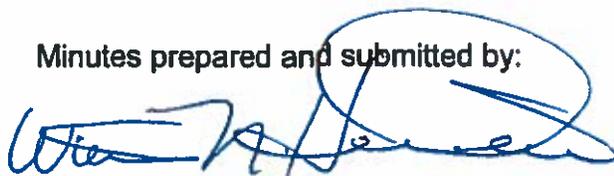
Public Comment

Alderman Sukow stated that he had received phone calls regarding the possible relocation of the Farmer's Market. He was told that the Farmer's Market will remain at Normal Park, at least for 2015.

Adjournment

Motion (Schwartzman/Lokemoen) to adjourn. Carried. Adjourned at 4:46 P.M.

Minutes prepared and submitted by:



William N. Heideman, CMC, WCMC
City Clerk

1505130

**City of Merrill
Health and Safety Committee
Monday, April 27, 2015 at 5:00 P.M.
City Hall Common Council Chambers, 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, Fire Chief Dave Savone, Police Chief Ken Neff, Alderman Ryan Schwartzman and City Clerk Bill Heideman.

Call to order

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

Nuisance complaints and exterior maintenance report

The report was in the meeting packet. Deputy Health Officer Ashbeck reported that he met with the Building Inspection/Zoning Administration department recently to review and discuss current cases. He then reported on several cases.

City Administrator Johnson noted that, at this time, all properties slated for demolition are tax delinquent.

Vouchers

The vouchers were in the meeting packet.

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

"Picnic" Licenses (5) – Merrill Alumni Wrestling Club for Fair

The Merrill Alumni Wrestling Club has applied and paid the fee for five temporary Class "B" (picnic) licenses to sell fermented beverages in a fenced-in tent at the Lincoln County Fairgrounds during the Lincoln County Free Fair, July 22–July 26, 2015.

Police Chief Neff has no concerns with the applications.

1505131

Motion (Peterson/Malm) to approve the applications from the Merrill Alumni Wrestling Club for five temporary Class "B" (picnic) licenses to sell fermented beverages in a fenced-in tent at the Lincoln County Fairgrounds during the Lincoln County Free Fair, July 22–July 26, 2015. Carried.

"Picnic" Licenses (26) – Merrill Baseball Boosters for games @ Athletic Park

The Merrill Baseball Boosters have applied and paid the fee for 26 temporary Class "B" (picnic) licenses to sell malt fermented beverages at Athletic Park during baseball games (Legion, Junior Legion and Merrill Rangers) in 2015.

Police Chief Neff has no concerns with the applications.

1505132

Motion (Peterson/Malm) to approve the applications from the Merrill Baseball Boosters for Merrill Baseball Boosters for 26 temporary Class "B" picnic licenses to sell fermented malt beverages at Athletic Park during baseball games on the following dates in 2015: May 24th, May 31st, June 10th, June 11th, June 12th, June 14th, June 15th, June 17th, June 18th, June 19th, June 22nd, June 23rd, June 24th, June 26th, June 29th, June 30th, July 6th, July 10th, July 11th, July 12th, July 14th, July 17th, July 19th, July 20th, July 26th and July 29th. Carried.

City Clerk Heideman added that the Merrill Baseball Boosters actually submitted 27 picnic license applications. However, one of the dates on the application, May 10th, occurs before the next Common Council meeting. Therefore, based on Code of Ordinances Section 4-26(e)(3), Police Chief Neff and City Clerk Heideman have approved that application.

Any other license applications

None.

Extension of premises request from Merrill Youth Hockey for "Merrill Music Fest"

Merrill Youth Hockey has submitted a request for an extension of premises to sell malt beverages outside the Smith Center, 1100 MARC Drive, on Saturday, August 15th, 2015, from 10 A.M. to 8 P.M., in conjunction with a "Merrill Music Fest" event. IDs would be checked and wristbands would be used to ensure compliance.

This is a first-time event. Police Chief Neff distributed an overhead map of the Smith Center. The map includes labels designating the entrance, bar, parking areas and the area where IDs would be checked. Police Chief Neff has no concerns with the request.

1505133

Motion (Malm/Peterson) to approve the request from Merrill Youth Hockey for an extension of premises to sell malt beverages outside the Smith Center, 1100 MARC Drive, on Saturday, August 15th, 2015, from 10 A.M. to 8 P.M., in conjunction with the "Merrill Music Fest" event. ID's will be checked and wristbands used to ensure compliance. Carried.

Extension of premises request from Merrill Youth Hockey for "Pork in the Park"

Merrill Youth Hockey has submitted a request for an extension of premises to sell alcoholic beverages in a fenced-in area outside the Smith Center, 1100 MARC Drive, on Saturday, September 19th, 2015, in conjunction with a "Pork in the Park" event. In addition to the fencing, wristbands would be used to ensure compliance.

Police Chief Neff noted that this is annual event. He has no concerns with the request.

1505134

Motion (Peterson/Malm) to approve the request from Merrill Youth Hockey for an extension of premises to sell alcoholic beverages in a fenced-in area outside the Smith Center, 1100 MARC Drive, on Saturday, September 19th, 2015, in conjunction with a "Pork in the Park" event. In addition to the fencing, wristbands would be used to ensure compliance. Carried.

Review new cigarette license application form (CTP-200)

A copy of the new cigarette license application form was in the meeting packet. City Clerk Heideman reported that, although this particular form is not statutorily required by the state, the City Clerk's office will begin using this form. City Clerk Heideman stated that completion of this form will remind cigarette licensees of compliance requirements for cigarette licensees.

No action was necessary, requested or taken.

2015-2016 Liquor License Renewal Schedule

The schedule was in the meeting packet. City Clerk Heideman explained that the schedule was included in the meeting packet in order to provide information on the renewal process for the 2015-2016 licensing period.

No action was necessary, requested or taken.

Monthly Report – Fire Chief Savone

The report was in the meeting packet. Fire Chief Savone reported that the last month has been a busy month for training. The Fire Department participated in the second of a three-part series of exercise, along with several other groups. All five fire departments in Lincoln County participated.

Fire inspection certification for all current firefighters has now been completed.

One structure slated for razing was the site of fire inspection/training activities.

Church Mutual has met with the Fire Department to discuss access issues at the former Walmart facility.

Fire Chief Savone then answered questions related to his report.

Monthly Report – Police Chief Neff

The report was in the meeting packet. Police Chief Neff reported that a new Administrative Assistant began work on April 8th and is working out well.

The Police Department and Fire Department will both be participating in a Law Fair on Friday, May 1st. Retired congressman Dave Obey will be the main speaker at that event.

The United Way Color Run will begin at Riverside Athletic Club on Saturday, May 9th. A large crowd for that event is anticipated.

Police Week begins May 11th.

Physical response training will be held at the MARC on May 20th.

The City of Antigo is considering the formation of a K-9 unit, and has contacted the Merrill Police Department for information on this.

Monthly Report – Lincoln County Humane Society

The report was in the meeting packet. Alderman Sukow remarked that everything seems to be going well. He stated that he was pleased that the animal population is both stable and manageable.

Place monthly reports on file

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

Schedule next meeting date, time and location

Monday, May 18th, 2015 at 5:00 P.M., in the City Hall Common Council Chambers. The meeting is being held one week earlier than the normal date due to the Memorial Day holiday on Monday, May 25th.

Public Comment

None.

Adjournment

Motion (Peterson/Malm) to adjourn. Carried. Adjourned at 5:32 P.M.

Minutes prepared and submitted by:



William N. Heideman, CMC, WCMC
City Clerk

1505140

**City of Merrill
Personnel and Finance Committee
Tuesday, April 28, 2015 at 5:15 P.M.
Common Council Chambers at City Hall, 1004 East First Street**

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

Others Present Included: City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Alderman Dave Sukow, Alderwoman Kandy Peterson, Street Commissioner Richard Lupton, Library Director Stacy Stevens, Police Chief Ken Neff, Greg Hartwig, Charles Carlson, Patrick Glynn, Barb Petkovsek, Jeremy Ratliff and City Clerk Bill Heideman.

Call to order

Alderman Schwartzman called the meeting to order at 5:15 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.

Change order of agenda items

Alderman Schwartzman requested that he be allowed to change the order of agenda items in order to address agenda items #4, #5, #6 and # 7 before addressing agenda item #3. Without objection, it was so ordered.

Longevity policy for non-union supervisory Police Department personnel

Information was in the meeting packet. Police Lieutenant Greg Hartwig had requested that this item be placed on the agenda. Lieutenant Hartwig noted that longevity pay is back in the police union contract. He stated that, if the current trend continues, wage compression between union and non-union personnel will also continue. This compression could lead to future reluctance by officers to seek promotions.

Alderman Schwartzman suggested that this issue could be incorporated into the compensation study.

Finance Director Unertl stated that she hopes that consideration of all longevity pay would be included in the compensation study. She added that she also hoped that, as a result of the study, longevity pay would "go away".

No action was taken at this time.

Consider request to transfer retired squad car & equipment to NTC for training

Information was in the meeting packet. Police Chief Neff is requesting that he be allowed to transfer a retired 2011 Crown Victoria squad car and associated equipment to the Northcentral Technical College (NTC) Public Safety Center of Excellence, to be used for training. The associated equipment in the squad has also been retired, but could also be used by NTC during training. The value of the vehicle is approximately \$3,000.

1505141

Motion (Meehean/Burgener) to approve the request from Police Chief Neff to transfer the retired 2011 Crown Victoria squad car and associated equipment (also retired) to the Northcentral Technical College Public Safety Center of Excellence, to be used for training. Carried.

Consider writing off personnel property tax bill for former DC Motors property

Information was in the meeting packet. Finance Director Unertl is requesting that the 2014 Personal Property tax bill for the former DC Motors, 2200 Sturdevant Street, in the amount of \$297.12, be written off, based on the fact that DC Motors, LLC is no longer in business.

1505142

Motion (Meehean/Burgener) to approve the request from Finance Director Unertl to write off the 2014 Personal Property tax bill for the former DC Motors, 2200 Sturdevant Street, in the amount of \$297.12. Carried.

Consider request for adjustments to Election Officials compensation

Information was in the meeting packet. Finance Director Unertl is requesting that the hourly wage paid to poll workers be increased by \$1 per hour. If her request is approved, the Chairpersons would be paid \$10 per hour, and the other remaining poll workers would be paid \$9 per hour.

Alderman Sukow, a poll worker, stated that most of the townships in Lincoln County have, for some time, paid all their poll workers \$10 per hour. He suggested that the City follow suit and pay all poll workers \$10 per hour.

Motion (Meehean/Burgener) to approve the request, as submitted by Finance Director Unertl. Carried.

The adjustments will be incorporated into the 2016 City Budget. No Common Council action on the motion is necessary.

Presentation on Compensation Study to be conducted by Carlson-Dettmann

Representing Carlson Dettmann Consulting, LLC, Charles Dettmann provided an overview of the pending compensation study. Patrick Glynn of Carlson-Dettmann then continued the presentation.

The major topics of the presentation were as follows:

- Project Scope
- Our Approach
- Steps to Internal Consistency
- Job Evaluation
- Three Major Policy Questions
- Market Measurement
- Project Steps
- Tentative Timetable
- Questions

No action was necessary, requested or taken.

Monthly Report – Municipal Court

The report was in the meeting packet. Finance Director Unertl reported that the court will be transitioning to a new Municipal Court Clerk.

Monthly Report – Finance Director Unertl

The report was in the meeting packet.

Monthly Report – City Attorney Hayden

The report was in the meeting packet.

Monthly Report – City Clerk Heideman

The report was in the meeting packet.

Monthly Report – City Administrator Johnson

The report was in the meeting packet.

Place monthly reports on file

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

Next meeting

Tuesday, May 19th, 2015 at 5:15 P.M, in the City Hall Common Council Chambers.

Public Comment

None.

Motion to convene in closed session

Motion (Meehean/Burgener) to convene in closed session pursuant to Wisconsin State Statutes 19.85 (1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to conduct annual performance evaluation of City Administrator Johnson. Carried 3-0 on roll call vote.

Convened in closed session at 6:22 P.M. Attending: Schwartzman, Meehean, Burgener, Johnson, Peterson, Sukow and Heideman.

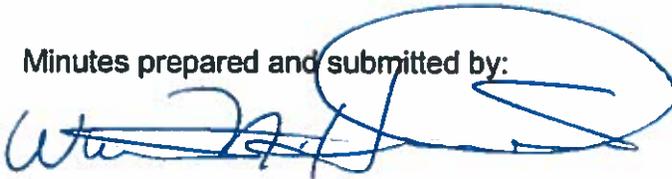
Closed session

The annual evaluation of City Administrator Johnson was conducted.

Adjournment

Motion (Burgener/Meehean) to adjourn. Carried. Adjourned (from closed session) at 6:55 P.M.

Minutes prepared and submitted by:



William N. Heideman, CMC, WCMC
City Clerk

1505150

**City of Merrill
Water & Sewage Disposal Committee
Wednesday, April 29, 2015 at 5:00 P.M.
Common Council Chambers, City Hall, 1004 East First Street**

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

Others Present Included: City Administrator Dave Johnson, City Attorney Tom Hayden (arr. during the meeting), Utility Superintendent Kim Kriewald, Finance Director Kathy Unertl, Alderman Dave Sukow, Rod Akey, Kurt Wendt, Randy Frokjer, Jeremy Ratliff and City Clerk Bill Heideman.

Call to order

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

Vouchers (February and March)

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

Consider request from Merrill Sheet Metal Works re: leak and water line

This item was initially discussed at the February 25th, 2015 meeting. At that meeting, Utility Superintendent Kriewald reported that, in January, a leak occurred at Merrill Sheet Metal Works, 1204 N. Center Avenue. Representing Merrill Sheet Metal Works, Kurt Wendt has discussed this with Utility Superintendent Kriewald and contends that the line should be designated as a City water main rather than a service line. Research indicates that, when the line was originally installed in 1961, it was designated as a service line. However, the road was widened at a later date, and Mr. Wendt's opinion is that the line should have been designated as a City water main at that time. At that meeting, no action was taken, and the item was placed on the current meeting agenda.

