

**CITY OF MERRILL
COMMON COUNCIL
TUESDAY, JUNE 10, 2014
7:00 P.M.
CITY HALL COUNCIL CHAMBERS**

AGENDA

- 140610** Invocation by Justin Novitski, Merrill Bible Church
- 140615** Pledge of Allegiance
- 140620** Roll Call
 - Oath of Office for Eros, the Police Department canine officer
- 140625** Public Comment Period
- 140630** Minutes of May 13th, 2014 Common Council meeting
- 140640** Revenue & Expense Report – May 2014
- 140660** Communications and Petitions
- 140661** Claim filed by Caleb Baumann, 206 North Court Street, for damage to his vehicle that he alleges was caused by a police officer during a traffic stop on April 17th, 2014. The City's insurance carrier recommends that the claim be denied. The basis for their recommendation is that the investigation conducted by the City's insurance carrier revealed no negligence on behalf of the City, and that there is not enough evidence to prove that the police officer caused the damage to the vehicle.
- 140662** Consider request from Joint Municipal Judge Seubert to approve hours that joint municipal court will operate
- 140680** Housing Authority – No Action
- 140690** Committee of the Whole
- 146091** Consider recommendation(s) from June 10th, 2014 Committee of the Whole meeting regarding the recommendation from City Administrator Johnson to lift the hiring freeze to replace a retiring firefighter

1406100 Community Development Committee – No Action

1406110 Parks and Recreation Commission

1406111 The Commission recommends approving the concessions agreement with Merrill Youth Hockey Association, Inc. for the Smith Center.

1406120 Board of Public Works

1406121 The Board recommends approving the request from Lynn Zentner, Master Gardener Class and Park City Gardens to plant and maintain perennials and annuals in the roundabout.

1406122 The Board recommends approving the request from Street Commissioner Lupton to sell the Street Department trailer that was formerly used for recycling.

1406130 Health and Safety Committee

1406131 The Commission recommends approving the applications from V.F.W. Post 1638 for five temporary Class “B” (picnic) licenses to sell fermented malt beverages at the V.F.W. Fair Stand (Lincoln County Fairgrounds) during the Lincoln County 4-H Free Fair, July 30-August 3, 2014.

1406132 The Commission recommends approving the application from V.F.W. Post 1638 for a temporary Class “B” (picnic) license to sell fermented malt beverages at Riverside Park during a Veteran’s Picnic on August 24th, 2014.

1406133 The Commission recommends approving the applications from Merrill Firefighters Charities for three temporary Class “B” (picnic) licenses to sell fermented malt beverages at Ott’s Park during the Merrill Firefighters Charities Softball Tournament, August 1-3, 2014.

1406134 The Commission recommends approving the applications from the Merrill Alumni Wrestling Club for five temporary Class “B” (picnic) licenses to sell fermented beverages in a fenced-in tent at the Lincoln County Fairgrounds during the Lincoln County 4-H Free Fair, July 30–August 3, 2014.

1406135 The Commission recommends approving the premises to premises transfer of Class “B” (beer) and ‘Class B’ (liquor) license held by Kim’s of Wisconsin, Qemal Alimi, (d/b/a New Pine Ridge Restaurant), from 300 South Pine Ridge Avenue to 1302 North Center Avenue, effective on or about June 11th, 2014.

1406136 The Commission recommends approving the 2014-2015 Beer & Liquor Licenses for Class "A", Class "B", "Class A", "Class B", Class "B" and "Class C" Wine, as submitted. All approvals would be contingent upon full compliance with the City of Merrill Code of Ordinances and Chapter 125 of the Wisconsin State Statutes.

1406137 The Commission recommends approving the request from several businesses to close a block of East Main Street (from Poplar Street to Court Street) from 2:00 P.M. to midnight, for the Main Street Block Party on Friday, June 20th, 2014. Any music associated with the block party is to end by 11:00 P.M., and the street is to be cleaned up and reopened by midnight.

1406138 The Commission recommends approving the request from Legends, 1007 East Main Street, for an extension of premises to sell alcoholic beverages in a fenced-in area outside their establishment on Friday, June 20th, 2014, in conjunction with a Main Street Block Party. Outdoor music would also be allowed until 11:00 P.M.

1406140 Personnel and Finance Committee

1406141 The Committee recommends approving, as presented, the amendments to the City Hall general meeting and conference room use policy.

1406142 The Committee recommends writing off the three following 2013 Personal Property Tax bills as Over-Collected Taxes: Farmers Insurance (\$30.63), Yours & Mine Consignment (\$30.63) and Thelma's Apparel (\$46.08).

1406143 The Committee recommends accepting a \$150,000 donation from the Bierman Family Foundation, to be used for improvements at Lion's Park.

1406144 The Committee recommends accepting the Assistance to Firefighters Grant from the Department of Homeland Security in the amount of \$34,474. 10% of the grant amount (\$3,447) would be from paid from local funds (2% Fire Dues Account).

1406150 Water and Sewage Disposal Committee

1406151 The Committee recommends approving the purchase of a YSI In-Line Analyzer from Mulcahy Shaw Water Inc., Cedarburg, WI, at a cost of \$18,574.30. The purchase would be made from the Wastewater Phosphorus Removal Account.

1406160 City Plan Commission – No Action

- 1406170** Transit Commission – Meeting cancelled
- 1406180** Library Board – No Action
- 1406185** Redevelopment Authority – No Action
- 1406200** Enrichment Center Committee on Aging – No minutes submitted
- 1406210** Airport Commission – No Action
- 1406230** Placing Committee Reports on File

ORDINANCES

- 1406250** An Ordinance Amending Chapter 36, Article II, Division II, Section 36-26(d)(4)(b) to amend forfeiture amounts for disabled parking violations (from May 19th, 2014 Health and Safety Committee meeting)
- 1406251** An Ordinance Amending Chapter 16, Fees, Rates and Deposits Customarily Used to change the insufficient funds check fee from \$20 to \$30 (from May 27th, 2014 Personnel and Finance Committee meeting)
- 1406252** An Ordinance Amending the Administrative Procedure Manual at Chapter 2, Section 4(a) to add (5) Audio, Video, Data Transmissions & Communications and (6) Rewritable Recording Systems (from May 27th, 2014 Personnel and Finance Committee meeting)
- 1406253** An Ordinance Amending Chapter 30, Article II, Section 30-34(b) to add language limiting garbage collection (from May 28th, 2014 Board of Public Works meeting)

RESOLUTIONS

- 1406260** A Resolution authorizing the vacation of a part of Thomas Street (from March 19th, 2014 Board of Public Works meeting and April 1st, 2014 City Plan Commission meeting)
- 1406261** A Resolution authorizing the vacation of a part of Arthur Street (from March 19th, 2014 Board of Public Works meeting and April 1st, 2014 City Plan Commission meeting)
- 1406262** A Resolution amending Employee Benefits – Paid Leaves at Section 12-2, to add “continuous” service (from May 27th, 2014 Personnel and Finance Committee meeting)

- 1406263** A Resolution approving participation in the Wisconsin Local Government Investment Pool (from May 27th, 2014 Personnel and Finance Committee meeting)
- 1406264** A Resolution approving a North Central Wisconsin Stormwater Coalition Cooperative Agreement (from May 28th, 2014 Board of Public Works meeting)
- 1406265** A Resolution approving the 2013 Compliance Maintenance Annual Report for the City of Merrill Wastewater Treatment Plant (from May 28th, 2014 Water and Sewage Committee meeting)
- 1406266** A Resolution authorizing a Development Agreement by and between the City of Merrill, Wisconsin and Pine Dells Investment, LLC (from June 3rd, 2014 Redevelopment Authority meeting)
- 1406267** A Resolution approving an amendment to a Conditional Use Permit to allow Randall C. Wixson D/B/A RC-N-DI Investments to construct additional self-storage units at 1106 West Main Street, Merrill (from June 3rd, 2014 City Plan Commission meeting)
- 1406270** Mayor's Communications
- 1406999** Adjournment

William N. Heideman, CMC, WCMC
City Clerk

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

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

Wednesday, May 14, 2014 4:00 P.M. Jenny Towers Library, Merrill, WI

PRESENT: Chairman Kathy Colclasure, Denise Humphrey, Richard Weissinger, Amanda Kostman, Paul Wagner, Rob Norton (Ex-Officio), LaDonna Fermanich and Kay Tautges. No absences.

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman Kathy Colclasure. Motion to approve the minutes of April 16, 2014 meeting and today's agenda: Wagner/ Humphrey. Motion passed unanimously.

Discussion and motion to approve Checks #21679 thru #21712 and Billings to date for April 2014 with attached list of expenditures: Wagner / Kostman. Passed unanimously by roll call vote: Humphrey-aye, Wagner-aye, Kostman-aye, Coclasure-aye, and Weissinger-aye.

Move-ins and Move-outs for April 2014: Motion to accept report and place on file. Kostman/Humphrey. Motion passed unanimously.

Report on Park Place Investments: LaDonna reported that we continue to make small but consistent gains on the investments. Next month, there will be a noticeable increase in the account balance because we will begin to direct deposit rent into this account. Motion to accept and place on file the Park Place Investment report. Wagner/Kostman. Passed unanimously.

Discuss and Approve 1st Quarter Financial Statements: LaDonna reported that we are ahead in operating revenue mainly due to the transfer of operating funds from the 2012 Capital Funds account. Expenses are under budget despite the higher utility bills from the cold winter. Overall, we are on track with the budget. LaDonna found an error with number in the report sent from the accountant. Under the Operating Income (Loss) After Depreciation line, column Variance, it should have \$95.84 instead of \$19,399.80. She has confirmed the error with our accounting firm.

Resolution No. 373 "Establishing & Reviewing Flat Rents, Utility Allowances and Maximum Rents:" LaDonna gave Commissioners an overview of the current flat market rates and utility allowances which are used to determine rent amounts. These figures have not been adjusted in over eight years and are significantly misaligned with the current Fair Market Rents for Lincoln County. The 2014 House Appropriations Act requires PHAs to bring those flat rents to 80% or more of the current FMRs. Motion to adopt Resolution No. 373. Kostman/Wagner. Passed unanimously by roll call vote: Humphrey-aye, Wagner-aye, Kostman-aye, Coclasure-aye, and Weissinger-aye.

Discuss revised Utility Allowances & Flat Rents: LaDonna reported that HUD is currently in the process of making a ruling which would mandate increasing flat rents to 80% of the FMR amount. A final ruling on that has not yet been made, but appears likely. Regardless of the ruling, LaDonna would suggest that the Board conduct an annual review of the flat rents and utility allowances from this point on. Consideration of changes/no changes could then be made as necessary. A 45-day Public Comment Period for those affected is also required. Motion to approve and adjust the flat rents as proposed to become effective 10/1/14 contingent upon HUD's approval of a final ruling. Humphrey/Wagner. Passed unanimously.

Approval to Revised and Reissue the Park Place Redevelopment RFQ Deadlines and Scope of Project: LaDonna gave Commissioners a revised timeline and Scope of Project proposal with a revised closing date of June 20, 2014. Motion to approve and issue the Revised RFQ Deadlines and Scope of Project for Park Place Redevelopment. Wagner/Kostman. Passed unanimously.

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Authorization to Accept Lowest Bid for Park Place Insurance Coverage: LaDonna reported that the bid packets are due on May 21 and the policies expire May 31, 2014. This means she will need approval to renew the policy prior to the next scheduled meeting. Commissioners asked to have the bid results sent to them via Email. They also requested to have bids prepared earlier next year and available for review at the May meeting. Motion giving LaDonna authorization to accept the lowest bid for Park Place Insurance Coverage. Kostman/Wagner. Passed unanimously.

Update Report on Charter/Dish (PP&JT): LaDonna signed a three year contract with Dish Network for both Park Place and Jenny Towers. Dish technicians were on site today and they anticipate no problems with having the full conversion up and running before Charter's June 15th cut-off date. Office internet services have already been changed from Charter to Frontier. Tenants will be informed of the transition at upcoming tenant meetings.

Discuss & Approve Cancellation of MHA Subsidized Charter Services to Westgate & Scattered Sites: Westgate and Scattered Sites will no longer qualify for bulk cable rates due to the cancellation of Charter services at Park Place and Jenny Towers. Since MHA is not required to provide cable services and because the cost of doing so would significantly increase, LaDonna recommends that tenants of those facilities subscribe to cable services directly if they so choose. Motion to cancel MHA subsidized Charter Services to Westgate and Scattered Sites effective June 15, to credit any tenant payments received as necessary and to pay any cancellation fee if required. Wagner/Humphrey. Passed unauimously.

Discuss Draft & Implementation of a No Smoking/Flame Free Policy for PP & JT: LaDonna presented a No Smoking/Flame Free Policy to the Board for review. Commissioners asked to have the PP & JT policy adapted for Westgate and Scattered Sites as well so that the policy can be implemented throughout the Authority. They recommend proceeding with implementation of the No Smoking/Flame Free Polices policies at all sites. LaDonna will be presenting the policy at teuant meetings this week and then a 45 day period of public comment is needed before the policy can be formally adopted and put into effect. LaDonna advised that some grounds improvements might be required to provide an appropriate smoking area outside of Park Place and hoped that the Board would also entertain offering in-house smoking cessation programs. Commissioners agreed with those ideas and suggested contacting the Health Dept. to schedule quit-smoking programs.

Discuss Restructuring of Maintenance Department: LaDonna reported that she continues to move forward with the Maintenance Department Restructuring and informed Commissioners as to where she is currently at with that plan. They had no concerns with her underlying rational and urged her to continue moving forward with it.

Discuss Five-Year Planning Requirements: LaDonna gave Commissioners a PHA Five Year Plan timing chart. Specific dates for preparations, plan development, drafts and public hearings are indicated on the chart. Everything needs to be complete by the October Board meeting. LaDonna asked the Board to consider what they would like to see included in that plan. She has already asked staff for input and will be asking the tenants for their input as well. The GPNA should be finished by the end of this month and should provide MHA with very specific areas of need to be included.

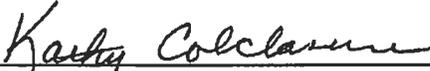
For the Good and Betterment of the Public Housing Program:

1. **Commissioner Items/Comments:** Paul asked the Board to consider setting up specific subcommittees for different needs to better streamline the work of the Board and also serve to offer additional support and assist to LaDonna as well. LaDonna will bring a list of possible sub-committees to be considered.
2. **Executive Director's Report:**
 - Results from the REAC inspection were good. We passed the inspection and have been elevated from to the status of "sub-standard" to "standard" performer. There will be a REAC inspection at JT in August.
 - Work with the attorney retained to represent MHA has proved to be helpful. LaDonna will be attending an eviction hearing this week with representation.

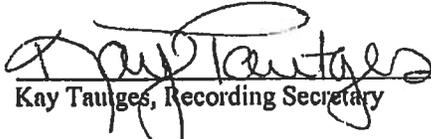
- LaDonna finds that working with Nancy has helped her not only to review and establish appropriate policy, but to provide opportunity for a lot of "what if" discussions. Nancy plans to bill MHA quarterly, but has not yet done so.
3. Public Comment Period: None

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, June 11, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.**

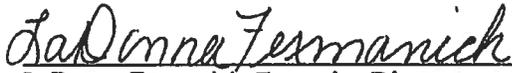
Motion to adjourn at 5:10 P.M. and open Section-8 Housing - Jenny Towers Meeting. Kostinan/Wagner.
Passed unanimously.



Kathy Colclasure, Chairman



Kay Tauges, Recording Secretary



LaDonna Fermanich, Executive Director

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

Wednesday, May 14, 2014, 5:10 P.M., Jenny Towers Library, Merrill, WI 54452

PRESENT: Chairman Kathy Colclasure, Denise Humphrey, Amanda Kostman, Richard Weissinger, Paul Wagner, Rob Norton (Ex-Officio), LaDonna Fermanich and Kay Tautges. No absences.

SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman Kathy Colclasure. Motion to approve minutes of April 16, 2014 meeting and today's agenda: Wagner/Kostman. Passed unanimously.

Discussion and motion to approve Checks #16921 thru #16955 and Billings to date for April 2014 with attached list of expenditures: Wagner/Kostman. Passed unanimously by roll call vote: Wagner-aye, Kostman- aye, Humphrey-aye, Colclasure-aye, and Weissinger-aye.

Discussion and Approval of Move-ins and Move-outs for April 2014: Motion to accept report and place on file. Kostman/ Wagner. Motion passed unanimously.

Report on Jenny Tower Investments: LaDonna reported a significant gain for the month but noted that withdrawals will be made to pay for GPNA expenses as previously approved. Motion to accept and place on file the Investment Report. Kostman/Humphrey. Passed unanimously.

Discuss and Approve 1st Qtr. Financial Statements: LaDonna reported that we are a little bit ahead of what was budgeted for operating revenue and under budget in overall expenses. Motion to accept and place on file the 1st Quarter Financial Statements. Kostman/Humphrey. Passed unanimously.

Authorization to Accept Lowest Bid for Jenny Towers Insurance Coverage: Motion to give LaDonna authorization to accept the lowest bid for Jenny Towers Insurance Coverage prior to next meeting to prevent lapse in coverage prior to the next meeting due to expiration dates. Kostman/Wagner. Passed unanimously. Commissioners asked to have next year's bids available for review at the May meeting.

Update on Elevator, St. Paul Drive and Wiring plans & bidding:

- Elevator - LaDonna & Paul reviewed plans for the upgrades. Marin-Riley A & E will be sending out bids for that project so that they can be reviewed prior to next month's meeting.
- St. Paul Drive – LaDonna expects to have plans back and ready to send out for bids by May 28th. Contact will then be made with local contractors for bidding due back prior to June meeting.
- Wiring plans & bidding – LaDonna reported that the Engineer has suggested that due to the high costs associated with it, that MHA consider having wiring plans completed in a two-phase basis instead of having complete plans drawn up now for all future wiring. Commissioners feel that it will be more cost effective to have plans drawn up for all of the possible projects at one time instead of having them drawn up each time a project is approved. LaDonna and Paul will set up a time to discuss this with the Engineer.

Closed Session: Legal matters and Property concerns: Motion to go into closed session and to include Kay Tautges in the closed session at 5:26 p.m.. Kostman/Wagner. Passed unanimously. Minutes from the closed session will be filed separately and confidentially. Closed session attended by: K. Colclasure, D. Humphrey, P. Wagner, R. Weissinger, R. Norton, L. Fermanich and K. Tautges. Motion to return to open session at 5:38 p.m.. Wagner/Humphrey. Passed unanimously.

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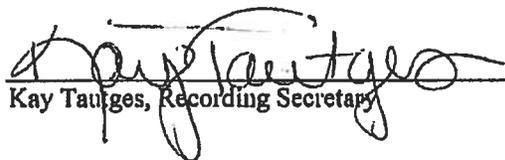
For the Good and Betterment of the Section-8 Housing Program:

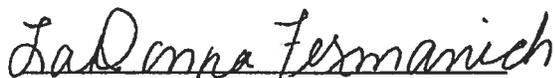
1. Commissioner Items/Comments – Paul heard a rumor about bedbugs at Jenny Towers. LaDonna assured him that we continue to inspect for bedbugs, that the case in question was a false alarm and that there are none in the building.
2. Executive Director's Report – In an effort to provide additional safety and security to our tenants, the building is now locked 24/7 as is Park Place. We are still going through an adjustment period which involves informing/training vendors, tenants and visitors how to get use the call/intercom system to get into the building. Overall the change is going well. We will unlock and will continue to unlock two main entrance doors during all Commissioner Meetings to adhere to WI Open Meeting laws.
3. Public Comment - None.

The next regular meeting of the Commissioners of the Housing Authority will be held on Wednesday, June 11, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.

Motion to adjourn meeting at 5:50 p.m. Wagner/Wagner. Motion passed unanimously.


Kathy Colclasure, Chairman


Kay Tauges, Recording Secretary


LaDonna Fermanich, Executive Director



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Strategic Planning Report

Session #5

Meeting facilitated and report developed by
Art Lersch, University of Wisconsin-Extension, Lincoln County
May 7, 2014

Introduction

Twenty-two City of Merrill stakeholders including interested citizens, the mayor, council members, the city administrator, and department heads attended the fifth city government strategic planning session. The session was facilitated by Art Lersch, UW-Extension, Lincoln County. During the meeting, the group continued discussing the most crucial strategic issues that city government will likely have to address in the next several years.

Any Additions or Changes to the Session #4 Report?

No additions or changes were requested.

Continue Strategic Issue Identification

After a review of the issues identified during the last meeting, those in attendance were asked to continue the discussion based on the following questions.

- a. What are the most important issues facing city government over the next five years?
- b. What is the capacity of city government to address those issues? (If the capacity is not present, how can it be acquired? Or, is this something city government can do anything about in the first place?)

Identified issues were:

- City government workforce recruitment and retention. (How can we offer competitive compensation? What other incentives can be offered to hire and keep high quality employees?)
- Develop Route 51 corridor and County G area. Foster dialogue with townships in order to get this done. Consider developing northward up County K. Prioritize development

by choosing areas that have the best potential return on investment (best bank for the buck.)

- Finding ways to maintain and improve the city's aging infrastructure. Where/how can the funds be acquired? - This may also be tied to tax base issues.- Break down components of this in order to prioritize what is most needed. (Some infrastructural projects are being mandated by the state. These and others based strictly on deterioration issues are time sensitive). Decide which of these projects can be "piggybacked" (e.g. upgrade sewer system and then fix the roads in that area, etc.)
- Eliminate blight.
- Dealing with increased, more pervasive drug use in and around the city.
- Strengthening fire prevention. This could help reduce blight and benefit economic development.
- Our aging population.

Strategic Issue Prioritization

Although more strategic issues may be identified, participants were asked to next begin thinking about which issues already mentioned are the most important for city government to address in the coming years. They were asked to do so also based on the following:

- a. What is urgent and important? (What is the difference between urgency and importance?)
- b. What is not urgent and important? (Issues that city government has time to plan how to address)
- c. Can progress toward addressing the strategic issue be measured? (How can progress that is made be communicated to city government internal stakeholders and the public?)

Faced with a declining and aging population, the vast majority of stakeholders in the room focused on the strategic issue **"How can Merrill city government help grow the city's tax base?"** It was agreed that the potential strategies listed on the next page are not mutually exclusive, meaning that if one strategy is carried out, that could help to further another.

Elements, or more accurately potential strategies that were mentioned to help answer this particular question were:

- € Make it easier for people to start or expand a business within the city. Too often, city government regulations are obstacles to business development. City officials/employees need to do a better job of helping potential and current business owners find options that will still allow them to comply with regulations while helping them establish or expand their enterprises. We need to say “yes” much more often than “no.” We need to become business friendly.

 - € Find ways to promote job creation and diversity. (Note: For this and the strategy listed above, it was agreed that it will be important to maintain city funding for Lincoln County Economic Development Corporation.)

 - € Redevelop dilapidated housing sections especially in downtown areas and develop new housing where it makes the most sense. Nearly 65% of the city’s total equalized value is derived from residential property. Great strides are currently being made to improve the overall quality of the city housing stock, but much more must be done to ensure that homes for sale are quickly sold and houses throughout every ward are well maintained. Perhaps approach the county once again to request that it tighten up its foreclosure process (stick to three rather than five year + timeline). Some participants questioned what else could be done.

 - € Economic development. When we tear down the old, make certain that we replace it with something better. Becoming even more aggressive on eliminating blight will be key to good economic development. Prioritizing projects based on their potential for a solid return on investment will also be vital.

 - € Attract young families to the area by creating jobs and improving the city’s “quality of life” amenities. It was acknowledged that attracting young families will also serve to slow population decline (between 2000 and 2010, the city’s population declined nearly 5%). In theory, attracting young families will also help slow aging population trends.
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A second strategic issue that the group focused on was **“What must Merrill city government do to ensure that city infrastructure is maintained, replaced, and/or expanded when warranted?”**

Comments were made that plans have already been developed for many of these projects. However, for many funding has not yet been secured. As stated earlier under the "Continue Strategic Issues Identification" section, it was proposed that some kind of prioritization process take place based on timelines (e.g. What projects have timelines versus which ones do not? Which are coming up first?, etc.), and ability to fund (through grants, special assessments, tax increases, bonding, etc.).

Currently, the state allows local governments to raise property taxes only by the percent increase in net new construction from one year to the next. If there was no net new construction, then the levy limit is 0%. The levy limit can be exceeded if a public referendum requesting an increase is passed and then approved by city council. (Source: League of Wisconsin Municipalities).

More specific strategies will have to be determined if this strategic issue is to remain one of the most important for city government to address in the coming years.

Lastly, there was more discussion on the strategic issue **"How do we better educate the public and city employees about how city government works and the positive things it is doing?"**

This particular issue was discussed a great deal early in the planning process. During this meeting, emphasis was placed upon telling citizens about the current realities of providing services. Debate took place on whether it is within Merrill city government's "circle of influence" to even attempt to deliver such education. Consensus seemed to form around the notion that in a democracy it is vital for government to at least attempt to provide information about how it does business. Stronger consensus formed around the notion of making a more concerted effort to communicate the outcomes and impacts of city government programs and projects. More discussion about this issue will need to take place in order to decide whether it should become a priority that city government devotes substantial resources to in the coming years.

Next Meetings

The next planning meetings were scheduled for May 29, June 19, and July 17. All will begin at 5:30 p.m. and will be held in City Council Chambers.



Strategic Planning Report

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Session #6
Meeting facilitated and report developed by
Art Lersch, University of Wisconsin-Extension, Lincoln County
May 29, 2014

Introduction

Twenty-one City of Merrill stakeholders including interested citizens, the mayor, council members, the city administrator, and department heads attended the sixth city government strategic planning session. The session was facilitated by Art Lersch, UW-Extension, Lincoln County. During the meeting, the group more clearly defined proposed strategic issues and determined which are the most important for city government to pursue (see page 3 of this report for the prioritized list).

Continue Strategic Issue Identification

Before prioritizing the issues, the group discussed the meaning of each of them. Below is a summary of those deliberations.

- € Are there any services that we need to provide that we currently are not? Are there services that we may not be able to provide any longer or should not be offering? Those in attendance agreed that the meaning of these questions is straightforward.

- € What is Merrill city government's budget philosophy? Several in attendance indicated that such a philosophy should be multi-tiered, meaning that it must include plans for contingency savings, borrowing provisions, prioritizing expenditures, guidelines for carrying over funds from one year to the next, etc. Comments were made about how department heads spend down their budgets at the end of the year because what is left over isn't transferred into their next year's budget. In essence, they are penalized for being efficient managers. In general, it was agreed that the budget philosophy should be applied on a consistent basis over time. In part, a clearly stated budget philosophy may have to begin by modifying some existing city budget policies.

- € How can Merrill city government help to better engage the public and organizations in projects that will enhance quality of life? and How can city government help foster a cultural change within Merrill where its citizens become more trusting of city

government? It was agreed that these two issues should be combined, and the language of the second one be modified. The new version is reflected above. The strategic issue then became How can city government better inform and educate internal and external stakeholders in the most transparent way possible about the positive things it is facilitating, some of the challenges it is facing, and how it functions? Potential action items to address the issue if it was to be chosen as a priority were periodically publishing a list of city government accomplishments in local papers, holding town hall meetings to discuss issues and communicate city government successes, having the mayor provide a “state of the city” address annually, arranging for MP3 to tape more city meetings, and continuing to improve the city website.

- € How can city government facilitate partnerships with entities that are working to address regional issues? To help clarify the issue, the development of the Central Wisconsin Medical School project and finding skilled labor for this region were provided as examples.
- € What more can city government do to recruit and retain skilled, dedicated employees? The group decided that although recruiting and retaining quality city government employees is important, it is not one that rises to the level of being a high level priority issue at this time. It was also recognized that an aging workforce and increasing retirements may elevate the status of this particular issue in the very near future.
- € How does city government create and implement strategic economic development (and redevelopment)? Those in attendance discouraged the idea of prioritizing economic development projects until all factors are taken into consideration. Part of addressing this strategic issue will be creating and then ranking a list of projects based on a number of criteria. They also indicated that the city needs to continue its work to become even more nimble when economic development opportunities that perhaps were unforeseen arise. It was noted that the city’s Redevelopment Authority will play an important role in addressing this issue if it is chosen as a priority.
- € What can city government do to maintain and improve the city’s aging infrastructure? Everyone agreed that the meaning of this issue is straightforward.

(Note: The important issues of reducing blight and dealing with the area’s rapidly aging population are directly tied to the strategic issue of strengthening the city’s tax base, the one that was identified during the last planning session as being the most important to address in the coming years.)

Both the issues strengthening fire prevention and dealing with increased, more pervasive drug use in and around the city were deemed important but too narrowly focused to be considered primary strategic issues for the entire city government to address. They can be better addressed at the department level.

Prioritization of Strategic Issues

The group use a voting process to decide which issues city government should focus its efforts on in the coming years. Each attendee was given three votes, understanding that “**How can Merrill city government help grow the city’s tax base?**” had already been chosen by consensus as the most vital issue to address. The goal was to choose no more than three additional strategic issues, recognizing that city government has limited capacity to address many issues at the same time. The number of votes is included at the end of each of the six remaining issues that were considered.

1. **“How can Merrill city government help grow the city’s tax base?”** (consensus choice)
2. **“Are there any services that we need to provide that we currently are not? Are there services that we may not be able to provide any longer or should not be offering?”** (15 votes)
3. **“What is Merrill city government’s budget philosophy?”** (14 votes)
4. **“How does city government create and implement strategic economic development (and redevelopment)?”** (12 votes)

Others:

- **“What can city government do to maintain and improve the city’s aging infrastructure?”** (8 votes)
- **“How can city government facilitate partnerships with entities that are working to address regional issues?”** (5 votes)
- **“How can city government better inform and educate internal and external stakeholders in the most transparent way possible about the positive things it is facilitating, some of the challenges it is facing, and how it functions?”** (5 votes)

It was agreed that all these “other” issues will be addressed at some level, but will not be areas where city government focuses most of its efforts in the coming years.

Next Steps in the Planning Process

The final two planning sessions will be devoted to identifying the actions that need to take place to adequately address the issues, determining timelines, and choosing responsible parties. When considering responsible parties, planning group members are asked to think about how citizens may become involved and which individual city departments can do the most to address the issues.

Next Meetings

The remaining meetings are scheduled for June 19 and July 17, 5:30 – 7:30 p.m. Both will be held in City Council Chambers.

1406100

**COMMUNITY DEVELOPMENT COMMITTEE MINUTES
June 4, 2014, City Hall, Merrill, WI**

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

Others Present: Lee Opsahl, Jack Sroka, Jim Warsaw, Susan Ryman, Lincoln County Economic Development Director and Shari Wicke, Community Development Program Administrator.

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

Motion by Mr. Schwartzman to convene in closed session pursuant to Wis. Statutes Section 19.85(i)(e) for consideration of personal financial related to the Loan#2014-61-MTWJ; seconded by Ms. Wiesneski the motion carried 7-0 on roll vote.

Discussion was held in closed session.

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

Motion made by Mr. Koblitz to approve a loan for \$200,000 to File#2014-61-MTWJ, a loan term of 7 years at 3% interest rate pending additional financial information is provided to Mr. Warsaw and a final approval by CWED Regional committee. The loan will be secured by 2nd on personal real estate, 2nd on equipment and personal guarantees; seconded by Mr. Schwartzman, the motion carried.

Mr. Warsaw presented the three year extension request from Johnson Properties for their existing CWED Economic Development loan.

Motion by Ms. Kwiesielewicz to approve the extension request; seconded by Mr. Schneider. The motion carried.

No Public comment.

There being no further business to discuss, Mr. Schwartzman made a motion to adjourn; seconded by Mr. Rekau. The motion carried. Adjournment was at 9:30a.m.

Respectfully submitted,
Shari Wicke

#1406110

PARKS AND RECREATION COMMISSION

June 4, 2014

The Merrill Parks and Recreation Commission met on Wednesday, June 4, 2014 at 4:15 p.m. at the City Hall.

Members Present: Don Heyel, Dorwin Harris, Melissa Schroeder, Mike Willman

Members Excused Absent: Ralph Sturm, Brian Artac, Dave Sukow

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: Dave Johnson, Kandy Peterson

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

Willman stated that in the minutes it should state that he (Willman) nominated Harris for vice-chairperson.

***Carried unanimously.

***Motion by Willman, seconded by Schroeder, to approve the claims.

Harris questioned the bill for the dog park signs. Wendorf stated because they are waterproof signs the cost is a little more expensive. Signs were made for both the park and the rules of the dog park.

***Carried Unanimously.

The first item on the agenda was public comment. There was no public comment.

The next item on the agenda was to begin discussion on Outdoor pool at Stange Park. Wendorf stated he met with Becher Hoppe and because the park is in flood fringe a the flood study has to be done which will determine where the pool is built at Stange Park and if the pool has to be altered a little. The flood study must be done first to be determined also if the location can be permitted. Wendorf stated he will keep the commission updated on the progress.

The next item on the agenda was to review/approve 2014 funded Capital Project for Smith Center locker room heaters. Wendorf stated that he would like approval from the commission to go ahead and have Mechanical Incorporated install the heaters before the fall. Wendorf stated that Mechanical does all the heating work at the Smith Center. Wendorf stated that Mechanical put a bid in for \$37,800.00. Heyel questioned if the job had to be bid out because it is over \$25,000.00. After some discussion it was decided to have the project be bid out. Wendorf will get the specs put together and have the project go out for bids. Wendorf stated that he will have the bids by the August meeting.

The next item on the agenda was to discuss policy regarding park rentals by Non-Profit Organizations. Wendorf stated he just wanted to bring this up to the commission. Wendorf stated at this time there is a charge for park usage for non-profit organizations. Dave Johnson stated that non-profit should pay for the parks considering that non-profit does not pay taxes for any of

the parks. The commission stated that the policy should remain the same. All organizations will pay for usage of the parks.

The next regular meeting is scheduled for August 6, 2014 at 4:15 p.m., at the Merrill City Hall.

Public Comment: Willman questioned if the sale on the old Ranger Station was still happening. Dave Johnson stated that they are having the land accessed and then it will go out for bids.

***Motion by Willman, seconded by Schroeder, to adjourn at 4:40 p.m.

***Carried unanimously.

Dawn Smith
Recording Secretary

1406120

**City of Merrill
Board of Public Works
Wednesday, May 28, 2014 at 4:00 P.M.
City Hall Basement Conference Room, 1004 East First Street**

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

Others Present Included: City Administrator Dave Johnson, City Attorney Tom Hayden, Building Inspector/Zoning Administrator Darin Pagel, Finance Director Kathy Unertl, City Hall Maintenance Supervisor Ramona Vanderkam, Police Chief Neff, Alderman John Burgener, Alderman Dave Sukow, Alderwoman Kandy Peterson, Julie Gehrman, Dave Marnholtz, Diane Marnholtz, Karen Karow, Mike Neumann, Kathy Neumann, Don Heyel, Dee Olsen, Corey Bennett, Mike Wahoske, Melissa Schroeder, Lynn Zentner, Collin Lueck, 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 4:00 P.M.

Vouchers

The vouchers were in the meeting packet.

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

Request to plant and maintain perennials/annuals in the roundabout

Lynn Zentner, Master Gardener Class and Park City Gardens are requesting that they be allowed to plant and maintain perennials and annuals in the roundabout. A copy of the request was in the meeting packet.

1406121

Motion (Norton/Lupton) to approve the request from Lynn Zentner, Master Gardener Class and Park City Gardens to plant and maintain perennials and annuals in the roundabout. Carried.

Consider placing yield and/or stop signs @ intersections on Liberty Street

This was originally discussed by the Health and Safety Committee at a meeting on May 19th, 2014. At that meeting, the Health and Safety Committee passed a motion recommending placing yield and/or stop signs east/west along Liberty Street at intersections, at the discretion of Street Commissioner Lupton and Police Chief Neff, and referred that recommendation to the Board of Public Works.

Police Chief Neff reported on input he has received via social media Nextdoor. The input requested sign installation to address safety concerns. Police Chief Neff has suggested the option of installing signs at the Liberty Street/West Fourth Street intersection and the Liberty Street/West Fifth Street intersection, and that consideration also be given to installing a sign at the end of Liberty Street, at the intersection with West Seventh Street.

Street Commissioner Lupton stated that he observed the area on multiple occasions. He reported seeing three children walking but no vehicular traffic. In his opinion, signage is not necessary.

Alderman Lokemoen stated that vision at the intersections does not seem to be a problem and therefore he does not see a need for signage.

No action was taken. Therefore, sign placement will continue to be at the discretion of the Police Chief and the Street Commissioner.

Consider sale of trailer that was formerly used for recycling

Street Commissioner Lupton reported that the Street Department no longer has any use for their trailer that was formerly used for recycling. Therefore, he is seeking authorization to sell it.

1406122

Motion (Lokemoen/Norton) to approve the request from Street Commissioner Lupton to sell the Street Department trailer that was formerly used for recycling. Carried.

Consider street dedication request from Development & Leasing

Representing Development and Leasing Corporation, Alan Malm has submitted a petition to extend Kyes Street. The petition was originally discussed at the April 23rd, 2014 Board of Public Works meeting.

At that meeting, Mayor Bialecki reported that Alan Malm has requested that this item be delayed until the May Board of Public Works meeting, and it was so ordered.

City Attorney Hayden now reports that this has been resolved via an easement. Therefore, Board of Public Works consideration and action is no longer necessary.

No action was taken.

Health & Safety Committee recommendation to create City warming center

For the last two years, several organizations in the community have been researching and addressing the issue of ensuring safety for the homeless in the area. These groups are now attempting to establish a warming center in the City. They are currently exploring the possibility of using a portion of the old East Side Fire Station #1, 701 East First Street, as a warming center.

This issue was initially discussed at the April 28th, 2014 Health and Safety Committee meeting. At that meeting, the Health and Safety Committee passed a motion endorsing the concept of creating a warming center in the City, and referred that endorsement to the Board of Public Works.

City Clerk Heideman distributed copies of a letter from LaDonna Fermanich, Executive Director of the City of Merrill Housing Authority. The letter addresses several concerns she has related to the possible location of a warming center at the old fire station.

Melissa Schroeder explained that research has been conducted on the homeless situation in Merrill, and the results of that research seem to warrant establishing some type of center. Current plans are to have the center open from November 1st to April 15th, from 7 P.M. to 7 A.M. daily. The warming center would be manned by volunteers.

Dee Olsen reported that the organizations advocating the center would like to establish it in the old fire station building. Because their group has no funds to purchase, rent or lease a building, the group would be seeking a "gift" from the City to use a portion of the building.

Mayor Bialecki stated that, because the future use of the old fire station is unknown at this time, it would be premature for the Board of Public Works to make any recommendation and/or commitment regarding the building. He suggested that the future of the building should be discussed by the Committee of the Whole. Alderman Lokemoen agreed that the Committee of the Whole should discuss this.

Finance Director Unertl noted that the building has deteriorated considerably, and, as a result, it would be cheaper to demolish the building completely rather than attempt rehabilitation.

No action was taken at this time. Mayor Bialecki announced that this would be on a Committee of the Whole meeting agenda in the near future.

Discuss parking issues on Martin Street

Alderman Norton had requested that this item be placed on the agenda.

Concerns have been raised regarding vehicles parking on Martin Street. These concerns are related to possible safety hazards.

Discussion then evolved into speeding in the Martin Street/Golf Drive area. Several residents on Golf Drive would like to see a reduction in the speed limit on Golf Drive as well as the installation of a stop sign at the end of Golf Drive.

Dave Marnholtz had in his possession a three page petition on this issue. He stated that a business is using the street as their private parking lot, and that this needs to be discontinued.

Police Chief Neff distributed several pictures taken in the area. He stated that the Police Department would be doing speed checks on Golf Drive.

Building Inspector/Zoning Administrator Pagel issued a reminder that the zoning code provides for off-street parking. He suggests that parking be prohibited on Martin Street.

Mike Neumann provided verbal information on the history of parking in the area being discussed.

Alderman Schwartzman suggested delaying further consideration of this item until the next regular Board of Public Works meeting.

Motion (Lokemoen/Schwartzman) to erect some signs now, and then continue discussion of the issue at the next regular Board of Public Works meeting. Carried.

North Central Wisconsin Stormwater Coalition Agreement & Resolution

Street Commissioner Lupton had requested that this item be placed on the agenda. He reported that the proposed resolution is necessary for the City to continue membership and participation in the North Center Wisconsin Stormwater Coalition. The resolution was in in the meeting packet.

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

The proposed resolution will be on the June 10th, 2014 Common Council meeting agenda.

Discuss garbage and recycling rules

Alderman Schwartzman had requested that this item be placed on that agenda. He now requested that consideration of this item be delayed until the next regular Board of Public Works meeting. Without objection, it was so ordered.

Ordinance limiting disposal of garbage to only on-site generated garbage

A proposed ordinance was in the meeting packet. The ordinance would allow for the collection of only garbage generated on site. It would prohibit a property owner from placing garbage for collection at a site in which the garbage was not generated. Mayor Bialecki had requested that this ordinance be placed on the agenda.

Motion (Norton/Schwartzman) to recommend adopting the ordinance.
Carried.

The proposed ordinance will be on the June 10th, 2014 Common Council meeting agenda.

Monthly report - Street Commissioner

The report was in the meeting packet. Street Commissioner Lupton reported that the new recycling program seems to be going well. Lids for the blue recycling bins can be obtained from the Street Department.

Monthly report – Building Inspector/Zoning Administrator

The report was in the meeting packet. Bids on the 2014 sidewalk project will be submitted for consideration at the next meeting.

Monthly report – City Hall Maintenance Supervisor

The report was in the meeting packet. Summer-related issues are being addressed.

Monthly report from contracted engineering firms

No report(s) submitted.

City Administrator Johnson reported that there are still issues related to the roof at the new fire station. The City is currently waiting for the results of an inspection of that roof by an independent roof inspector. It appears that the problems are related to a faulty installation of the roof.

Place monthly reports on file

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

Next meeting

Wednesday, June 25th, 2014 at 4:00 P.M.

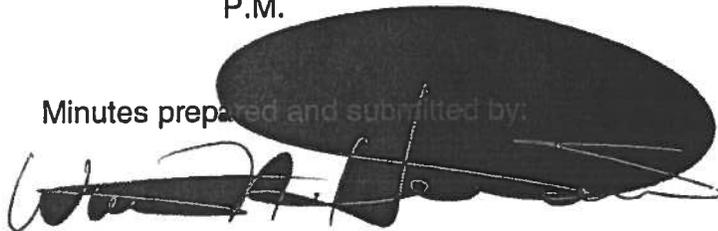
Public Comment

None.

Adjournment

Motion (Lokemoen/Schwartzman) to adjourn. Carried. Adjourned at 5:08 P.M.

Minutes prepared and submitted by:

A large, dark, circular redaction mark is placed over the signature area. Below the redaction, a handwritten signature in black ink is visible, which appears to be "William N. Heideman".

William N. Heideman, CMC, WCMC
City Clerk

1406130

**City of Merrill
Health and Safety Committee
Monday, May 19, 2014 at 4:30 P.M.
City Hall Basement Conference Room, 1004 East First Street**

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

Others Present Included: Deputy Health Officer Norbert Ashbeck, Fire Chief Dave Savone, Police Chief Ken Neff, Corey Bennett (arr. 5:03), Dale Bacher, James Merkel, Brad Bartelt, Beth Bartelt and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

Call to order

Alderman Sukow called the meeting to order at 4:30 P.M.

Nuisance complaints and exterior maintenance report

The report was in the meeting packet. Deputy Health Officer Ashbeck reported that complaints are being addressed as necessary.

Vouchers

The vouchers were in the meeting packet.

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

"Picnic" Licenses (5) – V.F.W. for Fair

V.F.W. Post 1638 has applied and paid the fee for five temporary Class "B" (picnic) licenses to sell fermented malt beverages at the V.F.W. Fair Stand (Lincoln County Fairgrounds) during the Lincoln County 4-H Free Fair, July 30-August 3, 2014.

Police Chief Neff has no concerns with the applications.

1406131

Motion (Peterson/Malm) to approve the applications from V.F.W. Post 1638 for five temporary Class "B" (picnic) licenses to sell fermented malt beverages at the V.F.W. Fair Stand (Lincoln County Fairgrounds) during the Lincoln County 4-H Free Fair, July 30-August 3, 2014. Carried.

“Picnic” License – V.F.W. for Veteran’s Picnic @ Riverside Park

V.F.W. Post 1638 has applied and paid the fee for a temporary Class “B” (picnic) license to sell fermented malt beverages at Riverside Park during a Veteran’s Picnic on August 24th, 2014.

Police Chief Neff has no concerns with the application.

1406132

Motion (Peterson/Malm) to approve the application from V.F.W. Post 1638 for a temporary Class “B” (picnic) license to sell fermented malt beverages at Riverside Park during a Veteran’s Picnic on August 24th, 2014. Carried.

“Picnic” Licenses (3) – Merrill Firefighter Charities for Softball Tournament

Merrill Firefighters Charities has applied and paid the fee for three temporary Class “B” (picnic) licenses to sell fermented malt beverages at Ott’s Park during the Merrill Firefighters Charities Softball Tournament, August 1-3, 2014.

Police Chief Neff has no concerns with the applications.

1406133

Motion (Malm/Peterson) to approve the applications from Merrill Firefighters Charities for three temporary Class “B” (picnic) licenses to sell fermented malt beverages at Ott’s Park during the Merrill Firefighters Charities Softball Tournament, August 1-3, 2014. Carried.

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

The Merrill Alumni Wrestling Club has applied and paid the fee for five temporary Class “B” (picnic) licenses to sell fermented beverages in a fenced-in tent at the Lincoln County Fairgrounds during the Lincoln County 4-H Free Fair, July 30–August 3, 2014. Carried.

Police Chief Neff has no concerns with the applications.

1406134

Motion (Peterson/Malm) to approve the applications from the Merrill Alumni Wrestling Club for five temporary Class “B” (picnic) licenses to sell fermented beverages in a fenced-in tent at the Lincoln County Fairgrounds during the Lincoln County 4-H Free Fair, July 30–August 3, 2014. Carried.

Premise to premises license transfer for New Pine Ridge Restaurant

Kim's of Wisconsin, Qemal Alimi, (d/b/a New Pine Ridge Restaurant), has submitted an application for a premises to premises transfer of their Class "B" (beer) and 'Class B" (liquor) licenses, from 300 South Pine Ridge Avenue to 1302 North Center Avenue, effective on or about June 11th, 2014.

1406135

Motion (Malm/Peterson) to approve the premises to premises transfer of Class "B" (beer) and 'Class B" (liquor) license held by Kim's of Wisconsin, Qemal Alimi, (d/b/a New Pine Ridge Restaurant), from 300 South Pine Ridge Avenue to 1302 North Center Avenue, effective on or about June 11th, 2014. Carried.

2014-2015 Liquor License renewal applications

A list of license applicants was in the meeting packet. City Clerk Heideman reported that all anticipated applications, with the exception of the Gesundheit, have been returned, and that he has no concerns with the applications at this time. Between now and actual renewal time, research will be done to ensure that there are no reasons to deny any licenses or delay any approvals.

Police Chief Neff has no concerns with the applications as submitted. He has been working with several of the licensees on updating and/or clarifying premises descriptions.

1406136

Motion (Peterson/Malm) to approve the 2014-2015 Beer & Liquor Licenses for Class "A", Class "B", "Class A", "Class B", Class "B" and "Class C" Wine, as submitted. All approvals would be contingent upon full compliance with the City of Merrill Code of Ordinances and Chapter 125 of the Wisconsin State Statutes. Carried.

Other beer and/or license applications

None.

Request from businesses to close down East Main Street for "block party"

Information was in the meeting packet. Several eastside businesses have signed and submitted a request to close a block of East Main Street (between Poplar Street and Court Street) from 2:00 P.M. to midnight, on Friday, June 20th, 2014, in conjunction with a Main Street Block Party.

Police Chief Neff has no concerns with the request.

1406137

Motion (Malm/Peterson) to approve the request from several businesses to close a block of East Main Street (from Poplar Street to Court Street) from 2:00 P.M. to midnight, for the Main Street Block Party on Friday, June 20th, 2014. Any music associated with the block party is to end by 11:00 P.M., and the street is to be cleaned up and reopened by midnight. Carried.

Consider request from Legend's for premises extension during "block party"

Legend's, 1007 East Main Street, has submitted a request for an extension of premises to sell alcoholic beverages in a fenced-in area outside their establishment on Friday, June 20th, 2014, in conjunction with a Main Street Block Party. As in other years, they are also requested that they be allowed to provide outdoor music for that event.

Police Chief Neff has no concerns with the request.

1406138

Motion (Peterson/Malm) to approve the request from Legends, 1007 East Main Street, for an extension of premises to sell alcoholic beverages in a fenced-in area outside their establishment on Friday, June 20th, 2014, in conjunction with a Main Street Block Party. Outdoor music would also be allowed until 11:00 P.M. Carried.

Ord. amending Chap. 36: Forfeiture amounts for handicapped parking violations

The proposed ordinance amendment was in the meeting packet. Police Chief Neff had requested that it be placed on the meeting agenda.

Police Chief Neff explained that the ordinance amendment would raise forfeiture amounts for handicapped parking violations. Forfeitures would be increased from \$50 to \$150. Late forfeitures would be increased from \$75 to \$300.

The ordinance amendment is necessary due to the recent enactment of a state law establishing minimum forfeitures for handicapped parking violations.

Motion (Malm/Peterson) to recommend approval of the ordinance, and refer that recommendation to the Common Council. Carried.

The proposed ordinance will be on the June 10th, 2014 Common Council meeting agenda.

Discuss non Fire Department employee use of exercise equipment @ fire station

Information was in the meeting packet. Certain City employees not working in the Fire Department have inquired as to the possibility of using the exercise equipment at the new fire station.

Fire Chief Savone explained that he has no problems with this, as long as rules established by the Fire Department are followed. Parameters that would need to be established include the hours when equipment use would be allowed, cleaning up the area after equipment use and responsibility for damaged equipment.

City Administrator Johnson recommends that this usage be authorized within parameters established by the Fire Chief.

Motion (Peterson/Malm) to authorize the use of the exercise equipment at the new fire station by Non-Fire Department City employees, within parameters established by the Fire Chief. Carried.

Note: Per City Attorney Hayden, no Common Council action on the motion is required.

Consider stop/yield signs east/west @ Liberty Street intersections

Information was in the meeting packet.

Aldерwoman Peterson had requested that this item be placed on the agenda. She stated that she has received two phone calls expressing safety concerns related to the lack of stop signs or yield signs at the intersections on Liberty Street. She toured the area and determined that, in her opinion, the lack of signs results in potential safety hazards for children, residents and motorists.

Police Chief Neff has done a survey of current sign placement at City intersections. He reported that he has discussed this issue with Street Commissioner Lupton. Police Chief Neff added that, during this discussion, Street Commissioner Lupton expressed concerns that installing these signs could lead to signs be installed at every City intersection.

Beth Bartelt, 613 Liberty Street, stated that the lack of signs poses safety concerns. She noted that other streets in the vicinity of Liberty Street have signs at intersections.

Police Chief Neff recommends that signs be placed at the Liberty Street/West Fourth Street intersection and the Liberty Street/West Fifth Street intersection, and that consideration be given to installing a sign at the intersection at the end of Liberty Street.

Motion (Malm/Peterson) to recommend placing yield and/or stops signs east/west along Liberty Street at intersections, at the discretion of Street Commissioner Lupton and Police Chief Neff, and to refer this recommendation to the Board of Public Works. Carried.

Continue considering potential steps to address train whistle noise at night

This has been an ongoing issue. City Administrator Johnson has been working on this issue, but he was not at the meeting and did not provide any written status report.

No action taken. This item will be on the next regular meeting agenda.

Monthly Report – Fire Chief Savone

The report was in the meeting packet. Fire Chief Savone reported that the new tender is now in service. The old tender has been sold, and the sale was advantageous for the City. The new rescue squad vehicle is currently being built.

Between 400 and 450 people attended the Fire Department Open House on May 18th. Fire Chief Savone remarked that, during the open house, visitors made several positive comments regarding the new station.

The Fire Department has been awarded a grant of approximately \$34,000 to promote firefighter fitness.

A preliminary meeting to discuss the formation of a Fire Department Explorer Post has been held.

Alderman Peterson stated that she was impressed with the new fire station, and she congratulated the Fire Department on their new home.

Alderman Sukow remarked that he was pleased to see the Police Department presence at the Fire Department Open House.

Alderman Sukow raised the question of whether the committee thinks it is still necessary that the Fire Department Backfill Tracking Log be prepared and included in the meeting packet. Fire Chief Savone stated that the overtime seems to be under control and the report serves no function. Alderman Peterson added her opinion that there is no reason to produce the report and that Fire Department time could be spent on more worthwhile activities. After discussion, the committee concluded that the report is no longer necessary. They noted that, if it becomes necessary to obtain the information normally included on the report, it could always be provided.

Monthly Report – Police Chief Neff

The report was in the meeting packet. Police Chief Neff reported that Eros, the new canine in the Police Department, has begun work and is averaging one successful “sniff” per “shift” in detecting illegal substances. Eros will be administered his oath of office at the June 10th, 2014 Common Council meeting.

Monthly Report – Lincoln County Humane Society

No report was submitted yet, because the date of the meeting was changed to a later date.

Place monthly reports on file

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

Schedule next meeting

Monday, June 23rd, 2014 at 4:30 P.M.

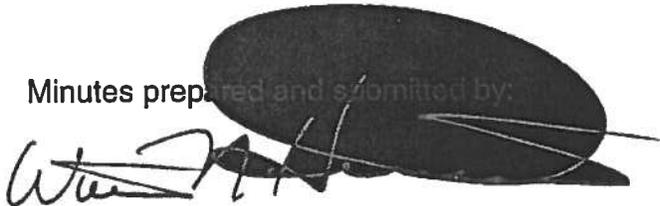
Public Comment

None.

Adjournment

Motion (Peterson/Malm) to adjourn. Carried. Adjourned at 5:24 P.M.

Minutes prepared and submitted by:

A handwritten signature in black ink, appearing to read 'William N. Heideman', is written over a large, dark, irregular redaction mark.

William N. Heideman, CMC, WCMC
City Clerk

1406140

**City of Merrill
Personnel and Finance Committee
Tuesday, May 27, 2014 at 5:00 P.M.
Basement Conference Room at City Hall, 1004 East First Street**

Voting Members Present (2 of 3): Alderman Ryan Schwartzman (Chairperson) and Alderman John Burgener. Alderman Tim Meehean had an excused absence.

Others Present Included: City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Library Director Stacy Stevens, City Hall Maintenance Supervisor Ramona Vanderkam, Fire Chief Dave Savone, Alderman Dave Sukow, Alderwoman Kandy Peterson, Kortney Pike and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

Call to order

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

Vouchers

The vouchers had been e-mailed to the three committee members and are available to the public on the City webpage.

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

Consider amendment to City Hall meeting and conference room use policy

Information was in the meeting packet. City Hall Maintenance Supervisor Vanderkam has requested the amendments.

City Attorney Hayden reviewed the proposed amendments to the policy, as follows:

1. Minimum fee of \$75 for renting the Common Council Chambers, minimum fee of \$50 for renting other City Hall areas
2. Minimum fee will be refunded if notice of cancellation is given to the City Clerk's office by or before 4:30 P.M. on the business day prior to the scheduled usage
3. Non-governmental organization meetings may not be conducted past 9:00 P.M. Monday through Thursday nor after 5:00 P.M. on Friday. The Monday through Thursday ending time is currently set at 9:30 P.M.

1406141

Motion (Burgener/Schwartzman) to approve, as presented, the amendments to the City Hall general meeting and conference room use policy. Carried.

Ordinance to change insufficient funds check fee from \$20 to \$30 for uniformity

Information was in the meeting packet. City Attorney Hayden reported that the purpose of the ordinance is to establish a uniform fee throughout the City for insufficient funds checks. Currently, different departments are charging varying fees.

Motion (Burgener/Schwartzman) to recommend adopting the ordinance. Carried.

The proposed ordinance will be on the June 10th, 2014 Common Council meeting agenda.

Resolution to state that service must be continuous to apply to accrued vacation

Information was in the meeting packet. City Administrator Johnson reported that this resolution evolved due to the recent rehiring of Building Inspector/Zoning Administrator Pagel.

The resolution would stipulate that an employee's years of service must be continuous in order to be used when calculating vacation. City Administrator Johnson stated that, based on his research, all neighboring municipalities require service to be continuous when calculating vacation.

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

The proposed resolution will be on the June 10th, 2014 Common Council meeting agenda.

Ordinance re: recorded marterials as they related to open records and retention

Information was in the meeting packet. City Attorney Hayden reported that typically all records are retained for seven years. However, keeping all videos and certain other records for seven years would result in astronomical storage costs. The proposed ordinance is based on a similar ordinance from the City of Madison and addresses this issue. The ordinance specifies that when using rewriteable recording systems in which the recordings are routinely overwritten by newer recordings, the data does not constitute a record unless it is further downloaded, printed or separately preserved to memorialize some event or proceeding.

Motion (Burgener/Schwartzman) to recommend adopting the ordinance.
Carried.

The proposed ordinance will be on the June 10th, 2014 Common Council meeting agenda.

Resolution to authorizing participation in Wis. Local Gov. Investment Pool

Information was in the meeting packet. Finance Director Unertl reported that the Wisconsin Department of Administration, rather than the State of Wisconsin Treasurer, is now managing the Wisconsin Local Government Investment Pool.

On April 15th, 2014, the Common Council passed Resolution #2360, which designates the official depositories for the City. However, that resolution designates the State of Wisconsin Treasurer as the manager of Wisconsin Local Government Investment Pool funds. The resolution will amend that and will also fulfill a request from the Wisconsin Department of Administration for a resolution they can place on file.

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

The proposed resolution will be on the June 10th, 2014 Common Council meeting agenda.

Write-off 2013 Personal Property Tax Bills for 3 discontinued businesses

Information was in the meeting packet. Finance Director Unertl is recommending that three 2013 Personal Property tax bills be written off as Over-Collected Taxes. Two of the businesses discontinued operations in either late 2012 or early 2013, and the third is uncollectable due to bankruptcy/foreclosure.

1406142

Motion (Burgener/Schwartzman) to write off the following 2013 Personal Property Tax bills as Over-Collected Taxes: Farmers Insurance (\$30.63), Yours & Mine Consignment (\$30.63) and Thelma's Apparel (\$46.08).
Carried.

Consider accepting \$150,000 Bierman Family Foundation donation for Lion's Park

Information was in the meeting packet. City Administrator Johnson reported that the City has been offered a \$150,000 from the Bierman Family Foundation to be used for improvements to the baseball diamonds at Lion's Park. He added that the donation would save taxpayer money and he recommends that the City accept this donation.

1406143

Motion (Burgener/Schwartzman) to accept a \$150,000 donation from the Bierman Family Foundation, to be used for improvements at Lion's Park. Carried.

Consider accepting \$34,474 Assistance to Firefighters Grant (90% funded)

Information was in the meeting packet. The City has been approved for a Assistance to Firefighters Grant from the Department of Homeland Security. The grants funds would be used to enhance the Merrill Firefighter Occupational Wellness and Fitness Program. The total amount of the grant is \$34,474, of which 10% (\$3,447) would be paid from the 2% Fire Dues Account.

In his recommendation to accept the grant, City Administrator Johnson noted that the grant would aid the City, has no recurring costs and would not utilize tax levy funds for the 10% portion of local funds, because funds would come from the 2% Fire Dues Account.

1406144

Motion (Burgener/Schwartzman) to accept the Assistance to Firefighters Grant from the Department of Homeland Security in the amount of \$34,474. 10% of the grant amount (\$3,447) would be from paid from local funds (2% Fire Dues Account). Carried.

Monthly Report – Municipal Court

The report was in the meeting packet.

Monthly Report – Finance Director Unertl

The report was in the meeting packet. Finance Director Unertl reported that discussions with Ehlers regarding refunding of debt service are ongoing.

Monthly Report – City Attorney Hayden

The report was in the meeting packet. It is anticipated that the City of Tomahawk court will begin operating sometime in June.

Monthly Report – City Clerk Heideman

The report was in the meeting packet.

Monthly Report – City Administrator Johnson

The report was in the meeting packet. City Administrator Johnson reported that there are still outstanding issues related to the new fire station. Until those issues are resolved, the City will be withholding any payments related to those issues.

Place monthly reports on file

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

Next meeting

Tuesday, June 24th, 2014 at 5:00 P.M.

Public Comment

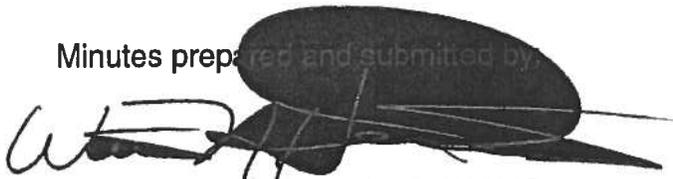
Alderman Sukow reported that a building on Foster Street that formerly housed a restaurant was currently being demolished.

Kortney Pike commented that, in October of 2013, he suggested the formation of an employee committee that would explore various employee health insurance options. Mr. Pike stated that it has now been seven months since he made that suggestion, and he inquired as to the status of his suggestion. Alderman Schwartzman responded that research will be done to answer that question.

Adjournment

Motion (Burgener/Schwartzman) to adjourn. Carried. Adjourned at 5:21 P.M.

Minutes prepared and submitted by



William N. Heldeman, CMC, WCMC
City Clerk

1406150

**City of Merrill
Water & Sewage Disposal Committee
Wednesday, May 28, 2014 at 5:00 P.M.
Basement Conference Room, City Hall, 1004 East First Street**

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

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 Norton called the meeting to order at 5:10 P.M. The meeting started late due to the length of the Board of Public Works meeting.

Vouchers

The vouchers were in the meeting packet.

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

2013 Compliance Maintenance Annual Report (CMAR)

A copy of the report was in the meeting packet.

Utility Superintendent Kriewald noted that, on page 9, the report showed that phosphorous levels during the months of March and September were not in compliance. Remedial action has already been taken on this issue.

Overall, the City received seven "A" grades, one "B" grade and one "C" grade. The "C" grade is related to phosphorous levels, and, as required, the City has submitted a response detailing steps to address that issue.

Motion (Peterson/Burgener) to approve the 2013 Compliance Maintenance Annual Report. Carried.

A resolution related the 2013 CMAR was also included in the meeting packet. It includes details on the response related to phosphorous level concerns.

Motion (Burgener/Peterson) to recommend adopting the resolution. Carried.

City of Merrill Water & Sewage Disposal Committee Minutes – May 28th, 2014

The proposed resolution will be on the June 10th, 2014 Common Council meeting agenda.

Consider purchase of In-Line Analyzer

Utility Superintendent Kriewald reported that an analyzer would help maintain compliance with phosphorous levels, a concern that was discussed earlier in the meeting. It would also help prevent "overfeeding" of chemicals into the water supply.

The meeting packet included a report on seven quotes from various vendors who sell analyzers. Utility Superintendent Kriewald recommends the purchase of a YSI In-Line Analyzer from Mulcahy Shaw Water Inc., at a cost of \$18,574.30, with funds to be allocated from the Wastewater Phosphorous Removal Account.

1406151

Motion (Peterson/Burgener) to approve the purchase of a YSI In-Line Analyzer from Mulcahy Shaw Water Inc., Cedarburg, WI, at a cost of \$18,574.30. The purchase would be made from the Wastewater Phosphorus Removal Account. Carried.

Operations Report

The report was in the meeting packet. Utility Superintendent Kriewald reported that replacement of the emergency generator has been delayed because certain equipment has not yet been received. Hydrant flushing has been completed and revealed a predominantly clean system. The water utility is attempting to identify the source of several leaks.

Public Comment

Alderman Sukow noted that incidents of bad water have been noted for some time at 1201 ½ East Third Street, and he inquired as to the status of addressing that problem. This issue was originally discussed at the April 23rd, 2014 meeting.

Utility Superintendent Kriewald responded that, now that hydrant flushing has been completed, more time can be allocated to researching and addressing this issue. He will keep the committee informed on the status of this issue.

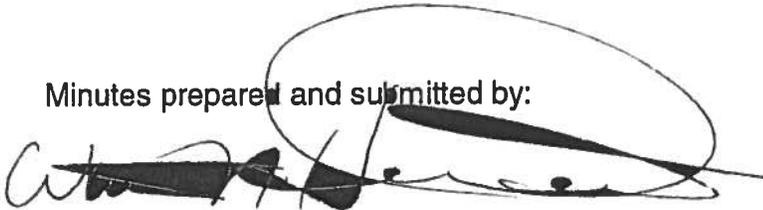
Next meeting

Wednesday, June 25th, 2014 at 5:00 P.M.

Adjournment

Motion (Norton/Burgener) to adjourn. Carried. Adjourned at 5:33 P.M.

Minutes prepared and submitted by:

A handwritten signature in black ink, appearing to read 'William N. Heideman', is written over a large, hand-drawn oval. The signature is somewhat stylized and includes a long horizontal stroke at the end.

William N. Heideman, CMC, WCMC
City Clerk

1406160

**City of Merrill
City Plan Commission
Tuesday, June 3, 2014 at 6:00 P.M.
City Hall Common Council Chambers, 1004 East First Street**

Voting members present: Mayor Bill Bialecki (Chairperson), Melissa Schroeder, Ken Maule and Steve Hass.

Other attendees: City Administrator Dave Johnson, City Attorney Tom Hayden, Building Inspector/Zoning Administrator Darin Pagel, Alderwoman Kandy Peterson, City Hall Maintenance Supervisor Ramona Vanderkam, Randy Wixon 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.

Minutes of May 6th, 2014 meeting

The minutes were in the meeting packet.

Motion (Hass/Schroeder) to approve, as presented, the minutes of the May 6th, 2014 City Plan Commission meeting. Carried.

Hearing: Amend C.U.P. for 24 additional storage units @ 1106 West Main Street

City Attorney Hayden read the public hearing notice.

Randy Wixon has submitted an application and paid the fee for an amendment to his Conditional Use Permit at 1106 West Main Street. The purpose of the amendment is to add a building with 24 additional storage units at 1106 West Main Street.

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

The public hearing portion of the meeting began at 6:02 P.M.

Randy Wixon spoke in favor of the amendment and provided verbal details on the planned additional units.

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

The public hearing was closed at 6:04 P.M.

Motion (Maule/Hass) to approve, as submitted, the Conditional Use Permit amendment. Carried.

A resolution on the Conditional Use Permit amendment will be on the June 10th, 2014 Common Council meeting agenda.

Next meeting

Tuesday, July 1st, 2014 at 5:30 P.M. The meeting agenda will included at least one public hearing.

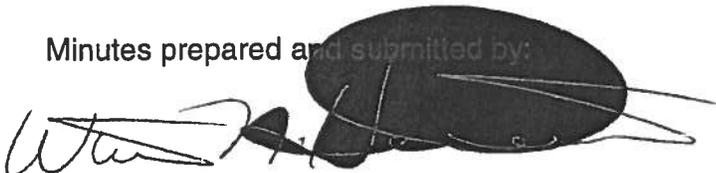
Public Comment

None.

Adjournment

Motion (Hass/Schroeder) to adjourn. Carried. Adjourned at 6:06 P.M.

Minutes prepared and submitted by:



William N. Heideman, CMC, WCMC
City Clerk

1 4 0 6 1 8 0

T. B. Scott Free Library Board of Trustees
REGULAR MEETING
May 21st, 2014

Minutes

1. Opening

President Mike Geisler called the Regular Meeting of the Board of Trustees to order at 4:05 p.m. in the Library Board Room. Present: Gene Bebel, Katie Breitenmoser, Paul Gilk, Kyle Reimann, Jim Wedemeyer and Vickie Yelle. Excused: Richard Mamer and Tim Meehean. Also present: Jacob S. from MP3.

Several items of correspondence were received. A thank you letter was received from Emily Pfingsten and family for the Memorial Book donation in memory of Elroy Pfingsten, a former library employee. Also received was a certified copy of the Order for the Petition for Appointment of Trustees and Termination of Trust in the matter of Thomas B. Scott, Jr.'s last will and testament. An acknowledgement of the donation to the Hanging Basket Project from the Merrill Area Chamber of Commerce Foundation was also received.

There was no public comment.

2. Consent Items

M Bebel/S Reimann/C to approve the minutes of the April meeting as printed. M Gilk/S Bebel /C to accept the Monthly Revenue and Expense Printouts for April as printed.

3. Reports/Discussion Items/Action Items

A. July 5th Library Hours: M Wedemeyer/S Breitenmoser /C to close the library on Saturday, July 5th. Staff members were instructed to provide adequate notification to the public of the closing.

B. Animals in the Library: Policy Review: M Reinmann/S Breitenmoser /C to approve the policy as presented.

C. Fax Machine: Policy Review: M Gilk/S Reinmann /C to approve the revised policy as presented.

At this point of the meeting, a brief recess was taken so Eros, the Merrill Police Department's new K9 officer, could be introduced to the Board Members.

D. Review and Approval of Recurring Publicity: Ms. Stevens presented a report and proposal regarding past, current, and recommended library publicity, promotional advertisements, events and initiatives. M Bebel/S Gilk /C to approve \$5,000 yearly from the Endowment Fund for the provision of library publicity and promotion; the board will be provided periodic updates as to expenditures from this allocation. Among promotional opportunities presently under consideration is a web video marketing campaign by the City of Merrill, currently in the development phase; the Board directed library staff to research promotional initiatives with other agencies in Merrill and Lincoln County.

E. Update to Wisconsin Statutes Chapter 43: Ms. Stevens reviewed the update to Wisconsin Statutes Chapter 43 reflecting changes resulting from the passage of 2013 Wisconsin Act 157. A summary of 2013 Wisconsin Act 157, including its impact on area libraries, was provided.

F. Request to Participate in Once Upon a Book Drive: M Gilk/S Reinmann /C to approve the library's participation in Once Upon a Book Drive organized by Supporting Families Together Association.

G. Strategic Plan Progress-Goals #5: Ms. Stevens presented staff progress on goals and objectives. Progress on the Strategic Plan is presented monthly on an ongoing basis.

H. Trustee Essential #10-Developing Essential Library Policies: Ms. Stevens provided copies of Trustee Essential #10. Discussion ensued regarding policy review frequency, as well as addressing situations that require reconsideration of policies.

I. Reports from Friends/WVLS Representative: The Friends of the Library annual meeting had an attendance of approximately 100. The Friends spring book sale was successful. There was no report at this time from the WVLS Representative.

4. Forthcoming Events & Library Director Report

- Summer Library Programs for both Youth and Adult begin soon. Board members were given flyers for Youth Services Summer Events. MP3 recently produced a video for the library promoting the summer program to be used by local schools--this is the second year of using video to promote SLP to the schools instead of in-person staff visits.
- Ms. Stevens has begun the 2015 budget process, based on direction from the City of Merrill and Lincoln County.
- Two minor corrections were made to the February and March statistical reports, as staff become familiar with the new format.
- The April statistical report was presented. Staff members are enthusiastic about the new format's enhanced content and emphasis.
- Ms. Stevens provided board members with a final written report of the 2014 Food for Fines program.
- Ms. Stevens reported from her attendance at the ProjectWIN meeting the previous day, including a review of progress to this point and an initial budget. Discussion by attendees focused on some of the "hot points" of the potential merger-staffing, additional content not in initial budget, material volume, and loan rules. From here, project leadership will meet in June and July and provide a recommendation. If their recommendation is to proceed with the project, a vote by member libraries will occur in August.
- Ms. Stevens has a meeting set in June with staff from the Wisconsin Department of Corrections. Numerous interested parties have also indicated their desire in attending the meeting.
- Board members received a copy of 2013 Cost Per Circulation of Wisconsin Valley Library System libraries. These figures are used when requesting Cross-County borrowing reimbursement.

5. Adjournment:

The meeting adjourned at 5:17 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on June 18th at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary

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City of Merrill
Redevelopment Authority (RDA)

Tuesday, June 3rd, 2014 at 8:00 A.M.
City Hall Council Chambers

RDA Present: Bill Bialecki, Ryan Schwartzman, Wally Smith,
Ralph Sturm, David Hayes, Jill Laufenberg, and Karen Karow

RDA Absent: None

Others: Alderpersons Chris Malm and Pete Lokemoen, City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Susan Ryman from Lincoln County Economic Development Corp (LCEDC), Mike Morrissey from Morrissey Consulting, City Building Inspector/Zoning Administrator Darin Pagel, Community Development Program Administrator Shari Wicke, City Attorney Administrative Assistant Diane Wais, and Collin Lueck from FotoNews

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

Approval of meeting minutes from April 3rd, 2014:

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

Follow up from Joint Committee of Whole and RDA meeting of May 3rd regarding Merrill Area Development Corp. (MADC) development agreements and City acceptance of property from Development and Leasing Corp./River District Development Foundation:

Unertl highlighted the resolution of the two Merrill Area Development Corp. (MADC) development agreements through a net City payment of \$203,634.53. The City/RDA will continue to assist MADC and Merrill Renewal LLC with environmental activities at 201 South Prospect Street.

The City is finalizing the acquisition of Development & Leasing Corp. property, as well as dedication of 100' strip and additional treed area for future River Bend Trail. City Administrator Johnson advised that the City will issue demolition bid request. Funding for this demolition work is coming from Merrill Community Foundation and Church Mutual Insurance. The current D&L salvage contractor will have sixty (60) days to complete their work. Wisconsin DNR has issued environmental site closure letter.

Council Resolution No. 2365 adopted on May 13th, 2014 designates the RDA as responsible for redevelopment and sale of the property.

Follow-up from Joint Committee of Whole and RDA meeting of May 3rd regarding powers of a Redevelopment Authority (RDA):

Unertl highlighted a chart showing two different, but related processes for potential Tax Increment Financing (TIF) development incentives. City staff will be working with Ehlers & Associates on additional Redevelopment Area Plans which require six of eight alderpersons voting to adopt in order to implement.

If there is a Redevelopment Area Plan, such as is the case for TID No. 7/ Redevelopment Area No. 3 (North Center Avenue Area), the Redevelopment Authority can adopt a resolution authorizing a development agreement with TIF development incentives as long as funding available is the current year TID budget.

If there is no Redevelopment Area Plan, the Redevelopment Authority reviews and makes recommendations to the Common Council. Any development agreement with TIF development incentives goes to the Council for consideration. If TIF funding is in the current year TID budget, a Council majority vote is needed. Six of eight alderpersons need to support the resolution if current year TID budget needs to be amended.

There was extensive discussion and review of the chart, TIF development incentive review/approval processes, and the legal authority for the Redevelopment Authority.

Consider RDA Resolution 2014-01: Authorizing development agreement by and between the City of Merrill, Wisconsin and Pine Ridge Restaurant, LLC for property located at 1302 North Center Avenue (Tax Increment District No. 7/Redevelopment Area No. 3):

Schwartzman advised that he no longer owns the former Champs Restaurant site. Bialecki and Unertl emphasized that the development project began with discussion related to east side new restaurant location. Unertl advised that minimal TIF development incentive was initially discussed for remodeling at the 1302 North Center Avenue building. The project went from remodeling to total demolition and new construction at the end of March 2014.

Lokemoen advised that the public was asking why TIF development incentive is necessary. There was extensive discussion related to TIF incentives and process. Mayor Bialecki highlighted recent City of Wausau development incentives. Sturm commented on "TIF Land" signs in Village of Kronenwetter.

Unertl emphasized that the City's objective was to treat property owners/developers consistently throughout the City. Morrissey added that each development is reviewed on project by project basis. Unertl noted that key criteria for TIF development incentives are tax base and jobs.

The new building is about 3,400 square feet which is about 1,100 square feet larger than the former Champs building. It is likely that well over \$300,000 is being spent in this new construction. There will be employment for about thirty (30) individuals. Bialecki expressed hope that an additional new east side restaurant, with additional new jobs, would be considered in the future.

Consider RDA Resolution 2014-01: Authorizing development agreement with Pine Ridge Restaurant, LLC (Continued):

The proposed TIF development incentive is \$10,000 after new building completion in 2014 and then an additional \$10,000 annually in 2016 and 2017 for total of \$30,000. Unertl advised that the proposed 2014 TIF incentive amount is available in the TID No. 7 budget. Further, there is Redevelopment Area Plan No. 3 that includes this site.

Motion (Schwartzman/Hayes) to adopt RDA Resolution 2014-01: Authorizing development agreement by and between the City of Merrill, Wisconsin and Pine Ridge Restaurant, LLC for property located at 1302 North Center Avenue (Tax Increment District No. 7/Redevelopment Area No. 3). Motion carried.

Consider recommendation on proposed development agreement by and between the City of Merrill, Wisconsin and Pine Dells Investments, LLC for property located at 2308 East Main Street (Tax Increment District No. 3):

Morrissey showed the proposed building façade drawing that was prepared by Stacy Ness from Kye Studios. The proposed building will be about 4,800 square feet. Morrissey emphasized that without the TIF development incentive, this redevelopment plan would not proceed. Final building and site plans will be developed after Common Council consideration of the proposed TIF incentive.

City Building Inspector Darin Pagel advised that no State approved building plans would be needed. Pagel also noted the potential for Plan Unit Development (PUD) if an additional building were constructed in the future.

The proposed TIF development incentive is \$10,000 after new building completion in 2014 and then an additional \$10,000 annually in 2016 through 2018 for total of \$40,000. Unertl advised that the proposed 2014 TIF incentive amount is available in the TID No. 3 budget.

Motion (Karow/Smith) to recommend the TIF development incentive and development agreement with Pine Dells Investments, LLC for property located at 2308 East Main Street (Tax Increment District No. 3) to the Common Council. Motion carried.

Status update on demolition timeframe for 419 West Main Street (C&D Excavating) and discussion of potential interest by another individual in building rehabilitation (Tax Increment District No. 8):

The City's September 24th, 2013 agreement with C&D Excavating was for demolition by June 1st, 2014 to facilitate redevelopment. City Administrator Johnson advised that there is an interested individual in rehabilitating the "blighted" building with potential investment of about \$1.7 million over a five-year period.

Status update on demolition timeframe for 419 West Main Street or potential building rehabilitation (Continued):

First phase for potential rehabilitation would be engineering structural analysis followed by roof replacement. Pagel emphasized need for rehabilitation from exterior to inside through window and door replacement and any brick tuck pointing. State approved building renovation plans would be required for the interior.

Unertl advised that the potential downside would be if rehabilitation effort failed. It might be necessary to use TIF \$ to demolish the structure.

Consideration of amendment to allow sale of the building by C&D Excavating would potentially allow for another demolition and redevelopment project in Tax Increment District No. 8. Since there is potential property acquisition negotiation underway, RDA Commissioners determined need to continue discussion and consideration in closed session.

Next RDA meeting: After discussion of July 4th holiday timeframe, next RDA meeting preliminarily scheduled for Tuesday, June 24th at 8:00 a.m.

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 development incentives for proposed redevelopment projects in Tax Increment District No. 8 (West Side).

Motion (Schwartzman/Smith) to convene in closed session. Carried on roll call vote at 9:07 a.m.

During the closed session, there was discussion on potential property acquisition negotiations and TIF development incentives. No action taken.

Adjournment:

Motion (Schwartzman/Sturm) to adjourn the meeting at 9:20 a.m. Carried.

Minutes prepared by RDA Secretary Kathy Unertl

1 4 0 6 2 1 0

Minutes
Airport Commission Meeting
Wednesday, April 16, 2014

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

Also Present: Larry Wenning, Steve Krueger

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

(2) Approval of the March 19, 2014 Minutes: Joe Malsack made a motion to ratify the minutes. Chris Malm seconded. Motion carried.

(3) Approval of Vouchers: The vouchers were reviewed and signed by all. Chris Malm made a motion to approve the vouchers. The motion was seconded by Lyle Banser. The motion passed.

(4) Terminal Project Status: Gary Schwartz said the pre-bid opening is scheduled for April 18th. Gary Schwartz said that by the number of pre bid packets that were requested, he thought we should get some very competitive bids. John Miller said that he was very pleased with the attendance and questions asked at the pre-bid meeting.

Security cameras were discussed for the new terminal building.

(5) Update on 2006 Project: Gary Schwartz stated there is approximately \$11,000 left over from the 2006 project. Gary said there is a dispute with Merrill Sand & Gravel so he cannot be sure of what will be left from the project.

(6) Fixed Base Operator/Airport Manager Search Process: John Miller reported to the Commission about the items that were discussed at the last steering committee meeting. John said E-mails are being sent to pilots in Minnesota and Northern Illinois.

Gary Schulz suggested that the next contract could be written to fit the FBOs strengths. Gary said that we may need to find the individual first and then adjust the contract for his needs and also make provisions for a review system of the performance of the Airport Manager. Gary asked if a new Airport Manager is not found by Sept 15th, what is going to be the alternative plan. That was briefly discussed.

Gary Schulz also said he thought Trade-A-Plane may be a good place to put an ad for candidates for the next Airport Manager/FBO Manager.

John Miller said the next meeting for the steering committee will be May 14th at 7:00.

(7) Manager's Report: John Miller said that Beecher Hoppe has gotten back to him regarding the snow and ice problem at the Vault Building. John said he was told that they would come up with a solution and take care of it this summer.

John Miller said Kathy Unertl sent a request for a 5 Year Capital Budget Plan for the Airport. John said that he thought this would be a good time to invest money in the Airport Manager's house.

John said the outside needs painting or new siding and the basement needs to be re-done to get rid of the musty odor.

John said the current FBO building needs to have two sides of the steel siding replaced because rust and peeling paint.

Gary Schwartz said the current match for the City for projects with the State and the FAA is 2 ½%. Gary said this is for projects for Runway 16/34 like re-surfacing, lengthening and a parallel taxiway.

Other items that were discussed, were a new FBO hangar, T-hangars, replacement of the courtesy car, a brush for the new tractor, a video security system for the new terminal and a furnace for the hangar.

Gary Schwartz said John Miller and he would complete the list and get it to Kathy.

(8) Chairman's Report: None for tonight.

(9) Aviation Happenings: Gary Schulz said some progress is being made to do away with the third class medical requirement.

Gary said the State of Wisconsin has passed a law to exempt aviation from sales tax on parts and labor. Gary said this is intended to keep aviation business in the state and to draw outside the state business in.

(10) Public Comment: Larry Wenning said that now may be the time to start spending a little money on advertising for the Airport Manager/FBO Operator's contract.

(11) Agenda Items for Next Meeting: Airport Day

(12) Adjournment: Joe Malsack made a motion to adjourn and Chris Malm seconded. Meeting adjourned.

These Minutes were recorded by John Miller, the Airport Manager and were ratified at the May 21, 2014 Airport Commission Meeting.

1406250

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

AN ORDINANCE: By Board of Public Works
Re: Amending Chapter 36, Article II, Division II,
Section 36-26(d)(4)(b) to amend forfeiture
amount for disabled parking

ORDINANCE NO. 2014-

Introduced: June 10, 2014

1st Reading: _____

2nd Reading: _____

3rd Reading: _____

Committee/Commission Action:

RECOMMENDED FOR PASSAGE

AN ORDINANCE

The Common Council of the City of Merrill, Wisconsin, does ordain as follows:

Section 1. Chapter 36, Article II, Division II, Section 36-26(d)(4)(b) of the Code of Ordinances for the City of Merrill is amended as follows:

Sec. 36-26(d)(4)(b) Other Parking Violations

- (b) Any person, either the registered owner of or driver of a motor vehicle who causes or permits such vehicle to be unlawfully parked as set forth in section 36-89 shall be subject to a forfeiture of ~~\$150.00~~~~50.00~~ for each violation; in addition, the city may order such vehicle towed. The procedures and charges for towing shall be the same as provided in article VI of this chapter. In the event that forfeitures imposed under this subsection are not paid within five days of the date of the violation, the amount due shall increase to ~~\$300.00~~~~75.00~~.

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Moved by: _____

Adopted: _____

Approved: _____

Published: _____

Approved:

William R. Bialecki,
Mayor

Attest:

William N. Heideman, City Clerk

1406251

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

AN ORDINANCE: By Personnel and Finance
Committee
Re: Amending Chapter 16, Fees. Rates and
Deposits Customarily Used to change the
insufficient funds fee

ORDINANCE NO. 2014-
Introduced: June 10, 2014
1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Committee/Commission Action:
RECOMMENDED FOR PASSAGE

AN ORDINANCE

The Common Council of the City of Merrill, Wisconsin, does ordain as follows:

Section 1. Chapter 16 Fees. Rates and Deposits Customarily Used, of the Code of Ordinances for the City of Merrill is amended as follows:

<u>CHAPTER 18</u> FINANCE		
<u>18-19</u>	Fee for processing checks returned for insufficient funds	\$20.00 30.00

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Moved by: _____

Adopted: _____

Approved: _____

Published: _____

Approved:

William R. Bialecki,
Mayor

Attest:

William N. Heideman, City Clerk

1406252

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

AN ORDINANCE: By Personnel and Finance
Committee
Re: Amending the Administrative Procedure
Manual at Chapter 2, Section 4(a) to add (5)
Audio, Video, Data Transmissions &
Communications and (6) Rewritable Recording
Systems

ORDINANCE NO. 2014-
Introduced: June 10, 2014
1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Committee/Commission Action:
RECOMMENDED FOR PASSAGE

AN ORDINANCE

The Common Council of the City of Merrill, Wisconsin, does ordain as follows:

Section 1. Chapter 2, Section 4(a) of the Administrative Procedure Manual for the City of Merrill is amended to add the following at Section 4(a)(6 and 7):

2-4 *Limitations on Right to Access*

(a) As provided in Wis. Stats. § 19.36, the following records are exempt from inspection under this Chapter.

(6) Audio, Video, Data Transmissions & Communications – Although audio, video, data and radio transmissions and communications may be processed through city computers, the City does not routinely copy the data nor maintain records of such communications. Whenever the City copies, records or maintains copies or recordings of such communications or transmissions, those copies may constitute public records that are subject to records requests and which must be maintained according to the appropriate records retention schedule. The Lincoln County 9-1-1 center is the custodian for police and fire radio communications.

(7) Rewritable Recording Systems – Those systems where the recordings are routinely overwritten by newer recordings, such as in continuous loop videotape or digital video written to a camera's hard drive or memory. Such data does not constitute a record unless it is further downloaded, printed or separately preserved to memorialize some event or proceeding. Until such time as these recordings are downloaded, printed or separately preserved, these recordings do not have to be preserved and, as the recording equipment programs/protocols may dictate, can be overwritten, erased or otherwise destroyed. However, if such data is downloaded, printed, or separately preserved it shall be treated as a record and shall be retained in accordance with the retention schedules.

Section 2 Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3 Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Moved by: _____
Adopted: _____
Approved: _____
Published: _____

Approved:

William R. Bialecki,
Mayor

Attest:

William N. Heideman, City Clerk

1406253

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

AN ORDINANCE: By Board of Public Works
Re: Amending Chapter 30, Article II, Section 30-34(b) to add language limiting collection

ORDINANCE NO. 2014-
Introduced: June 10, 2014
1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Committee/Commission Action:
RECOMMENDED FOR PASSAGE

AN ORDINANCE

The Common Council of the City of Merrill, Wisconsin, does ordain as follows:

Section 1. Chapter 30, Article II, Section 30-34(b) of the Code of Ordinances for the City of Merrill is amended to add the following:

Sec. 30-34. Unauthorized disposal of garbage, refuse or solid waste.

- (b) No person shall deposit, permit to be deposited, or dispose of garbage, refuse or solid waste as defined in Wis. Admin. Code ch. NR 500, as amended from time to time, or under this article for pickup or collection, other than on his own property, and unless said garbage, refuse or solid waste was generated on site by said property owner, tenant or occupant thereof.

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Moved by: _____

Adopted: _____

Approved: _____

Published: _____

Approved:

William R. Bialecki,
Mayor

Attest:

William N. Heideman, City Clerk

1406260

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE VACATION OF A
PART OF THOMAS STREET**

WHEREAS, Jennifer Beach and Dennis and Melissa Ruge have requested the vacation of a portion of Thomas Street in the City of Merrill, Lincoln County, Wisconsin; and

WHEREAS, the Board of Public Works on March 19, 2014 and the City Plan Commission on April 1, 2014 and have recommended such vacation;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 10th day of June, 2014, that the following described street be vacated:

A part of South Thomas Street within R.C. Schulzs Addition to Merrill, located in the Southwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 15, Township 31 North, Range 6 East, City of Merrill, Lincoln County, Wisconsin, described as follows;

Beginning at the Southwest corner of Lot 1 of Certified Survey Map No. 2386, recorded in Volume 13 of Certified Survey Maps on Page 181 as Document No. 500402, which is the intersection of the North right of way line of Arthur Street and the East right of way line of South Thomas Street; Thence West on the Westerly extension of the South line of said Lot 1 of Certified Survey Map No. 2386 and the North right of way line of Arthur Street to the Southerly extension of the West right of way line of South Thomas Street; Thence North along West right of way line of South Thomas Street and said Southerly extension thereof to the Westerly extension of the North line of said Lot 1 of Certified Survey Map No. 2386; Thence East on said Westerly extension of the North line of Lot 1 of Certified Survey Map No. 2386 to the East right of way line of said South Thomas Street which is the Northwest corner of said Lot 1 of Certified Survey Map No. 2386; Thence South along said East right of way line of Thomas Street and the West line of said Lot 1 of Certified Survey Map No. 2386 to the point of beginning.

The City reserves to itself, for the benefit and welfare of the general public, an easement within the vacated area for the construction, repair, and maintenance of utilities, services and storm drainage features.

BE IT FURTHER RESOLVED, that the City hereby declares that the street to be vacated is not needed for public purposes and hereby declares that the portion vacated shall revert, to the extent permitted by law, to the adjoining property owners.

RECOMMENDED BY: Board of Public
Works and City Plan Commission

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk

1406261

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE VACATION OF A
PART OF ARTHUR STREET**

WHEREAS, Jennifer Beach and Dennis and Melissa Ruge, have requested the vacation of a portion of Arthur Street in the City of Merrill, Lincoln County, Wisconsin; and

WHEREAS, the Board of Public Works on March 19, 2014 and the City Plan Commission on April 1, 2014 and have recommended such vacation;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 10th day of June, 2014, that the following described street be vacated:

Arthur Street

A part of Arthur Street within R.C. Schulzs Addition to Merrill, located in the Southwest ¼ of the Northeast ¼ of Section 15, Township 31 North, Range 6 East, City of Merrill, Lincoln County, Wisconsin, described as follows;

Beginning at the Southeast corner of Lot 9 of Block 2 of said R.C. Schulzs Addition to Merrill, which is the intersection of the North right of way line of said Arthur Street and the West right of way line of John Street and the Southeast corner of Lot 1 of Certified Survey Map No. 2386, recorded in Volume 13 of Certified Survey Maps on Page 181 as Document No, 500402; Thence West along said North right of way line of Arthur Street and the South line of said Lot 1 of Certified Survey Map No. 2386 and the Westerly extension thereof to the Southerly extension of the West right of way line of South Thomas Street; Thence South along said Southerly extension of the West right of way line of South Thomas Street to the ordinary high water mark of Devil Creek; Thence Southeasterly along said ordinary high water mark of Devil Creek to the South right of way line of said Arthur Street and the Northwest corner of Lot 2 of said Certified Survey Map No. 2386; Thence East along said South right of way line of Arthur Street and the North Line of Lot 2 of Certified Survey Map No. 2386 to the Southerly extension of said West right of way line of John Street; Thence North along said Southerly extension of the West right of way line of John Street to the point of beginning.

The intent of this legal description is to include all the lands originally dedicate for Arthur Street lying between the Southerly extension of the West right of way line of South Thomas Street and the Southerly extension of the West right of way line of John Street.

The City reserves to itself, for the benefit and welfare of the general public, an easement within the vacated area for the construction, repair, and maintenance of utilities, services and storm drainage features.

BE IT FURTHER RESOLVED, that the City hereby declares that the street to be vacated is not needed for public purposes and hereby declares that the portion vacated shall revert, to the extent permitted by law, to the adjoining property owners.

RECOMMENDED BY: Board of Public
Works and City Plan Commission

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk

RESOLUTION NO. _____

A RESOLUTION AMENDING EMPLOYEE BENEFITS – PAID LEAVES AT SECTION 12-2, TO ADD “CONTINUOUS” SERVICE

WHEREAS, the Common Council of the City of Merrill adopted a Personnel Policies, Employee Handbook for the City of Merrill non-union employees by Resolution No. 2226; and

WHEREAS, the Personnel and Finance Committee has reviewed that manual as it relates to Paid Leaves at Section 12-2, to add “continuous” service; and,

WHEREAS, the Personnel and Finance Committee has recommended a change to that policy as follows:

12-2-1 Non-union personnel including Police Support Positions.

The following vacation schedule applies to all non-union City personnel (except for Administrative, Professional, Supervisory, Technical Personnel and police and fire non-union personnel working other than a standard 40 hour per week Monday through Friday schedule). A work week is defined as five working days.

1 st year of continuous service	40 hours
2 nd to 8 th years of continuous service	80 hours
9 th to 13 th years of continuous service	120 hours
14 th to 17 th years of continuous service	160 hours
18 th and after years of continuous service	208 hours

12-2-2 Administrative, Professional, Supervisory and Technical Personnel.

The following vacation schedule applies to all Administrative, Professional, Supervisory and Technical Personnel (except for police and fire non-union personnel working other than a standard 40 hour per week Monday through Friday schedule). A work week is defined as five working days.

1 st year of continuous service	40 hours
2 nd to 6 th years of continuous service	80 hours
7 th to 13 th years of continuous service	120 hours
14 th to 17 th years of continuous service	160 hours
18 th and after years of continuous service	208 hours

12-2-3 Non-union police personnel (except Support Positions).

The Chief of Police reserves the right to determine the number of personnel on vacation at any one time in order to insure maximum protection and safety of the City. A work week for Police Department Supervisors working the same shift as union police personnel shall be defined consistent with the definition of the work week in the police union contract and this policy shall be applied consistent with the police union contract. Police supervisors, on a Monday-Friday, 40 hours schedule, have a five (5) day work week, said work week being defined as 40 hours. The vacation policy for the Police Department Supervisors is as follows:

1 st year of continuous service	40 hours
2 nd to 6 th years of continuous service	80 hours
7 th to 13 th years of continuous service	120 hours
14 th to 17 th years of continuous service	160 hours
18 th and after years of continuous service	208 hours

12-2-4 Non-union fire personnel.

The Fire Chief reserves the right to determine the number of personnel on vacation at any one time in order to insure maximum protection and safety of the City.

Chief and Captains - Administration:

1 st year of continuous service	5	Days
2 nd to 6 th years of continuous service	10	Days
7 th to 13 th years of continuous service	15	Days
14 th to 17 th years of continuous service	20	Days
18 th and after years of continuous service	25	Days

Captains - Operations:

1 st year of continuous service	72	Hours
2 nd to 6 th years of continuous service	120	Hours
7 th to 13 th years of continuous service	192	Hours
14 th to 17 th years of continuous service	240	Hours
18 th and after years of continuous service	312	Hours

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 10th day of June, 2014, that the Personnel Policies Employee Handbook is amended by adding the highlighted language as follows at Section 12-2

12-2-1 Non-union personnel including Police Support Positions.

The following vacation schedule applies to all non-union City personnel (except for Administrative, Professional, Supervisory, Technical Personnel and police and fire non-union personnel working other than a standard 40 hour per week Monday through Friday schedule). A work week is defined as five working days.

1 st year of continuous service	40 hours
2 nd to 8 th years of continuous service	80 hours
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1 st year of continuous service	40 hours
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1 st year of continuous service	5	Days
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7 th to 13 th years of continuous service	15	Days

14 th to 17 th years of continuous service	20	Days
18 th and after years of continuous service	25	Days

Captains - Operations:

1 st year of continuous service	72	Hours
2 nd to 6 th years of continuous service	120	Hours
7 th to 13 th years of continuous service	192	Hours
14 th to 17 th years of continuous service	240	Hours
18 th and after years of continuous service	312	Hours

Recommended by: Personnel Committee

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki, Mayor

Passed : _____

William N. Heideman, City Clerk

1406263

RESOLUTION NO. _____

**A RESOLUTION APPROVING PARTICIPATION IN THE WISCONSIN LOCAL
GOVERNMENT INVESTMENT POOL**

WHEREAS, the State of Wisconsin has created a Local Government Investment Pool;
and,

WHEREAS, it may prove beneficial for the City of Merrill to participate in the program;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE
CITY OF MERRILL, WISCONSIN this 10th day of June, 2014, that the City of Merrill
participate in the State of Wisconsin's Local Government Investment Pool, pursuant to provisions
of Section 25.50 of the Wisconsin Statutes,

BE IT FURTHER RESOLVED, that the following be designated as the "Local Officials"
authorized to transfer funds to or from the Department of Administration for deposit in the Fund:

Kathy Unertl Finance Director
Kathy Seubert Administrative Assistant

Notification of changes in authorized officials may be made to the Department of Administration
in writing without modification to this resolution.

BE IT FURTHER RESOLVED, the Local Government Investment Pool is authorized to
accept telephone requests, emails and facsimile transmissions, for withdrawal of funds.

Recommended by: Personnel and Finance
Committee.

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk

1406264

RESOLUTION NO. _____

**A RESOLUTION APPROVING A NORTH CENTRAL WISCONSIN STORMWATER
COALITION COOPERATIVE AGREEMENT**

WHEREAS, the Wisconsin Department of Natural Resources regulates municipal storm sewer systems discharging water to surface or groundwaters through the Wisconsin Pollutant Discharge Elimination System (WPDES) permit program; and,

WHEREAS, the goal of the WPDES Storm Water Program is to prevent the transportation of pollutants to Wisconsin's water resources via stormwater runoff; and,

WHEREAS, the City of Merrill in Lincoln County, Wisconsin owns stormwater facilities that are required to be permitted under the Wisconsin Pollutant Discharge Elimination System (WPDES); and,

WHEREAS, the Stormwater Management Cooperative Agreement is between Marathon County, the cities of Baraboo, Marshfield, Merrill, Mosinee, Schofield, Stevens Point, Wausau, and Wisconsin Rapids; the villages of Kronenwetter, Rothschild and Weston, and the town of Rib Mountain, herein referred to as the North Central Wisconsin Stormwater Coalition; and,

WHEREAS, the purpose of the Agreement, which is authorized pursuant to ss.66.0301, Wis. Stats., is to develop and implement a single information and outreach program meeting the requirement of the Wisconsin Administrative Code and to increase awareness of stormwater impacts on waters of the state while avoiding duplication of efforts and saving costs; and,

WHEREAS, the coalition will cooperate to adapt and revise operating procedures and municipal ordinances to comply with the requirements of the WPDES General Permits held by each party to the agreement and any changes made to the Wisconsin Administrative Code;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 10th day of June, 2014, hereby authorizes and executes a Stormwater Management Cooperative Agreement between Marathon County, the cities of Baraboo, Marshfield, Merrill, Mosinee, Schofield, Stevens Point, Wausau and Wisconsin Rapids; the villages of Kronenwetter, Rothschild, and Weston; and the Town of Rib Mountain.

Recommended by: Board of Public Works

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk

1406265

RESOLUTION NO. _____

A RESOLUTION APPROVING THE 2013 COMPLIANCE MAINTENANCE ANNUAL REPORT FOR THE CITY OF MERRILL WASTEWATER TREATMENT PLANT

WHEREAS, the City of Merrill is required by the Wisconsin Department of Natural Resources (WDNR) to complete a Compliance Maintenance Annual Report on its Wastewater Treatment Plant; and

WHEREAS, the Water and Sewage Committee, of the City of Merrill, has reviewed the Compliance Maintenance Report for the year 2013, and has determined that it reflects the performance of the Wastewater Treatment Plant during 2013; and

WHEREAS, the report indicates a need for continued improvements at the Wastewater Treatment Plant and its operations to meet the requirements set forth by the WDNR;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN, this 10th day of June, 2014, that:

1. The Compliance Maintenance Annual Report for 2013 is hereby approved and authorized to be filed with the WDNR.
2. That the Compliance Maintenance Annual Report for 2013 is an accurate indication of the performance of the City of Merrill Wastewater Treatment Plant for the year 2013.
3. That report sets forth the following actions necessary to maintain an effluent requirement contained in the Wisconsin Pollutant Discharge Elimination Systems Permit:
 - (a) Develop and implement a Capacity, Management, Operation & Maintenance (CMOM) program.
 - (b) Review testing schedule for phosphorus and determine what changes can be made to be more proactive with available resources to remain in compliance.

Recommended by Water and Sewage
Committee

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki, Mayor

Passed: _____

William N. Heideman, City Clerk

1406266

RESOLUTION NO.

**A RESOLUTION AUTHORIZING DEVELOPMENT AGREEMENT BY AND
BETWEEN THE CITY OF MERRILL, WISCONSIN AND
PINE DELLS INVESTMENT, LLC**

WHEREAS, the Common Council of the City of Merrill created Tax Increment District (TID) No. 3 on September 13, 2005 and amended the area July 11, 2006 and September 24, 2013; and

WHEREAS, Pine Dells Investment LLC is constructing a commercial development on property located within TID No. 3 and,

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

WHEREAS, the City and Pine Dells Investment, LLC, have negotiated the development agreement to provide an incentive payment to facilitate the commercial development;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 10th day of June, 2014, that the Mayor and City Clerk are authorized to sign the development agreement by and between the City of Merrill and Pine Dells Investment, LLC, and to facilitate the implementation thereof.

Recommended by: Redevelopment
Authority – June 3, 2014

CITY OF MERRILL, WISCONSIN

William R. Bialecki
Mayor

Moved: _____

Passed: _____

William N. Heideman
City Clerk

1406267

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AMENDMENT TO A CONDITIONAL USE PERMIT TO ALLOW RANDALL C. WIXSON D/B/A RC-N-DI INVESTMENTS TO CONSTRUCT ADDITIONAL SELF STORAGE UNITS AT 1106 W. MAIN STREET, MERRILL

WHEREAS, Randall C. Wixson d/b/a RC-N-DI Investments has requested an amendment to his Conditional Use Permit pursuant to the Merrill Zoning Code Section 113, Article IV for the purpose of constructing an additional building with 24 storage units at the following described location:

Lot one (1) of Certified Survey Map 2251 a/k/a 1106 W. Main Street, Merrill, Lincoln County, Wisconsin; and,

WHEREAS, the City Plan Commission scheduled a public hearing on the application June 3, 2014, due public notice having been given and opportunity given to those interested to speak on the application; and,

WHEREAS, the City Plan Commission has reviewed the application, for the amendment, allowing for construction of an additional building with 24 storage units and revising the description of the Planned Unit Development, has found that it does meet the requirements of Merrill Zoning Code Section 113, Article IV and has recommended approval of said application;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 10th day of June, 2014, that the Conditional Use Permit issued to Randall C. Wixson d/b/a RC-N-DI Investments be amended to add an additional building with 24 storage units at the aforesaid described premises.

Recommended by: City Plan Commission

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk