

**CITY OF MERRILL  
COMMON COUNCIL  
TUESDAY, JULY 8, 2014  
7:00 P.M.  
CITY HALL COUNCIL CHAMBERS  
AGENDA**

- 140710** Invocation by Pastor Angie Steinhauer, Christ United Methodist Church
- 140715** Pledge of Allegiance
- 140720** Roll Call
- 140725** Public Comment Period
- 140730** Minutes of June 10<sup>th</sup>, 2014 Common Council meeting
- 140740** Revenue & Expense Report – June 2014
- 140760** Communications and Petitions
- 140761** Employee Recognition
  - Christopher A. Hartwig, 30 years (Police Department)
  - Joy Ellen Annis, 15 years (Parks & Recreation Department)
- 140780** Housing Authority – No Action
- 140790** Committee of the Whole – No Action
- 1407100** Community Development Committee – No Action
- 1407110** Parks and Recreation Commission – No Meeting
- 1407120** Board of Public Works
- 1407121** The Board recommends rejecting the bid of \$94,071 from Pember Companies, Inc., on the M-2-2014 Sidewalk Project.
- 1407122** The Board recommends rejecting the bid of \$82,293 from Merrill Gravel and Construction, on the Thielman Street Culvert Replacement Project.

**1407123** The Board recommends approving, as presented, the lease agreement with Carkelsy, Inc., to grant the right to occupy and use a portion of right-of-way on State Highway 64 for parking, convenience store operations and the sale of propane. Based on the standard formula used by the City to calculate right-of-way leases, the prorated lease amount for the remainder of 2014 (July through December) would be \$223.71.

**1407130** Health and Safety Committee

**1407131** The Committee recommends approving the applications from the Fraternal Order of Eagles for five temporary Class "B" (picnic) licenses to sell fermented malt beverages in the Eagles Fair Stand (Lincoln County Fairgrounds) during the Lincoln County Fair, July 30-August 3, 2014.

**1407132** The Committee recommends approving the pawnbroker license application from Park City Pawn (Jason A. Ratzlaff), 1319 East Main Street, contingent upon compliance with the City of Merrill Code of Ordinances Chapter 8, as it relates to pawn shops.

**1407150** Water and Sewage Disposal Committee – No Action

**1407160** City Plan Commission – No Action

**1407170** Transit Commission – No minutes submitted

**1407180** Library Board – No Action

**1407185** Redevelopment Authority

**1407186** The Authority recommends allowing Stephanie Springborn to proceed with building redevelopment at 413 and 419 West Main Street.

**1407200** Enrichment Center Committee on Aging – No Action

**1407210** Airport Commission – No Action

**1407230** Placing Committee Reports on File

## **ORDINANCES**

None.

## **RESOLUTIONS**

- 1407260** A Resolution authorizing a Development Agreement by and between the City of Merrill, Wisconsin and Merrill Tool & Waterjet LLC (from June 24<sup>th</sup>, 2014 Redevelopment Authority meeting)
- 1407261** A Resolution honoring John S. Boucher for his extended service and great contribution to the City of Merrill (from the Common Council)
- 1407270** Mayor's Communications
- 1407999** Adjournment

William N. Heideman, CMC, WCMC  
City Clerk

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

Wednesday, June 11, 2014 4:00 P.M. Jenny Towers Library, Merrill, WI

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

ABSENT: Paul Wagner

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

Public Comment Period: Amanda Kostman arrived. Comments were heard from:

**Elaine Weidenhofs, Park Place** - The proposed No Smoking policy is not acceptable. She would like to be grandfathered in as a smoker and also feels that burning incense and candles should be allowed. She would not have moved into Park Place had she known there would be no smoking allowed in the building and she has given her notice to move out. By forcing smokers to go outside to smoke, MHA is putting them in a place where they can't protect them.

**Gerry Shaver, Park Place** - Agreed with many points made by Elaine. Feels smokers should be able to smoke in their apartments and she thinks more notice should have been given so that people have more time with their attempts to quit smoking.

Motion to approve the minutes of May 14, 2014 meeting and today's agenda: Kostman/Humphrey. Motion passed unanimously.

Discussion and motion to approve Checks #21713 thru #21756 and Billings to date for May 2014 with attached list of expenditures: Kostman/Humphrey. Passed unanimously by roll call vote: Humphrey-aye, Kostman-aye, Colclasure-aye, and Weissinger-aye.

Move-ins and Move-outs for May 2014: LaDonna noted that no move-outs were related to the proposed no-smoking policy and that she would continue to report the move-out reasons going forward. Motion to accept report and place on file. Humphrey/Kostman. Motion passed unanimously.

Report on Park Place Investments: LaDonna reported that rent was deposited into this account and is the reason for the larger account increase in May. Clarification on the interest for May was requested. LaDonna will check to make sure that the report is correct. Motion to accept and place on file the Park Place Investment report. Weissinger/Humphrey. Passed unanimously.

Update Report on Charter/Dish (PP&JT): LaDonna has been keeping tenants informed of details in relation to the transition from Charter to Dish. The Dish installation date has changed to June 25th, but we don't anticipate any lapse in service at this time.

No Smoking/Flame Free Policy for Park Place & Jenny Towers: No action will be taken until the July meeting.

Approve split payroll for all maintenance staff for Park Place & Jenny Towers: LaDonna requested approval to split the payrolls of all maintenance positions between Park Place and Jenny Towers due to the restructuring of the maintenance department. Motion to split payroll for the all maintenance positions between Park Place and Jenny Towers. Kostman/Humphrey. Motion passed unanimously.

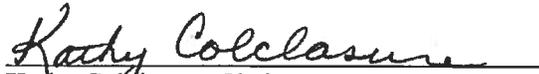
Discuss GPNA results for Five-Year Planning: LaDonna gave Commissioners a summary report of the GPNA findings conducted by Martin Riley Architects and Engineers. Overall, the results show that our buildings are in good shape for their age. The energy audit was also included in the packet of distributed information. LaDonna encouraged Board members to look over the information and forward any five- year plan ideas or questions to her prior to the July meeting. She will also email the full summary reports to the Board for further review. The completed GPNA tool is expansive and should be a good tool for MHA to use when providing HUD with the required reports and plans and the cost associated with paying MRAE to complete it for us was worth every penny.

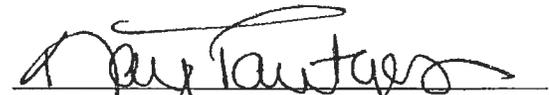
For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: None.
2. Executive Director's Report: LaDonna reported that MHA has undergone many changes recently. Some tenants are fine with all the change but there are also many tenants who are very unhappy with changes being made.

The next regular meeting of the Commissioners of the Housing Authority will be held on either **Wednesday, July 9 or July 16, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.** LaDonna will contact Commissioners with the exact date after the RFQs are returned on June 20<sup>th</sup>.

Motion to adjourn at 4:25 P.M. and open Section-8 Housing - Jenny Towers Meeting. Kostman/Humphrey.  
Motion passed unanimously.

