

**CITY OF MERRILL
COMMON COUNCIL
TUESDAY, APRIL 9, 2013
7:00 P.M.
CITY HALL COUNCIL CHAMBERS**

AGENDA

130410 Silent Prayer

130415 Pledge of Allegiance

130420 Roll Call

130430 Minutes of March 12th, 2013 Common Council meeting

130440 Revenue & Expense Report – March 2013

130460 Communications and Petitions

1304261 Employee Recognition

Thomas J. Wistein, 35 years (Street Department)

Michael G. Saal, 15 years (Street Department)

Katherine G. Unertl, 10 years (Finance/Technology)

130480 Housing Authority – No Action

130490 Committee of the Whole

130491 Consider recommendation(s) from April 9th, 2013 meeting related bids for the construction of the new fire station

130492 Consider recommendation(s) from April 9th, 2013 meeting regarding future disposition of the Lincoln House property at 120 South Mill Street

1304110 Parks and Recreation Commission – No Action

1304120 Board of Public Works – No Action

1304130 Health and Safety Committee

1304131 The Committee recommends approving the change of agent application from Walgreens Co., appointing Mary Montes as agent at Walgreens, 101 North Center Avenue.

1304140 Personnel and Finance Committee – No meeting

1304150 Water and Sewage Disposal Committee – No Action

1304160 City Plan Commission

1304161 Consider recommendation(s) from April 8th, 2013 meeting regarding a site plan from the Park and Recreation Department for a monument/memorial at Cenotaph Park, 215 Grand Avenue

1304162 Consider recommendation(s) from April 8th, 2013 meeting regarding a site plan for the new Merrill Fire Station, 110 Pier Street

1304170 Transit Commission – No meeting

1304180 Library Board – No Action

1304200 Enrichment Center Committee on Aging – No minutes submitted

1304210 Airport Commission – No Action

1304230 Placing Committee Reports on File

1304240 Mayor's Appointments

Marlene Graap, to the Parks & Recreation Commission, term to expire May 1st, 2018

David Hayes, to the Police & Fire Commission, term to expire May 1st, 2018

Paul Wagner, to the Housing Authority, term to expire November 10th, 2014

Sally Hostvedt, to the CATV Committee, term to expire April 15th, 2016

Eugene Simon, to the Enrichment Center Committee on Aging, term to expire May 1st, 2014

John Ader, to the Enrichment Center Committee on Aging, term to expire May 1st, 2014

Diane Goetsch, to the Enrichment Center Committee on Aging, term to expire May 1st, 2014

Missy Holdorf, to the Enrichment Center Committee on Aging, term to expire May 1st, 2014

Art Lersch, to the Enrichment Center Committee on Aging, term to expire May 1st, 2014

Bill Schneider, to the Zoning Board of Appeals, term to expire May 1st, 2016

Gordon Geiger, to the Transit Commission, term to expire May 1st, 2016

Ronald Peterson, to the Community Development Committee, term to expire May 1st, 2016

Daniel Schneider, to the Community Development Committee, term to expire May 1st, 2016

Mike Weckwerth, to the Historic Preservation Committee, term to expire May 1st, 2016

Dorwin Harris, to the ADA Compliance Committee, term to expire May 1st, 2016

Laureen O'Day, to the Tourism Commission, term to expire May 1st, 2016

Jim Arndt, to the Tourism Commission, term to expire May 1st, 2016

Russ Grefe, to the Tourism Commission, term to expire May 1st, 2016

ORDINANCES

None.

RESOLUTIONS

1304260 A Resolution approving a Certified Survey Map on South Center Avenue and Martin Street requested by Burgener Contract Carriers, Ltd. (from April 8th, 2013 City Plan Commission meeting – Resolution will be distributed at the Common Council meeting)

- 1304261** A Resolution approving a Conditional Use Permit to operate a haunted house at 700 Hendricks Street (from April 8th, 2013 City Plan Commission meeting – Resolution will be distributed at the Common Council meeting)
- 1304262** A Resolution honoring Donna M. Hertel for her extended service and great contribution to the City of Merrill (from the Common Council)
- 1304270** Mayor's Communications
- 1304280** Public Comment Period
- 1304999** 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.

130480

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

Wednesday, November 14, 4:00 P.M. Jenny Towers Library, Merrill, WI

PRESENT: Vice-Chairman Kathy Colclasure, Denise Humphrey, Richard Wiessinger, Jim Boettcher, Rob Norton (Ex-Officio), LaDonna Fermanich and Kay Tautges. Guest, William Gau.

ABSENT: Amanda Kostman

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Vice-Chairman Kathy Colclasure. Motion to excuse Amanda Kostman. Boettcher/Wiessinger. Passed unanimously.

Election of Officers for 2013: Kathy opened the floor to nominations for Chairman and Vice-Chairman. Kathy Colclasure was nominated for Chairman. Jim Boettcher was nominated for Vice-Chairman. Nominations were closed. Motion was made to elect Kathy Colclasure as Chairman. Boettcher/Wiessinger. Passed unanimously. Motion to elect Jim Boettcher as Vice-Chairman. Boettcher/Wiessinger. Passed unanimously.

Motion to approve today's agenda and minutes of October 10, 2012 meeting. Humphrey/Boettcher. Passed unanimously.

Discussion and motion to approve Checks #20931 thru #20989 and Billings to date for October with attached list of expenditures: Humphrey/Boettcher. Passed unanimously by roll call vote: Humphrey-aye, Wiessinger-aye, Colclasure-aye and Boettcher-aye.

Move-ins and Move-outs for October 2012: Motion to accept report and place on file. Wiessinger/Humphrey. Passed unanimously.

Report on Park Place Investments: No changes to the investment report. Motion to accept report and place on file: Boettcher/Wiessinger. Passed unanimously.

Review of Quarterly Report for 3rd Quarter 2012: La Donna reminded Commissioners that the main reason for the decrease in revenue is because there was no capital fund grant received this year. However, the revenue earned through investments is currently offsetting the loss in subsidized revenue. No changes to the Quarterly report. Motion to accept report and place on file. Wiessinger/Humphrey. Passed unanimously.

Report and discussion on HUD Letter dated October 15, 2012 (in packet): LaDonna explained that the letter from HUD is in reference to the year 2011 and all of the deficiencies mentioned are due to vacancies. HUD requires a response to that letter detailing what actions will be taken to correct the deficiencies. LaDonna prepared and reviewed with Commissioners the intended response which she had enclosed in the packet. She also invited the Commissioners to Park Place for a tour of the apartments. They will meet there on Thursday, November 29th at 4:00p.m. The Commissioners gave LaDonna permission to gather quotes and information on the development of a MHA Web Site. La Donna will also do the following: invite the Rhinelander HA Executive Director to a future meeting to discuss what steps the Rhinelander Housing Authority took to handle the same problem we are currently facing with vacancies, begin to look at preliminary ideas for remodeling some of the apartments to make them larger, investigate the possibility of using tax credits to pay for a remodel, and ask the accountant to look into the possibility of borrowing money from Jenny Towers to fund the remodel.

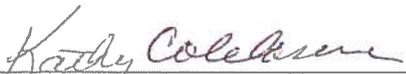
Report on E &O Insurance Quotes: LaDonna has received two quotes. She continues to gather more information such as the need for the insurance, how much MHA wants to protect and how much MHA should spend on it.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments – None.
2. Executive Director's Report – LaDonna reported that the hallway project is all wrapped up. The copier is dying and she is getting quotes for a new machine. Should she donate the old machine or have it removed? The Commissioners gave LaDonna permission to do whatever she wanted to do with the old copier.
3. Public Comment Period: None

The next regular meeting of the Commissioners of the Housing Authority will be held on **December 12, 2012 at 11:00 A.M. Christmas Luncheon, 3's Company, Merrill, WI.**

Motion to adjourn at 5:16 P.M. and open Section-8 Housing - Jenny Towers Meeting. Boettcher/Wiessinger. Passed unanimously.


Kathy Colclasure, Vice - Chairman


LaDonna Fermanich, Executive Director


Kay Tautges, Recording Secretary

March 6, 2013

The Merrill Parks and Recreation Commission met on Wednesday, March 6, 2013 at 4:15 p.m. at the City Hall.

Members Present: Ralph Sturm, Dorwin Harris, Dan Novitch, Steve Hintze, Anne Caylor and Brian Artac – came in at 5:15p.m.

Members Excused Absent: Mike Willman,

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: Dave Johnson, Kandy Peterson, Phynette Conrad, Vincent Conrad, Sharon Anderson, Judy Woller, Mile Wilson, Gene Bebel, Mayor Bill Bialecki, Steve Sabatke, and a few walked in after the meeting started.

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

***Carried unanimously.

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

***Carried Unanimously.

The first item on the agenda was to review/approve request to place monument in Cenotaph Park. Wendorf turned the floor over to Steve Sabatke. Mr. Sabatke explained that right now the plaque is hanging in the old American Legion Building on the wall and no one ever has a chance to honor this plaque or the people who served in World War 1. Mr. Sabatke stated that the plaque is 7 feet tall and weighs about 400 pounds. There are 39 veterans honored on the plaque. Mr. Sabatke explained that there would be a sidewalk leading up the plaque and there would also be an additional plaque below this one honoring an additional 15 veterans. Mr. Sabatke stated that all the money needed to complete this project will be done through fundraising and all the work would be volunteered by different organizations.

***Motion by Sturm, seconded by Caylor, to approve the request to place the monument in Cenotaph Park.

***Carried unanimously.

The next item on the agenda was to review Memorial Forest salvage timber sale revenue. Wendorf stated that Finance Director Unertl recommends waiting on any expenses until settlement is completed with Crawford Insurance related to all tornado claims. Wendorf stated at this time there is 121,820.69 left from the revenue of the timber sale at Memorial Forest. Sturm had some questions regarding where some of the money went and how much the concession stand cost. Wendorf stated that those questions will be able to be answered when Finance Director Unertl returns to work. Wendorf stated when everything from the tornado was paid he can report back to the Park and Recreation Commission.

The next item on the agenda was to discuss varsity soccer field fencing possibilities. Wendorf stated that there was some interest on enclosing the varsity soccer fields. Wendorf stated that this would allow for soccer to host tournaments and WIAA games admission can charge at the gate.

The cost of the fence will run about \$12,000.00. Mayor Bialecki stated that erecting a fence around the soccer fields would bring in a lot of revenue for the soccer association and the school. Harris stated that we should check with WIAA and see what rules would all apply to putting up a fence around the soccer field. After some discussion it was decided to put this on the agenda for next months meeting. It was suggested that someone from the school and Merrill Youth Soccer be present at the meeting.

The next item on the agenda was to review/approve Kitchenette Park roof proposal. Wendorf stated that he would be working with Becher Hoppe to put together the specs for the new roof at Kitchenette Park. Sturm suggested that Becher Hoppe is not needed to put together the specs for Kitchenette Park. Sturm stated that Wendorf can put the specs together and send it out for bids since the only thing being replaced is the roof. It was stated that Wendorf could bring all bids back to next months meeting so that all work can be done before the rental of parks begins.

The next item on the agenda was to review/approve Resolution of support for WDNR Stewardship Grant with River Front Development Foundation for the River Bend Trail acquisition. Wendorf stated that this would need to be approved because the City is the only one who can apply for the grants and so that the City Council can approve it at the March meeting.

***Motion by Sturm, seconded by Caylor, to approve Resolution of support for WDNR Stewardship Grant with River Front Development Foundation for the River Bend Trail acquisition with a change in wording on paragraph 5, should state: 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 act on in corporation with Park and Recreation Commission and forward to City Council.

***Carried unanimously.

The next item on the agenda was to review/approve Resolution of support for WDNR Stewardship Grant for Memorial Forest trail improvements. Wendorf stated that there is a grant that can be applied for to help enhance and add some new trails at Memorial Forest and to also adjoin with some county trails. Wendorf stated the grant that they are applying for would be for \$50,000.00 and the City would need to match the grant. Hintze questioned what if the City did not have the funds to match the grant. Wendorf stated that if the money was not available an extension could be requested or we can wait until the following year.

***Motion by Sturm, seconded by Hintze to approve the Resolution of support for WDNR Stewardship Grant for Memorial Forest trail improvements with a wording change in paragraph 5, should state: 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 act on in corporation with Park and Recreation Commission and forward to City Council.

***Carried unanimously.

The next item on the agenda was to continue discussion on Dog Park. Wendorf stated that the "Friends of the Dog Park" would at least like to see 3 acres for the dog park. Wendorf also stated that having some rules and regulations would help enhance the park. Hintze stated that a concern he has had is why you would want to put a dog park in one of our parks where families are going to have picnics in the park. Hintze did not feel that this would be a good idea and suggested putting the dog park someplace where it would interfere with families already utilizing the parks. Wendorf stated that he received a email from Jeremy Thompson stating that the land behind Zastrows, owned by the Merrill Area Development Corp., is non useable for building so he felt

that this would be a perfect location. Wendorf stated that land would have to be purchased if we wanted to go that route with the dog park. After some discussion the commission felt that purchasing land would not be a good idea for the dog park. The commission requested that at the next meeting Wendorf narrow the sites down to three and bring it back to the commission on locations.

The next item on the agenda was to discuss Parks and Recreation Commission meeting times. Novitch stated that at one meeting the idea of us running our meetings a little later would be nice for the public. Caylor stated that very few city meetings are run before 5:00 p.m. Artac suggested that maybe rotating the meetings would be a good idea.

***A motion by Artac, seconded by Caylor to rotate meeting times for the Park and Recreation Commission meetings.

The next item on the agenda was monthly reports by Wendorf. Wendorf asked if anyone had any questions. Wendorf stated that the ice will be out as of March 17 and dry floor events will begin shortly after that. Wendorf stated that the guys are getting ready for spring/summer for the parks.

The next regular meeting is scheduled for April 3, 2013 at 6:30 p.m., in the lower level in the conference room at City Hall.

Public Comment: Gene Bebel thanked the commission. Sharon Anderson stated the Brenda Mamer is doing a cross county bike ride and hoping to raise some funds for the River Bend trail. Vincent Conrad thanked the commission for the effort in getting the dog park going.

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

***Carried unanimously.

Dawn Smith
Recording Secretary

1304120

**City of Merrill
Board of Public Works
Wednesday, March 27, 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, Alderman Dave Sukow, Alderman Ryan Schwartzman, Alderwoman Kandy Peterson, Tonia Speener and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

Call to order

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

Vouchers

The vouchers were in the meeting packet. Mayor Bialecki questioned why vouchers related to the Parks and Recreation department were included in the packet. He surmised that those vouchers should be reviewed by the Parks and Recreation Commission, rather than the Board of Public Works. Mayor Bialecki suggested that there should be better communication related to vouchers. He is assuming that the Park and Recreation Commission is unaware of the vouchers in question.

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

Building Inspector report on outstanding orders at 410 North Prospect Street

Building Inspector/Zoning Administrator Pagel had requested that this item be placed on the agenda. He reported that Alderman Hass had requested a status report on the orders written for this property. Building Inspector//Zoning Administrator Pagel provided a verbal status report.

No action taken.

Directional signs at Northcentral Technical College Public Safety Complex

Street Commissioner Lupton had requested that this item be placed on the agenda. He reported that Northcentral Technical College has requested that directional signs be erected to aid citizens seeking the NTC Public Safety Center for Excellence. Street Commissioner Lupton mentioned that Northcentral Technical College is willing to pay for the signs. The current plan is to install 11 signs, some of which will require posts. Street Commissioner Lupton reported that he has not had any discussion with Northcentral Technical College on who would pay for the posts. He stated that the Street Department would install the signs as time permits. There was no objection to this.

No formal action was necessary, requested or taken.

Discuss Taylor Street repair and repaving project

Street Commissioner Lupton had requested that this item be placed on the agenda. He reported that he has been having discussions with the Town of Merrill regarding the upcoming Taylor Street repair and repaving project. It appears likely that the Town of Merrill will postpone the project until 2014. After discussion, the Board concluded that doing the project in 2014 would be better for the City as well.

No action was taken.

Consider installation of masking fence at 818 E. First St. (former J & J Bakery)

Mayor Bialecki had requested that this item be placed on the agenda. He stated that he would like to see the Street Department erect a masking fence at 818 East First Street, the former J & J Bakery property.

After discussion the Street Department was directed to explore various options. No action was taken.

Discuss Normal Park City/County agreement re: downtown parking spaces

Mayor Bialecki had requested that this item be placed on the agenda. He reminded the Board that, when the City of Merrill assumed ownership of the Lincoln County Normal block, the City agreed to pay Lincoln County \$1, plus provide Lincoln County with ten downtown parking stalls. He noted that Lincoln County periodically reminds the City that, to date, Lincoln County has not yet received the parking stalls.

After discussion, Mayor Bialecki was directed to discuss this with Lincoln County, in order to determine parking stall options and locations that Lincoln County would deem acceptable.

Research and discussion on this will continue, and this item will be on the April meeting agenda. No formal action taken at this time.

Consider City participation in Wisconsin DOT study on Hwy 64 future use

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

City Administrator Johnson reported that the Wisconsin Department of Transportation (WDOT) has asked the City of Merrill to participate in a study of future needs for State Highway 64, taking into account possible future development along the State Highway 64 corridor. The study would be funded through WDOT reimbursement (maximum of \$25,000) to the City. If the City desires any additional work after the \$25,000 is expended, the additional costs would be the City's responsibility. The study would be conducted by the North Central Wisconsin Regional Planning Commission.

City Administrator Johnson recommends that City participation in the study be approved, with the caveat that the cost of the study does not exceed the \$25,000 WDOT reimbursement amount.

Motion (Hass/Lupton) to approve City participation in the study. The cost of City participation is not to exceed the \$25,000 that will be provided by the Wisconsin Department of Transportation. Carried.

Per City Attorney Hayden, no Common Council action on the motion is necessary.

Monthly report - Street Commissioner

The report was in the meeting packet. Street Commissioner Lupton reported that he is still looking to purchase a bucket truck.

Monthly report – Exterior Maintenance

The report was in the meeting packet. Building Inspector/Zoning Administrator Pagel noted that orders are now also being written on commercial properties.

Monthly report – Northwinds Inspection

The report was in the meeting packet. Building Inspector/Zoning Administrator Pagel reported that he has begun work on 2013 sidewalk maintenance projects.

Monthly report – City Hall Maintenance Supervisor

No report was submitted and City Hall Maintenance Supervisor Pampuch was not in attendance.

Mayor Bialecki reported that the City Hall odor problem has been resolved. It has been determined that odor was being caused by cooking on the second floor. This type of cooking has now been prohibited.

Monthly report from contracted engineering firms

No report(s) submitted.

Next meeting

Wednesday, April 24th, 2013 at 5:30 P.M.

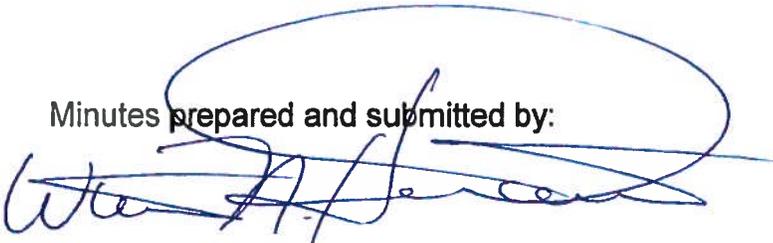
Public Comment

None.

Adjournment

Motion (Hass/Burgener) to adjourn. Carried. Adjourned at 6:08 P.M.

Minutes prepared and submitted by:

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

William N. Heideman, WCMC
City Clerk

1304130

**City of Merrill
Health and Safety Committee
Monday, March 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, Fire Chief Dave Savone, Police Chief Ken Neff, Deputy Health Officer Norbert Ashbeck,, Mary Montes, Cindy Savone 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.

Change of agent application from Walgreens

Walgreens Co. has submitted a change of agent application and paid the change of agent fee.

They are requesting that Mary Montes be named the agent at Walgreens, 101 North Center Avenue. A copy of the application was included in the meeting packet.

Police Chief Neff has no concerns with the application.

1304131

Motion (Sukow/Peterson) to approve the change of agent application from Walgreens Co., appointing Mary Montes as agent at Walgreens, 101 North Center Avenue. Carried.

Nuisance complaints and exterior maintenance report

The report was in the meeting packet. Deputy Health Officer Ashbeck commented that it has been “quiet” recently as far as nuisance complaints are concerned. Alderwoman Caylor noted that the number of complaints has decreased recently. City Administrator Johnson reported that one building is scheduled to be razed before June. Alderman Sukow stated that the city has been more diligent lately in addressing complaints, and the result is a more beautiful Merrill. City Administrator Johnson mentioned that an article related to grass and weed ordinances will be published in the near future.

Monthly Report – Fire Chief Savone

The report was in the meeting packet. Alderwoman Caylor noted that the report was thorough but large. She suggested that, in the future certain portions of the report could be eliminated. Fire Chief Savone responded that he would eliminate the pictures submitted by school children. He will continue to include letters submitted by citizens, however.

Fire Chief Savone reported that new software is being installed. This should help to eliminate duplicate work as well as increase efficiency.

The bidding process for the new fire station has begun. Disaster training is ongoing.

Monthly Report – Police Chief Neff

The report was in the meeting packet. Alderman Sukow remarked that he was pleased to see that the Police Department is considering adding a K-9 program. In response, Police Chief Neff stated that the Police Department and Lincoln County have been discussing a joint K-9 program. The current target date for implementation is 2015, but that date is flexible. He stated that there is definitely a need for a K-9 program. Eventually, if a program is approved, fundraising will be done.

Police Chief Neff stated that, at the April meeting, he will be presenting the possibility of establishing a Merrill Police Department Reserve Unit.

Monthly Report – Lincoln County Humane Society

The report was in the meeting packet. Alderman Sukow stated that he was pleased to see that the number of animals at the shelter continues to be manageable.

Place monthly reports on file

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

Schedule next meeting

Monday, April 22nd, 2013 at 5:00 P.M.

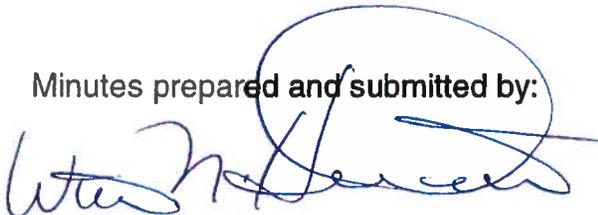
Public Comment

None.

Adjournment

Motion (Sukow/Caylor) to adjourn. Carried. Adjourned at 5:24 P.M.

Minutes prepared and submitted by:



William N. Heideman, WCMC
City Clerk

1304150

**City of Merrill
Water & Sewage Disposal Committee
Wednesday, March 27, 2013 at 5:00 P.M.
Basement Conference Room, City Hall, 1004 East First Street**

Members Present (2 of 3): Alderman John Burgener (Chairperson) and Alderwoman Kandy Peterson. Alderman Rob Norton had an excused absence.

Others Present: Mayor Bill Bialecki, Utility Superintendent Kim Kriewald, Alderman Steve Hass, Alderman Dave Sukow, Tonia Speener and City Clerk Bill Heideman.

Call to order

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

Vouchers

The vouchers were in the meeting packet.

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

Consider hiring an intern at the Wastewater Treatment Plant

Utility Superintendent Kriewald reported that, in 2012, approval was given to hire an intern from the University of Wisconsin Stevens Point to work during the summer of 2012. Utility Superintendent Kriewald is requesting that the hiring of an intern again be approved for the summer of 2013. If approved, the intern position will be offered to the same person who worked as an intern in 2012.

Motion (Peterson/Burgener) to approve the request from Utility Superintendent Kriewald to hire a person to work as an intern at the Wastewater Treatment Plant during the summer of 2013. Carried.

No Common Council action on the motion is necessary.

Consider hiring summer help for the utilities

Utility Superintendent Kriewald reported that, in 2012, approval was given to hire one person (summer help) to work for the utilities. Utility Superintendent Kriewald is requesting that the hiring of one person again be approved for the summer of 2013.

Motion (Burgener/Peterson) to approve the request from Utility Superintendent Kriewald to hire one person to work for the utilities during the summer of 2013. Carried.

No Common Council action on the motion is necessary.

Discuss tower maintenance at East Street water tower

Information was in the meeting packet. Inspections of both water towers were conducted in 2012. Based on these inspections, the inspectors have submitted four tower maintenance options, as follows:

1. Paint the interior and proceed with the repairs at the East Street tower.
2. Delay all tower maintenance work for one year.
3. Plan and budget for repairs and painting at both towers, along with replacement of the expansion joints at the Taylor Street tower.
4. Do the necessary repairs and paint both the interior and exterior of the tank at only the East Street tower. Delay any painting/repair at the Taylor Street tower until 2017.

Utility Superintendent Kriewald explained that this item was on the agenda for discussion only, and that no final decision is necessary at this time.

Utility Superintendent Kriewald was directed to obtain quotes related to option #4. This item will be placed on the April meeting agenda.

Operations Report

The report was in the meeting packet. Utility Superintendent Kriewald reported that the plans for the upcoming East Main Street project (Cleveland Street to the dead end) have been submitted to the Wisconsin Department of Natural Resources.

Public Comment

None.

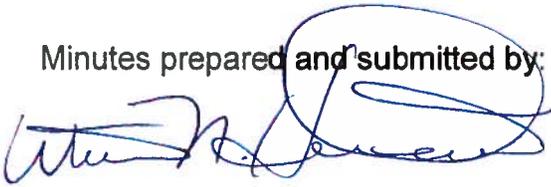
Next meeting

Wednesday, April 24th, 2013 at 5:00 P.M.

Adjournment

Motion (Peterson/Burgener) to adjourn. Carried. Adjourned at 5:18 P.M.

Minutes prepared and submitted by:



William N. Heideman, WCMC
City Clerk

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

Minutes

1. Opening

Vice-President Gene Bebel 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, Chris Malm and Vickie Yelle. Absent (ex.): Mike Geisler, Richard Mamer, Tim Meehean and Jim Wedemeyer. Also present: Don Litzer (4:02-), Mike Schroeder (-4:30) and Ricky S. from MP3.

Correspondence received: a thank you letter from Jeannal Diagostine for the Memorial Book Donation in memory of her husband George, and a letter requesting contributions to the Hanging Basket Project from the Merrill Area Chamber of Commerce Foundation. Staff are donating the proceeds from April "Casual Friday" donations; the board approved by consensus to fund the remainder of a pole donation from endowment funds.

There was no public comment.

2. Consent Items

M Malm/S Breitenmoser/C to approve the minutes of the February meeting as printed and to accept the Monthly Revenue and Expense Printouts and Monthly Statistical Report for February as printed.

3. Reports/Discussion Items/Action Items

A. Job Description-Reference and Information Services Coordinator: Ms. Stevens presented the revised job description.

B. 3 Year Capital Improvement Plan Review: Ms. Stevens reviewed the current 3-Year Capital Improvement Plan.

C. Building and Grounds Update and Requests: Mr. Schroeder was present to answer any questions regarding the requests for building and grounds projects. M Gilk/S Yelle/C to approve the requests presented for an amount not to exceed \$22,186.75 from Endowment Fund monies.

D. Library Retirement Event Request: M Malm/S Gilk/C to approve an amount not to exceed \$550 from the Endowment Fund for Ms. Hertel's retirement party. Attendees will pay for beverages.

E. Long Range Planning Process Outline: Ms. Stevens presented a draft outline of the Long Range Planning Process. Previous plans and new possibilities were discussed. Staff members will be conducting library site visits in the upcoming months.

F. Reports from Friends/WVLS Representative: The Friends of the Library annual meeting is scheduled for April 30th at 6:30 p.m., featuring a lighthearted program entitled: "Hotdishes, Hotflashes & Hotpads" with Janet Letnes Martin. The Friends are having their spring book sale April 25th, 26th, and 27th. There is no WVLS report at this time.

4. Forthcoming Events & Library Director Report

- National Library Week is April 14th - 20th. Food for Fines will again be conducted during that week.
- Upcoming National Library Week Adult programs: A Whole Which is Greater: Examining the 2011 Wisconsin "Uprising", with board member Paul Gilk and other contributors, and a gaming program, Boldly Go Games. March 17th Writers Among Us program was a success.
- Upcoming special Family Storytime to be presented at 10am on March 27th coinciding with spring break.

5. Adjournment:

The meeting adjourned at 4:55 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on April 17th at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary

Minutes
Airport Commission Meeting
Wednesday, January 16, 2013

Present: Gary Schwartz, Joe Malsack, Gary Schulz, Lyle Banser and Airport Manager John Miller

Also Present: Steve Krueger & Brian Hough

(1) Call to Order: Gary Schwartz called the meeting to order at 7:00 PM.

(2) Approval of the December 12, 2012 Minutes: Lyle Banser stated that Chris Hartwig's name was misspelled in the minutes. He then made a motion to ratify the minutes of the December 12, 2012 meeting. The motion was seconded by Joe Malsack. The motion passed. John Miller said he would correct the name in the December Minutes.

(3) Approval of Vouchers: The vouchers were reviewed and signed by all. Joe Malsack made a motion to approve the vouchers. The motion was seconded by Gary Schulz. The motion passed.

(4) Update on 2006 Project: Gary Schwartz said there was nothing new on the Project at this time.

(5) 2013 Terminal Project: Gary Schwartz said he has been in contact with Mary Strait from the Bureau of Aeronautics, and she is actively seeking money for us to borrow from other Airports who has not used their entitlement money. Until she gets this done the terminal project is stalled. Gary Schwartz brought everyone up to date regarding the lighting placements for the new terminal area. Gary Schwartz said he attended a meeting with the City Management team and the poles will be possibly purchased through the Street Dept and they will also likely install them. Gary said the Airport may have to hire an electrician to make the final connections. Gary said conduit for one of the new poles is not in the ground and we will need one more base. John Miller will speak to Van Ert regarding this. John was also asked to get a bid from Van Ert regarding the poles.

(6) Discussion/Decision Transfer of Hanger 26 Ground Lease: Rich Prange has purchased Hanger #26 from William Holman. Gary Schulz made a motion to approve the ground lease change for hanger 26 from William Holman to Rich Prange. Lyle Banser seconded. Motion carried.

(7) Discussion–Airport Name: No discussion this meeting but will be kept on the Agenda.

(8) Discussion of RRL Marketing Program: No discussion this meeting but will be kept on the Agenda.

(9) Manager's Report: John Miller reported that the new furnace has been installed in the Maintenance building and is working good.

John Miller said the brush cutting is underway and is coming along good. John said the only problem is that the machine that was rented cannot cut right to the ground. The cutter is held up by two skids. This and the terrain controls how close to the ground it will cut. John said there is a

wet land in the middle on the cutting area and the DRN would never let us change that area enough to make it an area we could mow. John said that the area that was cut through Wednesday was bid at \$10,000.00 by Landing Clearing. John Miller said the rental of the machine is \$3,300.00 and with fuel and wages the cost should be just over \$4,000.00.

John said that he would like to purchase a file cabinet to hold City Records. Gary Schwartz suggested he ask downtown to see if they have any old ones. The consensus if there are no file cabinets available John was given permission to purchase a new one for approximately \$250.00.

There is a sponsor workshop in Madison this March in which John Miller and Gary Schwartz attend. They will decide later if they will attend.

(10) Chairman's Report: Gary Schwartz said that he has been in contact with Lori Weir, President of NTC, regarding promotion they want to do to.

John Miller said that he has been in contact with Bryce Kolpack at NTC regarding the possibility of bringing military C130s into Merrill to do military training. John Miller said he has contacted Steve Opatich from Becher-Hoppe and was told that a C310 has a gross weight of 155,000 pounds and our runways are only rated for 60,000 pounds. Steve said that if a C130 landed 12 times a year it would cut our runway life in half.

John Miller said there are times when it could be done, like the dead of winter or in fall after a dry summer. John said they also would need to come in at a lesser weight than they would normally use. John said that runway, taxiway and ramp life are very important and would let Bryce know our limitations.

Gary Schwartz said he will continue having conversations in the future with Lori Weir.

(11) Aviation Happenings: Gary Schulz said that the APOA announced today with the new congress forming general aviation is going to have to form new alliances. The challenges that they will be facing in 2013 are the user fee issues, new pilot growth, the Avgas alternative and the continued development of the next gen landing aids.

The FAA has grounded the 787 because of the wiring battery problems.

Gary Schulz said we should expect to see an increase in Flight Training. This will be due to an act of congress that was passed in August 2010 to increase the experience time for airline pilots. Gary gave a rundown of FAA regulation parts and what they entailed.

Eighteen months after the successful landing on the Hudson and another crash that cost many lives in 2009, Congress mandated changes needed to be made. In August of this year there will be a tightening of the Captains and First Officers requirements.

Gary Schulz said with these changes there seems to be a big window of opportunity for flight training.

(12) Public Comment: None.

(13) Agenda Items for Next Meeting: None

Gary Schwartz read the following from the amended agenda:

The Commission may convene in closed session pursuant to Wis. State Statutes Sec. 19.85(1)(c) and (f) for the purpose of considering terms of a potential additional Fixed Base Operator Contract at the Merrill Airport.

Joe Malsack made a motion to go into closed session. Gary Schulz seconded. The motion passed. At this time the Merrill Municipal Airport Commission went into closed session

Joe Malsack made a motion to come out of closed session. Gary Schulz seconded. The motion passed.

Gary Schwartz reported that the Commission did not make any decisions in closed session but did express a consensus to continue to work on the stated subject.

(14) Adjournment: Joe Malsack made a motion to adjourn. The motion was seconded by Lyle Banser. The motion passed.

These Minutes were recorded by John Miller, the Airport Manager and were ratified at the February 20, 2013 Airport Commission Meeting.

1304262

RESOLUTION NO.

A RESOLUTION HONORING DONNA M. HERTEL FOR HER 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, Donna M. Hertel has served at the T.B. Scott Library from January 9, 1984 to March 29, 2013; and,

WHEREAS, the personal commitment and unselfish dedication Donna M. Hertel 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 Donna M. Hertel's dedicated service; and,

WHEREAS, Donna M. Hertel's cheerful manner and hard work will be missed at the T.B. Scott Library;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 9th day of April, 2013, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the dedicated and faithful service Donna M. Hertel has given to the City of Merrill and commends her for those years of service.

Recommended: Common Council

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk