

# 150130

December 9<sup>th</sup>, 2014

*Note: These minutes are subject to review and approval at the next regular Common Council meeting.*

The Common Council of the City of Merrill met on the above date in Regular Session, at the City Hall Council Chambers, 1004 East First Street. Mayor William R. Bialecki called the meeting to order at 7:00 P.M.

**141210** Invocation by Pastor Paul Hohman, New Testament Church

**141215** Pledge of Allegiance

**141220** Roll Call showed the following Common Council members present (8 of 8): 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).

The following were also in attendance: Transit Director Rich Grenfell, City Attorney Tom Hayden, City Clerk Bill Heideman, City Administrator Dave Johnson, Street Commissioner Richard Lupton, Police Chief Ken Neff, Building Inspector/Zoning Administrator Darin Pagel, Fire Chief Dave Savone, Library Director Stacy Stevens, Finance Director Kathy Unertl and Park and Recreation Director Dan Wendorf. Enrichment Center Director Tammie Mrachek had an excused absence.

**141225** Public Comment Period

Mayor Bialecki issued a reminder that this is a public comment period, not a public hearing.

City Attorney Hayden reported that he has contacted, Collette Anderson, Wisconsin Department of Health Services, to discuss the two resolutions related to Conditional Use Permit applications for adult family homes. Based on that discussion, City Attorney Hayden stated his opinion that a Conditional Use Permit is irrelevant to the issue at hand and not necessary to operate these types of facilities. He recommends that the resolutions for item #1412261 and #1412262 be tabled.

Betty Hulke, 1401 Cedar Street, stated that she lives near the potential adult family home being considered at 1305 Cedar Street. She has no problem with those who would become residents. However, she does have concerns related to the condition of the house should it become an adult family home for developmentally disabled.

Jeff Schram, 1005 N. Cottage Street, stated the he was speaking on behalf of Richard Martens, 1102 Cottage Street. Mr. Schram thanked Alderman Burgener and Alderman Lokemoen for opposing the resolutions related to the adult family homes, and urged the other Common Council members to oppose them as well. Mr. Schram thanked Building Inspector/Zoning Administrator Pagel for supplying requested information. Mr. Schram raised the questions that, if a Conditional Use Permit is not required, why did the neighboring residents receive notification of a public hearing on the Conditional Use Permit application, and why was a public hearing even held. Mr. Schram stated that when Our Way was considering opening this type of facility, they should have formed a committee to participate in the consideration process. He questioned the proximity of the proposed facility to Harbor House.

Speaking for himself, Jeff Schram spoke on the Wisconsin State Statutes as they relate to distance and density requirements for the type of facilities that Our Way Inc. is seeking to open.

Ellin Fisher, 1301 E. 14<sup>th</sup> Street, spoke in favor of the two resolutions related to Conditional Use Permit applications for adult family homes. She stated that residents of this type of facility are not criminals, but are quiet souls in search of a home. She commended the Our Way Inc. staff on the care they provide, and asked that the new residents of these facilities be welcomed to the neighborhood.

Pastor Brad Main spoke in favor of the ordinance rezoning 1212 S. Center Avenue.

John Rell, N3331 County Highway K, also spoke in favor of the ordinance rezoning 1212 S. Center Avenue.

Phil Borchardt, 300 W. Eighth Street, stated that he was strongly opposed to the opening of adult family home at 1104 Cottage Street. He stated that there has never before been a business at that property and mentioned that there is already that type of facility located within the proximity of 2,500 feet. He added that the new facility would be in the same aldermanic district as the existing facility of the same type. In addition to his concerns related to another business in that area, he has concerns related to the increase in traffic.

Mary Ann Zastrow, 1303 Cedar Street, has concerns related to the increase in traffic on Cedar Street if an adult family home is opened there, given the fact that Cedar Street is a dead-end street. She suggested that Our Way Inc. seek alternative sites for this facility.

Dave Johnson, 1010 Johnson Street, stated that a rental property is the same as a business entity, and that, in a rental property, the tenants could change more frequently than residents of an adult family home.

Betty Hulke stated that she was speaking for, not against, the potential residents if the house at 1305 Cedar Street becomes an adult family home. She has safety concerns related to that house being used as an adult family home for developmentally disabled individuals.

Mayor Bialecki requested that the order of agenda items be changed and that agenda items #1412261 and #1412262 be considered next. Without objection, it was so ordered.

**1412261 RESOLUTION NO.**

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE PURPOSE OF OPERATING AN ADULT FAMILY HOME/DEVELOPMENTALLY DISABLED AT 1104 COTTAGE STREET IN MERRILL, WISCONSIN**

WHEREAS, Our Way, Inc. has requested a conditional use permit pursuant to the Merrill Zoning Code Chapter 113, Article IV for the purpose of operating an Adult Family Home/Developmentally Disabled on the following described property:

Lot Two (2) Block One (1) and the North 95.80 feet of Lot One (1) Block One (1) of Ron Woller's First Addition to the City of Merrill, Lincoln County, Wisconsin, AKA 1104 Cottage Street; and

WHEREAS, the City Plan Commission scheduled a hearing on the application on December 2, 2014, due public notice having been given and opportunity given to those interested to speak on the application; and,

WHEREAS, the City Plan Commission has reviewed the Application, found that it does meet the requirements of Merrill Zoning Code Chapter 113, Article IV and has recommended approval of said application;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 9<sup>th</sup> day of December, 2014, that a conditional use permit shall be issued to Our Way, Inc. for the purpose of operating an Adult Family Home/Developmentally Disabled at 1104 Cottage Street, Merrill.

Motion (Meehean/Lokemoen) to table the resolution, along with the resolution for agenda item #1412262. Carried.

**1412262 RESOLUTION NO.**

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE PURPOSE OF OPERATING AN ADULT FAMILY HOME/DEVELOPMENTALLY DISABLED AT 1305 CEDAR STREET IN MERRILL, WISCONSIN**

WHEREAS, Our Way, Inc. has requested a conditional use permit pursuant to the Merrill Zoning Code Chapter 113, Article IV for the purpose of operating an Adult Family Home/Developmentally Disabled on the following described property:

Lots One (1) and Two (2) Block Four (4) of Natzke's Addition to the City of Merrill, Lincoln County, Wisconsin, AKA 1305 Cedar Street; and

WHEREAS, the City Plan Commission scheduled a hearing on the application on December 2, 2014, due public notice having been given and opportunity given to those interested to speak on the application; and,

WHEREAS, the City Plan Commission has reviewed the Application, found that it does meet the requirements of Merrill Zoning Code Chapter 113, Article IV and has recommended approval of said application, provided that fencing is installed in the rear yard bordering the Zastrow property;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 9<sup>th</sup> day of December, 2014, that a conditional use permit shall be issued to Our Way, Inc. for the purpose of operating an Adult Family Home/Developmentally Disabled at 1305 Cedar Street, Merrill, Wisconsin, provided that fencing is installed in the rear yard bordering the Zastrow property.

Note: This resolution was tabled by the same motion that tabled the previous agenda item, #1412261.

**141230** Minutes of November Meeting

Motion (Burgener/Sukow) to dispense with the reading of the minutes of the November 11<sup>th</sup>, 2014 Common Council meeting and approve them as published. Carried.

**141240** Revenue and Expense Report – November 2014

Motion (Burgener/Sukow) to approve, as submitted, the November 2014 Revenue and Expense report. Carried.

**141261** Employee Recognition

City Clerk Heideman read a certificate of recognition for the following City employee: Richard J. Grenfell, 25 years of service.

**141290** Committee of the Whole**141291** Consider recommendation(s) from the December 9<sup>th</sup>, 2014 Committee of the Whole meeting related to the request from City Administrator Johnson to eliminate the hiring freeze and task the City Administrator with evaluating and approving hiring for budgeted vacancies in City positions. Newly created positions would continue to be approved by Common Council action only.

At that meeting, the Committee of the Whole recommended approving the policy, as presented.

Motion (Schwartzman/Burgener) to adopt. Carried.

**141292** Consider recommendation(s) from the December 9<sup>th</sup>, 2014 Committee of the Whole meeting related to the bids received on the potential City sale of the former Fire Station #1 at 701 East First Street

At that meeting, the Committee of the Whole recommended approving the bid of \$350,000 from the City of Merrill Housing Authority, with the stipulation that a maximum of \$150,000 of the sale receipts be used to erect a Parks and Recreation Department maintenance building at the Merrill Area Recreation Complex (MARC).

Motion (Meehean/Schwartzman) to adopt. Carried 8-0 on roll call vote.

- 1412150** Water and Sewage Disposal Committee
- 1412151** The Committee recommends approving the water & sewer service fee increases for 2015 as presented.
- Motion (Schwartzman/Sukow) to adopt. Carried.
- 1412152** The Committee recommends approving, as presented, the amendment to the current lease agreement with New Cingular Wireless PCS, LLC. The agreement allows them to house telecommunications equipment on the East Street Water Tower. The amendment would result in the City receiving an additional \$300 per month as part of the agreement.
- Motion (Meehean/Norton) to adopt. Carried.
- 1412160** City Plan Commission
- 1412161** Update on Comprehensive Plan update proposal from North Central Wisconsin Regional Planning Commission (NCWRPC). Note: Because the funding (\$20,000) has already been budgeted, no Common Council action is necessary. This item was placed on the agenda for information only.
- No action was taken.
- 1412230** Placing Committee Reports on file
- City Clerk Heideman requested that he be authorized to amend the December 2<sup>nd</sup>, 2014 City Plan Commission minutes, to change a reference to Alderman Hass to Steve Hass. Without objection, it was so ordered.
- Motion (Sukow/Burgener) to place the following committee reports on file: Housing Authority, Parks and Recreation Commission, Board of Public Works, Health and Safety Committee, Personnel and Finance Committee, Water and Sewage Disposal Committee, City Plan Commission (as amended), Transit Commission, Library Board, Redevelopment Authority, Enrichment Center Committee on Aging, Airport Commission and Board of Canvass. Carried.
- 1412240** Mayor's Appointments
- Mike Wilson, to the Housing Authority, term to expire November 10<sup>th</sup>, 2015
- Motion (Schwartzman/Peterson) to approve the appointment. Carried.

**1411250      ORDINANCE NO. 2014-26**

SECOND READING OF AN ORDINANCE AMENDING THE DISTRICT ZONING MAP OF THE CITY OF MERRILL, WISCONSIN FOR 1212 SOUTH CENTER AVENUE, TO REZONE FROM THOROUGHFARE COMMERCIAL TO PUBLIC DISTRICT

Motion (Sukow/Schwartzman) to suspend the rules and give the ordinance a third reading by title only. Carried.

THIRD READING OF AN ORDINANCE AMENDING THE DISTRICT ZONING MAP OF THE CITY OF MERRILL, WISCONSIN FOR 1212 SOUTH CENTER AVENUE, TO REZONE FROM THOROUGHFARE COMMERCIAL TO PUBLIC DISTRICT

Motion (Schwartzman/Peterson) to adopt. Carried 7-1 on roll call vote. Voting No – Alderman Norton.

**1412250      ORDINANCE NO. 2014-27**

AN ORDINANCE AMENDING CHAPTER 36, ARTICLE II, DIVISION 6, SECTION 36-166 TO ADD TRUCK ROUTES

Motion (Sukow/Burgener) to suspend the rules and give the ordinance a second reading and a third reading by title only. Carried.

SECOND READING OF AN ORDINANCE AMENDING CHAPTER 36, ARTICLE II, DIVISION 6, SECTION 36-166 TO ADD TRUCK ROUTES

THIRD READING OF AN ORDINANCE AMENDING CHAPTER 36, ARTICLE II, DIVISION 6, SECTION 36-166 TO ADD TRUCK ROUTES

Motion (Schwartzman/Peterson) to adopt. Carried 8-0 on roll call vote.

**1412251      ORDINANCE NO. 2014-28**

AN ORDINANCE AMENDING CHAPTER 105, ARTICLE I, DIVISION 2, SECTION 52, RELATED TO BUILDING INSPECTION PROCEDURES IN CASES OF UNSAFE BUILDINGS

Motion (Sukow/Schwartzman) to suspend the rules and give the ordinance a second reading and a third reading by title only. Carried.

SECOND READING OF AN ORDINANCE AMENDING CHAPTER 105, ARTICLE I, DIVISION 2, SECTION 52, RELATED TO BUILDING INSPECTION PROCEDURES IN CASES OF UNSAFE BUILDINGS

THIRD READING OF AN ORDINANCE AMENDING CHAPTER 105, ARTICLE I, DIVISION 2, SECTION 52, RELATED TO BUILDING INSPECTION PROCEDURES IN CASES OF UNSAFE BUILDINGS

Motion (Meehean/Norton) to adopt. Carried 8-0 on roll call vote.

**1412260 RESOLUTION NO. 2395**

Without objection, City Attorney Hayden read the resolution by title only and then provided a verbal summary of the resolution.

**A RESOLUTION AMENDING EMPLOYEE BENEFITS – FRINGE BENEFITS AT SECTION 14-5, GROUP INSURANCE PROGRAM OF THE NON-UNION PERSONNEL POLICIES PERTAINING TO CO-INSURANCE AND OUT-OF-POCKET LIMITS AND TO ELIMINATE THE 15% PARTICIPATION LIMIT IN THE GROUP HEALTH INSURANCE INCENTIVE PLAN**

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

WHEREAS, the Personnel and Finance Committee has reviewed that manual as it relates to Fringe Benefits at Section 14-5, **to amend co-insurance and maximum out-of-pocket limits as they relate to Federal Internal Revenue Service requirements and to eliminate the 15% participation limit in the Group Health Insurance Incentive Plan to delete the traditional Health Insurance option at Section 14-5-1 and add 20/80 deductibles to the High Deductible Health Plan – Health Savings Account (HSA) eligible at Section 14-5-2, and renumbering subsequent paragraphs;** and

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

- 14-5-1 High Deductible Health Plan - Health Savings Account (HSA) Eligible. The Employees are offered a High Deductible Health Plan - Health Savings Account (HSA) Eligible with **\$1,3001,250** individual and **\$2,6002,500** family deductible levels. In addition the Employee will pay 20% **coinsurance up**

to a maximum out-of-pocket expense of \$1,700 – individual and \$3,400 – family of the next \$2,000 individual and \$4,000 family coinsurance. The Employees will pay eight and ninety-eight hundreds (8.98) percent of the monthly premium per pay period not to exceed 24 pay periods per year, and the City agrees to pay the remaining amounts of the High Deductible group health insurance.

14-5-2

Group Health Insurance Incentive Plan. In the event that any regular full-time employee eligible for the City's group health insurance program obtains coverage under another health insurance plan through employee's spouse or family member not sponsored by the City, and the employee provides written evidence of such other coverage and declines coverage under the City's group health insurance program, the City will pay the employee \$3,000 (**\$250 per month**) if the employee would have been eligible for the family group health insurance plan or \$1,500 (**\$125 per month**) if the employee would have been eligible for the single group health insurance plan as an incentive. Such incentive payment is paid by the City at the same time that longevity payments are made under Section 6-9 of this manual. ~~This incentive program is available on a first-come, first-served basis to the first fifteen percent (15%) of eligible regular full-time employees who register for the program. At any time, a maximum of fifteen percent (15%) of regular full-time city employees eligible for the City's group health insurance program may be enrolled under this incentive program.~~

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 9<sup>th</sup> day of December, 2014, that the Personnel Policies Employee Handbook is amended by deleting and adding the highlighted language as follows at Section 14-5-1 and 14-5-2:

14-5-1

High Deductible Health Plan - Health Savings Account (HSA) Eligible. The Employees are offered a High Deductible Health Plan - Health Savings Account (HSA) Eligible with ~~\$1,300~~**\$1,300**, ~~\$2,500~~**\$2,500** individual and ~~\$2,600~~**\$2,600**, ~~\$500~~**\$500** family deductible levels. In addition the Employee will pay 20% **coinsurance up to a maximum out-of-pocket expense of \$1,700 – individual and \$3,400 – family of the next \$2,000 individual and \$4,000 family coinsurance.** The Employees will pay eight and ninety-eight hundreds (8.98) percent of the monthly premium per pay

period not to exceed 24 pay periods per year, and the City agrees to pay the remaining amounts of the High Deductible group health insurance.

- 14-5-2 Group Health Insurance Incentive Plan. In the event that any regular full-time employee eligible for the City's group health insurance program obtains coverage under another health insurance plan through employee's spouse or family member not sponsored by the City, and the employee provides written evidence of such other coverage and declines coverage under the City's group health insurance program, the City will pay the employee \$3,000 (**\$250 per month**) if the employee would have been eligible for the family group health insurance plan or \$1,500 (**\$125 per month**) if the employee would have been eligible for the single group health insurance plan as an incentive. Such incentive payment is paid by the City at the same time that longevity payments are made under Section 6-9 of this manual. ~~This incentive program is available on a first-come, first-served basis to the first fifteen percent (15%) of eligible regular full-time employees who register for the program. At any time, a maximum of fifteen percent (15%) of regular full-time city employees eligible for the City's group health insurance program may be enrolled under this incentive program.~~

Motion (Schwartzman/Sukow) to adopt. Carried.

1412270 Mayor's Communications

Mayor Bialecki thanked the audience for their attendance and participation.

Mayor Bialecki extended "Merry Christmas" greetings to the community.

The Transit Department annual Tour of Lights will be held December 10<sup>th</sup>. Seats are still available.

Mayor Bialecki thanked the Caylor family for once again decorating the gazebo and Christmas tree at Normal Park.

WJFW Newswatch 12 will be broadcasting live from the Fire Station on the morning of December 10<sup>th</sup>, beginning at 7:00 A.M.

A badge-pinning ceremony for the newest member of the Fire Department will be held at the Fire Station at 6:00 P.M. on December 11<sup>th</sup>.

1412999 Motion (Burgener/Schwartzman) to adjourn. Carried. Adjourned at 7:52 P.M.



William R. Bialecki  
Mayor



William N. Heideman, CMC, WCMC  
City Clerk

I, William N. Heideman, City Clerk of the City of Merrill, Wisconsin, do hereby certify that the Mayor approved the above action of the Common Council on December 11<sup>th</sup>, 2014.



William N. Heideman, CMC, WCMC  
City Clerk

# 150140

1004 East First Street  
Merrill, Wisconsin 54452  
Phone (715) 536-5594  
Fax (715) 539-2668  
E-Mail [Kathy.Unertl@ci.merrill.wi.us](mailto:Kathy.Unertl@ci.merrill.wi.us)

**The City of Merrill**

To: Alderpersons

Kathy Unertl, Finance Director

Mayor Bill Bialecki



Date: January 6, 2015

Re: **Revenue & Expense – December 2014**

with February 2015 Council agenda packet

For Action  For Information  Please Review  Please Reply  Per Your Request

The December 2014 Revenue & Expense Reports will be provided with the February 2015 Common Council agenda.

There are numerous pending 2014 year-end fiscal transactions including mid-January accounts payable checks that will be posted to December 31<sup>st</sup>, 2014.

# 1501141

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### **Grant Policy**

This policy shall serve as a guideline for applying for, and accepting, grants for the City of Merrill.

Prior to grant application submittal, the submitting City Department shall meet with the City Administrator and review the nature of the grant application. At that time a determination will be made as to whether the grant being applied for is advantageous to the City long-term (ie. match and long-term legal requirements). If so deemed, the application process may proceed. When deemed necessary, the Finance Director will be included in this initial determination.

Grants received shall be reported to the City Administrator who in turn will report their receipt to the Common Council. The Finance Director will provide the Personnel & Finance Committee with a quarterly report on the fiscal status of grants received.

# 1501142

4-5



**CITY OF MERRILL**  
City Administrator

**David Johnson, City Administrator**  
1004 East First Street  
Merrill, Wisconsin 54452  
Phone (715) 536-5594  
FAX (715) 539-2668  
e-mail: David.Johnson@ci.merrill.wi.us

To: Personnel & Finance Committee Members  
From: David Johnson  
Subject: Necessity for Police and Fire Department clerical positions  
Date: 12/31/14

I was tasked by the Common Council at a budget meeting to work with the Police and Fire Chiefs to determine the need for filling the Police Department vacant Administrative Assistant and creating a part-time Administrative Assistant in the Fire Department. To fulfill this task I met with the Police Chief, Captain, the two Clerk/Transcribers and the Fire Chief on numerous occasions.

Police Department

While I thought that I had a good understanding of what duties the three clerical positions in the Police Department were responsible for performing I was mistaken. The amount of work and range of duties, much of which is mandated, is greater than I realized. Ken has provided you with a detailed explanation of what these positions do (attached) so I will not reiterate that here. Let it suffice to say that while technological advances have made office work easier to some degree, new mandated paperwork and reporting requirements have more than offset these technological advances. The increased volume and complexity of the required work over the past 25 years boggles the mind.

From my discussions and investigation I am convinced that we do need the third clerical position in the Police Department. I do not see entirely eliminating the position as a viable option. The question to be answered is whether or not the position should be full-time or part-time. From a service perspective the position should be full-time. A full-time position allows for a full 40 hours of service window time.

From a fiscal perspective the position should be part-time (less than 30 hours) to save on salary and benefit costs. However, a part-time position will limit the hours that the service desk will be open and to some extent limit CVR revenue. Savings from this position could fund the part-time position (20 hours/week) in the Fire Department.

The City does realize approximately \$10,000 from WISDOT for the CVR services we provide to the public. However, the amount taken in has been declining. If we do not provide this service locally residents will have the option of performing their transactions via mail or driving to Wausau. A fact to consider is that a large number of the individuals utilizing this service at the

Police Department are not Merrill residents, but come from the surrounding area of Lincoln County. We also have many Marathon County residents coming to Merrill for this service rather than stand in line in Wausau. While not offering this service on a full Monday through Friday eight hours per day basis would decrease revenue it would not eliminate it, people would just have to adjust to more limited hours. This is no different than the License Branch in Merrill which has limited hours. The same adjustment to expectations would also be the case with limiting service window hours overall.

#### Fire Department

There seems to be a misconception by some that firemen spend their days lounging around the station, this is not the case. In addition to ambulance and fire runs, there is on-going mandated training, vehicle and equipment maintenance, building and grounds maintenance, fire inspections, fire station tours, as well as mandatory reports that must be completed. The aforementioned reports do not take into account the reports and paperwork that must be completed by the Fire Chief and Captains. We now have a Chief, four Captains, and 18 firefighter/paramedics to cover the shifts 24 hours per day. Until 2012 the Fire Department had a Chief, Assistant Chief, 3 Captains and 3 Lieutenants. In a reorganization of the department we eliminated the rank of Assistant Chief and Lieutenant in 2012. This reorganization removed two layers of supervisory positions, and was a cost savings to the City.

As with the Police Department, the amount of paperwork that is now mandated by outside sources is beyond reasonable, and this does not take into account our own internal paperwork. In talking with the Chief, one of the Captains, and the individual who has been volunteering (my wife) at the Fire Department since April, I am convinced of the need for a part-time clerical position in the fire department. The amount of work justifies the position. Attached is Chief Savone's list of duties and responsibilities for this position.

#### Recommendation

It is my recommendation that both the Police Department Administrative Assistant and Fire Department Administrative Assistant be filled on a part-time basis, 28 hours/week for the Police Department and 20 hours/week for the Fire Department. The Police Department is recommended to be filled at a Grade 5 and the Fire Department filled at a Grade 4. The cost of both positions would be less than the single full-time position in the Police Department that was recently vacated. That Administrative Assistant position was a Grade 6 receiving full benefits, including family health insurance.



# CITY OF MERRILL

## Police Department

Chief Kenneth J. Neff  
Captain Corey A. Bennett

1004 East First Street • Merrill, Wisconsin • 54452

Phone (715) 536-2311 • FAX (715) 536-5930

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December 31, 2014

Dave Johnson, City Administrator

RE: Replacement of Police Department Administrative Assistant

With this letter, I am requesting that you consider approving and supporting the replacement of the Administrative Assistant position, now vacated by the retirement of Kaye Severt, with a full-time employee.

I have included with this letter, a document supporting the need for a full-time position.

In the summer months of 2014, just prior to the 2015 budget preparation, I agreed with both you and Finance Director, Kathy Unertl, that in order to realize some savings within the police department budget in 2015, we should consider replacing Kaye Severt's Administrative Assistant position at grade 6 with an Administrative Assistant at grade 5.

Later, I offered to you that the police department could take a look at whether or not we could eliminate or reduce our civilian staff by not filling the soon-to-be vacant position, or to fill it with a part-time person. This was after I discussed the possibility with my clerical staff and it was still during the budget preparation time when it I was informed that the police department may need to further cut budget dollars. At that time, my clerical staff indicated to me, if we were able to reduce some of the office responsibilities, specifically municipal warrant management and required TIME system management, and perhaps Computerized Vehicle Registration, the remaining two clerk/transcriptionists would be able to handle all of the other tasks and responsibilities required of them. However, this option would require reducing the level of service we are currently able to deliver to citizens coming into the police department and it would require eliminating some of the other tasks they are assigned currently.

We need to replace Kaye Severt with a full time position.

If we cannot, our ability to perform a list of several mandated responsibilities and many timely functions that are now performed by our civilian staff will be significantly impacted. Please see the attached report with a list of some of those mandated and timely responsibilities.

In addition to the impact on performing our mandated and timely functions, we likely would have to reduce the number of open office hours at the front desk of the police department

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An equal opportunity/affirmative action employer.

significantly impacting the level of service we provide to the public. We experience a significant stream of people coming into the police department lobby every week day. There are a number of reasons people come to us. The public comes to the police department to speak with officers as a matter of follow-up, file complaints in person rather than call dispatch, and they visit us to take advantage of our prescription drop-box, to make payments, etc. The most popular reason seems to be to utilize our Computerized Vehicle Registration service. Devoting time to serving our "customers" at the front desk, in the manner they have come accustomed to, makes it difficult for our civilian staff to accomplish those mandated and timely tasks that they are responsible for. When we had the third civilian employee, she handled the front desk duties and distractions while also performing a number of the mandated and time sensitive tasks. This allowed the Clerk/Transcribers to perform their duties including the important task of dictating and organizing officer reports.

As I stated earlier, my clerical staff felt that if absolutely necessary, they could handle the added level of tasks, provided that some key responsibilities were eliminated. Specifically, those tasks associated with municipal warrant management. In subsequent conversations with Municipal Judge Ned Seubert, I know now that the Municipal Court will not be eliminating the issuance of municipal warrants any time soon. Without eliminating the municipal warrant responsibility, the reduction in civilian staff will not work.

If consideration is being given to replacing the full time Administrative Assistant with a part time position, I consider that a much less preferred option. If it is necessary to bring the Administrative Assistant to less than full time, we would have to adjust the counter service hours at the police department, reducing the level of service provided to the public. If this option is considered, we would need to look at the maximum possible part time hours to keep our front desk open as much as possible.

Thank you for your consideration.

Kenneth Neff, Chief of Police

## **MERRILL POLICE DEPARTMENT Civilian Staffing 2014-2015**

### **Objective:**

The objective is to fill the vacant position of Administrative Assistant on the staff of the Police Department as a full time position. The position of Administrative Assistant was recently vacated by the retirement of Kaye Severt.

### **Civilian Staffing History:**

Historical records indicate that the first civilian secretary was added to the Merrill Police Department staff in 1978 for approximately one year, at which time the position was terminated. In 1979 two civilian parking control/school crossing guards were added to the staff. One of the civilian positions was eliminated in 2002. In 1985 an administrative assistant was added. That position has been held by Kaye Severt as a full time position until her pending retirement in February, 2015. In 1986, two civilian dispatcher positions were added. In 1995, with the aid of a federal grant, the Merrill Police Department had a total of 22 sworn officers and 4 civilian employees including 2 dispatchers, 1 clerk and 1 parking control/school crossing guard. Three additional civilian staff positions were added in 1998, bringing the total civilian staff to 7, including 3 as dispatchers, 1 administrative assistant, 2 clerk/transcribers, and 1 parking control/crossing guard. In 2002, 2 dispatchers were eliminated, as well as the parking control/crossing guard. In 2005, the last dispatcher was eliminated, bringing the Police Department to the current level of 3 civilian employees.

<b><u>Year</u></b>	<b><u># of Civilian Staff</u></b>	<b><u>Breakdown of Civilian Assignments</u></b>
1978	1	Secretary
1979	2	Parking Control/Crossing Guards
1985	2	1 Parking Control/Crossing Guard, 1 Admin Assist
1986	4	1 Parking/Crossing, 1 Admin Assist, 2 Dispatch
1998	8	1 Parking/Crossing, 1 Admin Assist, 2 Clerks, 4 Dispatch
2002	4	1 Admin Assist, 2 Clerks, 1 Dispatch
2005	3	1 Admin Assist, 2 Clerks

## **Background:**

Administrative Assistant Kaye Severt announced in May, 2014, that she would be retiring from the Merrill Police Department in February 2015. After further discussion, it was determined that Kaye would no longer be working after December 12, 2014, and would officially be retired from the Police Department in the first week of February, 2015.

Sometime during the late summer, I was advised by Finance Director, Kathy Unertl, and City Administrator, Dave Johnson, that I should consider the modification in classification of the replacement of Administrative Assistant, Kaye Severt (Pay Grade 6J), with someone in the next grade lower (Grade 5), as a necessary cost-saving measure in consideration of the 2015 budget. As the 2015 budget preparation began to occur, I was informed the Police Department may need to consider further reductions as well. I met with the clerical staff and with Administrative Assistant, Kaye Severt, to discuss the ability for us, as an agency, to continue to deliver the level of service, as we do now, if Kaye were not replaced, or if she was replaced with a part time position, upon her retirement. The consensus of the clerical staff, at that time, was we could function with only 2 clerk/transcribers, and/or, with a part time person, provided we reduced some critical functions or services the Police Department currently provides. Two specific functions identified include the CVR (Computerized Vehicle Registration) and management of municipal warrants. *(See attached description of each service)*

In the spirit of problem-solving, when it came to projected cost-saving measures necessary for the 2015 budget, I offered that the Police Department could potentially function with less clerical staff if needed. This offer was based on my conversations with my staff and was made solely on the fact that projections indicated a need to cut bottom line spending in the 2015 Police Department budget, and in doing so, counter services provided to the public would need to be reduced. Additionally, in order to eliminate management of municipal warrant service, a decision to eliminate writs of commitment had to come from the Merrill Municipal Court.

In subsequent conversations with City of Merrill Municipal Judge Ned Seubert, I was informed that the Municipal Court would not be considering eliminating municipal warrants/writs of commitment anytime in the near future.

## **Justification for maintaining current clerical staff level:**

As indicated in the civilian staffing history above, when the two current Clerk/Transcriptionists were hired in 1998, there were eight civilian staff members working for the Merrill Police Department. Since then, the number of civilian staff has been reduced to three. Except for some specific dispatch duties that had been performed by the three dispatchers, and the issuance of parking tickets and crossing guard duties performed by the parking control/crossing guard, all of the tasks and services we provided in 1998 are generally still performed today with three civilian personnel. In fact, there are more tasks and functions that have been added to the list of what is expected of our three civilians.

Another factor to consider in the question of civilian staffing level is the two current civilian employees have each been employed by the City of Merrill for close to 17 years. Because of their tenure with the city, both employees are entitled to a considerable amount of benefit time off, translating into significant occasions when only one civilian employee is available for duty, while the other is off on benefit time.

Adding to the difficulty of defining those tasks is the fact that many times, the level of activity that the clerical staff responds to is completely unpredictable. The Clerk/Transcriber's number one function is that of transcription and organization of officers' reports. Beyond that primary duty, they are expected to perform a number of other functions. The level of transcription and clerical duties is directly correlated with the level in criminal activity or officer activity on any given day or night. Adding all of the specific duties previously performed by the Administrative Assistant will limit their ability to perform certain service functions directly related to the operation of the front desk during our current office hours.

**The following is a list of tasks, functions, and duties that are performed by the civilian staff taken from the job description for the Clerk/Transcriber and the Administrative Assistant:**

1. Prioritize criminal and juvenile referral cases for proper retrieval and/or dissemination of paperwork to the District Attorney, Probation and Parole, Corporation Counsel, or Social Services as well as data entry for citizen or civil complaints, ordinance citations and/or warnings, and accidents into the records management system.
2. Transcribe officer's reports, letters, memorandums and various other reports and policies for department employees.
3. Record confidential information, maintain complete confidentiality, prepare confidential reports for the Chief of Police and North Central Drug Enforcement Group.
4. Responsible for compiling and entering all drug cases into the ACISS (law enforcement tool) website to gain grant monies and assist with investigations.
5. Prepare monthly reports, annual reports, and special assignments such as DARE graduation multimedia presentation.
6. Maintain digital, audio, and media files, and evidence integrity of the files, provide copies of DVD's, photos, CD's and audio files to the District Attorney, defense attorneys, or others who may be requesting information.
7. Categorize digital photos to correct case file for ease in later retrieval.
8. Perform other related duties as assigned.

***Additional Duties and Responsibilities of Clerk Transcriptionist:***

1. Troubleshoot computer and printer problems.
2. Assist in maintaining and recording inventory of all department equipment and supplies as well as forms needed by officers and administration.
3. Create business cards for all officers as needed.

Perform other duties as necessary to fulfill the responsibilities of this position.

***Principal Duties and Responsibilities specific to former Administrative Assistant including some duties that are performed by Clerk/Transcriber in the absence of the Administrative Assistant:***

1. Daily reconciliation of cash register to include running INCODE report and ensuring transactions for the previous day's balance.
2. Complete vehicle registrations and renewals maintaining vast knowledge of D.O.T. procedures. Also complete and mail daily reports to CVR as well as completing monthly reports of CVR transactions to the clerk's office. Responsible for maintaining and ordering supplies such as license plates, vehicle registration stickers and other supplies.
3. Front desk duties include fielding inquiries and complaints from the public to obtain information and offering assistance and/or resources available to include problem solving without having to pull an officer off the road.
4. Dispatching functions including dispatching of officers and other dispatch duties as needed.
5. Enter parking tickets into INCODE for payment. Responsible for sending out late notices on parking tickets and also completing suspensions to the State of Wisconsin for unpaid fines.
6. Process payments into cash register, validate and cancel warrants if needed out of TIME and Records Management System. ***(See additional information regarding municipal warrants)***
7. Writ of Commitment entries. Responsible for entering warrants into the TIME system to include address checks and running criminal histories before warrants are prepared. Responsible for monthly validations with the State of Wisconsin and also with the Municipal Court Clerk. Also responsible for cancelling served warrants. ***(See detailed report below regarding Municipal warrants)***
8. Responsible for monthly UCR (Uniform Crime Reporting) reports sent to the State of Wisconsin including categorizing each type of crime and event reported to the Merrill Police Department and detailing a number of incidents under each category.
9. Process, sort and deliver daily department mail.

10. Maintain front desk resource binders to include warrants, served warrants, missing persons, stolen articles/vehicles, restraining orders/injunctions, important phone numbers, etc.
11. Transmit citations to the State of Wisconsin. This task includes ensuring the correct data is on the citations prior to transmitting such as name, date of birth, court date and bond amount. Also responsible for sending out parent notices to parents of juveniles. In addition, each transmitted citation to RMS needs age of defendant and UCR code updated manually and then each citation needs to be placed in appropriate month folder.
12. Prepares monthly crash report spreadsheet for Emergency Management Director.
13. Maintains files of all police reports and ensures that the reports are copied disseminated to the proper agency such as District Attorney's office and Social Services.
14. Responsible for records request of digital, audio and paper files and evidence integrity of the files, providing copies of these files to insurance companies and attorney's office or others who may be requesting information to include obtaining copies and sending out proper billing.
15. Records confidential information, maintains complete confidentiality, prepares confidential reports.
16. Keeps in daily contact with the District Attorney's office for officer court notifications as well as responsible for notifying officers of cancelled court and maintaining the court notice log.
17. Maintains municipal court citation books to provide city attorney with court citations.
18. Responsible for weekly tornado siren test to ensure all sirens are functioning properly. Also involved with annual tornado awareness drills.
19. Bicycle registration entry and payments.
20. Process worthless check notice letter and follow up. Prepare citations if payment not made.
21. Certified in Advanced TIME system for querying and entering data such as warrants, criminal history, driving status and vehicle information. Proficient in Tritech CAD, Tritech Inform, Tritech RMS, E-time, TRACS, CLUES, transcription module, Microsoft Word, Excel, Publisher, PowerPoint, Access, Adobe X-Pro, Crystal Reports, Express Accounts, and Roxio Media Creator.

***Additional Duties and Responsibilities that both Clerk/Transcriptionist and Administrative Assistant performed or were cross-trained for:***

1. Assist officers/investigators in linking prior cases by recalling names, stolen property, etc.
2. File, organize, and maintain department records.

3. Distribute and process payments, crash reports, and daily mail correspondence when needed.
4. Retrieve, disseminate, copy police records for other governmental agencies, insurance companies, and general public.
5. Assist in processing open records requests when needed.
6. Issue parking permits for municipal lots and process fees.
7. Assist with the processing of worthless checks and preparation of citations.
8. Issue bike licenses by gathering and entering data and process fee where applicable.
9. Prepare monthly reports, charts or graphs as directed.
10. Maintain computerized files of issued parking tickets, send payment notices and requests to the state to suspend vehicle registration of unpaid tickets, and process money for paying tickets.

**Note:** Several of the tasks or responsibilities are shared between the two positions so that when any one of the employees are absent, or when the volume of any given task or responsibility requires addressing, we are able to handle the demand.

### **Mandated and/or Time Sensitive Responsibilities or tasks**

- UCR (Uniform Crime Reporting) We are in transition to a new format of statistical reporting to the FBI. UCR is mandatory, sent on a monthly basis to the FBI. Statistical information must be tallied and organized in a manner specific to the FBI based on criminal arrests in the City of Merrill.
- TIME system (Transaction Information for the Management of Enforcement) is a computerized system managed by the Wisconsin Department of Justice. The TIME system requires users to be certified every two years and the DOJ mandates specific functions and protocols in its use. The Merrill Police Department maintains a terminal and we must comply with all TIME system mandates which include, timely responses to messages sent to use, and monitoring of the terminal during our business hours. Lincoln County Communications takes over our messages when our office is not staffed during non-business hours.
- Management of Municipal warrants as well as other warrants and stolen property entered into the TIME system. Hit requests from other law enforcement agencies to our warrants or other entries by our agency require a timely response of 10 minutes or less.
- Timely transmission of traffic citations and crash reports entered into the TraCs (Traffic and Criminal Software Application) managed by the Wisconsin Department of Transportation. Transmission of citations and crash reports connects our activities with the Lincoln County Circuit Court, the Merrill Municipal Court and the Wisconsin Department of Transportation.

- Timely and proper entry of digital evidence for preservation and availability to the District Attorney, and public records requests. Digital evidence is produced by squad cameras and interview room systems and includes photographs taken by officers in criminal and civil cases.
- Reconciliation of cash register at from desk on a daily basis.
- Parking ticket and parking permit processing. From the time the ticket is issued by and officer to the point at which suspensions are submitted to the DOT for unpaid parking tickets.
- Processing officer reports generated from criminal arrests. If a subject is incarcerated, requests for criminal complaints must be submitted to the District Attorney's office by 10:00 a.m. on the day following the arrest.
- Computerized Vehicle Registration requires daily reports from transactions handled by the police department.
- Entry into the ACISS database which provides statistical data associated with drug enforcement and the Northern Wisconsin Drug Task Force. Following a drug related incident, the data is entered into the shared database providing the specific type of drug and the quantity seized or encountered by officers.

### **Municipal Warrant Management Detail**

Note- The following process must be initiated within 72 hours of the police department receiving documentation from the Municipal Court relevant to issuance of a writ of commitment.

**Steps required by the Wisconsin Department of Justice for warrant entry into the TIME system including submission to CIB and NCIC:**

1. Municipal Court issues warrant or writ of commitment
2. Verification of most recent known address of the subject from RMS, CCAP, CAD and DOT.
3. Enter warrant information in Records Management System.
4. Enter warrant on MPD warrant Excel spreadsheet.
5. Run criminal history of the subject through TIME system.
6. Review criminal history records received, Department of Corrections responses, and Department of Transportation responses to look for any previous out-of-state residency or out-of-state identification numbers.
7. Run all Wisconsin and any out-of-state ID's and Department of Transportation records from previous states of residence. Note: Typically all states use a variety of formats different from Wisconsin making this process time consuming.
8. Complete warrant worksheet- required by Wisconsin Department of Justice.
9. Begin warrant entry into TIME system. All fields must be accurately completed. Note: Individuals might have multiple Driver's License numbers or other information, multiple aliases, multiple scars, marks and tattoos. All multiple information must be entered separately in

supplemental warrant worksheets. Additionally, all criminal histories and any Department of Corrections responses must be reviewed and assessed for differing or contradictory information. The correct and most current information is to be entered.

10. Disseminate email list of new warrant entries to Merrill Police personnel.

**Mandatory monthly warrant validation process:**

The Wisconsin Department of Justice mandates that monthly random validations of warrants and other TIME system entries be completed. The DOJ sends a random list of approximately 25 warrant and other entries that are to be validated per month. The validation process includes all of the steps listed above for warrant entry except for the actual data entry into the system. Validations require verification that items entered as stolen are still valid and information is accurate and up-to-date. Warrant validation requires verification that the warrant entered is still active and information is up-to-date.

**Warrant Hit Confirmation/Verification/Response:**

When another law enforcement agency has contact with a subject we have entered a warrant for, they must contact us to verify that the warrant is valid. There are strict rules that apply to the process by which we respond to a warrant hit confirmation request. Once a hit confirmation request reaches us, we have 10 minutes to respond. We are mandated to respond to a request with these steps.

Because the Lincoln County Sheriff's Office serves as our 24-hour dispatch center, they receive the warrant hit confirmation request from the agency that has contact with our wanted subject. The Sheriff's Office contacts us by phone and then sends us a fax containing the required information on the hit confirmation. Our civilian staff, if the hit confirmation is received during normal business hours, then locates the warrant file, including the warrant worksheet, and verifies that the warrant is valid. Within 10 minutes, our staff must respond to the requesting agency via the TIME system. Several fields on the form must be completed, including specific information such as, the subject's identifying information, the warrant number, the system ID number, the corresponding case number, etc. Additionally, the notes section must be completed indicating the bond amount that can be paid by the subject, the description of the violation, and an inquiry as to whether or not the subject is able to post the bond, and if not, advising the agency the number of days the subject is to be incarcerated if unable to post a bond. Once the warrant is satisfied, the warrant must be immediately removed from the TIME system. The warrant information is then removed from our in-house spreadsheet and the records management warrant file. The appropriate paperwork must then be properly completed and submitted to Merrill Municipal Court.

In the event we respond to the requesting agency with a hit confirmation and the agency does not confirm that they have satisfied the warrant by 4:30 p.m. on the day we receive the request, a

Lieutenant or Officer in charge of the shift at the time must be notified of the pending warrant verification so that it can be removed properly from the TIME system.

Warrant entry, modification, validation and cancellation must be documented completely. Any mistakes in the process can result in sanctions levied by the Department of Justice, and/or civil sanctions from any potential civil action resulting from failure to remove a subject from the system or from actions taken by another law enforcement agency because a subject was not properly removed from the TIME system, was misidentified or was mistakenly entered into the system by us.

**Notes on staff time committed to municipal warrant management:**

It takes approximately 2 hours to enter one warrant.

We are required to perform approximately 25 warrant and other entry validations per month. The average time allocated for each validation is 1.5 hours.

We currently have 207 warrants (Writs of Commitment) that are pending service. These are subjects that are incarcerated somewhere or are from out of state and we are unable to serve.

## **Parking Enforcement Ticket Management Detail**

Another function that the Administrative Assistant assumed several years ago, following the discontinuation of a Parking Control position in the police department, is that of managing the processing of parking tickets written by officers and the issuance of parking permits at the front desk. The Clerk/Transcriptionists have been cross-trained in the process and have now assumed the responsibility.

Once an officer issues a parking ticket, the ticket is submitted for processing, following these steps:

1. License plate number for the vehicle ticketed, or the VIN number, is queried via ETIME or via TIME system.
2. Appropriate data is entered into INCODE. Data includes vehicle owner name, address, date of birth, location of the violation, specific violation, etc.

Once payment is received for the ticket, the actual ticket is pulled from the file and the information is entered into INCODE.

If the ticket goes unpaid, late notices are printed and mailed to the vehicle owner. This step is performed by querying the information through INCODE.

If the ticket remains unpaid after 28 days, the vehicle registration is suspended by the Department of Transportation following a proper request procedure submitted to DOT. In that request, we have to

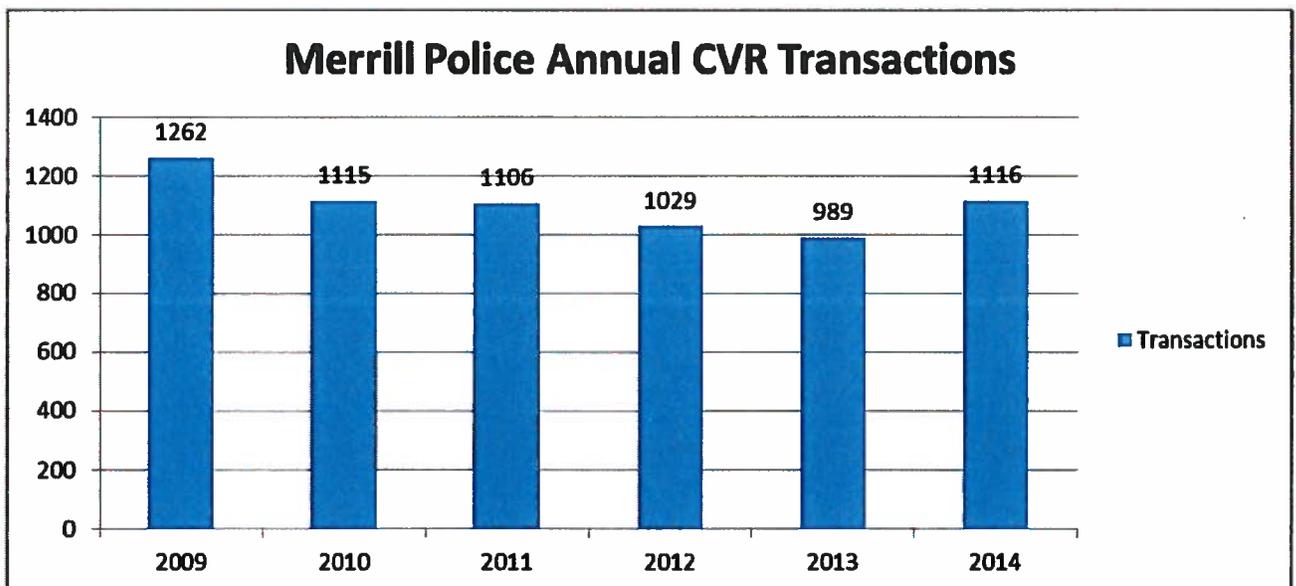
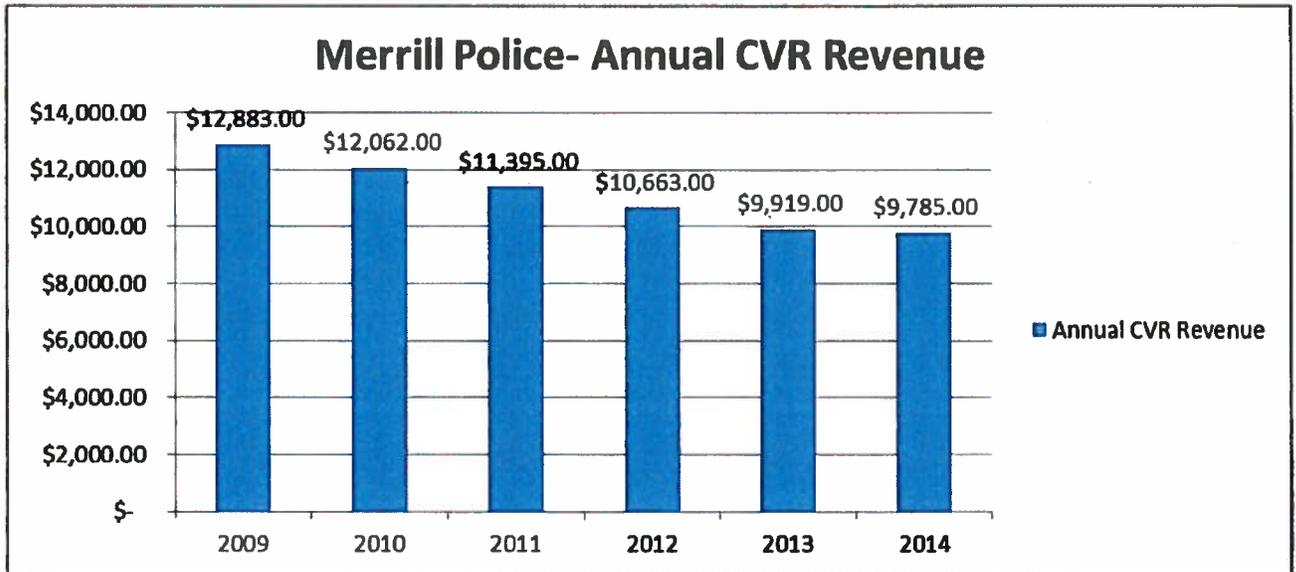
send payment to the DOT for each suspension. In order to complete the process, we must request a check be drafted to the DOT for the proper amount from the City Clerk's office. Then, the suspensions must be entered into INCODE and a DOT MV2502 form is printed for each suspension and sent separately to the Department of Transportation.

The Merrill Police Department issues and processes an average of 1,023 parking tickets annually over the past five years.

### **Officer Report Dictation Process Detail**

A primary function of the Clerk/Transcriber is processing officer reports, including transcribing dictation, assembling, and submitting reports to the District Attorney's office. The vital part of that function is getting reports associated with arrests and incarcerations to the DA's office in a timely fashion. The DA's office requires that requests for criminal complaints and associated arrest data be sent to the DA's office by 10:00 a.m. of the day following a subject being locked up from a criminal arrest. The time required to process each arrest depends solely on the incident itself, factoring in the number of people involved and the severity of the crime. The DA requirement must be met regardless of the number of arrests that are made or the number of incidents that occur that must be processed. This function takes precedence over all other functions including responding to counter service demands at the front desk.

## Computerized Vehicle Registration Detail



An average CVR transaction takes approximately 15 minutes to complete. The time varies based on whether it is a new application or a renewal and whether or not there are existing problems with the title or transaction with the Wisconsin Department on Transportation. Since 2009 we average 1103 transactions per year. Thus, the average annual time devoted to CVR transactions is 276 hours. The average annual revenue since 2009 is \$11,118. Our CVR service is a full service outlet meaning that we can perform some specific transactions that cannot be done by other outlets.

# 1501161



825 Charles Avenue  
P.O. Box 78  
Tomahawk, WI 54487

December 16, 2014

City of Merrill  
1104 E. 1<sup>st</sup> Street  
Merrill WI 54452

Our Way Inc. hereby applies to the city of Merrill for an exception as referenced in the Wisconsin Statutes, to establish an adult family home for persons with developmental disabilities at 1104 Cottage Street. It is our understanding that there is another adult family home located within 2500 feet of this location.

Thank you for your consideration,



Julie Weber  
Administrator

#1501186

**Unertl, Kathy**

---

**From:** Rust, Kurt <krust@lcbwi.com>  
**Sent:** Tuesday, December 02, 2014 2:10 PM  
**To:** Unertl, Kathy; Bialecki, Bill  
**Cc:** Clyde Nelson  
**Subject:** RDA- Former Guy's Shop (Proposed Purchase)

Kathy and Bill,

Good morning. Wanted to drop a quick line to inform your office that going forward I will be the contact person regarding the potential sale of the former Guy's Shop parcel. Unfortunately, with Bob Roe's recent retirement and Clyde Nelson's hectic schedule, LCB was not present for the meeting this morning. From what I understand, the RDA will not be recommending to the common council the purchase of the lot at the council meeting on 12/9. Obviously, we were disappointed that we are not moving forward with the sale.

I would look to either of you for your assistance in trying to inform the RDA of LCB's past conversations and negotiations on the property. There may be either misinformation or more information that I think LCB would be able to address for next month's RDA meeting. Is it appropriate to try to reach the RDA committee members prior to next month's meeting, or would you recommend I wait until January's meeting?

I was not 100% privy of your prior communications with Bob Roe but I want to reiterate our position with regard to the sale of the parcel to the City. LCB would sell the land to the City of Merrill/RDA in an effort to revitalize the downtown. LCB would NET from the sale of the land no less than \$25,000. In addition, LCB would require, and the City have to stipulate, to a restrictive deed which would not allow the City to sell this land to another financial institution.

If the City of Merrill or RDA is aware of a potential buyer, LCB would entertain a swift dialogue with that particular entity or individual. Those negotiations could potentially offer LCB an opportunity to recover additional funds as this potential buyer would purchase this land at a significantly higher sales price. However, it does not interest me in negotiating with an entity that's only interest is to prolong this process any further.

Sincerely,  
Kurt J Rust



**Kurt J Rust**  
Vice President  
Senior Lender Commercial Banking  
**Lincoln Community Bank**  
1400 E Main Street  
Merrill, WI 54452

Phone: (715) 536-8301  
Fax: (715) 536-8306  
Email: [krust@lcbwi.com](mailto:krust@lcbwi.com)

Lincoln County Land Record Report

Lincoln County Land Record



**Request:** 25131061230300  
**PIN:** 251-3106-123-0300  
**Parcel:** 34-0096-002-845-00-00  
**Municipality:** City of MERRILL

Report Generated:  
 11/24/2014 at 10:50:54 AM



For reference purposes only.

No warranties are expressed or implied for the data provided.

**View Type:** Internal

**Account:** User

**(1) General Parcel Information:**

**PIN:** 251-3106-123-0300  
**Parcel Number:** 34-0096-002-845-00-00  
**Parcel Status:** Active  
**Sale Type:** NOT OPEN MARKET  
**Sale Date:** 11/20/2013  
**Sale Amount:** \$0.00  
**Transfer Tax:** \$0.00  
**Deed Type:** Quit Claim  
**Deed Reference:** D0505253  
**Mailing Address:** LINCOLN COMMUNITY BANK  
 1400 E MAIN ST  
 MERRILL, WI  
 54452

*Former Guy's Shop site  
 \$25,000 Purchase Price  
 for vacant land*

**(2) Parcel Owners Names:**

**Owner # 1:** LINCOLN COMMUNITY BANK

**(3) Parcel Addresses:**

**Address # 1:** 913 E MAIN ST MERRILL, WI 54452

**(4) Parcel Descriptions:**

Year	Acre	Description
1994	N/A	T B SCOTT LBR CO 3RD ADD'N LTS 5-6-7 BLK 1 *2845

**(5) Parcel Assessment:**

Year	Use	Acre	Land Value	Improvement Value	Total Value
2000	COMMERCIAL	0.00	\$37,800.00	\$54,800.00	
	Totals for 2000	0.00	\$37,800.00	\$54,800.00	\$92,600.00
1995	COMMERCIAL	0.00	\$30,200.00	\$49,300.00	
	Totals for 1995	0.00	\$30,200.00	\$49,300.00	\$79,500.00
1994	COMMERCIAL	0.00	\$27,700.00	\$40,300.00	
	Totals for 1994	0.00	\$27,700.00	\$40,300.00	\$68,000.00

**(7) Recent Taxes:**

View Payoff Statement (for current month of all unpaid taxes, interest, and penalty)

Year	Description	Due	Paid	Unpaid	Description	Value
2013					Fair Mkt. Value	88,000.00
	General Net	2,535.37			Wood Fair Mkt. Value	0.00
	Lottery Credit	0.00				
	General Tax	2,535.37	2,535.37	0.00	Land	37,800.00
	Special	0.00	0.00	0.00	Use Assessment	0.00
	Wood	0.00	0.00	0.00	Improvement	54,800.00
	Other	0.00	0.00	0.00	Wood	0.00
	Totals:	\$2,535.37	\$2,535.37	\$0.00	Total Assessed Value	\$92,600.00

#1501251

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

**NOTICE OF PUBLIC HEARING**

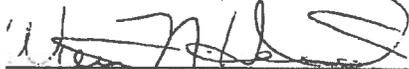
All persons interested will be given an opportunity to be heard at a public hearing to be held by and before the City Plan Commission of the City of Merrill, Wisconsin, commencing at **6:00 p.m., on Tuesday, January 6, 2015**, in the City Hall Council Chambers, 1004 East First Street, Merrill, Wisconsin, on the following proposed matter, to wit;

1. Housing Authority of City of Merrill requesting re-zoning of four (4) parcels located at 307 W. Main Street from Business district to Public district. The properties legally described as Plan of Prospect Park lots 5, 6, 7 & 8, City of Merrill, Lincoln County, Wisconsin.

Anyone having any questions regarding the hearing should contact Zoning Administrator, Darin Pagel at 536-4880.

Dated: December 15, 2014

CITY OF MERRILL, WISCONSIN

By:   
William N. Heideman  
City Clerk

**APPLICATION FOR ZONING AMENDMENT  
CITY OF MERRILL**

NAME: Merrill Housing Authority STREET ADDRESS: 215 Grand Avenue  
PROPERTY ADDRESS: See attached TAX ROLL#: See attached  
LEGAL DESCRIPTION: See attached

EXISTING USE: Commercial/Vacant Land PROPOSED USE: Multi-Family Housing

REASONS FOR REQUESTING A ZONE CHANGE: Requested zoning change to public would allow the Housing Authority to rehabilitate Park Place and plan approximately 38 units of new construction housing at this location. Applicant is only requesting zoning change at this time, site plan approval to follow.

**ADDITIONAL REQUIREMENTS**

- 1.) Names and addresses of all abutting and opposite property owners within 300 feet of the property to be altered.
- 2.) Principal use of all properties within 300 feet of the property to be altered.
- 3.) A plot plan or survey plat, drawn to scale, showing the property to be rezoned, location of structures, and property lines within 300 feet of the parcel.
- 4.) Any further information that may be pertinent in considering the application.
- 5.) FAILURE TO SUPPLY SUCH INFORMATION SHALL BE GROUNDS FOR DISMISSAL OF PETITION.
- 6.) A fee of \$175.00 shall be paid to the Clerk-Treasurer at time of application.

All information submitted is accurate to the best of my knowledge.

*LaDonna Teronanich* 12 / 15 / 2014  
Signature of Applicant Date  
*Ex. Director MHA*

**Parcel PIN Numbers and Legal Descriptions  
Provided by Lincoln County**

<u>Map ID</u>	<u>PIN and Legal Description</u>
<b>1</b>	<b>25131061130479</b> PLAN OF PROSPECT PARK W 120' OF LTS 7 & 8 & E 36' OF W 156' OF N 22' OF LT 8 EX D0451397 *2455A
<b>2</b>	<b>25131061130237</b> PLAN OF PROSPECT PARK LTS 7 & 8 EX W 120' THRF & EX E 36' OF W 156' OF N 22' OF SAID LT 8 (PARK PLACE PARKING LOT)
<b>3</b>	<b>25131061130236</b> PLAN OF PROSPECT PARK LT 6 BLK 1 EX S 5' THRF *2453
<b>4</b>	<b>25131061130235</b> PLAN OF PROSPECT PARK LT 5 BLK 1 & S 5' LT 6 *2452

390 W MAIN ST

397 W MAIN ST

25

60

75

103 S PROSPECT ST

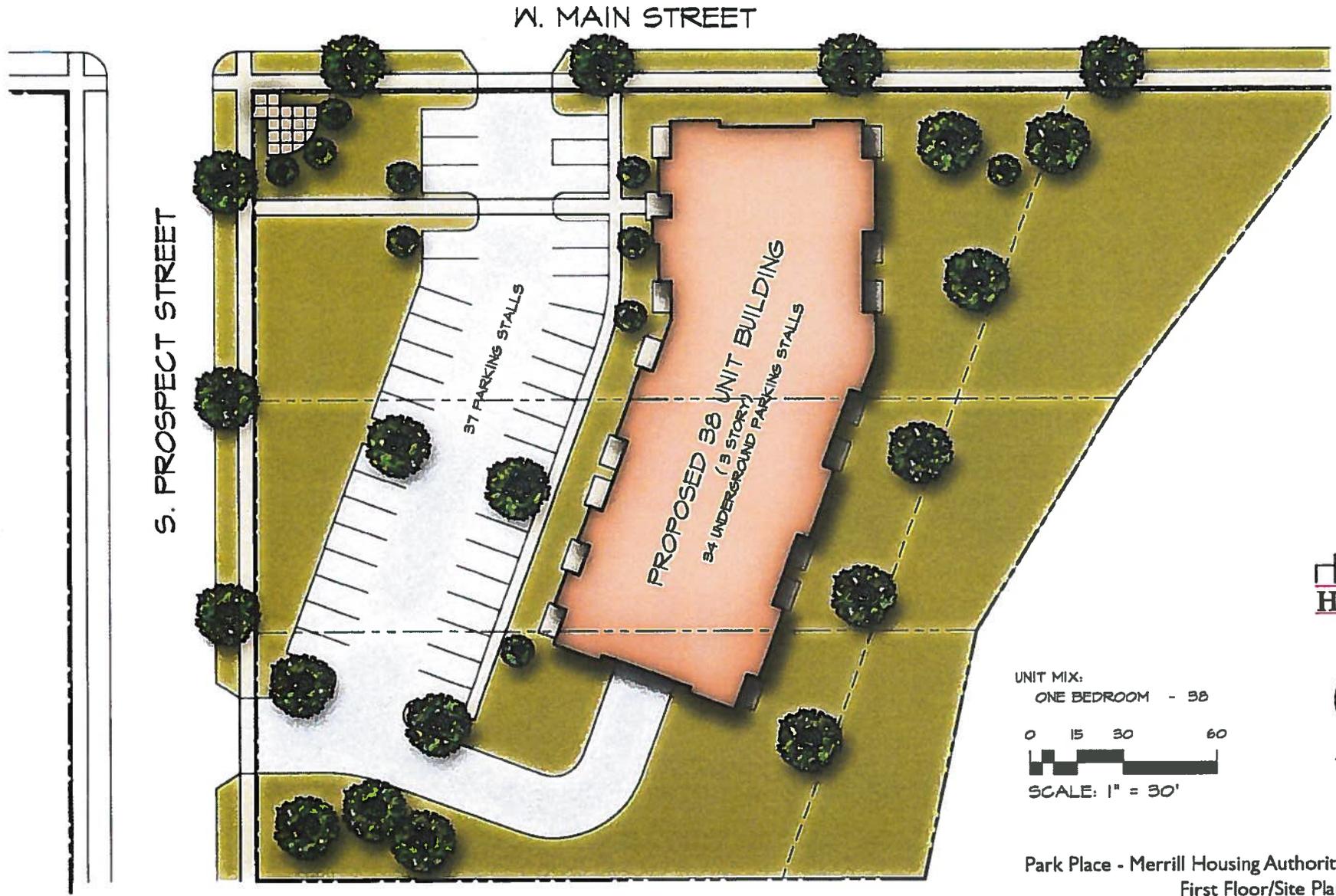
110 S PROSPECT ST

115 S PROSPECT ST

114 S PROSPECT ST

25

62



FIRST FLOOR/ SITE PLAN



A BRIDGE TOWARD HOME

UNIT MIX:  
 ONE BEDROOM - 38  
 0 15 30 60  
 SCALE: 1" = 30'

Park Place - Merrill Housing Authority  
 First Floor/Site Plan  
 December 15, 2014



# 1501261

1302267

RESOLUTION NO. 2290

A RESOLUTION OF SUPPORT FOR THE RIVER BEND TRAIL PROJECT

**Whereas** residents of the City of Merrill organized the River District Development Foundation of Merrill (Foundation) and a Friends of the River District group to provide resources that allow all Merrill area citizens to take part in the community's beautiful river corridors; and

**Whereas** the Foundation is a donor advised organization of the Community Foundation of North Central Wisconsin and donations would realize IRS charitable contribution benefits; and

**Whereas** the Foundation has produced a trail concept report through a grant and technical services from the National Park Service; and

**Whereas** the Foundation will undertake a capital campaign to raise \$1 million dollars to fund development of a segment of the River Bend Trail west from Center Avenue in the City of Merrill to Council Grounds State Park; and

**Whereas** in cooperation with the Foundation, the Merrill Parks and Recreation Department (Department) has been studying the concept of developing a multiple-use, non-motorized trail along the Wisconsin River on abandoned railroad right-of-way west from Center Avenue to Council Grounds State Park; and

**Whereas** linear parks (trails) are included as a category of park facilities in the new five-year Parks and Recreation Plan through which the City is eligible for federal and state recreation funding; and

**Whereas** the Department has obtained appraisals of Canadian National Railroad (the railroad) properties: known as the Wood Line, in Merrill along the Wisconsin River in anticipation of possible purchase for a corridor on which a trail would be developed in part; and

**Whereas** the Department has engaged the railroad in discussions about the purchase of the Wood Line properties; and

**Whereas** the City requires an environmental assessment, with acceptable results, and indemnification to use land on which a trail may be developed; and

**Whereas** the Department anticipates submitting applications to the Department of Natural Resources and the Wisconsin Department of Transportation for grants to purchase land and develop trail facilities; and

**Whereas** Wisconsin Public Service Corporation has communicated that it will cooperate with the City to provide public access to land it owns on the Wisconsin River at Center Avenue that may serve as a trail head facility; and

**Whereas** funding to build the trail would be provided through the Foundation and demonstrate cooperation for public good;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 12<sup>th</sup> day of February, 2013, that the Common Council along with the Merrill Parks and Recreation Commission supports the River Bend Trail project and will enter into discussions with the Foundation to establish mutual understandings on which the partnership would be based, such discussions to include the following concepts:

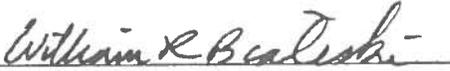
1. The Foundation would raise money to finance development of the trail project including:
  - a. Purchase of land
  - b. Local match dollars for grants
  - c. Environmental investigations
  - d. Preliminary and final design documents
  - e. Trail construction
  - f. Trail enhancements and amenities
  - g. Ongoing trail maintenance
2. Within its usual and customary methods of project management and park facility development activities, the Department would provide guidelines and specifications for trail facilities that may be constructed.
3. The Foundation, in cooperation with and under the oversight of the Commission, would undertake the following tasks:
  - a. Encourage the adoption by the Commission of a River Bend Trail of Merrill project concept west from Center Avenue to Council Grounds State Park as described in the River Bend Trail Concept Plan Report, prepared by the National Park Service, and Foundation literature
  - b. Seek the preparation of a scope of work on terms acceptable to the Commission for possible trail development that would provide guidance and detail as necessary and would include pledges for the following activities:
    - i. Secure for the City an acceptable Environmental Assessment with appropriate indemnification to make it possible for the City to become holder in title to any property that is proposed for trail development
    - ii. Prepare an Environmental Assessment in cooperation with the Wisconsin Department of Natural Resources
    - iii. Prepare documents to place the railroad Wood Line parcels on official City Map

- iv. Administer a schedule for federal and state grant applications
    - v. Acquire land for trail development purposes
    - vi. Prepare preliminary and final design documents
    - vii. Prepare a trail construction project description and schedule
  - c. Determine annual maintenance costs for a trail and a method to finance them.
- 4. In cooperation with the Foundation, the Department would administer applications for federal and state grants.
  - a. The Foundation would provide the funding required for the local match requirements for grants that may be awarded to the Department
- 5. The Foundation would initiate discussions with Wisconsin Public Service Corporation for possible access through easement or other means to land at the Merrill hydro dam on the Wisconsin River at Center Avenue for trail purposes.
- 6. The Foundation and Commission would on a regular basis inform each other about The River Bend Trail of Merrill fund raising and project development activities.

**Be It Further Resolved** that the City of Merrill Common Council, City of Merrill Parks and Recreation Commission, and the River District Development Foundation of Merrill shall use their best efforts to implement the goals and tasks as set forth above, and as maybe adopted and reviewed by the signers hereof from time to time.

Recommended: Parks and Recreation CITY OF MERRILL, WISCONSIN  
Commission

Moved: Alderman Hass

  
William R. Bialecki  
Mayor

Passed: February 12, 2013

  
William N. Heideman  
City Clerk