

**CITY OF MERRILL  
COMMON COUNCIL  
TUESDAY, OCTOBER 14, 2014  
7:00 P.M.  
CITY HALL COUNCIL CHAMBERS**

**AGENDA**

- 141010** Invocation by Pastor Paul Hohman, New Testament Church
- 141015** Pledge of Allegiance
- 141020** Roll Call
- 141025** Public Comment Period
- 141030** Minutes of September 9<sup>th</sup>, 2014 and September 16<sup>th</sup>, 2014 Common Council meetings
- 141040** Revenue & Expense Report – September 2014
- 141060** Communications and Petitions
- 141061** Employee Recognition
  - Eleanor A. Schwartz, 40 years (Library)
  - Dawn M. Smith, 10 years (Parks and Recreation)
- 141080** Housing Authority – No Action
- 141090** Committee of the Whole – No Action
- 1410100** Community Development Committee – No Action
- 1410110** Parks and Recreation Commission – No Action
- 1410120** Board of Public Works
- 1410121** The Board recommends rejecting both bids for the sale of the former Ranger Station property at 1110 East Tenth Street.
- 1410122** Consider bids for the demolition of the former Anson-Gilkey building at 401 South Kyes Street (Mayor Bialecki is bringing these bids directly to the Common Council)

**1410130** Health and Safety Committee – No Action

**1410140** Personnel and Finance Committee

**1410141** The Committee recommends approving the request from Police Chief Neff to sell twenty-eight 9mm Baretta handguns, six 9mm Baretta squad rifles and assorted holsters to a federally licensed firearms dealer, per the purchase quote of \$11,170.

**1410142** The Committee recommends approving the request from Finance Director Unertl to reclassify two Clerk/Treasurer Administrative Assistants from Grade 5, Step J (\$19.288 hourly) to Grade 6, Step J (\$20.235 hourly) on the Clerical and Other Support Personnel Compensation Schedule.

**1410150** Water and Sewage Disposal Committee – No Action

**1410160** City Plan Commission

**1410161** The Commission recommends approving the site plan, as submitted by the Lincoln County Humane Society, for a new building at 200 North Memorial Drive.

**1410170** Transit Commission – Meeting cancelled

**1410180** Library Board – No Action

**1410185** Redevelopment Authority – No Action

**1410190** CATV Committee – No Action

**1410200** Enrichment Center Committee on Aging – No Action

**1410210** Airport Commission – No Action

**1410230** Placing Committee Reports on File

**1410240** Mayor's Appointments

Amanda Kostman, to the Redevelopment Authority, term to expire September, 2019

Kevin Cohrs, to the Parks and Recreation Commission, term to expire May 1<sup>st</sup>, 2019

Paul Wagner, to the Housing Authority, term to expire November, 2019

## **ORDINANCES**

- 1410250** An Ordinance Amending the District Zoning Map of the City of Merrill, Wisconsin for rezoning of Lot 6, Block 4, Natzke Addition (1205 Cedar Street), from Residential to Thoroughfare Commercial (from October 7<sup>th</sup>, 2014 City Plan Commission meeting)

## **RESOLUTIONS**

- 1410260** A Resolution approving a Certified Survey Map on Edgewater Drive and Highland Drive requested by Jeff Lokemoen (from October 7<sup>th</sup>, 2014 City Plan Commission meeting)
- 1410261** A Resolution approving the agreement for fire protection/inspections (being brought directly to the Common Council by Mayor Bialecki)
- 1410262** A Resolution honoring John Miller for his extended service and great contribution to the City of Merrill (from the Common Council)
- 1410270** Mayor's Communications
- 1410999** 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.

**# 1 4 1 0 8 0** - **REGULAR MONTHLY MEETING OF THE HOUSING AUTHORITY  
COMMISSIONERS OF THE CITY OF MERRILL, WISCONSIN**

**Wednesday, September 10, 2014 4:00 P.M. Jenny Towers Library, Merrill, WI**

**PRESENT:** Chairman Katly Colclasure, Denise Humphrey, Richard Weissinger, Amanda Kostman, Rob Norton (Ex-Officio), LaDonna Fernanich 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 from meeting. Kostman/Humphrey. Motion passed unanimously.

**Public Comment Period:** None

Motion to approve the minutes of August 13, 2014 meeting and today's agenda. Humphrey/Weissinger. Motion passed unanimously.

Horizon Development proforma proposal for Park Place development: (Paul Wagner arrived.) Scott Kwiecinski from Horizon Development presented the board with a proposal reflecting two development options and explained where they think we will score on the WHEDA application and why with each of the options. Motion to approve and sign the Horizon Development Letter of Intent. Kostman/Wagner. Motion passed unanimously. Motion to approve and move forward with the market study proposal. Kostman/Wagner. Motion passed unanimously. The board favored option one over option two , but also asked for some further investigation into other green space within the city which might be available for purchase/development.

Discuss and Approve Tax Attorney Paul Dombroski services and fee structure options: LaDonna informed Board members about service options and the fee structure. Motion to obtain a letter of engagement from Paul Dombroski and to pay for services at an hourly rate initially. Wagner/Humphrey.

Discussion and motion to approve Checks #21835 thru #21883 and Billings to date for August 2014 with attached list of expenditures: Wagner/Weissinger. Motion passed unanimously by roll call vote: Humphrey-aye, Kostman-aye, Colclasure-aye, Wagner-aye and Weissinger-aye.

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

Report on Park Place Investments: LaDonna reported a net increase in the investment fund, due to the ACH rent deposits and the usual modest gains directly attributed to earned interest. Motion to accept and place on file the Park Place Investment report. Kostman/Wagner. Motion passed unanimously.

Discuss and Approve the 2013 Annual Audit: LaDonna referred board members to page 29 and 30 of the audit and to the letter to Board Members, which affirm that there were no findings or deficiencies. The audit is clean and will now be sent to HUD for review. Although satisfied with the performance and reputation of this auditing firm, an RFQ will be done again next year before engaging an auditor. Motion to approve and place on file the 2013 Annual Audit. Humphrey/Wagner. Motion passed unanimously.

Update on Dish (PP & JT): LaDonna reported that we are now at about 98% of where we should be in regard to reception of the channels which we should have. Tenants are still unable to view some channels. Dish has been contacted, but to date has failed to produce acceptable end results.

**For the Good and Betterment of the Public Housing Program:**

1. Commissioner Items/Comments: Paul complimented LaDonna for her good work with Horizon on putting together the proposals.
2. Executive Director's Report: LaDonna reported that she has now received a certificate of insurance from United Way for the Warming Center, so keys can now be turned over to them. No significant comments/concerns have been received from tenants regarding the center. Homeless individuals using the center will be required to stay inside all night. They will not be allowed to roam outside or in/out of the facility according to the center's policies. LaDonna placed the required public notice in the newspaper regarding MHA's 5-year plan. The hearing date is scheduled for September 30<sup>th</sup>. She apprised board members that she contacted various city aldermen serving on the Personnel & Finance board to let them know that MHA has expressed interest in the Old Fire Station now that other committee minutes indicate it will not be used for a city busses.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, October 8<sup>th</sup>, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn at 5:30 P.M. and open Section-8 Housing - Jenny Towers Meeting. Wagner/Weissinger. Motion passed unanimously. At this point, Chairman Colclasure needed to leave.

  
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, September 10, 2014, 5:30 P.M., Jenny Towers Library, Merrill, WI 54452**

**PRESENT:** Vice-Chairman Denise Humphrey, Richard Weissinger, Rob Norton (Ex-Officio), Paul Wagner, Amanda Kostman, LaDonna Fernanich and Kay Tautges.

**ABSENT:** Kathy Colclasure (left after the Park Place Mtg.)

**SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING** called to order by Vice-Chairman Denise Humphrey. Motion to excuse Kathy Colclasure from meeting. Wagner/Kostman. Motion passed unanimously.

Public Comment Period: None

Motion to approve minutes of August 13, 2014 meeting and today's agenda. Wagner/Weissinger. Motion passed unanimously.

Discussion and motion to approve Checks #17074 thru #17120 and Billings to date for August 2014 with attached list of expenditures: Weissinger/Kostman. Motion passed unanimously by roll call vote: Humphrey-aye, Kostman-aye, Wagner-aye and Weissinger-aye.

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

Report on Jenny Tower Investments: LaDonna reported that roughly \$19,000.00 of these funds come from the monthly WHEDA subsidy, the rest from investment gains. Wagner/Kostman. Motion passed unanimously.

Report on St. Paul and Elevator projects – no action required: LaDonna reported that all work at St. Paul will be finished this week and it will be occupied as of October 1<sup>st</sup>. Before Otis can begin working on the elevator project, the undersized electric breaker panels need to be replaced. Motion to approve a change order to the elevator contract for the electric breaker panel upgrade. Wagner/Weissinger. Motion passed unanimously. LaDonna reported that we have received the quarterly bill from Schindler for elevator maintenance. The Board advised LaDonna to pay the bill only if that service contract is an annual contract being paid on quarterly installments.

Report on wiring project plans: LaDonna reported that she has received the contract for the wiring project and will be signing it as approved previously by the board.

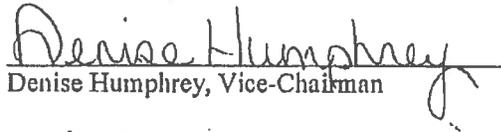
The Board may convene in Closed Session for purposes of discussing legal matters: LaDonna had nothing new to report at this time, so the Board did not go into closed session.

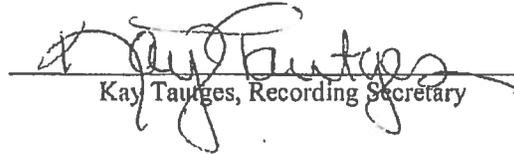
For the Good and Betterment of the Section-8 Housing Program:

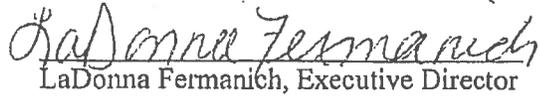
1. Commissioner Items/Comments – None.
2. Executive Director's Report – LaDonna reported that she will bring wage range figures back to the Board for review at the October meeting along with other budgetary items.

The next regular meeting of the Commissioners of the Housing Authority will be held on Wednesday, October 8<sup>th</sup>, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.

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

  
Denise Humphrey, Vice-Chairman

  
Kay Tauges, Recording Secretary

  
LaDonna Fermanich, Executive Director

# 1 4 1 0 9 0

**City of Merrill  
Committee of the Whole  
(joint meeting with Parks and Recreation Commission)  
Wednesday, September 24, 2014 at 6:00 P.M.  
City Hall Common Council Chambers  
1004 East First Street**

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

Parks and Recreation Commission members present: Don Heyel (Chairperson), Alderman Dave Sukow, Brian Artac, Mike Willman, Ralph Sturm and Dorwin Harris. Melissa Schroeder had an excused absence.

**Call to order**

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

**Public Comment**

None.

**Discuss anticipated costs and funding sources for new swimming pool project**

Mayor Bialecki introduced Becher-Hoppe representatives Melody Hamlin and Maryjean Hoppe.

Becher Hoppe representatives advised that they were requested to move forward on pool design concept #3, and were assisted by STAN-TECH.

A pool of equivalent square footage would cost \$1.5 million constructed at the MARC, and \$1.725 million at Stange Park. Consideration in the pool design included site development costs, concrete required for the deck, foundation construction, protection of site utilities, and the utility building and bath house. There is a \$644,350 difference in materials between the MARC and Stange Park sites. A 15% contingency, flood plain requirements, and miscellaneous costs make the cost differential between the MARC and Stange Park of about \$959,000. It was explained that site development includes de-watering, scouring, electrical design, utility protection, low grade vaults when necessary, engineered fill, walks and ramp ways.

Costs difference is between a flood plain and a non-flood plain site. Representatives indicated that soil borings and related work need to be done at the MARC.

Mayor Bialecki commented that the cost difference between the two sites is substantial and pointed out that the new pool will be 15 feet deep in contrast to the existing pool, which is 10 feet deep. He also noted that up until two weeks ago, construction of a new pool was anticipated to be a five year process including fund raising. Mayor Bialecki cautioned against using capacity gained from the Charter Ordinance change, and using it on a swimming pool. He pointed out that the pool benefactor wanted the pool construction to start next year.

City Administrator Johnson advised that 3 contractors will be making design proposals at the next Parks & Recreation Commission meeting. It was pointed out that the pool will have amenities such as zero entrance, play structures, lap lanes, four foot deep water aerobics area, climbing wall, slides and will be not just a pool but an aquatic center. Alderman Meehan indicated that it would cost a substantial amount of additional money to build the pool at a site other than the MARC,

Jill Schmunk inquired about transportation to the pool for children. Mayor Bialecki indicated that bus service is planned for pool transportation. Alderman Schwartzman suggested selling special bus passes for pool transportation.

There was inquiry as to the annual number of visitors to MARC. Commissioner Sturm made comments and inquires relative to the engineering possibilities at both sites. Administrator Johnson pointed out that a MARC location would not require the same ADA ramps or retaining walls which would be required at the Stange site. Commission Sukow stated that since it would cost more to construct the pool at Stange Park the donor would not be well served. Alderman Meehan stated that it will cost substantially more to build the pool at Stange Park, and he felt it was an act of bad faith to the donor to consider another site.

### Adjournment

Motion (Burgener/Norton) to adjourn. Carried. Adjourned at 6:45 P .M.

Minutes prepared and submitted by:

  
Thomas Hayden  
City Attorney

Attendance: All Council members present, Melissa Schroeder excused from Park & Recreation meeting, all others members in attendance.

6:00 p.m. Mayor Bialecki called the meeting to order.  
There was no public comment

Mayor introduced Becher-Hoppe Representatives at 6:03 (Melody Hamlin – Maryjean Hoppe).

Becher Hoppe Representatives advised that they were requested to move forward on pool design concept #3, and were assisted by STAN-TECH.

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Meehan stated that it will cost substantially more to build the pool at Stange Park, and he felt it was an act of bad faith to the donor to consider another site.

Motion to adjourn by Burgener, second Norton, carried unanimously. Meeting adjourned at 6:45 p.m.

#141090

**City of Merrill  
Committee of the Whole  
Tuesday, June 10, 2014 at 5:30 P.M.  
City Hall Common Council Chambers  
1004 East First Street**

Committee of the Whole members present (8 of 9): Mayor Bill Bialecki, Alderman Chris Malm (First District), Alderman Peter Lokemoen (Second District), Alderman Ryan Schwartzman (Third District), Alderwoman Kandy Peterson (Fourth District), Alderman John Burgener (Fifth District), Alderman Dave Sukow (Sixth District) and Alderman Rob Norton (Seventh District). Alderman Tim Meehean (Eighth District) had an excused absence.

Other attendees included: Transit Director Rich Grenfell, City Attorney Tom Hayden, Police Chief Ken Neff, Fire Chief Dave Savone, Finance Director Kathy Unertl, City Hall Maintenance Supervisor Ramona Vanderkam, Mike Morrissey (Redevelopment Resources), Kathy Colclasure, Debbie Kinsey (Merrill Area Chamber of Commerce), Don Heyel, Melissa Schroeder, Bill Zeitz (Lincoln County Board), Sue Kunkel (Lincoln County Fair Board), Dale Christiansen (Lincoln County Fair Board), Stephanie Springborn (Winds and Paradox), Michael Caylor Jr., Duane Pfister and City Clerk Bill Heideman. A student was in attendance to videotape the meeting for the Cable Access Channel.

**Call to order**

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

**Public Comment**

None.

**Consider lifting hiring freeze to replace retiring firefighter**

Information was in the meeting packet.

The City has received notice that Captain Robert Akey will be retiring from the Merrill Fire Department on August 13<sup>th</sup>, 2014. Fire Chief Savone and City Administrator Johnson are requesting that the hiring freeze be lifting to allow for the hiring of a firefighter/paramedic to fill the pending vacancy.

Alderman Sukow suggested that consideration of this request be delayed until after the strategic planning sessions are completed.

140691

Motion (Sukow/Norton) to delay until the current strategic planning sessions are completed. Carried 4-3 on roll call vote. Voting No – Alderman Schwartzman, Alderwoman Peterson and Alderman Burgener.

**Consider future use(s) for former fire station @ 701 East First Street**

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

Several options are being considered for use of the former fire station at 701 East First Street, including the possibility of "splitting" the building for multiple uses and/or users. The portion of the structure built in 1917 definitely needs a new roof. There are currently numerous community opinions on whether to spend money to rehab the facility. If the building is "split" for multiple users, the utility costs could be split as well. Mayor Bialecki stated that perhaps grant funding could be used to repair/replace the roof.

Motion (Norton/Sukow) to grant floor privileges to members of the Warming Center Committee, a subcommittee of the Lincoln County Homelessness Task Force. Carried.

Representing the Warming Center Committee, Melissa Schroeder and Don Heyel provided a verbal report on their effects to date in establishing a warming center in the City. Although at this time they are not asking the City for any financial assistance, they are looking for a "free home" to house the warming center. Among the locations being considered by the Warming Center Committee is a portion of the old fire station. The shelter would not be a place for the homeless to sleep, but recliners would be provided. Plans are to have the facility open from 7:00 P.M. to 7:00 A.M. during the cold weather time of the year. The shelter would be staffed by volunteers.

Meeting attendees were informed that the Warming Center Committee conducts their meetings at HAVEN on the third Thursday of each month, beginning at 11:30 A.M. If anyone desires to attend, they are to contact Melissa Schroeder, Don Heyel or Dee Olsen.

Mayor Bialecki stated that he will be forming an ad-hoc committee to conduct research on potential future uses of the old fire station facility.

Finance Director Unertl reported that, at this time, no funds are budgeted for any improvements to the building. Mayor Bialecki replied that budgeting for the building could be part of the research done by the ad-hoc committee he will be forming.

Finance Director Unertl noted that Transit Administrator Grenfell applied for and was awarded a grant for roof repair to the portion of the building planned for use by the Transit Department.

No action was taken.

**Motion to convene in closed session**

Motion (Schwartzman/Burgener) to convene in closed session per Wisconsin State Statutes Section 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 discuss potential modification of 2013 agreement with C&D Excavating, LLC for demolition and redevelopment of 413 & 419 West Main St. and potential acquisition, demolition, and redevelopment of other "blighted" properties within Tax Increment District No. 8 (West Side) and also to discuss possible property acquisition. Carried 6-1 on roll call vote. Voting No – Alderman Norton.

Mayor Bialecki requested that the order of agenda items be changed and that closed session #2 be held before closed session #1. Without objection, it was so ordered.

**Closed session #2 – Potential property acquisition**

Convened in closed session at 6:10 P.M.

Attendees at this closed session: Bialecki, Malm, Lokemoen, Schwartzman, Peterson, Burgener, Sukow, Norton, Johnson, Hayden, Heideman, Unertl, Kinsey, Kunkel, Christiansen and Zeitz.

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

**Closed session #1 - Potential demolition/development @ 413 & 419 W. Main St.**

The second closed session began at 6:40 P.M.

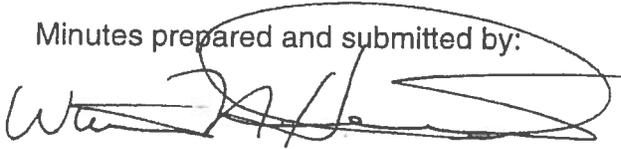
Attendees at this closed session: Bialecki, Malm, Lokemoen, Schwartzman, Peterson, Burgener, Sukow, Norton, Johnson, Hayden, Heideman, Unertl, Morrissey and Springborn.

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

**Adjournment**

Motion (Burgener/Peterson) to adjourn. Carried. Adjourned (from closed session) at 6:59 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

# 1 4 1 0 9 0 -

**City of Merrill  
Committee of the Whole  
(including joint meeting with Redevelopment Authority)  
Saturday, May 3, 2014 at 8:00 A.M.  
Eagles Club  
1205 North Lake Street**

Committee of the Whole members present (9 of 9): Mayor Bill Bialecki, Alderman Chris Malm (First District – left at 11:40), Alderman Peter Lokemoen (Second District – left at 12:00), Alderman Ryan Schwartzman (Third District), Alderwoman Kandy Peterson (Fourth District), Alderman John Burgener (Fifth District), Alderman Dave Sukow (Sixth District), Alderman Rob Norton (Seventh District) and Alderman Tim Meehean (Eighth District).

Other attendees included: City Administrator Dave Johnson, Community Enrichment Center Director Jane Deau, Transit Director Rich Grenfell, City Attorney Tom Hayden, City Clerk Bill Heideman, Building Inspector/Zoning Administrator Darin Pagel, Fire Chief Dave Savone, Library Director Stacy Stevens, Finance Director Kathy Unertl, City Hall Maintenance Supervisor Ramona Vanderkam, Parks and Recreation Director Dan Wendorf, Lincoln County Economic Development Director Jack Sroka, Susan Ryman, Jon Malm, Gene Bebel and Eric Malm. Street Commissioner Richard Lupton had an excused absence.

Redevelopment Authority meeting members attending joint portion of meeting: Mayor Bialecki, Alderman Schwartzman, Karen Karow, David Hayes and Jill Laufenberg.

**Call to order**

Mayor Bialecki called the joint meeting to order at 8:02 A.M.

**Resolution accepting property @ 401 South Kyes Street from D & L**

A resolution accepting property at 401 South Kyes Street, from the Development and Leasing Corporation was e-mailed the day before the meeting, and copies were distributed at the meeting. The property would be owned by the City of Merrill, with a portion of it to be used by the River District Development Foundation.

City Administrator Johnson answered questions and provided clarification related to responsibilities if the property is acquired by the City. The Wisconsin Department of Natural Resources (DNR) has "signed off" on all environmental issues related to Phase 1 and Phase 2 of the proposed project.

City clean-up of the property, in the event it is acquired, was discussed.

Gene Bebel noted that the City would acquire, not purchase, the property.

Motion (Lokemoen/Schwartzman) to adopt the resolution. Carried.

The resolution will be on the May 13<sup>th</sup>, 2014 Common Council meeting agenda.

**Resolve Zastrow incentive and City loan to Merrill Area Development Corp.**

A resolution was e-mailed the day prior to the meeting, and copies were distributed at the meeting. The resolution sets forth and authorizes loan repayment provisions pertaining to the Zastrow Development and the 201 South Prospect Street property.

Karen Karow mentioned that one figure is not listed in the resolution, and that figure should be included. She was told that, at this time, that figure is undetermined.

Alderman Meehean and Alderman Lokemoen both stated that all financial data related to the resolution should be determined and included in the resolution prior to final consideration of the resolution.

Motion (Lokemoen/Schwartzman) to adopt the resolution. Carried.

The resolution will be on the May 13<sup>th</sup>, 2014 Common Council meeting agenda.

**Powers of a Redevelopment Authority (RDA)**

City Administrator Johnson reported that a Redevelopment Authority (RDA) is a stand-alone entity that can do certain things without approval from other governmental entities. An RDA has exclusive power of blight elimination. City Administrator Johnson stated that, in his opinion, there needs to be more separation between the Redevelopment Authority and the City.

Alderman Meehean speculated that the RDA can be a powerful tool in the future. Alderman Sukow stated his opinion that, in the past, Common Council members were not always provided adequate information related to the RDA.

**Tax Increment Financing (TIF) and Tax Increment Districts (TIDs)**

Mayor Bialecki referred to a sheet in the meeting packet which related to the Walmart development. Control of Tax Increment Financing funds was then discussed.

Alderman Meehean stated that, regardless of what happened in the past, the goal should be to move forward using TIF funds as wisely as possible.

Alderman Lokemoen suggested that a clear TIF and TID policy agreeable to all City staff and Common Council members is needed, as it appears there are currently several different opinions.

### **Adjourn Redevelopment Authority portion of joint meeting & recess**

Without objection, Mayor Bialecki adjourned the Redevelopment Authority portion of the joint meeting at 9:53 A.M. Without objection, he also announced a recess.

### **Continue Committee of the Whole meeting**

At 10:06 A.M., Mayor Bialecki called the Committee of the Whole meeting back to order.

### **Debt Service**

Information was in the meeting packet.

Finance Director Unertl reported on debt service related to the Water Utility, Sewer Utility, Tax Increment Districts and the General Fund.

Alderman Meehan questioned why the annual debt repayment amounts vary so dramatically. Finance Director Unertl responded that "it is what it is". She will contact Ehlers and Associates to discuss the possibility of creating more level annual debt service payments in the future.

### **Capital Budget**

Information was in the meeting packet.

City Administrator Johnson stated that it would be premature to discuss specific projects at this time. He will be discussing capital projects at the next Department Head meeting. He noted that there are numerous capital projects that need attention.

A five-year capital plan is being prepared. City Administrator Johnson provided examples of several capital projects that are time-sensitive.

Potential capital project collaboration with other governmental entities was discussed.

The Committee of the Whole made no 2015 capital budget recommendation(s) to the Common Council.

### **Robert's Rules of Order**

City Attorney Hayden reported that all City meetings are to be conducted in accordance with Roberts Rules of Order, unless otherwise specified by City Ordinances and State Statutes.

The public comment portion of meetings was discussed. There was agreement that the City should continue to include a public comment period on all meeting agendas.

### **Lunch**

Without objection, Mayor Bialecki announced a recess for lunch at 11:40 A.M.

At 12:01 P.M., Mayor Bialecki called the meeting back to order.

### **Behavior to avoid**

A list of behaviors to avoid was in the meeting packet.

City Administrator Johnson emphasized that Common Council “ambushes” of department heads, without first addressing the issue with the department head, would not be tolerated.

No action was taken.

### **Nine tools and 25 Rules of Civility & related resolution**

Resolutions #1996, adopted by the Common Council on July 11<sup>th</sup>, 2006, accepted nine tools of civility. Resolution #1997, also adopted by the Common Council on July 11<sup>th</sup>, 2006, incorporated those nine tools into the Personnel Policies Manual.

City Administrator Johnson requested that Resolution #1996 be reaffirmed.

No action was taken.

### **What is a public record?**

City Attorney Hayden provided information related to public records. He issued a reminder that all records produced when conducting City business are potentially public records, even if they are produced on a “private” instrument.

### **What constitutes a meeting?**

City Attorney Hayden provided information on laws related to public meetings. He urged caution and vigilance in observing the opening meetings law, because “appearance is everything”.

**Powers and duties of Boards, Commissions and Committees**

Information related to the various City boards, commissions and committees was in the meeting packet. It was noted that the City of Merrill does not have a fully-empowered Police and Fire Commission.

**Stress the positive**

Common Council members were urged to stress the positive aspects of Merrill. These include blight elimination, redevelopment projects and the quality of City services. It was noted that emphasis will continue on obtaining grants.

**One-on-one Alderperson visits to Departments**

City Administrator Johnson urged the Common Council members to schedule one-on-one visits to various City facilities and departments.

**Social Media**

City Attorney Hayden stated that he was not in favor of the City becoming involved in social media. Alderman Meehean agreed with City Attorney Hayden, noting that the primary purpose of social media is to have a conversation, not provide information.

It was noted that two Alderpersons already have Facebook pages in their capacity as Alderpersons.

At this time, the City will not be creating and maintaining a Facebook page.

**Public Comment**

None.

**Adjournment**

Motion (Burgener/Meehean) to adjourn. Carried. Adjourned at 12:53 P.M.

Minutes prepared and submitted by:



William N. Heideman, CMC, WCMC  
City Clerk

#1410100

**COMMUNITY DEVELOPMENT COMMITTEE MINUTES**  
**Thursday, September 11, 2014, City Hall, Merrill, WI**

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

Present: 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 Mr. Koblitz. The motion carried.

Shari Wicke presented the following homeowner application:  
File#9755 – (An elderly man with an income of \$28,516.) – The limit is \$35,250. The fair market tax statement shows a Fair Market Value (FMV) of \$34,900. Homeowner is free and clear on the property. Requesting of a loan of \$7,748 for a roof.

Mr. Schwartzman made a motion to approve the above homeowner loan application; seconded by Mr. Koblitz; motion carried.

No Public comment.

There being no further business to discuss, Mr. Schwartzman made a motion to adjourn; seconded by Ms. Wiesneski. The motion carried. Adjournment was at 8:05a.m.

Respectfully submitted,  
Shari Wicke

October 1, 2014

The Merrill Parks and Recreation Commission met on Wednesday, October 1, 2014 at 4:15 p.m. at the City Hall.

Members Present: Mike Willman, Ralph Sturm, Dorwin Harris, Brian Artac, Melissa Schroeder

Members Excused Absent: Brian Artac

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: Dave Johnson, Candy Peterson, Jeremy Ratliff from Merrill Courier, Mayor Bill Bialecki, Ryan Schwartzman, Gene Bebel, Phil Valitchka, Kortney Pike

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

\*\*\*Carried unanimously.

\*\*\*Motion by Sukow, seconded by Willman, to approve the claims.

\*\*\*Carried Unanimously.

No Public Comment

The first item on the agenda was a presentation by Aquatic Design Consultants and selection of firm for new water park construction. Burbach Aquatics, Inc, Stantec and Water Technology, Inc presented the Park and Recreation Commission with a twenty minute summary, proposals and what they could offer to the Merrill Community. After hearing from all three companies Harris stated that it would be hard to make a decision based on all the information that was given to the commission members. City Administrator Dave Johnson stated that it would be easier to look at all the information if it was put on a spread sheet summarizing all the information given to the Park and Recreation Department. Harris made a recommendation to meet next week to make a decision on one company.

\*\*\*Meeting on Wednesday, October 8, 2014 at 4:15. Information will be sent to all Park and Recreation Commission members.

The next item on the agenda was to review/approve trail signs for River Bend Trail. Phil Valitchka presented the information regarding the signage for the River Bend Trail. Valitchka stated that the signs will be brown in color and will also display the Merrill Park and Recreation logo on each sign. Valitchka stated that with the help of the Park and Recreation Department in placing the signs it will work out very good. All signage will follow code on where the signs are placed. Gene Bebel stated that they are running into some hang-ups due to the wet conditions. Bebel also stated that they are working with the railroad with the trail behind the Cosmo theater due to how close the trail will be with the railroad.

\*\*\*Motion by Schroeder, seconded by Willman to approve trail signs for the River Bend Trail.

\*\*\*Carried Unanimously.

The next item on the agenda was monthly reports. Wendorf asked if there was any questions on his board report. Wendorf stated that this weekend was the 7<sup>th</sup> Annual Lincoln Lager Barleyfest and invited everyone to come and enjoy the event.

The next regular meeting is scheduled for November 12, 2014 at 4:15 p.m.

No public comment.

\*\*\*Motion by Schroeder, seconded by Artac, to adjourn at 6:10 p.m.

\*\*\*Carried unanimously.

Dawn Smith  
Recording Secretary

1410120

**City of Merrill  
Board of Public Works  
Wednesday, September 24, 2014 at 4:00 P.M.  
City Hall Common Council Chambers, 1004 East First Street**

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

Others Present Included: Alderman Dave Sukow, Alderman John Burgener, Alderwomen Kandy Peterson (arriving at 4:35 p.m.), City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Police Chief Ken Neff, City Hall Maintenance Supervisor Ramona Pampuch, Jeremy Ratliff from Merrill Courier, Tonia Speener from Clark Dietz, Inc. – Engineers, and Dewey Pfister. 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.**

**Consider bids on City sale of former Ranger Station property**

City Administrator Johnson requested that this item be placed on the agenda. Two bids were received with one at \$7,501 and second bid of \$23,500. City Administrator Johnson recommended rejecting the bids and continuing to use the three acre site for Parks & Recreation Department.

1410121

**Motion (Schwartzman/Lokemoen) to reject the bids for sale of the former Ranger Station property. Carried.**

**Discuss options for 2015 Street Garage roof replacement project**

Finance Director Unertl requested that this item be placed on the agenda. Background information on roof condition and estimates of probable cost from Becher-Hoppe engineering was provided in the meeting packet.

Lupton reported that the existing roof is about thirty years old and that there is some leaking based upon inspection showing some wet insulation material. Unertl noted that the Street Garage is one of the City's major Wisconsin Public Service expenses for electric and natural gas. Norton strongly supported implementing energy efficiency improvements.

**Motion (Norton/Schwartzman) to recommend Option 2 to remove the ballast and improve the roofing system with new membrane system.** Carried. This recommendation will be included in the 2015 Capital Budget requests for review at the Thursday, October 16<sup>th</sup> Committee of Whole meeting.

**Consider status of potential addition of third outdoor warning siren**

Police Chief Neff highlighted the three old sirens which do not have radio activated controls (i.e. someone must come into the Police Department office and push button) and the two new sirens that can be activated from squad cars. The three old sirens were left in place due to concerns with coverage from the new rotating units which were installed in 2011.

Discussion focused upon continuing to leave the three old units in place and obtain new estimate for radio control activation capability. Norton and Lokemoen commented on potential areas without coverage and other warning options. Neff emphasized that the sirens are intended for outdoor warning. There are potential alternative technologies for alerting people who are inside buildings.

**Neff will follow-up with Northway Communications for updated quote for radio activation of three old sirens for consideration in the 2015 Capital budget.**

**Discuss potential alternations to steam boiler in the old section of City Hall**

City Hall Maintenance Supervisor Pampuch requested discussion of steam pipes in the old section of City Hall. Areas of 2<sup>nd</sup> floor, basement, and stairwells are heated with this system. Most of 1<sup>st</sup> floor has been converted to other heating systems during remodeling. There are three steam pipes that have been cut off. Pampuch indicated that hot water boiler would be more efficient. Air condition is through roof-top units for some of these areas.

**Discuss potential alternations to steam boiler in the old section of City Hall (Continued)**

Mayor Bialecki strongly recommended moving to electric baseboard heating at potential \$50,000 (or so). This type of heating option would allow rooms to be adjusted and involve less maintenance than potential hot water system. Pampuch advised that electric heat is typically more expensive compared to other options.

Norton requested that three options be reviewed: electric, gas furnace, or hot water.

**Mayor Bialecki recommended hiring Sommerville, Inc. given their previous architectural services for City Hall remodeling projects. City Administrator Johnson will follow-up with Sommerville.**

**Continue consideration of load limit signs for both sides of Taylor Street and discussion/recommendation(s) on truck routes in the City**

This issue was originally discussed at the August 27<sup>th</sup>, 2014 Board of Public Works meeting. At that meeting, Mayor Bialecki will have an additional discussion with the Town of Merrill Chair about posting Taylor Street for local truck deliveries only. City Administrator Johnson had map showing potential truck routes.

**Consensus to potentially implement truck route signage and include funding for additional signage in the 2015 budget proposal.**

**Consider Alderwoman Peterson request for stop signs on Liberty Street**

Alderwoman Kandy Peterson requested that this item be placed on the agenda in follow-up to the May 28<sup>th</sup>, 2014 Board discussion. Peterson submitted a petition signed by area residents. Peterson highlighted her own personal near-miss driving experience, as well as observations when circulating the petition.

Police Chief Neff provided verbal report on traffic accident history. Street Commissioner Lupton emphasized that the City has many uncontrolled intersections and that drivers just need to slow down/yield. Police Chief recommended stop signs and Street Commissioner disagreed.

**Motion (Schwartzman/Norton) to approve installation of stop signs on Liberty Street at 3<sup>rd</sup> Street, 4<sup>th</sup> Street, and 5<sup>th</sup> Street. Roll call vote with Lokemoen and Lupton voting no and Norton and Schwartzman voting yes. Mayor Bialecki voted yes. Carried.**

**Monthly report - Street Commissioner**

The report was in the meeting packet.

Mayor Bialecki and Alderperson Schwartzman advised of many positive comments regarding clearing of brush along State Highway 64 from the US Highway 51 ramp to the Pine Ridge Ave. intersection now that the City of Merrill has maintenance control.

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

The report was in the meeting packet.

**Monthly report – City Hall Maintenance Supervisor**

The written report was distributed at the meeting.

**Monthly report from contracted engineering firms**

No report(s) submitted.

**Next meeting**

Wednesday, October 29<sup>th</sup>, 2014 at 4:00 P.M.

**Public Comment**

None.

**Adjournment**

Motion (Norton/Schwartzman) to adjourn. Carried. Adjourned at 4:45 P.M.

Minutes prepared and submitted by:

Kathy Unertl, Finance Director/Deputy City Clerk

1410130

**City of Merrill  
Health and Safety Committee  
Monday, September 22, 2014 at 4:30 P.M.  
City Hall Basement Conference Room, 1004 East First Street**

Voting Members Present (2 of 3): Alderman Dave Sukow (Chairperson) and Alderwoman Kandy Peterson. Alderman Chris Malm had an excused absence.

Others Present Included: Deputy Health Officer Norbert Ashbeck, Fire Chief Dave Savone, Police Chief Ken Neff, City Administrator Dave Johnson, Alderman Ryan Schwartzman, Jeremy Ratliff 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 4:32 P.M.

**Nuisance complaints and exterior maintenance report**

The report was in the meeting packet. Deputy Health Officer Ashbeck reported that several citizens are participating in cleanup at/under the River Street Bridge.

A case on East Street was also discussed. To date, the Building Inspector/Zoning Administrator has not been able to obtain access to the premises. If necessary, a court order will be sought in this case.

**Vouchers**

The vouchers were in the meeting packet.

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

**Picnic and/or liquor license applications**

None.

**Consider potential steps to address train whistle noise, plan traffic counts**

This has been an ongoing issue.

At the August 25<sup>th</sup>, 2014 Health and Safety Committee meeting, City Administrator Johnson was directed to do research to determine whether City staff is interested in assisting with traffic counts. Conducting traffic counts is a necessary step in petitioning railroad officials for the establishment of a "quiet zone" on a portion of the railroad route within the City.

City Administrator Johnson now reports that he had rather "dismal" results when trying to get volunteers to help with the traffic counts. Alderman Sukow added that it was his understanding that only four people (Alderman Sukow, City Clerk Heideman and two Transit Department employees) were willing to volunteer to help with the traffic counts.

At this time, City Administrator Johnson recommends that, as much as he would like to do something, we should discontinue taking steps to try to establish a "quiet zone". He stated that the costs are prohibitive, and that the City has other infrastructure needs that are of a higher priority. He added that, even if all the necessary steps were taken, there is no guarantee that railroad officials would approve the "quiet zone" plan.

Both City Administrator Johnson and Alderman Sukow stated they would be willing to discuss this issue with anyone that may still have concerns.

No action was taken.

#### **Monthly Report – Fire Chief Savone**

The report was in the meeting packet. Fire Chief Savone reported that the new rescue unit is being painted and should be in operation soon.

#### **Monthly Report – Police Chief Neff**

The report was in the meeting packet. Police Chief Neff reported that the next Citizen Police Academy will begin on September 30<sup>th</sup>. Twelve people are scheduled to attend.

A town hall meeting on drug use and abuse will be held from 1:00 P.M. to 4:00 P.M. on Sunday, October 5<sup>th</sup>. The meeting will be held at the T.B. Scott Library.

#### **Monthly Report – Lincoln County Humane Society**

No report was submitted this month.

#### **Place monthly reports on file**

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

**Schedule next meeting**

Monday, October 27<sup>th</sup>, 2014 at 4:30 P.M.

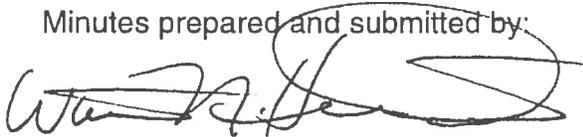
**Public Comment**

None.

**Adjournment**

Motion (Peterson/Sukow) to adjourn. Carried. Adjourned at 4:43 P.M.

Minutes prepared and submitted by:

A handwritten signature in black ink, appearing to read "William N. Heideman", written over a circular stamp or seal.

William N. Heideman, CMC, WCMC  
City Clerk

1410140

**City of Merrill  
Personnel and Finance Committee  
Tuesday, September 23, 2014 at 5:00 P.M.  
Basement Conference Room at City Hall, 1004 East First Street**

Voting Members Present (3 of 3): Alderman Ryan Schwartzman (Chairperson), Alderman John Burgener and Alderman Tim Meehean.

Others Present Included: City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Police Chief Ken Neff, Library Director Stacy Stevens, Building Inspector/Zoning Administrator Darin Pagel, Alderwoman Kandy Peterson, Alderman Dave Sukow, Jeremy Ratliff, Matt Kucirek, 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/Meehean) to approve the vouchers. Carried.

**Consider Police Department sale of guns and holsters**

Police Chief Neff requested that this item be placed on the agenda. He reported that he is requesting authorization to dispose of, by sale, various Police Department weapons and holsters that have been replaced and are no longer in service. He explained that he has sought quotes on the potential sale and has received three quotes. He is recommending approval of the high quote of \$11,170, which is from a federally licensed firearms dealer.

1410141

Motion (Meehean/Burgener) to approve the request from Police Chief Neff to sell twenty-eight 9mm Baretta handguns, six 9mm Baretta squad rifles and assorted holsters to a federally licensed firearms dealer, per the purchase quote of \$11,170. Carried.

**Consider reclassifications (5 to 6) for two Clerk/Treasurer employees**

Finance Director Unertl requested that this item be placed on the agenda. She explained that she is recommending that two Clerk/Treasurer Administrative Assistants be reclassified from Grade 5 to Grade 6.

Alderman Schwartzman speculated that, if these reclassifications are approved, numerous other City employees would be requesting reclassifications as well. He was told that those requests would be considered only if there is justification for reclassification.

**1410142**

Motion (Meehean/Burgener) to approve the request from Finance Director Unertl to reclassify two Clerk/Treasurer Administrative Assistants from Grade 5, Step J (\$19.288 hourly) to Grade 6, Step J (\$20.235 hourly) on the Clerical and Other Support Personnel Compensation Schedule.  
Carried.

**Consider Merit Pay for City employees**

Kortney Pike requested that this item be placed on the agenda. He explained that some City employees go "above and beyond" when performing their duties, and, in his opinion, these people should be rewarded accordingly.

After discussion, it appears that Mr. Pike's request is not related to merit pay, but rather he is requesting that additional pay should be given to employees who perform additional duties.

Alderman Meehean stated that it is not possible to make a decision without any kind of concrete proposal.

Alderman Schwartzman suggested that, if any employee is of the opinion that they should be reclassified, they should speak to their department head and/or City Administrator Johnson.

No action was taken.

**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 mentioned that numerous City employees will be retiring in the next five to six years. Discussion of this will be on a future meeting agenda.

**Monthly Report – City Attorney Hayden**

The report was in the meeting packet.

**Monthly Report – City Clerk Heideman**

The report was in the meeting packet.

**Monthly Report – City Administrator Johnson**

No written report was submitted. City Administrator Johnson reported verbally that nine contractors have viewed the former Anson-Gilky property. Bids for demolition at that property are being accepted.

**Place monthly reports on file**

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

**Next meeting**

Tuesday, October 28<sup>th</sup>, 2014 at 5:00 P.M.

**Public Comment**

None.

**Adjournment**

Motion (Burgener/Meehean) to adjourn. Carried. Adjourned at 5:28 P.M.

Minutes prepared and submitted by:

A handwritten signature in black ink, which appears to be "William N. Heideman", is written over a large, hand-drawn oval. The signature is cursive and somewhat stylized.

William N. Heideman, CMC, WCMC  
City Clerk

1410150

**City of Merrill  
Water & Sewage Disposal Committee  
Wednesday, September 24, 2014 at 5:00 P.M.  
Common Council Chambers, City Hall, 1004 East First Street**

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

Others Present Included: Mayor Bill Bialecki, Alderman Dave Sukow, Alderman Ryan Schwartzman, City Administrator Dave Johnson, Utility Superintendent Kim Kriewald, Finance Director Kathy Unertl, Tonia Speener from Clark Dietz, Inc. – Engineers, Jeremy Ratliff from Merrill Courier, and Duane Pfister. 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 for June, July and August**

**Motion (Burgener/Peterson) to approve the June, July, and August vouchers.**  
Carried.

**Review and consider 2015 budget requests**

The draft 2015 budget requests were provided in the meeting agenda packet. Unertl advised that there would be major reductions in health insurance with the new Utility Operator with Individual coverage instead of Family coverage, as well as another employee switching from Family coverage to the Health Incentive Program. The Water health insurance will be reduced by \$30,000 and Sewer health insurance by \$27,500.

Unertl reported that she will be reviewing the revenue projections for both 2014 and 2015. The impact of 2012 year-end auditor journal entries needs to be reflected in the budget amounts. As far as utility rates, there will be a 2.0% Sewer rate increase in both 2015 and 2016 (per Common Council action of October 12<sup>th</sup>, 2010).

Unertl noted that a full year of water fiscal information is needed before any potential rate adjustment request could be made to the Wisconsin Public Service Commission (PSC). The 2014 PSC water report should be available by the April 2015 Water & Sewage Disposal Committee meeting. A potential 3.0% simplified rate adjustment might be something for the Committee to consider. Unertl, Kriewald, and Norton commented on having potential annual smaller rate increases instead of potentially much larger increases every five or so years.

**Review and consider 2015 budget requests (Continued)**

Kriewald reviewed the 2015 capital requests. It was clarified that Sewage Replacement Fund cannot be used for the Wastewater Treatment Plant roof project. Unertl reported that it would be necessary to borrow the almost \$300,000 for the roof replacements. There should be adequate water and sewer revenues for the other capital projects or equipment.

As far as Landfill budget, Unertl noted that expanded use of contractor for sampling/monitoring work is proposed instead of having Utility personnel doing part of this work. The outside contractor does these services for other former landfills.

**Discuss part-time administrative position**

Burgener emphasized that the full-time administrative assistant has over 200 hours of overtime so far in 2014. Norton highlighted efforts by the Utility Department to cross train employees.

Unertl commented that there is almost \$3 million in Water and Sewer billing and collection financing work. There is no backup for utility billing. In response to questions, Kriewald reported that often no one is available to answer the phone or deal with walk-in customers if the Utility Administrative Assistant is off.

**Motion (Norton/Burgener) to recommend authorizing part-time administrative assistant position.** Carried. The ½ time position is included in the 2015 budget request and will be going to the Thursday, October 16<sup>th</sup> Committee of the Whole meeting.

**Discuss full-time GIS position**

Although up to 600 hours in GIS design work was authorized in the 2014 budget, Kriewald reported that level of time commitment was not possible given the severe 2013-14 winter requirements. Unertl advised of growing frustration of other City departments to implement GIS-based efficiencies to improve their operations.

There was discussion of potential ½ time vs. full-time GIS position, as well as need to back-fill the Utility Operator position if GIS position were authorized.

**Motion (Peterson/Burgener) to recommend authorizing a full-time GIS position.** Carried. An existing Utility Operator would transfer into the new GIS position and it would be necessary to back-fill a full-time Utility Operator position. Both positions are included in the 2015 budget request and will be going to the Thursday, October 16<sup>th</sup> Committee of the Whole meeting.

**Operations Report**

The report was in the meeting packet. Utility Superintendent Kriewald noted that the Wisconsin Department of Natural Resource response to the City's Compliance Maintenance Annual Report was also provided.

The construction firm has started working on curb/gutter on West 1<sup>st</sup> Street. It was necessary to remove several larger trees after consultation with Street Commissioner Dick Lupton and City Parks & Recreation Director/City Forester Dan Wendorf.

**Public Comment**

None.

**Next meeting**

Wednesday, October 29<sup>th</sup>, 2014 at 5:00 P.M.

**Adjournment**

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

Minutes prepared and submitted by:

Kathy Unertl, Finance Director/Deputy City Clerk

1410160

**City of Merrill  
City Plan Commission  
Tuesday, October 7, 2014 at 5:30 P.M.  
City Hall Common Council Chambers, 1004 East First Street**

Voting members present: Mayor Bill Bialecki (Chairperson), Melissa Schroeder, Ken Maule, Ralph Sturm and Steve Hass. Alderman Peter Lokemoen had an excused absence.

Other attendees: City Administrator Dave Johnson, Building Inspector/Zoning Administrator Darin Pagel, Alderwoman Kandy Peterson, Jeremy Ratliff, Willie Kimmons, Darla Sann-Koenig and City Clerk Bill Heideman. City Attorney Tom Hayden had an excused absence.

Attending the hearing portion of the meeting: Bialecki, Schroeder, Maule, Sturm, Hass, Pagel, Peterson, Ratliff, Heideman, Pete Koblit, Sue Kunkel, Cecil Ballou, Richard Plautz and Darlene Plautz.

**Call to order**

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

**Minutes of September 2<sup>nd</sup>, 2014 meeting**

The minutes were in the meeting packet.

Motion (Hass/Schroeder) to approve, as presented, the minutes of the September 2<sup>nd</sup>, 2014 City Plan Commission meeting. Carried.

**Certified Survey Map prepared for Jeff Lokemoen**

On behalf of Jeff Lokemoen, Riverside Land Surveying, LLC, has submitted a Certified Survey Map for land on Edgewater Drive and Highland Drive owned by Mr. Lokemoen. The land is legally described as part of the Northwest ¼ of the Northeast ¼ and part of Government Lot 4 located in Section 10, Township 31 North, Range 6 East, City of Merrill, Lincoln County, Wisconsin. A copy of the map was in the meeting packet.

Building Inspector/Zoning Administrator Pagel reported that the property currently has multiple uses, but that the parcel was never split. Therefore, the property is currently non-conforming. Approval of the map would result in it becoming conforming.

Building Inspector/Zoning Administrator Pagel stated that he has no issue or concerns with the map as submitted.

Motion (Hass/Maule) to approve the Certified Survey Map, as submitted.  
Carried.

A resolution on the map will be on the October 14<sup>th</sup>, 2014 Common Council meeting agenda.

**Site Plan by Humane Society for new building @ 200 North Memorial Drive**

The Lincoln County Humane Society has submitted a site plan for a new building at 200 North Memorial Drive, in the fairgrounds block. A copy of the site plan was in the meeting packet.

Building Inspector/Zoning Administrator Pagel explained that the site plan, as submitted meets all City code requirements. However, the City Plan Commission could make modifications that they deem necessary. Some minor modifications have already been made since the building plan was last discussed by the City Plan Commission.

Discussion was held on the impact that the new building would have on the fairgrounds race track. It was noted that it would be impossible to position the building in a manner that would not impact the track. If a decision were to be made to reconfigure the track after the new building is in place, the track would have to be shortened and moved further west.

City Administrator Johnson recommends approving the site plan as submitted.

Alderman Hass noted that, because the site plan is conforming as submitted, the City Plan Commission cannot dictate major changes to the plan.

**1410161**

Motion (Hass/Schroeder) to approve the site plan, as submitted by the Lincoln County Humane Society, for a new building at 200 North Memorial Drive. Carried.

**Recess**

At 5:41 P.M., Mayor Bialecki announced that a recess would be held until 6:00 P.M., the time scheduled for the public hearing. At 6:00 P.M., Mayor Bialecki called the meeting back to order.

**Hearing – Rezoning request from Merrill Fed. Savings & Loan - 1205 N. Cedar**

The current owner of the property at 1205 Cedar Street, Merrill Federal Savings and Loan, is requesting that the property be rezoned from Residential 2 (R-2) to Thoroughfare Commercial (T.C.).

Mayor Bialecki read the public hearing notice.

Building Inspector/Zoning Administrator Pagel explained that Merrill Federal Savings and Loan is requesting this rezoning because they have been discussing the potential sale of the property to the owner of the new Pine Ridge Restaurant. If that purchase takes place, the owner of the restaurant is at this time planning to let the house remain, but to use a portion of the property for a restaurant parking lot. If the property is rezoned to Thoroughfare Commercial, both a house and/or a parking lot could exist on the property.

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

Representing Merrill Federal Savings and Loan, Pete Koblitz echoed Mr. Pagel's comments. He also stated that the purpose of the rezoning request was to allow for a parking lot on the property, should the sale of the property to the restaurant owner take place.

Cecil Ballou, 1300 Cedar Street, stated that he was also speaking on behalf of George Henrich. Mr. Ballou asked why it is necessary to rezone the property if the house is going to remain. Mr. Ballou also has concerns that, because the area has historically had some drainage issues, there is an increased chance of flooding in the area if a parking lot is added.

Richard Plautz, 1200 Cedar Street, stated that the previous owner lost the property via a foreclosure, and Mr. Plautz has no idea why that happened.

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

Building Inspector/Zoning Administrator Pagel reported that, if a parking lot were to be added to the property, City zoning code requires screening between the parking lot and the adjacent residential area. Mr. Pagel added that the restaurant owner has already had a business plan prepared that includes addressing any flooding/drainage issues associated with the property.

Motion (Maule/Hass) to approve, as submitted, the application from Merrill Federal Savings and Loan to rezone the property located at 1205 North Cedar Street from Residential 2 (R-2) to Thoroughfare Commercial (T.C.). Carried.

An ordinance on the rezoning will be on the October 14<sup>th</sup>, 2014 Common Council meeting agenda.

### **Next meeting**

Monday, November 3<sup>rd</sup>, 2014. The time of the meeting was tentatively set for 5:30 P.M., possibly subject to change.

**Public Comment**

Sue Kunkel stated her noise concerns related to dogs barking at the Humane Society shelter. Based on these concerns, she expressed her opinion that a different location for the new shelter should be considered.

**Adjournment**

Motion (Hass/Schroeder) to adjourn. Carried. Adjourned at 6:17 P.M.

Minutes submitted by:

A handwritten signature in black ink, appearing to read "William N. Heideman". The signature is written in a cursive style and is positioned above the printed name and title.

William N. Heideman, CMC, WCMC  
City Clerk

# 1 4 1 0 1 8 0

**T. B. Scott Free Library Board of Trustees  
REGULAR MEETING  
September 17<sup>th</sup>, 2014**

**Minutes**

**1. Opening**

Vice-President Gene Bebel called the Regular Meeting of the Board of Trustees to order at 4:00 p.m. in the Library Board Room. Present: Katie Breitenmoser, Paul Gilk, Richard Mamer, Tim Meehean, Kyle Reimann and Vickie Yelle. Excused: Mike Geisler and Jim Wedemeyer. Also present: Don Litzer and Noah S. from MP3.

There was no correspondence or public comment.

**2. Consent Items**

M Meehean/S Yelle/C to approve the minutes of the August meeting as printed.  
M Meehean/S Breitenmoser /C to accept the Monthly Revenue and Expense Printouts for August as printed.

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

A. Park & Recreation Request to Place Bench on Library Property: M Meehean/S Reimann /C to temporarily place the memorial bench on library property as proposed; after one year, if the location of the bench is satisfactory to all parties, the installation will be deemed permanent and a concrete base for the bench will be constructed at the expense of the Park & Recreation Department.

B. Building & Grounds Report and Request: M Yelle/S Breitenmoser /C to approve \$975 from Endowment monies for the projects presented. Ms. Stevens reported on ongoing project/issues including: blocks around the generator requiring repair, replacing broken outdoor outlet covers, and new tree placement.

C. After the Bell Program Request: In consideration of the library's interest in the success of community afterschool youth activities, M Meehean/S Mamer /C to give \$2,500 from the Endowment Fund to the After the Bell Program.

D. Strategic Plan Progress – Goal #3: Ms. Stevens presented staff progress on goals and objectives.

E. Wisconsin Public Library Standards-Chapters 7 & 8: Ms. Stevens provided copies of Chapters 7 & 8 from the publication Wisconsin Public Library Standards. Upon review, the library successfully meets the standards presented in Chapters 7 & 8.

F. Reports from Friends/WVLS Representative: The Friends had their August meeting and plans are underway for their Fall booksale. There was no report from the WVLS Representative.

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

- August Monthly Statistical Report was presented.
- A copy of the Final Report 2013 Wisconsin Youth Services Development Institute attended by Ms. Bennett.
- Copies of Benefits of Your County's 2013 Membership in WVLS were given to Library Board members, City Council & County Board members, Merrill Mayor & City Administrator.
- Wii Bowling Tournament begins this afternoon.
- Conversation continues with the Presbyterian Church regarding their portion of the recent parking lot resurfacing.
- City of Merrill all-day budget meeting October 16<sup>th</sup>. Ms. Stevens spoke with Dan Leydet regarding potential additional Lincoln County funding. Ms. Stevens was encouraged to attend Lincoln County Board meetings as appropriate regarding budget matters.

**5. Adjournment:**

The meeting adjourned at 4:45 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on October 15<sup>th</sup> at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary

#1410185

City of Merrill  
Redevelopment Authority (RDA)

Tuesday, September 9<sup>th</sup>, 2014 at 8:00 A.M.  
City Hall Council Chambers

RDA Present: Bill Bialecki, Ryan Schwartzman, David Hayes,  
Ralph Sturm, and Jill Laufenberg

RDA Absent: Karen Karow and Wally Smith

Others: Alderpersons Chris Malm and Dave Sukow, City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Mary Rajek from Redevelopment Resources, Mike Morrissey from Morrissey Consulting, City Building Inspector/Zoning Administrator Darin Pagel, Community Development Program Administrator Shari Wicke, Dean Feske from AECOM, and Tonia Speener from Clark Dietz, Inc. - Engineers

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

Approval of meeting minutes from June 24th, 2014:

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

Consider recommendation on proposed development agreement by and between the City of Merrill, Wisconsin and Clark Cup-N-Cone (Tax Increment District No. 3 – East Side):

Redevelopment project includes property purchase and clean-up, façade improvements, some interior building improvements, and future additional food-preparation equipment. Objective is year-round instead of seasonal business on this highly visible property.

Unertl and Schwartzman advised that financing is through Merrill Federal Savings & Loan Association and a \$45,000 CWED low-interest loan. Schwartzman advised that he recommended a TIF development incentive be requested at the Merrill Community Development Committee. The proposed \$10,000 TIF development incentive will help move site redevelopment forward quicker.

**Motion (Schwartzman/Laufenberg) to recommend the proposed development agreement by and between the City of Merrill, Wisconsin and Clark Cup-N-Cone at 2802 East Main Street (Tax Increment District No. 3). Carried.**

**Update on potential bids for sale/redevelopment of former ranger station parcel (110 East 10<sup>th</sup> Street – Tax Increment District No. 7):**

City Administrator Johnson reported that two bids were received - \$7,501 and \$23,500. Neither bidder had immediate redevelopment plans for the site. Given the minimal bid amounts, Johnson will be recommending that the City's Board of Public Works reject the bids and that the City retain the buildings/site for summer Parks & Recreation Department use.

**Consider draft 2015 Tax Increment District (TID) operating budget and potential TID capital budget requests:**

Unertl emphasized with the expanded TID No. 3 tax increment generated from the new Wal-Mart, that it was now fiscally feasible and strategic to begin transferring TID funding from TID No. 3 to the "blighted area" TIDs – especially TID No. 6 (Downtown) and TID No. 8 (West Side).

In follow-up to the City's new Strategic Plan, Unertl advised that there is \$20,000 split among various TID Districts for proposed Housing Study. Unertl noted that all the TIDs have Personnel Services line items for wages/benefits of City employees working on TID-related projects.

**TID No. 3 (East Side)**

Since the Hwy 64/Pine Ridge Ave. infrastructure has not yet been accepted, the City has not yet paid the \$400,000 development incentive to Wal-Mart. Pending items include stormwater drainage issue from driveway to Wal-Mart across S. Pine Ridge Ave. Additional right-of-way is needed by McDonald's corner and the sidewalk needs to be reconstructed with ADA ramp toward State Highway 64.

**TID No. 4 (Thielman St. /N. Pine Ridge Ave.)**

The stormwater culvert replacement under Thielman St. is now planned for early 2015 bidding. Objective is to try to obtain more than one bid for this construction project.

City staff anticipates an announcement shortly related to the former Wal-Mart space.

**TID No. 5 (State Hwy 107/Taylor St Area)**

Proposed installation of new streetlights in this underserved area, including industrial park (i.e. Commerce Street by Russ Davis Wholesale has no streetlights).

**TID No. 6 (Downtown Area)**

Unertl noted that the 2013 City borrowing for the Courtview access project was \$137,500. Unertl suggested with the River Bend Trail development, that this was the time to move forward with downtown planning, including building facades along the Wisconsin River and City-owned public parking lot north of the railroad tracks. City staff and contractors continue to work on marketing the Lincoln House site for potential multi-story redevelopment.

TID No. 7 (North Center Ave. Area)

Updates on environmental work related to former dry cleaner site were provided by Dean Feske from AECOM and Unertl. Wisconsin DNR has just approved a waiver to use AECOM, without bidding for environmental contractors, to continue environmental monitoring well and analysis work that the firm has been involved in for almost a decade. City would like to eventually recover State of Wisconsin reimbursements through the Dry Cleaner's Environmental Remediation Fund (DERF).

Laufenberg questioned the timing for Pine Ridge Restaurant development incentive payments. Unertl verified that the \$10,000 next payments would be in 2016 and 2017 when the new building is generating tax increment (i.e. no 2015 amount).

TID No. 8 (West Side Area)

Now that the Hurd – Superseal development incentive is a grant rather than a loan, Unertl will be recommending borrowing the \$200,000.

Based upon exterior renovation work, it is unclear what is happening with 1502 West Main Street redevelopment project (Mark Raymer) or when it might be completed. Unertl has included potential \$25,000 development incentive in the 2015 budget.

As of end of May 2014, the \$200,000 loan from 2013 to Merrill Area Development Corp. (MADC) for 201 South Prospect Street site has been repaid to the City of Merrill. The City has also paid off the Zastrow's development incentive to MADDC (TID No. 4).

TID No. 9 (Wisconsin River/South Center Ave. Area)

Bids are pending for demolition/clean-up of the former Anson-Gilkey property buildings. Sturm strongly recommended getting performance bond to ensure that demolition work is completed in timely manner in contrast to Lincoln House demo. Sturm disagreed that the extreme winter temperatures should have prevented equipment operation.

Unertl advised that potential demolition/environmental work at DC Motors parcel that the City of Merrill is condemning was missed in the draft budget. Estimated \$150,000 to \$200,000 range to remove this "blighted" building. City staff will be reviewing potential State environmental grant funding options.

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

**Public Comment:** None.

**Adjournment:**

**Motion (Schwartzman/Hayes) to adjourn the meeting at 8:50 a.m. Carried.**

Minutes prepared by RDA Secretary Kathy Unertl

1410190

**City of Merrill  
CATV Committee  
Wednesday, October 1, 2014 at 4:00 P.M.  
Merrill High School Production Studio, 1201 North Sales Street**

Voting Members Present (5 of 5): Mike Giese (Vice-Chairperson, Merrill Area Public Schools Representative), Alderman Chris Malm, Ralph Wehlitz, Brenda Mamer and Sally Hostvedt.

Others Present: Alderwoman Kandy Peterson, Deb Brunett and City Clerk Bill Heideman.

**Call to order**

Vice-Chairperson Giese called the meeting to order at 4:03 P.M. A roll call indicated that all five voting members were present.

There was confusion as to whether Alderwoman Peterson is a voting member of the CATV Committee. City Clerk Heideman will research this.

**Consider proposed 2015 CATV budget and related CATV issues**

The proposed 2015 CATV budget was in the meeting packet. Deb Brunett provided a verbal summary of the proposed budget.

The "Finance Director Salary" line item (\$4,500) was discussed. The committee questioned the justification of including this in the CATV budget. The committee would like to receive a report from the Finance Director providing details on the scope of the CATV-related fiscal duties (data entry, etc.) that she performs.

Discussion was held on the history of the Cable Access Channel and the formation of the CATV Committee. The committee would like to receive a report from the City Attorney on the necessity of having a CATV Committee. If the CATV Committee is to continue functioning, the powers and duties of the committee are to be included in the report.

Motion (Wehlitz/Mamer) to approve, as presented, the proposed 2015 CATV budget, and to forward the budget to the 2015 City of Merrill budget process.

The committee agreed that future meeting dates and times should be established sooner, even if the committee only meets once annually. The budget meeting for next year was scheduled for October 7<sup>th</sup>, 2015. City Clerk Heideman was directed to mail agendas and related materials to members approximately three weeks prior to the meeting.

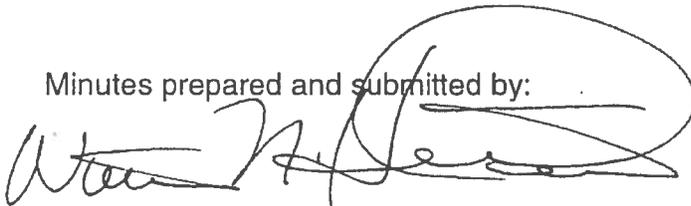
**Public Comment**

None.

**Adjournment**

Motion (Wehlitz/Hostvedt) to adjourn. Carried. Adjourned at 4:39 P.M.

Minutes prepared and submitted by:

A handwritten signature in black ink, appearing to read "William N. Heideman". The signature is written in a cursive style and is positioned above the printed name and title.

William N. Heideman, CMC, WCMC  
City Clerk

# 1 4 1 0 2 0 0

MACEC  
Committee on Aging  
Meeting Minutes  
Sept. 18<sup>th</sup>, 2014

**Members Present:** Art Lersch, Eugene Simon, Peggy Jackelen, Erin Zastrow,  
Diane Goetsch, Chris Malm

**1. Opening**

- Meeting called to order by Simon.

**2. Consent Items**

- Motion made by Malm, second by Jackelen to approve minutes from previous meeting as presented. Motion carried.
- Motion made by Goetsch to approve vouchers, second by Malm. Motion carried.

**3. Program Updates and results;**

Rummage Sale Results – September 4<sup>th</sup> rummage sale resulted in \$369.65. We will continue to have seasonal and miscellaneous items for sale throughout the year to increase our funds.

One stroke painting & exercise classes – The center currently does not collect any money for hosting these classes. Ideas were to increase class costs by \$2 so the Center receives payment, or put a basket next to the instructor's basket for the \$2 activity donation. All agreed that it may be less confusing to increase the cost of the class and have the instructor pay the Center \$2 per person. Cost for materials and time generally increase each year so hopefully we will not have issues. Also mentioned was making sure we add the \$2 fee to each class to keep consistency. We will start this in Jan '15.

Upcoming Events – discussed the two upcoming **bus trips** to Appleton. Drivers are being recruited so we are not relying on one person. Tammie brought up the possibility of running the bus a few times during the winter months (weather permitting). Chris Malm indicated to check on our budget to see how it is set up for a calendar year; by month or trip for example.

**Craft Fair** will be held October 28<sup>th</sup>. A \$5 table fee will be charged. Lunch will be provided to the crafters.

**Computer Classes** will start up again. Tammie will be teaching these. Donations go to the Center.

**Meet & Greet** will be October 15<sup>th</sup> from 11am-1pm. The primary goal will be to get more people coming to the center and hear what the community would like to see provided.

Ageless Wisdom update – The quotes were discussed. 600 copies will be printed at \$2.08 per book. We will be selling them for \$10-12. Invoices will be coming soon as printing is complete. The flyer is being used to promote the book where copies may not be available. Customers will be able to order using a send in form.

Community Meal – We are *changing* from a \$2 donation to a Goodwill donation to try to get contributions back up to where they were when the meals began in March '14.

**4. GWAAR**

Tammie discussed the benefits and value of attending the conference. A few sessions such as “Mind Alert” and “Nutrition” were very interesting. Possible future programs based on these sessions are possible. Also mentioned was the Generations Community Center in Plymouth. This session provided inspiration for the future of our Center.

**5. ADRC update**

Erin informed us that open enrollment for Part D is on October 15<sup>th</sup>. People can call to schedule appointments with a benefit specialist.

**6. Correspondence**

Peggy Jackelen brought the Walk For Dementia flyer in for us to post and promote. The money raised goes for research and to support the program.

Discussion took place on how the city has banned certain individuals in public places. The Center takes the position of whatever is best for the majority of the people. Sadly that may mean that unless the individual agrees to help they may not be able to participate in certain programs.

Tammie mentioned a goal of getting more people to the Center by reaching out via marketing and advertising. It takes finding the right medium of communication in our area – which the board agreed was AM Radio.

**7. No public comment**

**8. Meeting adjourned** - Motion by Lersch second by Malm. Motion carried.

*Minutes submitted by Tammie Mrachek, MACEC Director*

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**AIRPORT COMMISSION MEETING**  
**Wednesday, September 17 at 7:00 p.m.**  
**Merrill Municipal Airport**

**MINUTES**

**Present:** Gary Schwartz, John Miller, Chris Malm, Gary Schulz, Joe Malsack, Lyle Banser, Airport Manager Dave Koch, Airport Deputy Manager Rick Lussow

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

1. **Meeting Called to Order** – Chairman Schwartz called the meeting to order at 7:00 p.m.
2. **Approve Minutes of August 20, 2014 Meeting** – Motion by Malsack; second by Malm to approve minutes as printed. All ayes. Motion carried.
3. **Approval of Vouchers** – Vouchers were reviewed and signed by all. Motion by Malm to approve vouchers; second by Malsack. All ayes. Motion carried.
4. **Terminal Project Status** – New terminal construction progress was discussed. Will discuss airport's expectations for the future construction at the October 15, 2014 meeting.
5. **Update on 2006 Project** – No report at present on funding remaining. Discussed problem with electrical vault building and the proposed correction.
6. **Update on Fixed Base Operator/Airport Manager Search** – We welcomed Dave Koch, new Airport Manager, and Rick Lussow, Deputy Airport Manager. Discussed Manager Koch's focus on promoting and advertising and Deputy Manager Lussow's focus will be day-to-day operation.
7. **Airport Day 2014** – A very good turnout was reported. Merrill-Go-Round service helped the event. Acknowledged Rich Grenfell and bus drivers for their work and cooperation helping to service the event. Volunteers helped redirect traffic around Taylor Street construction. Flea Market went very well. Visiting public enjoyed it. Face painting was a hit as was the Amish baked goods. 22 planes flew in. Parking was limited due to wet infield. Airplane traffic flowed smoothly. P.A. System and announcing made the event very interesting for visitors. The Airport Day date for 2014 is September 12, 2015.
8. **Manager's Report** – Manager Koch indicated the transition between outgoing manager and incoming manager is going smoothly.

Hanger 3 is rented by Bev Schulz for her new Cessna.

Suggestion was made to give gift certificate for gas to Tim Ash and Heinz Roth Skydiving Plane. T-6 burns 50 gallons per hour.

PAPI circuit board is burned out. Will be approximately \$650.00 for repair. Circuit boards for gates are also being ordered.

Taxi light problem is being addressed by Van Ert Electric.

Discussed Hanger 7. Landon Now is vacating September 30, 2014.

Fahrner gave estimate of \$7,900.00 for sealing black top taxi ways. Discussed prior sealing jobs which have worked very well.

Discussed Airport hours and will discuss at next meeting. Hours will remain the same as summer in interim. Manager Koch suggested that Rich Lussow's title be Deputy Airport Manager. Manager Koch and Deputy Manager Lussow will attend Airport Management Seminar in Stevens Point.

9. **Chairman's Report** – Discussed possibility of getting MO gas in pump. Estimated cost to be investigated.
10. **Aviation Happenings** – Discussed ladder at fueling station. Schultz talked about 3<sup>rd</sup> class medical news and that 80% of doctors surveyed from the Fly Physicians stated they were in favor of eliminating the 3<sup>rd</sup> class medical for private flying.
11. **Public Comment** – Krueger asked about repainting 07 – 25 numbers. Will be on agenda next month.  
Wenning asked about runway broom for tractor. It will be considered after we see how our funding is after the terminal project is completed.
12. **Agenda Items for Next Meeting** – Hours of operation. Painting of runway numbers.
13. **Adjournment** – Motion by Malsack, second by Malm to adjourn meeting at. All ayes. Motion passed.

Minutes prepared by Lyle Banser

# 1410210

**Minutes  
Airport Commission Meeting  
Wednesday, August 20, 2014**

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

**Also Present:** Larry Wenning

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

**(2) Approval of the July 23, 2014 Minutes:** A motion was made to approve the minutes by Joe Malsack. The motion was seconded by Lyle Banser. The motion passed.

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

**(4) Terminal Project Status:** John Miller said construction on the terminal has started. John said the sand base, in ground plumbing and electrical is in. John said that the concrete should be poured on Monday. John said there have been a few problems, but everything is going good.

Gary Schwartz said he has been on the site and it looked like they were doing a good job so far.

**(5) Update on 2006 Project:** Gary Schwartz said that he has spoken with Steve Opatic from Becher-Hoppe and he did not know the final numbers from the project. Gary said that he will not sign off until he knows those figures.

**(6) Update Fixed Base Operator/Airport Manager Search Process:** Gary Schwartz said that he has marked up a contract from Dave Koch and he and Tom Hayden have reviewed it. Gary said the main item of concern was how the fuel was going to be purchased from John Miller Aviation. Gary Schwartz said that the City has no intention of purchasing the fuel.

John said that he and Dave have a verbal agreement for the purchase of John Miller Aviation, but will not finalize anything until the Airport Manager/FBO contract is signed.

**(7) Airport Day 2014:** Joe Malsack said that the Vendor spots are filling quickly. Joe also said that the FFA was looking for a community project and he has lined them up to help park cars and airplanes. Joe said that he has found a toy drivable on the ground model of a Pitts to purchase for use in the Labor Day Parade to help advertise Airport Day and was looking for help from other people to purchase it. Joe said the Bounce House and the Boy Scouts are lined up.

John Miller said that NTC will be having an Open House that day and will coordinate events with the Airport. John said the City will provide a Merrill-Go-Round to shuttle passengers between the two events. John said the parachute has been repacked.

Larry Wenning said that getting a pilot to fly the jump plane will not be a problem.

John Miller said Heinz and Mary Roth will let us use their airplane again this year. John said that the plane is legally set to fly for Airport Day. John said that John Miller Aviation will be purchasing the insurance policy for the skydivers.

Joe Malsack said signs have been placed around town to advertise Airport Day and they will get the flea market signs out this weekend.

John Miller said Ellis Wendt is on board for the Putt-Putt display. John said letters to the pilots have been mailed. John said there will be a meeting with the Lions this week and Jane is collecting donations for door prizes. John said radio ads are set along with the newspaper ads. John said NTC is sending flyers to the schools for students to bring home. John said the radio stations price has remained the same over the years but the newspaper ads keep rising. John said the \$900.00 we receive from the Chamber of Commerce helps off set that cost.

Gary Schulz said that he and Bev will host the after Airport Day wind down party.

**(8) Discussion/Approval 2015 Budget:** Gary Schwartz passed out copies of the 2015 budget. The cost of Charter was discussed. Joe Malsack questioned whether the amount for snowplowing and lawn mowing would be enough. Gary Schwartz said that Kathy Uertell knows that all departments went over on fuel and snow removal this year. John Miller said they will not budget for a year of heavy snow every year like we had last year but budget for a normal average cost.

After some discussion Lyle Banser made a motion to accept the 2015 Budget. Joe Malsack seconded. Motion passed.

**(9) Discussion/Approval of Future Capital Budget:** Gary Schwartz discussed the future Capital Budget. After some discussion all agreed it included all items that could be anticipated at this time. It was also stated that the wording was incorrect on some items. Instead of T-Hanger it should be listed as Terminal Hanger. Gary Schwartz said he will bring this to Kathy's attention.

Joe Malsack made a motion to accept the 2015-2024 Capital Budgets. Lyle Banser seconded. Motion carried.

**(10) Manager's Report:** John Miller gave a brief history regarding Landon Now and his rental of Hanger 7. John said Landon feels that since he could not move his plane to Merrill in January, because of the snow, he should not pay for that month's rent. John said Landon signed a contract in January that started January 1, 2014. He has given a termination notice for September 30, 2014. It was the consensus of the commission to withhold his deposit for non-payment of the January rent.

John reviewed the colors he chose for the new terminal exterior. John said there was a long delivery time for the brick, so that has been ordered.

John Miller said Fahner will be coming out to submit a bid for filling the cracks on the blacktop.

John Miller said that the oil leaked out of the new gate gear box on Champagne Street and was told by the manufacturer that they would send him a new seal and a bottle of heavier oil. John said there was no charge for that, but we have to do the labor.

**(11) Chairman's Report:** Nothing further to report.

**(12) Aviation Happenings:** Gary Schulz reviewed what was currently happening with the 3<sup>rd</sup> class pilot medical situation.

**(13) Public Comment:** None

**(14) Agenda Items for Next Meeting:** None.

**(15) Discussion/Decision FOB/Airport Manager Contract. The commission may convene into closed session pursuant to Wis. Stat. section 19.85 (1)(c)-to consider employment of and compensation for Airport Fixed Base Operator candidate.** A discussion was held regarding whether or not to go into closed session. It was decided another closed session meeting will be scheduled for Tuesday, August 26, 2014. Joe Malsack made a motion to go into closed session. Gary Schulz seconded. Motion carried. John Miller and Larry Wenning left the meeting at this time.

**(16) Commission may convene into open session for action on closed session items:** The Commission came out of the closed session but no action was taken.

**(17) Adjournment:** Gary Schulz made a motion to adjourn. Lyle Banser seconded. Motion passed.

**These Minutes were recorded by John Miller, the Airport Manager and were ratified at the September 17, 2014 Airport Commission Meeting.**

#1410210

**Minutes**  
**Airport Commission Meeting**  
**Wednesday, July 23, 2014**

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

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

**(1) Call to Order:** Gary Schwartz called the meeting to order at 8:00 PM.

**(2) Approval of the June 25, 2014 Minutes:** A motion was made to approve the minutes by Chris Malm. The motion was seconded by Lyle Banser. The motion passed.

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

**(4) Terminal Project Status:** Gary Schwartz said that the scheduled start date for the terminal building is August 4th. Gary said there will be a pre-construction meeting on July 28<sup>th</sup>. Gary said the Mayor has signed the Contractor Performance and Payment Bond and sent it back to the Bureau of Aeronautics (BOA). Gary said the finished date for the terminal is 120 calendar days from the start.

**(5) Update on 2006 Project:** John Miller said that he and Steve Opatik, from Becher-Hoppe, have toured the site and were satisfied with Merrill Sand and Gravel's removal of the rocks and the top soil that was put in place. John said the grass is growing. John also said the drainage problems were fixed.

John said that the Fire Department tested the siren function on the new gate and it did not open. John said Steve Opatik said that he would have Fortess Fence look into that.

John Miller said Steve Opatik said that the roof problem on the vault will be fixed before winter.

**(6) Update Fixed Base Operator/Airport Manager Search Process:** Gary Schwartz said Dave Koch was in Merrill to meet with him and Dave Johnson this week to discuss his plans for the airport. John Miller said that he will meet with Dave Koch on Thursday to discuss the sale of John Miller Aviation.

John said that he has spoken to Johan Backlund from California, who has showed an interest in John Miller Aviation and the Airport Manager position. John said Johan runs a flight school with a partner in Riverside, California. John said that Johan was going to be in Wisconsin for Oshkosh and was planning to come to Merrill one day during that week.

**(7) Airport Day 2014:** John Miller said that the Lions will be doing lunch and the juggler is booked. John said he has spoken to both the Police Chief and Fire Chief and they have committed to bringing some equipment and personnel to Airport Day. John said we were unable to get Dream Flight or the Flight Simulator. John said they have both booked a three day event in Osceola. John said John Lumley will give the airplane rides and AGRA has agreed to the use of the hanger for the Flea Market.

Joe Malsack said that the flyers for the Flea Market have been mailed out and the spots are about half gone with some already outside. Joe also said he has gotten the Bounce House's and the Boy Scouts to run them. He also suggested that we should put the new tractor out for display.

Joe Malsack said he has spoken to both Heinz and Mary Roth regarding using their airplane for that day. He was told the plane was for sale but if it was not sold, we could use it.

John Miller said that John Miller Aviation would pay for the insurance for the sky divers. John said he would get in touch with Joe Hayden to get the chute repacked.

Joe Malsack said that Larry Wenning will be in charge of aircraft traffic control. Joe said he will handle the ground traffic. Joe said Steve Krueger and Larry Wenning will be doing the announcing.

**(8) Discussion/Decision on a Terminal Ground Breaking Ceremony:** Gary Schwartz said he has spoken with the Mayor and he agreed it would be a good idea to have a ceremony. Gary said it will be held on Monday, August 4th at 9:00 A.M. A motion was made by Chris Malm and seconded by Joe Malsack to have a ground breaking ceremony. The motion passed.

**(9) Manager Report:** John Miller said that top soil has been spread in some of the big holes on the infield where aircraft are parked on Airport Day.

John said that he purchased a new Stihl Weed Whacker for \$399.00. John said he bought the same one we had because it was here when he came ten years ago and gave us good service during that time. John said we are still working on catching up on the grass mowing.

John said that the Kubota has an oil leak and Rich will be working on it next week. John also said he will be pricing the broken plastic.

Gary Schwartz asked about the lights on Runway 16/34 and John said that he is burning them all the time right now.

John said that he has seen the two quotes for security cameras and the security system and the camera system. John said he was told by the BOA that the FAA will not pay for this expense. John said he will meet with Ron Turner about these expenses.

John Miller said that NTC would like to have an Open House this year during Airport Day. John said he would call over there and find out more details.

**(10) Chairman's Report:** Gary Schwartz said they are starting the Taylor Street project Monday, July 28<sup>th</sup> and said we should get rid of the water that stands on the corner of our property at the corner of Taylor Street and Airport Road.

Gary Schwartz asked about the phone lines on Champagne Street. John Miller said he spoke with Ron Turner and was told that one phone line will be charter but the other has to be Frontier because it is a 911 line. John said the Charter lines go out with power failures.

**(11) Aviation Happenings:** Gary Schulz said he had nothing to report at this time.

**(12) Public Comment:** Gary Schulz said that the current wind sock is so faded that it is hard to see. John said he has a new one that he keeps on hand and will get it replaced. Gary also said that the wind turbine on Roth's T-hanger needs to be replaced. John said he has one on order from Trantow's and will have it replaced in a couple of days.

Bobby Kulp said that in regard to the 3<sup>rd</sup> Class Medical issue he read that the AOPA will make an announcement at AirVenture.

Gary Schwartz said he did not have time to look into the cost of getting Mogas on the Airport but would look into it soon.

**(13) Agenda Items for Next Meeting:** Gary Schulz suggested we may need a closed meeting to discuss the contract with anyone applying for the FBO Operator/Airport Manager position.

**(14) Adjournment:** Joe Malsack made a motion to adjourn. Lyle Banser seconded. Motion carried.

**These Minutes were recorded by John Miller, the Airport Manager and were ratified at the August 20, 2014 Airport Commission Meeting.**

**ZONING BOARD OF APPEALS MINUTES**  
September 8, 2014, 6:00 p.m.

PRESENT: Zoning Administrator Pagel, Ron Burrow, Mark Peterson, Dean Haas, Dave Sukow

ABSENT: Chairman Steve Hass, Bill Schneider, Jim Koebe

With the absence of Chairman Hass, ZA Pagel called the meeting to order at 6:00 pm in the Basement Conference Room.

**Motion to approve August 11, 2014 minutes Mr. Sukow, second Mr. Haas, carried.**

ZA Pagel read the meeting notice.

**Motion to open hearing Mr. Sukow, second Mr. Haas, carried.**

Owners Don and Edith Townsend spoke in favor of the variance stating they knew the garage and attached structure needed to be corrected and were willing to do so. ZA Pagel explained the condition of the structures and what needed to be corrected. A discussion ensued on what needed to be corrected and timeframe for doing such. Mr. Sukow and other members asked the Townsends if they would be able to complete corrections yet this fall. They stated they would. With no else to speak for or against.

**Motion to close hearing Mr. Sukow, second Mr. Burrow, carried.**

**Motion to approve the variance with the following conditions Mr. Sukow, second Mr. Haas,**

1. All bad OSB board be replaced on addition.
2. All windows be replaced or removed and framed in.
3. All rotten fascia or soffit be replaced and painted.
4. All doors be replaced and painted.
5. The entire building be resided and painted, unless vinyl installed.
6. All corrections be completed by December 15, 2014.

**motion carried.**

With no other business and no additional public comment:

**Motion to adjourn Mr. Peterson, second Mr. Sukow, carried.**

Meeting adjourned 6:30 pm

Darin Pagel, Recording Secretary.

1410250

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



AN ORDINANCE: By City Plan Commission  
Re: Amending the District Zoning Map of the City of  
Merrill, Wisconsin for Lot 6, Block 4, Natzke  
Addition

ORDINANCE NO. 2014-  
Introduced: October 14, 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.** The District Zoning Map of the City of Merrill, Wisconsin is hereby amended by changing the zoning of the following described property in Lot Six (6), Block Four (4) of Natzke Addition in the City of Merrill from R-2 (Residential) to Thoroughfare Commercial , said parcel more particularly described as follows:

Lot Six (6), Block Four (4) of Natzke Addition to the City of Merrill, Lincoln County, Wisconsin.

**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.

Approved:

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

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

Adopted: \_\_\_\_\_

Attest:

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

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

1410260

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

**A RESOLUTION APPROVING A CERTIFIED SURVEY MAP ON EDGEWATER DRIVE AND HIGHLAND DRIVE REQUESTED BY JEFF LOKEMOEN**

WHEREAS, Jeff Lokemoen has applied for approval of a division of land by certified survey map pursuant to Code of Ordinances Sections 111-116 for land located in the Northwest Quarter of the Northeast Quarter and part of Government Lot 4 located in Section 10, Township 31 North, Range 6 East, City of Merrill, Lincoln County, Wisconsin; and,

WHEREAS, the application was referred to the City Plan Commission which considered the proposed division at a meeting on October 7, 2014; and,

WHEREAS, the City Plan Commission has recommended approval of the land division by certified survey map;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 14<sup>th</sup> day of October, 2014, that the proposed certified survey map presented by Jeff Lokemoen and prepared by Keith J. Walkowski, of Riverside Land Surveying LLC, for land located in the Northwest Quarter of the Northeast Quarter and part of Government Lot 4 located in Section 10, Township 31 North, Range 6 East, City of Merrill, Lincoln County, Wisconsin is hereby approved.

BE IT FURTHER RESOLVED, that the City Clerk is directed to so certify the approval of this certified survey map and return the original to the applicant together with a certified copy of this resolution.

Recommended by: City Plan  
Commission

CITY OF MERRILL, WISCONSIN

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

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

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

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

1410261

**RESOLUTION NO.**

**A RESOLUTION APPROVING THE AGREEMENT FOR FIRE PROTECTION/INSPECTIONS**

WHEREAS, the City of Merrill has established and provides fire protection service for the City and Towns of Merrill, Scott and Rock Falls; and,

WHEREAS, the City of Merrill has the ability to provide said fire protection and the Towns desire to contract with the City to provide said fire protection; and,

WHEREAS, negotiations between the City of Merrill and the Towns of Merrill, Scott and Rock Falls have culminated in an agreement;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 14<sup>th</sup> day of October, 2014, that the Agreement for Fire Protection/Inspections between the City of Merrill and the Towns of Merrill, Scott and Rock Falls, be approved.

Recommended by: Mayor Bialecki

CITY OF MERRILL, WISCONSIN

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

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

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

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

1410262

**RESOLUTION NO.**

**A RESOLUTION HONORING JOHN MILLER 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 Miller has served as the Airport Manager and Fixed Based Operator at the Merrill Municipal Airport from February 2005 to September 14, 2014; and,

WHEREAS, the personal commitment and unselfish dedication John Miller 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 Miller's dedicated service; and,

WHEREAS, John Miller's cheerful manner and hard work will be missed at the City of Merrill Municipal Airport;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 14<sup>th</sup> day of October, 2014, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the dedicated and faithful service John Miller has given to the City of Merrill and commends him for those years of service.

Recommended by: Mayor Bialecki and  
Common Council

CITY OF MERRILL, WISCONSIN

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

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

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

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