

**CITY OF MERRILL
COMMON COUNCIL
TUESDAY, MARCH 12, 2013
7:00 P.M.
CITY HALL COUNCIL CHAMBERS**

AGENDA

- 130310** Invocation by Pastor Bob Smallman, Bible Presbyterian Church
- 130315** Pledge of Allegiance
- 130320** Roll Call
- 130330** Minutes of February 12th, 2013 Common Council meeting
- 130340** Revenue & Expense Report – February 2013
- 130360** Communications and Petitions
- 1303261** Employee Recognition
 - Steven D. Hintze, 20 years (Fire Department)
 - James R. Dallmann, 10 years (Parks and Recreation)
- 130380** Housing Authority – No Action
- 1303100** Community Development Committee – No Action
- 1303110** Parks and Recreation Commission – No Action
- 1303120** Board of Public Works
- 1303121** The Board recommends approving a Quit Claim Deed to Craig Nienow for a 2.5 foot strip of land along the west side of the site of the former Courtview Apartments, next to the Craig J. Nienow Law Office, 1105 East Main Street.

1303122 The Board recommends approving removal of the sidewalk on Tyler Street, at the following addresses: 402 Tyler Street, 404 Tyler Street and 406 Tyler Street. The Street Department would do the removal, at a time most convenient to them. If sidewalk is ever reinstalled at any or all of the three addresses, the City would be responsible for all costs associated with the reinstallation.

1303123 The Board recommends approving the installation of flashing stop signs (two) at the northeast and southwest corners of the intersection of East Ninth Street and Mill Street.

1303130 Health and Safety Committee

1303131 The Committee recommends approving the request from Berlin's Trophy Bar, 808 East Main Street, for an extension of premises (a tent at the rear of their establishment) beginning at 6:00 P.M. on Friday, April 12th, 2013, in conjunction with a birthday party.

1303140 Personnel and Finance Committee

1303141 The Committee recommends approving the sale (and related bill of sale) of the 1990 Pierce fire truck (aka Engine #2) to Northcentral Technical College (NTC) for \$1. Under the terms of the bill of sale, the City shall retain the right to use the vehicle in situations where, in the sole discretion of the City, said use is required. NTC agrees and acknowledges that all repairs, maintenance, insurance and similar matters related to vehicle ownership are the sole and exclusive responsibility of NTC.

1303142 The Committee recommends reclassifying Utility Superintendent Kriewald from Grade 7, Step G (\$58,287.00 annually) to Grade 9, Step F (\$64,489.63 annually) on the Administrative, Professional, Supervisory and Technical Personnel Compensation Schedule.

1303150 Water and Sewage Disposal Committee – No meeting

1303160 City Plan Commission – No meeting

1303170 Transit Commission – No meeting

1303180 Library Board – No Action

1303200 Enrichment Center Committee on Aging – No Action

1303210 Airport Commission – No minutes submitted

1303230 Placing Committee Reports on File

ORDINANCES

- 1303250** An Ordinance annexing territory from the Town of Pine River on a petition for direct annexation by unanimous approval pursuant to Wisconsin State Statutes Section 66.0217(2); assigning aldermanic district (brought directly to the Common Council by Mayor Bialecki)

RESOLUTIONS

- 1303260** A Resolution approving a Post Issuance Compliance Policy for tax-exempt and tax-advantaged obligations (from February 25th, 2013 Personnel and Finance Committee meeting)
- 1303261** A Resolution approving submission of an application for a Wisconsin Department of Natural Resources stewardship grant (from March 6th, 2013 Parks and Recreation Commission meeting)
- 1303262** A Resolution approving an application for funds for development of the Merrill Memorial Forest (from March 6th, 2013 Parks and Recreation Commission meeting)
- 1303263** A Resolution honoring Mark L. Lindstrom for his extended service and great contribution to the City of Merrill (from the Common Council)
- 1303270** Mayor's Communications
- 1303280** Public Comment Period
- 1303999** Adjournment

William N. Heideman, WCMC
City Clerk

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

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

Wednesday, February 13, 4:00 P.M. Jenny Towers Library, Merrill, WI

PRESENT: Chairman Kathy Colclasure, Denise Humphrey, Richard Wiessinger, Amanda Kostman, Rob Norton (Ex-Officio), LaDonna Fermanich and Kay Tautges.

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman Kathy Colclasure. Motion to approve today's agenda and minutes of January 9th & 16th, 2013 meetings with the following correction : Check #21075 should be changed to #21082. Kostman/Humphrey. Passed unanimously.

Discussion and motion to approve Checks #21083 thru #21115 and Billings to date for January with attached list of expenditures: Humphrey/Kostman. Passed unanimously by roll call vote: Humphrey-aye, Wiessinger-aye, Colclasure-aye and Kostman-aye.

Move-ins and Move-outs for January 2013: Motion to accept report and place on file. Kostman/Humphrey. Passed unanimously.

Report on Park Place Investments: LaDonna reported that there was a loss during the past month. No changes to the investment report. Motion to accept report and place on file. Kostman/Wiessinger. Passed unanimously.

Quarterly/Year-end Reports for the year ending 12/31/12. LaDonna summarized the report which does show a loss at year end. Some reasons for the loss include Wayne Zimmerman's unexpected retirement, lower amount of money made on the investments, no operating subsidy received from HUD and the number of vacant apartments. Motion to accept report and place on file. Humphrey/Kostman. Passed unanimously.

Approval for PHM Training: LaDonna needs to complete a Public Housing Management Course during her first year as Executive Director. She asked for approval to register and attend this course in June. Motion to approve PHM training for LaDonna. Humphrey/Weissinger. Passed unanimously.

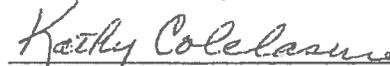
HUD Vacancy Update/Discussion: LaDonna reviewed the Progress Report and the Next Steps which are outlined on the handout given to Commissioners. She has not given tenants any information about future possibilities. Commissioners agreed that tenants should not be notified until we have some specific plans ready.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: None.
2. Executive Director's Report: LaDonna reported that she has been informed that the E & O application will need to be re-done before a quote can be given. A new commissioner to replace Jim Boettcher has not yet been appointed. The annual apartment inspections were completed and deficiency letters were sent to problematic tenants. As a result, LaDonna was challenged as to her right to complete such inspections and issue such letters. The tenant has since complied however, LaDonna feels that situations like this reinforce the need to update our current lease and the grievance and eviction policies and will begin doing so. Jim Boettcher served on the Grievance Panel, so that that absence will need to be filled. The new copier is up and running. Copies of the agenda packet can now be scanned and emailed in advance of meetings. Amanda and Kathy would like to receive copies. Rob would like a copy sent to his city email address.
3. Public Comment Period: None

The next regular meeting of the Commissioners of the Housing Authority will be held on **March 13, 2013, 4:00 p.m., Jenny Towers Library, 711 E. 1st Street, Merrill, WI.**

Motion to adjourn at 4:32 P.M. and open Section-8 Housing - Jenny Towers Meeting. Kostman/Humphrey.
Passed unanimously.



Kathy Colclasure, Chairman



Kay Tautges, Recording Secretary



LaDonna Fermanich, Executive Director

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

Wednesday, February 13, 2013, 4:32 P.M., Jenny Towers Library, Merrill, WI 54452

PRESENT: Chairman Kathy Colclasure, Richard Wiessinger, Amanda Kostman, Denise Humphrey, Rob Norton (Ex-Officio), LaDonna Fermanich and Kay Tautges.

SECTION-8 HOUSING - JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman Kathy Colclasure. Motion to approve minutes of January 16, 2013 meeting and today's agenda: Humphrey/Wiessinger. Passed unanimously.

Discussion and motion to approve Checks #16184 thru #16230 and Billings to date for January 2013 with attached list of expenditures: Wiessinger/Humphrey. Passed unanimously by roll call vote: Colclasure-aye, Wiessinger-aye, Humphrey-aye, and Kostman-aye.

Discussion and approval of Move-ins and Move-outs for January 2013: Motion to accept report and place on file. Humphrey/Kostman. Passed unanimously.

Report on Jenny Tower Investments: LaDonna reminded commissioners that the CD will be maturing in March. She explained that this account is designated specifically for Section 8 Housing security deposits and has to be set-up separate from other accounts. Kathy and LaDonna reviewed the MHA portfolio with BMO representatives. There were no changes to the Investment report. Motion to accept and place on file the Investment Report and to give LaDonna the authority to reinvest the entire value of the CD at the highest available rate of interest. Humphrey/Kostman. Passed unanimously.

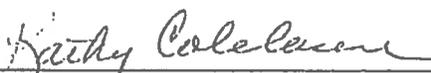
Personnel Policy Matters: Closed Session – Employee Review: Motion to go into closed session. Kostman/Wiessinger. Passed unanimously. Motion to approve six month review recommendation for Lynn Ross. Humphrey/Wiessinger. Motion to go back to open session. Humphrey/Kostman. Passed unanimously.

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

1. Commissioner Items/Comments – None
2. Executive Director's Report – LaDonna reported that the final walk-through for the construction is scheduled for tomorrow, so barring any major issues, the project should be just about ready to wrap up.
3. Public Comment - None.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, March 13, 2013, 4:00 p.m. Jenny Towers Library, 711 E. 1st Street, Merrill, WI.**

Motion to adjourn at 4:57 P.M.: Kostman/Humphrey. Passed unanimously.


Kathy Colclasure, Chairman


Kay Tautges, Recording Secretary


LaDonna Fermanich, Executive Director

COMMUNITY DEVELOPMENT COMMITTEE MINUTES
February 27, 2013, City Hall, Merrill, WI

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

Others Present: Robert & Trina Johnson representing Johnson Pharmacy; their accountant Tim Sandholm; Kurt Rust representing Lincoln County Bank; Jim Warsaw, CWED Loan Administrator; Jack Sroka, Economic Development Director; and Shari Wicke, Community Development Program Administrator.

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

Ms. Wicke informed the committee of the application & review process for a Community Development Block Grant loan. No action needed.

Motion by Mr. Schwartzman to convene in closed session pursuant to Wis. Statutes Section 19.85(i)(e) for consideration of personal financial data related to the loan# 2006-51-SESS & application loan#2013-61-JOHN; seconded by Mr. Koblitz the motion carried 6-0 on roll vote.

Discussion was held in closed session.

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

Ms. Kwiesielewicz made a motion to approve a loan from Central Wisconsin Economic Development (CWED) up to \$60,000 to Johnson Pharmacy of Merrill LLC, at an interest rate of 2% with an amortization of 7 years. The loan will be secured by a General Business Security Agreement (GBSA) on the assets of Johnson Pharmacy of Merrill LLC and supported by the unlimited secured personal guaranties of Robert and Trina Johnson which will be secured by a 2nd position on the 40 acres on Swede Road, Merrill, WI, 2nd position Assignment of Rents and Leases at 407 W. Main Street, Merrill, WI, 2nd position on Assignment and Rents and Leases at N1172 Center Rd, Merrill, WI. In addition the loan is to be supported by the unlimited secured corporate guaranty of Johnson Gifts & Home Décor, LLC which will be secured by a 2nd position GBSA on all of the Company's assets; and the unlimited secured corporate guaranty of Johnson Properties of Merrill LLC which is to be secured by a 2nd position GBSA on all of the Company's assets. The motion was seconded by Mr. Schneider. The motion carried with Mr. Schwartzman and Ms. Wiesneski abstaining from the voting.

Motion was made by Ms. Kwiesielewicz to extend the loan to Shear Essentials LLC up to 1 year at current terms; motion was seconded by Mr. Koblitz and motion carried.

No public comment.

There being no further business to discuss, Mr. Schwartzman made a motion to adjourn; seconded by Mr. Rekau. The motion carried. Adjournment was at 9:25a.m.

Respectfully submitted,
Shari Wicke

- PARKS AND RECREATION COMMISSION

February 6, 2013

The Merrill Parks and Recreation Commission met on Wednesday, February 6, 2013 at 6:00 p.m. at the City Hall in the Council Chambers.

Members Present: Mike Willman, Ralph Sturm, Dorwin Harris, Dan Novitch, Steve Hintze, Anne Caylor and Brian Artac

Members Excused Absent:

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: Dave Johnson, Fred Heider, Kandy Peterson, Phynette Conrad, Brenda Mamer, Goergjett Hoffmann, Allen Hoffmann, Samantha Pinego, Bonnie Noonan, Mary Ball, Steven Roets, Darrell Barker, Jack Ader, David Hayes, Dale Rasmussen, Sharon Anderson, Marty Anderson, Judy Woller, Mile Wilson, June Barker, Christine Vorpapel, Dr. Steve Dahm and a few other came in at the start of the meeting.

***Motion by Artac, seconded by Caylor, to approve the minutes from the previous meeting.

***Carried unanimously.

***Motion by Hintze, seconded by Artac, to approve the claims.

**Sturm questioned what the \$1,500.00 was for. Wendorf stated it was for the wedding show at the Smith Center.

**Caylor questioned what the tree keeper subscription was and how many free trees we received for that amount of money. Wendorf stated it was for the online subscription for forestry management software and no free trees.

***Carried Unanimously.

***Motion by Caylor, seconded by Willman, to open the meeting into a public hearing for the 2013 – 2018 City of Merrill Outdoor Recreation Plan.

Chairperson Novitch asked Mr. Heider from NCWRPC to summarize the process for the public. Chairperson Dan Novitch invited any of the public to come up and speak on behalf of the 2013 – 2018 City of Merrill Outdoor Recreation Plan.

**Christine Vorpapel, stated she met with Mr. Wendorf prior to the meeting, state there was a couple typo's in the brochure, is in favor of the River Bend Trail, would like to see Normal Park as a rental park because it is very hard to plan anything there with no reservations being taken. Would like to see the city and Lincoln County work together as far as the grand stands go.

**Bonnie Noonan, is in favor of the River Bend Trail but does not want to see snowmobiles on it and does not want it lighted. Is opposed to the dog park in the city limits, wants to know who will be responsible for the dog park.

**Steve Dahm, is in favor of the River Bend Trail, promotes exercise in the community, supported fully by medical staff, city needs to showcase what we have. Will not cost the city any money, all funds done by grants, federal funding and fundraising.

**Steve Roets in favor of the River Bend Trail. High School Senior and he feels Merrill needs these things if in future years they want to bring back some of the college students for a great community to live in.

**Sharon Anderson, is in favor of the plan and feels that the River Bend Trail would enhance the City of Merrill drawing more people into the community. Feels we need to keep marketing the city in order for people to want to move here.

**Al Hoffman, owner of land up to railroad tracks over by Lincoln Wood Products and wants to know who would be responsible if the wall that is up would fall.

**Dave Johnson, stated that the city concluded the survey taken and two of the biggest themes of the survey was the Wisconsin River and Prairie River. Concerns on lack of access to the water and not enough trails in the City of Merrill. Johnson is in favor of the trails but at this point does not see the city paying for any, would like to use some money from the timber sales to help upgrade some of the trails in the community. Also would like to see some trails made in the Memorial Forest.

***Motion by Hintze, seconded by Caylor to close the public hearing regarding the 2013-2018 City of Merrill Outdoor Recreation Plan.

The next item on the agenda was to review/approve 2013-2018 City of Merrill Outdoor Recreation Plan. Hintze stated that he was very happy to hear all the input from the public and thanked them for coming. Caylor reminded everyone that just because there is a project in the 2013-2018 Outdoor Recreation Plan it does not mean that the project will be completed or even started.

***Motion by Willman, seconded by Artac, to approve the 2013 – 2018 City of Merrill Outdoor Recreation Plan.

***Carried unanimously.

The next item on the agenda was to review/approve Resolution of Support with the River District Development Foundation. Wendorf stated that the River District was not asking for money in the Resolution of Support, just wanted the blessing of the Park and Recreation Commission. Sturm stated that the River Bend Trail Foundation needed to provide a map of where the trail is going and where it ends. Sturm was also concerned about where the trail will go behind the cosmo and over by Lincoln Wood Products. Sturm stated he is in favor of the trail but there are to many questions on the trail and the foundation should have the answers before coming to the Park and Recreation Commission. Sturm also stated that the foundation has to take the Resolution of Support to the City Council for approval. Sturm stated that they would be better off working with the City Council than the Park and Recreation Department, there is not enough manpower in the Park and Recreation Department to assist with writing the grants or maintenance of the trails. Caylor stated the foundation needs a starting point. Hintze stated that making the Resolution of Support is the starting point. Willman stated the resolution would make it so the foundation can work with the city. Willman also stated there are maps of where the trail will be going. Caylor stated that she would rather see the City do the negotiations with the Railroad Company for the Right of Way Property since in the end it would be the City signing on the dotted line.

***Motion by Willman, seconded by Hintze, to approve the Resolution of Support with the River District Development Foundation and forward it to City Council for approval.

**Carried: Willman, Novitch, Hintze, Harris, Sturm, Artac

**Opposed: Caylor

The next item on the agenda was to review/approve application for Prairie Trails Park Adoption from Washington Elementary School. Wendorf stated that the adopt a park program was

established 8 years ago. Wendorf said the program is wonderful and very beneficial to both parties. Caylor questioned if the Park department supplied them with any equipment or cleaning stuff. Wendorf stated they take them garbage bags, rakes and garbage pickers. Wendorf stated this is a great thing for the community.

***Motion by Hintze, seconded by Caylor to approve application for Prairie Trails Park Adoption from Washington Elementary School.

Novitch stated that there are several other parks in the community for adoption also.

The next item on the agenda was the continued discussion on the dog park. Wendorf stated that he included several options in the packet that everyone received. Wendorf stated that he has been checking on other communities with dog parks and have not heard of anyone complaining about them. Wendorf stated that he will be sitting down with the dog park group and talking about selection of area where the best fit in the community the dog park would be. Wendorf stated that some rules and regulations would need to be up for the dog park and that is another thing he would like to go over with the dog park group. Willman questioned if the Memorial Forest would work for the dog park, stating it would be nice for the animals to have a shaded area and things to run around, and would be easy to expand. Wendorf stated the Memorial Forest is about 12 miles out of town. Wendorf stated that he will have more information at the next meeting.

The next item on the agenda was to request to purchase Top Dresser with funds coming from Merrill Memorial Forest Salvage timber sale revenue. Wendorf stated that he was interested in getting a top dresser for many years. Wendorf stated that this would be a great investment for the ball fields to improve quality of play. Artac stated that it would not only be for the ball fields but it could also be used in parks to smooth and level out the grass areas to remove divots. Wendorf suggested getting the Turfco Model for \$8,495.00. Sturm questioned if that one would be big enough for all the fields and why Wendorf wouldn't go with the 2.25 yard.

***Motion by Sturm, seconded by Artac, to approve the Turfco XL Top Dresser with a 2.25 cubic yard hopper for \$13,995.00. Money would come from Timber Salvage Sale from Memorial Forest.

***Carried unanimously.

The next item on the agenda was monthly reports by Wendorf. Wendorf thanked everyone for coming to the public hearing and also for the involvement in the 2013-2018 City of Merrill Outdoor Recreation Plan. Wendorf also stated that this is a draft for guidance only and not everything in the plan will be completed. Winterfest went good and already planning to ad some more events for next year. Getting ready for recreational programs for summer.

***Motion by Willman, seconded by Artac, to approve the monthly report given by Wendorf.

***Carried unanimously.

The next regular meeting is scheduled for March 6, 2013 at 4:15 p.m., in the lower level in the conference room at City Hall.

Public Comment: Darrell Barker would like to see more meeting held later in the evening. It is very difficult to get to the meeting at 4:15 p.m. Barker stated that even if every other meeting was held later that would be good for more people.

***Motion by Caylor, seconded by Artac, to adjourn at 7:30 p.m.

***Carried unanimously.

Dawn Smith
Recording Secretary

1303120

**City of Merrill
Board of Public Works
Wednesday, February 20, 2013 at 5:30 P.M.
City Hall Basement Conference Room, 1004 East First Street**

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

Others Present Included: City Administrator Dave Johnson, City Attorney Tom Hayden, Building Inspector/Zoning Administrator Darin Pagel, City Hall Maintenance Supervisor Ramona Pampuch, Alderman Dave Sukow, Alderman Ryan Schwartzman, Alderwoman Kandy Peterson and City Clerk Bill Heideman.

Call to order

Mayor Bialecki called the meeting to order at 5:30 P.M.

Vouchers

The vouchers were in the meeting packet.

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

Consider Quit Claim Deed to Craig Nienow – Land near former Courtview Apt.

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

City Attorney Hayden explained that the proposed Quit Claim Deed encompasses a 2.5 foot strip of land along the west side of the former Courtview Apartments property, next to the Craig Nienow Law Office. Execution of the Quit Claim Deed would resolve a friendly boundary question between the City and Mr. Nienow. City Attorney Hayden recommends execution of the Quit Claim Deed.

1303121

Motion (Hass/Burgener) to approve a Quit Claim Deed to Craig Nienow for a 2.5 foot strip of land along the west side of the site of the former Courtview Apartments, next to the Craig J. Nienow Law Office, 1105 East Main Street. Carried.

Discussion and possible action on Tyler Street sidewalk

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

Building Inspector/Zoning Administrator Pagel reported that he has sent letters to three Tyler Street property owners (402 Tyler Street, 404 Tyler Street and 406 Tyler Street), asking them if they would be opposed to removal of their sidewalk. He noted that the sidewalk at these three properties "leads to nowhere", and that removal of the sidewalk would be helpful in establishing elevations in the area prior to building the new fire station.

Building Inspector/Zoning Administrator Pagel reported that all three property owners responded to the letter, and that all three indicated that they would not be opposed to the sidewalk being removed, as long as no costs associated with the removal would be charged to them.

Building Inspector/Zoning Administrator suggested that, if removal of the sidewalk is approved, the Street Department could do work associated with the removal. He also suggested that, if the sidewalk is removed, the City should pay for all costs if the sidewalk is reinstalled sometime in the future.

1303122

Motion (Hass/Burgener) to approve removal of the sidewalk on Tyler Street, at the following addresses: 402 Tyler Street, 404 Tyler Street and 406 Tyler Street. The Street Department would do the removal, at a time most convenient to them. If sidewalk is ever reinstalled at any or all of the three addresses, the City would be responsible for all costs associated with the reinstallation. Carried.

Consider installing flashing stop lights @ corner of East Ninth and Mill Streets

Mayor Bialecki had requested that this item be placed on the agenda. No information was in the meeting packet.

Mayor Bialecki stated that there are concerns with frequent instances of east-west automobile traffic failing to stop at the intersection of East Ninth Street and Mill Street. Based on these concerns, he is requesting that consideration be given to installing flashing stop lights at that intersection.

City Attorney Hayden stated that Finance/Technology Director Unertl has suggested that, if installation is approved, costs could be associated with Tax Increment District #7.

1303123

Motion (Hass/Burgener) to approve the installation of flashing stop signs (two) at the northeast and southwest corners of the intersection of East Ninth Street and Mill Street. Carried.

David Burgess request to waive snow removal charges @ 1805 E. First Street

David Burgess, New Prague, MN, has submitted a request to waive the charges associated with two instances when the Street Department removed snow and ice from the sidewalk at 1805 East First Street. The charges are: \$85 for December 14th, 2012 and \$85 for January 2nd, 2013, for a total of \$170. Mr. Burgess contends that he never received proper notice of the need to remove the ice and snow, and therefore the charges are without merit.

Alderman Hass stated that he has researched the issue, and in his opinion, the Street Department followed all procedures correctly and the charges for snow removal should remain in effect.

Motion (Hass/Burgener) to disapprove the request.

Alderman Hass requested that he be allowed to withdraw the motion. Without objection, it was so ordered.

No action was taken. Because no action was taken, the charges remain in effect.

Monthly report - Street Commissioner

The report was in the meeting packet. Alderman Hass complimented the Street Department for their work related to the recent ice storm.

Monthly report – Exterior Maintenance

The report was in the meeting packet.

Monthly report – Northwinds Inspection

The report was in the meeting packet.

Monthly report – City Hall Maintenance Supervisor

No report submitted. City Hall Maintenance Supervisor Pampuch reported verbally that the City Hall second floor remodeling project continues. Cross connections at City Hall have been completed.

Monthly report from contracted engineering firms

No report(s) submitted.

Next meeting

Wednesday, March 27th, 2013 at 5:30 P.M.

Public Comment

None.

Adjournment

Motion (Hass/Burgener) to adjourn. Carried. Adjourned at 5:50 P.M.

Minutes prepared and submitted by:



William N. Heideman, WCMC
City Clerk

1303130

**City of Merrill
Health and Safety Committee
Monday, February 25, 2013 at 5:00 P.M.
City Hall Basement Conference Room, 1004 East First Street**

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

Others Present: City Administrator Dave Johnson, Mayor Bill Bialecki, Fire Chief Dave Savone, Police Chief Ken Neff, Deputy Health Officer Norbert Ashbeck, Street Commissioner Richard Lupton, Alderman Steve Hass, Alderman Ryan Schwartzman, Steve Hintze, Chris Marion, Michael Caylor Jr., and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

Call to order

Alderwoman Caylor called the meeting to order at 5:00 P.M.

Vouchers

The vouchers were in the meeting packet.

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

“Picnic” and/or liquor license applications

None.

Consider extension of premises request from Berlin’s Trophy Bar

Berlin’s Trophy Bar, 808 East Main Street, has submitted a request for an extension of premises (a tent at the rear of their establishment) on Friday, April 12th, 2013, in conjunction with a birthday party.

Police Chief Neff noted that, in 2012, Berlin’s Trophy bar had a similar request approved in conjunction with a fundraising event. There were no issues related to that event, and Police Chief Neff has no concerns with this request as submitted.

1303131

Motion (Sukow/Peterson) to approve the request from Berlin's Trophy Bar, 808 East Main Street, for an extension of premises (a tent at the rear of their establishment) beginning at 6:00 P.M. on Friday, April 12th, 2013, in conjunction with a birthday party. Carried.

Request for two 15-minute parking signs @ 1021 E. Main (Robert Johnson)

Mayor Bialecki had requested that this item be placed on the agenda. He reported that he has received a request from Robert Johnson for the installation of two 15-minute parking signs at 1021 East Main. This is the address at which Mr. Johnson will be opening a pharmacy in March.

Mayor Bialecki noted that Mr. Johnson is a long-time Merrill businessman, and that the signs would provide the elderly and/or disabled parking and easier access to the pharmacy for short periods of time.

Street Commissioner Lupton reported that the cost of installing the signs would be approximately \$100.

Motion (Sukow/Peterson) to approve the request for two 15-minute parking signs at 1021 East Main Street. Carried.

No Common Council action on the motion is necessary.

Discussion on Emergency Medical Services (EMS) transfer policy

Mayor Bialecki had requested that this item be placed on the agenda. Information was in the meeting packet.

It was reported that, at this time, Ministry Good Samaritan Health Center, is not interested in assuming responsibility for Emergency Medical Services (EMS) transfers. Mayor Bialecki recommends that Fire Department EMS service only provide one transfer at a time, and only after adequate relief personnel have reported for duty.

Fire Chief Savone issued a reminder that the language of the EMS contracts stipulates that the Fire Department EMS will provide transfer services.

Alderwoman Caylor stated that she would like input from the Lincoln County EMS Committee, in order to comprehend their position on transfers. In the meantime, Standard Operating Procedures will continue to be followed, until this issue is resolved.

Mayor Bialecki and Fire Chief Savone will request that this issue be placed on the next Lincoln County EMS Committee meeting agenda, and they will then attend that meeting.

No action was taken at this time.

Nuisance complaints and exterior maintenance report

The report was in the meeting packet. Deputy Health Officer Ashbeck commented that, as a result of addressing issues at problem properties, the report is becoming shorter.

Monthly Report – Fire Chief Savone

The report was in the meeting packet. Alderman Sukow thanked Fire Chief Savone for preparing and submitting a complete and comprehensive report.

Fire Chief Savone distributed a letter from Ministry St. Clare's Hospital. The letter thanked and complimented the Lincoln County-Merrill EMS crew for being an integral part of providing quality care and that the Lincoln County-Merrill EMS crew has helped Ministry St. Clare's receive the 2012 Platinum Performance Achievement Award.

Fire Chief Savone also distributed a letter of gratitude from a resident for the professional treatment he received recently from the EMS paramedics.

Alderwoman Caylor asked questions related to the Backfill Tracking Log Report. Fire Chief Savone stated that he would research those issues and then provide an answer.

Monthly Report – Police Chief Neff

The report was in the meeting packet. Police Chief Neff answered questions on the report. A badge-pinning ceremony for the new Police Officer is scheduled for March 4th.

Monthly Report – Lincoln County Humane Society

The report was in the meeting packet. Alderman Sukow stated that he was pleased to notice that the animal population at the shelter continues to be manageable.

Place monthly reports on file

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

Schedule next meeting

Monday, March 25th, 2013 at 5:00 P.M.

Public Comment

None.

Adjournment

Motion (Sukow/Peterson) to adjourn. Carried. Adjourned at 5:30 P.M.

Minutes prepared and submitted by:



William N. Heideman, WCMC
City Clerk

1303140

**City of Merrill
Personnel and Finance Committee
Monday, February 25, 2013 at 6:00 P.M.
Basement Conference Room at City Hall, 1004 East First Street**

Voting Members Present (3 of 3): Alderman Steve Hass (Chairperson), Alderwoman Anne Caylor and Alderman Ryan Schwartzman

Others Present Included: City Administrator Dave Johnson, City Attorney Tom Hayden, Finance/Technology Director Kathy Unertl, Street Commissioner Richard Lupton, Police Chief Ken Neff, Building Inspector/Zoning Administrator Darin Pagel, Utility Superintendent Kim Kriewald, Alderwoman Kandy Peterson, Alderman Dave Sukow, Kortney Pike, Roger Drewek, Tom Wistein (arr. 6:06), Michael Caylor Jr. and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

Call to order

Alderman Hass called the meeting to order at 6:00 P.M.

Motion to convene in closed session

Motion (Schwartzman/Caylor) to convene in closed session
Carried 3-0 on roll call vote.

Closed session

Convened in closed session at 6:02 P.M. Attending: Hass, Caylor, Schwartzman, Johnson, Hayden, Unertl, Sukow, Peterson and Heideman.

Verbal information was provided on the medical status of two City employees.

Reconvene in open session

By consensus, the Committee reconvened in open session at 6:04 P.M.

Vouchers

The vouchers were in the meeting packet.

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

Consider sale (and related bill of sale) of 1990 Pierce fire truck to NTC

The City is considering selling the 1990 Pierce fire truck (Engine #2) to Northcentral Technical College. A proposed bill of sale was in the meeting packet. City Administrator Johnson provided additional verbal information.

1303141

Motion (Caylor/Schwartzman) to approve the sale (and related bill of sale) of the 1990 Pierce fire truck (aka Engine #2) to Northcentral Technical College (NTC) for \$1. Under the terms of the bill of sale, the City shall retain the right to use the vehicle in situations where, in the sole discretion of the City, said use is required. NTC agrees and acknowledges that all repairs, maintenance, insurance and similar matters related to vehicle ownership are the sole and exclusive responsibility of NTC. Carried.

Temporary reclassification of three employees during Finance Director's leave

Information was in the meeting packet. City staff is recommending that the following two employees be reclassified during Finance/Technology Director Unertl's leave of absence, in accordance with Section 6-9-4 of the Non-Union Personnel Policies Manual.

Employee Position	Employee Name	Current Grade/Step	Current Hourly Wage	Proposed Grade/Step	Proposed Hourly Wage	Schedule
Clerk/Treasurer Administrative Assistant	Kathy Seubert	Grade 6 Step F	\$19.809	Grade 7 Step F	\$20.791	Clerical & Other Support
Clerk-Treasurer Secretary	Brenda Grefe	Grade 5 Step F	\$18.874	Grade 6 Step F	\$19.809	Clerical & Other Support

City staff is also recommending that the following employee be reclassified during Finance/Technology Director Unertl's leave of absence, also in accordance with Section 6-9-4 of the Non-Union Personnel Policies Manual.

Employee Position	Employee Name	Current Grade/Step	Current Annual Salary	Proposed Grade/Step	Proposed Annual Salary	Schedule
Information Technology Specialist	Ron Turner	Grade 9 Step D	\$57,701.25	Grade 10 Step D	\$62,291.78	Admin. Professional & Technical

Motion (Schwartzman/Caylor) to temporarily reclassify Administrative Assistant Kathy Seubert from Grade 6, Step F (\$19.809/hour) to Grade 7, Step F (\$20.791/hour) and temporarily reclassify Clerk-Treasurer Secretary Brenda Grefe from Grade 5, Step F (\$18.874) to Grade 6, Step F (\$19.809/hour). Both reclassifications would be on the Clerical and Other Support Personnel Compensation Schedule and would be for the duration of Finance/Technology Director Unertl's leave of absence. Carried.

No Common Council action on the temporary reclassifications is necessary.

Consider compensation adjustments for part-time employees during unpaid leave

Information was in the meeting packet. The part-time Clerk/Treasurer Secretary will be taking an unpaid leave of absence soon. Based on that, two additional part-time employees will be working in the Clerk/Treasurer office. One of them, Sally Tesch, is a former full-time employee who retired in 2012. When she retired, she was at the Grade 5 Step F compensation level on the Clerical and Other Support Staff Compensation Schedule. Finance/Technology Director Unertl is requesting authorization for Sally Tesch to be compensated at Grade 6 Step F, which is the same compensation level for the current Payroll Specialist.

A Parks and Recreation part-time employee, Samantha Kohnhorst, will also be working part-time at City Hall soon. Finance/Technology Director Unertl is requesting authorization that Samantha Kohnhorst be compensated at \$14.097 per hour, the same rate she is receiving as part-time Assistant Recreation Specialist.

No action was taken on either of the two requests.

Update on insurance renewal process

City Administrator Johnson reported that City staff is waiting for additional information before making any decisions/recommendations on insurance renewals.

City Clerk Heideman remarked that, based on information received to date, it appears likely that the City will continue to purchase property insurance through the Local Government Property Insurance Fund.

No action was taken.

Resolution: Policy for Tax-Advantaged Obligations

The City's Bond Counsel, Quarles & Brady, has reviewed various City policies and procedures related to the issuance of tax-exempt or tax-advantaged obligations. Based on their review, Quarles & Brady is recommending that the City adopt a resolution approving a policy for post-issuance compliance for tax-exempt and tax-advantaged obligations. A copy of the resolution and the policy were in the meeting packet.

Motion (Schwartzman/Caylor) to recommend adopting the resolution.
Carried.

The resolution will be on the March 12th, 2013 Common Council meeting agenda.

Consider reclassification of several non-union City employees

At the request of the Personnel and Finance Committee, City Administrator Johnson has reviewed and conducted a survey of several Department Head positions and all clerical positions. Information related to the review and survey was in the meeting packet.

Based on his review and the survey, City Administrator Johnson is proposing the following reclassifications of supervisory employees, on the Administrative, Professional, Supervisory and Technical Personnel Compensation Schedule:

Employee Position	Employee Name	Current Grade/Step	Current Annual Salary	Proposed Grade/Step	Proposed Annual Salary
Finance/ Technology Director	Kathy Unertl	Grade 11 Step G	\$79,113.78	Grade 12 Step F	\$81,114.79
Utility Superintendent	Kim Kriewald	Grade 7 Step G	\$58,287.00	Grade 9 Step F	\$64,489.63
Parks & Recreation Director	Dan Wendorf	Grade 7 Step G	\$58,287.00	Grade 8 Step F	\$59,740.75

Also based on this review and the survey, City Administrator Johnson is proposing the following reclassifications of non-supervisory employees, on the Clerical and Other Support Staff Compensation Schedule:

Employee Position	Employee Name	Current Grade/Step	Current Hourly Wage	Proposed Grade/Step	Proposed Hourly Wage	Notes:
Clerk/Treasurer Secretary	Brenda Grefe	Grade 5 Step F	\$18.874	Grade 6 Step F	\$19.809	Title to Finance Assistant
Clerk/Treasurer Secretary (part-time)	Jill Bostrom	Grade 5 Step F	\$18.874	Grade 6 Step F	\$19.809	Title to Finance Assistant
Clerk/Treasurer Administrative Assistant	Kathy Seubert	Grade 6 Step F	\$19.809	Grade 7 Step F	\$20.791	Title to Office Manager
City Attorney Secretary/ Paralegal	Diane Wais	Grade 5 Step F	\$18.874	Grade 6 Step F	\$19.089	Confidential Secretary
Utility Secretary	Angie Holz	Grade 5 Step F	\$18.874	Grade 6 Step 5	\$19.809	Title to Utility Clerk/Billing Coordinator

1303142

Motion (Caylor/Hass) to reclassify Utility Superintendent Kriewald from Grade 7, Step G (\$58,287.00 annually) to Grade 9, Step F (\$64,489.63 annually) on the Administrative, Professional, Supervisory and Technical Personnel Compensation Schedule. Carried.

Monthly Report – Municipal Court

The report was in the meeting packet. Alderwoman Caylor inquired as to why the court was going to be closed for an extended time period. She was told that the court is responsible for establishing the days and hours when the court is open.

Monthly Report – Finance/Technology Director Unertl

The report was in the meeting packet.

Monthly Report – City Attorney Hayden

The report was in the meeting packet.

Monthly Report – City Clerk Heideman

The report was in the meeting packet.

Monthly Report – City Administrator Johnson

The report was in the meeting packet. City Administrator Johnson reported that, in the near future, the City's insurance company will be making an offer to the City on the water damage at the Lincoln House.

Monthly Report – Building/Zoning Permits

The report was in the meeting packet.

Place monthly reports on file

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

Next meeting

Tuesday, March 26th, 2013 at 5:15 P.M.

Public Comment

Kortney Pike stated that, in his opinion, it seems that the Street Department employees are overlooked when compensation adjustments are being considered.

Michael Caylor Jr. wondered, in light of the difficult economic times, how approximately \$10,000 could have been included in the 2013 City budget to cover compensations adjustments for certain employees.

Tom Wistein commented on the 1% raise given to the Street Department employees.

Adjournment

Motion (Schwartzman/Caylor) to adjourn. Carried. Adjourned at 6:59 P.M.

Minutes prepared and submitted by:



William N. Heideman, WCMC
City Clerk

**T. B. Scott Free Library Board of Trustees
REGULAR MEETING
February 20th, 2013**

Minutes

1. Opening

Vice-President Gene Bebel called the Regular Meeting of the Board of Trustees to order at 4:04 p.m. in the Library Board Room. Present: Katie Breitenmoser, Paul Gilk, Chris Malm, Tim Meehean, Jim Wedemeyer and Vickie Yelle. Absent (ex.): Mike Geisler and Richard Mamer. Also present: Don Litzer (4:12-) and Ricky S. from MP3.

There was no correspondence. Letters confirming donations given to local non-profits from the staff Casual Friday donations were available for review.

There was no public comment.

2. Consent Items

M Meehean/S Malm/C to approve the minutes of the January meeting as printed.

M Meehean/S Gilk/C to accept the Monthly Revenue and Expense Printouts for December and January & the Monthly Statistical Reports for December and January as printed.

3. Reports/Discussion Items/Action Items

A. 2012 Local Annual Report: Ms. Stevens presented the report. M Yelle/S Meehean/C to approve the report.

B. 2012 State Annual Report System Effectiveness Statement: M Meehean/S Gilk/C to approve the 2012 State Annual Report System Effectiveness Statement as presented.

C. 2012 State Annual Report: M Malm/S Meehean/C to approve the 2012 State Annual Report as presented.

D. Merrill Historical Society Building Project Discussion: M Meehean/S Wedemeyer/C to lay the discussion over until such time as the full board is present.

E. Ad in Celebrating Life-Merrill Courier Special Edition: Ms. Stevens presented information on the opportunity to advertise in the Celebrating Life-Merrill Courier Special Edition. M Meehean/S Breitenmoser/C to approve \$300 for the ad, as well as for funding any future ads for this special publication, with Endowment Fund monies.

F. Staff Position Opening: M Gilk/ S Breitenmoser/C to lift the hiring freeze to fill a position opening due to a staff retirement. Ms. Stevens requested consideration of the library as Ms. Hertel's retirement party venue, but no action was taken.

G. Reports from Friends and WVLS Representative: Ms. Stevens read a brief report from Lincoln County's WVLS Representative, Ms. Sauer. The Friends of the Library Winter 2013 newsletter is available. Spring Booksale dates have been announced. The Friends donated funding for 2 staff members to attend conference/classes and USBs for computer coaching door prizes.

4. Forthcoming Events & Library Director Report

- Senior High School Art Display coming early March. Mr. Bebel commended the artists at the high school for their work.
- February Computer and eBook Coaching sessions saw record attendance.
- 1x1s spring session was cancelled due to low registration.
- eCommerce option was passed by Merrill City Council.
- Additional funding sources to partially cover the costs of Ms. Schwartz's attendance at the IUG conference were received from the Friends and WVLS' Wessler Scholarship, as well as a grant from WVLS totaling \$1,000.
- Building and grounds issues will be on the next board meeting agenda.

5. Adjournment:

The meeting adjourned at 5:10 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on March 20th at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary

13 03200

*Merrill Area Community Enrichment Center
Committee on Aging
November 15, 2012*

Committee Members Present: Eugene Simon, Chairperson. Jack Ader, Chris Malm and Erin Zastrow. Absent: Sister Peggy Jackelen, Diane Goetsch, Missy Holdorf and Art Lersch.

Meeting was called to order 8:00 a.m. by Chairperson Simon.

Motion made by Ader, seconded by Malm to approve the minutes as presented. Motion carried.

Program updates;

Mind Joggers National Memory Screening Day was a huge success with support from local agencies and Ministry Health Care. A physician was provided who came to the center for two hours to do mini memory screenings. Also present was the ADRC, Ministry Health Care and the Alzheimer's Assoc. A presentation was also done on our Mind Joggers Project by Kathy Olson.

AARP Driver program was held at the center with 14 attending. The plan is to offer AARP Driving program in the spring and fall.

Thanksgiving Day Dinner is scheduled at St. Stephens Church. 18 volunteers will be helping with the home delivered meals and 35+ volunteers helping at the church. Volunteers from the center also help prepare the salads for the church. Both Deau and Vandre will be working at the church on Thanksgiving Day.

"Get Away Day" is scheduled for November 22nd. Our destination is the Appleton Area. A bus is provided by Wendorf Busing.

Sharing Christmas Spirit update; We are scheduled for deliveries on December 21st. Volunteers will be helping with meals and deliveries. We are looking at 120 -125 people being served this year. This project is funded by local businesses and private funders.

Christmas Gathering is scheduled for December 12th. Music will be provided by the Moore Family and guests will enjoy a meal as well.

Christmas Cards for our veterans; This year over 1,800 cards were signed and sent to a platoon in Japan and also all of the veteran homes and hospitals in

Wisconsin. Along with cards, snacks were sent to Japan to a local boy who volunteered at the center as an Eagle Scout.

Hospital visits; we are hopeful to make our annual visit to local nursing homes and CBRFs giving Christmas cards and visiting.

Ageless Wisdom; The deadline is approaching and we are hoping to visit local clubs and organizations to help with this project. We currently have 30 entries but we are looking for at least 30 more. We will continue to promote this project and hopefully will have the publication ready to go out this fall.

AARP Tax Assistance Program is looking for volunteers to help assist with taxes in the Merrill Area. Deau will search for volunteers willing to do the training and help with the tax preparation at the MACEC. AARP volunteers will be at the center in February, March and April 2013.

WASC Strategic Planning; Deau is working with statewide WASC members in creating a Strategic Plan for the state association. This plan will give centers around the state an opportunity to start their own plan.

Wisconsin Assoc. of Senior Centers Accreditation process has begun at the MACEC. Deau, Kathy Olson and volunteers will be working on the accreditation process with hopes of completion by July 2013.

United Way Proposal was completed and sent in for funds to assist the Mind Joggers Program. Currently all funding for mind joggers is raised through fund raising and contributions by participants.

ADRC – Erin reported on the results from Living Well with Chronic Conditions. The ADRC is also working on their directory for Langlade and Lincoln County.

Motion made by Malm, seconded by Ader to approve the vouchers as presented. Motion carried.

Next meeting is scheduled for Jan. 17, 2013.

Motion made by Ader, seconded by Malm to adjourn at 9:00 a.m.

Minutes submitted by Jane A. Deau, Director MACEC.

13 03 20 0

**Merrill Area Community Enrichment Center
Committee on Aging
February 21, 2013**

Committee Members Present: Eugene Simon, Chairperson. Art Lersch, Jack Ader, Diane Goetsch and Missy Holdorf. Absent: Peggy Jackelen and Chris Malm. Guest Present: Wendy Hilmershavsen from Lincoln County Health Dept. CHANGE Grant.

Meeting was called to order at 8:00 a.m. by Chairperson Simon.

Motion made by Ader, seconded by Lersch to approve the minutes as presented. Motion carried.

Program update;

Thanksgiving Day Dinner was a huge success. The dinner was held at St. Stephens Church. 40+ volunteers helped at the church. The center provided all the volunteers drivers with 18, 225 home delivered and 95+ at the church.

Sharing Christmas Spirit deliveries were made on December 21st. This year we provided food and gifts for 125 people in the Merrill area. Once again the businesses and individual donors helped support this project.

Christmas Cards were written throughout the year with support from a church in Hazlehurst, Wisconsin Public Service Employees and volunteers from the center. This year we proudly send out over 1,800 cards to veteran homes and hospitals in Wisconsin as well as a platoon in Japan. The center will accept donated cards throughout the year. Barnes and Noble out of Rib Mountain has been a huge contributor towards our project.

Caring Hearts Project has expanded into making tote bags for walkers and wheel chairs. We are currently sending them to Bell Tower Residence in Merrill and the Veterans Homes in Wisconsin. This project is funded by the Eagles Club grant. This month we are working on a special quilt for the Kato family, our volunteers feel so honored to provide such a service to the community.

Sweetheart Dinner and Photo Shoot went well with 48 attending. The Moore Family performed for the group.

Ageless Wisdom Update: The responses are coming in slowly, but we are already putting them into book form. We have extended the deadline date to the end of the month. We currently have a Facebook page and email address set up for responses. Looking at a fall publication.

AARP Tax Assistance volunteers will be at the center in February, March and April. The center will also be looking for volunteers to help in the future. AARP will provide all of the training in Wausau.

Accreditation Process is underway for the center. The Wisconsin Assoc. of Senior Centers provides an opportunity for centers of all sizes to become state accredited which is quite an honor. Kathy Olson and I will be working on the process. Participants and committee members will also be brought into the process at a later date.

Merrill Area United Way has just announced that they will help support the Mind Joggers program offered at the center with the amount of \$2,000.00. The funds will be used to assist those with financial needs to attend the class.

Eagles Club - Golden Eagle Award has been given to the center for the amount of \$1,000.00 for the Caring Hearts Project. Both Lorri Vandre and I attended the banquet in January to accept the funds.

The Annual WASC Training in Stevens Point will be held in April, offering all board members and volunteers from area centers an opportunity to ‘brainstorm’ and learn more about “what works!”

Alzheimer’s Assoc. State Conference will be held in the Wisconsin Dells. Jane A. Deau, Director will be presenting two breakout sessions at the conference. The conference will be held May 5th - 7th.

Adjustment in MACEC hours: Throughout the month of January & February the center will be closed on Fridays. During the month of March the center will be open limited hours on Friday. In April the hours should resume 40 hours a week. Due to staffing hours and recent medical leave the center made the current adjustments.

No ADRC updates. Our guest did share a brief moment explaining the CHANGE grant. Deau will be meeting with the Health Dept. in regards to the study.

Motion made by Lersch, seconded by Ader to approve the vouchers as presented. Deau did share with the committee that \$2,705.93 was taken from NLA Activities Acct. and placed in the General Fund #10 to balance the 2011 budget for the MACEC. Motion carried.

Motion made by Goetsch, seconded by Holdorf to adjourn, motion carried.

Next meeting is scheduled for March 21, 2013 will be held at the Kind-Hearted Home Care at 101 N. Scott Street, Merrill.

Minutes submitted by Jane A. Deau, Director MACEC

City of Merrill
Board of Canvassers
Monday, February 25, 2013 at 8:30 A.M.
Council Chambers, City Hall

Members Present: Kaye Severt, Kathryn Seubert and City Clerk Bill Heideman

Others Present: None.

The meeting was called to order by City Clerk Heideman at 8:30 A.M.

City Clerk Heideman explained that the purpose of the Board of Canvass is to process late-arriving absentee and/or provisional ballots for the February 19, 2013 Election.

City Clerk Heideman reported that there are no provisional ballots to process. However, there are seven (7) late-arriving absentee ballots, in five (5) different districts. All of the ballots arrived on February 20, 2013, and were post-marked February 19, 2013, meeting the qualifications for the ballots to be counted.

The breakdown of late-arriving ballots per district is as follows:

District No. 1 – 1 ballot
District No. 3 – 2 ballots
District No. 4 – 2 ballots
District No. 5 – 1 ballot
District No. 6 – 1 ballot

All of the ballots were reviewed by the Board and it was determined that each ballot was properly signed by the voter and had the required witnesses for the votes to be recorded. The last voter number for each District was amended to reflect the late-arriving ballot. Each ballot was recorded on the Absentee Ballot Log accordingly. The vote cast by each elector was recorded on the Write In Tally Sheet. Each ballot was placed in the Late-Arriving Absentee Ballot Container Bag and properly sealed.

The Board of Canvass members completed and signed all of the required forms to verify the results of the Board of Canvass at the meeting. City Clerk Heideman will deliver the forms to Lincoln County Clerk Chris Marlowe.

Public Comment – none.

Motion by Kaye Severt, seconded by Kathryn Seubert, to adjourn. Carried.

Adjourned at 10:15 A.M.

Minutes prepared and submitted by:

Kathryn M. Seubert

1303250

CITY OF MERRILL

1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: By Mayor Bialecki
Re: Annexing Territory from the Town of Pine River
on a petition for direct annexation by
unanimous approval pursuant to Wis. Stat. Sec.
66.0217(2); assigning aldermanic district

ORDINANCE NO. - _____
Introduced: March 12, 2013
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. Territory Annexed. The following described parcel from the Town of Pine River, Lincoln County, Wisconsin is annexed to the City of Merrill,

That part of the Northwest ¼ of the Northwest ¼ of Section 17 and the Southwest ¼ of the Southwest ¼ of Section 8; all in Township 31 North, Range 7 East, Lincoln County, Wisconsin, described as follows:

Commencing at the corner between Section 7, 8, 17 and 18 of said Township 31 North, Range 7 East; Thence South 89°51'46" East along the line between said Section 8 and 17, 33.82 feet to the centerline of State Highway "64" and the East right-of-way line of Pine Ridge Avenue; said point being the place of beginning; Thence N 00°04'05" East, 100.25 feet to the North right-of-way line of State Highway "64" and the East right-of-way line of Pine Ridge Avenue; Thence North 89°54'10" East along said North right-of-way line of State Highway "64", 816.49 feet; Thence South 03°01'14" West, 205.28 feet to the intersection of said South right-of-way line of State Highway "64" and the West right-of-way line of United States Highway "51" ;Thence North 89°48'07" West along said right-of-way line of State Highway "64", 805.37 feet to the East right-of-way line of Pine Ridge Avenue and south right-of-way line of State Highway "64"; Thence North 00°14'31" West, 100.58 to the point of beginning.

The above describe parcel of land contains 3.69 acres, more or less.

This description replaces and supersedes the description in Ordinance No. 1212253.

Section 2 Condition and Effect of Annexation. From and after the date of publication of this ordinance, the territory described in Section 1 above shall be part of the City of Merrill for any and all purposes provided by law and all persons coming or

residing within such territory shall be subject to the ordinances, rules and regulations of the City governing wards.

Section 3 Aldermanic Designation. The territory described in Section 1 of this ordinance is hereby made a part of the Eighth Aldermanic District of the City of Merrill subject to the ordinances, rules and regulations of the City governing wards.

Section 4 Schools. The territory described in Section 1 is annexed for school purposes and for school legalization to the Merrill Area Common Public School District and subject to all laws governing the same.

Section 5 Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 6 Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

Moved by: _____

Adopted: _____

Approved: _____

Published: _____

William R. Bialecki,
Mayor

Attest:

William N. Heideman,
City Clerk

1303260

RESOLUTION NO. _____

**A RESOLUTION APPROVING A POST ISSUANCE COMPLIANCE POLICY
FOR TAX-EXEMPT AND TAX-ADVANTAGED OBLIGATIONS**

WHEREAS, the City's Bond Counsel, Quarles & Brady, has reviewed various policies and procedures utilized by the City of Merrill in the issuance of tax-exempt or tax-advantaged obligations; and,

WHEREAS, a review of those policies has suggested that adoption of a Post-Issuance Compliance Policy for Tax-Exempt and Tax-Advantaged Obligations is in the best interest of the City and purchasers of said obligations;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 12th day of March, 2013, that the Post Issuance Compliance Policy for Tax-Exempt and Tax-Advantaged Obligations, as previously presented, be approved.

Recommended by: Personnel and
Finance

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk

1303261

RESOLUTION NO. _____

A RESOLUTION APPROVING SUBMISSION OF AN APPLICATION FOR A WISCONSIN DEPARTMENT OF NATURAL RESOURCES STEWARDSHIP GRANT

WHEREAS, the River District Development Foundation is a proponent of the River Bend Trail Project; and,

WHEREAS, the River District Development Foundation is in need of funds to make the River Bend Trail Project a reality; and,

WHEREAS, a portion of the required funds could be provided through a Wisconsin Department of Natural Resources Stewardship Grant for which a municipality must apply; and,

WHEREAS, the River District Development Foundation has agreed to provide any and all required matching funds for any grant received; and,

Whereas, the City of Merrill Parks and Recreation Commission at their meeting on March 6, 2013, authorized Dan Wendorf, Park and Recreation Director for the City of Merrill to work in cooperation with the Parks and Recreation Commission to act on behalf of the City of Merrill and the Parks and Recreation Commission to:

- Submit an application to the State of Wisconsin Department of Natural Resources, prepared by the River District Development Foundation in partnership with the City of Merrill, for any financial aid that may be available;
- Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date
- Submit signed documents
- Coordinate with the River District Development Foundation to ensure proper utilization of any funds received from the Stewardship Grant to make the River Bend Trail Project a reality.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 12th day of March, 2013, the Common Council and the Parks and Recreation Commission of the City of Merrill hereby authorizes Dan Wendorf, Parks and Recreation Director of the City of Merrill to work in cooperation with the Parks and Recreation Commission to act on behalf of the City of Merrill and the Parks and Recreation Commission to apply for such Stewardship Funds as are available to assist the River Bend Trail Project, and to:

- Submit an application to the State of Wisconsin Department of Natural Resources, prepared by the River District Development Foundation in partnership with the City of Merrill, for any financial aid that may be available;
- Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date
- Submit signed documents
- Coordinate with the River District Development Foundation to ensure proper utilization of any funds received from the Stewardship Grant to make the River Bend Trail Project a reality

BE IT FURTHER RESOLVED that, City of Merrill, Parks and Recreation Department will comply with state or federal rules for the programs to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

Recommended by: Parks and
Recreation Commission

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk

1303262

RESOLUTION NO. _____

**A RESOLUTION APPROVING AN APPLICATION FOR FUNDS FOR
DEVELOPMENT OF THE MERRILL MEMORIAL FOREST**

WHEREAS, the City of Merrill Parks and Recreation Commission is interested in facilitating improvements at the Merrill Memorial Forest as described in the application; and,

WHEREAS, financial aid is required to carry out the project; and,

Whereas, the City of Merrill Parks and Recreation Commission at their meeting on March 6, 2013, authorized Dan Wendorf, Park and Recreation Director for the City of Merrill to work in cooperation with the Parks and Recreation Commission to act on behalf of the City of Merrill and the Parks and Recreation Commission to:

- Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available for such Merrill Memorial Forest improvements;
- Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date
- Submit signed documents
- Take necessary action to undertake, direct and complete the approved project.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 12th day of March, 2013 the Common Council and the Parks and Recreation Commission of the City of Merrill hereby authorizes Dan Wendorf, Parks and Recreation Director of the City of Merrill to work in cooperation with the Parks and Recreation Commission to act on behalf of the City of Merrill and the Parks and Recreation Commission to apply for such funds as are available to facilitate improvements at the Merrill Memorial Forest, and to take appropriate action as outlined above;

BE IT FURTHER RESOLVED that, City of Merrill, Parks and Recreation Department will comply with state or federal rules for the programs to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

Recommended by: Parks and
Recreation Commission

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk

1303263

RESOLUTION NO.

A RESOLUTION HONORING MARK L. LINDSTROM FOR HIS EXTENDED SERVICE AND GREAT CONTRIBUTION TO THE CITY OF MERRILL

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

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

WHEREAS, Mark L. Lindstrom has served in the Water Utility and in the Street Department from February 20, 1985 to March 1, 2013; and,

WHEREAS, the personal commitment and unselfish dedication Mark L. Lindstrom has put forth has contributed greatly to the growth, progress and stability of the City of Merrill; and,

WHEREAS, the City of Merrill offers a solid stable community environment for all of its citizens in part because of Mark L. Lindstrom's dedicated service; and,

WHEREAS, Mark L. Lindstrom's cheerful manner and hard work 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 12th day of March, 2013, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the dedicated and faithful service Mark L. Lindstrom has given to the City of Merrill and commends him for those years of service.

Recommended: Common Council

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk