

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

**AGENDA**

- 130710** Silent Prayer
- 130715** Pledge of Allegiance
- 130720** Roll Call
- 130730** Minutes of June 11<sup>th</sup>, 2013 Common Council meeting
- 130731** Discuss voucher for \$590 (Invoice #171562), a payment to Ruder Ware, LLSC for Outside Legal Expense (referred from June 24<sup>th</sup>, 2013 Personnel and Finance Committee meeting)
- 130740** Revenue & Expense Report – June 2013
- 130760** Communications and Petitions
- 130761** Employee Recognition
  - Dale A. Bacher, 25 years (Police Department)
  - Roger J. Drewek, 15 years (Street Department)
  - Angela M. Holz, 15 years (Water & Sewer Utility)
- 130780** Housing Authority – No Action
- 130790** Committee of the Whole – No Action
- 1307110** Parks and Recreation Commission – No Action
- 1307120** Board of Public Works
- 1307121** The Board recommends approving the 2013 sidewalk maintenance projects for an area generally confined to the First Ward and the Second Ward, east of Center Avenue, and also the project including curb, gutter and sidewalk for the parking lot on East Main Street (former Courtview Apartments site).

**1307122** The Board recommends approving the removal of ten feet of street curb at Center City Citgo, 105 South Center Avenue, to enhance vehicle access to the business. If approved, the property owner would be 100% responsible for all costs associated with the removal.

**1307123** The Board recommends approving the quote of \$78,814.04 from Quinlan's Equipment for the City purchase of a 2014 plow truck chassis and recommends approving the quote of \$78,376.00 from Monroe Truck Equipment for the City purchase of associated equipment for the truck.

**1307124** The Board recommends accepting the offer from the Town of Merrill to purchase, for \$3,000, the 1988 Ford F350 Bucket Truck currently in the Street Department fleet.

**1307130** Health and Safety Committee

**1307131** The Committee recommends approving the applications from Merrill Fire Department Charities for three temporary Class "B" (picnic) licenses to sell fermented malt beverages at Ott's Park during the Muscular Dystrophy Association (MDA) softball tournament/fundraiser at Ott's Park, August 2-4, 2013.

**1307132** The Committee recommends approving the request from Humphery's Pub, 500 West Main Street, to close off Genesee Street, from Main Street to the southern edge of the alley, from 5 P.M. to midnight, on Crazy Daze, Thursday, August 15<sup>th</sup>, 2013, and to extend their premises to sell alcoholic beverages in that area. Outdoor music would be allowed from 7:00 P.M. to 11:00 P.M. that night.

**1307133** The Committee recommends approving the request from Merrill Youth Hockey for an extension of premises to sell alcoholic beverages in a fenced-in area outside the Smith Center, 1100 MARC Drive, from 10:00 A.M. to 7:00 P.M. on Saturday, September 14<sup>th</sup>, 2013, in conjunction with a "Pork in the Park" event. In addition to the fencing, wristbands would be used to ensure compliance.

**1307134** Consider applications from the Merrill Hockey Association for seven temporary Class "B" picnic licenses to sell fermented malt beverages at Normal Park, Center Avenue, during Gazebo Nights on the following dates in 2013: July 11<sup>th</sup>, July 25<sup>th</sup>, August 1<sup>st</sup>, August 8<sup>th</sup>, August 15<sup>th</sup>, August 22<sup>nd</sup> and August 29<sup>th</sup>. (Alderwoman Caylor is bringing these applications directly to the Common Council)

**1307140** Personnel and Finance Committee

**1307141** The Committee recommends approving the hiring of an employee to perform building maintenance and seasonal duties at the Bus Storage Facility. The hiring would be in cooperation with Lincoln Industries.

**1307142** The Committee recommends authorizing the sale of the three Fire Department “old” cardiac monitors to Northcentral Technical College for \$14,000.

**1307150** Water and Sewage Disposal Committee

**1307151** The Committee recommends approving the quote of \$84,934 from Lane Tank Co., for work to be done on the East Street water tower in early 2014.

**1307160** City Plan Commission – No Meeting

**1307170** Transit Commission – No Meeting

**1307180** Library Board – No Action

**1307185** Redevelopment Authority – No Action

**1307200** Enrichment Center Committee on Aging – No Action

**1307210** Airport Commission – No Action

**1307225** Tourism Commission – No Action

**1307230** Placing Committee Reports on File

## **ORDINANCES**

None.

## **RESOLUTIONS**

**1307260** A Resolution approving City of Merrill participation in a Mutual Aid Box Alarm System Program (from June 24<sup>th</sup>, 2013 Health and Safety Committee meeting)

**1307261** A Resolution setting forth additional provisions for the Mutual Aid Box Alarm System Agreement (from June 24<sup>th</sup>, 2013 Health and Safety Committee meeting)

**1307262** A Resolution authorizing a Development Agreement by and between the City of Merrill, Wisconsin and Mark and Jeri Cooper (from July 2<sup>nd</sup>, 2013 Redevelopment Authority meeting)

**1307263** An Initial Resolution authorizing \$235,000 General Obligation Bonds for Community Development Projects in Tax Incremental Districts No. 5 and 6 (from the June 24<sup>th</sup>, 2013 Personnel and Finance Committee meeting)

- 1307264** An Initial Resolution authorizing \$50,000 General Obligation Bonds for Improvements to Parks and Public Grounds (from the June 24<sup>th</sup>, 2013 Personnel and Finance Committee meeting)
- 1307265** An Initial Resolution authorizing \$320,000 General Obligation Bonds for Street Improvement Projects (from the June 24<sup>th</sup>, 2013 Personnel and Finance Committee meeting)
- 1307266** An Initial resolution authorizing \$345,000 General Obligation Bonds to Acquire a Fire Engine (from the June 24<sup>th</sup>, 2013 Personnel and Finance Committee meeting)
- 1307267** An Initial Resolution authorizing \$3,315,000 General Obligation Bonds for Constructing an Engine House (from the June 24<sup>th</sup>, 2013 Personnel and Finance Committee meeting)
- 1307268** An Initial Resolution authorizing \$25,000 General Obligation Bonds for Airport Projects (from the June 24<sup>th</sup>, 2013 Personnel and Finance Committee meeting)
- 1307269** A Resolution directing Publication of Notice to Electors (from the June 24<sup>th</sup>, 2013 Personnel and Finance Committee meeting)
- 1307269A** A Resolution providing for the Sale of Not to Exceed \$4,290,000 General Obligation Corporate Purpose Bonds (from the June 24<sup>th</sup>, 2013 Personnel and Finance Committee meeting)
- 1307269B** A Resolution providing for the Sale of \$2,890,000 General Obligation Promissory Notes (from the June 24<sup>th</sup>, 2013 Personnel and Finance Committee meeting)
- 1307269C** A Resolution honoring Ricky R. Voigt for his extended service and great contribution to the City of Merrill (from the Common Council)
- 1307270** Mayor's Communications
- 1307280** Public Comment Period
- 1307999** Adjournment

William N. Heideman, CMC, WCMC  
City Clerk

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180780

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

Wednesday, June 12, 4:02 P.M. Jenny Towers Library, Merrill, WI

PRESENT: Chairman Kathy Colclasure, Denise Humphrey, Paul Wagner, Amanda Kostman, Richard Wiessinger, 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 May 15<sup>th</sup>, 2013 meeting. Wagner/Kostman. Motion passed unanimously.

Discussion and motion to approve Checks #21233 thru #21272 and Billings to date for May 2013 with attached list of expenditures: Humphrey/Wagner. Passed unanimously by roll call vote: Kostman - aye, Colclasure - aye, Wagner - aye, Wiessinger - aye and Humphrey - aye. LaDonna explained that the Check Register report is presented to the Board to report all monthly expenses and deposits, allowing her to highlight anything out of the ordinary. HABCO currently provides a more detailed, line-item report on monthly income and expenditures relative to budget figures which are in turn, summarized in the Quarterly reports. These quarterly reports are also provided to the Board on a regular basis. Any Commissioner desiring a copy of the regular monthly HABCO report in addition to the standard Board reports may request them from LaDonna. LaDonna also explained to the Commissioners how current, monthly reconciliation reports are set up to reconcile all accounts or to identify and investigate any discrepancies between MHA and HABCO.

Move-ins and Move-outs for May 2013: Motion to accept report and place on file. Humphrey/Wiessinger. Motion passed unanimously.

Report on Park Place Investments: LaDonna reported that the Vanguard Fund shows a loss over the past month of \$21,552.48. Motion to accept the Investment report and place on file: Kostman/Wiessinger. Motion passed unanimously.

Review Investor RFP options: LaDonna received a number of responses from investors regarding the management/investment of funds. The investors who were familiar with HUD regulations did not believe that our current investment fund was appropriate by HUD standards. HUD's primary investment purpose is to have a safe, secure place for funds. Investment should also be fully backed by FDIC and in a place where they could be easily liquidated. The majority of institutions/investors were not interested in managing the fund because there would not be enough income generated for it to be worth their time. Instead, suggestions were made to place the investment money into CD's and/or Money Market accounts. The total amount could be split into a number of different accounts to insure that the entire investment would be FDIC insured. Based on all of the information gathered, LaDonna recommended that we have local banks place the funds into appropriate CD and/or Money Market accounts. Commissioners asked LaDonna to call local banks to get current interest rates and report back.

Report on Insurance Bid selection (PP & JT): LaDonna accepted the lowest bid which was from Church Mutual. In the future, she would like to have only one policy for MHA. This would make it much easier to review comparable, annual bids, etc. Church Mutual has agreed to review current policies to see exactly what our policy covers and to determine if the current coverage is adequate. Eventually, LaDonna would like to have all insurance policies up for renewal at the same time. She will check into changing the auto, WC and D&O policy renewal dates to coincide with the property/gl policy.

Request to Approve Westgate Improvements Bid: LaDonna reported that bids will come in on July 2<sup>nd</sup>. She asked for the authority to accept the low bid. Motion to give LaDonna the authority to accept the low bid. Humphrey/Wiessinger. Passed unanimously.

Report on current Policies and Possible Revisions: LaDonna recommended that revisions should begin with several specific policies, especially those relating to the upcoming Park Place project, but that in reality, they all should be reviewed regularly. Commissioners agreed to begin work on policy revisions at each monthly meeting.

HUD Vacancy Update/Discussion: The monthly progress report was handed out and reviewed. HUD is pleased about the progress made to date. Assuming the RFQ is approved, LaDonna will begin notifying tenants of the future plans. She will also begin looking for an attorney who is familiar with tax credits to represent the Housing Authority when needed.

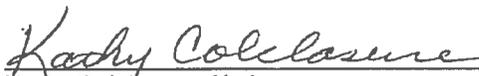
Approval of Park Place Renovation RFQ: LaDonna provided Commissioners with a copy of the RFQ. LaDonna, Amanda and Paul modified the RFQ's from Wausau and Antigo to meet our specific situation and requirements. She also presented a "Scope of Project" Summary to the Board to ensure everyone was on the same track with what was being requested. Motion to approve the RFQ with an issue date of June 21, 2013. Kostman/Wagner. Passed unanimously.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: None.
2. Executive Director's Report: LaDonna reported that Kay held Ice Cream socials at both buildings and that Lynn is working on annual recertifications and all is going well with that. LaDonna will be in Minnesota the last week in June for Public Housing Manager Certification. Due to a merge with another firm, the accounting firm we use has changed their name from HABCO to Hawkins, Ash, CPAs.
3. Public Comment Period: None

The next regular meeting of the Commissioners of the Housing Authority will be held on July 10, 2013, 4:00 p.m., Jenny Towers Library, 711 E. 1<sup>st</sup> Street, Merrill, WI.

Motion to adjourn at 5:19 P.M. and open Section-8 Housing - Jenny Towers Meeting. Kostman/Wagner. Motion passed unanimously.

  
Kathy Colclasure, Chairman

  
Kay Tautges, Recording Secretary

  
LaDonna Fermanich, Executive Director

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

**Wednesday, June 12, 2013, 5:19 P.M., Jenny Towers Library, Merrill, WI 54452**

**PRESENT:** Chairman Kathy Colclasure, Amanda Kostman, Denise Humphrey, Paul Wagner, Richard Wiessinger, 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 May 15, 2013 meeting and today's agenda: Wiessinger/Kostman. Motion passed unanimously.

Discussion and motion to approve Checks #16376 thru #16420 and Billings to date for May 2013 with attached list of expenditures: Humphrey/Kostman. Passed unanimously by roll call vote: Colclasure-aye, Kostman-aye, Humphrey-aye, Wiessinger-aye, and Wagner-aye.

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

Report on Jenny Tower Investments: LaDonna reported that the BMO Harris Bank Trust Investment lost \$8,106.00 during the past month. Motion to accept and place on file the Investment Report: Humphrey/Wagner. Motion passed unanimously.

Report on transition from BMO to RVB: LaDonna informed Commissioners that paperwork for the transition has been completed. Deposits for the remainder of this month will be made at BMO. After that, funds will be moved to and business conducted through River Valley Bank.

Request to Approve Recommendation RE: Kitchen Project request from HGM: Paul and LaDonna reviewed the contract. They did confirm that no changes were made by HGM in writing, and no requests for payments were received. Contractually MHA is not obligated to pay HGM any additional funds. Motion to refuse payment of any additional funds to HGM. Wagner/Humphrey. Passed unanimously.

Close-out Report on Kitchen Construction: LaDonna reported on the final figures for the Kitchen Construction Project explaining that the \$24,521 overrun could be directly attributed to electrical safety and code upgrades unforeseen at the onset of the project. She informed Commissioners that there was roughly \$6,000 in expenses that were paid directly from the general fund without making additional transfers from investments to cover them. She felt there was no need to make a transfer to cover these costs at this time, however, the need could arise down the road with the seal coating or some of the other smaller, approved projects being invoiced. Motion to not transfer those expenditure costs from the investment account into the general funds. Wagner/Kostman. Passed unanimously.

Personnel Review – Closed Session: Motion to go into closed session for purposes of employee evaluation. Humphrey/Kostman. Passed unanimously. Closed Session attended by Colclasure, Humphrey, Kostman, Wiessinger, Norton and Wagner. Motion to increase wages of Executive Director as detailed in the original offer of employment letter dated 6/11/12. Wagner/Kostman. Directives were given to LaDonna to set annual goals for herself and the Housing Authority for the August meeting. The board submitted a partial listing which is to include developing a process for future evaluations, passing the Public Housing Manager Certification, and enrolling in the Understanding Section 42 Tax Credit course. Motion to exit closed session and return to open session. Kostman/Wagner. Passed unanimously.

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

1. Commissioner Items/Comments – None.
2. Executive Director's Report – Kay is planning picnics and our last bed bug inspection was all clear.
3. Public Comment - None.

The next regular meeting of the Commissioners of the Housing Authority will be held on Wednesday, July 10, 2013, 4:00 p.m. Jenny Towers Library, 711 E. 1<sup>st</sup> Street, Merrill, WI.

Motion to adjourn at 6:25 P.M.: Humphrey/Wiessiger. Motion passed unanimously.

  
Kathy Coleclasure, Chairman

  
Kay Tautges, Recording Secretary

  
LaDonna Fermanich, Executive Director

130790

**City of Merrill  
Committee of the Whole  
Tuesday, June 11, 2013 at 5:30 P.M.  
City Hall Common Council Chambers  
1004 East First Street**

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

Other attendees: City Administrator Dave Johnson, City Attorney Tom Hayden, Street Commissioner Richard Lupton, Police Chief Ken Neff, Building Inspector/Zoning Administrator Darin Pagel, City Hall Maintenance Supervisor Ramona Pampuch, Fire Chief Dave Savone, Library Director Stacy Stevens, Treasurer/Finance Director Kathy Unertl, Tom Wistein, Michael Caylor Jr., Duane Pfister and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

**Call to order**

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

**Consider request to lift hiring freeze to hire Street Department employee**

A Street Department employee has announced his retirement. Based on this, Street Commissioner Lupton has requested that the hiring freeze be lifted to fill the vacancy that will be created by this retirement.

130691

Motion (Hass/Schwartzman) to lift the hiring freeze to replace a retiring Street Department employee. Carried.

**Consider request to lift hiring freeze to hire Firefighter/Paramedic**

A Firefighter/Paramedic has resigned to accept employment in Wausau. Based on this, a request has been submitted to lift the hiring freeze to fill the vacancy that will be created by this resignation.

**130692**

Motion (Hass/Sukow) to lift the hiring freeze to replace a Firefighter/Paramedic who has resigned to accept a firefighter position in Wausau. Carried.

### **Discussion of new City logo design**

City Administrator Johnson reported that the City invited school children to enter a contest by submitting a design for a new City logo. No entries were submitted, however. Based on this, and the fact that there seems to be consensus to develop a new City logo, City Administrator Johnson prepared drafts of two similar logos, both featuring the three-arch bridge. Copies of the logos were in the meeting packet.

City Administrator Johnson asked if the committee members liked the basic design of the logos he has drafted. He stated that, if the basic design is acceptable, it could be refined later. Consensus was reached that work on a new logo should continue. No formal action was taken at this time.

### **Consider resolution for development agreement with Gateway North, LLC**

Information on a proposed development agreement and related resolution were in the meeting packet. The proposed development agreement would help facilitate the building of a restaurant (El Mezal) near the AmericInn. The agreement includes the following development incentives: \$10,000 to the restaurant operator to be used to purchase a Reserve "Class B" liquor license; \$35,000 (maximum) to the property/building owner (Gateway North, LLC) for stormwater improvements; \$100,000 (\$20,000 annually for five years, 2015-2019) to the property/building owner.

Alderman Malm asked whether there was any documentation that demonstrates that the \$100,000 incentive payment is necessary to ensure that the project becomes reality. City Administrator Johnson responded that the incentive would be given to the developer to provide funding to build the restaurant. Alderman Malm responded to that by stating that, from his position, it would be a difficult decision to approve the \$100,000 incentive payment even if there was a financial "gap" that could jeopardize the project. Without proof of such a gap, he cannot support the incentive payment.

Alderwoman Caylor, Alderman Malm and Alderman Hass all stated that they would be in favor of a "loan" as part of the development agreement, but that they would not support a "gift".

Alderman Sukow, Alderman Schwartzman and Alderman Burgener spoke in favor of the development agreement and incentives.

Motion (Schwartzman/Norton) to approve the development agreement and related resolution. Carried.

The resolution is on the June 11<sup>th</sup>, 2013 Common Council meeting agenda.

### **Discuss future of Municipal Court**

Information was in the meeting packet. City Administrator Johnson had requested that this item be placed on the agenda. He explained that the term for the Municipal Judge will end in the spring of 2014, so now is the time to discuss and consider any potential changes to the Municipal Court. Option include: retaining the court, creating a combined court with the City of Tomahawk or discontinuing the court and sending the cases to Circuit Court.

The City of Tomahawk has asked about the possibility of a joint court. Discussions of this are ongoing with the City of Tomahawk.

City Administrator Johnson stated that he was in favor of retaining the court in some capacity.

City Attorney Hayden spoke in favor of retaining the court. He stated that Municipal Court is able to process and resolve cases much faster than Circuit Court. Also, he feels that people have a high level of confidence in the Municipal Court, which they may not have in the Circuit Court.

City Attorney Hayden issued a reminder that the City cannot set the hours for the court, as those are established by the Municipal Judge.

Building Inspector/Zoning Administrator Pagel spoke in favor of retaining the court, stating that, among other benefits, it provides for more timely resolution to building code violation cases.

City Attorney Hayden stated that he could handle the extra workload that would result if a decision is made to create a joint court with the City of Tomahawk.

Alderman Hass suggested that the Municipal Court be retained, and that discussions on a joint court with the City of Tomahawk should continue.

No action was taken at this time.

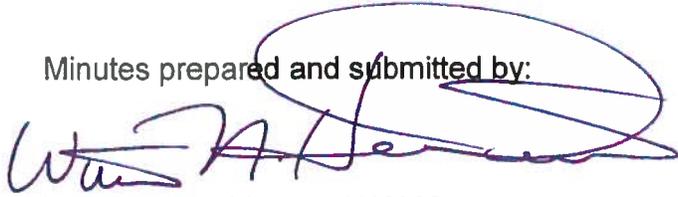
### **Public Comment**

None.

**Adjournment**

Motion (Hass/Caylor) to adjourn. Carried. Adjourned at 6:18 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 partially enclosed by a blue oval.

William N. Heideman, WCMC  
City Clerk

**City of Merrill  
Committee of the Whole  
Tuesday, October 16, 2012 at 6:00 P.M.  
City Hall Common Council Chambers  
1004 East First Street**

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

Others in attendance included: City Administrator Dave Johnson, City Attorney Tom Hayden, Utility Superintendent Kim Kriewald, Street Commissioner Richard Lupton, Airport Manager/FBO John Miller, Police Chief Ken Neff, Fire Chief Bob Odegard, Building Inspector/Zoning Administrator Darin Pagel, Library Director Stacy Stevens, Finance/Technology Director Kathy Unertl, Park and Recreation Director Dan Wendorf, Tonia Speener (Becher-Hoppe), Melody Hamlin (Becher-Hoppe), Josh Johnson (Becher-Hoppe), Collin Lueck (Foto News), Carolyn Tiry (Wausau Daily Herald), Roger Drewek, Judy Woller, Judy Weaver (arr. 6:08), Duane Pfister and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

**Call to order**

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

**New fire station design, bidding & construction management services contractor**

City Administrator Johnson distributed information on five proposals for the design and construction phases of the new fire station project. He explained that these are quotes, not bids, and as such are subject to negotiation. It was noted that one firm, Five Bugles, only deals with fire stations, although theirs was not the lowest quote.

A committee has reviewed the proposals and determined that any of the five firms could do the work required. The committee recommends approving the proposal from Becher-Hoppe.

**1210191S**

Motion (Hass/Peterson) to approve the proposal from and contract with Becher-Hoppe for architectural and construction management services related to the building of a new central fire station. The cost of the design phase of the contract is \$121,615 and the cost of the construction management phase is \$54,652. Carried.

**Finance Director update report on state levy limit**

A memo from Finance/Technology Director Unertl was in the meeting packet. She reported that state levy limits based on net construction of 0.019% allows for only a \$860 total property tax levy increase for 2013.

**Review and discuss 2013 City Operational Budget**

Information was in the meeting packet. At this point, the 2013 City budget for operations is within \$30,000 of being balanced. The major increases from the 2012 budget are in the Transit Department and the Police Department. Sealcoating will probably require borrowing of approximately \$125,000. At this time, it appears fiscally impractical to keep the outdoor swimming pool open.

The budget requests from outside agencies were discussed.

Motion (Hass/Norton) to increase the 2013 budget allocation for HAVEN from \$2,500 to \$5,000, which is the amount budgeted for HAVEN in the 2012 budget. Carried.

Alderman Hass stated that, from his perspective, the Lincoln County Economic Development Corp. does not seem to be providing what the City needs. In response, Mayor Bialecki reported that the Lincoln County Economic Development Corp. will be having their annual meeting next week. He suggested that any decision on 2013 funding for Lincoln County Economic Development Corp. be delayed until after that meeting. Alderman Malm agreed with Mayor Bialecki.

Alderman Hass issued a reminder that the budget being considered is a preliminary budget only. Alderwoman Caylor agreed, stating that it is likely there will be additions and deletions to the budget before it is finalized.

Finance/Technology Director Unertl suggested that the project to remodel the City Hall Common Council Chambers be delayed until better documentation is provided.

Alderman Hass asked why a new Geographic Information System Specialist position is being budgeted when the projected 2013 budget currently has a \$30,000 shortfall.

Alderwoman Caylor stated that she would also like this question answered. Finance/Technology Director Unertl responded that she would reallocate Information Technology funds to pay 25% of the total cost of the position.

### **Consider part-time Building Inspector proposal**

City Administrator Johnson reported that there seems to be some concerns with the residency requirement if the Building Inspector/Zoning Administrator position is full-time. Based on those concerns, Building Inspector/Zoning Administrator Pagel is proposing that the position be regular but part-time.

Alderman Malm stated that a job description would be a valuable tool in helping make decisions on the position.

City Administrator Johnson stated that he would not be in favor of a part-time employee working nearly 40 hours per week.

Alderman Malm stated that the decision has to be made on what is best for the City, not any individual person. Mayor Bialecki stated that Building Inspector/Zoning Administrator Pagel has done high-quality work, and has lately addressed and "fixed" several problems related to the position.

Alderwoman Caylor commented that she assumed that a decision on this position had already been made in September. She was under the impression that, at that time, the consensus was that the position warranted 40 hours per week, and that the only question remaining was whether the position should be contracted or considered a City employee.

Alderman Malm noted that it appears the committee is seeking recommendation(s) from City Administrator Johnson on the future of this position, based on establishing a job description. City Administrator Johnson stated that he will submit two job descriptions to a future Committee of the Whole meeting. One will include additional duties, and the other will not include additional duties.

The question was raised on how the residency requirement was established. City Administrator Johnson and Alderman Hass responded that it was an ordinance created as the result of a binding referendum.

Alderman Hass stated that anyone with recommendations and/or ideas related to the position should submit them to City Administrator Johnson, so they can be considered at a future meeting.

No action was taken at this time.

**Public Comment**

City Attorney Hayden reminded the Committee of the Whole members that they should submit their completed City Administrator evaluation forms to Alderman Hass.

On behalf of HAVEN, Judy Woller thanked the Committee of the Whole for their continued support. She then provided information on domestic violence.

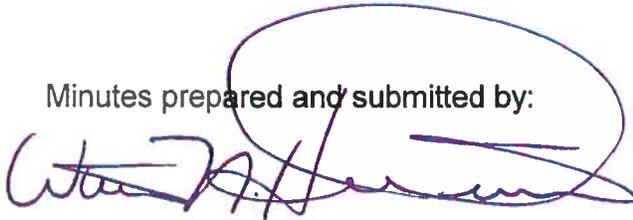
Josh Johnson thanked the Committee of the Whole for the selection of Becher-Hoppe to design the new fire station.

Alderman Malm remarked that serving as a member of the HAVEN Board of Directors has afforded him the opportunity to witness the commitment of the staff at HAVEN.

**Adjournment**

Motion (Hass/Caylor) to adjourn. Carried. Adjourned at 7:43 P.M.

Minutes prepared and submitted by:



William N. Heideman, WCMC  
City Clerk

**City of Merrill  
Committee of the Whole  
Tuesday, July 10, 2012 at 5:45 P.M.  
City Hall Common Council Chambers  
1004 East First Street**

Committee of the Whole members present (9 of 9): Mayor Bill Bialecki, Alderman Chris Malm (First District), Alderman Steve Hass (Second District), Alderman Ryan Schwartzman (Third District), Alderwoman Kandy Peterson (Fourth District), Alderman John Burgener (Fifth District), Alderman Mark Peterson (Sixth District), Alderman Rob Norton (Seventh District) and Alderwoman Anne Caylor (Eighth District).

Others in attendance included: City Administrator Dave Johnson, Street Commissioner Richard Lupton, City Attorney Tom Hayden, Finance/Technology Director Kathy Unertl, Fire Chief Bob Odegard, Police Chief Ken Neff, Building Inspector/Zoning Administrator Darin Pagel, Information Technology Specialist Ron Turner, Alan Malm, Stephanie Schwartzman, Erin McCarthy, Roger Drewek, Tom Wistein, Judy Woller, Duane Pfister and City Clerk Bill Heideman.

**Call to order**

Mayor Bialecki called the meeting to order at 5:45 P.M.

**Demonstration and discussion of policies on iPad use**

Information Technology Specialist Turner gave a demonstration on the use of the iPad. The City recently purchased iPads for all alderpersons that wanted one.

City Attorney Hayden explained the open meetings/records laws related to iPad use. He stressed the fact that anything an alderperson does with an iPad creates an open record, and he urged caution when using them.

It was reported that on July 11<sup>th</sup>, City staff will be viewing a demo of agenda preparation software. Based on this demo, more information will be provided at a future meeting.

No action was taken at this time.

**Development agreement with RC-N-DI Investments for 1106 West Main Street**

A proposed development agreement and associated resolution were in the meeting packet. If the development agreement is approved, RC-N-DI Investments plans on building two storage buildings at 1106 West Main Street.

City of Merrill Committee of the Whole meeting – July 10<sup>th</sup>, 2012

Motion (Hass/Caylor) to approve the development agreement and associated resolution, as presented. Carried.

Note: The resolution is on the July 10<sup>th</sup>, 2012 Common Council meeting agenda.

**Consider lifting hiring freeze to fill pending Fire Chief vacancy**

Fire Chief Odegard has announced that he will be retiring effective December 31<sup>st</sup>, 2012. City Administrator Johnson reported that City staff requests that the hiring freeze be lifted to fill the Fire Chief vacancy that will be created as a result of this retirement.

**120791**

Motion (Hass/Schwartzman) to lift the hiring freeze to fill the pending Fire Chief vacancy due to December 31<sup>st</sup>, 2012 retirement notice. Carried.

**Consider options for assessment, reassessment services**

Information was in the meeting packet. Finance/Technology Director Unertl reported that City staff is seeking authorization to prepare, advertise and distribute Request for Proposal documents for assessment services. This request is the result of the retirement of Ken Hoffman of Hoffman Appraisal, the former City Assessor. Finance/Technology Director noted that the last City reassessment was done in 2000.

City Administrator Johnson recommended that the approximate cost of a reassessment be determined before any decision is made on when a reassessment will be done. Consideration of scheduling a reassessment will be on a future Committee of the Whole meeting agenda.

Motion (Hass/Caylor) to authorize City staff to prepare, advertise and distribute Request for Proposal documents for assessment services, including a potential reassessment. Carried.

City Attorney Hayden announced that no Common Council action on the motion is necessary.

**Consider options for inspection program and associated services**

Information was in the meeting packet. City Administrator Johnson reviewed the assessment services contract that is currently in effect (Northwinds Inspection – Darin Pagel).

City Administrator Johnson has prepared and submitted several options that could be offered to Darin Pagel. They are based on whether the City wants Darin Pagel to be:

- A contractor, without benefits
- A part-time City employee, without benefits
- A full-time City employee, with benefits
- A full-time contractor

Based on these options, City Administrator Johnson has prepared five assessment services options. He noted that certain liabilities exist as part of a contracted agreement. He recommends option #3 (full-time salary @ current salary of \$27/hour).

Motion (M. Peterson/Norton) to authorize City Attorney Hayden to prepare a contract package for assessment services to negotiate with Darin Pagel, based on the terms of option #3 and option #4.

Motion (Hass/Caylor) to refer this issue to the 2013 budget sessions.  
Carried.

### **Review and discuss July 27<sup>th</sup>, 2012 Committee of the Whole retreat agenda items**

City Administrator Johnson reviewed the items that will be on the July 27<sup>th</sup>, 2012 Committee of the Whole meeting agenda. He also announced that a special Common Council meeting would be held at 1:00 P.M. on July 27<sup>th</sup>, 2012.

### **Schedule upcoming Committee of the Whole meetings**

A Committee of the Whole meeting was scheduled for Tuesday, July 31<sup>st</sup>, 2012. The purpose of the meeting is to consider a potential development agreement with Wal-Mart and a potential boundary agreement with the Town of Pine River.

A Committee of the Whole meeting was also scheduled for Tuesday, August 7<sup>th</sup>, 2012. The purpose of the meeting is to hold a public hearing and take potential action on the future of Fire Station #2.

### **Public Comment**

Roger Drewek mentioned the residency requirement for City employees. He stated that he hoped the residency requirement would be enforced.

### **Adjournment**

Motion (Hass/Caylor) to adjourn. Carried. Adjourned at 6:54 P.M.

City of Merrill Committee of the Whole meeting – July 10<sup>th</sup>, 2012

Minutes prepared and submitted by:

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

William N. Heideman, WCMC  
City Clerk

**City of Merrill  
Committee of the Whole  
Tuesday, April 24, 2012 at 5:30 P.M.  
City Hall Basement Conference Room, 1004 East First Street**

Committee of the Whole members present (8 of 9): Mayor Bill Bialecki, Alderman Chris Malm (First District), Alderman Steve Hass (Second District), Alderman Ryan Schwartzman (Third District), Alderwoman Kandy Peterson (Fourth District), Alderman John Burgener (Fifth District), Alderman Rob Norton (Seventh District) and Alderwoman Anne Caylor (Eighth District). Alderman Mark Peterson (Sixth District) had an excused absence.

Others present: 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, Park and Recreation Director Dan Wendorf, Tonia Speener, Doug Smith, Duane Pfister and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

**Call to order**

Mayor Bialecki called the meeting to order at 5:43 P.M. The meeting started late due to the length of the Personnel and Finance Committee meeting held earlier.

**Orientation for Committee of the Whole members**

City Attorney Hayden presented information. Subjects included were:

- Ordinances & Resolutions
- Committees & Commissions
- Purpose of the Committee of the Whole
- Open meetings laws
- Open records laws
- "Serial" meetings

City Attorney Hayden stated that a more detailed orientation will be presented sometime in July. He asked that members review the meeting packet materials for more information.

Finance/Technology Director Unertl posed the question of what happens when the Common Council disagrees with the City Plan Commission recommendation on an issue. She was told that a  $\frac{3}{4}$  majority vote of the Common Council would be required to override a City Plan Commission recommendation.

**Public Comment**

Finance/Technology Director Unertl reported that a Redevelopment Authority meeting has been scheduled for May 15<sup>th</sup>, 2012. She suggested that it be a joint meeting of the Redevelopment Authority and the Committee of the Whole.

**Motion to convene in closed session**

Motion (Caylor/Schwartzman) to convene in closed session pursuant to Wisconsin State Statutes 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to discuss staff recommendations and policy questions on proposed Wal-Mart Conditional Use Permit (CUP) application and potential terms/negotiation items for development agreement and for a status update on potential purchase of property adjacent to TID No. 4 (Thielman St./N. Pine Ridge Ave.) and to discuss potential purchase of property located within TID No. 8 (West Side) to facilitate redevelopment and for update and discussion on potential TID development incentives in Tax Increment District No. 8 (West Side) to facilitate redevelopment. Carried 6-1 on roll call vote. Voting No – Alderman Norton.

Convened in closed session at 5:57 P.M. Attending: Bialecki, Malm, Hass, Schwartzman, K. Peterson, Burgener, Norton, Caylor, Johnson, Hayden, Unertl and Heideman.

**Closed session #1 – Discuss Conditional Use Permit for Wal-Mart**

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

**Closed session #2 – Potential purchase of property adjacent to TID #4**

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

**Closed session #3 – Potential purchase of property within TID #8**

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

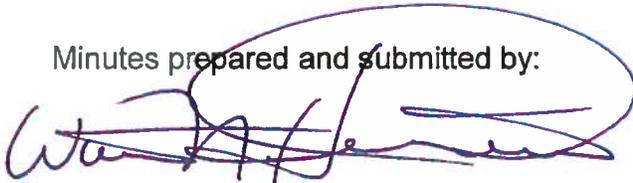
**Closed session #4 – Update on potential TID #8 development incentives**

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

**Adjournment**

Motion (Caylor/Schwartzman) to adjourn. Carried. Adjourned (from closed session) at 7:03 P.M.

Minutes prepared and submitted by:

A handwritten signature in blue ink, appearing to read "William N. Heideman", is written over a horizontal line. The signature is enclosed within a hand-drawn blue oval.

William N. Heideman, WCMC  
City Clerk

**City of Merrill  
Committee of the Whole  
Tuesday, March 13, 2012 at 5:00 P.M.  
City Hall Common Council Chambers, 1004 East First Street**

Committee of the Whole members present (8 of 9): Mayor Bill Bialecki, Alderman Don Heyel (First District), Alderman Steve Hass (Second District), Alderman Ryan Schwartzman (Third District), Alderwoman Kandy Peterson (Fourth District), Alderman John Burgener (Fifth District), Alderman Dave Sukow (Sixth District) and Alderman Jeremy Thompson (Seventh District). Alderwoman Anne Caylor (Eighth District) had an excused absence.

Others in attendance included: Enrichment Center Director Jane Deau, City Attorney Tom Hayden, Street Commissioner Richard Lupton, Fire Chief Bob Odegard, City Hall Maintenance Supervisor Ramona Pampuch, Finance/Technology Director Kathy Unertl and City Clerk Bill Heideman.

**Call to order**

Mayor Bialecki called the meeting to order at 5:00 P.M.

**Consider City Hall 2nd floor lease agreement with State of Wisconsin**

Information was in the meeting packet. City Attorney Hayden reported that, as a result of negotiations, an agreement has been reached with the State of Wisconsin for them to continue to lease space on the second floor of City Hall. The lease agreement would be in effect for five years, commencing on April 1<sup>st</sup>, 2012 and ending on March 31<sup>st</sup>, 2017. Besides the lease, the State of Wisconsin is requesting approval/payment of west stairwell tread installation over five years, at an interest rate of 3%, for a total of \$22,164.

**120391**

Motion (Hass/Sukow) to approve, as presented, the lease agreement with the State of Wisconsin for them to lease floor space on the City Hall second floor. Carried.

**Bids to remodel proposed Comm. Dev. area & HVAC work (City Hall first floor)**

Information was in the meeting packet.

120392

Motion (Thompson/Heyel) to approve the base bid of \$52,304 from J&J Lee Construction, Merrill, WI for the City Hall first floor Community Development wing remodeling. The bid would include a 10% contingency to cover unknown conditions discovered during the course of construction. Carried.

Motion (Hass/Heyel) to approve the bids of \$24,805 from Complete Control Inc. for mechanical work and \$4,346 from Complete Control Inc. for necessary software associated with the project. Carried.

**Authorize bids for proposed City Attorney area remodeling (City Hall first floor)**

As a result of remodeling of the City Hall second floor, the City Attorney's office will be relocated to the first floor, in the area formerly occupied by the Department of Motor Vehicles. City staff is seeking authorization to obtain bids for remodeling that area. The estimated cost is \$89,000.

Motion (Thompson/Peterson) to authorize City staff to obtain bids for the remodeling of the former Department of Motor Vehicles area on the first floor at City Hall. Carried.

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

**Presentation on Business Improvements Districts by Art Lersch**

In response to a request from the Merrill Area Chamber of Commerce, Art Lersch gave a presentation on Business Improvement Districts (BIDs). He noted that BIDs are a non-government vehicle, although governments are typically involved. The BID must have an operating plan approved by the municipality in which the BID is located. There are currently 88 BIDs in the State of Wisconsin, and approximately 1,500 in the United States. The City of Tomahawk created a BID in 2008, and it currently has 66 members.

When a BID is formed, a BID Board is created. That board must have at least five members, a majority of which must own property within the BID.

No action was taken.

**Schedule Committee of the Whole meeting to review Employee Handbook**

Mayor Bialecki suggested that discussion of the Employee Handbook be part of a Committee of the Whole meeting on April 4<sup>th</sup>, 2012. Alderman Hass concurred with this suggestion.

**Public Comment**

None.

**Adjournment**

Motion (Hass/Peterson) to adjourn. Carried. Adjourned at 6:37 P.M.

Minutes prepared and submitted by:



William N. Heideman, WCMC  
City Clerk

- PARKS AND RECREATION COMMISSION

June 12, 2013

The Merrill Parks and Recreation Commission met on Wednesday, June 12, 2013 at 4:15 p.m. at the City Hall.

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

Members Excused Absent:

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: Dave Johnson, Phynette Conrad, Vincent Conrad, Darin Pagel, Steve Hass, Jeff Cammack, Maddy Natzke

Chairperson Dan Novitch welcomed Melissa Schroeder to the Park and Recreation Commission.

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

\*\*\*Carried unanimously.

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

Novitch questioned the bill from CTL. Wendorf stated that one bill was for toilet paper and one bill was paper toweling for the parks during the summer.

\*\*\*Carried Unanimously.

The first item on the agenda was removed from the agenda. Wendorf stated that was handled prior to the meeting.

The next item on the agenda was to review/approve bids for dog park fence. Wendorf stated that he received three bids for the fence. Security Fence bid a 4 foot fence at \$8,679.00 and a 5 foot fence at \$9,872.00, Fortress Fence bid a 4 foot fence at \$13,766.00 and a 5 foot fence at \$14,936.00 and Countryside Fence and Deck bid a 4 foot fence at \$11,439.66 and a 5 foot fence at \$12,403.71. Wendorf recommended accepting the bid from Security Fence for the 5 foot fence at \$9,872.00.

\*\*\*Motion by Willman, seconded by Sturm, to approve the bid from Security Fence for \$9,872.00.

\*\*\*Carried Unanimously.

Sturm questioned how long it will be for the fence to be installed. Wendorf stated that once he notifies Security Fence and they can schedule the work it will only take a couple of days to install the fence.

The next item on the agenda was to review Athletic Park Shade Structure proposal from Merrill Baseball Association. Wendorf stated that the Shade Structure will be completely funded through the Merrill Baseball Association. Enclosed in the packet is a diagram of the shade structure and location of the shade structure. Wendorf stated that the plan for the shade structure was already

approved by City Plan and City Council and is basically looking to also have the blessing of the Park and Recreation Commission. Artac stated that most of the funding has been donated in memory of Keith Zuesldorff. Building Inspector Darin Pagel stated that the structure would be anchored into the ground and also the platform will also help anchor the structure. Darin Pagel stated that the structure will be built by volunteers in the Baseball Association.

\*\*\*Motion by Willman, seconded by Sturm to approve the Shade Structure at Athletic Park.

\*\*\*Carried Unanimously.

The next item on the agenda was to review City Forest timber sale proposals and request permission to bid. Wendorf stated that Rich LaValley put together a proposal for the City Forest for a timber sale for the next couple of years. Wendorf stated that the DNR does the bidding and handles all the contracts for the timber sale. Sturm questioned where the money goes from the timber sale. Wendorf stated that all the money is put into the general fund. Wendorf stated it is revenue credited to the Park and Recreation Department but the money flows into the general fund.

\*\*\*Motion by Sturm, seconded by Caylor, to approve the timber sale proposal for the City Forest to be handled by the DNR.

\*\*\*Carried Unanimously.

The next item on the agenda was to discuss/review summer playground fee structure. Wendorf stated that he did not think this item would need to be addressed because within the last week there was over 60 kids that signed up for the summer playground program. Steve Hass stated that he received a phone call from a parent stating that because they owned a business in town and did pay city taxes he should be considered a resident and not have to pay non-resident fees. Caylor stated that she did not think it was a good idea to approve that because otherwise we will have everyone doing that. Sturm also stated it becomes difficult to differentiate because people who live outside the city own rental units and try to use that for personal use of city services.

\*\*\*Motion by Sturm, seconded by Caylor to leave all fees as is with no changes.

\*\*\*Carried Unanimously.

The next item on the agenda was to continue discussion on the outdoor pool. Wendorf stated that he met with Becher/Hoppe and went over the codes that would need to be followed for the outdoor pool and by going a little smaller for the swim area; it would also decrease the size of the bathrooms and showers which would save a lot of money on construction. Caylor suggested that a public meeting should be done regarding the pool to see how the public feels on the location of the pool. The pool will continue to be on the agenda for the Park and Recreation Commission.

The next item on the agenda was to review Lions Park renovations and request permission to bid. Wendorf stated that he has been working with Becher/Hoppe on the new plans for Lions Park renovations. Wendorf stated that both bathrooms will be ADA accessible and one more stall in each bathroom will be added. There will also be ADA accessibility down to the fields as well. Wendorf stated that with the Park and Recreation permission he would like to put this out for bids to start with construction after the baseball season ends.

\*\*\*Motion by Schroeder, seconded by Caylor to give permission to Wendorf to put Lion's Park renovations out for bid.

The next item on the agenda was the election of Chairperson and Vice Chairperson. Novitch asked if there were any nominations for Chairperson.

Sturm nominated Melissa Schroeder for Chairperson. Artac nominated Novitch for Chairperson. Melissa Schroeder requested to decline her nomination for Chairperson; she didn't feel she has enough knowledge to be the Chairperson.

Willman made a motion to close and cast the ballot for the unanimous vote for Novitch for Chairperson.

\*\*\*Carried Unanimously.

Novitch asked if there were any nominations for Vice Chairperson.

Caylor nominated Sturm for Vice Chairperson; Sturm declined stating that he would not have enough time. Willman nominated Artac for Vice Chairperson; Artac declined stating that he is unable to make some meetings due to his commitment to coaching. Willman nominated Dorwin Harris. Harris accepted the nomination.

Caylor made a motion to close and cast the ballot of the unanimous vote for Dorwin Harris as Vice Chairperson.

\*\*\*Carried Unanimously.

The next item on the agenda was monthly reports by Wendorf. Wendorf asked if anyone had any questions. Wendorf stated that hopefully the weather will start to cooperate; at this point all workers have been on the mowers everyday trying to keep up with the grass. Wendorf stated that registrations and programs are well under way and going good. Harris questioned if what was going to happen to the outdoor hockey rink at the MARC. Wendorf stated that it still has not been settled with the insurance company.

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

The next regular meeting is scheduled for August 7, 2013 at 5:00 p.m., and a community public meeting at 6:00 p.m. regarding the Outdoor Pool. Both meetings will be held in the Council Chambers at the Merrill City Hall.

Public Comment: Melissa Schroeder announced that on July 31 the homeless task force will be doing a check on all the parks from 11:00 p.m. to 3:00 a.m. to see if the Merrill Community has any homeless people sleeping in the parks.

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

\*\*\*Carried unanimously.

Dawn Smith  
Recording Secretary

1307120

**City of Merrill  
Board of Public Works  
Wednesday, June 26, 2013 at 5:30 P.M.  
City Hall Common Council Chambers, 1004 East First Street**

Members Present (5 of 5): Mayor Bill Bialecki (Chairperson), Street Commissioner Richard Lupton, Alderman 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, Alderwoman Kandy Peterson, Alderman Dave Sukow, Mark Raymer, Ryan Peacock, Kortney Pike 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/Burgener) to approve the vouchers, as presented.

Alderman Hass requested that, in the future, the vouchers related to contracted engineering services be more specific, by indicating the project/work to which each voucher is related. Mayor Bialecki agreed with this, stating that just a number does not tell anyone anything.

Motion to approve the vouchers carried.

**Petition to vacate portions of Arthur Street, Thomas Street and John Street**

Information was in the meeting packet. A petition requesting the vacation of portions of Arthur Street, Thomas Street and John Street has been submitted. The petition is also scheduled to be considered by the City Plan Commission at a meeting on July 2<sup>nd</sup>, 2013.

City Attorney Hayden distributed three resolutions related to the request.

Building Inspector/Zoning Administrator Pagel reported that, if the vacations are approved, the result would be that the lot owned by one of the petitioners would be undevelopable.

A neighbor spoke from the audience, stating that he did not think this property owner, or her agent, were aware of this. Based on that, Building Inspector/Zoning Administrator Pagel recommended that no action be taken at this time. He also recommends that the agent for this property owner be contacted to inform her that her client's lot would be undevelopable if the vacations are approved.

No action was taken at this time. It was announced that the City Plan Commission will not consider the request until it can be ascertained that the property owners still want to proceed with the request.

### **Consider request from Mark Raymer for angle parking on Pine Street**

Mark Raymer has submitted a request for the installation of six parking spots (angle parking) on North Pine Street, at 1502 West Main Street. This request was initially discussed at the April 24<sup>th</sup>, 2013 Board of Public Works meeting. At that meeting, no action was taken on the request. Information was included in the meeting packet.

Street Commissioner Lupton raised concerns that, if the request is granted, there would be problems with the ladder fire truck being able to turn onto the street. He bases these concerns on tests conducted by Fire Department personnel.

Building Inspector/Zoning Administrator Pagel asked Mark Raymer if he had considered parking on the opposite side of the street. Mark Raymer replied that he had considered it briefly, but had dismissed that idea as not being practical.

Alderman Malm stated that the City should be promoting development and that Mr. Raymer is willing to spend his own money on this project. Based on those facts, Alderman Malm urged that the request be granted if at all possible and if it does not compromise public safety. He suggested scheduling a meeting of "interested" parties at the site to discuss and conduct testing related to the request. The following would be asked to attend that meeting: Mark Raymer, Street Commissioner Lupton, Fire Chief Savone and City Administrator Johnson. The proposed meeting would be held sometime before the July Board of Public Works meeting.

This item will be on the July meeting agenda. No formal action was taken at this time.

### **Public Hearing (6:00 P.M.) - 2013 sidewalk maintenance project**

City Attorney Hayden read the public hearing notice.

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

Building Inspector/Zoning Administrator Pagel provided a verbal summary of the project. The area of the project is generally confined to the First Ward and Second Ward, east of Center Avenue. The project includes approximately 12,000 to 13,000 square feet of sidewalk. The project also includes curb, gutter and concrete for the parking lot on East Main Street (former Courtview Apartments site).

Project bids will be sought shortly, and the deadline for submitting bids will be July 23<sup>rd</sup>, 2013. If the project is approved, a final resolution related to it will be on the August Common Council meeting agenda.

Nobody spoke for or against the project or the resolution.

Motion (Hass/Malm) to close the public hearing. Carried.

**1307121**

Motion (Hass/Malm) to approve the 2013 sidewalk maintenance projects for an area generally confined to the First Ward and the Second Ward, east of Center Avenue, and also the project including curb, gutter and sidewalk for the parking lot on East Main Street (former Courtview Apartments site). Carried.

If the projects are approved at the July 9<sup>th</sup>, 2013 Common Council meeting, a final resolution on the projects will be prepared and included on the August 13<sup>th</sup>, 2013 Common Council meeting agenda.

**Consider removal of street curb @ Center City Citgo, 105 S. Center Ave.**

Information was in the meeting packet. City Administrator Johnson had requested that this item be placed on the agenda. He has received a request from the owner of Center City Citgo seeking permission to remove a ten foot area of street curb in front of Center City Citgo. The owner is making this request because removing the curb would enhance vehicle access to the business.

City Administrator Johnson stated the he contacted the Wisconsin Department of Transportation (DOT) to determine whether they have any concerns related to the request. The DOT replied that they have no major concerns.

Building Inspector/Zoning Administrator Pagel suggested that perhaps, if approved, this "project" could be included as part of the 2013 sidewalk maintenance program. If so, the property owner would be accessed 100% of the costs.

**1307122**

Motion (Hass/Lupton) to approve the removal of ten feet of street curb at Center City Citgo, 105 South Center Avenue, to enhance vehicle access to the business. If approved, the property owner would be 100% responsible for all costs associated with the removal. Carried.

**Consider quotes for purchase of plow truck and associated equipment**

Street Commissioner Lupton had requested that this item be placed on the agenda.

He reported that five quotes have been received for the City purchase of a 2014 plow truck chassis and three quotes have been received for the City purchase of equipment to be used on the truck. Information on the quotes was in the meeting packet. Both the truck and the associated equipment are budgeted items.

Street Commissioner Lupton recommends approving the quote of \$78,814.04 from Quinlan's Equipment for the truck chassis and approving the quote of \$78,376.00 from Monroe Truck Equipment for the associated equipment.

**1307123**

Motion (Lupton/Hass) to approve the quote of \$78,814.04 from Quinlan's Equipment for the City purchase of a 2014 plow truck chassis and to approve the quote of \$78,376.00 from Monroe Truck Equipment for the City purchase of associated equipment for the truck. Carried.

**Consider Town of Merrill offer to purchase 1988 bucket truck (amended agenda)**

This item was part of an amended agenda. The Town of Merrill has submitted a written offer to purchase, for \$3,000, the 1988 Ford F350 Bucket Truck currently in the Street Department fleet.

Based on his research, Street Commissioner Lupton had determined that the offer is reasonable, and he recommends accepting the offer. The Street Department currently has two other trucks that can perform the same functions as the truck being considered for sale.

**1307124**

Motion (Hass/Burgener) to accept the offer from the Town of Merrill to purchase, for \$3,000, the 1988 Ford F350 Bucket Truck currently in the Street Department fleet. Carried.

**Monthly report - Street Commissioner**

The report was in the meeting packet. Building Inspector/Zoning Administrator Pagel thanked Street Commissioner Lupton and the Street Department for their prompt response when Street Department work is necessary at various properties.

**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.

**Monthly report from contracted engineering firms**

No report(s) submitted.

**Next meeting**

Wednesday, July 24<sup>th</sup>, 2013 at 5:30 P.M.

**Public Comment**

Alderman Sukow commented on the request from Mark Raymer discussed earlier in the meeting. Alderman Sukow recommended that, regardless of what decision(s) on the request, one parking spot on the east side of the street should be removed.

Mayor Bialecki asked Alderman Sukow if he was interested in attending the meeting at which Mr. Raymer's request will be discussed. Alderman Sukow agreed to attend.

**Motion to convene in closed session**

Motion (Hass/Malm) to convene in closed session pursuant to Wisconsin State Statutes 19.85 (1)(e), to deliberate the potential purchase of public property. Carried 4-0 on roll call vote.

**Closed session – Consider purchase of public property**

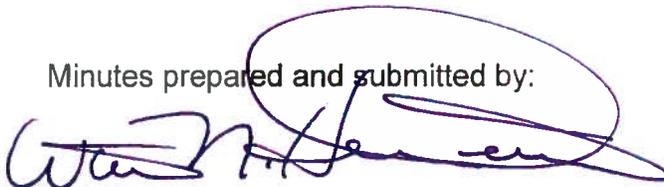
Convened in closed session at 6:25 P.M. Attending: Bialecki, Lupton, Hass, Burgener, Malm, Peterson, Sukow, Johnson, Hayden and Heideman.

City Attorney Hayden distributed a map and led discussion on the potential City purchase of a parcel of land on the City's east side. City Attorney Hayden was directed to continue discussion/negotiations on the potential purchase.

**Adjournment**

Motion (Hass/Burgener) to adjourn. Carried. Adjourned (from closed session) at 6:34 P.M.

Minutes prepared and submitted by:



William N. Heideman, CMC, WCMC  
City Clerk

1307130

**City of Merrill  
Health and Safety Committee  
Monday, June 24, 2013 at 4:30 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, Michael Caylor Jr., Cheryl Skoug, Jeremy Ratliff 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 4:30 P.M.

**Nuisance complaints and exterior maintenance report**

The report was in the meeting packet. Alderman Sukow remarked that he was pleased to see that the City is taking action on nuisance complaints and exterior maintenance issues when it is necessary and appropriate.

**Vouchers**

The vouchers were in the meeting packet.

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

**Picnic license applications (3) from Firefighter Charities for softball tournament**

Merrill Fire Department Charities has submitted the applications and paid the fee for three temporary Class "B" (picnic) licenses to sell fermented beverages during the Muscular Dystrophy Association (MDA) softball tournament/fundraiser at Ott's Park, August 2-4, 2013.

Police Chief Neff has no concerns with the applications.

**1307131**

Motion (Peterson/Sukow) to approve the applications from Merrill Fire Department Charities for three temporary Class "B" (picnic) licenses to sell fermented malt beverages at Ott's Park during the Muscular Dystrophy Association (MDA) softball tournament/fundraiser at Ott's Park, August 2-4, 2013. Carried.

**Other beer and/or liquor license applications**

None.

**Request from Humphrey's Pub to close Genesee St. – Crazy Daze**

Information was in the meeting packet. Humphrey's Pub has submitted a request to close Genesee Street, from Main Street to the southern edge of the alley on Crazy Daze, August 15<sup>th</sup>, 2013. They are also requesting that they be allowed to have outdoor music in that area from 7:00 P.M. to 11:00 P.M.

Police Chief Neff has no concerns with the request.

**1307132**

Motion (Sukow/Peterson) to approve the request from Humphrey's Pub, 500 West Main Street, to close off Genesee Street, from Main Street to the southern edge of the alley, from 5 P.M. to midnight, on Crazy Daze, Thursday, August 15<sup>th</sup>, 2013, and to extend their premises to sell alcoholic beverages in that area. Outdoor music would be allowed from 7:00 P.M. to 11:00 P.M. that night. Carried.

**Extension of premises request from Youth Hockey – Pork in the Park**

Information was in the meeting packet. Merrill Youth Hockey has submitted a request for an extension of premises to sell alcoholic beverages in a fenced-in area outside the Smith Center, 1100 MARC Drive, from 10:00 A.M. to 7:00 P.M. on Saturday, September 14<sup>th</sup>, 2013, in conjunction with a "Pork in the Park" event.

Police Chief Neff reported that this is a new event. He has no concerns with the request.

1307133

Motion (Sukow/Peterson) to approve the request from Merrill Youth Hockey for an extension of premises to sell alcoholic beverages in a fenced-in area outside the Smith Center, 1100 MARC Drive, from 10:00 A.M. to 7:00 P.M. on Saturday, September 14<sup>th</sup>, 2013, in conjunction with a "Pork in the Park" event. In addition to the fencing, wristbands would be used to ensure compliance. Carried.

**Consider MABAS Mutual Aid Agreement and related resolution**

Information and a proposed resolution were in the meeting packet.

Fire Chief Savone is recommending that the City of Merrill approve the Mutual Aid Box Alarm System (MABAS) agreement and that the Merrill Fire Department join MABAS. Doing so would take mutual aid to a higher level and expand the city's ability to reach out and secure assistance when local resources are depleted.

Fire Chief Savone reported that the agreement has already been implemented in 60 of the 72 counties in Wisconsin.

Alderwoman Caylor asked if there are options available if Lincoln County does not approve implementation. Fire Chief Savone responded that, in that case, there would be alternative options available with other neighboring counties.

Motion (Peterson/Sukow) to approve the MABAS Mutual Aid Agreement and related resolution. Carried.

The resolution will be on the July 9<sup>th</sup>, 2013 Common Council meeting agenda.

**Monthly Report – Fire Chief Savone**

The report was in the meeting packet. Fire Chief Savone reported that the department has received a \$103,000 grant to be used to purchase new cardiac monitors. Construction of the new fire station is coming along well.

Alderman Caylor had some questions on the call-in log. Fire Chief Savone will research these issues.

Alderman Sukow is pleased with the new format of the report.

City Administrator Johnson reported that he has received a letter from the police union, requesting that negotiations on a new contract begin. He anticipates that he will be receiving a similar letter from the fire union shortly.

**Monthly Report – Police Chief Neff**

The report was in the meeting packet. Police Chief Neff reported that, to date this summer, the overtime hours have not been excessive.

**Monthly Report – Lincoln County Humane Society**

No report was submitted this month. Alderwoman Peterson reported verbally that new kennels are in use at the shelter. She also reported that there have been problems lately with theft of aluminum can "donations" at the shelter.

**Place monthly reports on file**

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

**Schedule next meeting**

Monday, July 22<sup>nd</sup>, 2013 at 5:00 P.M.

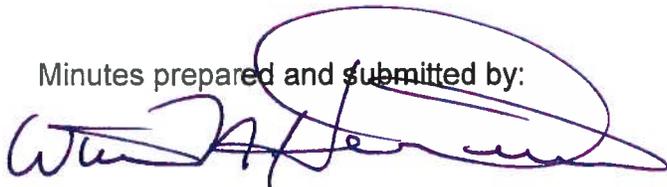
**Public Comment**

None.

**Adjournment**

Motion (Sukow/Peterson) to adjourn. Carried. Adjourned at 4:56 P.M.

Minutes prepared and submitted by:



William N. Heideman, WCMC  
City Clerk

1307140

**City of Merrill  
Personnel and Finance Committee  
Monday, June 24, 2013 at 5:30 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: Mayor Bill Bialecki, City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director/Treasurer/Comptroller/RDA Secretary Kathy Unertl, Alderman Dave Sukow, Alderwoman Kandy Peterson, Mike Morrissey, John Boucher, Kortney Pike, Michael Caylor Jr., Brian Reilly (arr. 5:35) 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 5:30 P.M.

**Change order of agenda items**

Alderman Hass announced that he has received a request to change the order of agenda items and have public comment at this time. Without objection, it was so ordered.

**Public Comment (#1)**

John Boucher spoke on the decision made at the January 22<sup>nd</sup>, 2013 Personnel and Finance Committee meeting to approve the transfer of one of the City's employee deferred compensation programs (457b Plans) from Nationwide Retirement Solutions to ING. He stated that, based on statistics he had obtained, Nationwide Retirement Solutions paid a better return than ING. He added that it was his money that was being invested.

Alderman Hass announced that there would be a second opportunity for public comment at the end of the meeting, before it is adjourned.

**Vouchers**

The vouchers were in the meeting packet.

Motion (Caylor/Schwartzman) to approve the vouchers.

Alderman Hass suggested that a voucher for \$590 (Ruder Ware, LLSC for Outside Legal Expense, Invoice #171562) not be approved but instead referred to the Common Council for discussion.

Motion (Caylor/Schwartzman) to amend, by not approving the voucher for \$590 (Ruder Ware, LLSC for Outside Legal Expense, Invoice #171562) and instead refer that voucher to the July 9<sup>th</sup>, 2013 Common Council meeting for discussion. Motion to amend carried.

Motion to approve the vouchers, with the exception of the one listed above, carried.

### **Recommendation from Transit Commission to hire Lincoln Industries employee**

Information was in the meeting packet.

At a meeting on May 20<sup>th</sup>, 2013, the Transit Commission recommended the hiring of a person, in cooperation with Lincoln Industries, to perform duties at the Bus Storage Facility.

City Administrator Johnson noted that, if the hiring is approved, the person would work approximately 500 hours per year. The estimated hourly cost, including benefits, is \$9 per hour. The first year, 100% of these costs would be paid by Lincoln Industries. The second year, the City would pay \$0.70 per hour and Lincoln Industries would pay the remainder. For all years after the second year, the City would pay 25% of the costs and Lincoln Industries would pay the remainder.

**1307141**

Motion (Caylor/Schwartzman) to approve the hiring of an employee to perform building maintenance and seasonal duties at the Bus Storage Facility. The hiring would be in cooperation with Lincoln Industries. Carried.

### **Consider request from Fire Chief Savone to sell three cardiac monitors to NTC**

Information was in the meeting packet.

Fire Chief Savone had requested that this item be placed on the agenda.

City Administrator Johnson reported the Fire Department has purchased three new cardiac monitors. 90% of the costs was paid by a grant, with the city responsible for 10% of the cost. Fire Chief Savone is recommending that the three existing monitors be sold to Northcentral Technical College. If authorization to sell is approved, the selling price would be \$14,000 for the three monitors.

Alderman Caylor stated that she preferred selling two of the monitors and keeping one as a "spare". City Administrator Johnson stated that would not be practical, since the new monitors are not similar to the existing ones.

**1307142**

Motion (Caylor/Schwartzman) to authorize the sale of the three Fire Department "old" cardiac monitors to Northcentral Technical College for \$14,000. Carried.

### **Discussion and review with Ehlers & Associates on 2013 borrowing plan**

Representing Ehlers and Associates, Brian Reilly led discussion on potential upcoming borrowing. The major points of his presentation included:

- Existing Debt
- 2013 Capital Projects
- Current Interest Rate Environment
- Preliminary Finance Plans (Option #1 & Option #2)
- Bond Rating
- Preliminary Timeframe and Questions

There was agreement that borrowing option #1 would be the better option. Also, it was agreed that the contingency fund for the new fire station building project could be reduced to reduce the amount to be borrowed.

Several resolutions on the borrowing will be prepared and placed on the July 9<sup>th</sup>, 2013 Common Council agenda. No formal action was taken at this time.

### **Discuss Finance Director/Treasurer/Comptroller/RDA Secretary salary**

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

Alderman Hass reported that he had requested that the meeting packet include documentation of a previous case in which a reduction in job responsibilities was accompanied by a compensation reduction. He noted that City Administrator Johnson had included information for the meeting packet as well. City Administrator Johnson is of the opinion that there should be no compensation reduction.

Finance Director/Treasurer/Comptroller/RDA Secretary Unertl noted that there has been dramatic growth in the Information Technology department over the last ten years.

Alderman Hass stated his opinion that, in this case, there should be some reduction in salary.

Motion (Caylor/Schwartzman) to refer, with no recommendation, to a future Committee of the Whole meeting, the salary for the Finance Director/Treasurer/Comptroller/RDA Secretary, and incorporate this into a wage study of all City employees. Carried.

**Monthly Report – Municipal Court**

The report was in the meeting packet.

**Monthly Report – Finance Director/Treasurer/Comptroller/RDA Secretary 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. Alderman Hass questioned how long the Administrative Assistants in the Clerk/Treasurer office will continue to receive extra pay for performing some of the duties normally performed by the Finance Director/Treasurer/Comptroller/RDA Secretary, particularly because the Finance Director/Treasurer/Comptroller/RDA Secretary is now working from home.

**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, July 23<sup>rd</sup>, 2013 at 5:15 P.M.

**Public Comment (#2)**

Kortney Pike stated that he could not understand why several Street Department employees that have taken on extra duties have not received any extra compensation, while other employees do receive extra compensation for additional duties.

City Administrator Johnson reported that he will be on vacation the week of the Fourth of July.

**Adjournment**

Motion (Caylor/Schwartzman) to adjourn. Carried. Adjourned at 6:44 P.M.

Minutes prepared and submitted by:



William N. Heideman, WCMC  
City Clerk

1307150

**City of Merrill  
Water & Sewage Disposal Committee  
Wednesday, June 26, 2013 at 5:00 P.M.  
Basement Conference Room, City Hall, 1004 East First Street**

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

Others Present: Mayor Bill Bialecki, City Administrator Dave Johnson, Utility Superintendent Kim Kriewald, Alderman Dave Sukow and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

**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.

**Discussion and recommendation on East Street water tower project**

Information was in the meeting packet. Utility Superintendent Kriewald has obtained three quotes for the East Street water tower project. He reported that one of the firms that submitted a quote, Lane Tank Co., would not be able to do the work until 2014. They did submit the low quote (\$84,934), however, and Utility Superintendent Kriewald recommends putting off the project until early 2014 and approving the quote from Lane Tank Co.

Utility Superintendent Kriewald was asked if the \$84,934 quote from Lane Tank Co. would be higher if the project was delayed until 2014. He replied that the project costs may be some higher, but that all the quotes would probably be higher in 2014. Utility Superintendent Kriewald assured the committee that, if the quote was dramatically higher in 2014, he would bring the quote back to the committee for reconsideration.

1307151

Motion (Norton/Peterson) to approve the quote of \$84,934 from Lane Tank Co., for work to be done on the East Street water tower in early 2014. Carried.

**Operations Report**

The report was in the meeting packet. Roof repairs were discussed. Utility Superintendent reported that all issues related to an audit of the laboratory have been addressed. He encouraged all City officials to take a tour of the Wastewater Treatment Plant.

**Public Comment**

None.

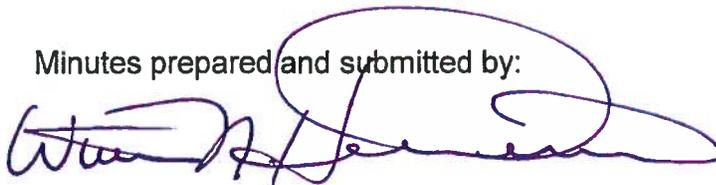
**Next meeting**

Wednesday, July 24<sup>th</sup>, 2013 at 5:00 P.M.

**Adjournment**

Motion (Peterson/Norton) to adjourn. Carried. Adjourned at 5:08 P.M.

Minutes prepared and submitted by:



William N. Heideman, WCMC  
City Clerk

**T. B. Scott Free Library Board of Trustees**  
**REGULAR MEETING**  
**June 19<sup>th</sup>, 2013**

Minutes

**1. Opening**

President Mike Geisler called the Regular Meeting of the Board of Trustees to order at 4:00 p.m. in the Library Board Room. Present: Gene Bebel, Katie Breitenmoser, Paul Gilk, Chris Malm (-4:35), Richard Mamer, Tim Meehean (4:03-), Jim Wedemeyer (4:12-) and Vickie Yelle (4:05-). Also present: Don Litzer and Dakota W. from MP3.

Correspondence received: an email from Merrill City Council President Steve Hass complimenting the library's exterior maintenance; a thank you from Ellie Schwartz for the funding for her attendance to the Innovative Users Group Conference; and a thank you from the Merrill Area Chamber of Commerce Foundation for the Hanging Flower Basket donation.

There was no public comment.

**2. Consent Items**

M Mamer/S Breitenmoser/C to approve the minutes of the May meeting as printed.  
M Meehean/S Gilk/C to accept the Monthly Revenue and Expense Printouts and Monthly Statistical Report for May as printed.

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

A. Endowment Fund: Review of IRS Form 990: Mr. Mamer presented the form.  
M Bebel/S Malm/C to approve the form as printed.

B. Shields Donation: M Meehean/S Yelle/C accept the donation of the antique map and to pay for UV glass protection (if necessary) from endowment fund monies.

C. Policy Review: Inclement Weather: M Mamer/S Wedemeyer/C to approve the policy with revisions as presented.

D. Policy Review: Personnel Policy: M Meehean/S Malm/C to approve the policy with revisions as presented.

E. Policy Review: Materials Selection Policy: M Meehean/S Yelle/C to approve the policy with revisions as presented.

F. Policy Review: Internet Use Policy: M Meehean/S Gilk/C to approve the policy with revisions as presented, with correction of wording in General Internet Usage #2 as discussed.

G. Community Outreach-Lincoln Hills and Lincoln County Jail: As directed, Ms. Stevens apprised Lincoln County Board member Robert Lee of the library's efforts to serve these populations. Ms. Stevens will update the board with further developments.

H. Trustee Essential #2-Who Runs the Library: Ms. Stevens reviewed the responsibilities of the Library Board, responsibilities of the Director, the division of labor between the Library Board and the Director, & the Responsibilities of Municipal Governments presented in the Trustee Essential #2. After a subsequent discussion, Mr. Gilk requested that an item be placed on the next board agenda to discuss how the Board can proactively make the case to our elected representatives for the value of library services to our community, and for stable and sufficient library funding.

I. Reports from Friends/WVLS Representative: The Friends donated money to both Youth Services and the Adult Department for Summer Library Programming at their last meeting on June 13<sup>th</sup>. There was no report from the Lincoln County WVLS Representative.

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

- Youth Summer Library Program had their first program at PRMS with attendance of 425. Free Merrill-Go-Round rides for Summer Library Program events are again being provided this year. 57 kids & 8 teens registered for the program on the first day of registration. Read to a Dog, Teen Ghost Stories and Movie Night are programs scheduled this week.
- Ms. Weege, Outreach Coordinator will be manning a booth at the Farmers Market once a month this summer.
- Mr. Zaborowsky has initiated a library presence on Twitter and Pinterest, and has been instrumental in an increased library presence on Facebook since his arrival.

- Adult Summer Library Program has reached out to more community sponsors this year and has received more prizes/donations. Champs and Auto Jockeys are new sponsors this year.
- Merrill Police Department has a new Crime Prevention Initiative and the library participated in a walk-through of the building to identify/review safety issues and concerns.
- An update was given on ongoing Buildings & Grounds projects.
- An update was given on the Long Range Plan. Ms. Stevens requested a board volunteer for the Planning Committee.
- An update was given of issues being considered by the Wisconsin Legislature affecting libraries, including the potential ban on residency requirements for city employees.
- Ms. Stevens attended the recent Spring Business Roundtable #4 on the Importance of Broadband. A survey being conducted by the Public Service Commission of Wisconsin through July 15<sup>th</sup> will be available to the public at the library in paper and electronic formats.
- Adult audiobooks on cassette and adult videocassettes have been withdrawn from the collection.

**5. Adjournment:**

The meeting adjourned at 5:00 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on July 17<sup>th</sup> at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary

1307185

**City of Merrill  
Redevelopment Authority (RDA)**

**Tuesday, July 2<sup>nd</sup>, 2013 at 8:00 A.M.  
City Hall Council Chambers**

RDA Present: Bill Bialecki, Ryan Schwartzman, Wally Smith, Ralph Sturm and Karen Karow

RDA Absent: David Hayes and Jill Laufenberg

Others: Finance Director Kathy Unertl, City Attorney Tom Hayden, Stacy Ness from Kye Studios, Kristen Fish, Mike Morrissey, and Mary Rajek from Redevelopment Resources, City Building Inspector/Zoning Administrator Darin Pagel from Northwinds Inspection, and Community Development Program Administrator Shari Wicke

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

**Approval of meeting minutes from June 4<sup>th</sup>, 2013:**

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

**Update on Lincoln House including status of tenant relocations and any developer interest:**

Hayden and Morrissey reported that the City had submitted relocation plan to Wisconsin Department of Administration related to the two residential tenants. One residential tenant is relocating from one bedroom to efficiency in Merrill with comparable rental price. The other residential tenant is moving to Wausau with maximum rent differential relocation assistance of \$8,000. Both will receive \$250 per room for moving expenses.

City Attorney Office is waiting for the radio station owner to authorize a local employee as his representative. Several potential Merrill rental locations have been identified.

There has been no RFP responses (i.e. to acquire the property for \$1.00, to demo Lincoln House, and have new development plan on the site). There is potential developer interest if the site were vacant land.

**Review of redevelopment priorities (2010 to present) and project status:**

RDA Commissioners reviewed summary list, TIF incentives, and project status. The El Mezcal restaurant construction in TID No. 3 started on Monday, July 1<sup>st</sup>.

Unertl advised that City staff will be reviewing potential lease of parts of 818 East 1<sup>st</sup> Street for potential parking off the alley and the front grass area to Blooming Wishes. Sturm and Bialecki noted that the RDA had previously had request from Blooming Wishes; however, that was after the site had first been seeded. Bialecki expressed reluctance for parking off the alley without verifying structural conditions.

**Next RDA meetings:**

Next meetings scheduled for:

- Tuesday, August 6<sup>th</sup> at 8:00 a.m. and
- Tuesday, September 10<sup>th</sup> at 5:30 p.m. with public hearings on various TIDs at 6:00 p.m. This would be before the regular Merrill Common Council meeting.

**Public Comment:** None.

**Closed Session:**

Chair Bialecki read the following: the RDA may convene in closed session per Wis. Stats. Sec. 19.85(1)(e) - deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session to consider: potential TIF development incentives in TID No. 3 and TID No. 8 for façade improvements; update and discussion of potential TIF development incentives in TID No. 8 to facilitate redevelopment projects and job creation; and identification of specific properties for possible City/RDA acquisition to facilitate redevelopment.

Motion (Schwartzman/Smith) to move into closed session. Carried 5-0 on roll call vote at 8:14 a.m.

There were presentations by Stacy Ness of Kye Studios on two potential façade improvements, identification of potential project costs, and then RDA discussion of potential TIF development incentives along with needed owner fiscal participation.

RDA Commissioners, City staff, and contractors identified various specific properties for possible City/RDA acquisition to facilitate redevelopment. City staff/contractor team will review property ownership, property tax status, check on any environmental issues, and identify potential costs to assist the RDA in identifying priorities.

If Merrill Area Development Corp. (MADC) takes a lead role, there is possible redevelopment opportunities for a vacant manufacturing property located within TID No. 8. TIF development assistance will be needed to facilitate redevelopment and job creation.

**Open Session:**

Motion (Karow/Schwartzman) to reconvene in open session at 9:07 a.m. Motion carried.

**Motion (Schwartzman/Karow) to recommend a resolution authorizing a development agreement by and between the City of Merrill, Wisconsin and Mark and Jeri Cooper for up to \$8,000 TID No. 3 development incentive for façade improvements at Central Carpet.**  
Motion carried.

**Adjournment:**

Motion (Schwartzman/Smith) to adjourn the meeting at 9:08 a.m. Carried.

Minutes prepared by RDA Secretary Kathy Unertl

1807200

*Merrill Area Community Enrichment Center  
Committee on Aging  
June 19, 2013*

Committee Members Present; Chairperson, Eugene Simon. Art Larch, Peggy Jackleg and Diane Goethe. Absent; Chris Malm and Jack Ader. ADRC, Erin Zastrow.

Meeting called to order at 8:00 am. Motion made by Jackelen, seconded by Lersch to approve the minutes from the previous meeting. Motion carried.

**Program updates;**

**Writers Club** - A writers club was created with 6 active members meeting twice a month. Short stories have been created and will be in our Ageless Wisdom publication. A motion made by Lersch, second by Goetsch to approve Deau to attend a five workshop at Nicolet College in Rhinelander for writing. This class will assist with the publication Deau is working on. Motion carried.

**Wisconsin Association Senior Center Accreditation** process is underway. Kathy Olson and Deau will be bringing board members and volunteers to assist with the project. Hoping to have the accreditation team at the center sometime in August 2013.

**Ageless Wisdom Update** - Articles are coming in for the publication. Deau will bring the manuscript for the committee and a decision will be made as to how many books to publish. Cost will be a factor. Materials will be accepted through July 15.

**GRABAAWR Rest Stop** - The Merrill Area Community Enrichment Center will be hosting a rest stop for the bikers on Monday, June 24<sup>th</sup> at Stange's Kitchenette. Volunteers will assist with the day's activities at the park. This is our third year helping with the event. This gives the center a wonderful opportunity to welcome people to the Merrill Area.

**ADRC Representative update** - no report. Erin was not present.

**Center staffing update** - The center currently is open fulltime. If for health reasons the center has only one part-time staff person the center will be closed on Fridays. Currently Kathy Olson is off for the next 4-6 weeks. We currently have one Senior Aide and a number of volunteers helping at the center.

**2014 Budget - Department Update;** City Administrator Dave Johnson, Mayor Bialecki, Tom Hayden and Kathy Unertl were invited to attend our meeting in order to discuss the future of the center and budget for 2014. City Administrator Dave Johnson responded that he would attend at 8:30 am. There has been some discussion of potential staff/service cuts for 2014 and the committee felt that those making the decisions attend the meeting in hopes to get a handle as to what 2014 looks like. No other department was able to attend the meeting due to prior commitments. No other department was able to attend the meeting due to prior commitments. Deau discussed with the committee information that was shared with Personal and Finance at their May meeting. An organizational chart was shared for informational purposes only, but showed the MACEC under the responsibility of the Park and Recreation Department. The committee had a number of concerns that this was not brought to our community firsthand for discussion. Lersch shared his concerns that Lincoln County and its aging population, the need for those working directly in the aging field. The discussion was tabled until July's meeting due to City Administrator, Dave Johnson not attending the meeting. He will be asked to attend the July's meeting.

Motion was made by Jackelen, seconded by Lersch to approve the vouchers as presented. Motion carried.

No public comment.

Motion made by Goetsch, seconded by Simon to adjourn at 8:55 am. Motion carried.

Next meeting is scheduled for July 18, 2013 at 8:00 am

Minutes submitted by Jane A. Deau, Director

1307210

**Minutes**  
**Airport Commission Meeting**  
**Wednesday, May 15, 2013**

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

**Also Present:** Larry Wenning, Steve Krueger

**(1) Call to Order:** Gary Schwartz called the meeting to order at 7:06 PM.

**(2) Approval of the May 1, 2013 Minutes:** Joe Malsack made a motion to ratify the minutes of the May 1, 2013 meeting. The motion was seconded by Chris Malm. The motion passed.

**(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 Chris Malm. The motion passed.

**(4) Update on 2006 Project:** John Miller said a pre-construction meeting was held on Monday, May 13<sup>th</sup> with all contractors attending except Fortress Fence. Ray from American Asphalt, the general contractor on this project, said he would get in touch with Fortress and make sure they know when they should be here. John said Van Ert Electric is currently getting the cans poured and put into the ground for the lights. John said it will be at least another week before they install the conduit for the lights. Merrill Sand and Gravel will start May 20<sup>th</sup> and bring in the last of the gravel.

John said American Asphalt will start laying blacktop the day after Memorial Day or the following Monday. John said there is an issue with weeds that were poisoned last year growing back. John said Nick from Beecher Hoppe said he has spoken with the company that poisoned the weeds and they will come back free of charge to do it again. John said there are other weeds out there that need to be poisoned and they will do it for \$500.00. John said this money will come out of the project.

John said there will be some runway closures during the project. John said there will only be closures during the day but there could be up to 10 of them. John said the project is estimated to be completed by July 1<sup>st</sup>.

John said he has spoken with Steve from Beecher Hoppe regarding the size of the hangar for Brian Hough. Steve said an 80 x 100 would fit but the parking would be close to the building if enough space was left in front of the building for aircraft parking.

Gary Schwartz said he would like to have a ribbon cutting ceremony when this project is completed. He would like to hire a consultant to handle this ceremony. Gary said it should be held as soon as possible after the completion.

**(5) 2013 Terminal Project:** Gary Schwartz said that he has been in touch with the state regarding the light poles. Gary said he and John have also met with Todd Berndt from Van Ert Electric. Gary said he is proposing he and John meet again with Todd and see if we can get all the parking and hangar area lights done for the money that has been allowed in the Capital Budget. Gary said he believes Van Ert will work with us to get this done within our budget.

Joe Malsack made a motion for Gary Schwartz and John Miller to continue talking with Van Ert to try to get all the lights that were in the original bid done for the \$50,000.00 available. Gary Schulz seconded. Motion carried.

**(6) Discussion/Decision Approval of Hangar 9 lease to Dan Sire:** Gary Schulz made a motion to approve the lease of Hangar 9 to Dan Sire. Joe Malsack seconded. Motion carried.

**(7) Discussion/Decision Creation of Airport Safety Committee:** Will put this on the agenda for next month.

**(8) Discussion/Decisions Airport Day 2013: Sky Divers Insurance, Dual events with NTC Safety Campus:** John Miller stated that he has not had the time to check into the insurance for the sky divers, but will do so before the Airport Day planning meeting. Gary Schulz said that he and Bev will match any donations toward the approximate \$500.00 cost of the insurance up to \$250.00. John Miller thanked Gary for the offer.

John and Bryce Kopleck have not yet spoken about Airport Day. John said he will speak to him before the planning meeting.

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

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

**(11) Manager's Report:** John Miller reported that the floor painting and hangar refurbishing project is coming along. John said that his company has spent a fair amount of money getting the hangar floor to look nice. John said the walls came out nice. John said with all we have done and getting the roof repaired, we are extending the life of this building for many more years.

John said he has been speaking with different pilots about the light situation on Runway 16/34 and leaving them on low seems to be working. John said in a couple of weeks when everything dries out he will switch the lights back to auto and will monitor them to make sure that they are working. John said that this was a good alternative for the wet period this spring.

John said that with the water table being so high this year he has been having problems with the water sensors in the fuel system. John explained they are not the sensors inside the tanks but they are in the man wells for the pumps. John said this is not a big issue.

**(12) Chairman's Report:** Gary had nothing to add at this time.

**(13) Aviation Happenings:** Gary Schulz said the general aviation manufactures have felt that the certification process was too long and difficult. Congress has stepped in and the FAA is working to change this certification process.

Gary said John Chmiel, the Airport Manager from Wausau, has come up with a plan for a Wednesday Night Hamburger Fly-in. This has been done for many years at a private hangar in Wausau but now John Chmiel would like to get the surrounding airports involved. Gary said John Chmiel has gotten a very positive response and each airport in the area will host a hamburger night this summer. Steve Krueger suggested that the City Officials and Council Members be invited on August 7<sup>th</sup> when it will be hosted by John Miller Aviation here in Merrill.

**(14) Public Comment:** Joe Malsack asked if there has to be insurance on the airplane to cover skydiving. John Miller said that the aircraft itself should be insured.

Steve Krueger said that he would like to let the sky divers know if they will be jumping because they need to get certified. John Miller said to tell them that we will make this insurance work and to go ahead.

Larry Wenning said that he would pledge \$100.00 toward the insurance.

A motion was made by Gary Schulz to get insurance for the sky divers on Airport Day and to pass the word on to them. Chris Malm seconded. Motion carried.

John Miller stated any aircraft we use must be insured, properly registered and within Annual Inspection

**(15) Agenda Items for Next Meeting:** Insurance for Skydivers Policy, Safety committee and NTC.

**(16) Adjournment:** Joe Malsack made a motion to adjourn. The motion was seconded by Chris Malm. The motion passed.

**These Minutes were recorded by John Miller, the Airport Manager and will be ratified at the June 19, 2013 Airport Commission Meeting.**

1307225

**Tourism Commission (Special Meeting)**

June 10, 2013

Merrill Chamber Office

**Attending:** Dan Wendorf, Jim Arndt, Chris Malm, Russ Grefe, Lauree O-Day. **Staff:** Debbe Kinsey

**Missing:**

**Called to Order:** The special meeting was called to order by Commission Chair Dan Wendorf at 10:10 am.

**Review of minutes:** Will review previous minutes at the next general meeting of the Tourism Commission.

**Discussion on proposed Room Tax rate increase:** Reason for meeting is to discuss the proposed room tax increase from the current 4% to 8% and goes to city council on 6/11. The commission wants a voice in the process. Our goal is to have a positive discussion of the proposed ordinance and to make a recommendation to the council.

Debbe gave overview. Merrill's room tax pre-dates 1992 and as such we fall under a state statute that requires the City to establish a Tourism Commission that budgets room tax dollars and then passes the budget and funds onto a non-profit tourism organization for administration/fiduciary oversight and management. That non-profit entity is the Merrill Chamber of Commerce. That's how room tax has been assigned/budgeted/managed. To be clear, the commission assigns the budget, not the Chamber. There were two red flags noted: (1) a memo and agenda that stated that the City would keep/manage the increased 4% and not the Chamber to be used for welcome and directional signage and other items; (2) the request for an increase did not come before the commission for input nor was it discussed with any of the lodging businesses to see if there was opposition or concern on the affects it may cause on over-night stays which is what generated room tax dollars. Merrill has always followed the state statute on room tax usage and this proposal, as stated, would be a violation.

Russ distributed data: background, the statute, and other data on room tax. As a lodging manager and member of the commission, he has concern that the city maybe taking funds to use for non-tourism related items that should be paid by property tax dollars and not room tax dollars. Per the statute, funds should be used for promotion and marketing as always to promote overnight stays which is where the funds are derived. He also spoke with the Innkeepers Association who wants the room tax to be used as the statute declares for marketing and promotion.

Discussion of the current distribution of room tax funds: a portion goes to the city, the MARC, administration and the majority of the funds go into the tourism budget which is decided on by the Tourism Commission.

**Commissioner Questions:** What is the impact of an increase on businesses? What can be covered under current statute? Don't we need to make sure that overnight stays remain the key? Isn't there a process for the reading of ordinances and why is this going so quickly?

From the hotel perspective, there are concerns on what effect an increase will have on overnight stays. Locally the goal is to keep stays under the \$100 mark. Once you go over it, customers begin looking for lesser rates. If it goes over that mark, it will definitely have an effect on overnight stays in Merrill. From a lodging perspective, both Russ and Debbe agree. Jim also agreed from a business perspective, because if overnight stays decrease based on pricing it will impact other businesses.

The Commissioners over all concern is that the wrong and/or incomplete information is being put out. We need to get the correct information to the city councilors before a vote is taken on an increase so that they are making an educated decision/vote. Russ will make a summary memo with bullets and get it disbursed. We need to share information and ideas so that the right choices are made for Merrill.

The commission is not necessarily opposed to an increase, but they agree with the lodging owners that were spoken to that an 8% increase is a lot all at once. The #1 rule of the commission is that overnight stays is always the first goal. Without overnight stays, there is no room tax, which means there is no money for tourism promotion and marketing.

**Commission Recommendation:** Request to postpone a council vote on the issue and hold a joint meeting between the Tourism Commission and COW to share information, before moving the proposal forward for a room tax increase. **Motioned by Commissioner R. Grefe/2<sup>nd</sup> by Commissioner C. Malm/Motion carried.**

**Other:** Discussed the fact that the commission did budget dollars for directional signage in the new budget (2013/14). Discussed the previously planned welcome signage and the potential sites that were considered a couple of years ago. Debbe recommended talking with Val Mindak, Park City Credit Union about possibility of incorporating a sign into the landscaping on the hill. There is nothing stating that a welcome sign must be on the right side and this would make it visible from the highway as well as to those entering Merrill on Hwy. 64. Also directional signs in other communities are frequently sponsored by local businesses, which should also be considered to help with costs.

How many room of lodging are there in Merrill annually? That data is not collected by the city. Also about 30% of lodging comes from local businesses, so do we want to raise the tax on them? Basically our room tax is factored on an 'honor system'. However, there are mechanisms in place that can be used to collect that data. Basically, the commission 'guesstimates' the budget annually based on the previous budget cycle. We are generally very accurate if there are no hiccups along the way. Reminder that there is a delay in the actual cash/budget for tourism which is why we require grantees to pay their bills then submit for reimbursement for their grants annually. Room tax is collected 60 days after the end of each quarter, there is automatically a delay built in for payments to grant recipients. This must also be taken into consideration when putting together the tourism budget annually.

**Next Meeting:** Let's see what happens at the council meeting on 6/11 and if the City Council agrees to a joint meeting between the Tourism Commission and COW. That will determine our next meeting date.

**Public Comment:** Christine Vorpapel said that Dave Johnson met with the Discover Downtown group earlier and signage came up. The group would love to see new signs but they have no money for it and some of the businesses are concerned where the funds will come from. She also agrees that raising the tax could make visitors spend less if lodging is costing them more.

**Adjournment:** A motion to adjourn the meeting was made at 11:05 am by Commissioner C. Malm/2<sup>nd</sup> by Commissioner L. O'Day/Motion carried.

**City of Merrill  
Board of Review  
Monday, June 3, 2013  
4:00 P.M.**

**City Hall Basement Conference Room, 1004 East First Street**

**Call to Order & Roll call**

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

Roll call showed the following voting members present: Mayor Bill Bialecki, Alderman Steve Hass, Alderwoman Anne Caylor, Alderman Dave Sukow and City Clerk Bill Heideman

Also present: Kitt Koski (Bowman Appraisal, Inc.), Duane Pfister, City Administrator Johnson (arrived at 4:43, departed at 5:25), City Attorney Hayden (arrived at 5:05, departed at 5:14). Attendees at the hearing portion of the meeting: Gerald Hersil and Sarah Stenberg.

**Opening comments – Mayor Bialecki**

Mayor Bialecki welcomed all in attendance. He noted that the Board of Review usually only meets one time per year.

**Assessment report – City Assessor**

Representing Bowmar Appraisal, Inc. Kitt Koski gave an assessment report and answered questions. This is the first year that Bowmar Appraisal has been the City Assessor at the time of the Board of Review meeting.

Mr. Koski reported that he visited approximately 400 properties. He provided an explanation of how assessment amounts are determined. He stated that, on average, properties are currently assessed approximately 10% higher than the sale price. Generally, older properties tend to be over-assessed and newer properties seem to be under-assessed. Currently, there is a high quantity of properties for sale.

**Board of Review Hearing**

**Hearing #1 –Parcel #34.0046.001.182.00.00**

The only hearing that was scheduled began at 5:30 P.M.

City Clerk Heideman administered the oath to Kitt Koski, Gerald Hersil and Sarah Stenberg.

The Haunted Sawmill, LLC, has filed an objection form related to the property they own at 700 Hendricks Street. This is the site of the former Northern Specialty factory.

Representing The Haunted Sawmill, LLC, Gerald Hersil testified that the corporation was formed because the Boy Scouts cannot legally own property. He noted that the City had offered to purchase the property from the previous owner for \$15,000.

Kitt Koski stated that, until this year, the property was assessed by the State of Wisconsin because it was classified as manufacturing property. He testified that his first opportunity to actually view the property was earlier in the day. Based on that viewing, he stated his opinion that the property should be assessed at \$43,000 (\$27,500 land and \$15,500 improvements).

Motion (Hass/Caylor) to reduce the total assessment on the parcel at 700 Hendricks Street from \$88,200 (\$27,500 land and \$60,700 improvements) to \$43,000 (\$27,500 land and \$15,500 improvements). Carried 5-0 on roll call vote.

### **Public Comment**

None.

### **Adjournment**

Motion (Hass/Caylor) to adjourn Sine Die. Carried. Adjourned at 6:00 P.M.

Minutes prepared and submitted by,



William N. Heideman, CMC, WCMC  
City Clerk

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

**A RESOLUTION APPROVING CITY OF MERRILL  
PARTICIPATION IN A MUTUAL AID BOX ALARM SYSTEM PROGRAM**

WHEREAS, the City of Merrill provides fire and/or emergency medical services under contract with Merrill Fire Department in accordance with Chapters 146 and 213 of the Wisconsin Statutes.

WHEREAS, whenever an emergency in the City of Merrill takes place, or another community requests the City of Merrill to provide mutual aid in such an event, the Merrill Fire Department could act swiftly to mitigate the incident.

WHEREAS, the City of Merrill has reviewed the agreement which is entitled the "Mutual Aid Box Alarm System Agreement" (Agreement) and has determined that it would be in the best interest of the City of Merrill to allow the Merrill Fire Department under contract with said City participate in the Agreement for the provision of fire and/or emergency medical services,

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 9<sup>th</sup> day of July, 2013:

1. That the Mutual Aid Box Alarm System Agreement submitted for consideration and approval is hereby approved;
2. That pursuant to the contract for fire and/or emergency medical services between Merrill Fire Department and the City of Merrill, Merrill Fire Department may participate in the Mutual Aid Box Alarm System Agreement in accordance with its terms.
3. That Merrill Fire Department shall keep on file with the City Clerk current proof of insurance and other certifications required in the execution of this contract.
4. That the Mayor and the City Clerk shall be, and are duly authorized to sign the Mutual Aid Box Alarm System Agreement the form presented and submit it to the Mutual Aid Box Alarm System Executive Board.
5. That each of the fire and/or emergency medical service organizations within the City of Merrill be furnished with a copy of the signed agreement and of this Resolution.

Recommended by: Health and Safety  
Committee

CITY OF MERRILL, WISCONSIN

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

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William R. Bialecki  
Mayor

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

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William N. Heideman  
City Clerk

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

**A RESOLUTION SETTING FORTH ADDITIONAL PROVISIONS FOR THE  
MUTUAL AID BOX ALARM SYSTEM AGREEMENT**

WHEREAS, the Wisconsin Statute 66.0301(2) authorizes any municipality to contract with other municipalities and with federally recognized Indian tribes and bands in this state for the receipt or furnishing of services, such as fire protection and emergency medical services. Such a contract may be with municipalities of another state, as provided in Wisconsin Statute 66.0303(3)(b); and

WHEREAS, the Wisconsin Statute, 323.13.(1)(d), provides that the standards for fire, rescue, and emergency medical services shall include the adoption of the intergovernmental cooperation Mutual Aid Box Alarm System (MABAS) as a mechanism that may be used for deploying personnel and equipment in a multi-jurisdictional or multi-agency emergency response throughout Wisconsin and neighboring states; and

WHEREAS, the Attorney General of the State of Wisconsin must approve any agreement between a Wisconsin municipality and a municipality of another state, and said agreement was approved by the Attorney General of the State of Wisconsin on December 22, 2000; and

WHEREAS, said agreement was submitted to the governor of the State of Wisconsin for his concurrence, which was obtained and later adopted under Wisconsin Statute 66.0303(3) (a) and (b); and

WHEREAS, the City of Merrill Common Council believes that intergovernmental cooperation for purposes of public safety and protection should be encouraged and that the Mutual Aid Box Alarm (MABAS) Agreement would afford these benefits to county residents by coordinating fire protection and emergency medical services, as recommended in Resolution # \_\_\_\_\_ and Dated: July 9, 2013 ; and

WHEREAS, it is in the best interest of the City of Merrill to enter into the proposed Mutual Aid Box Alarm System (MABAS) Agreement to provide for the coordination of fire protection and emergency medical services in the event of a large scale emergency, natural disaster, or man-made catastrophe.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 9<sup>th</sup> day of July, 2013, that the Mutual Aid Box Alarm System (MABAS) Agreement, a copy of which is attached hereto and incorporated herein by reference, is hereby approved and the Mayor and City Clerk, be authorized to execute the same on behalf of the City of Merrill.

Recommended by: Health and Safety  
Committee

CITY OF MERRILL, WISCONSIN

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

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William R. Bialecki  
Mayor

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

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William N. Heideman  
City Clerk

1307262

**RESOLUTION NO.**

**A RESOLUTION AUTHORIZING A DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF MERRILL, WISCONSIN AND MARK AND JERI COOPER**

WHEREAS, the Common Council of the City of Merrill created Tax Increment District (TID) No. 3 and Redevelopment Area No. 1 on September 13, 2005 and amended the area on July 11, 2006; and,

WHEREAS, Mark and Jeri Cooper are rehabilitating exterior façade on Central Carpet business property located within TID No. 3 and Redevelopment Area No. 1; and,

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

WHEREAS, new property tax base will be generated at this highly visible corner location and existing jobs maintained, and,

WHEREAS, Mark and Jeri Cooper have negotiated the development agreement to provide an incentive payment not to exceed \$8,000 to facilitate the exterior façade improvements;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 9<sup>th</sup> day of July, 2013, that the Mayor and City Clerk are authorized to sign the development agreement by and between the City of Merrill and Mark and Jeri Cooper and to facilitate the implementation thereof.

Recommended by: Redevelopment  
Authority – July 2<sup>nd</sup>, 2013

CITY OF MERRILL, WISCONSIN

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

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

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

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

1307263

RESOLUTION NO. \_\_\_\_

**AN INITIAL RESOLUTION AUTHORIZING \$235,000 GENERAL  
OBLIGATION BONDS FOR COMMUNITY DEVELOPMENT  
PROJECTS IN TAX INCREMENTAL DISTRICTS NO. 5 AND 6**

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 9<sup>th</sup> day of July, 2013, that the City of Merrill, Lincoln County, Wisconsin, borrow an amount not to exceed \$235,000 by issuing its general obligation bonds for the public purpose of providing financial assistance to community development projects under Section 66.1105, Wis. Stats., in the City's Tax Incremental Districts No. 5 and 6.

Recommended by: Personnel & Finance  
Committee – June 24<sup>th</sup>, 2013

CITY OF MERRILL, WISCONSIN

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

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

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

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

1307264

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

**AN INITIAL RESOLUTION AUTHORIZING \$50,000 GENERAL OBLIGATION  
BONDS FOR IMPROVEMENTS TO PARKS AND PUBLIC GROUNDS**

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL,  
WISCONSIN this 9<sup>th</sup> day of July, 2013, that the City of Merrill, Lincoln County,  
Wisconsin, borrow an amount not to exceed \$50,000 by issuing its general obligation  
bonds for the public purpose of financing improvements to parks and public grounds.

Recommended by: Personnel & Finance  
Committee – June 24<sup>th</sup>, 2013

CITY OF MERRILL, WISCONSIN

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

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

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

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

1307265

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

**AN INITIAL RESOLUTION AUTHORIZING \$320,000 GENERAL OBLIGATION  
BONDS FOR STREET IMPROVEMENT PROJECTS**

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL,  
WISCONSIN this 9<sup>th</sup> day of July, 2013, that the City of Merrill, Lincoln County,  
Wisconsin, borrow an amount not to exceed \$320,000 by issuing its general obligation  
bonds for the public purpose of financing street improvement projects.

Recommended by: Personnel & Finance  
Committee – June 24<sup>th</sup>, 2013

CITY OF MERRILL, WISCONSIN

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

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

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

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

1307266

RESOLUTION NO, \_\_\_\_\_

**AN INITIAL RESOLUTION AUTHORIZING \$345,000 GENERAL OBLIGATION  
BONDS TO ACQUIRE A FIRE ENGINE**

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL,  
WISCONSIN this 9<sup>th</sup> day of July, 2013, that the City of Merrill, Lincoln County,  
Wisconsin, borrow an amount not to exceed \$345,000 by issuing its general obligation  
bonds for the public purpose of financing the acquisition of a fire engine.

Recommended by: Personnel & Finance  
Committee – June 24<sup>th</sup>, 2013

CITY OF MERRILL, WISCONSIN

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

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

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

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

1307267

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

**AN INITIAL RESOLUTION AUTHORIZING \$3,315,000 GENERAL OBLIGATION  
BONDS FOR CONSTRUCTING AN ENGINE HOUSE**

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL,  
WISCONSIN this 9<sup>th</sup> day of July, 2013, that the City of Merrill, Lincoln County,  
Wisconsin, borrow an amount not to exceed \$3,315,000 by issuing its general obligation  
bonds for the public purpose of financing the construction of an engine house.

Recommended by: Personnel & Finance  
Committee – June 24<sup>th</sup>, 2013

CITY OF MERRILL, WISCONSIN

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

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

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

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

1307268

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

**AN INITIAL RESOLUTION AUTHORIZING \$25,000 GENERAL OBLIGATION  
BONDS FOR AIRPORT PROJECTS**

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL,  
WISCONSIN this 9<sup>th</sup> day of July, 2013, that the City of Merrill, Lincoln County,  
Wisconsin, borrow an amount not to exceed \$25,000 by issuing its general obligation  
bonds for the public purpose of financing airport projects.

Recommended by: Personnel & Finance  
Committee – June 24<sup>th</sup>, 2013

CITY OF MERRILL, WISCONSIN

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

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

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

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

1307269

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

**A RESOLUTION DIRECTING PUBLICATION OF NOTICE TO ELECTORS**

WHEREAS, initial resolutions authorizing general obligation bonds have been adopted by the Common Council of the City of Merrill, Wisconsin and it is now necessary that said initial resolutions be published to afford notice to the residents of the City of their adoption; and

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 9<sup>th</sup> day of July, 2013, that the City Clerk shall, within 15 days, publish a notice to the electors in substantially the form attached hereto as Exhibit A in the official newspaper of the City, the Merrill Courier, as a class 1 notice under Ch. 985, Wis. Stats.

Recommended by: Personnel & Finance  
Committee – June 24<sup>th</sup>, 2013

CITY OF MERRILL, WISCONSIN

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

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

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

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

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

**A RESOLUTION PROVIDING FOR THE SALE OF NOT TO EXCEED  
\$4,290,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS**

WHEREAS, the Common Council of the City of Merrill, Lincoln County, Wisconsin (the "City") has adopted initial resolutions authorizing the issuance of general obligation bonds for the following public purposes and in the following amounts:

\$235,000 to finance community development projects in the City's Tax Incremental Districts No. 5 and 6;

\$50,000 to finance improvements to park and public grounds;

\$320,000 to finance street improvement projects;

\$345,000 to finance a acquisition of a fire engine;

\$3,315,000 to finance construction of an engine house; and

\$25,000 to finance airport projects.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 9<sup>th</sup> day of July, 2013, that:

Section 1. Combination of Issues. The issues referred to in the preamble hereof are hereby combined into one issue of bonds designated "General Obligation Corporate Purpose Bonds" and the City shall issue bonds in an amount not to exceed \$4,290,000 for the purposes above specified.

Section 2. Sale of Bonds. The Common Council hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Bond Sale. The City Clerk be and hereby is directed to cause notice of the sale of the Bonds to be disseminated at such times and in such manner as the City Clerk may determine and to cause copies of a complete, official Notice of Bond Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk shall cause an Official Statement concerning this issue to be prepared by the City's financial advisor, Ehlers & Associates, Inc. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Recommended by: Personnel & Finance  
Committee – June 24<sup>th</sup>, 2013

CITY OF MERRILL, WISCONSIN

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William R. Bialecki  
Mayor

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

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

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William N. Heideman  
City Clerk

1307269B

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

**A RESOLUTION PROVIDING FOR THE SALE OF  
\$2,890,000 GENERAL OBLIGATION PROMISSORY NOTES**

WHEREAS, the City of Merrill, Lincoln County, Wisconsin (the "City") is presently in need of approximately \$2,890,000 for public purposes, including, among other capital projects, paying the costs of acquiring vehicles, equipment, constructing building improvements and refunding obligations of the City, including interest on them; and

WHEREAS, it is desirable to borrow said funds through the issuance of general obligation promissory notes pursuant to Section 67.12(12), Wis. Stats.;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 9<sup>th</sup> day of July, 2013, that:

Section 1. Sale of Notes. The City shall issue its General Obligation Promissory Notes in an approximate amount of \$2,890,000 (the "Notes") for the purposes above specified.

Section 2. Sale of Notes. The Common Council hereby authorizes and directs that the Notes be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Notes as may have been received and take action thereon.

Section 3. Notice of Note Sale. The City Clerk be and hereby is directed to cause notice of the sale of the Notes to be disseminated at such times and in such manner as the City Clerk may determine and to cause copies of a complete, official Notice of Note Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk shall cause an Official Statement concerning this issue to be prepared by the City's financial advisor, Ehlers & Associates, Inc. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Recommended by: Personnel & Finance  
Committee – June 24<sup>th</sup>, 2013

CITY OF MERRILL, WISCONSIN

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

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

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William R. Bialecki  
Mayor

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William N. Heideman  
City Clerk

1307269C

**RESOLUTION NO.**

**A RESOLUTION HONORING RICKY R. VOIGT 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, Ricky R. Voigt has served in the Street Department from January 3, 1983 to July 8, 2013; and,

WHEREAS, the personal commitment and unselfish dedication Ricky R. Voigt 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 Ricky R. Voigt's dedicated service; and,

WHEREAS, Ricky R. Voigt'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 9<sup>th</sup> day of July, 2013, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the dedicated and faithful service Ricky R. Voigt 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