Alderman Norton announced that floor privileges would be granted to Kurt Wendt. Mr. Wendt explained that a plumber (Krueger Plumbing) has investigated the break/leak and determined that the break is beyond Merrill Sheet Metal's meter. Randy Frokjer, who represents Mr. Wendt, then requested the right to speak. City Administrator Johnson suggested that, because City Attorney Hayden was not present to represent the City, floor privileges not be granted to Mr. Frokjer.

City Attorney Hayden then arrived at the meeting. Mr. Frokjer then again asked for floor privileges, which were granted by Alderman Norton. Mr. Frokjer spoke on the issue and also distributed supporting materials.

City Attorney Hayden suggested that more research be done to gather information. Alderman Norton agreed with this and suggested that this issue also be discussed with the Public Service Commission. He added a suggestion that discussion on this continue at the next meeting.

No action was taken at this time.

Consider bids on reroofing of Wastewater Treatment Plant

Information was in the meeting packet. Three bids were received. Maurer Roofing Inc., Marshfield, WI was the low bidder.

1505151

Motion (Burgener/Peterson) to approve the bid of \$152,460 (Base Bid #2=\$84,700, Alternate #2=\$53,900, 10% Contingency=\$13,860) from Maurer Roofing, Inc., for the Wastewater Treatment Plant reroofing project. Carried.

Review 2014 Annual Utility Report to the Public Service Commission

A copy of the report for the year ended December 31st, 2014 was in the meeting packet. Utility Superintendent Kriewald noted that, due to excessive water loss, it will be necessary to conduct a city-wide leak detection program.

No action was necessary, requested or taken.

Consider applying to PSC for simplified water rate increase

Information was in the meeting packet. Due to the severe winter of 2013-2014, the Merrill Water Utility ended up with a negative 0.17% rate of return. The City is eligible for a 3% rate increase.

1505152

Motion (Norton/Burgener) to apply to the Wisconsin Public Service Commission for a 3% Simplified Water Rate (SWR) increase, effective July 1st, 2015. Carried.

Consider prices for engineering services for two projects

Information in the meeting packet states that the water utility needs to replace a water line that runs under the Prairie River, behind the T.B. Scott Library. This project will require directional boring under the river.

A second pending project is upgrading the utilities on East Seventh Street (Lake Street to Elm Street) and associated street reconstruction.

The City sought and accepted quotes for the engineering design associated with these projects. Quotes were received from Clark Dietz, Becher Hoppe and Akey Engineering Services. Because the quotes received from Akey Engineering Services were significantly less than the quotes received from the other two firms, City staff recommends approving the quotes from Akey Engineering Services for the engineering design phase of both projects.

Motion (Peterson/Burgener) to approve the quote of \$6,500 from Akey Engineering Services for water line boring under the Prairie River (behind T.B. Scott Library) and approve the quote of \$7,500 from Akey Engineering Services for the East Seventh Street (Elm Street to Lake Street) utility upgrade and associated street reconstruction project.
Carried.

Because these projects are both capital budgeted items, no Common Council action on the motion is necessary.

Consider prices for engineering services for Seventh Street Project

See previous agenda item.

Review 2016 Utilities Capital Projects List

Information related to potential future capital expenditures/projects was in the meeting packet. Utility Superintendent provided additional verbal details.

It was mentioned that, at this time, the list is only preliminary and subject to change.

No action taken.

Operations Report

The report was in the meeting packet. Utility Superintendent Kriewald reported that it is critical that three blowers be replaced, so \$50,000 that was originally earmarked for Wastewater Treatment Plant lab upgrades will instead be used to replace those blowers.

The Utility Department is in the process of replacing three old fire hydrants.

Public Comment

Alderman Sukow mentioned the percentage of water loss in 2014. He added that, in his opinion, a 3% water rate increase will be acceptable for customers.

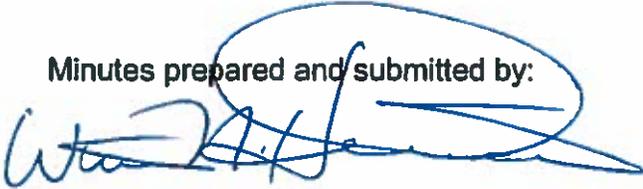
Next meeting

Wednesday, May 20th, 2015 at 5:00 P.M., in the City Hall Common Council Chambers.

Adjournment

Motion (Peterson/Burgener) to adjourn. Carried. Adjourned at 6:01 P.M.

Minutes prepared and submitted by:



William N. Heideman, CMC, WCMC
City Clerk

1505160

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

Voting members present: Mayor Bill Bialecki (Chairperson), Melissa Schroeder, Ken Maule, Alderman Peter Lokemoen, Mike Willman and Ralph Sturm.

