



# CITY OF MERRILL

## COMMON COUNCIL

AGENDA • TUESDAY JANUARY 12, 2016

**Regular Meeting**

**City Hall Council Chambers**

**7:00 PM**

1. Call to Order
2. Silent Prayer
3. Pledge of Allegiance
4. Roll Call
5. Public Comment Period
6. Minutes of previous Common Council meeting(s):
  1. Minutes of December 8, 2015
7. Revenue & Expense Reports(s):
  1. Revenue & Expense Report as of December 31, 2015
8. General agenda items:
  1. Claim filed by Suzanne Zwaard for damages to her vehicle from a manhole on Alexander Street, on October 14, 2015. The City's insurance carrier recommends that the claim be disallowed. This recommendation is based on the fact that an investigation by the insurance carrier revealed no negligence on behalf of the City. The City did not have prior actual or constructive notice of the manhole condition which allegedly caused the incident.
  2. Consider City withdrawal from the Local Government Property Insurance Fund (LGPIF), effective March 1, 2016. This is being brought to the Common Council by Mayor Bialecki.
9. Board of Public Works:
  1. Consider recycling contract proposals. The Board of Public Works recommends approving the five-year contract proposal from Eagle Waste and Recycling, at a cost to the City of \$0.00 per ton.
10. City Plan Commission:
  1. Site Plan for Merrill Festival Grounds Multipurpose Building. The City Plan Commission recommends approval.
11. Health and Safety Committee:
  1. Application from Rotary Club of Merrill for a temporary "Class B" (picnic) license to sell fermented malt beverages and wine at an Artisan Showcase at Bell Tower Assisi Hall, 1500 O'Day Street, on Saturday, February 13, 2016. The Health and Safety Committee recommends approval.

2. Application from Rotary Club of Merrill for a temporary "Class B" (picnic) license to sell fermented malt beverages and wine at a St. Patrick's Day event at Bell Tower Assisi Hall, 1500 O'Day Street, on Thursday, March 17, 2016. The Health and Safety Committee recommends approval.
12. Redevelopment Authority:
  1. Consider bids for demolition and abatement project at 2200 Sturdevant Street (former Page Milk property). The Redevelopment Authority recommends approving the bid of \$231,000 from C&D Excavating.
13. Placing Committee Reports on File:
  1. Consider placing the following committee reports on file: Board of Public Works, City Plan Commission, Community Development Committee, Health & Safety Committee, Housing Authority, Library Board, Parks & Recreation Commission, Police & Fire Commission, Redevelopment Authority and Water & Sewage Disposal Committee.
14. Mayor's Appointments:
  1. Election Officials for 2016-2017
15. Ordinances:
  1. Consider amending Code of Ordinances Chapter 26, Article II, to add Section 26-35, related to trespassing. The Health and Safety Committee recommends approval.
16. Resolutions:
  1. A Resolution approving a Certified Survey Map on Rae Road in the Town of Scott by Lise Stefronik, Trustee. The City Plan Commission recommends approval.
  2. A Resolution authorizing a Development Agreement by and between the City of Merrill, Wisconsin and Mark Raymer (for 1504 West Main Street rehabilitation). The Redevelopment Authority recommends approval.
  3. A Resolution on advance land acquisition loan & responsibility and performance notes related to Merrill Municipal Airport.
  4. A Resolution honoring Christopher A. Hartwig for his long-term service to the City of Merrill.
  5. A Resolution honoring Richard A. Lupton for his long-term service to the City of Merrill.
  6. A Resolution honoring Michael Saal for his long-term service to the City of Merrill.
  7. A Resolution honoring Terence Vanden Heuvel for his long-term service to the City of Merrill.
  8. A Resolution honoring Mary T. Weege for her long-term service to the City of Merrill.

17. Mayor's Communications
18. 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.



# CITY OF MERRILL

## COMMON COUNCIL

### MINUTES • TUESDAY DECEMBER 8, 2015

**Regular Meeting**

**City Hall Council Chambers**

**7:00 PM**

**1. Call to Order**

Mayor Bialecki called the meeting to order at 7:00 P.M.

Attendee Name	Title	Status	Arrived
Chris Malm	Aldersperson - First District	Present	
Pete Lokemoen	Aldersperson - Second District	Present	
Ryan Schwartzman	Aldersperson - Third District	Present	
Kandy Peterson	Aldersperson - Fourth District	Present	
John Burgener	Aldersperson - Fifth District & President	Present	
Dave Sukow	Aldersperson - Sixth District	Present	
Rob Norton	Aldersperson - Seventh District	Present	
Tim Meehean	Aldersperson - Eighth District	Present	
Bill Bialecki	Mayor	Present	

Also in attendance: Transit Director Rich Grenfell, City Attorney Tom Hayden, City Administrator Dave Johnson, Street Commissioner Richard Lupton, Police Chief Ken Neff, Building Inspector/Zoning Administrator Darin Pagel, Fire Chief Dave Savone, Finance Director Kathy Unertl, Park and Recreation Director Dan Wendorf and City Clerk Bill Heideman. Enrichment Center Director Tammie Mrachek and Library Director Stacy Stevens had excused absences.

**2. Invocation by Pastor Andy Perry, Bible Presbyterian Church**

**3. Pledge of Allegiance**

**4. Roll Call**

**5. Public Comment Period**

There was no public comment.

**6. Minutes of previous Common Council meeting(s):**

**1. Minutes of November 10, 2015 meeting**

Motion (Burgener/Sukow) to approve.

Alderman Sukow requested that the November 10<sup>th</sup>, 2015 Committee of the Whole meeting minutes be amended, in the section where bathrooms at Riverside Park were discussed. He stated that the discussion at the meeting was regarding bathrooms at Stange Park, not Riverside Park. City Clerk Heideman acknowledged this and requested that he be allowed to amend the minutes to refer to Stange Park. Without objection, it was so ordered.

**RESULT: APPROVED**

**7. Revenue & Expense Reports(s):**

**1. Revenue & Expense Report as of November 30, 2015**

Motion (Burgener/Sukow) to approve.

**RESULT: APPROVED**

8. **Public Hearing(s):**

1. **Public Hearing on Charter Ordinance to eliminate the Street Commissioner as an elected officer**

Mayor Bialecki declared the public hearing open.

Steve Hass, 702 East Sixth Street, spoke in favor of retaining an elected Street Commissioner.

Bill Heideman, 1006 East Seventh Street, spoke in favor of retaining an elected Street Commissioner.

Gene Bebel, 607 Cedar Street, spoke in favor of eliminating the elected Street Commissioner position.

Mayor Bialecki declared the public hearing closed.

9. **General agenda items:**

1. **Claim filed by Laana Gartmann for damages to her vehicle from a manhole cover on West Main Street, on October 15, 2015. The City's insurance carrier recommends that the claim be disallowed. This recommendation is based on the fact that an investigation by the insurance carrier revealed no negligence on behalf of the City. The City did not have prior actual or constructive notice of the manhole condition which allegedly caused the incident.**

Motion (Schwartzman/Peterson) to disallow the claim.

**RESULT: DISALLOWED**

2. **Employee Years of Service Recognition:**

**Tim S. Koenig, 15 years (Transit Department)**

City Clerk Heideman read a certificate of recognition for Tim Koenig.

3. **Presentation by River District Development Foundation on a TAP grant proposal being submitted for the River Bend Trail.**

The agenda item request was in the meeting packet. No other written information was provided.

Gene Bebel reported that the River District Development Foundation has asked the City of Merrill to apply for a TAP grant. Although the River District Development Foundation cannot apply for this grant, the City of Merrill could apply.

Motion (Norton/Meehean) to authorize the grant application.

**RESULT: APPROVED**

10. Personnel and Finance Committee:

- 1. Bids on City sale of vacant lot at 501 East Second Street.

Motion (Schwartzman/Meehean) to approve the bid of \$100 from Mark Raymer.

**RESULT: APPROVED**

11. Placing Committee Reports on File:

- 1. Consider placing the following minutes on file: Board of Public Works, Committee of the Whole (as amended earlier in the meeting), Community Development Committee, Health & Safety Committee, Housing Authority, Library Board, Merrill Enrichment Center Committee, Redevelopment Authority and Transit Commission.

Motion (Sukow/Burgener) to place on file.

**RESULT: PLACED ON FILE**

12. Resolutions

- 1. A Resolution ratifying the January 1, 2016 to December 31, 2017 contact between the City of Merrill and the International Association of Firefighters Local 847 (Resolution #2433).

WHEREAS, negotiations between the City of Merrill and the International Association of Firefighters Local 847 have culminated a tentative contract agreement;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 8<sup>th</sup> day of December, 2015, that the City of Merrill accept the terms and conditions for the January 1, 2016 to December 31, 2017 employment years according to the terms of the contract between the City of Merrill and the International Association of Firefighters Local 847 on file in the City Clerk's office. Said changes and amendments in the terms and conditions to the January 1, 2016 to December 31, 2017 contract shall be effective January 1, 2016. The existing agreement shall be modified accordingly.

Motion (Schwartzman/Burgener) to approve.

**RESULT: APPROVED**

- 2. Resolution authorizing public WI-FI/Internet expenditures from cable television franchise fees (Resolution #2434).

WHEREAS, Resolution No. 2048 adopted on April 10, 2007 clarified fiscal issues related to cable television (CATV) franchise ordinance fees; and

WHEREAS, there has been expansion of cable providers to include internet and telephone services; and

WHEREAS, technology has continued to evolve including integration of cable television, live-streaming, cellular phone, public Wi-Fi; and internet; and

WHEREAS, it is important for an informed citizenry and public access to information;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 8<sup>th</sup> day of December, 2015, that public Wi-Fi/internet capabilities are authorized to be funded through Cable Television Franchise Ordinance Fees.

Motion (Meehean/Schwartzman) to approve.

<b>RESULT:</b>	<b>APPROVED</b>
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3. A Resolution Authorizing a Development Agreement by and between the City of Merrill, Wisconsin and Alamsa LLC (Resolution #2435).

WHEREAS, the Common Council of the City of Merrill created Tax Increment District (TID) No. 6 on May 12, 2009 and amended the district boundary and plan on September 22, 2015; and,

WHEREAS, Alamsa, LLC is purchasing a vacant lot and constructing a new two-story commercial building at 900 East 1<sup>st</sup> Street within TID No. 6; and,

WHEREAS, the City of Merrill finds that the proposed development and the fulfillment of the items and conditions of the attached Development Agreement are in the vital and best interest of the City of Merrill, the Merrill Redevelopment Authority and City residents and serves a public purpose in accordance with State law; and,

WHEREAS, additional tax base will be generated, existing jobs retained, and an important community service provided, and,

WHEREAS, Alamsa, LLC has negotiated the development agreement to provide an incentive payment not to exceed \$75,000 to facilitate new building construction;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 8<sup>th</sup> day of December, 2015, that the Mayor and City Clerk are authorized to sign the development agreement by and between the City of Merrill and Alamsa, LLC and to facilitate the implementation thereof.

Motion (Schwartzman/Peterson) to approve.

**RESULT: APPROVED**

13. Ordinances:

1. A Charter Ordinance eliminating the Street Commissioner as an elected officer.

ORDINANCE 2015-C1

This charter ordinance was given a first reading at the November 10<sup>th</sup>, 2015 Common Council meeting.

City Attorney Hayden gave the charter ordinance a second reading.

Motion (Norton/Malm) to suspend the rules and give the charter ordinance a third reading by title only. Carried.

City Attorney Hayden gave the charter ordinance a third reading.

Motion (Schwartzman/Norton) to approve.

**RESULT: APPROVED [7 TO 0]**  
**AYES:** Malm, Lokemoen, Schwartzman, Peterson, Burgener, Norton, Meehean  
**ABSTAIN:** Sukow

2. Ordinance amending Code of Ordinances Section 18-122, related to Special Assessment Installment Payment procedures.

ORDINANCE 2015-19

City Attorney Hayden gave the ordinance a first reading.

Motion (Schwartzman/Norton) to suspend the rules and give the ordinance a second reading and a third reading by title only. Carried.

City Attorney Hayden gave the ordinance a second reading and a third reading.

Motion (Schwartzman/Meehean) to approve.

**RESULT: APPROVED [UNANIMOUS]**  
**AYES:** Malm, Lokemoen, Schwartzman, Peterson, Burgener, Sukow, Norton, Meehean

3. Ordinance amending Code of Ordinance Chapter 32, Article IV, Section 32-88(f)(1), related to bond refunds for street openings.

ORDINANCE 2015-20

City Attorney Hayden gave the ordinance a first reading.

Motion (Schwartzman/Meehean) to suspend the rules and give the ordinance a second reading and a third reading by title only. Carried.

City Attorney Hayden gave the ordinance a second reading and a third reading.

Motion (Schwartzman/Peterson) to approve.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>AYES:</b>	Malm, Lokemoen, Schwartzman, Peterson, Burgener, Sukow, Norton, Meehean

#### 14. Mayor's Communications

Alderman Bialecki thanked Street Commissioner Lupton and Chirs Hartwig for their years of service.

The Merrill Go Round Tour of Lights will be December 9<sup>th</sup>.

Mayor Bialecki commented on the beauty of all the Christmas decorations around the City. He thanked the Caylor family for the decorations at the Gazebo.

Mayor Bialecki stated that 2015 was a good year for the City of Merrill. He concluded by wishing everybody a Merry Christmas.

#### 15. Adjournment

Motion (Burgener/Schwartzman) to adjourn. Carried. Adjourned at 7:38 P.M.

  
 William R. Bialecki  
 Mayor

  
 William N. Heideman, CMC, WCMC  
 City Clerk

I, William N. Heideman, City Clerk of the City of Merrill, Wisconsin, do hereby certify that the Mayor approved the above action of the Common Council on December 14<sup>th</sup>, 2015.

  
 William N. Heideman, CMC, WCMC  
 City Clerk

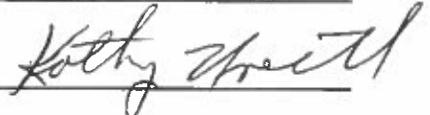
1004 East First Street  
Merrill, Wisconsin 54452  
Phone (715) 536-5594  
Fax (715) 539-2668  
E-Mail [Kathy.Unertl@ci.merrill.wi.us](mailto:Kathy.Unertl@ci.merrill.wi.us)

**The City of Merrill**

To: Alderpersons

Kathy Unertl, Finance Director

Mayor Bill Bialecki



Date: January 5, 2016

Re: Revenue & Expense – December 2015

with February 2016 Council agenda packet

For Action  For Information  Please Review  Please Reply  Per Your Request

The December 2015 Revenue & Expense Reports will be provided with the February 2016 Common Council agenda.

There are numerous pending 2015 year-end fiscal transactions including mid-January accounts payable checks that will be posted to December 31<sup>st</sup>, 2015.

Following are the 12/31/2015 fiscal status of:

- Aquatic Center Construction
- Grandstand Construction (Merrill Festival Grounds)
- Room Tax – 2015 Receipts and Disbursements

The City 0.4% will be used to offset Merrill Festival Grounds expenses.

7.1.a

Attachment: Revenue and Expense Report (1461 : Revenue &amp; Expense Report as of December 31, 2015)

Packet Pg. 12

City of Merrill - Aquatic Center Fiscal Overview

As of 12/31/2015

Expenses	Contract or Start-up	Paid through 12/15/2015	Paid in 2016	Contract Balance
Water Technology Inc.	\$230,500.00	\$214,080.50		\$16,419.50
Miron Construction Co.	\$2,567,755.57	\$2,106,032.37		\$461,723.20
Miron - Change Orders	\$9,652.30			\$9,652.30
Splashtacular	\$194,044.00	\$2,422.00		\$191,622.00
Advantage Purchasing LLC*	\$884,122.43	\$528,067.89		\$356,054.54
WPS - Electric/Natural Gas	\$13,699.52	\$13,699.52		\$0.00
<b>Other - To be determined</b>				
Furniture, Fixtures, etc.				
Deck chairs/lane lines/rescue/etc.				
Technology-Related	\$4,611.59	\$4,611.59		
Public Address System				
Sidewalk/Path (along MARC Dr.)?				
Access Way/Parking Lot?				
Street & Parking Lot Lighting?				
Bids - Legal/Plan Specs	\$3,480.12	\$3,480.12		\$0.00
Permits - WI DNR	\$140.00	\$140.00		\$0.00
<b>Total Expenditures</b>	<b>\$3,908,005.53</b>	<b>\$2,872,533.99</b>	<b>\$0.00</b>	<b>\$1,035,471.54</b>

Other Expenses \$21,931.23

Projected Available \$167,094.47

\*Through Miron Construction Co. - purchase of materials without State Sales Tax (\$59,165) which was included in the \$3,643,500 original construction bid

Revenue

	2014	2015	Pledged*	Total
Bierman Foundation	\$1,125,000.00	\$2,450,000.00	\$425,000.00	\$4,000,000.00
Other Donations		\$39,100.00		\$39,100.00
Pledges			\$36,000.00	\$36,000.00
Interest Income		\$3,634.51		\$3,634.51
<b>Total Revenues</b>	<b>\$1,125,000.00</b>	<b>\$2,492,734.51</b>	<b>\$461,000.00</b>	<b>\$4,075,100.00</b>

Cash Received \$3,617,734.51

\*City will internally cash flow pledged donation(s) until sometime in 2016.  
Aquatic Fiscal Status

Revised: 1/05/2016

REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2015

24 -Merrill Festival Grounds  
Grandstand

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<u>Intergovernmental</u>					
45237-43800 Lincoln County-Reimb	0.00	351,975.00	351,975.00	0.00	( 351,975.00)
TOTAL Intergovernmental	0.00	351,975.00	351,975.00	0.00	( 351,975.00)
<u>Miscellaneous Revenues</u>					
45237-48507 Former Fairgrounds Donations	0.00	2,593.87	2,593.87	0.00	( 2,593.87)
TOTAL Miscellaneous Revenues	0.00	2,593.87	2,593.87	0.00	( 2,593.87)
<b>TOTAL REVENUES</b>	<b>0.00</b>	<b>354,568.87</b>	<b>354,568.87</b>	<b>0.00</b>	<b>( 354,568.87)</b>
<b>EXPENDITURES</b>					
<u>Contractual Services</u>					
55237-02-24250 Electrical Repair/Maint	0.00	0.00	3,378.63	0.00	( 3,378.63)
55237-02-57500 Contract Engineering	0.00	6,718.75	7,438.75	0.00	( 7,438.75)
TOTAL Contractual Services	0.00	6,718.75	10,817.38	0.00	( 10,817.38)
<u>Capital Outlay</u>					
55237-08-75500 Grandstand Construction	0.00	351,975.00	351,975.00	0.00	( 351,975.00)
55237-08-95555 Arena Site - Clay	0.00	0.00	877.50	0.00	( 877.50)
TOTAL Capital Outlay	0.00	351,975.00	352,852.50	0.00	( 352,852.50)
<b>TOTAL EXPENDITURES</b>	<b>0.00</b>	<b>358,693.75</b>	<b>363,669.88</b>	<b>0.00</b>	<b>( 363,669.88)</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>0.00</b>	<b>( 4,124.88)</b>	<b>( 9,101.01)</b>	<b>0.00</b>	<b>9,101.01</b>

REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2015

24 -Merrill Festival Grounds  
Room Tax

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<u>Taxes (or Utility Rev.)</u>					
45304-41210 Room Tax	0.00	54,502.31	54,502.31	0.00	( 54,502.31)
TOTAL Taxes (or Utility Rev.)	0.00	54,502.31	54,502.31	0.00	( 54,502.31)
<b>TOTAL REVENUES</b>	0.00	54,502.31	54,502.31	0.00	( 54,502.31)
<b>EXPENDITURES</b>					
<u>Supplies &amp; Expenses</u>					
55304-03-41000 MARC - PR/Marketing	0.00	6,809.17	6,809.17	0.00	( 6,809.17)
55304-03-50000 Tourism Committee-Chamber	0.00	40,855.02	40,855.02	0.00	( 40,855.02)
TOTAL Supplies & Expenses	0.00	47,664.19	47,664.19	0.00	( 47,664.19)
<b>TOTAL EXPENDITURES</b>	0.00	47,664.19	47,664.19	0.00	( 47,664.19)
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	0.00	6,838.12	6,838.12	0.00	( 6,838.12)
<b>FUND TOTAL REVENUES</b>	0.00	409,071.18	409,071.18	0.00	( 409,071.18)
<b>FUND TOTAL EXPENDITURES</b>	0.00	406,495.28	414,499.88	0.00	( 414,499.88)
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	0.00	2,575.90	( 5,428.70)	0.00	5,428.70

\*\*\* END OF REPORT \*\*\*

CITY OF MERRILL											
2014 - 2015 ROOM TAX VERIFICATION											
Name	Qtr.	Gross Room Receipts	Non-transient Room Receipts	Taxable Receipts	Room Tax owed (3.9%)	TOTAL DUE			3% TO TOURISM	.5% TO MARC	.4% KE BY CIT
2014	4	\$ 407,457.11	\$ 54,167.48	353,289.63	\$ 13,778.30	\$ 13,778.30			\$ 10,598.69	\$ 1,766.45	\$ 1,413
2015	1	\$ 284,754.15	\$ 28,107.81	256,646.34	\$ 10,009.21	\$ 10,009.21			\$ 7,699.39	\$ 1,283.23	\$ 1,026
2015	2	\$ 352,936.40	39,997.42	312,938.98	\$ 12,204.62	12,204.62			9,388.17	\$ 1,564.69	1,251
2015	3	\$ 476,065.19	37,106.09	438,959.10	\$ 17,119.40	17,119.40			13,168.77	\$ 2,194.80	1,755
<b>TOTALS</b>		<b>\$ 1,521,212.85</b>	<b>\$ 159,378.80</b>	<b>\$ 1,361,834.05</b>	<b>\$ 53,111.53</b>	<b>\$ 53,111.53</b>			<b>\$ 40,855.02</b>	<b>\$ 6,809.17</b>	<b>\$ 5,447</b>
						\$54,502.31	City Room Tax 2015 Receipts				
2014	3	City disbursed to Tourism/Chamber 12/22/2014				\$1,390.78		\$ 1,069.83	\$ 178.31	\$ 142	
		City disbursed to MARC - Promotion 12/23/2014				Receipted 1/5/2015 (Should have been 2014 Revenue)					

Attachment: Revenue and Expense Report (1461 : Revenue & Expense Report as of December 31, 2015)



**Statewide Services, Inc.**

Claim Division  
 24 Hour Telephone: 877-204-9712  
 FAX: 800-858-1538  
 Email: [StatewideClaimsReporting@statewidesvcs.com](mailto:StatewideClaimsReporting@statewidesvcs.com)

NOTICE OF:

- CLAIM (submitted for consideration of payment)
- INCIDENT NOTICE (Record of purpose – may develop into claim)

<b>INSURED INFORMATION</b>	
Insured Name: <b>City of Merrill</b>	Policy #: <b>35014</b>
Contact Person: <b>Bill Heideman</b>	Title/Position: <b>City Clerk</b>
Address: <b>1004 E. First Street, Merrill, WI 54452</b>	Phone #: <b>715-536-5594</b>
Email Address: <b>Bill.Heideman@ci.merrill.wi.us</b>	Fax #: <b>715-539-2668</b>

(If applicable) Add'l Contact Person: <b>Kathy Seubert</b>	Title/Position: <b>Administrative Assistant</b>
Phone #: <b>715-536-5594</b>	Email Address: <b>Kathy.Seubert@ci.merrill.wi.us</b>
Fax #: <b>715-539-2668</b>	

**LOSS INFORMATION - DESCRIBE HOW LOSS OCCURRED**

HIT OPEN MANHOLE IN THE MIDDLE OF THE STREET  
 DAMAGING RIM AND BLOWING OUT TIRE.

ATTACH ADDITIONAL COPIES AS NEEDED

REPORTED TO (POLICE OR FIRE DEPT.) <b>MERRILL POLICE DEPT.</b>	REPORT # <b>JB3KFRD</b>															
LOCATION OF CLAIM/INCIDENT <b>ALEXANDER ST.</b>	DATE OF CLAIM/INCIDENT <b>10/14/15</b>															
Department/Operation																
<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Admin/General Operations</td> <td><input type="checkbox"/> Fire Dept. – Volunteer</td> <td><input type="checkbox"/> Public Works – Tree Care</td> </tr> <tr> <td><input type="checkbox"/> Cemetery</td> <td><input type="checkbox"/> Police</td> <td><input type="checkbox"/> Public Works – Other</td> </tr> <tr> <td><input type="checkbox"/> Electric Utility</td> <td><input type="checkbox"/> Public Works – Park &amp; Rec.</td> <td><input type="checkbox"/> Water Utility</td> </tr> <tr> <td><input type="checkbox"/> EMS</td> <td><input type="checkbox"/> Public Works – Streets-Snow/Maintenance</td> <td><input type="checkbox"/> Transit _____</td> </tr> <tr> <td><input type="checkbox"/> Fire Dept. – Paid</td> <td><input type="checkbox"/> Public Works – Sewer &amp; Water</td> <td><input type="checkbox"/> Other _____</td> </tr> </table>		<input type="checkbox"/> Admin/General Operations	<input type="checkbox"/> Fire Dept. – Volunteer	<input type="checkbox"/> Public Works – Tree Care	<input type="checkbox"/> Cemetery	<input type="checkbox"/> Police	<input type="checkbox"/> Public Works – Other	<input type="checkbox"/> Electric Utility	<input type="checkbox"/> Public Works – Park & Rec.	<input type="checkbox"/> Water Utility	<input type="checkbox"/> EMS	<input type="checkbox"/> Public Works – Streets-Snow/Maintenance	<input type="checkbox"/> Transit _____	<input type="checkbox"/> Fire Dept. – Paid	<input type="checkbox"/> Public Works – Sewer & Water	<input type="checkbox"/> Other _____
<input type="checkbox"/> Admin/General Operations	<input type="checkbox"/> Fire Dept. – Volunteer	<input type="checkbox"/> Public Works – Tree Care														
<input type="checkbox"/> Cemetery	<input type="checkbox"/> Police	<input type="checkbox"/> Public Works – Other														
<input type="checkbox"/> Electric Utility	<input type="checkbox"/> Public Works – Park & Rec.	<input type="checkbox"/> Water Utility														
<input type="checkbox"/> EMS	<input type="checkbox"/> Public Works – Streets-Snow/Maintenance	<input type="checkbox"/> Transit _____														
<input type="checkbox"/> Fire Dept. – Paid	<input type="checkbox"/> Public Works – Sewer & Water	<input type="checkbox"/> Other _____														
TIME <input type="checkbox"/> A.M. <b>1901</b> <input checked="" type="checkbox"/> P.M.	DATE INSURED NOTIFIED															

<b>PROPERTY OF OTHERS LOSS INFORMATION</b>		
DESCRIBE PROPERTY (If auto, include year, make, model, plate no.)	OTHER VEHICLE / PROPERTY. INS? <input type="checkbox"/> YES <input type="checkbox"/> NO	COMPANY OR AGENCY NAME & POLICY NO.
OWNER'S NAME & ADDRESS	BUSINESS PHONE	RESIDENCE PHONE
DESCRIBE DAMAGE	ESTIMATE AMOUNT	WHERE CAN DAMAGE BE SEEN?



BOX 1630 • 1123 CEDAR STREET • GREEN BAY, WI 54305-1630  
920-435-8301 • FAX 920-431-7615



KELLY, MICHELIN, FIRESTONE, BRIDGESTONE, YOKOHAMA HANKOOK,  
GENERAL/CONTINENTAL GOODYEAR

GARY FRALICK  
SALES

209 W. DAVENPORT ST.  
RHINELANDER, WI 54501  
715-365-8473

800-278-0000  
Fax 715-365-8473  
gfralick@pompstire.cc

2014 Buick Enclave

18 in WHEEL  
RECON

\$189.00  
plus core \$50.00

1-215-55R18

CONTI PRO. CONT.

\$173.50

Mount + Balance

12.00

ESTIMATE

10/21/2015 10:55 715-539-2668

CITY OF MERRILL

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PK2012

POLICE # 15018259

ACCIDENT #

<input checked="" type="checkbox"/> Reportable Accident		<input type="checkbox"/> On Emergency		<input type="checkbox"/> Amended		DOT Document Number JB3KFR0		Document Override Number	
Agency Accident Number				Police Number 15018259					
4 - Accident Date 10/14/2015		5 - Time of Accident (Military Time) 1901		6 - Total Units 03		7 - Total Injured 00		8 - Total Killed 00	
2 - County LINCOLN - 35		3 - Municipality MERRILL - 83, CITY				11 - Accident Location NON-INTERSECTION			
14 - On Hwy No. 084		14 - On Street Name EB			14 - Bus/FmVRmp		15 - Est. Distance 285 FT		18 - Hwy Dir EAST
18 - Fr/At Hwy No.		18 - From/At Street Name ALEXANDER ST S			16 - Business/Frontage/Ramp				
17 - Structure Type		17 - Structure Number		12 - Latitude 45.178827		13 - Longitude -89.733596			
80 - First Harmful Event OTHER OBJECT- NOT FIXED				83 - Manner of Collision NO COLLISION WITH MOTOR VEHICLE IN TRANSPORT					
112 - Access Control NO CONTROL		113 - Road Curvature STRAIGHT		113 - Road Terrain LEVEL/FLAT		Surface Type BLACKTOP, BITUMINOUS, OR ASPHALT - 2			
115 - Traffic Way NOT-PHYSICALLY-DIVIDED-(2-WAY TRAFFIC)									
117 - Relation To Roadway ON-ROADWAY									
114 - Light Condition DARK-LIGHTED			116 - Road Surface Condition DRY			118 - Weather CLEAR			
<input type="checkbox"/> Hit and Run		<input checked="" type="checkbox"/> Government Property			<input type="checkbox"/> Fire		<input checked="" type="checkbox"/> Photos Taken		<input type="checkbox"/> Trailer or Towed
<input type="checkbox"/> Truck, Bus, or Hazardous Materials			<input type="checkbox"/> Load Spillage		<input type="checkbox"/> Construction Zone			<input type="checkbox"/> Names Exchanged	
101 <input type="checkbox"/> Supplemental Reports		102 <input type="checkbox"/> Witness Statements			103 <input type="checkbox"/> Measurements Taken		79 - E M S Number		

Operator/Pedestrian

Unit Status		81 - Most Harmful Event: Collision With OTHER OBJECT- NOT FIXED		23 - Dir Of Travel EAST		24 - Speed Limit 35		
36 - Operating as Classified D CLASS		37 - Endorsements			<input type="checkbox"/> Operating Commercial Motor Vehicle			
29 - Driver's License Number 28307988679387		30 - State WI		31 - Expiration Year 2022		34 - On Duty Accident		
25 - Operator/Pedestrian Last Name ZWAARD			25 - First Name SUZANNE			25 - Middle Initial RAE		25 - Suffix
32 - Date Of Birth 08/13/1960		23 - Sex FEMALE						

26 - Address Street & Number 2852 BOYCE DR		26 - PO Box						
27 - City RHINELANDER			27 - State WI		27 - Zip Code 54501		28 - Telephone Number (715) 369-5420 EXT.	
39 - Seat Position FRONT-SEAT-LEFT-SIDE-(MC/BIKE DRIVER, TRAIN CONDUCTOR)				40 - Safety Equipment SHOULDER-BELT-AND-LAP-BELT-USED				
38 - Injury Severity N - NO APPARENT INJURY			41 - Airbag NON-DEPLOYED		42 - Ejected NOT-EJECTED		44 <input type="checkbox"/> Medical Transport	
43 - Trapped/Extricated NOT-TRAPPED		92 - Pedestrian Location			92 - Pedestrian Action			
119 - What Driver Was Doing GOING-STRAIGHT			120 - Traffic Control NO-CONTROL			82 - No. of Citations Issued 0		
64 - 1st Statute No.		84 - 2nd Statute No.		84 - 3rd Statute No.		84 - 4th Statute No.		84 - 5th Statute No.
123 - Driver Factors NOT-APPLICABLE								

OPERATOR/PEDESTRIAN 01

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CITY OF MERRILL

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Wisconsin Motor Vehicle Accident Report MV4000e 01/2005 PK2012

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JB3KFR0

01 - Drugs Reported
124 - Highway Factors OTHER

Vehicle

VEHICLE 01	21 - Unit Type AUTOMOBILE		Vehicle Type PASSENGER-CAR			22 - Total Occupants 2
	56 - License Plate Number 617GGK		57 - Plate Type AUT	58 - State WI	59 - Exp Year 2015	65 - Vehicle Identification Number K1ACJF5BXEB56649
	50 - Year 2014	51 - Make BUICK	52 - Model ENCORE CON	53 - Body Style UT - SPORT UTILITY	54 - Color BLK	100 - Skidmarks to Impact (Ft) 0
	94 - Vehicle Damage REAR DRIVER SIDE					
	95 - Extant Of Damage MINOR	<input type="checkbox"/> Vehicle Towed Due To Damage		87 - Vehicle Removed By OPERATOR		
	123 - Vehicle Factors NOT-APPLICABLE					

Vehicle Owner

VEH OWNER 01	45 <input checked="" type="checkbox"/> Vehicle Owner Same As Operator				
	46 - Vehicle Owner Last Name ZWAARD		46 - First Name SUZANNE	46 - Middle Initial RAE	46 - Suffix
	46 - Date Of Birth 08/13/1960				
	46 - Company Name				
	47 - Address Street & Number 2852 BOYCE DR			47 - PO Box	
48 - City RHINELANDER		48 - State WI	48 - Zip Code 54501	49 - Telephone Number (715) 369-5420 EXT.	

Insurance

INS 01	63 - Liability Insurance Company SAFECO-INS-CO-OF-AMERICA		60 <input checked="" type="checkbox"/> Policy Holder Same As Owner
	61 - Policy Holder Last Name ZWAARD		61 - Policy Holder First Name SUZANNE
	61 - Policy Holder Company		

School Bus

BUS 01	Bus Travelling to/from <input type="radio"/> To <input type="radio"/> From	School Name	Body Make	Seating Capacity
	School District Contracted With			

Operator/Pedestrian

Unit Status	81 - Most Harmful Event: Collision With OTHER OBJECT - NOT FIXED	23 - Dir Of Travel EAST	24 - Speed Limit 35
36 - Operating as Classified D CLASS	37 - Endorsements	38 <input type="checkbox"/> Operating Commercial Motor Vehicle	

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CITY OF MERRILL

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**Wisconsin Motor Vehicle Accident Report** **JB3KFR0**

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PK2012

<b>OPERATOR/PEDESTRIAN 02</b>	26 - Address Street & Number 16100 93RD AVE				26 - PO Box	
	27 - City CHIPPEWA FALLS		27 - State WI	27 - Zip Code 54729		28 - Telephone Number (715) 828-0397 EXT.
	39 - Seat Position FRONT-SEAT-LEFT-SIDE-(MC/BIKE DRIVER, TRAIN CONDUCTOR)				40 - Safety Equipment SHOULDER-BELT-AND-LAP-BELT-USED	
	38 - Injury Severity N - NO APPARENT INJURY		41 - Airbag NON-DEPLOYED		42 - Ejected NOT-EJECTED	
	44 <input type="checkbox"/> Medical Transport					
	43 - Trapped/Extricated NOT-TRAPPED		82 - Pedestrian Location		82 - Pedestrian Action	
	119 - What Driver Was Doing GOING-STRAIGHT			120 - Traffic Control NO-CONTROL		82 - No. of Citations Issued 0
	64 - 1st Statute No.	64 - 2nd Statute No.	64 - 3rd Statute No.	64 - 4th Statute No.	64 - 5th Statute No.	
	122 - Driver Factors NOT-APPLICABLE					
	88 - Driver or Pedestrian Cond APPEARED NORMAL		89 - Substance Presence UNKNOWN			
90 - Alcohol Test TEST NOT GIVEN		90 - Alcohol Content		91 - Drug Test TEST NOT GIVEN		
91 - Drugs Reported						
124 - Highway Factors OTHER						

**Vehicle**

<b>VEHICLE 02</b>	21 - Unit Type AUTOMOBILE		Vehicle Type PASSENGER-CAR			22 - Total Occupants 2
	56 - License Plate Number 199MLR		57 - Plate Type AUT	58 - State WI	59 - Exp. Year 2018	53 - Vehicle Identification Number 1FAHP2FW5BG183569
	50 - Year 2011	51 - Make FORD	52 - Model TAURUS LIM	53 - Body Style 4D - 4DR	64 - Color BLK	100 - Skidmarks to Impact (FT) 0
	84 - Vehicle Damage REAR DRIVER SIDE					
	95 - Extent Of Damage MINOR		96 <input type="checkbox"/> Vehicle Towed Due To Damage		97 - Vehicle Removed By OPERATOR	
	123 - Vehicle Factors NOT-APPLICABLE					

**Vehicle Owner**

<b>VEH OWNER 02</b>	45 <input checked="" type="checkbox"/> Vehicle Owner Same As Operator					
	46 - Vehicle Owner Last Name GARTMANN		46 - First Name LAANA	48 - Middle Initial M	48 - Suffix	Date Of Birth 02/26/1984
	46 - Company Name					
	47 - Address Street & Number 16100 93RD AVE			47 - PO Box		
48 - City		48 - State		48 - Zip Code		
49 - Telephone Number						

Wisconsin Motor Vehicle **JB3KFR0**

Accident Report MV4000a 01/2005  
PK2012

School Bus

BUS 02	Bus Travelling to/from <input type="radio"/> To <input type="radio"/> From	School Name	Body Make	Seating Capacity
	School District Contracted With			
Operator/Pedestrian				

Unit Status	81 - Most Harmful Event: Collision With <b>OTHER OBJECT - NOT FIXED</b>	23 - Dir Of Travel <b>EAST</b>	24 - Speed Limit <b>35</b>
36 - Operating as Classified <b>D CLASS</b>	37 - Endorsements	35 <input type="checkbox"/> Operating Commercial Motor Vehicle	
20 - Drivers License Number <b>K6620176642900</b>	30 - State <b>WI</b>	31 - Expiration Year <b>2021</b>	34 - On Duty Accident
25 - Operator/Pedestrian Last Name <b>KORNHORST</b>	25 - First Name <b>AMY</b>	25 - Middle Initial <b>SUE</b>	25 - Suffix
32 - Date Of Birth <b>09/09/1968</b>	33 - Sex <b>FEMALE</b>		

OPERATOR/PEDESTRIAN 03	26 - Address Street & Number <b>W8220 COUNTY ROAD FF</b>			28 - PO Box
	27 - City <b>MERRILL</b>	27 - State <b>WI</b>	27 - Zip Code <b>54452</b>	28 - Telephone Number <b>(715) 432-1400 EXT.</b>
	39 - Seat Position <b>FRONT-SEAT-LEFT-SIDE-(MC/BIKE DRIVER, TRAIN CONDUCTOR)</b>			40 - Safety Equipment <b>SHOULDER-BELT-AND-LAP-BELT-USED</b>
	38 - Injury Severity <b>N - NO APPARENT INJURY</b>	41 - Airbag <b>NON-DEPLOYED</b>	42 - Ejected <b>NOT-EJECTED</b>	44 <input type="checkbox"/> Medical Transport
	43 - Trapped/Extricated <b>NOT-TRAPPED</b>	82 - Pedestrian Location	82 - Pedestrian Action	
	119 - What Driver Was Doing <b>GOING-STRAIGHT</b>	120 - Traffic Control <b>NO-CONTROL</b>	82 - No. of Citations Issued <b>0</b>	
	61 - 1st Statute No.	64 - 2nd Statute No.	64 - 3rd Statute No.	64 - 4th Statute No.
	64 - 5th Statute No.			
	122 - Driver Factors <b>NOT-APPLICABLE</b>			
	88 - Driver or Pedestrian Cond <b>APPEARED NORMAL</b>	89 - Substance Presence <b>UNKNOWN</b>		
90 - Alcohol Test <b>TEST NOT GIVEN</b>	90 - Alcohol Content	91 - Drug Test <b>TEST NOT GIVEN</b>		
91 - Drugs Reported				
124 - Highway Factors <b>OTHER</b>				

Vehicle

VEHICLE 03	21 - Unit Type <b>AUTOMOBILE</b>	Vehicle Type <b>PASSENGER-CAR</b>			22 - Total Occupants <b>1</b>
	56 - License Plate Number <b>142NRU</b>	57 - Plate Type <b>AUT</b>	68 - State <b>WI</b>	59 - Exp Year <b>2016</b>	58 - Vehicle Identification Number <b>1GNDT138282187205</b>
	50 - Year <b>2008</b>	51 - Make <b>CHEVROLET</b>	52 - Model <b>TRAILBLAZE</b>	53 - Body Style <b>UT - SPORT UTILITY</b>	64 - Color <b>WHI</b>
	100 - Skidmarks to Impact (F) <b>0</b>				
	94 - Vehicle Damage <b>FRONT, FRONT DRIVER SIDE, MIDDLE DRIVER SIDE</b>				
	95 - Extent Of Damage <b>MODERATE</b>	96 <input type="checkbox"/> Vehicle Towed Due To Damage		97 - Vehicle Removed By <b>OPERATOR</b>	
	123 - Vehicle Factors <b>NOT-APPLICABLE</b>				

Vehicle Owner

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CITY OF MERRILL

Wisconsin Motor Vehicle Accident Report MV4000e 01/2005 JB3KFR0

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VEH OWNER 03	<input checked="" type="checkbox"/> 45 Vehicle Owner Same As Operator				
	46 - Vehicle Owner Last Name KOHNHORST		46 - First Name AMY	46 - Middle Initial SUE	46 - Suffix
	46 - Company Name				
	47 - Address Street & Number W8220 COUNTY ROAD FF			47 - PO Box	
	48 - City MERRILL	48 - State WI	48 - Zip Code 54452	49 - Telephone Number (715) 432-1400 EXT.	

Insurance

INS 03	63 - Liability Insurance Company FARMERS-AUTOMOBILE-INS-ASSOC		<input checked="" type="checkbox"/> 80 Policy Holder Same As Owner	
	61 - Policy Holder Last Name KOHNHORST		61 - Policy Holder First Name AMY	
	61 - Policy Holder Company			

School Bus

BUS 03	Bus Travelling to/from <input type="radio"/> To <input type="radio"/> From	School Name	Body Make	Seating Capacity
	School District Contracted With			

Occupant

OCCUPANT 01	<input type="checkbox"/> Address Same As Operator			
	65 - Unit No 01	66 - Occupant Last Name ZWAARD	66 - First Name DAVID	66 - Middle Initial ALAN
	68 - Address Street & Number 2852 BOYCE DR		68 - PO Box	
	68 - City RHINELANDER	68 - State WI	68 - Zip Code 54501	
	67 - Date of Birth 03/25/1963		69 - Sex M	
	71 - Seat Position FRONT-SEAT-RIGHT-SIDE-(TRAIN ENGINEER)		72 - Safety Equipment SHOULDER-BELT-AND-LAP-BELT-USED	
	70 - Injury Severity N - NO APPARENT INJURY	73 - Airbag NON-DEPLOYED	75 - Ejected NOT-EJECTED	<input type="checkbox"/> 77 Medical Transport

Occupant

OCCUPANT 02	<input type="checkbox"/> Address Same As Operator			
	65 - Unit No 02	66 - Occupant Last Name GARTMANN	66 - First Name DAVID	66 - Middle Initial ALLEN
	68 - Address Street & Number 16100 B3RD AVE		68 - PO Box	
	68 - City CHIPPEWA FALLS	68 - State WI	68 - Zip Code 54729	
	67 - Date of Birth 12/24/1950		69 - Sex M	
	71 - Seat Position FRONT-SEAT-RIGHT-SIDE-(TRAIN ENGINEER)		72 - Safety Equipment SHOULDER-BELT-AND-LAP-BELT-USED	
	70 - Injury Severity N - NO APPARENT INJURY	73 - Airbag NON-DEPLOYED	75 - Ejected NOT-EJECTED	<input type="checkbox"/> 77 Medical Transport



Wisconsin Motor Vehicle Accident Report MV4000e 01/2005 JB3KFR0

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THE ASPHALT AROUND THE HOLE WAS CRACKED/DAMAGED AND THE ENTIRE MANHOLE ASSEMBLY WAS LOOSE. THIS WAS IMMEDIATELY REPORTED TO THE STREET DEPT.

Officer Information

<b>OFFICER INFORMATION</b>	125 - Officer Last Name <b>DRABEK</b>		125 - First Name <b>MATT</b>	125 - Middle Initial	131 - Officer ID <b>184</b>	
	129 - Law Enforcement Agency No.		130 - Law Enforcement Agency Name <b>MERRILL POLICE DEPARTMENT</b>			
	126 - Law Enforcement Agency Address Street & Number <b>1004 EAST FIRST STREET</b>					
	127 - City <b>MERRILL</b>		127 - State <b>WI</b>	127 - Zip Code <b>54482</b>	128 - Telephone Number <b>(715) 536-8311 EXT.</b>	
	132 - Date Notified <b>10/14/2015</b>		133 - Time Notified (Military Time) <b>1901</b>	134 - Time Arrived (Military Time) <b>1907</b>		135 - Date Of Report <b>10/14/2015</b>
			15018259	19 - Special Study		
	18 - Agency Space					

**Statewide Services, Inc.**

Claim Division

1241 John Q. Hammons Dr.  
P.O. Box 5555  
Madison, WI 53705-0555  
877-204-9712

December 29, 2015

City of Merrill  
Attn: Kathy Seubert  
1004 E 1st St  
Merrill WI 54452

Program: League of Wisconsin Municipalities Mutual Insurance  
Our Insured: City of Merrill  
Date of loss: 10/14/2015  
Our Claim # WM000350140104  
Claimant: Suzanne Zwaard  
2852 Boyce Drive  
Rhineland WI 54501

Dear Ms. Seubert,

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance which insures the City of Merrill. We are in receipt of the claim submitted by Ms. Zwaard for damage to her vehicle.

We have reviewed the matter and recommend that the City of Merrill deny this claim pursuant to the Wisconsin statute for disallowance of claim 893.80(lg). The disallowance will shorten the statute of limitations period to six (6) months.

Our denial is based on the fact that the investigation revealed no negligence on behalf of the City. The City did not have prior actual or constructive notice of the manhole condition which allegedly caused this incident.

Please submit the disallowance directly to the claimant at the above address. The disallowance should be sent certified or registered mail and must be received by the claimant within 120 days after you receive Notice of Claim. Please send a copy of the disallowance to Statewide Services Inc. Claims.

Attachment: Disallowance letter from Insurance Company on Zwaard Claim (1452 : Suzanne Zwaard Insurance Claim)

Sincerely,

Sarah Bourgeois  
PO Box 5555  
Madison, WI. 53705-0555  
800-545-2190 Phone  
800-854-1537 Fax  
[sbourgeois@statewidesvcs.com](mailto:sbourgeois@statewidesvcs.com)

CC: Bill Barnes

Attachment: Disallowance letter from Insurance Company on Zwaard Claim (1452 : Suzanne Zwaard Insurance Claim)

**Heideman, Bill**

---

**From:** Lupton, Dick  
**Sent:** Thursday, December 10, 2015 10:33 AM  
**To:** Heideman, Bill  
**Subject:** Item for Board of Publics Works Agenda.  
**Attachments:** RECYCLE PROPSALS 12-23-15.docx

Bill, Please place on the next Board of Public Works Agenda, " Discussion and Recommendation of recycle contract". Attach is a summary of the information that I received.

Thanks,  
Dick Lupton

## RECYCLE PROPSALS

<u>Company</u>	<u>Term of Contract</u>	<u>City's Cost</u>
Eagle Waste Eagle River, WI	5 Years	\$0.00/per ton
Eagle Waste Eagle River, WI	2 Years	\$10.00/per ton
Advanced Disposal Weston, WI	?	\$32.00/per ton
IROW Mosinee, WI	Did not receive a response or proposal.	

City's current contract with Eagle Waste expires January 15, 2016.

Attachment: Recycle contract proposals (1436 : Discussion and recommendation on recycle contract)

**From:** [Pagel, Darin](#)  
**To:** [Heideman, Bill](#)  
**Subject:** City Plan Agenda  
**Date:** Wednesday, December 30, 2015 9:22:20 AM

---

Bill, I need 2 items added to the January City Plan Agenda:

Review of CSM for Lincoln Storage

Review of Site Plan for Merrill Festival Grounds Multipurpose Building.

Thanks, Darin.



Attachment: Site Plan for Fairgrounds (1441 : Site Plan for Merrill Festival Grounds Multipurpose Building)



### Fairgrounds

### Legend

- + Hydrant
- Water Main
- Sewer Main
- ⊗ Gate Valve
- Sewer Manhole
- 2ft Con

11.1.a  
61  
H&S file  
SMA  
o PD

# APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10 -

Application Date: 12/15/15

Town  Village  City of Merrill County of Lincoln

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 2-13-16 and ending 2-13-16 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

**1. ORGANIZATION** (check appropriate box)  Bona fide Club  Church  Lodge/Society  Veteran's Organization  Fair Association

(a) Name Rotary Club of Merrill

(b) Address \_\_\_\_\_  
(Street)  Town  Village  City

(c) Date organized 1920's

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

- (f) Names and addresses of all officers:
- President Val mindak, Park City Credit Union, 300 E 2nd St
- Vice President Clyde Nelson, Lincoln Comm Bank, E Main
- Secretary Terril Matten, Merrill Federal S+L 907 E main
- Treasurer Brian Richards, CPA, 1027 1/2 E main

(g) Name and address of manager or person in charge of affair: Pat Sherley, Administrator, Bell Tower Residence, 1500 O'Day Street, Merrill

**2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:**

(a) Street number 1500 O'Day Street, Merrill

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? Partial. Assisi Hall

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

**3. NAME OF EVENT**

(a) List name of the event Artisan Showcase

(b) Dates of event February 13, 2016

**DECLARATION**

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer [Signature]  
(Signature/date)

Officer [Signature]  
(Signature/date)

Date Filed with Clerk 12/15/15

Date Granted by Council \_\_\_\_\_

Rotary Club of Merrill  
(Name of Organization)

Officer [Signature]  
(Signature/date)

Officer [Signature]  
(Signature/date)

Date Reported to Council or Board \_\_\_\_\_

License No. \_\_\_\_\_

### APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10-

Application Date: 12/15/15

Town  Village  City of Merrill County of Lincoln

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 3-17-16 and ending 3-17-16 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box)  Bona fide Club  Church  Lodge/Society  Veteran's Organization  Fair Association

(a) Name Rotary Club of Merrill

(b) Address \_\_\_\_\_

(Street)

Town  Village  City

(c) Date organized 1920's

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Val mindak, Park City Credit Union, 300 E 2nd Street

Vice President Clyde Nelson, Lincoln Community Bank, E Main St

Secretary Terri Marten, Merrill Federal S-L, 907 E main

Treasurer Bryan Richards, CPA, 1027 1/2 E main St

(g) Name and address of manager or person in charge of affair: Pat Sherley, Administrator  
Bell Tower Residence, 1500 O'Day Street, Merrill

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number 1500 O'Day Street, Merrill

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? Partial, Assisi Hall

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. NAME OF EVENT

(a) List name of the event St. Patrick's Day

(b) Dates of event March 17, 2016

#### DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer [Signature]  
(Signature/date)

Officer [Signature]  
(Signature/date)

Date Filed with Clerk 12/15/15

Date Granted by Council \_\_\_\_\_

(Name of Organization)  
Officer [Signature]  
(Signature/date)

Officer [Signature]  
(Signature/date)

Date Reported to Council or Board \_\_\_\_\_

License No. \_\_\_\_\_

**Unertl, Kathy**

---

**From:** Johnson, David  
**Sent:** Monday, December 14, 2015 3:59 PM  
**To:** Unertl, Kathy  
**Subject:** Page Milk bids  
**Attachments:** Page Milk Demo Bid Results.xlsx

Attached is the bid results from the Page Milk abatement and demolition project.

This project was advertised nationally and 16 firms from two states attended the mandatory project walk-through on December 2. Six firms submitted bids that ranged from a high of \$470,000 to a low of \$231,000.

David Johnson, City Administrator  
City of Merrill  
1004 E. 1<sup>st</sup> St.  
Merrill WI 54452  
715-536-5594

## Page Milk Demo Bids

## 2200 Sturdevant St. (TID No. 9 - Idle Sites Grant Project)

Bidding Firm	Abatement Bid	Demolition Bid	Total Bid	Bid Bond	Insurance	Exceptions	Completion Date
Steen Construction	\$85,000	\$335,000	\$400,000	Yes	Yes	Add \$70K for roof asbestos if needed	08/01/2016
Badgerland Demo & Earthwork Inc.	\$160,000	\$238,519	\$398,519	Yes	No	None	06/01/2016
Legacy Construction	\$37,000	\$200,000	\$237,000	Yes	Yes	None	07/01/2016
Robinson Bros.	\$106,750	\$151,000	\$257,750	Yes	Yes	None	06/01/2016
Balestrieri	\$42,410	\$275,690	\$308,100	Yes	No	None	03/15/2016
C&D Excavating	\$60,000	\$171,000	\$231,000	Yes	Yes	None	06/01/2016



**CITY OF MERRILL**  
**BOARD OF PUBLIC WORKS**  
**MINUTES • WEDNESDAY DECEMBER 23, 2015**

Regular Meeting

City Hall Council Chambers

4:00 PM

## 1. Call to Order

Attendee Name	Title	Status	Arrived
Pete Lokemoen	Aldersperson - Second District	Present	
Ryan Schwartzman	Aldersperson - Third District	Present	
Rob Norton	Aldersperson - Seventh District	Present	
Bill Bialecki	Mayor	Present	
Dick Lupton	Street Commissioner	Present	

Also in attendance: City Administrator Dave Johnson, Building Inspector/Zoning Administrator Darin Pagel, City Attorney Tom Hayden, Alderman Dave Sukow, Alderwoman Kandy Peterson, Roger Drewek, Rod Akey, Tonia Speener, Duane Pfister, Jim Whittinghill and City Clerk Bill Heideman. Finance Director Kathy Unertl had an excused absence.

## 2. Preliminary items:

## 1. Vouchers

Motion (Schwartzman/Lupton) to approve the vouchers.

<b>RESULT:</b>	<b>APPROVED</b>
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## 3. Other agenda items for consideration:

## 1. Discuss off-street parking in residential areas (Code of Ordinances Section 113-168).

A proposed ordinance was distributed at the meeting. It is related to off-street parking restrictions in residential areas.

Alderman Lokemoen suggested that City Attorney Hayden contact the League of Wisconsin Municipalities to seek an enforcement mechanism for parking violations of this type.

City Attorney Hayden explained that this is a zoning issue, not a police matter. He recommended that consideration of the proposed ordinance be delayed until the February meeting. In the meantime, he will discuss this with the League of Wisconsin Municipalities.

No action was taken at this time.

## 2. Discussion and recommendation on recycle contract.

Three recycling contract proposals have been received and were included in the meeting packet. The current contract with Eagle Waste and Recycling expires on January 15<sup>th</sup>, 2016.

Representing Eagle Waste and Recycling, Jim Whittinghill thanked the Board for their past business and provided a status report on recycling.

Motion (Lokemoen/Norton) to approve the five-year contract proposal from Eagle Waste and Recycling, at a cost to the City of \$0.00 per ton.

<b>RESULT:</b>	<b>APPROVED &amp; SENT TO COUNCIL</b>	<b>Next: 1/12/2016 7:00 PM</b>
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4. Monthly Reports:

1. Street Commissioner Lupton

The monthly report was in the meeting packet.

2. Building Inspector/Zoning Administrator Pagel

The monthly report was in the meeting packet.

Building Inspector/Zoning Administrator Pagel mentioned that the February meeting should include public hearings on proposed 2016 projects.

3. Consider placing monthly reports on file

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

<b>RESULT:</b>	<b>PLACED ON FILE</b>
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5. Establish date, time and location of next regular meeting

Wednesday, January 27<sup>th</sup>, 2016 at 4:00 P.M. in the City Hall Common Council Chambers.

6. Public Comment Period

Alderman Sukow thanked Street Commissioner Lupton for his years of service to the City and also thanked the entire Street Department for their dedicated service.

City Administrator Johnson introduced Rod Akey, who will be starting work in January as the Public Works Director/City Engineer. Mr. Akey's office will be located in City Hall, in the office formerly occupied by City Clerk Heideman.

7. Adjournment

Motion (Lupton/Schwartzman) to adjourn. Carried. Adjourned at 4:15 P.M.



**CITY OF MERRILL**  
**CITY PLAN COMMISSION**  
**MINUTES • TUESDAY JANUARY 5, 2016**

**Regular Meeting****City Hall Council Chambers****5:30 PM****I. Call to Order**

Attendee Name	Title	Status	Arrived
Pete Lokemoen	Aldersperson - Second District	Present	
Bill Bialecki	Mayor	Present	
Mike Willman	Chairman - Park & Rec	Present	
Ralph Sturm		Present	
Melissa Schroeder		Present	
Ken Maule		Present	
Robert Reimann		Present	

Also in attendance: City Administrator Dave Johnson, City Attorney Tom Hayden, Building Inspector/Zoning Administrator Darin Pagel, Alderman Dave Sukow, Alderman Ryan Schwartzman, Alderwoman Kandy Peterson (arr. 5:32), Jim Dupke, Jeremy Ratliff, Duane Pfister and City Clerk Bill Heideman.

The following attended the public hearing portion of the meeting: Christine Vorpapel, Tim Haight, Erik Pfantz, Kyle Gulke, Greg Berlin, Linda Berlin and Gail Curren.

**II. Minutes of previous meeting(s):****1. Minutes of October 6, 2015 meeting**

A copy of the minutes was in the meeting packet.

Motion (Willman/Sturm) to approve the minutes.

<b>RESULT:</b>	<b>APPROVED</b>
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**III. Agenda items for consideration:****1. Site Plan for Merrill Festival Grounds Multipurpose Building.**

A copy of the site plan was in the meeting packet.

City Administrator Johnson reported that the building would be on the western side of the grounds and would replace the existing Schulz Building. The Merrill Enrichment Center will be relocated to that building.

Motion (Lokemoen/Willman) to approve the site plan.

<b>RESULT:</b>	<b>APPROVED &amp; SENT TO COUNCIL</b>	<b>Next: 1/12/2016 7:00 PM</b>
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**2. Consider Certified Survey Map from Lincoln Storage for land located at the east end of Mathews Street in the City of Merrill.**

A copy of the Certified Survey Map was in the meeting packet.

Building Inspector/Zoning Administrator Pagel reported that his only concern was the fact that the map did not meet the 50-foot minimum of frontage on the street. Jim Dupke replied that the land is unusable, and therefore he did not see a problem with less than 50 feet of lot frontage.

City Attorney Hayden suggested that this be delayed until the next meeting. An adjustment could be made to the map and the adjusted map could then be considered at that next meeting.

No action was taken at this time.

3. A Resolution approving a Certified Survey Map on Rae Road in the Town of Scott by Lise Stefronik, Trustee.

This was part of an amended agenda. Copies of the map were distributed at the meeting.

Building Inspector/Zoning Administrator Pagel explained that the map requires City Plan Commission consideration because the land falls within the extraterritorial zone of the City. He has no concerns with the map as presented.

Motion (Schroeder/Reimann) to approve the Certified Survey Map.

<b>RESULT:</b>	<b>APPROVED &amp; SENT TO COUNCIL</b>	<b>Next: 1/12/2016 7:00 PM</b>
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4. Public Hearing (6:00 P.M.) on City of Merrill request for rezoning of property at 120 South Mill Street (former Lincoln House site) from Business District to Planned Unit Development (PUD) for residential/commercial development.

At 5:38 P.M., Mayor Bialecki declared a recess until 6:00 P.M., the time scheduled for the public hearing portion of the meeting. At 6:00 P.M., he called the meeting back to order.

City Attorney Hayden read the public hearing notice.

Motion (Willman/Schroeder) to open the public hearing. Carried. The public hearing was opened at 6:02 P.M.

A copy of the proposal for redevelopment was distributed. Mayor Bialecki provided verbal information. A four-story building is being proposed. Mayor Bialecki added that a joint meeting made up of several City governmental bodies will be held later in January, to discuss this issue further.

Linda Berlin questions the reasoning for scheduling a public hearing before the proposal was made public.

Erik Pfantz spoke against using this property for an apartment building. He would rather see it used as a business.

Christine Vorpapel urged the City to join the Main Street group. She also urged a review of the Strategic Plan and how this project would fit in with that plan. Mayor Bialecki responded to her comments.

Erik Pfantz questioned whether there is currently a need for this type of housing.

Tim Haight, who lives downtown, stated that he was not opposed to housing being on the property. However, he recalled that when the Lincoln House was inhabited by primarily low-income people, tenants frequently loitered in the downtown area. He expressed his concerns that this could be repeated if the housing involves primarily low-income people. He repeated that he was not opposed to housing on the property, but would prefer business there.

Motion (Maule/Lokemoen) to close the public hearing. Carried. The public hearing was closed at 6:28 P.M.

Motion (Maule/Lokemoen) to recommend considering the rezoning at this time, pending additional plan submittal and approval. Carried.

IV. Public Comment Period

There was no public comment.

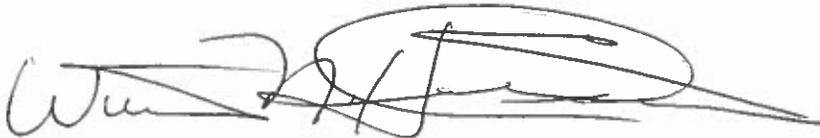
V. Establish date, time and location of next meeting

Sometime in January, there will be a special joint meeting of the Common Council, City Plan Commission and Redevelopment Authority.

The next regular City Plan Commission meeting will be Tuesday, February 2<sup>nd</sup>, 2016 at 5:00 P.M. in the City Hall Common Council Chambers.

VI. Adjournment

Motion (Lokemoen/Reimann) to adjourn. Carried. Adjourned at 6:32 P.M.

A handwritten signature in black ink, appearing to be "Wm. H. Haight", written over a horizontal line.

**COMMUNITY DEVELOPMENT COMMITTEE MINUTES  
Friday, December 4, 2015, City Hall, Merrill, WI**

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

Present: Shari Wicke, Community Development Program Coordinator

No Public comment.

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

Shari Wicke presented the following proposal from File#9663 and Park City Realty to consider the payoff loan amount to satisfy File#9663

Mr. Koblitz made a motion to approve the satisfaction loan amount; seconded by Mr. Schwartzman, motion carried.

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

Respectfully submitted,  
Shari Wicke



**CITY OF MERRILL**  
**HEALTH AND SAFETY COMMITTEE**  
**MINUTES • MONDAY DECEMBER 28, 2015**

Regular Meeting

City Hall Council Chambers

5:00 PM

## I. Call to Order

Attendee Name	Title	Status	Arrived
Chris Malm	Alderman - First District	Excused	
Kandy Peterson	Alderman - Fourth District	Present	
Dave Sukow	Alderman - Sixth District	Present	

Also in attendance: City Administrator Johnson, Police Chief Ken Neff, Fire Chief Dave Savone, Alderman Ryan Schwartzman, Police Lieutenant Matt Drabek, Stephanie Stanton and City Clerk Bill Heideman. Deputy Health Officer Norbert Ashbeck had an excused absence.

## II. Nuisance Complaints and Vouchers:

## 1. Nuisance Complaints

The nuisance complaints were in the meeting packet.

Alderman Sukow reported that Deputy Health Officer Ashbeck contacted him and reported there are no "pressing" issues that require attention this month. All of the issues that need addressing can be handled at the meeting next month.

## 2. Vouchers

The vouchers were in the meeting packet.

Motion (Peterson/Sukow) to approve the vouchers.

<b>RESULT:</b>	<b>APPROVED</b>
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## III. Picnic and/or Liquor License Applications:

- Application from Rotary Club of Merrill for a temporary "Class B" (picnic) license to sell fermented malt beverages and wine at an Artisan Showcase at Bell Tower Assisi Hall, 1500 O'Day Street, on Saturday, February 13, 2016.

A copy of the application was in the meeting packet.

Police Chief Neff has no concerns with the application.

Motion (Peterson/Sukow) to approve the application.

<b>RESULT:</b>	<b>APPROVED &amp; SENT TO COUNCIL</b>	<b>Next: 1/12/2016 7:00 PM</b>
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- Application from Rotary Club of Merrill for a temporary "Class B" (picnic) license to sell fermented malt beverages and wine at a St. Patrick's Day event at Bell Tower Assisi Hall, 1500 O'Day Street, on Thursday, March 17, 2016.

A copy of the application was in the meeting packet.

Police Chief Neff has no concerns with the application.

Motion (Peterson/Sukow) to approve the application.

<b>RESULT:</b>	<b>APPROVED &amp; SENT TO COUNCIL</b>	<b>Next: 1/12/2016 7:00 PM</b>
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3. Other picnic and/or liquor license applications

None.

IV. Other agenda items to consider:

1. Report from Police Chief Neff on recent Alcohol Compliance Checks.

Information was in the meeting packet.

Police Chief Neff reported that, on December 19<sup>th</sup>, alcohol compliance checks were conducted at 21 licensed businesses. 70% of the businesses were compliant, while 30% of them sold alcohol to the person conducting the compliance check. As a result, eight store clerks were issued citations.

On February 2<sup>nd</sup>, the Police Department will be offering an alcohol compliance training session.

Alderman Sukow reminded everyone that possession of an alcohol license is a privilege, not a right.

Police Chief Neff then explained that the Police Department has 3 levels of non-compliance. Due to non-compliance instances, two businesses have now reached the second level. They have been notified by that they must meet with Police Chief Neff by January 9<sup>th</sup> to discuss compliance issues. At the January meeting, Police Chief Neff will report on the results of those meetings.

No action was taken at this time.

2. Consider amending Code of Ordinances Chapter 26, Article II, to add Section 26-35, related to trespassing.

A copy of the proposed ordinance was in the meeting packet.

The proposed ordinance would provide the Police Department an additional tool in situations when someone is on property that they are not welcome, and yet refuse to leave.

Motion (Peterson/Sukow) to recommend approval of the proposed ordinance and refer that recommendation to the Common Council.

<b>RESULT:</b>	<b>APPROVED &amp; SENT TO COUNCIL</b>	<b>Next: 1/12/2016 7:00 PM</b>
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V. Monthly Reports:

1. Fire Chief Savone

The monthly report was in the meeting packet.

Fire Chief Savone reported on the status of creating a new firefighter eligibility list. Six applications were received. Of those six, four were given an opportunity for an interview, but only three of the four appeared for an interview. One of those three was selected to be placed on the eligibility list. There are no openings at this time.

The new part-time Administrative Assistant position at the Fire Department has been selected, and she will begin work on either January 11<sup>th</sup> or January 18<sup>th</sup>.

2. Police Chief Neff

The monthly report was in the meeting packet.

Police Chief Neff reported that two officers have announced their intention to retire. As a result, offers have been made to two candidates to join the department. It is anticipated that one will begin work on January 11<sup>th</sup> and the other will start on January 25<sup>th</sup>.

At least for now, Matt Drabek will remain as the canine officer, even though he has been promoted to Lieutenant.

3. Lincoln County Humane Society

The monthly report was in the meeting packet.

The new facility opened on December 28<sup>th</sup>.

4. Consider placing monthly reports on file.

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

**RESULT: PLACED ON FILE**

VI. Establish date, time and location of next regular meeting

Monday, January 25<sup>th</sup>, 2016 at 5:00 P.M. in the City Hall Common Council Chambers.

VII. Public Comment Period

There was no public comment.

VIII. Adjournment

Motion (Peterson/Sukow) to adjourn. Carried. Adjourned at 4:20 P.M.

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

**Wednesday, December 9, 2015, 4:22 P.M., Jenny Towers Library 711 E First Street, Merrill, WI**

**PRESENT:** Chairman Kathy Colclasure, Amanda Kostman , Denise Humphrey, Rob Norton (Ex-Officio), James Erno, Wayne Zimmerman and Kay Tautges.

**ABSENT:** Paul Wagner

**GUESTS:** Jenny Towers tenants

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

Public Comment Period: None.

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

Discussion and motion to approve Checks #22475 thru #22511 and Billings to date for November 2015: Erno/Humphrey. Motion passed unanimously by roll call vote: Kostman-aye, Colclasure-aye, Humphrey-aye and Erno-aye.

Move-ins and Move-outs for November 2015: Wayne reported that there have been five Move-Ins and no Move-Outs for the month. Staff have been working hard at setting/achieving goals to chip away at vacancies. Westgate will be full as of December 15<sup>th</sup> and Wayne noted that the overall vacancy rate is the lowest it has been all year. Motion to accept report and place on file. Humphrey/Erno. Motion passed unanimously.

Report on Park Place Investments: Wayne reported that gains continue to be small, but due to regulation there has to be a return with no risk for this type of account. Kostman/Erno. Motion passed unanimously.

Approve Resolution No. 399 "Baker Tilly RAD Consulting Service": Wayne reminded the board that there is a need to hire attorneys to monitor the progress of the RAD Conversion and represent MHA interests. Wayne signed and returned the contract from Baker Tilly. Motion to approve Resolution No. 399 "Baker Tilly RAD Consulting Service". Kostman/Erno. Motion passed unanimously by roll call vote: Kostman-aye, Colclasure-aye, Humphrey-aye and Erno-aye.

Approve Resolution No. 401 "2016 Public Housing Budget": Wayne reported that he does need to submit the 2016 Public Housing Budget to HUD soon or we will miss out on receiving capital funds. The budget is similar to last years with the negative balance being due to depreciation. Motion to approve Resolution No. 401 "2016 Public Housing Budget". Kostman/Erno. Motion passed unanimously by roll call vote: Kostman-aye, Colclasure-aye, Humphrey-aye and Erno-aye.

Motion to go into closed session at 4:34 p.m. pursuant to WI State Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility as it pertains to board/tenant/staff concerns. Humphrey/Erno. Motion passed unanimously by roll call vote 4-0: Those attending closed session: Erno, Kostman, Colclasure, Humphrey, Wayne Zimmerman and Recording Secretary, Kay Tautges.

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

The Committee may reconvene in open session for potential action(s) on closed session issues(s): Motion to reconvene in open session at 6:02 p.m. Kostman/Humphrey. Motion passed unanimously.

Approval of Resolution No. 403 "Executive Director": Wayne reported that the selection committee choose Russell Grefe as the unanimous choice for the Executive Director position. Wayne stated that Russell best fit the profile of what we were looking for in an Executive Director. Russel had a solid work history, skills, and characteristics which made him well qualified for the job. Motion to approve Resolution No. 403 "Executive Director" (Offer of Executive Director Position to Russel Grefe). Kostman/Erno. Motion passed unanimously by roll call vote: Kostman-aye, Colclasure-aye, Humphrey-aye and Erno-aye.

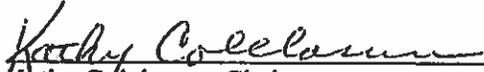
Continued Discussion on Capital Improvement Project – Fire Station: As per the request at the last meeting, Wayne handed out a packet of information from the architect which outlined possible options for the remodeling of the Fire Station. The document was to be viewed as food for thought and therefore no action was necessary.

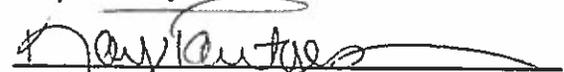
For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments – None.
2. Executive Director’s Report – Wayne reported that the Christmas Party is next week at Park Place. Also, he has received some extremely good news that the MHA has been awarded and \$850,000.00 grant which will be used for the RAD conversion project.

The next regular meeting of the Commissioners of the Housing Authority will be held Wednesday, January 13<sup>th</sup>, 2015, 4:00 p.m. at Park Place, 215 Grand Avenue, Merrill, WI.

Motion to adjourn at 6:09 P.M. Kostman/Erno. Motion passed unanimously.

  
Kathy Colclasure, Chairman

  
Kay Tauges, Recording Secretary

  
Wayne Zimmerman  
Interim Executive Director

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

**Wednesday, December 9, 2015, 4:00 P.M., Jenny Towers Library 711 E First Street, Merrill, WI**

**PRESENT:** Chairman Kathy Colclasure, Amanda Kostman , Denise Humphrey, James Erno, Rob Norton (Ex-Officio), Wayne Zimmerman, and Kay Tautges.

**ABSENT:** Paul Wagner

**GUESTS:** Jenny Tower residents

**SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING** called to order by Chairman Kathy Colclasure. Motion to excuse Paul Wagner. Erno/Humphrey. Motion passed unanimously.

**Public Comment Period:** Kay Gruett, # 712, commented that staff treat the tenants with respect and dignity. This has been appreciated by all. Mary Peters , #206, thanked Wayne for taking care of the maintenance problems. Jim Zellmer, 202, thanked Wayne for taking care of the problem he had.

**Motion to approve minutes of Novemeber 11, 2015 meeting and today's agenda.** Humphrey/Erno. Motion passed unanimously.

**Discussion and motion to approve Checks #17705 thru #17742 and Billings to date for November 2015:** Kostman/Humphrey. Motion passed unanimously by roll call vote: Kostman - aye, Erno-aye, Humphrey-aye and Colclasure-aye.

**Discussion and Approval of Move-ins and Move-outs for November 2015:** Wayne reported on a Move- Out who was given a 5 day notice to pay or leave, due to failure to report income. Jenny Towers has no vacancies and the scattered sites has two. Motion to accept report and place on file. Erno/Kostman. Motion passed unanimously.

**Report on Jenny Tower Investments:** Wayne reported that we continue to be financially healthy. Interest earned is similar to earnings in past months and there were no withdrawals made for capital expense needs/projects during the past month. Motion to accept report and place on file. Erno/Humphrey. Motion passed unanimously.

**Discuss and Approval of Resolution No. 402 "2016 Section 8 New Construction Budget":** Wayne reported that HUD requires filing of the 2016 budget by a specific date. Because of this, Wayne prepared and submitted a 2016 budget for review by the board. If necessary, revisions can be made to the 2016 budget in the new year. Motion to approve Resolution No. 402 "2016 Section 8 New Construction Budget". Erno/Humphrey. Motion passed unanimously by roll call vote: Kostman - aye, Erno-aye, Humphrey-aye and Colclasure-aye.

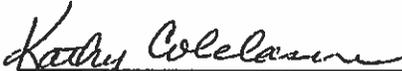
**Continued Discussion on Capital Improvement Project – Wiring System:** Wayne reported that as directed by the board, he contacted Martin/Riley to propose that the plans for the wiring project be divided into smaller projects in an attempt to attract more bids. Board members were given copies of the response from Martin/Riley. The new plan outlines another way of completing the project which would involve installing the wiring in the chase ways. The board will review this proposal and the project will be taken up at a later date.

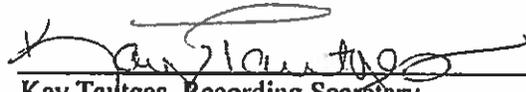
For the Good and Betterment of the Section-8 Housing Program:

1. Commissioner Items/Comments – None.
2. Executive Director's Report –A bill from the City of Merrill was recently received for S. Cleveland Street work. Payment for this work was in exchange for a parcel of land east of the old Fire Station. Although the bill was more than the approved amount, Wayne recommended payment because the increase was based on the actual cost rather than an estimate and was reasonable. Motion giving Wayne the authority to pay the bill. Erno/Humphrey. Motion passed unanimously. - Wayne reported that the tenant Christmas Party will be held tomorrow.

The next regular meeting of the Commissioners of the Housing Authority will be held on Wednesday, January 13<sup>th</sup>, 2015, 4:00 p.m. at Park Place, 215 Grand Avenue, Merrill, WI.

Motion to adjourn meeting at 4:22 p.m. Humphrey/Erno. Motion passed unanimously.

  
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 Kathy Colclasure, Chairman

  
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 Kay Tautges, Recording Secretary

  
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 Wayne Zimmerman  
 Interim Executive Director

**T. B. Scott Free Library Board of Trustees  
REGULAR MEETING  
December 16<sup>th</sup>, 2015**

**Minutes**

**1. Opening**

President Mike Geisler called the Regular Meeting of the Board of Trustees to order at 4:00 p.m. in the Library Board Room. Present: Katie Breitenmoser, Paul Gilk, D'Lacey Haight, Tim Meehean, Jim Wedemeyer and Vicki Yelle. Excused: Richard Mamer. Also present: Don Litzer and Marilyn Sauer (4:10 -).

The board received a thank you letter from Merrill Area Public Schools for the Endowment Fund's donation to the After the Bell Program.

There was no public comment.

**2. Consent Items**

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

**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. 2016 Budget Update: Ms. Stevens contacted City Finance Director Unertl regarding the feasibility of creating of a non-lapsing fund, for the purpose of assisting in covering health care insurance costs in the event that circumstances involving employees who had been declining coverage create an immediate budgetary impact. Ms. Unertl indicated this would be appropriate and recommended that, at this time, funds be placed in the Maintenance/Repair Contingency line per board direction and, at the end of 2016, any remaining funds be moved into a newly designated non-lapsing fund created for this purpose. M Meehean/S Gilk/C to approve the recommendations for reallocation as presented for 2016.

C. Policy: Smoking: M Breitenmoser/S Wedemeyer/C to approve the policy as revised.

D. Policy: Loaning A-V Equipment: M Meehean/S Gilk/C to approve the policy as revised.

E. Policy: Memorial Books: M Meehean/S Yelle/C to approve the policy as revised.

F. Policy: Confidentiality of Patron Records: M Meehean/S Breitenmoser/C to approve the policy as revised.

G. Strategic Plan Progress Goal #6: Ms. Stevens presented staff progress on goals and objectives.

H. Trustee Essential #27-Trustee Orientation and Continuing Education: Ms. Stevens provided copies of Trustee Essential #27.

I. Reports from Friends/WVLS Representative: Ms. Sauer, Lincoln County's representative on the Wisconsin Valley Library Service Board, introduced herself. She briefed the board on the role of the WVLS board in promoting library services and shared observations from her service on the WVLS board. Ms. Sauer remarked that in her work with the WVLS Board, T.B. Scott Free Library was held in high regard. Ms. Sauer was thanked for her work on the WVLS Board.

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

- November Statistical Report was presented. Revised statistics for August, September and October were presented. The revised statistics accurately reflect the breakdown of facility use for library programs, meetings and other patron activity.
- A moderated deliberation with local citizens coordinated through WIPPS (Wisconsin Institute of Public Policy & Service) on the first of three topics critical to America's 21st century economic prosperity (health care policy) was held earlier this month. Forums in January and February will focus on federal budget priorities and citizen personal economic security respectively. In addition, a community volunteer began this month to host a weekly current events discussion group at the library, for which the library is providing space and promotional support.

T.B. Scott Free Library

Board of Trustees

December 16<sup>th</sup>, 2015

- Numerous holiday programs for youth are happening in the next few weeks. Legos donated by the Friends will be featured in Youth Services programs and drop-in activities.
- 1<sup>st</sup> Grade Orientation tours scheduled in January.
- In conjunction with city-wide Winterfest activities January 30<sup>th</sup>, Ron Behm will bring in a dog cargo sled to be displayed on the second floor, as well as provide an evening program. Also, the Library is hosting a cookbook exchange during Winterfest.
- Looking into 2016, programs have been scheduled for tax assistance, Adult Winter Read-In, and ACA Health Insurance Marketplace Registration.
- Ecommerce will be available January 1<sup>st</sup> for library patrons through the online catalog to pay fines/fees of \$3.00 or more.
- Ms. Stevens spoke with Mr. Bliese and sent him written information regarding the solar energy project for the library. Mr. Geisler is speaking with representatives from Church Mutual. Board members directed Ms. Stevens to continue pursuing conversations with local businesses for partnerships with this project, advising that partial funding of the project be included in the conversations.
- Ms. Stevens will be proctoring at Church Mutual; she plans to stay connected to the library through remote access during the time out of the building.
- Members of the Tomahawk Public Library Board will meet with former Library Director Bea Lebal, Endowment Fund Chair Richard Mamer and Ms. Stevens at 2:00 p.m. on January 20<sup>th</sup> to answer questions regarding the history and technicalities of setting up an endowment fund. It is likely that Tomahawk Board members will attend our board meeting to ask additional questions.
- Draft letter outlining the 125<sup>th</sup> Anniversary Celebration of library service in Merrill was given and discussed.
- The annual holiday letter, including a library endowment fund donation card, has again been sent.
- A member of the staff, Mary Weege, is retiring in January after 27 years of service to the library.

**5. Adjournment:**

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

Stacy D. Stevens, Secretary

PARKS AND RECREATION COMMISSION

January 6, 2016

The Merrill Parks and Recreation Commission met on Wednesday, January 6, 2016 at 4:15 p.m. at the Merrill City Hall.

Members Present: Mike Willman, Dave Sukow, Jean Ravn, Brian Artac and Melissa Schroeder

Members Excused Absent: Troy Pieper and Ben Debroux

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: Kandy Peterson, Gene Bebel, Jim Wedemeyer, Eric Malm, Erik Pfantz, Derek Woellner

\*\*\*Motion by Sukow, seconded by Artac to approve the minutes from the October meeting.

\*\*\*Carried unanimously.

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

\*\*\*Carried Unanimously.

Public Comment: None

The first item on the agenda was a continued discussion and potential action on Bike Route Designation and Pedestrian Routes. Wendorf stated that this plan has been approved by Merrill Park and Recreation Commission and also Merrill City Council. Wendorf stated that the project has not been completed due to lack of action and it is now time to get this project going and get it finished so that there will be safe routes marked for pedestrians and bikers to get out to the MARC and throughout the city safely. Sukow stated that the money is there to complete the routes, they just need to be done. City Administrator Dave Johnson stated that all he needs is a phone call from Wendorf stating that the Park and Recreation Commission wants this done and he will call acting Supervisor for Street Department and the Public Works Director and tell them to get this project done. Willman questioned if a motion needs to be made with the description of the routes. Wendorf stated that the routes would be from the 2014 Bike Designation plan.

\*\*\*Motion by Schroeder, seconded by Sukow to have Dan Wendorf come up with some alternative additional routes from Center Ave to Grand Ave and from Grand Ave. to Taylor Street.

\*\*\*Amended motion: Motion by Schroeder, seconded by Sukow to include all River Bend Trail feeders into alternative additional routes.

\*\*\*Carried Unanimously.

This item will be on the February agenda.

The next item on the agenda was a update on disc golf initiative. Wendorf stated that he has been working with Eric Pfantz on some more ideas for additional disc golf courses in our parks. Wendorf stated that they decided to start with arranging a disc golf course in Stange Park connecting with Kitchenette Park. Wendorf stated he thought this would bring more people into

the business district of the city. Wendorf also stated the central location will be visible and easily accessible for everyone. These options will also be the most cost effective to begin with. Wendorf also stated they talked about cost and some ideas for raising money to complete the disc golf course. Sukow stated that he thought this was a great idea and its untapped potential to draw more people into the City. The best part is there is no age limit on disc golf. Wendorf will report more information in February.

The next item on the agenda was monthly board reports. Wendorf asked if anyone had any questions. Willman questioned if this was the first year his application for the American Transmission Company was rejected. Wendorf stated it was. Wendorf stated that a lot of communities applied for the grant this year. Willman also questioned how the Ash removal is going. Wendorf stated that the Street Department is slowly getting some trees down that have been marked for a while. Willman asked if new trees will be planted where the old ones will be coming out. Wendorf stated that new trees would be planted but will not happen right away due to budget restraints. Wendorf estimates about 2 or 3 years for all the replantings. Wendorf is hoping all the ice rinks will be up and ready to go by next week.

\*\*\*Motion by Sukow, seconded by Artac to approve the monthly board report given by Wendorf.

\*\*\*Carried unanimously.

The next regular meeting is scheduled for February 3, 2016 at 4:15 p.m. at the Merrill City Hall.

Public comment: Eric Pfantz questioned if bathrooms will be going in at Stange Park and Normal Park this summer. Wendorf stated that Stange Park will have porta potties but Normal Park will be getting new bathrooms.

\*\*\*Motion by Sukow, seconded by Artac to adjourn at 5:20 p.m.

\*\*\*Carried unanimously.

Dawn Smith  
Recording Secretary

PARKS AND RECREATION COMMISSION

December 2, 2015

The Merrill Parks and Recreation Commission met on Wednesday, December 2, 2015 at 4:15 p.m. at the Merrill City Hal.

Members Present: Mike Willman, Dave Sukow, Jean Ravn, Brian Artac and Ben Debroux

Members Excused Absent: Troy Pieper, Melissa Schroeder

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: Candy Peterson

\*\*\*Motion by Sukow, seconded by Artac to approve the minutes from the October meeting.

\*\*\*Carried unanimously.

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

Sukow questioned about the porta potties at Normal Park and the cost to have them there. Sukow stated that if they continue to pay for porta potties the City would be wasting a lot of money. Sukow also questioned the water bill at Athletic Park. Wendorf stated that the bill was for irrigation and the whole season of baseball. Wendorf stated that Merrill Baseball always chips in part for the bill. Artac question what centurion/glisten and lemon drop was. Wendorf stated that they are cleaning supplies used at the Smith Center.

\*\*\*Carried Unanimously.

Public Comment: None

The first item on the agenda was a presentation on City Forest timber management from Rich LaValley (WDNR). Rich LaValley showed a presentation on the history of the City Forest and also explained how they manage the City Forest through timber sales. Rich LaValley stated they are putting in new roads and managing the roads and trails they have now. Rich also stated that he has almost the entire boundary lines painted around the City Forest.

The next item on the agenda was to review/approve Smith Center hot water heater bids. Wendorf stated that there was only one bid received from Mechanical Incorporated for \$41,300.00. Wendorf recommended accepting the bid stating the Mechanical does all of the needed maintenance around the building and is very familiar with the equipment and the building.

\*\*\*Motion by Sukow, seconded by Ravn to accept the bid from Mechanical Inc. for \$41,300.00 for the new hot water heaters at the Smith Center.

\*\*\*Carried Unanimously.

The next item on the agenda was continued discussion regarding Bierman Family Aquatic Center policies. Wendorf stated that he downsized the rules and regulations from the first draft. Wendorf asked if anyone had any changes they would like to make. City Administrator Dave Johnson stated that he did not like the last item listed on the policies stating that if we continue to close

the pool due to low attendance people who purchased season passes are going to get upset if the pool is always closed. Sukow also stated that the temperature one should not be on there.

\*\*\*Motion by Sukow, seconded by Artac to approve the rules and regulations of the Bierman Family Aquatic Center eliminating the last two rules that the pool will close when the air temperature is less than 70 degrees and skies are cloudy and that the pool will close due to poor attendance of less than 50 patrons one hour after opening.

\*\*\*Carried unanimously.

The next item on the agenda was to revisit Bike Route Designation initiatives and pedestrian routes to the Merrill Area Recreation Complex. Wendorf stated that he just wanted to bring everyone up to date on the bike routes. Wendorf stated that there was some confusion last summer on getting the bike routes painted and signed and he is hoping that next summer the bike trails can be completed. Wendorf stated that he put some information in everyone's packet regarding the bike routes and asked if anyone had any questions or concerns.

The next item on the agenda was monthly board reports. Wendorf asked if anyone had any questions. Wendorf stated that he met with Eric Pfantz in regards to the Disc Golf courses. Wendorf stated that he received a packet from Eric in regards to all the ideas for some new disc golf courses. Wendorf would like to see the disc golf courses back on the agenda in the near future for discussion and hopefully some action. Sukow stated that this was a great idea and a great way to utilize the parks.

\*\*\*Motion by Sukow, seconded by Ravn to approve the monthly board report given by Wendorf.

\*\*\*Carried unanimously.

The next regular meeting is scheduled for January 6, 2015 at 4:15 p.m. at the Merrill City Hall.

No public comment

\*\*\*Motion by Sukow, seconded by Artac to adjourn at 5:30 p.m.

\*\*\*Carried unanimously.

Dawn Smith  
Recording Secretary



**CITY OF MERRILL**  
**POLICE AND FIRE COMMISSION**  
**MINUTES • MONDAY DECEMBER 21, 2015**

**Regular Meeting****City Hall Basement Conference Room****4:00 PM****I. Call to Order**

Kurt Helmstadter called the meeting to order at 4:00 P.M.

Attendee Name	Title	Status	Arrived
Kurt Helmstadter	President	Present	
Mike Ravn		Present	
David Hayes		Excused	
Carol Holz		Present	
Don Heyel		Present	

Also in attendance: Police Chief Ken Neff, Fire Chief Dave Savone, City Administrator Dave Johnson, Police Captain Corey Bennett (arr. 4:05) and City Clerk Bill Heideman.

**II. Minutes of Previous Meeting(s):****1. Minutes of July 29, 2014 meeting**

Motion (Ravn/Heyel) to approve the minutes of the July 29<sup>th</sup>, 2014 meeting and place them on file.

**RESULT: APPROVED**

**III. Status/Update Reports:****1. Police Chief Neff**

Police Chief Neff reported that he has been working on the promotions process, which will be discussed later in the meeting.

The Police Department has been holding emergency training sessions with several other law enforcement agencies in central Wisconsin. This coordinated training is similar to the mutual aid program in place in the Fire Department.

Public relations efforts and events continue. The Student Police Academy is currently holding sessions.

The noise concerns at the Northcentral Technical College Center of Excellence seem to have been resolved.

**2. Fire Chief Savone**

Fire Chief Savone reported that three firefighters have been hired since the last Police and Fire Commission meeting.

A Citizen Fire Academy was held in the fall of 2015. Firefighter certifications are ongoing.

Lincoln County Emergency Management and the Fire Department are working together on emergency preparedness training.

One firefighter/paramedic has been on extended sick leave, and has now exhausted all his available "off" time. He is currently on "absent without pay" status.

Interviews have been conducted with four firefighter/paramedic candidates. One of the four is being recommended for potential employment. Fire Chief Savone will contact this candidate to determine if the candidate is still interested. No action on this issue was necessary at this time.

#### IV. Agenda items for consideration:

##### 1. Recommendations from Police Chief Neff regarding Police Department promotions

Police Chief Neff reported that the promotions are the result of reorganization as well as a retirement in the Police Department.

Police Chief Neff had previously provided promotion information to the commission members. He is proposing the following promotions:

- Patrick Wunsch to Investigative Lieutenant
- Don Seubert II to Patrol Lieutenant
- Matt Drabek to Patrol Lieutenant
- Nicole Cimino to Investigator

Police Chief Neff mentioned that the promotion to investigator does not require Police and Fire Commission approval, because this is a non-supervisory position.

Motion (Holz/Heyel) to approve the Police Department promotions, as submitted by Police Chief Neff.

<b>RESULT:</b>	<b>APPROVED</b>
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#### V. Establish date, time and location of next meeting

The next meeting was not yet scheduled.

#### VI. Public Comment Period

There was no public comment.

#### VII. Closed session(s):

1. **The Commission may meet in closed session pursuant to Wisconsin State Statutes Chapter 19.85(1)(b) and 19.85(1)(c) to conduct Police Officer candidate application interviews to establish Police Officer eligibility list for future vacancies.**

Motion (Heyel/Holz) to convene in closed session. Carried 4-0 on roll call vote.

Convened in closed session at 4:34 P.M.

Attending: Helmstadter, Holz, Heyel, Ravn, Johnson, Bennett and Neff.

Interviews were conducted with six police officer candidates.

VIII. Open session:

1. The Commission may reconvene in open session to consider establishing a new Police Office eligibility list.

Motion (Holz/Ravn) to reconvene in open session. Carried.

Reconvened in open session at 6:40 P.M.

Motion (Heyel/Holz) to place the names of all six candidates on an eligibility list.

**RESULT: APPROVED**

IX. Adjournment

Motion (Ravn/Heyel) to adjourn. Carried. Adjourned at 6:50 P.M.



**Heideman, Bill**

**From:** dhayes11@frontier.com  
**Sent:** Monday, December 14, 2015 8:50 AM  
**To:** Heideman, Bill  
**Subject:** Fw: Police and Fire Commission meeting minutes from July 29, 2014

On Sunday, December 13, 2015 11:32 AM, "dhayes11@frontier.com" <dhayes11@frontier.com> wrote:



Meeting called to order at 5:30pm by Chairman Helmstadter

Minutes from previous meeting were approved (Ravn/Heyel)

**Fire Department**

Existing procedure allows Chief Savone to hire one of five remaining candidates from 2013 pool of interviewees. Chief Savone and Chairman Helmstadter agreed to extend 1 year limit on that list to the end of 2014 (had been July to July) to fill announced retirement of Firefighter at the end of 2014.

Review of Promotion for Fire Department policy for Fire Captain. Motion to approve without alternative (Ravn/Hayes); approved on 100 percent vote.

**Police Department**

Review of Promotion for Police Captain and Lieutenant. Motion to approve without alternative (Ravn/Hayes); approved on 100 percent vote.

Fire Chief Savone outlined interview process and made recommendation to promote Tadd Wagner. Mr. Wagner introduced himself and answered questions from Commissioners. Motion to approve (Holz/Ravn) to accept recommendation approved 100 percent.

No Public comment

Motion to adjourn (Holz/Heyel)

Respectfully submitted,

David R. Hayes

City of Merrill  
Redevelopment Authority (RDA)

Tuesday, January 5<sup>th</sup>, 2016 at 8:00 A.M.  
City Hall Common Council Chambers

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

RDA Absent: None

Others: Alderpersons Dave Sukow and Kandy Peterson, City Administrator Dave Johnson, Finance Director Kathy Unertl, City Attorney Tom Hayden, City Building Inspector Darin Pagel, Ken Maule from Lincoln County Economic Development Corp., Mary Rajek from Redevelopment Resources, Ryan Peacock and Mark Raymer, Mark Hammond from MSP Real Estate, Inc., and Linda Berlin from Trophy Bar

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

**Public Comment:** None.

**Consider approval of meeting minutes from December 3<sup>rd</sup>, 2015:**

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

**Consider award of \$231,000 demolition contract to C&D Excavating, LLC for former Page Milk structure located at 2200 Sturdevant St. (TID No. 9):**

Johnson reported that sixteen potential contractors attended the mandatory walk through on December 2<sup>nd</sup>. Six firms submitted bids including environmental work and demolition/disposal. The bids ranged from low of \$231,000 to high of \$400,000.

Laufenberg asked about comparable demolition projects? Johnson advised that C&D Excavating has successfully handled demolition of Lincoln House, Anson-Gilkey buildings, and other commercial and residential structures.

**Motion (Schwartzman/Karow) to award the demolition contract to C&D Excavating, LLC. Carried.**

**Consider a resolution authorizing development agreement by and between the City of Merrill and Mark Raymer for 1504 W. Main St. rehabilitation – TID No. 8:**

RDA Commissioners reviewed the architectural renderings that were prepared by Stacy Ness from Kye Studios. Ryan Peacock advised that potential commercial tenants include laundromat, liquor store, and professional service offices. There will also be two apartments.

Laufenberg noted that several new jobs would result from the redevelopment in addition to the tax increment generated. Unertl reported that the proposed \$30,000 TIF cash development incentive would be covered by the proposed tax increment. Unertl and Schwartzman advised that the Community Development Committee would be considering the requested \$50,000 Façade Loan. Public sector financial component is about 25% of the acquisition and redevelopment project.

**Motion (Schwartzman/Kostman) to recommend the resolution and development agreement to the Merrill Common Council. Motion carried.**

**Update on accepted \$200,000 offer to purchase 17 acres and request for proposals for new development at 1501 Highway 107 (TID No. 5):**

In follow-up to December 2015 RDA closed session discussion, Johnson advised that there is an accepted offer to purchase the 17 acre Lokemoen Construction property for \$200,000. The City's offer to purchase is contingent upon development proposals.

RFP development responses are due Thursday, January 21<sup>st</sup>. Johnson reported that one proposal has already been received.

City staff anticipates being able to review the RFP responses and potentially having a proposed development agreement for consideration at the February RDA meeting.

**Next RDA meetings:** Next regular RDA meeting is scheduled for Tuesday, February 2nd at 8:00 a.m.

Due to the redevelopment proposal for the Lincoln House site and deadline for WHEDA tax credit applications, a joint Common Council, RDA, and Plan Commission meeting is tentatively planned for Wednesday, January 20<sup>th</sup> at 6:00 p.m.

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:

- a. Continued discussion on potential new commercial development in TID No. 3 (East Side) and potential TIF development incentives
- b. Update on and consideration of potential request for proposal responses for redevelopment at 120 S. Mill St. (former Lincoln House site) in TID No. 6
- c. Discussion of potential property acquisition northwest Merrill to facilitate new residential development (Proposed site would be included in future expanded TID No. 8 boundary amendment)

**Motion (Schwartzman/Kostman) to move to closed session.** Motion carried 7-0 on roll call vote at 8:25 a.m.

There was discussion on above issues and options.

**Motion (Schwartzman/Smith) to reconvene in open session.** Carried at 9:32 a.m. There was no action on closed session items.

Unertl informed Linda Berlin that there would be joint meeting between RDA, Common Council, and Plan Commission tentatively at 6:00 p.m. on Wednesday, January 20<sup>th</sup> in follow-up to the redevelopment proposal for the Lincoln House site.

**Adjournment:** Motion (Schwartzman/Kostman) to adjourn at 9:35 a.m. Carried.

Minutes prepared by RDA Secretary Kathy Unertl



**CITY OF MERRILL**  
**WATER & SEWAGE DISPOSAL COMMITTEE**  
**MINUTES • WEDNESDAY DECEMBER 23, 2015**

Regular Meeting

City Hall Council Chambers

5:00 PM

## I. Call to Order

Attendee Name	Title	Status	Arrived
Kandy Peterson	Aldersperson - Fourth District	Present	
John Burgener	Aldersperson - Fifth District & President	Present	
Rob Norton	Aldersperson - Seventh District	Present	

Also in attendance: City Administrator Dave Johnson, Utility Superintendent Kim Kriewald, Alderman Dave Sukow, Rod Akey, Tonia Speener and City Clerk Bill Heideman.

## II. Vouchers:

## 1. Vouchers

Motion (Burgener/Peterson) to place the vouchers on file.

<b>RESULT:</b>	<b>PLACED ON FILE</b>
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## III. Agenda items:

## 1. Discussion of completed Operations &amp; Needs Review (ONR) for the Wastewater Treatment Plant.

Strand Associates has prepared a Wastewater Treatment Facility Operations and Needs Review Report. Copies of it were distributed at the meeting.

Utility Superintendent Kriewald explained that the needs and improvements recommended in the report would be done in three phases. He then gave a verbal synopsis of the report.

## 2. Discussion on potential I &amp; I study on collection system based on the Operation and Needs Review.

Utility Superintendent Kriewald reported that the Operations and Needs Report discussed earlier includes a project in Phase 1 to address the issue of infiltration/inflow (I/I). The report indicates there has been an increase in I/I over the last three years. The project would involve locating the problem and then eliminating it. Utility Superintendent Kriewald has received some preliminary pricing for this project. At this point, it was on the agenda for discussion purposes only. However, Utility Superintendent Kriewald waning the committee to be aware of this upcoming project.

## 3. Operations Report

The report was in the meeting packet.

Alderman Norton inquired on the status of the GIS program. He was told that a presentation would be given soon.

Options for updating meter reading procedures were discussed. At a future meeting, Alderman Norton would like to discuss the possibility of offering the option to pay utility bills with a credit card.

A roofing project has been completed.

IV. Public Comment Period

There was no public comment.

V. Establish date, time and location of next meeting

Wednesday, January 20<sup>th</sup>, 2016 at 5:00 P.M. in the City Hall Common Council Chambers.

VI. Adjournment

Motion (Burgener/Peterson) to adjourn. Carried. Adjourned at 5:20 P.M.



## PROPOSED ELECTION WORKERS LIST FOR 2016 – 2017

DISTRICT 1	DISTRICT 2
Anderson, Sharon	Akey, Rose
Bebel, Gene	Hostvedt, Don
Bebel, Karleen	Hostvedt, Sally
Boes, Gary	Jaeger, Sharon
Dabbert, Richard	Lowe, Lana
Evans, Judy	Mielke, Evelyn
Heyel, Carol	Plautz, Darlene
Holz, Carol	Weaver, Judy
Hopper, Patricia	Willman, Mike
Peterson, Carol	
Peterson, Steve	
Roberts, Sharon	

DISTRICT 3	DISTRICT 4
Bagley, Arlene	Baumann, Mary
Baumann, Donna	Borelli, Edith
Fredrickson, Janice	Borelli, Leo
Hull, Sandy	Frank, Sandra
Iwen, Kathy	Hanson, Bill
Kautz, Ronald	Hanson, Jane
Lebal, Bea	Knott, Dennis
Lebal, Larry	Radloff, Karen
Lerch, Marge	Ravn, Jean
Rhinehart, Linda	Schult, Paulette
Streich, Nancy	Short, Eleanor
	Smith, Floyd

DISTRICT 5	DISTRICT 6
Burrow, Malinda	Albers, Brogan
Burrow, Ronald	Albers, Kenneth
Geisler, Michael	Ashbeck, Norbert
Jaeger, Lois	Baumann, Norma
Pepke, Darlene	Bondioli, Gloria
Pester, Carol	Carlson, Christine
Rattmann, Mary	Duginski, Mary
Saal Jr, Frank	James, JoEllen
Schroeder, Joan	Nelson, Faye
Simon, Elaine	Schiller, Janice
Wright, Cheryl	Sukow, David
	Sukow, Judy

DISTRICT 7	DISTRICT 8
Ackley, Jackie	Ader, Helene
Baumgart, Donna	Ader, John
Bloomer, Mary Ann	Beyer, Janet
Colclasure, Kathy	Chrudimsky, Jeanne
English, Jean	Grefe, Dennis
Hartwig, Carol	Jabas, Bonnie
Hartwig, Gary	Kriewald, Gertrude
Krause, Carol	Kriewald, Norman
Kriehn, Gerald	Kuehl, Judith
Norton, Robin	Luterbach, Mary
Richardson, Eileen	Travis, Patricia
Richardson, James	
Rusch, Greta	
Swope, Katie	
Van Straten, Terry	
Van Straten, Vicki	

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

AN ORDINANCE: By Health and Safety Committee  
Re: Amending Chapter 26, Article II, Section 26 to  
add 26-35 Remaining or Going on Premises  
after being Ordered to Leave

ORDINANCE NO. 2016-  
Introduced: January 12, 2016  
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 26, Article II, Section 26-35 of the Code of Ordinances for the City of Merrill is created to add the following:

**26-35 REMAINING OR GOING ON PREMISES AFTER BEING ORDERED TO LEAVE**

- (a) It shall be unlawful for any person who enters the premises of another person or to remain on such premises after he has been ordered by the owner or his agent or his representative or by any person in charge of such premises to leave such premises.
- (b) It shall be unlawful for any person to enter upon the premises of another person without the consent of the occupant after such person has been forbidden or warned by the occupant or person in charge of such premises not to enter upon such premises; provided that the provisions of this section shall not apply to licensees, tenants in common of such premises, landlords, meter readers and other persons who enter on such premises in pursuit of lawful business, not including the persons named in section 26-35 and shall not apply to police officers or other public officers who enter on such premises in discharge of their duties
- (c) Any person who shall violate or fail to comply with the provisions of subsection (a) and (b) of this section shall pay a forfeiture of not less than twenty-five dollars (\$25.00) nor more than two hundred dollars (\$200.00).

**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

Attachment: Ordinance on Trespassing (1451 : Ordinance on trespassing)

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

Attachment: Ordinance on Trespassing (1451 : Ordinance on trespassing)

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

**A RESOLUTION APPROVING A CERTIFIED SURVEY MAP ON RAE ROAD IN THE TOWN OF SCOTT BY LISE STEFRONIK, TRUSTEE**

WHEREAS, Lise Stefronik, Trustee have applied for approval of a division of land by certified survey map pursuant to Code of Ordinances Sections 111-116 and 111-119 for land located in the Southwest ¼ of the Northeast ¼ of Section 5, Township 31 North, Range 6 East, Town of Scott, Lincoln County, Wisconsin; and,

WHEREAS, the application was referred to the City Plan Commission which considered the proposed division at a meeting on January 5, 2016; and,

WHEREAS, the City Plan Commission has recommended approval of the land division by certified survey map;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 12<sup>th</sup> day of January, 2016, that the proposed certified survey map presented by Lise Stefronik, Trustee and prepared by Keith J. Walkowski, Riverside Land Surveying LLC, involving the Southwest ¼ of the Northeast ¼ of Section 5, Township 31 North, Range 6 East, Town of Scott, Lincoln County, Wisconsin is hereby approved.

BE IT FURTHER RESOLVED, that the City Clerk is directed to so certify the approval of this certified survey map and return the original to the applicant together with a certified copy of this resolution.

Recommended by: City Plan Commission

CITY OF MERRILL, WISCONSIN

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

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

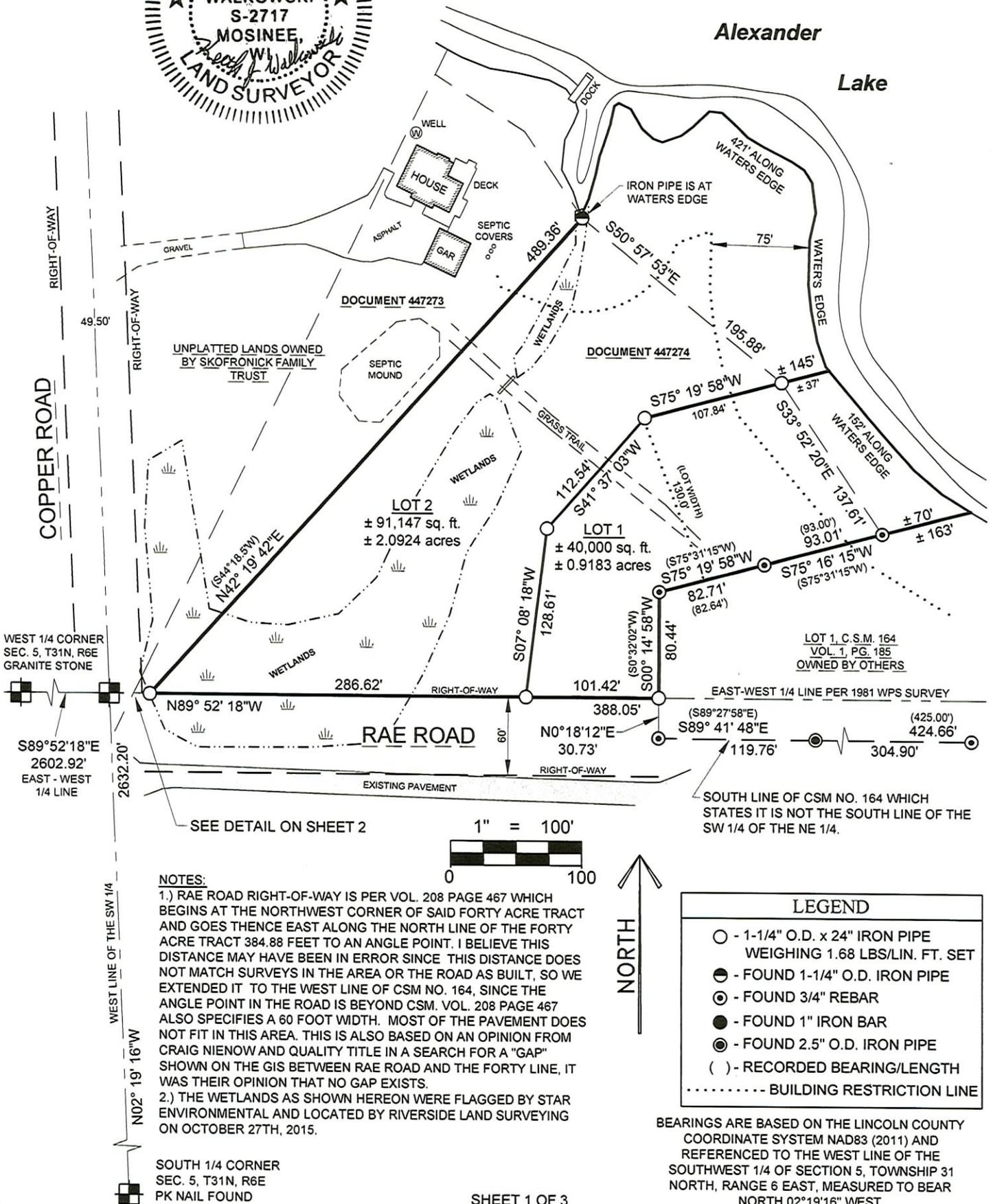
Passed: \_\_\_\_\_

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

Attachment: Resolution on CSM in Town of Scott (1458 : CSM for land in Town of Scott)

# LINCOLN COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Of part the Southwest 1/4 of the Northeast 1/4 of Section 5, Township 31 North,  
Range 6 East, Town of Scott, Lincoln County, Wisconsin.



**NOTES:**

- 1.) RAE ROAD RIGHT-OF-WAY IS PER VOL. 208 PAGE 467 WHICH BEGINS AT THE NORTHWEST CORNER OF SAID FORTY ACRE TRACT AND GOES THENCE EAST ALONG THE NORTH LINE OF THE FORTY ACRE TRACT 384.88 FEET TO AN ANGLE POINT. I BELIEVE THIS DISTANCE MAY HAVE BEEN IN ERROR SINCE THIS DISTANCE DOES NOT MATCH SURVEYS IN THE AREA OR THE ROAD AS BUILT, SO WE EXTENDED IT TO THE WEST LINE OF CSM NO. 164, SINCE THE ANGLE POINT IN THE ROAD IS BEYOND CSM NO. 164, SINCE THE ALSO SPECIFIES A 60 FOOT WIDTH. MOST OF THE PAVEMENT DOES NOT FIT IN THIS AREA. THIS IS ALSO BASED ON AN OPINION FROM CRAIG NIENOW AND QUALITY TITLE IN A SEARCH FOR A "GAP" SHOWN ON THE GIS BETWEEN RAE ROAD AND THE FORTY LINE, IT WAS THEIR OPINION THAT NO GAP EXISTS.
- 2.) THE WETLANDS AS SHOWN HEREON WERE FLAGGED BY STAR ENVIRONMENTAL AND LOCATED BY RIVERSIDE LAND SURVEYING ON OCTOBER 27TH, 2015.

SOUTH 1/4 CORNER  
SEC. 5, T31N, R6E  
PK NAIL FOUND

SHEET 1 OF 3

LEGEND	
○	- 1-1/4" O.D. x 24" IRON PIPE WEIGHING 1.68 LBS/LIN. FT. SET
●	- FOUND 1-1/4" O.D. IRON PIPE
⊙	- FOUND 3/4" REBAR
●	- FOUND 1" IRON BAR
⊙	- FOUND 2.5" O.D. IRON PIPE
( )	- RECORDED BEARING/LENGTH
-----	- BUILDING RESTRICTION LINE

BEARINGS ARE BASED ON THE LINCOLN COUNTY COORDINATE SYSTEM NAD83 (2011) AND REFERENCED TO THE WEST LINE OF THE SOUTHWEST 1/4 OF SECTION 5, TOWNSHIP 31 NORTH, RANGE 6 EAST, MEASURED TO BEAR NORTH 02°19'16" WEST.

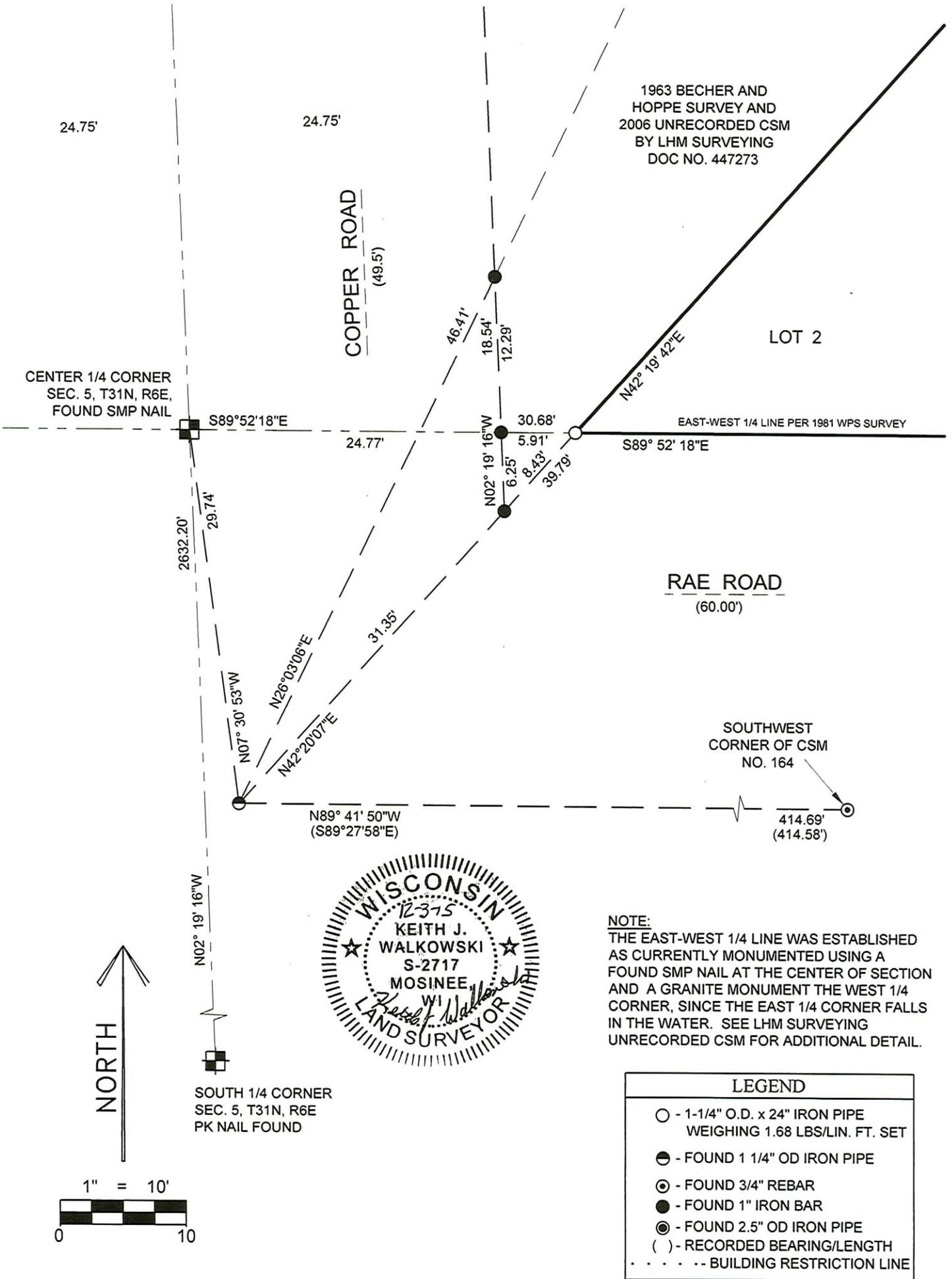


**RIVERSIDE LAND SURVEYING LLC**  
6304 KELLY PLACE WESTON, WI 54476 PH 715-241-7500 - FAX 715-355-6894  
email - mail@riversidelandsurveying.com

DRAWN BY K.J.W.	DATE DECEMBER 2, 2015
CHECKED BY L.H.M.	PROJECT NO. 2366
PREPARED FOR:	LISE SKOFRONICK

# LINCOLN COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Of part the Southwest 1/4 of the Northeast 1/4 of Section 5, Township 31 North, Range 6 East, Town of Scott, Lincoln County, Wisconsin.



SHEET 2 OF 3

Packet Pg. 69

**RIVERSIDE LAND SURVEYING LLC**  
6304 KELLY PLACE WESTON, WI 54476 PH 715-241-7500 - FAX 715-355-6894  
email - mail@riversidelandsurveying.com

<b>DRAWN BY</b> K.J.W.	<b>DATE</b> DECEMBER 2, 2015
<b>CHECKED BY</b> L.H.M.	<b>PROJECT NO.</b> 2366
<b>PREPARED FOR:</b> LISE SKOFRONICK	

16.1.b

# LINCOLN COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Of part the Southwest 1/4 of the Northeast 1/4 of Section 5, Township 31 North, Range 6 East, Town of Scott, Lincoln County, Wisconsin.

I, Keith J. Walkowski, Professional Land Surveyor S-2717, hereby certify to the best of my knowledge and belief: That I have surveyed, mapped and divided a part of the Southwest 1/4 of the Northeast 1/4 of Section 5, Township 31 North, Range 6 East, Town of Scott, Lincoln County, Wisconsin described as follows:

Commencing at the South 1/4 corner of said Section 5; Thence North 02°19'16" West along the West line of said Southwest 1/4, 2632.20 feet to the monumented Center of Section 5; Thence South 89°52'18" East along the East-West 1/4 line, 30.68 feet to the Southeast line of a Parcel of land described in Document Number 447273 and the point of beginning; Thence North 42°19'42" East along said Southeast line of Document Number 447273, 489.36 feet to a found 1-1/4" O.D. Iron Pipe located at the water's edge of Alexander Lake and the beginning of a meander line along the South shore of Alexander Lake; Thence South 50°57'53" East along said meander line, 195.88 feet to a point located 37 feet, more or less, from the water's edge of Alexander Lake; Thence South 33°52'20" East along said meander line, 137.61 feet to a point located 70 feet, more or less, from the water's edge of Alexander Lake and the end of said meander line along the South shore of Alexander Lake and to a point on the North line of Lot 1 of Certified Survey Map Number 164 recorded in Volume 1 of Certified Survey Maps on Page 185; Thence South 75°16'15" West along said North line, 93.01 feet; Thence South 75°19'58" West along said North line, 82.71 feet to the West line of said Lot 1 of Certified Survey Map Number 164; Thence South 00°14'58" West along said West line of Certified Survey Map Number 164, 80.44 feet to said East - West 1/4 line; Thence North 89°52'18" West along said East - West 1/4 line, 388.05 feet to the point of beginning.

That the above described parcel of land contains 131,147 square feet or 3.0107 acres, more or less, including those lands lying between the above described meander line and the water's edge of Alexander Lake and the Lot lines extended to the water's edge;

That said parcel is subject to all easements, restrictions and right-of-ways of record;

That I have made this survey, division and map thereof at the direction of Lise Skofronick Trustee of said parcel;

That I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes, Chapter A-E7 of the Wisconsin Administrative Code and the subdivision regulations of Lincoln County and the Town of Scott in Surveying, Mapping and Dividing the same.

That said map is a correct and accurate representation of the exterior boundaries of said parcel and the division thereof.

Dated this 3RD day of DECEMBER, 2015  
Keith J. Walkowski  
 Riverside Land Surveying LLC  
 Keith J. Walkowski  
 P.L.S. No. 2717



I, \_\_\_\_\_ (City Clerk) being duly elected by the City of Merrill, hereby certify that the above Certified Survey was approved by the Common council of the City of Merrill, Wisconsin at its regular meeting on \_\_\_\_\_ by Resolution No. \_\_\_\_\_.

\_\_\_\_\_  
 City Clerk Date

Lincoln County Approval: The Certified Survey Map prepared for Lise Skofronick, has been reviewed and found to be in compliance with the terms of the Lincoln County Code and is hereby approved by the Lincoln County Land Services Department on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
 Land Services Administrator

SHEET 3 OF 3

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 <b>RIVERSIDE LAND SURVEYING LLC</b> 6304 KELLY PLACE WESTON, WI 54476 PH 715-241-7500 - FAX 715-355-6894 email - mail@riversidelandsurveying.com	DRAWN BY K.J.W.	DATE DECEMBER 2, 2015
	CHECKED BY L.H.M.	PROJECT NO. 2366
	PREPARED FOR:	LISE SKOFRONICK

16.1.b

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

**A RESOLUTION AUTHORIZING A DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF MERRILL, WISCONSIN AND MARK A. RAYMER (FOR 1504 W. MAIN ST. REHABILITATION)**

WHEREAS, the Common Council of the City of Merrill created Tax Increment District (TID) No. 8 on September 13, 2011 and amended the boundaries and TIF Plan on September 24, 2013 and September 22, 2015; and,

WHEREAS, Mark A. Raymer proposes rehabilitating the exterior façade and interior of a commercial building located at 1504 West Main Street, which is located within TID No. 8; and,

WHEREAS, the City of Merrill finds that the proposed redevelopment and the fulfillment of the items and conditions of the attached Agreement are in the vital and best interest of the City of Merrill, Redevelopment Authority and City residents and serves a public purpose in accordance with State law; and,

WHEREAS, the City and Mark A. Raymer have negotiated the development agreement to provide an incentive payment not to exceed \$30,000 to facilitate the rehabilitation of a commercial building;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 12<sup>th</sup> day of January, 2016, that the Mayor and City Clerk are authorized to sign the development agreement by and between the City of Merrill and Mark A. Raymer and to facilitate the implementation thereof.

Recommended by: Redevelopment Authority (RDA)

CITY OF MERRILL, WISCONSIN

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

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

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

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

Attachment: Resolution on Raymer Development Agreement (1460 : Resolution: 1504 West Main Street)

## City of Merrill – TIF Development Incentive Overview

### TID No. 8 (West Side)

Property Owner: Mark Raymer purchasing property from Gerald & Jane Kleinhans

Location: 1504 W. Main St. (Rich's Discount)

Development: See Mike Morrissey proposed project summary and Sources & Uses Statement

Infrastructure: N/A – None for City of Merrill.

### TID Development Incentives:

Developer: Total of \$30,000 upon completion of rehabilitation

### TID Lifespan Tax Increment:

New tax increment projected at over \$115,000 - please see TIF spreadsheet.

### Fiscal Impact of 1502 W. Main St. Redevelopment:

Mark Raymer previously acquired and rehabilitated the adjacent vacant building at 1502 W. Main St. The following is actual assessed valuations and resulting real estate property taxes.

	2012 <u>Valuation</u>	2015 <u>Valuation</u>	<u>Change</u>
Land	\$12,700	\$12,700	\$0
Improved	<u>\$30,400</u>	<u>\$293,700</u>	<u>\$263,300</u>
Total	<u>\$43,100</u>	<u>\$306,400</u>	<u>\$263,300</u>
Real Estate Tax	\$1,192.11	\$8,231.06	\$7,038.95

**Proposed Project Summary**  
**1504 W. Main Street, Merrill, Wisconsin**

The proposed project consists of rehabilitating an existing commercial building located at 1504 W. Main Street, known as “Rich’s Discount” Market. The developer for the property is Mr. Mark Raymer, who previously acquired and rehabilitated the 1502 W. Main Street property.

The project, as outlined, consists of a mixed use development. The first level will be renovated throughout to accommodate approximately three (3) leasable commercial spaces; one space of which will be leased to a newly configured Rich’s Discount market in a separate storefront. The second floor will be completely renovated into two (2) new apartments. All interior spaces will be completely remodeled with new flooring, ceiling, walls and updated electrical and plumbing, as necessary to create fully-improved commercial and residential space. Total development cost is estimated to be \$376,000 based on previous similarly styled developments. Total square footage in the property is approximately 9,720. Interior rehab of \$263,000 yields a very affordable cost of \$27/sq ft.

The exterior façade will be completely reconstructed into three new separate and independent business storefronts with new entrances, windows and designed exterior surfaces for both the south and west elevations. Exterior surfaces will consist of new windows and doors, a combination of wood frame, EFIS (Exterior Finish Insulation System) together with brick/masonry accents. The existing parking lot would be re-surfaced.

Both the interior spaces/floor plans and exterior improvements are being designed by Kye Studios (who has also designed Central Carpeting, 811 First Street (Antiques), 406 W. Main (Center For Creative Wellness) and Ballyhoos. Construction will begin after all approvals are in place and disbursement of funds will occur during construction.

**Sources & Uses Statement**  
**Rehabilitation of 1504 W. Main Street**  
 December 2015

**SOURCES**

<u>Owner</u>	<u>Bank</u>	<u>City 1</u>	<u>City 2</u>	<u>Total</u>
		TID No. 8	Façade Loan	

**USES**

Acquisition	80,000* <sub>1</sub>	-0-	-0-	-0-	80,000
Rehabilitation	-0-	203,000* <sub>2</sub>	30,000	50,000* <sub>3</sub>	283,000
Soft Costs (A/E)	<u>-0-</u>	<u>-0-</u>	<u>13,000</u>	<u>-0-</u>	<u>13,000</u>
<b>Total</b>	<b>80,000</b>	<b>203,000</b>	<b>43,000*<sub>4</sub></b>	<b>50,000</b>	<b>376,000</b>
	(21%)	(54%)	(11%)	(14%)	(100%)

Footnotes:

- \*<sub>1</sub> - Property is contributed by owner via a 1031 exchange transaction.
- \*<sub>2</sub> - Bank financing will take first mortgage position, as collateral.
- \*<sub>3</sub> - City Loan financing under existing façade loan program. City mortgage would be in 2<sup>nd</sup> position behind primary lender's \$203,000.
- \*<sub>4</sub> - City TIF incentive is structured as a grant paying for building rehab.

City of Merrill - Projected Tax Increment for "Rich's Discount" Rehabilitation									
1504 W. Main St.			Property Owner - Mark Raymer						
PIN: 251-3106-104-0106			Parcel: 34-0104-003-250-00-00						
<b>Real Estate</b>		<u>Existing</u>					<u>Projected</u>		
		<u>Valuation</u>					<u>Valuation</u>		
	Land	\$17,000				Land	\$17,000		
	Improved	\$70,600				Improved*	\$275,600		
	<b>Total</b>	<b>\$87,600</b>				<b>Total</b>	<b>\$292,600</b>		
*Includes exterior and interior rehabilitation									
<b>Projected RE Tax Increment</b>							<b>\$205,000</b>		
<b>Personal Property - Projected:</b>									
New furniture/fixtures							<b>Projected</b>	<b>\$15,000</b>	
with projected future replacement in 2029									
<b>Projected Tax Increment (TID No. 8 - West Side)</b>									
Const. Year	Value Year	Revenue Year	PP Value Increment 10% Dep.	Total Value Increment	Tax Rate	Real Estate Tax Increment	PP Tax Increment	Projected Total Tax Increment	
2016	2017	2018	\$15,000	\$220,000	\$27.07	\$5,549	\$406	\$5,955	
	2018	2019	\$13,500	\$218,500	\$27.07	\$5,549	\$365	\$5,915	
	2019	2020	\$12,150	\$217,150	\$27.07	\$5,549	\$329	\$5,878	
	2020	2021	\$10,935	\$215,935	\$27.07	\$5,549	\$296	\$5,845	
	2021	2022	\$9,842	\$214,842	\$27.07	\$5,549	\$266	\$5,816	
	2022	2023	\$8,857	\$213,857	\$27.07	\$5,549	\$240	\$5,789	
	2023	2024	\$6,500	\$211,500	\$27.07	\$5,549	\$176	\$5,725	
	2024	2025	\$6,500	\$211,500	\$27.07	\$5,549	\$176	\$5,725	
	2025	2026	\$5,000	\$210,000	\$27.07	\$5,549	\$135	\$5,684	
	2026	2027	\$4,500	\$209,500	\$27.07	\$5,549	\$122	\$5,671	
	2027	2028	\$4,500	\$209,500	\$27.07	\$5,549	\$122	\$5,671	
	2028	2029	\$4,500	\$209,500	\$27.07	\$5,549	\$122	\$5,671	
	2029	2030	\$15,000	\$220,000	\$27.07	\$5,549	\$406	\$5,955	
	2030	2031	\$13,500	\$218,500	\$27.07	\$5,549	\$365	\$5,915	
	2031	2032	\$12,150	\$217,150	\$27.07	\$5,549	\$329	\$5,878	
	2032	2033	\$10,935	\$215,935	\$27.07	\$5,549	\$296	\$5,845	
	2033	2034	\$9,842	\$214,842	\$27.07	\$5,549	\$266	\$5,816	
	2034	2035	\$6,500	\$211,500	\$27.07	\$5,549	\$176	\$5,725	
	2035	2036	\$6,500	\$211,500	\$27.07	\$5,549	\$176	\$5,725	
	2036	2037	\$6,500	\$211,500	\$27.07	\$5,549	\$176	\$5,725	
<b>Projected Tax Increment</b>						<b>\$110,982</b>	<b>\$4,946</b>	<b>\$115,928</b>	
						<b>Real Estate</b>	<b>PP</b>	<b>Total</b>	

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

**A RESOLUTION – ADVANCE LAND ACQUISITION LOAN & RESPONSIBILITY AND PERFORMANCE NOTES  
Originally Dated June 9, 2015  
Amendment #1 to Land Loan # SAP-60**

RESOLVED, By the City of Merrill, Wisconsin, hereinafter referred to as Sponsor, that whereas it is deemed to be in the best interest of the sponsor to amend the application for a State loan to acquire land or interests in land for improvement of the Merrill Municipal Airport:

THE SPONSOR, respectfully requests the following changes to the RESOLUTION – ADVANCE LAND ACQUISITION LOAN and/or the RESPONSIBILITY AND PERFORMANCE NOTE.

- Changes to the descriptions of the land and property interests are as follows: Relocation services and estimated payments
- Land Loan funding breakdown:

	<u>Original Loan</u>	<u>Amended Loan Amount</u>
Sponsor’s share (20%)	\$ 22,000.00	\$ 32,000.00
Loan Amount (80%)	\$ 88,000.00	\$128,000.00
<b>Total Land Loan project</b>	<b>\$110,000.00</b>	<b>\$160,000.00</b>

The total amount of the loan, plus interest, will be repaid to the State in full, within five years of the original loan. Repayment may be made by annual budget appropriations, or project appropriations of the City, State and FAA, or a combination of both methods acceptable to the Secretary of Transportation and the applicant.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 12<sup>th</sup> day of January, 2016, that the above Amendment #1 to Land Loan #SAP-60, Advance Land Acquisition Loan & Responsibility and Performance Notes, originally dated June 9, 2015, be approved.

Recommended by: Mayor

CITY OF MERRILL, WISCONSIN

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

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

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

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

Attachment: Resolution on Airport Loan (1468 : Resolution on Airport Loan)

**RESOLUTION NO.**

**A RESOLUTION HONORING CHRISTOPER A. HARTWIG FOR HIS LONG-TIME SERVICE TO THE CITY OF MERRILL**

WHEREAS, Christopher A. Hartwig has served the City of Merrill Police Department for 31 years, from June 4, 1984 to December 11, 2015; and,

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

WHEREAS, Christopher A. Hartwig has earned the admiration and respect of his fellow employees by the way in which he has carried out his duties; and

WHEREAS, Christopher A. Hartwig's skills and experience will be missed at the City of Merrill Police Department;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 12<sup>th</sup> day of January, 2016, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the dedicated and faithful service Christopher A. Hartwig has given the City of Merrill Police Department and commends him for those 31 years of service; and

BE IT FURTHER RESOLVED, that we hereby commend the meritorious and dedicated service of Christopher A. Hartwig, congratulate him upon the occasion of his retirement from the City of Merrill Police Department, and extend our warmest wishes for his enjoyment of 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

Attachment: Resolution Honoring Hartwig (1463 : Resolution honoring Hartwig)



**RESOLUTION NO.**

**A RESOLUTION HONORING MICHAEL SAAL FOR HIS LONG-TIME SERVICE TO THE CITY OF MERRILL**

WHEREAS, Michael Saal has served the City of Merrill Street Department for 17 years, from March 2, 1998 to January 4, 2016; and,

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

WHEREAS, Michael Saal has earned the admiration and respect of his fellow employees by the way in which he has carried out his duties; and

WHEREAS, Michael Saal's skills and experience will be missed at the City of Merrill Street Department;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 12<sup>th</sup> day of January, 2016, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the dedicated and faithful service Michael Saal has given the City of Merrill Street Department and commends him for those 17 years of service; and

BE IT FURTHER RESOLVED, that we hereby commend the meritorious and dedicated service of Michael Saal, congratulate him upon the occasion of his retirement from the City of Merrill Street Department, and extend our warmest wishes for his enjoyment of 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

Attachment: Resolution Honoring Saal (1465 : Resolution honoring Saal)

**RESOLUTION NO.**

**A RESOLUTION HONORING TERENCE VANDEN HEUVEL FOR HIS LONG-TIME SERVICE TO THE CITY OF MERRILL**

WHEREAS, Terence Vanden Heuvel has served the City of Merrill Wastewater Treatment Plant for 35 years, from August 25, 1980 to December 31, 2015; and,

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

WHEREAS, Terence Vanden Heuvel has earned the admiration and respect of his fellow employees by the way in which he has carried out his duties; and

WHEREAS, Terence Vanden Heuvel's skills and experience will be missed at the City of Merrill Waste Water Treatment Plant;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 12<sup>th</sup> day of January, 2016, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the dedicated and faithful service Terence Vanden Heuvel has given the City of Merrill Waste Water Treatment Plant and commends him for those 35 years of service; and

BE IT FURTHER RESOLVED, that we hereby commend the meritorious and dedicated service of Terence Vanden Heuvel, congratulate him upon the occasion of his retirement from the City of Merrill Waste Water Treatment Plant, and extend our warmest wishes for his enjoyment of 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

Attachment: Resolution Honoring Vanden Heuvel (1466 : Resolution honoring Vanden Heuvel)

**RESOLUTION NO.**

**A RESOLUTION HONORING MARY T. WEEGE FOR HER LONG-TIME SERVICE TO THE CITY OF MERRILL**

WHEREAS, Mary T. Weege has served the City of Merrill Library for 26 years, from January 9, 1989 to January 4, 2016; and,

WHEREAS, these years of service have been marked by dedication to the best interests of our community and citizens; and

WHEREAS, Mary T. Weege has earned the admiration and respect of her fellow employees by the way in which she has carried out her duties; and

WHEREAS, Mary T. Weege's skills and experience will be missed at the City of Merrill Library;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 12<sup>th</sup> day of January, 2016, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the dedicated and faithful service Mary T. Weege has given the City of Merrill Library and commends her for those 26 years of service; and

BE IT FURTHER RESOLVED, that we hereby commend the meritorious and dedicated service of Mary T. Weege, congratulate her upon the occasion of her retirement from the City of Merrill Library, and extend our warmest wishes for her enjoyment of 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

Attachment: Resolution Honoring Weege (1467 : Resolution honoring Weege)