  
Kathy Colclasure, Chairman

  
Kay Tautges, Recording Secretary

  
LaDonna Fermanich, Executive Director

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

**Wednesday, June 11, 2014, 4:25 P.M., Jenny Towers Library, Merrill, WI 54452**

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

**ABSENT:** Paul Wagner

**SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING** called to order by Chairman Kathy Colclasure. Motion to excuse Paul Wagner from meeting. Kostman/Humphrey. Motion passed unanimously. Motion to approve minutes of May 14, 2014 meeting and today's agenda: Kostman/Humphrey. Motion passed unanimously.

Discussion and motion to approve Checks #16956 thru #16996 and Billings to date for May 2014 with attached list of expenditures: Kostman/Weissinger. Passed unanimously by roll call vote: Kostman- aye, Humphrey-aye, Colclasure-aye, and Weissinger-aye.

Discussion and Approval of Move-ins and Move-outs for May 2014: LaDonna reported that the JT move out was someone in need for more care and had nothing to do with the proposed no-smoking policy. Motion to accept report and place on file. Kostman/ Humphrey. Motion passed unanimously.

Report on Jenny Tower Investments: LaDonna reported a sizable gain for the month noting that about ½ came from the HAP subsidy and the rest was from investments. No withdrawals were made from the account in May. She also explained that the monthly HAP subsidy will be increasing due to the increase in Market Rent from \$490.00 to \$498.00. Tenants currently paying market rent will be notified of the \$8.00/month increase to their rent during September recertifications. Their increase will be effective in January. Income-based tenants will not be affected as the \$8.00 will be added to the HAP payment we receive, not to their portion of the rent. Motion to accept and place on file the Investment Report. Humphrey/Kostman. Motion passed unanimously.

Approval of Elevator Bid: Three bids were received, all of which were to include an on-going 2 year service contract: Braun ThyssenKnupp bid \$233,600.00, Schindler bid \$196,875.00 and Otis bid \$189,814. Otis currently provides service for the PP elevators and is also willing to renegotiate that maintenance contract to reflect services provided at both buildings. Motion to accept the bid from Otis Elevator Corporation. Kostman/Humphrey. Motion passed unanimously.

Approval of St. Paul Bid: Martin Riley Architects reviewed the bids and advised going with Precision Builder's bid. They noted that some of the other bids were incomplete, missing information, using allowances or using materials not equal to those specified. Precision Builders bid used the products specified. Rob Norton asked if a check had been done to determine if Precision Builder's has been delinquent in paying taxes. Commissioners checked on this during the meeting and found no delinquency on Precision Builder's part. Motion to accept the bid from Precision Builders. Kostman/Humphrey. Motion passed unanimously.

Discuss GPNA results for Five-Year planning: LaDonna provided more information for review by Board Members. (Refer back to the Park Place meeting minutes).

Closed Session: Legal matters and Bargaining Issues: Motion to go into closed session and to include Kay Tautges in the closed session at 4:45 p.m. Kostman/Humphrey. Motion passed unanimously. Minutes from the

closed session will be filed separately and confidentially. Closed session attended by: K. Colclasure, D. Humphrey, R. Weissinger, R. Norton, A. Kostman, L. Fermanich and K. Tautges. Motion to return to open session at 5:25 p.m. Kostman/Humphrey. Motion passed unanimously.

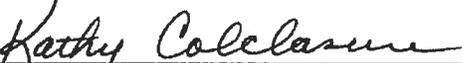
No actions were taken during the closed session.

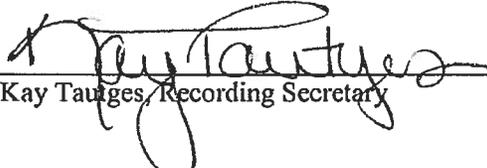
For the Good and Betterment of the Section-8 Housing Program:

1. Commissioner Items/Comments – None.
2. Executive Director's Report – None
3. Public Comment - None.

The next regular meeting of the Commissioners of the Housing Authority will be held on either **Wednesday, July 9 or July 16, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.** LaDonna will contact Commissioners with the exact date after the RFQs are returned on June 20<sup>th</sup>.

Motion to adjourn meeting at 5:26 p.m. Kostman/Humphrey. Motion passed unanimously.

  
Kathy Colclasure, Chairman

  
Kay Tautges, Recording Secretary

  
LaDonna Fermanich, Executive Director

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

CLOSED SESSION MINUTES

Wednesday, June 11, 2014, 4:45 P.M., Jenny Towers Library, Merrill, WI 54452

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

ABSENT: Paul Wagner

SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING motion to go into Closed Session for the purpose of discussing legal matters and bargaining issues. Kostman/Humphrey. Motion passed unanimously.

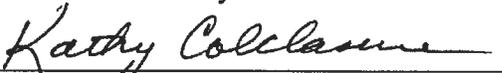
Legal Matters: Update on Myron Dallman: LaDonna and our attorney attended a deposition hearing last week for two Park Place witnesses. Also present were representatives from Otis elevator and the City of Merrill Municipal insurance provider. We can expect it will be a lengthy process.

Bargaining Issues/Property Concerns: LaDonna suggested some ideas regarding the parking lot and old fire department. (See Food For Thought Regarding Development Options handout). LaDonna will contact the Historic Society to find out if the fire department building in on the historic register. Kathy will contact the Mayor and request to be a member of the Ad Hoc warming shelter committee. Commissioners suggested offering to pay 6 months of the LCB drive-up building utility bills if the city is interested in using that building as a warming shelter.

Martin Riley Plans: LaDonna shared plans from Martin Riley which suggested adding 18 two bedroom units in the "jogs" of the PP building. She will need to find out specific HUD guidelines regarding occupancy issues to rent a two bedroom apartment to a single tenant vs. a couple. These ideas, however, were a new take on an old problem and should be shared with any developer going forward.

No actions were taken during closed session.

5:25 p.m. motion to exit Closed Session and return to Open Session: Kostman/Humphrey. Motion passed unanimously.

  
Kathy Colclasure, Chairman

  
Kay Tautges, Recording Secretary

  
LaDonna Fermanich, Executive Director

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**City of Merrill  
Committee of the Whole  
Strategic Planning Session  
Thursday, April 17, 2014 at 5:30 P.M.  
City Hall Common Council Chambers  
1004 East First Street**

Committee of the Whole members present (7 of 9): Mayor Bill Bialecki, Alderman Chris Malm (First District – left at 6:45 P.M.), Alderman Ryan Schwartzman (Third District), Alderman John Burgener (Fifth District), Alderman Dave Sukow (Sixth District), Alderman Rob Norton (Seventh District) and Alderman Tim Meehean (Eighth District), Alderman Pete Lokemoen (Second District) and Alderwoman Kandy Peterson (Fourth District) had excused absences.

Other attendees included: City Administrator Dave Johnson, Enrichment Center Director Jane Deau, City Attorney Tom Hayden, Utility Superintendent Kim Kriewald, Street Commissioner Richard Lupton, Police Chief Ken Neff, Fire Chief Dave Savone, Library Director Stacy Stevens, Finance Director Kathy Unertl, City Hall Maintenance Supervisor Ramona Vanderkam, Park and Recreation Director Dan Wendorf, Judy Woller, Gene Bebal (arr. 5:42), Lincoln County Community Development Educator Art Lersch and City Clerk Bill Heideman.

**Call to order**

Mayor Bialecki called the meeting to order at 5:33 P.M. He then turned the meeting over to Lincoln County Community Development Educator Lersch.

**Strategic long-term planning session/discussion #4 (facilitated by Art Lersch)**

The Session #3 Report was reviewed. There were no changes or corrections to the report.

Lincoln County Community Development Educator Lersch explained that the primary goal of this meeting would be to develop a mission statement for City government.

Discussion on City departments and services was continued from the previous meeting. The report on services provided by the Enrichment Center was distributed. Lincoln County Community Development Educator Lersch reminded department heads that, if they have not already submitted a list of services to him, they should do so as soon as possible.

At 6:06 P.M., the attendees were divided into two separate groups. Both groups worked on developing.

The two groups then reassembled as one and discussed the mission statement that both group drafted. Based on those, the entire group created the following mission statement for City of Merrill government.

“The mission of the City of Merrill government is to provide high quality services in an innovative, consistent, and efficient manner.”

Discussion then began on identifying strategic issues. Growing the tax base, jobs and economic development were cited as important issues. Lincoln County Community Development Educator Lersch urged that all participants continue contemplating strategic planning issues, in preparation for the next meeting.

*Note: After the meeting, Lincoln County Community Development Educator Lersch prepared and submitted a meeting report. That report will be filed with these minutes and is also available on the City website.*

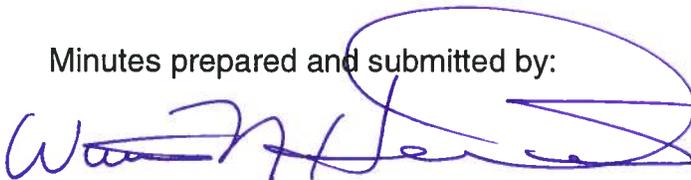
**Public Comment**

None.

**Adjournment**

Motion (Burgener/Norton) to adjourn. Carried. Adjourned at 7:31 P.M.

Minutes prepared and submitted by:



William N. Heideman, CMC, WCMC  
City Clerk

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**COMMUNITY DEVELOPMENT COMMITTEE MINUTES  
Thursday, July 3, 2014, City Hall, Merrill, WI**

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

Present: Jack Mikunda, 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.

Shari Wicke presented the request from Park City Credit Union to have the City of Merrill release their Community Development Block Grant mortgage of \$17,000. Mr. Mikunda from Park City Credit Union discussed their interest in this property and his concerns of the condition of the property.

Motion by Mr. Schwartzman to approve the release of the mortgage for File#9576; seconded by Ms. Wiesneski. The motion carried.

No Public comment.

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

Respectfully submitted,  
Shari Wicke

1407120

**City of Merrill  
Board of Public Works  
Wednesday, June 25, 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, Alderman Dave Sukow, Alderwoman Kandy Peterson, Roger Paul, Rod Akey, Gary Schwartz, 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. Street Commissioner Lupton answered questions related to the vouchers.

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

**Consider bid(s) on M-2-2014 Sidewalk Project**

Building Inspector/Zoning Administrator Pagel had requested that this item be placed on the agenda. He reported that five bid packages were distributed to various companies, but that only one bid was received. That bid, from Pember Companies, Inc., was for \$94,071.

Building Inspector/Zoning Administrator Pagel noted that the bid amount was approximately 30% higher than the bid received in 2013 for sidewalk work. In his opinion, the bid is unacceptable. He recommended that the bid be rejected and that the project be rebid in 2015. He noted that, if the project is delayed until 2015, work will still need to be finished on the streets that are "pending" completion.

**1407121**

Motion (Lokemoen/Schwartzman) to reject the bid of \$94,071 from Pember Companies, Inc., on the M-2-2014 Sidewalk Project. Carried.

**Consider bid(s) on Thielman Street culvert replacement**

Street Commissioner Lupton had requested that this item be placed on the agenda. Rod Akey, Akey Engineering, reported that only one bid was received. He has estimated that the bids would be approximately \$60,000, but the lone bid received, from Merrill Gravel and Construction, was for \$82,293.

Rod Akey stated his opinion that the culvert should remain stable for another year, and he suggested that the project be delayed until 2015.

**1407122**

Motion (Norton/Schwartzman) to reject the bid of \$82,293 from Merrill Gravel and Construction, on the Thielman Street Culvert Replacement Project. Carried.

**Consider Roger Paul request to pave strip on East Fifth Street, east of East Street**

Mayor Bialecki placed this item on the agenda. He has received a verbal request from Roger Paul, 206 West Firth Street. Mr. Paul is asking permission to pave a 60' x 22' strip of West Fifth Street, east of East Street.

The Board did not indicate any objections to the request.

Motion (Schwartzman/Lupton) to approve the verbal request from Roger Paul to allow him to pave a 60' x 22' strip of West Fifth Street, east of East Street. Carried.

No Common Council action on the motion is necessary.

**Consider lease agreement with Carkelsy - State Highway 64 right-of-way**

Carkelsy Inc., has submitted a request for a right-of-way lease agreement with the City, to occupy and use a portion of right-of-way on State Highway 64 for parking, convenience store operations and the sale of propane.

City Attorney Hayden noted that an agreement has been prepared and was included in the meeting packet. The lease amount is based on the standard formula used by the City to calculate right-of-way leases.

**1407123**

Motion (Schwartzman/Lokemoen) to approve, as presented, the lease agreement with Carkelsy, Inc., to grant the right to occupy and use a portion of right-of-way on State Highway 64 for parking, convenience store operations and the sale of propane. Based on the standard formula used by the City to calculate right-of-way leases, the prorated lease amount for the remainder of 2014 (July through December) would be \$223.71. Carried.

**Condemnation of DC Motors, 2200 Sturdevant Street**

No information was in the meeting packet. Building Inspector/Zoning Administrator Pagel distributed information on the ongoing discussions/meetings with the owner of the former DC Motors property. The owner has not submitted a plan for the property and is not taking action on it. As a result, the building has become a safety hazard.

Motion (Lokemoen/Norton) to authorize City Attorney Hayden to send a letter to the owner of the former DC Motors property, 2200 Sturdevant Street. The letter is to inform the owner that, before the next Board of Public Works meeting, the owner must submit a plan on the property, and the plan must be acceptable to both City staff and the Board of Public Works. If an acceptable plan is not submitted, condemnation orders will proceed immediately. Carried.

No Common Council action is necessary at this time.

**Consider options on disposal of former Anson-Gilkey, 401 South Kyes Street**

Mayor Bialecki reported that Resolution #2365, adopted by the Common Council on May 13<sup>th</sup>, 2014, authorizes acceptance, by the City, of the former Anson-Gilkey property from Development and Leasing Corporation. The resolution also stipulates that the remainder of that property not to be used by the River District Development Foundation shall be redeveloped and sold by the Redevelopment Authority. Therefore, no action on this agenda item is necessary.

**Continue discussion of parking issues on Martin Street**

This issue was initially discussed at the May 28<sup>th</sup>, 2014 Board of Public Works meeting. At that meeting, a motion was passed to erect some signs, and then continue discussion of the issue at the next regular Board of Public Works meeting.

Alderman Norton reported that the signage installation appears to have resolved the situation and related concerns. No action was taken.

**Discuss garbage and recycling rules**

Alderman Schwartzman had requested that this item be discussed. It was originally on the May 28<sup>th</sup>, 2014 Board of Public Works meeting agenda. At that meeting, Alderman Schwartzman requested that consideration be delayed until the next regular Board of Public Works meeting, and it was so ordered.

Alderman Schwartzman reported that several residents living in multi-unit structures have concerns because they can only put out one bag of garbage weekly. Street Commissioner Lupton responded that, since the new recycling program has been implemented, the number of complaints related to garbage/recycling has dramatically reduced.

No action was taken.

**Monthly report - Street Commissioner**

The report was in the meeting packet.

**Monthly report – Building Inspector/Zoning Administrator**

The report was in the meeting packet. Building Inspector/Zoning Administrator Pagel has been addressing several exterior maintenance issues.

**Monthly report – City Hall Maintenance Supervisor**

No written report was submitted, so City Hall Maintenance Supervisor Vanderkam reported verbally. Air conditioning issues are being addressed as necessary. Probation and Parole are in the process of leasing additional space on the City Hall second floor. City Hall Maintenance Supervisor Vanderkam is currently attempting to get an assessment on the condition of the City Hall steam pipes.

**Monthly report from contracted engineering firms**

No report(s) submitted. Rod Akey reported that the Taylor Street project is scheduled to begin in July.

**Next meeting**

Wednesday, July 23<sup>rd</sup>, 2014 at 4:00 P.M.

**Public Comment**

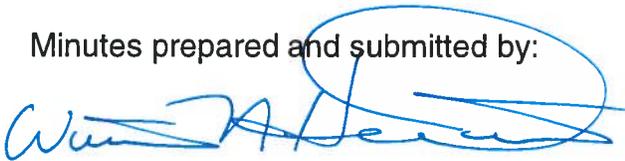
Alderman Sukow suggested that, although the recommendation was made to delay the bid on the sidewalk project, the bids received next year could be just as high or even higher.

Building Inspector/Zoning Administrator Pagel stated that the Capital Improvements hearings have tentatively been scheduled for August 15<sup>th</sup>.

**Adjournment**

Motion (Schwartzman/Norton) to adjourn. Carried. Adjourned at 5:52 P.M.

Minutes prepared and submitted by:

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

William N. Heideman, CMC, WCMC  
City Clerk

1407130

**City of Merrill  
Health and Safety Committee  
Monday, June 23, 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, City Administrator Dave Johnson, Alderman Ryan Schwartzman, Bill Zeitz, Michael Caylor Jr., Jeremy Ratliff and City Clerk Bill Heideman.

**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 noted that the majority of the issues on the report are ongoing. He suggested that steps be taken to ensure that the incidents that are to be addressed through the municipal court system actually get scheduled in court. Ongoing concerns on one issue were reviewed.

**Vouchers**

The vouchers were in the meeting packet. Police Chief Neff answered questions related to the vouchers.

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

**“Picnic” Licenses (5) – Eagles for Fair**

The Fraternal Order of Eagles has applied and paid the fee for five temporary Class “B” (picnic) licenses to sell fermented beverages at the Eagles Fair Stand (Lincoln County Fairgrounds) during the Lincoln County Fair, July 30-August 3, 2014. Information was in the meeting packet.

Police Chief Neff has no concerns with the application.

1407131

Motion (Peterson/Malm) to approve the applications from the Fraternal Order of Eagles for five temporary Class "B" (picnic) licenses to sell fermented malt beverages in the Eagles Fair Stand (Lincoln County Fairgrounds) during the Lincoln County Fair, July 30-August 3, 2014. Carried.

**Other beer and/or license applications**

None.

**Pawnbroker license application from Park City Pawn**

Park City Pawn (Jason A. Ratzlaff) has applied and paid the fee for a pawnbroker license for Park City Pawn, 1319 East Main Street.

Police Chief Neff noted that the Common Council recently adopted an ordinance related to pawn shops. This is the first pawn store license application received. Actually, Park City Pawn is already legally operating, because they opened for business prior to the adoption of the pawn shop ordinance.

Police Chief Neff reported that all background checks and related procedures have been completed, and that there are no concerns related to the application. The ordinance requires that pawn shops use an online tracking system for all transactions. Pawn City Pawn is currently implementing that system. Police Chief Neff stated his opinion that, by the time of the next Common Council meeting, all necessary procedures will be in place, as required by the ordinance.

Alderman Ryan Schwartzman spoke in favor of approving the application.

**1407132**

Motion (Malm/Peterson) to approve the pawnbroker license application from Park City Pawn (Jason A. Ratzlaff), 1319 East Main Street, contingent upon compliance with the City of Merrill Code of Ordinances Chapter 8, as it relates to pawn shops. Carried.

**Request to discuss Fire Department Mutual Aid agreement**

This agenda item was requested by Pine River Town Chairperson Bill Zeitz.

Fire Chief Savone reviewed the City's involvement with a mutual aid organization titled Mutual Aid Box Alarm System (MABAS). On July 9<sup>th</sup>, 2013, the Common Council adopted Resolution #2308, which approved City participation in MABAS.

Fire Chief Savone stated that he was pleased with MABAS and he hoped that the City would continue membership and participation in it.

Bill Zeitz noted that a discussion of MABAS was not on the meeting agenda. He stated that his agenda request involved a desire to discuss a recent incident involving the City fire department and the Town of Pine River fire department. In the early morning of June 1<sup>st</sup>, 2014, a home in the Town of Merrill was struck by lightning and a fire ensued. The City fire department requested mutual aid from the Town of Pine River fire department. This led to concerns from Town of Pine River fire department members and citizens that Town of Pine River volunteer firefighters are being called instead of City firefighters. Mr. Zeitz also noted that an article on this fire in the Merrill Courier did not mention that the Town of Pine River fire department had been called. Fire Chief Savone responded that it was an oversight on his part that the call to and participation by the Town of Pine River fire department was not mentioned in the article.

Michael Caylor Jr. stated that, in his opinion, the City of Merrill Fire Department does an excellent job of splitting up mutual aid. However, he has some concerns related to the current system. Fire Chief Savone responded that the City of Merrill Fire Department “embraces” volunteer departments and volunteer firefighters, and that everyone works together for a common cause.

Bill Zeitz stated that the Town of Pine River has not yet approved MABAS, due to several concerns. The Town of Pine River is in favor of mutual aid, but is apprehensive about a potential loss of local control.

No action was taken.

### **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. He reviewed the fact that the committee would like some type of “quiet zone” established, even if it does not include all areas of the City in which the trains pass. City Administrator Johnson reported that, if the “quiet zone” were established, the crossing on Fifth Street would have to be removed, at 100% cost to the City. It was noted that this work could potentially be performed by the Street Department. The suggested area for the “quiet zone” was from Pier Street to the area of the Cosmo Theatre.

City Administrator Johnson distributed a form that would be required to be completed and submitted to the railroad prior to establishing a “quiet zone”. Traffic counts would need to be taken and submitted to the railroad as well.

The committee reiterated their position that they would like to see some type of “quiet zone” established. No action was taken at this time. This item will continue to appear on Health and Safety Committee meeting agendas.

**Monthly Report – Fire Chief Savone**

The report was in the meeting packet. Fire Chief Savone thanked those who attended the recent firefighter memorial dedication.

**Monthly Report – Police Chief Neff**

The report was in the meeting packet. Police Chief Neff reported that the bicycle patrol is again operating, but will be used only when the staffing level is sufficient. Officer Jamie Jaeger has been awarded the State of Wisconsin Law Enforcement Officer of the Year, by the Eagles. Eros, the police department K-9, continues to be a valuable addition to the department.

**Monthly Report – Lincoln County Humane Society**

No report was submitted to the City Clerk's office this month. A monthly report was e-mailed to Alderman Sukow, who will contact the Humane Society to ensure that future reports are submitted to the City Clerk's office.

**Place monthly reports on file**

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

**Schedule next meeting**

Monday, July 28<sup>th</sup>, 2014 at 4:30 P.M.

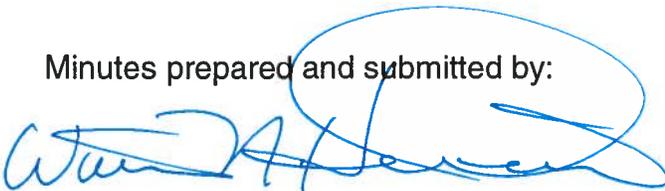
**Public Comment**

None.

**Adjournment**

Motion (Peterson/Malm) to adjourn. Carried. Adjourned at 5:27 P.M.

Minutes prepared and submitted by:



William N. Heideman, CMC, WCMC  
City Clerk

1407150

**City of Merrill  
Water & Sewage Disposal Committee  
Wednesday, June 25, 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 Included: City Administrator Dave Johnson, Utility Superintendent Kim Kriewald, City Attorney Tom Hayden, Alderman Dave Sukow, Bill Zeitz, Sara Schult, Kelley Moran, Mark Mehlos, Sue Weith 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 5:00 P.M.

**Vouchers**

The vouchers were in the meeting packet. Utility Superintendent Kriewald answered questions related to the vouchers.

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

**Update on emergency water line replacement on West First St. (State to Wright)**

Utility Superintendent Kriewald reported that numerous breaks on a portion of West First Street are being repaired, on an as-needed basis. Ultimately, the entire water line will need to be replaced, but that cannot be done until approved by the state. Curb and gutter will also be replaced, at no cost to the property owners.

**Bill Zeitz request to discuss fluoridation of city water supply**

Bill Zeitz had requested that this item be placed on the agenda. Alderman Norton granted floor privileges to Bill Zeitz for five minutes.

Bill Zeitz distributed information related to fluoridation, including an article that had appeared in Time magazine. Mr. Zeitz explained that, at this time, he is only gathering information. He would like to have the both the city water supply and his water in the Town of Pine River tested.

Sara spoke in favor of fluoridation.

Alderman Sukow raised a question related to the level of fluoride in the City water supply.

Mark Mehlos stated that he has been heavily involved with fluoride and fluoridation for many years. He spoke in favor of fluoridation.

Bill Zeitz stated his opinion that fluoride in water can be a problem.

Sue Weith spoke in favor of fluoridation.

Alderman Norton read an e-mail that he had received from Dr. Jeffrey Moore. The e-mail supported fluoridation. Alderman Norton also read portions from another e-mail he had received on fluoridation.

### **Operations Report**

The report was in the meeting packet.

### **Public Comment**

City Clerk Heideman suggested that, if there is more clarity on agenda items, public misconceptions could be reduced.

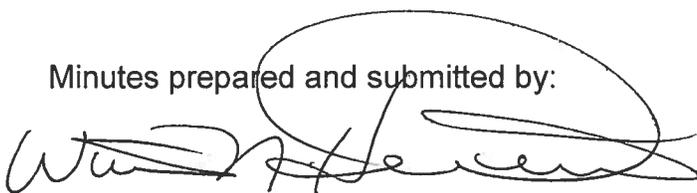
### **Next meeting**

Wednesday, July 23<sup>rd</sup>, 2014 at 5:00 P.M.

### **Adjournment**

Motion (Burgener/Peterson) to adjourn. Carried. Adjourned at 5:39 P.M.

Minutes prepared and submitted by:

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

William N. Heideman, CMC, WCMC  
City Clerk

1407160

**City of Merrill  
City Plan Commission  
Tuesday, July 1, 2014 at 5:15 P.M.  
City Hall Common Council Chambers, 1004 East First Street**

Voting members present: Mayor Bill Bialecki (Chairperson), Melissa Schroeder, Ken Maule, Alderman Peter Lokemoen, Don Heyel, Ralph Sturm and Steve Hass (arr. 5:25)

Other attendees: City Administrator Dave Johnson, City Attorney Tom Hayden, Building Inspector/Zoning Administrator Darin Pagel, Alderwoman Kandy Peterson, Alderman Ryan Schwartzman, Jo Hoerstmann, Patrick Hoerstmann, Duane Pfister and City Clerk Bill Heideman.

**Call to order**

Mayor Bialecki called the meeting to order at 5:15 P.M.

**Minutes of June 3<sup>rd</sup>, 2014 meeting**

The minutes were in the meeting packet.

Motion (Lokemoen/Sturm) to approve, as presented, the minutes of the June 3<sup>rd</sup>, 2014 City Plan Commission meeting. Carried.

**Presentation by Lincoln County Humane Society on building project**

No information was in the meeting packet.

Representing the Lincoln County Humane Society, Patrick Hoerstmann reviewed the organization, structure and purpose of Lincoln County Humane Society.

Patrick Hoerstmann then gave a presentation on the humane society's proposed new animal shelter facility on the fairgrounds block. To date, approximately \$500,000 has been raised to build the facility, with a goal of \$700,000. No increase in animal population is planned, but the new facility will provide much-needed additional space. The proposed building would be 6,000 square feet. After the new building is completed, plans are to demolish the existing shelter.

Alderman Lokemoen suggested that the new site is even closer to residential areas, and therefore he had concerns related to noise from the animals. Patrick Hoerstmann conceded that the new facility would not be completely closed.

Mayor Bialecki stated his concerns that the location and the dimensions of the facility could possibly prevent certain types of events from being held at the fairgrounds.

Don Heyel questioned whether the proposed site is the best location for the shelter. Patrick Hoerstmann announced that, as the next step in the process, the Lincoln County Humane Society will be hiring an engineering firm in order to develop a Certified Survey Map and a site plan. The Lincoln County Humane Society will continue ongoing discussion with Building Inspector/Zoning Administrator Pagel as the planning process continues.

No action was taken.

**Next meeting**

Tuesday, August 5<sup>th</sup>, 2014 at 5:30 P.M.

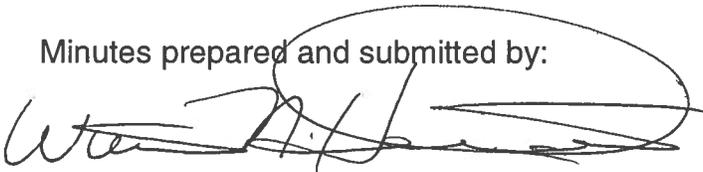
**Public Comment**

None.

**Adjournment**

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

Minutes prepared and submitted by:

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

William N. Heideman, CMC, WCMC  
City Clerk

**T. B. Scott Free Library Board of Trustees**  
**REGULAR MEETING**  
**June 18<sup>th</sup>, 2014**

# 1 4 0 7 1 8 0

Minutes

**1. Opening**

Vice-President Gene Bebel called the Regular Meeting of the Board of Trustees to order at 4:06 p.m. in the Library Board Room. Present: Katie Breitenmoser, Paul Gilk, Richard Mamer, Tim Meehean, Kyle Reimann, and Jim Wedemeyer. Excused: Mike Geisler and Vickie Yelle. Also present: Don Litzer (-4:40) and Ayla K. from MP3.

The renewal notice was received for Library Board President Mike Geisler for Wisconsin Library Association Trustee Membership.

There was no public comment.

**2. Consent Items**

M Gilk/S Mamer/C to approve the minutes of the May meeting as printed with the spelling of Mr. Reimann's name corrected. M Meehean/S Wedemeyer /C to accept the Monthly Revenue and Expense Printouts for May as printed.

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

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

B. Mid-Year Budget Update and Discussion: M Meehean/S Mamer /C to utilize monies from Cross-County Borrowing, State Aid and Memorial Books Non-Lapsing Funds as a one-time redirection of funds to purchase materials, offsetting the reduction in 2014 budget caused by expenditures carried over from the 2013 budget.

C. Unattended Children in the Library: Policy Review: M Meehean/S Breitenmoser /C to approve the revised policy as presented.

D. Building & Grounds Projects-Review and Update: Ms. Stevens reported on ongoing projects including: public parking lot paving, 2<sup>nd</sup> & 3<sup>rd</sup> floor counter electrical outlet installation, water sculpture maintenance and roof leak repair. M Meehean/S Wedemeyer /C to approve \$1,247.57 from Endowment Fund monies for bills from Krueger Plumbing and Kulp's of Stratford for roof leak repairs.

E. Update to Wisconsin Act 157: Ms. Stevens reviewed a change in interpretation of status regarding cross-county payments resulting from the passage of 2013 Wisconsin Act 157. Ms. Stevens will be requesting payment from Langlade County for applicable circulations.

F. Strategic Plan Progress-Goals #6: Ms. Stevens presented staff progress on goals and objectives.

G. Trustee Essential #11 & #12-Planning for the Library's Future & Library Standards: Ms. Stevens provided copies of Trustee Essential #11 and #12, in addition to the table of contents from the publication Wisconsin Public Library Standards. The Standards will be reviewed in further depth at upcoming board meetings.

H. Reports from Friends/WVLS Representative: The Friends of the Library had their June meeting and plans are underway for a Crazy Daze Book Sale. There was no report at this time from the WVLS Representative.

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

- Summer Library Programs for Youth-1<sup>st</sup> day to spin the wheel was June 13<sup>th</sup>. First program at PRMS had an attendance of 405 with both Park and Recreation & Summer School programs utilizing bussing in addition to general public attendance. First summer youth movie had an attendance of over 100. The first child to reach 1000 books in the 1000 Books Before Kindergarten program was recognized.
- Adult Summer Reading Program announced the first drawing on WJMT-AM with 15 winners.

- Library has taken advantage of a free yearbook digitization project by the Oklahoma Corrections Industries of the Oklahoma Department of Corrections. 138 yearbooks were sent for digitization.
- Project WIN update. Project Leadership met and determined that a merger of the 3 interested parties would not proceed. However, discussions continue between Wisconsin Valley Library Service and Northern Waters Library Service libraries regarding a possible merger of their library catalogs.
- Ms. Stevens requested direction from the board regarding recognition of an employee with significant long-term tenure at the library.
- Staff member Zaborowske spoke about the 3D printer at the Merrill Noon Optimists meeting.

**5. Adjournment:**

The meeting adjourned at 4:55 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on July 16<sup>th</sup> at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary

# 1 4 0 7 1 8 5

City of Merrill  
Redevelopment Authority (RDA)

Tuesday, June 24<sup>th</sup>, 2014 at 8:00 A.M.  
City Hall Council Chambers

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

RDA Absent: David Hayes

Others: Alderpersons Chris Malm, Pete Lokemoen, Tim Meehean, and Dave Sukow, City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Susan Ryman from Lincoln County Economic Development Corp (LCEDC), Marijean Hoppe from Becher Hoppe, Kristen Fish and Mary Rajek from Redevelopment Resources, Mike Morrissey from Morrissey Consulting, City Building Inspector/Zoning Administrator Darin Pagel, Community Development Program Administrator Shari Wicke, Todd and Renea Frederick, and Rick Schroeder from Becher Hoppe representing Stephanie Springborn

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

**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 project in Tax Increment District No. 7 (North Center Avenue).

**Motion (Schwartzman/Smith) to convene in closed session.** Carried on roll call vote at 8:03 a.m.

During the closed session, there was discussion on potential redevelopment project and financing, TIF cash development incentive request, and potential infrastructure needs. No action taken.

**Motion (Karow/Schwartzman) to reconvene in open session.** Carried at 8:50 a.m.

**Approval of meeting minutes from June 3<sup>rd</sup>, 2014:**

**Motion (Sturm/Karow) to approve the meeting minutes. Carried.**

**Status update on 2011 TIF Development Agreement with HWD Acquisitions, Inc./Seal Asset, LLC (Tax Increment District No. 8):**

Copies of letters from HWD Acquisition's Vice President of Administration Scott Albers and Mayor Bill Bialecki were included in the RDA agenda packet. Superseal has met the seventy-five (75) new full time job requirement of the 2011 TID No. 8 development agreement. The \$200,000 loan has been forgiven (i.e. no repayment requirement since now a cash TIF development incentive).

**Consider recommendation on proposed development agreement by and between the City of Merrill, Wisconsin and Merrill Tool & Water Jet LLC for property located at 202 S. Thomas Street (Tax Increment District No. 8):**

City staff recommendation is for \$25,000 TIF development incentive related to the building improvements (such as electric and high pressure gas system and materials handling infrastructure) needed to implement the new \$1,000,000 fiber optic laser. Three new jobs will be created with potential for future employment expansion.

Susan Ryman from LCEDC advised that the City's Community Development Committee approved a \$200,000 low interest loan from the Central Wisconsin Economic Development (CWED) fund due the project financing gap. To remain competitive, this is the type of high tech equipment investment that is required.

**Motion (Schwartzman/Sturm) to recommend the proposed development agreement by and between the City of Merrill, Wisconsin and Merrill Tool & Water Jet LLC for property located at 202 South Thomas Street (Tax Increment District No. 8). Carried.**

**# 1 4 0 7 1 8 6**

**Consider agreements to facilitate sale and redevelopment of 413 & 419 West Main St. (Lifting demolition orders for former vocational school):**

City Attorney Tom Hayden advised that City staff had met with Stephanie Springborn, as well as received copy of structural engineering report on the 419 West Main St. building condition. Phased redevelopment is dependent upon exterior improvements first – new roof, new doors, and weather tight windows by end of 2014. Future phases will include window replacement. City has requested either a surety bond or cash in the amount of \$50,000 in the event that building rehabilitation did not proceed and demolition is required in the future.

**Motion (Sturm/Smith) to recommend to the Common Council to allow Springborn to proceed with building redevelopment. Carried.**

**Review Redevelopment Area No. 3 Plan and Tax Increment District No. 7 Project Plan:**

Unertl advised that only RDA Commissioner Wally Smith was a Redevelopment Authority member in August 2009 when Redevelopment Area No. 3 Plan and Tax Increment District No. 7 Project Plan was approved by the Merrill Common Council.

Copies of the plans were included in the RDA meeting packet for review by RDA Commissioners.

**Next RDA meeting:** At the call of the RDA Chair.

**Public Comment:** Susan Ryman from Lincoln County Economic Development Corp. advised that this would be her last meeting and thanked everyone for their involvement in economic development efforts.

**Adjournment:**

**Motion (Smith/Sturm) to adjourn the meeting at 9:10 a.m. Carried.**

Minutes prepared by RDA Secretary Kathy Unertl

# 1 4 0 7 2 0 0

Merrill Area Community Enrichment Center  
Committee on Aging  
May 15, 2014

Committee Members present; Eugene Simon, Chairperson. Peggy Jackelen, Diane Goetsch, Jack Ader and Mary Ball (new committee member). Erin Zastrow ADRC Rep. Absent; Chris Malm, Missy Holdorf and Art Lersch.

Meeting was called to order by Simon at 8:00 am. Motion was made by Goetsch, second by Jackelen to approve the minutes from the previous meeting. Motion carried.

Program updates and results;

“Meet and Greet” for May was a success with Susan VanSleet. She spoke to a group of 38 women. “Meet and Greet” is currently held the first Friday of each month. This date will change once the center goes to a four day week.

Bus Trips are scheduled throughout the summer. Two trips to the Amish community, one to Waupaca to the Veterans Home and a tour of Artists in the Northwood’s.

Wreaths will be completed this month and displayed at the Memorial Cemetery the week prior to Memorial Day. This project was started in 2008 when Merrill celebrated their 125<sup>th</sup> Anniversary. The wreaths were displayed on stones 100+ years old that were not attended to. Each year since 40-60 wreaths are displayed for the summer and collected in the fall. They are then stored and refurbished for the next summer.

Daddy Daughter Dance is scheduled for June 8<sup>th</sup> at the Eagles Club. This event is to offer a wonderful opportunity for Fathers of all ages to attend a dance with their daughters and granddaughters.

Scenery Painting Group; Sharon has invited her One Stroke Painting Group to her home for a special outing. Transportation will be provided to her home for the day. This will be scheduled throughout the summer months,

Party at the Center - Retirement Farewell is scheduled for June 25<sup>th</sup> from 2:00 pm - 6:00 pm. The community is invited to “Drop in” at the center for refreshments.

Ageless Wisdom Publication; Deau is working with Kathy Olson and Color Vision on the publication. After several months of editing the book is ready to

add the final touches. Several volunteers stepped to help with the editing. Now the final touches will be added and going to print the end of June.

Meal Program Update; the meals served on Thursdays have been a huge success. We currently prepare for 80-90 people every week. 12-15 volunteers assist with the program. Deau is hoping to recruit others to do the cooking.

Review Job Description; A hiring freeze will need to be lifted in order for the position of Director of the MACEC to begin its recruitment process. A job description has been developed and given to City Administrator for final changes. The posting will begin once approved by the City Council.

ADRC - Nothing to report.

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

No Public comment.

Next meeting date is scheduled for June 19, 2014.

Meeting adjourned at 9:00 am.

Minutes submitted by Jane A. Deau, Director MACEC.

# 1 4 0 7 2 0 0

City of Merrill  
Committee on Aging  
(Merrill Area Community Enrichment Center)  
Meeting Minutes, June 19, 2014

Members Present: Mary Ball, Art Lersch, Eugene Simon, and Chris Malm

The meeting was called to order by Eugene Simon at 8:07 am.

Jane Deau was not physically present due to an injury so the meeting was conducted via speaker phone with members and Jane.

The previous month's meeting minutes will be approved at the July meeting.

The agenda item, "Program Updates and Results" was tabled until the July meeting.

Ageless Wisdom Update: Jane informed members present that the book will be at the publishers within two weeks. There will be an initial printing of 400 books.

Bus Trips Discussion: There was a verbal concern, nothing written, by an individual regarding a previous bus trip conducted by Jane of which she was the driver. Jane explained to committee members where and how this concern had originated from that trip. The verbal concern was brought to the attention of City of Merrill administration and Rich at the Merrill-Go-Round that the driver of this bus may have to have a CDL license to operate the bus. Jane has offered to drive the bus with Rich so he can evaluate how she drives the bus July 1. Rich will then report the drive to City of Merrill administration. However, Jane is not planning on obtaining a CDL. Jane emphasized that not having to have a CDL for the person who would be driving the bus was a determining factor in purchasing it. Also, trips are only planned using the bus April through November. An update will be provided at the next meeting.

MACEC Hours Change: Because of budget issues each year, whoever is hired for Jane's job will work Monday through Thursday, 8:00 am – 4:00 pm. These hours may change down the road, but will be effective the first Friday in July.

Review Job Description/Hiring Process: Jane explained the application/interviewing process to members. There have been twelve applications submitted thus far. Candidates have until June 27 to submit an application. A tentative start date for the position is the third or fourth week of July. It is hoped that Jane and Erin (ADRC representative) or Diane (Committee on Aging member) will be part of the interviewing process.

GWAAR "Special Service Award": Tabled until the July meeting.

Community Meal: Tabled until the July meeting.

ADRC Representative Update: No report.

Approval of vouchers: Submitted vouchers were approved by committee members present.

Public Comment: No public comment.

The next Committee on Aging meeting will be Thursday, July 17, 2014 at 8:00 am at the Merrill Area Community Enrichment Center.

Motion by Eugene Simon to adjourn the meeting, seconded by Chris Malm.  
Motion carried. The meeting adjourned at 8:52 am.

Respectfully submitted,

Mary Ball  
Committee on Aging Committee Member

# 1 4 0 7 2 1 0

**Minutes**  
**Airport Commission Meeting**  
**Wednesday, May 21, 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 April 16, 2014 Minutes:** Lyle Banser made a motion to ratify the minutes. Joe Malsack seconded. Motion carried.

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

**(4) Terminal Project Status:** Gary Schwartz said there was another pre bid meeting on May 20th here in the lobby. Gary said the Terminal Building had to be re-bid because in the first bid it was not clear as to which type of roofing materials were to be used on the metal roof option in the plans. Gary said the Bureau of Aeronautics (BOA) was forced to re-bid after complaints from bidders.

Gary said the BOA is doing a special cycle for opening bids and ours will be opened June 5<sup>th</sup>. Gary said he is hoping for some more competitive bids this time.

**(5) Update on 2006 Project:** John Miller said Steve Opatik from Becher Hoppe said in an e-mail that he has been in touch with Merrill Sand and Gravel as to when they will finish cleaning the rocks from the construction area from last year. Gary Schwartz explained to the Commission the reason for a dispute between Merrill Sand and Gravel and the BOA. Gary said we are still waiting for the final numbers from that project because of this dispute.

John Miller said Steve Opatik also said Becher-Hoppe are working on ways to fix the problem with the vault building roof and the falling snow freezing on the sidewalk.

**(6) Update Fixed Base Operator/Airport Manager Search Process:** John Miller said that there has been some interest from the Barnstormer ads. John said that Dave Koch, a retired airline pilot from Chicago, has showed some interest. John said he was in Merrill on May 19<sup>th</sup> and 20<sup>th</sup>. John Miller said he met with him both days and Gary Schulz, Larry Wenning and Steve Krueger met with him Monday evening and spoke with him about his plans and what he would be doing at the Airport. Dave Koch told John he was interested but needs time to think it through and come up with a plan.

**(7) Discussion/Decision Search Team Advertising Budget:** Gary Schwartz said he spoke with Kathy Unertl and Dave Johnson from City Hall about an advertising budget and he was told that we would need to take the money from the Airport Budget.

Gary Schulz said that classified ads should be put in the Minneapolis and Chicago papers and also ads in Trade-a-plane. Gary Schulz made a motion that we take \$1000.00 out of our budget and have the steering committee use it for advertising. Lyle Banser seconded. Motion carried.

John Miller commented he did not know where in the budget that money was going to come from.

**(8) Discussion/Decision Signage Directing Aircraft at New Ramp:** Gary Schulz said that he felt there should be a sign placed at taxiway A1 directing pilots as to which direction they need to go to purchase fuel or to go to the FBO. A discussion was held regarding what kind of signs would be needed and where they should be placed.

Joe Malsack said that it is recorded on the AWOS that fuel is mid-field on Runway 7/25. Gary Schulz said that that message seems to come and go on the AWOS.

After some discussion Gary Schwartz said we should table this for now and re-address it next month.

Gary Schulz said with summer coming he felt we need the port-a-potty back for the fuel ramp. Gary Schwartz said there will be one out there for the construction workers. It was decided we would wait on this a while.

**(9) Airport Day 2014:** John Miller said there is a planning meeting scheduled for Thursday, May 29<sup>th</sup>.

**(10) Discussion/Decision FBO Hours of Operation:** John Miller made a proposal to the Commission that the summer hours be changed from being open from 8:00 AM to 7:00 PM Monday through Friday to being open 8:00 AM to 5:00 PM Monday through Saturday. He also asked that the FBO be closed on Sunday year round.

John Miller said that giving this a trial period this summer would give the Commission an opportunity to see if this is something they want or do not want in the new contract that will be signed in September.

John Miller said that the lobby is always open for pilots needing to use the restrooms and to get out of the cold in the winter. He said that there would be numbers available for a call in person if someone did need help or something needed attention at the Airport.

John also said that snow plowing would go on as always and would not be ignored on Sunday. John explained that the FBO would only be closed on Sunday and not the Airport. A discussion was held regarding the pros and cons of doing this for a trial period.

A motion was made by Lyle Banser that the summer hours are changed from being open from 8:00 AM to 7:00 PM Monday through Friday to being open 8:00 AM to 5:00 PM Monday through Saturday and the FBO be closed on Sunday. These changes are being done only as a trial period and could be reversed at a later date. Chris Malm seconded. The motion carried.

**(11) Manager Report:** John Miller said two T-hangers are being vacated. John said Gary Schulz is moving out of Hangar 4 and Jim Cornelius is moving out of Hangar 8. John said Gary Schulz gave a 30 day notice as stated in the contract. John said Jim Cornelius gave only a 15 day notice.

John spoke to Tom Hayden regarding this and John said Tom said we should hold Jim to his contract. Gary Schulz said that he would move his plane into Jim's hanger as to not cause hard feelings. John and Gary agreed to discuss this to make it work.

John said that the new occupant for hangar 10 is Dave Damitz. John said Dave has signed his contract and made the proper payments. A motion was made by Gary Schulz to approve Dave Damitz as the new occupant of Hangar 10. Joe Malsack seconded. The motion carried.

John said that with the two vacant hangers he would send out another mailing.

John Miller said the North Gate has only tripped the system one time in the last two months. John said they will just keep an eye on this intermittent problem.

John Miller said the geese and the sand cranes are still a problem. John said the police have killed the two geese that were causing problems for the aircraft landing and taking off. John said he has purchased a gun designed to make loud noises to scare the geese away. John said he would like to try this over the Memorial Day weekend.

John said he had received a verbal permit from the DNR to take the two geese. John said he is still working on getting a permanent permit to control the geese and he expected that to come through in a couple of days.

It was reported that Dean Boyd is putting a concrete floor in his hanger.

**(12) Chairman's Report/Discussion of Future Projects:** Gary Schwartz said that they will be redoing Taylor Street this summer. He said he has requested that the drain be repaired to remove the standing water at Taylor Street and Airport Road.

Gary Schwartz said that it is now time to start thinking about the next major project. He would like it to be the re-surfacing Runway 16/34. Gary said the bog needs to be removed at the end of Runway 34. Gary said this is a safety concern because there is not enough safety area before you reach the bog if an aircraft were to go off the end of the runway. Gary said he is going to start discussions with the BOA about this project.

**(13) Aviation Happenings:** Nothing for tonight.

**(14) Public Comment:** None

**(15) Agenda Items for Next Meeting:** None

**(16) Adjournment:** Joe Malsack made a motion to adjourn. Chris Malm seconded. Motion carried.

**These Minutes were recorded by John Miller, the Airport Manager and were ratified at the June 25, 2014 Airport Commission Meeting.**

ZONING BOARD OF APPEALS MINUTES  
June 30, 2014, 6:00 p.m.

PRESENT: Chairman Steve Hass, Bill Schneider, Zoning Administrator Pagel.

Absent: Ron Burrow, Jim Koebe, Mark Peterson, Dean Haas

**Due to the lack of a quorum, meeting postponed to August 11, 2014.**

Darin Pagel, Recording Secretary.

1407260

**RESOLUTION NO.**

**A RESOLUTION AUTHORIZING A DEVELOPMENT AGREEMENT BY AND  
BETWEEN THE CITY OF MERRILL, WISCONSIN AND  
MERRILL TOOL & WATERJET LLC**

WHEREAS, the Common Council of the City of Merrill created Tax Increment District (TID) No. 8 on September 13, 2011; and,

WHEREAS, Merrill Tool & Waterjet LLC propose an addition to their equipment at 202 South Thomas Street which is located within TID No. 8; and

WHEREAS, at least three new full-time jobs with potential future job creation will result from this equipment expansion and installation; and,

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

WHEREAS, the City and Merrill Tool & Waterjet LLC have negotiated the development agreement to provide an incentive payment to facilitate the equipment expansion;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 8<sup>th</sup> day of July, 2014, that the Mayor and City Clerk are authorized to sign the development agreement by and between the City of Merrill and Merrill Tool and Waterjet LLC to facilitate the implementation thereof.

Recommended by: Redevelopment  
Authority

CITY OF MERRILL, WISCONSIN

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

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

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

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

1407261

**RESOLUTION NO.**

**A RESOLUTION HONORING JOHN S. BOUCHER FOR HIS EXTENDED SERVICE AND GREAT CONTRIBUTION TO THE CITY OF MERRILL**

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

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

WHEREAS, John S. Boucher has served in various positions in the Utility and Street Departments from August, 1989 to July 1, 2014; and,

WHEREAS, the personal commitment and unselfish dedication John S. Boucher has put forth has contributed greatly to the growth, progress and stability of the City of Merrill; and,

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

WHEREAS, John S. Boucher's cheerful manner and hard work will be missed at the City of Merrill Water Utility Department;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 8<sup>th</sup> day of July, 2014, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the dedicated and faithful service John S. Boucher has given to the City of Merrill and commends him for those years of service.

Recommended: Common Council

CITY OF MERRILL, WISCONSIN

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

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

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

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