Excused absent: Robert Reimann.

Other attendees included: City Administrator Dave Johnson, City Attorney Tom Hayden, Building Inspector/Zoning Administrator Darin Pagel, Alderwoman Kandy Peterson, Alderman Dave Sukow, Fred Heider, Dennis Lawrence, Coleman Peiffer and City Clerk Bill Heideman.

Call to order

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

Public Comment Period

No public comment.

Minutes of April 7th, 2015 meeting

The minutes were in the meeting packet.

Motion (Willman/Schroeder) to approve, as presented, the minutes of the April 7th, 2015 City Plan Commission meeting. Carried.

Mayor Bialecki announced that, on April 14th, 2015, the Common Council approved his appointment of Robert Reimann to the City Plan Commission.

Site Plan for new accessory building from Journey Church

Information was in the meeting packet. Journey Church has submitted a site plan for a new accessory structure at Journey Church, 1212 South Center Avenue.

Building Inspector/Zoning Administrator Pagel reported that City Plan Commission/Common Council consideration is necessary because the site is zoned as public. He has no concerns with the site plan as submitted.

1505161

Motion (Lokemoen/Maule) to approve, as submitted by the Journey Church, the site plan for a new accessory structure at the Journey Church, 1212 South Center Avenue. Carried.

Discuss proposal for Comprehensive Plan update from NCWRPC

The City Comprehensive Plan currently in effect is from 2007. Every seven years, a Comprehensive Plan is to be reviewed and updated.

With that in mind, on December 2nd, 2014, the City Plan Commission approved a proposal from North Central Wisconsin Regional Planning Commission (NCWRCP) to update the 2007 Comprehensive Plan, at a cost of \$20,000.

Representing NCWRCP, Dennis Lawrence, Fred Heider and Coleman Peiffer gave an introductory presentation on the plan update process. Topics in the presentation included:

- Objectives
- Timeline
- Public Participation Plan
- Survey
- Use of Social Media
- Demographics

Handouts distributed:

- Public Participation Plan
- Copy of a survey form used recently in the City of Rhinelander
- City/Township/County/State demographic information

It is anticipated that the entire plan update process will take 12 to 18 months. Several meetings will be held as part of the process. Each meeting is expected to last 1 to 1 ½ hours.

Mayor Bialecki suggested that NCWRCP officials read the strategic plan adopted by the Common Council.

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

Schedule date, time and location of next meeting

Tuesday, June 2nd, 2015, in the City Hall Common Council Chambers. The time of the meeting is to be announced.

Adjournment

Motion (Lokemoen/Schroeder) to adjourn. Carried. Adjourned at 6:12 P.M.

Minutes submitted by:



William N. Heideman, CMC, WCMC
City Clerk

1505170

**Transit Meeting
April 20, 2015**

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

Absent; Mr. Tony Kusserow

No Public Comment

A motion to approve the minutes of the March 16, 2015 Commission meeting was made by Mr. Willis and seconded by Ms. Kunkel. C.U.

The Commission reviewed the 2015 first Quarter stats. Ridership increased by 3%; revenue was down 3%; mileage up 7% due to 500-600 driver training miles. A motion to place the report on file was made by Ms. Kunkel and seconded by Mr. Geiger. C.U.

The Commission discussed the 40th Anniversary of the “Merrill-Go-Round” transportation services. Administrator Grenfell proposed a special anniversary fare box rate of \$0.50 per ride (the 1975 rate) for all day Friday April 24, 2015. A motion to approve the promo/ rate was made by Ms. Kunkel and seconded by Mr. Willis. C.U.

Administrator’s Report:

Mr. Randall English is learning the three afternoon routes over the next three weeks. No new development on the combined Transit /Parks position to report.

Transit has delivered 10-12 archives and items of interest to the Merrill Historical Society for the Transit 125 Celebration this fall. The public has offered a few items for the exhibit as well. We anticipate more to come.

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

Next Transit Meeting: Monday May 18, 2015 @ 4:00 p.m.

T. B. Scott Free Library Board of Trustees
REGULAR MEETING
April 15th, 2015

Minutes

1. Opening

President Mike Geisler called the Regular Meeting of the Board of Trustees to order at 4:05 p.m. in the Library Board Room. Present: Gene Bebel, Katie Breitenmoser, Paul Gilk, Tim Meehean and Kyle Reimann (4:40-). Excused: Richard Mamer, Jim Wedemeyer and Vicki Yelle. Also present: Don Litzer, Mike Schroeder (-4:50), Dave Johnson (4:15 -4:50) and Jacob S. of MP3.

A letter was received from Katie Livingston on behalf of the Wisconsin Music Teachers Association thanking the library for the use of the community room and piano. Mr. Geisler recognized Mr. Bebel for receiving the Jefferson Award for his work on the River Bend Trail.

There was no public comment.

2. Consent Items

M Meehean/S Gilk/C to approve the minutes of the March meeting as printed. M Meehean/S Breitenmoser /C to accept the Monthly Revenue & Expense Report for March as printed.

3. Reports/Discussion Items/Action Items

A. Consideration of Combining City Hall Maintenance & Library Maintenance Supervisor Positions: Ms. Stevens provided board members with a draft of the job description for the combined position as well as a list of issues Mr. Schroeder has encountered in his first two weeks of short-term coverage at City Hall. Discussion included concerns regarding difference in work hours and standard of service expectations for the two buildings. The board advised the Building and Grounds Committee to meet and present a report at the next meeting.

B. Humidifier Replacement Request: M Meehean/S Reimann /C to approve \$8,750 from Endowment Funds for the replacement of a humidifier as presented.

C. Friends of Council Grounds Survey Request: The board approved by consensus the placement of a display and ballot box for a photo contest for the Friends of Council Grounds.

D. Conflict of Interest Policy & Statement Annual Review: M Meehean/S Breitenmoser /C to retain the policy without changes. A signed statement from Board members will be kept on file with the library director.

E. & F. Policy Review: Standard of Conduct for Library Patrons & Policy Review: Temporary Card Holder Policy: M Meehean/S Reimann /C to approve the policies as presented to be reviewed in 2020.

G. Strategic Plan Progress-Goals #4: Ms. Stevens presented staff progress on goals and objectives.

H. Trustee Essential #19-Library Director Certification: Ms. Stevens provided copies of Trustee Essential #19.

H. Reports from Friends/WVLS Representative: A sample of the pens from the library elm tree were available. Pens will be sold by the Friends as a fundraiser. A brief update of WVLS Board of Trustees activities was presented.

4. Forthcoming Events & Library Director Report

- National Library Week and Food for Fines this week.
- Retirement Classroom seminars continue.
- New capital project of phone system replacement in progress.
- TV coverage of National Library Week and author program over the weekend.

5. Adjournment:

The meeting adjourned at 5:00 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on May 20th at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary

1505185

City of Merrill
Redevelopment Authority (RDA)

Tuesday, May 5th, 2015 at 8:00 A.M.
City Hall Council Chambers

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

RDA Absent: None – David Hayes has resigned

Others: Tony Kusserow whose appointment as RDA Commissioner is pending,
Alderspersons Dave Sukow and Tim Meehan, City Administrator Dave
Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl,
Ken Maule from Lincoln County Economic Development Corp., Mike
Morrissey and Mary Rajek from Redevelopment Resources, City Building
Inspector/Zoning Administrator Darin Pagel, Tonia Speener from Clark Dietz,
Dean Fenske from AECOM, Linda Berlin and Tom Curran

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

Public Comment: None.

Approval of meeting minutes from March 31st and April 21st, 2015:

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

Update on pending Wisconsin Legislation related to TIF Study Committee:

Unertl advised that there are various TIF-related bills pending. Proposed adjustments of Merrill TID boundaries and TID Plans will be pursued after State legislature acts. Laufenberg asked about timing. Unertl reported that if before 9/30/2015, the January 1st, 2015 assessed valuations are used. After 9/30/2015, the 2016 assessed valuations are used.

Status Update on Idle Sites grant activities (TID No. 9):

City is still waiting for signed grant agreement from Wisconsin Economic Development Corp. (WEDC). Unertl and Johnson highlighted recent purchase by the River Bend Foundation/City of Merrill of former Wisconsin Public Service property just east of the North Center Avenue bridge (including metal building). Karow asked if this is going to be Rotary Park. Johnson confirmed that there will be recommendation from River Bend Foundation to name this trailhead off South Park Street. The other street improvement and trailhead will be off South Kyes Street. Clark Dietz has been hired by River Bend Foundation for designing/engineering services.

Follow-up on Downton Vision Plan potential implementation:

Chamber/Downtown Business Group List -

A list of items supported by Chamber/Downtown business group was reviewed. The items include implementation of angle parking on East Main Street; City purchase of former Guy's Shop and development as "pocket park"; removing poles and overhead electrical lines behind East Main Street businesses and in alleys between East Main Street and East 1st Street; and repaving the City public parking lot west of Trophy Bar.

Kostman strongly recommended the angle parking for more spots and to slow people down. Laufenberg asked about safety in backing up. Mike Morrissey reported that City of Stevens Point Police noted fewer accidents after angle parking implemented. Schwartzman noted that UPS and Federal Express currently double park which will no longer be possible. Smith asked about plowing snow to the middle. Johnson advised that snow will be pushed to the sides.

Motion (Smith/Karow) to recommend to the Board of Public works that angle parking be implemented on three blocks of East Main Street (i.e. from Courtside Furniture to Cosmo Theatre/public parking lot). Carried.

Board of Public Works potential curb/paving project -

Mayor Bialecki advised that the Board of Public Works on April 29th supported obtaining bids for repaving of City parking lot #3 and Scott and Cleveland Streets between East Main St. and East 1st St. Johnson highlighted proposed landscaping and new curbing for the parking lot west of Trophy Bar.

Motion (Schwartzman/Karow) to recommend obtaining concrete and paving project bids for parking lot #3 and one-block sections of Scott and Cleveland streets (i.e. between E. Main St. and E. 1st St.). Carried.

Potential implementation feasibility and costs for downtown wireless (requested by RDA Commissioner Laufenberg) -

RDA Commissioners reviewed proposed wireless equipment, licensing, and systems engineering cost estimate of about \$25,000 that had been provided by City Information Technology Manager Ron Turner. Turner will be requested to attend the next RDA meeting to provide more information and answer questions (such as lifespan, annual operating costs, coverage range, and relationship to potential fiber infrastructure).

Discussion of additional potential implementation steps -

Schwartzman and Johnson advised that Scott Voigt is now supporting City purchase of the former Guy's Shop parcel and development of "pocket park". Kostman emphasized

Discussion of additional potential implementation steps (Continued) -

that this vacant lot is really not a feasible new building site due to the drop off. Unertl suggested that this could be a potential site for small water feature instead of Streeter Square as proposed in the Downtown Vision Plan. RDA Commissioners noted that individuals would have different appreciation levels for the view of the WPS dam and Wisconsin River. Johnson advised that the River Bend Foundation would be installing signage along the trail related to the history of hydro-power generation.

Smith asked how long before the City would improve the property. Mayor Bialecki recommended obtaining more detailed cost estimates for the "pocket park" and including in 2016 TID No. 6 budget request.

The next RDA meeting will include formal agenda item considering purchase of the former Guy's Shop parcel from Lincoln Community Bank.

Next RDA meeting: Tuesday, June 2nd at 8:00 a.m. Unertl reported that there could be two development agreements for RDA consideration.

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 require a closed session to consider: Potential property acquisitions to facilitate redevelopment opportunities in TID No. 6 (Downtown) and Tax Increment District No. 9 (Wisconsin River area)

Motion (Schwartzman/Smith) to move into closed session. Carried on roll call vote at 8:40 a.m. There was no discussion related to properties in TID No. 9.

Extensive discussion of delinquent tax parcels located in TID No. 6. There is lease revenue going to the current property owner/business owner; however, the 2007 through 2014 property taxes are delinquent and Lincoln County has not foreclosed. City is unable to disconnect utility service under Wisconsin Public Service Commission regulations. For 2014, almost \$2,000 in delinquent utilities was placed as special charges on tax roll.

City representatives will request meeting with Lincoln County Forestry Committee who has policy oversight related to delinquent tax properties.

Adjournment: Motion (Smith/Schwartzman) to adjourn. Carried at 9:05 a.m.

Minutes prepared by RDA Secretary Kathy Unertl

ZONING BOARD OF APPEALS MINUTES
May 5, 2015, 6:00 p.m.

PRESENT: Zoning Administrator Pagel, Ron Burrow, Dean Haas, Dave Sukow, Bill Schneider, Jim Koebe, Adam Rekau

Absent: Mark Peterson

ZA Pagel called the meeting to order at 6:00 pm in the Basement Conference Room.

Motion to approve February 11, 2015 minutes Mr. Sukow, second Mr. Haas, carried.

ZA Pagel read the meeting notice.

Motion to open hearing Mr. Sukow, second Mr. Haas, carried.

ZA Pagel briefed the Board on the request and explained the situation. Bo Bennish, owner spoke in favor of the variance due to need of parking his personal vehicles. He stated he was not aware of the requirements and there were many other properties in his neighborhood in violation. A discussion ensued between Board members, Mr. Bennish, and ZA Pagel in regard to ordinance requirements and what square footage would be reasonable for parking area. Mr. Bennish also stated he was planning on building a garage. ZA Pagel stated that the garage size limitations are separate from the parking limitations.

Motion to close hearing Mr. Sukow , second Mr. Koebe , carried.

Motion to approve the variance by Mr. Sukow, second Mr. Koebe, with the following conditions:

- 1.) A code conforming garage would be built on site to a maximum of 640 sq.ft. by November 1, 2015.**
- 2.) The area of improved surface is until the garage is constructed is limited to 1280 sq.ft. and must be corrected immediately.**
- 3.) At the completion of the garage by November 1, 2015, the maximum improved surface parking area may be 640 sq.ft.**
- 4.) Failure to comply by the November 1, 2015 date, will result in the improved surface be reduced to 640 sq.ft.**

Motion carried unanimously.

Next item on the agenda was to appoint a ZBA Chairman.

Motion to nominate Mr. Schneider by Mr. Haas, second Mr. Burrow, carried unanimously

With no other business and no additional public comment:

Motion to adjourn Mr. Koebe, second Mr. Schneider, carried.

Meeting adjourned 6:40pm

Darin Pagel, Recording Secretary.

**City of Merrill
Board of Canvass
Monday, April 13, 2105 at 8:45 A.M.
City Hall Common Council Chambers**

Members Present: Ron Turner, Kathy Seubert and City Clerk Bill Heideman

Others Present: None

The meeting was called to order by City Clerk Heideman at 8:50 a.m.

City Clerk Heideman stated that the purpose of the Board of Canvass is to process any late-arriving ballots and/or provisional ballots for the April 7th, 2015, election. He reported that there were no provisional ballots and there was one late-arriving ballot.

The Board of Canvass completed a Record of MBOC Activity and forms GAB-104AP and GAB-106AP to record that there were no provisional ballots in Districts 1 through 8, and one late-arriving ballot in District 3.

The Board of Canvass processed the late-arriving ballot. They reviewed the ballot and determined that it was post-marked April 6th, 2015, and received in the City Clerk's office on April 10th, 2015, which falls in the time frame to qualify as a late-arriving ballot and be counted. The voter was verified as a registered voter. The Absentee Ballot Certification was signed and had the required witness signature. The Tally Sheet was completed to record the votes on the ballot. The ballot was placed in the Absentee Ballot container bag and properly sealed.

City Clerk Heideman will deliver the completed reports to the County Clerk's office to verify the results of the Municipal Board of Canvass.

Public Comment – none.

Motion by Ron Turner, seconded by Kathy Seubert, to adjourn. Carried.

Adjourned at 9:30 a.m.

Minutes prepared and submitted by Kathy Seubert

1505250

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 add Truck Routes

ORDINANCE NO. 2015-
Introduced: May 12, 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 City truck routes. 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 twenty 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 Permitted deviations. For the purpose of making pickups or deliveries at locations off the city truck routes, vehicles having a gross weight in excess of twenty 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
Champagne Street
Taylor St. between Champagne St. and Hwy 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

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. The complete reconstruction of the following:

Superior Street from Grand Avenue to W. 10th Street
W. Tenth Street from Superior Street to North State Street

This project involves the installation of:

- a. Asphalt road reconstruction with curb, gutter, and sidewalk
- b. Water main
- c. Sanitary Sewer
- d. Storm Sewer
- e. Water and sewer laterals where needed.

B. Said public improvements shall include, where appropriate:

1. The Grading of said street.
2. The surfacing of said street with asphalt.
3. The installation of curb and gutter on said street.
4. The installation, removal or replacement of sidewalk, driveway and curb and gutter on said street.
5. The installation of water main and water laterals on said street.
6. The installation of sanitary sewer and sewer laterals on said street.
7. All improvements shall be done to plans and specifications prepared by the City's contracted engineer.

C. The Common Council determines that the above improvements constitute an exercise of the police power and the amount assessed each parcel abutting on the street shall be on a reasonable basis as approved by the Common Council and which rates are in effect at the time of installation in accordance with special assessment procedures set forth in provisions of Chapter 18, Article III, Division 3 of the Code of Ordinances, City of Merrill, Wisconsin.

D. The assessments against any parcels of land may be paid in cash not later than November 1 of the year such improvements are made, or in installments as provided by Chapter 18, Article III, Division 3 of the Code of Ordinances, City of Merrill, Wisconsin. Rate of interest on installment payments shall be as set by Common Council action.

1505261

RESOLUTION NO.

**A RESOLUTION HONORING RITA POYER FOR HER LONG-TIME SERVICE TO
THE CITY OF MERRILL**

WHEREAS, Rita Poyer has served the City of Merrill at City Hall for 9 years, from March 13, 2006 to April 22, 2015; and,

WHEREAS, these years of service have been marked by exemplary dedication to the best interests of our community, and the safety and well-being of our employees and citizens; and

WHEREAS, Rita Poyer has earned the respect of her fellow employees by the way in which she has carried out her responsibilities; and

WHEREAS, Rita Poyer's knowledge and experience will be missed at City Hall;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 12th day of May, 2015, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the dedicated and faithful service Rita Poyer has given the City of Merrill and commends her for those 9 years of service.

BE IT FURTHER RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN, that we hereby commend the meritorious and dedicated service of Rita Poyer, congratulate her upon the occasion of her retirement from the City of Merrill, and extend our warmest wishes for her enjoyment and continued prosperity in the years that lie ahead.

Recommended: Common Council

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk