



CITY OF MERRILL

COMMON COUNCIL

AGENDA • TUESDAY JANUARY 10, 2017

Regular Meeting

City Hall Council Chambers

7:00 PM

1. Call to Order
2. Invocation by Pastor Freddy McMillen, Park City Baptist Church
3. Pledge of Allegiance
4. Roll Call
5. Public Comment Period
6. Minutes of previous Common Council meeting(s):
 1. Minutes of December 13, 2016 meeting
7. Revenue & Expense Reports(s):
 1. Room Tax Report
8. General agenda items:
 1. New hire (part-time) at the Library has a spouse working part-time in the Transit Department.
9. Health & Safety Committee:
 1. Application from Rotary Club of Merrill for a temporary "Class B" (picnic) license to sell wine at the Bell Tower Residence Artisan Fair at Bell Tower Assisi Hall, 1500 O'Day Street, on Saturday, February 11, 2017. Due to time constraints, this application is being brought directly to the Common Council.
10. Redevelopment Authority:
 1. Consider purchase, from Russ Davis Wholesale, property fronting on West Taylor Street, to facilitate development of Northcentral Technical College commercial driving program facility (Tax Increment District No. 11). If approved, the City would purchase the property for \$100,000 and then sell the property to Northcentral Technical College for \$1. The Redevelopment Authority recommends approval.
11. Placing Committee Reports on File:
 1. Consider placing the following committee reports on file: Airport Commission, Committee of the Whole, Library Board, Redevelopment Authority, Transit Commission and Zoning Board of Appeals.
12. Mayor's Appointments:
 1. Clyde Nelson to the Redevelopment Authority, term to expire September 1, 2019.

13. Ordinances: (None)
14. Resolutions: (None)
15. Mayor's Communications
16. Adjournment

William N. Heideman, CMC, WCMC
City Clerk

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CITY OF MERRILL
COMMON COUNCIL
MINUTES • TUESDAY DECEMBER 13, 2016

Regular Meeting

City Hall Council Chambers

7:00 PM

1. Call to Order

In the absence of Mayor Bialecki, Common Council President Burgener called the meeting to order at 7:00 P.M.

Attendee Name	Title	Status	Arrived
Paul Russell	Aldersperson - First District	Present	
Pete Lokemoen	Aldersperson - Second District	Present	
Ryan Schwartzman	Aldersperson - Third District	Present	
Kandy Peterson	Aldersperson - Fourth District	Present	
John Burgener	Aldersperson - Fifth District & President	Present	
Mary Ball	Aldersperson - Sixth District	Present	
Rob Norton	Aldersperson - Seventh District	Present	
Tim Meehean	Aldersperson - Eighth District	Excused	
Bill Bialecki	Mayor	Excused	

Also in attendance: Public Works Director/City Engineer Rod Akey, Street Superintendent Dustin Bonack, Transit Director Rich Grenfell, City Attorney Tom Hayden, City Administrator Dave Johnson, Utility Superintendent Kim Kriewald, Enrichment Center Director Tammie Mrachek, Police Chief Ken Neff, Fire Chief Dave Savone, Library Director Stacy Stevens, Finance Director Kathy Unertl, Parks and Recreation Director Dan Wendorf and City Clerk Bill Heideman. Building Inspector/Zoning Administrator Darin Pagel had an excused absence.

2. Invocation by Pastor Brad Main, Journey Church
3. Pledge of Allegiance
4. Roll Call
5. Public Comment Period

Representing the Lincoln County Fair Association, Dale Christiansen provided historical information and financial data related to the fair. He expressed concerns that policies and procedures proposed at the Festival Grounds Committee meeting could have an adverse financial impact on the fair and may force the fair association to make dramatic changes to the fair.

Trina Johnson addressed the recommendation from the Parks and Recreation Commission to locate the skateboard park at the site near the River Street municipal parking area. She expressed disappointment that the businesses in that area were not contacted in order to obtain input. Demographically, it is her opinion that the site selected is not the proper place for a skateboard park.

Stephanie Springborn gave an update on her remodeling project at 419 West Main Street. She noted that she is using only local labor on the project.

Library Director Stevens provided information on efforts initiated by the library to encourage and increase citizen involvement and engagement in local government.

6. Minutes of previous Common Council meeting(s):

1. Minutes of November 9, 2016 meeting

Motion (Schwartzman/Ball) to approve.

RESULT: APPROVED

7. Revenue & Expense Reports(s):

1. Revenue & Expense Report for Period Ending November 30, 2016

Motion (Schwartzman/Peterson) to approve.

RESULT: APPROVED

8. Parks & Recreation Commission

1. Consider acceptance of \$30,408 grant from the Recreational Trail Aids program. The Parks and Recreation Commission recommends acceptance.

Motion (Schwartzman/Norton) to approve acceptance of the grant.

RESULT: APPROVED

2. Consider acceptance of \$83,342 grant from the Knowles-Nelson Stewardship Fund. The Parks and Recreation Commission recommends acceptance.

Motion (Schwartzman/Norton) to approve acceptance of the grant.

RESULT: APPROVED

9. Personnel and Finance Committee:

1. Consider creation of Police Department Drug Investigator position. The Personnel and Finance Committee recommends approving, as submitted, the restructuring of the Police Department for one year. The Drug Investigator position would be created as a result of the restructuring. The Police Chief would be authorized to terminate the restructuring at any time during that year, if he deems it necessary. In the event the restructuring is terminated, the Police Department structure would revert back to the current structure.

Motion (Russell/Ball) to approve.

RESULT: APPROVED

10. Redevelopment Authority:

1. Consider purchase of 2101 Logan Avenue (former Merrill Pavers property) for \$30,000. The Redevelopment Authority recommends approval.

RESULT:	APPROVED BY ROLL CALL VOTE [7 TO 0]
MOVER:	Ryan Schwartzman, Alderperson - Third District
SECONDER:	Pete Lokemoen, Alderperson - Second District
AYES:	Russell, Lokemoen, Schwartzman, Peterson, Burgener, Ball, Norton
EXCUSED:	Meehean

11. Water & Sewage Disposal Committee:

1. Consider 3% adjustment to Water & Sewer Fees for 2017. The Water & Sewage Disposal Committee recommends approval.

Motion (Norton/Ball) to approve.

RESULT:	APPROVED
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12. Placing Committee Reports on File:

1. Consider placing the following committee reports on file: Airport Commission, Board of Canvass, Festival Grounds Committee, Historic Preservation Committee, Library Board, Merrill Enrichment Center Committee, Parks & Recreation Commission, Personnel & Finance Committee, Redevelopment Authority and Water & Sewage Disposal Committee.

Motion (Schwartzman/Peterson) to place on file.

RESULT:	PLACED ON FILE
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13. Mayor's Appointment(s):

1. Alderman Paul Russell to the Police & Fire Commission, term to expire May 1, 2018.

Motion (Norton/Ball) to approve.

RESULT:	APPROVED
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14. Ordinances:

1. An Ordinance amending Chapter 38, Division 2, Section 38-149 of the City of Merrill Code of Ordinances, to adjust Sewer Service Charges (Ordinance 2016-19).

City Attorney Hayden gave the ordinance a first reading.

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

City Attorney Hayden gave the ordinance a second reading and a third reading by title only.

RESULT:	APPROVED [7 TO 0]
MOVER:	Rob Norton, Alderperson - Seventh District
SECONDER:	Mary Ball, Alderperson - Sixth District
AYES:	Russell, Lokemoen, Schwartzman, Peterson, Burgener, Ball, Norton
EXCUSED:	Meehean

15. Resolutions:

1. A Preliminary Resolution of Intent to exercise Special Assessment Powers by Police Power under Section 66.0703 of the Wisconsin Statutes (Resolution #2491).

RESOLVED, by the Common Council of the City of Merrill, Wisconsin:

- A. The Common Council hereby declares its intention to exercise its power under Section 66.0703 Wisconsin Statutes, to levy special assessments under the police power upon all properties abutting the following improvements in the City of Merrill, Wisconsin:
1. Sidewalk inspection pursuant to sidewalk inspection program. Sidewalk maintenance area is generally confined to the Fourth District:
 - a) Isolated sidewalk repairs requested or needed.
 - b) Driveway approaches requested or needed.
 - c) Curb and gutter requested or needed.
 - d) New sidewalk extensions as requested and/or approved by Board of Public Works.
 2. Resurfacing of Poplar Street from East 5th Street north to East 6th Street involving:
 - a) Curb and gutter placement and pavement replacement
 - b) Limited sidewalk replacement associated with curb and gutter replacements.
 3. Reconstruction of Chestnut Street from East 6th Street north to East 8th Street involving:
 - a) Replacement of water main and laterals.
 - b) Replacement of sewer main and laterals.
 - c) Replacement and upgrade of existing storm sewer.
 - d) Curb and gutter and pavement replacement.
 - e) Limited sidewalk replacement associated with curb and gutter replacements.
 4. Paving of Edgewater Drive from Grand Avenue to Highland Drive involving:
 - a) Curb and gutter and pavement placement.
 - b) Storm sewer inlet adjustments.
 5. Paving of Highland Drive, entire length, involving:
 - a) Curb and gutter and pavement placement.
 - b) Storm sewer inlet adjustments.
 6. Paving of Francis Street from East 6th Street to East 8th Street involving:

- a) Curb and gutter and pavement placement.
 - b) Storm sewer inlet adjustments.
7. Paving of Hollywood Drive from East 8th Street to East 10th Street involving:
- a) Curb and gutter placement and pavement replacement.
 - b) Storm sewer inlet adjustments.
8. Paving of East Tenth Street from Sales Street to Memorial Drive involving:
- a) Curb and gutter placement and pavement replacement.
 - b) Storm sewer inlet adjustments.
 - c) Sidewalk installation, north side only.
- B. Said public improvements shall include, where appropriate:
- 1. The grading of said street.
 - 2. The surfacing of said street with asphalt.
 - 3. The installation of curb and gutter on said street.
 - 4. The installation, removal or replacement of sidewalk, driveway and curb and gutter on said street.
 - 5. The installation of water main and water laterals on said street.
 - 6. The installation of sanitary sewer and sewer laterals on said street.
 - 7. The installation of storm sewer on said street.
 - 8. The necessary landscaping on said street.
 - 9. All improvements shall be completed to plans and specifications prepared or approved by the Public Works Director and recorded in the office of the Public Works Director/City Engineer.
- C. The Common Council determines that the above improvements constitute an exercise of the police power and the amount assessed each parcel abutting on the street shall be on a reasonable basis as approved by the Common Council and which rates are in effect at the time of installation in accordance with special assessment procedures set forth in provisions of Chapter 18, Article III, Division 3 of the Code of Ordinances, City of Merrill, Wisconsin.
- D. The assessments against any parcels of land may be paid in cash not later than November 1 of the year such improvements are made, or in installments as provided by Chapter 18, Article III, Division 3 of the Code of Ordinances, City of Merrill, Wisconsin. Rate of interest on installment payments shall be as set by Common Council action.
- E. The City Engineering/Zoning Department shall, with respect to the items mentioned at paragraph A above, prepare a report consisting of:
- 1. Preliminary or final plans and specifications with maps of the improvements.
 - 2. An estimate of the entire cost of the proposed work or improvements.
 - 3. A schedule of the proposed assessments as to each parcel of property affected.
 - 4. A statement that the properties against which the assessments are proposed are benefited and that the improvements constitute an exercise of the police power.
- F. The City Engineering/Zoning Department shall complete and file such reports in the City Clerk's office for public inspection no later than December 23rd, 2016.

The Board of Public Works of the City of Merrill shall hold a public hearing on Wednesday, January 25th, 2017 at 6:00 p.m. The hearing shall be held in the Council Chambers in the City Hall, Merrill, Wisconsin, on the improvements mentioned in paragraph A above. The City Clerk shall cause a notice of said hearing to be published once as a Class I notice no later than December 23rd, 2016. The City Clerk shall mail a copy of the notice to all interested persons at least ten (10) days before the date of the hearing.

Motion (Schwartzman/Ball) to approve.

RESULT:	APPROVED
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16. Mayor's Communications

Common Council President Burgener thanked all those who had attended the meeting. He then wished everyone a Merry Christmas and a Happy New Year.

17. Adjournment

Motion (Norton/Schwartzman) to adjourn. Carried. Adjourned at 7:33 P.M.

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

The City of Merrill

To: Alderpersons

Kathy Unertl, Finance Director

Mayor Bill Bialecki



Date: January 3, 2017

Re: Revenue & Expense – December 2016

with February 2017 Council agenda packet

For Action For Information Please Review Please Reply Per Your Request

The December 2016 Revenue & Expense Reports will be provided with the February 2017 Common Council agenda.

There are numerous pending 2016 year-end fiscal transactions including mid-January accounts payable checks that will be posted to December 31st, 2016.

Following are the 12/31/2016 fiscal status of:

- Room Tax – 2016 Receipts and Disbursements

The City 0.4% will be used to offset Merrill Festival Grounds expenses.

CITY OF MERRILL
 APPROVED BUDGET REPORT
 AS OF: DECEMBER 31ST, 2016

24 -Merrill Festival Grounds
 Room Tax

	2014	2015	(----- 2016 -----)			(----- 2017 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
REVENUES								
<u>Taxes (or Utility Rev.)</u>								
45304-41210 Room Tax	0	54,502	65,000	82,857	82,857	82,500	17,500	82,500
TOTAL Taxes (or Utility Rev.)	0	54,502	65,000	82,857	82,857	82,500	17,500	82,500
45304-41210 Room Tax								
			PERMANENT NOTES: Increased from 4.0% to 6.0% effective 10/1/2015. Hotel retains 0.1%.					
45304-41210 Room Tax								
			CURRENT YEAR NOTES: Amount retained by City of Merrill is entirely allocated to offsetting Merrill Festival Grounds operational expenses. *					
TOTAL REVENUES	0	54,502	65,000	82,857	82,857	82,500	17,500	82,500
<u>EXPENDITURES</u>								
<u>Supplies & Expenses</u>								
55304-03-41000 MARC - PR/Marketing	0	6,809	7,000	7,022	7,022	7,000	0	7,000
55304-03-50000 Tourism Committee-Chamber	0	40,855	45,500	58,000	58,000	57,750	12,250	57,750
TOTAL Supplies & Expenses	0	47,664	52,500	65,022	65,022	64,750	12,250	64,750
55304-03-4100MARC - PR/Marketing								
			PERMANENT NOTES: 0.5% for PR/Marketing of Merrill Area Recreation Complex.					
55304-03-5000Tourism Committee-Chamber								
			PERMANENT NOTES: Per WI Stats, 70.0% to Tourism Commission (through Merrill Area Chamber of Commerce).					
TOTAL EXPENDITURES	0	47,664	52,500	65,022	65,022	64,750	12,250	64,750
REVENUE OVER/ (UNDER) EXPENDITURES	0	6,838	12,500	17,835	17,835	17,750	5,250	17,750

Attachment: Revenue and Expense Report (2171 : Room Tax Report)

From: [Stacy Stevens](#)
To: [Heideman, Bill](#)
Subject: Jan. 10th Agenda Item Request
Date: Thursday, January 05, 2017 3:49:41 PM

Please place on the January 10th 2017 Common Council Agenda:

New hire (part-time) at the library, has a spouse who is employed part-time in the transit department.

Stacy Stevens, Library Director

Attachment: Request on library hiring current employee spouse (2174 : Hiring of employee spouse at Library)

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10 Application Date: 1/5/17

Town Village City of Merrill County of Lincoln

The named organization applies for: (check appropriate box(es))

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 2/11/17 1pm and ending 2/11/17 5pm and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) Bona fide Club Church Lodge/Society Veteran's Organization Fair Association

(a) Name Rotary of Merrill

(b) Address (Street) Town Village City

(c) Date organized 1907

(d) If corporation, give date of incorporation

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: X

(f) Names and addresses of all officers:

President Clyde Nelson

Vice President Jason Hennrich

Secretary Amanda Kostman

Treasurer Brian Richards

(g) Name and address of manager or person in charge of affair: Kris McGuire, Administrator Bell Tower Residence 1500 O'Day St, Merrill WI 54452

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number Bell Tower Residence, 1500 O'Day St, Merrill, WI 54452

(b) Lot Block

(c) Do premises occupy all or part of building? partial

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Assisi Hall

3. NAME OF EVENT

(a) List name of the event Bell Tower Residence Artisan Fair

(b) Dates of event February 11, 2017

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Clyde Nelson 1/5/17 (Signature/date)

Officer President (Signature/date)

Date Filed with Clerk 1/5/17

Date Granted by Council

Rotary Club of Merrill (Name of Organization)

Officer (Signature/date)

Officer (Signature/date)

Date Reported to Council or Board

License No.

OK 01/06/2017 KSN

City of Merrill - TID No. 11 (Hwy 107/W. Taylor St. Area)

The vacant land fronts on West Taylor Street and is close to existing Northcentral Technical College (NTC) training facilities.

Proposed purchase price \$100,000

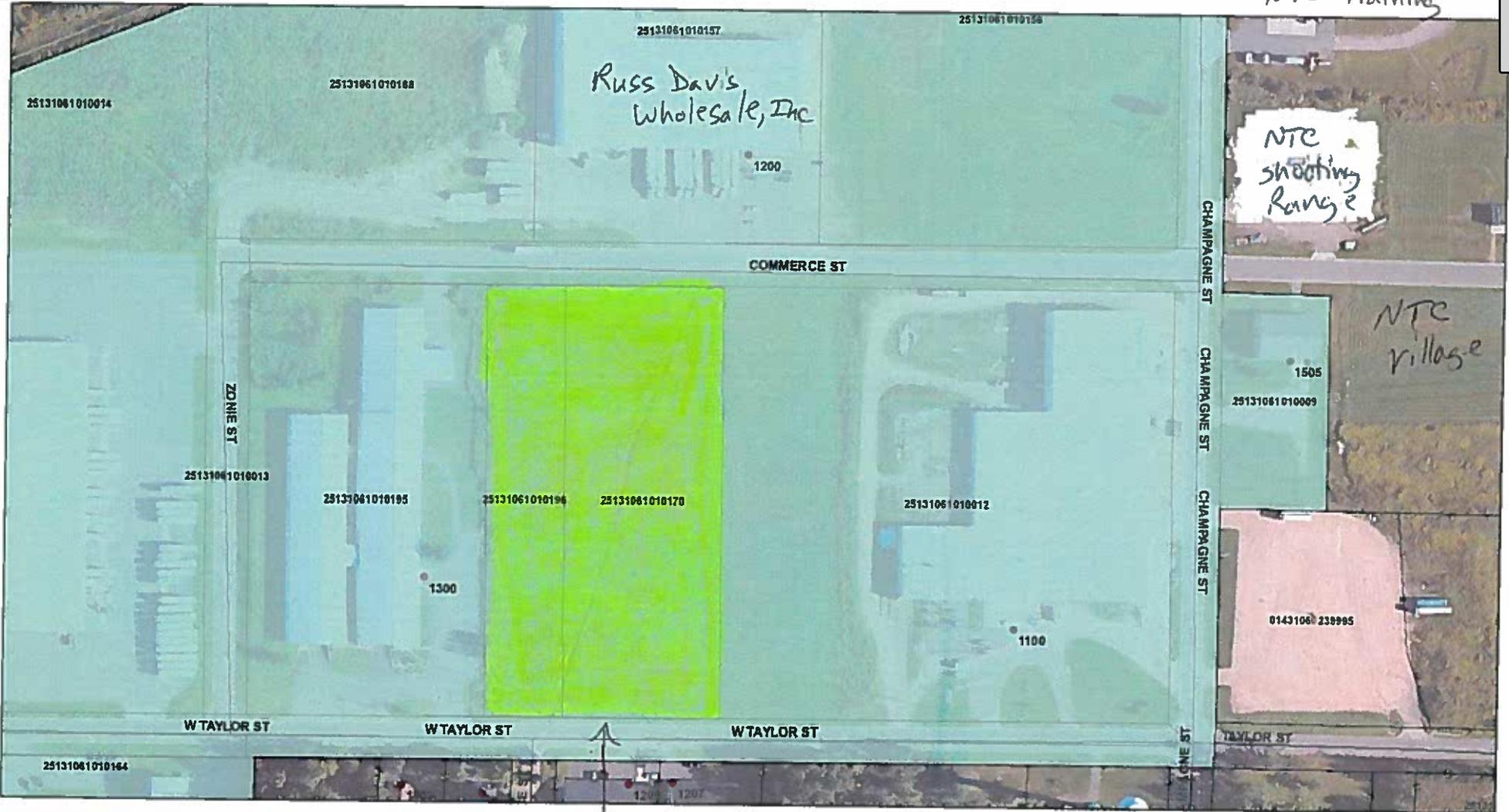
City of Merrill (TID No. 11) would purchase property and transfer to NTC for \$1.00.

Property Owner: which would continue to own/operate produce distribution
 Russ Davis Wholesale, Inc. business on three parcels north of Commerce Street -
 266 4th St. NE total remaining 17.058 acres.*
 Wadena, MN 56482

PIN/Parcel	Acres	Assessed Valuation - 1/1/2016			2016 RE Taxes
		Land	Improved	Total	
251-3106-101-0196 34-0008-000-368-05-04	1.515	\$9,300		\$9,300	\$257.33
251-3106-101-0170 34-0008-000-368-08-02	3.055	\$16,200		\$16,200	\$448.26
Total potential site	4.570	\$25,500	\$0	\$25,500	\$705.59

Assessed Valuations - Other Russ Davis Wholesale Parcels*:					2016 RE Taxes
	Acres	Land	Improved	Total	
Vacant Land - on Champagne 1200 Commerce Street	7.220	\$30,700		\$30,700	\$849.47
Vacant Land - west of building	4.458	\$21,800	\$1,445,300	\$1,470,400	\$40,624.65
	17.058	\$77,600	\$1,445,300	\$1,522,900	\$603.21
Assessments prior to 9/2006		\$64,200	\$637,900	\$702,100	
Change since Russ Davis Wholesale		\$13,400	\$807,400	\$820,800	

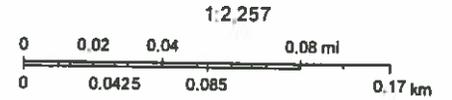
Tax Increment Districts - No. 11



December 12, 2016

- Boundary
- AddressPoints
- CityRoads
- CityParcels

Proposed Development Site



Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS



Lori A. Weyers, Ph.D., President

December 20, 2016

Bill Bialecki, Mayor
City Hall
1004 E. 1st Street
Merrill, WI 54452

Dear Mayor Bialecki:

This is a follow up to our conversation related to the need for an additional facility at the Public Safety Center of Excellence in Merrill. The facility will house NTC's new CDL program and other transportation-related training. It will include a classroom with advanced technology and a large learning lab housing equipment.

At full capacity, the CDL program is estimated to generate over \$100,000 of annual direct and indirect economic development for the Merrill area. Beyond this base figure, additional economic growth and development will result from program faculty and staff working in Merrill and supplies/services needed from Merrill vendors (e.g., parts, maintenance of tractors and trailers), as well as an increased skilled workforce to meet the immediate demands of local transportation companies.

Estimated Annual Economic Impact Generated from CDL Participants

	<u>Days</u>	<u>Attendees</u>	<u>Direct*</u>	<u>Indirect**</u>	<u>Total</u>
CDL training (per cohort)	42	1	\$ 910	\$ 601	\$ 1,511
	42	12	\$ 6,426	\$ 4,241	\$ 10,667
Fuel (per cohort)		12	\$ 4,500	\$ -	\$ 4,500
Totals per cohort			\$ 11,836	\$ 4,842	\$ 16,678
x 6 cohorts per year			x 6	x 6	x 6
Total			\$ 71,016	\$ 29,051	\$ 100,067

*Direct--Meals & Incidental Expenses: \$51/day; Lodging: \$91/night. Source: U.S. General Services Administration; FY 2017 Per Diem Rates for Merrill, WI

**Indirect--\$.66 per \$1. Source: Economic Research – University AR, College of Charleston, Rochester COC

Cohort assumptions:

- 12 participants per cohort; 6 cohorts per year
- 5% of participants from out of town with one overnight stay per week (\$91 for hotel)
- Participants will spend quarter M&IE allowance per day (\$51 / 4 = \$12.75 for food and gas)
- \$375 per student for fuel needed for driving lab scenarios (Fall 2016 costs)

1000 W. Campus Drive
Wausau, WI 54401-1899
888.682.7144 | 715.675.3331
www.ntc.edu

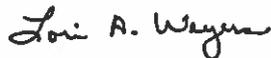
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Bill Bialecki, Mayor
December 20, 2016

There is a projected 11.3% growth in the transportation industry through 2022 (BLS). In central WI, there were 9,489 total transportation related job postings in July 2015 of which 1,184 were unique (EMSI). Demands of manufacturers in northcentral WI has increased, however ability to move products to customers has been limited by lack of skilled workers in the workforce pool. In fall 2016, NTC surveyed local business leaders to determine their need for a skilled transportation workforce over the next 10 years to replace retirees and grow their companies. **In Lincoln County, responses anticipated 106 new positions and 53 saved positions which would include over \$17 million of company investment for additional vehicles, maintenance staff, facilities, etc.; throughout NTC's 10 county service district, this total increased to 411 new jobs, 358 saved jobs, and an estimated private investment of nearly \$63 million.** Access to a robust transportation sector can be a great equalizer for smaller, rural communities.

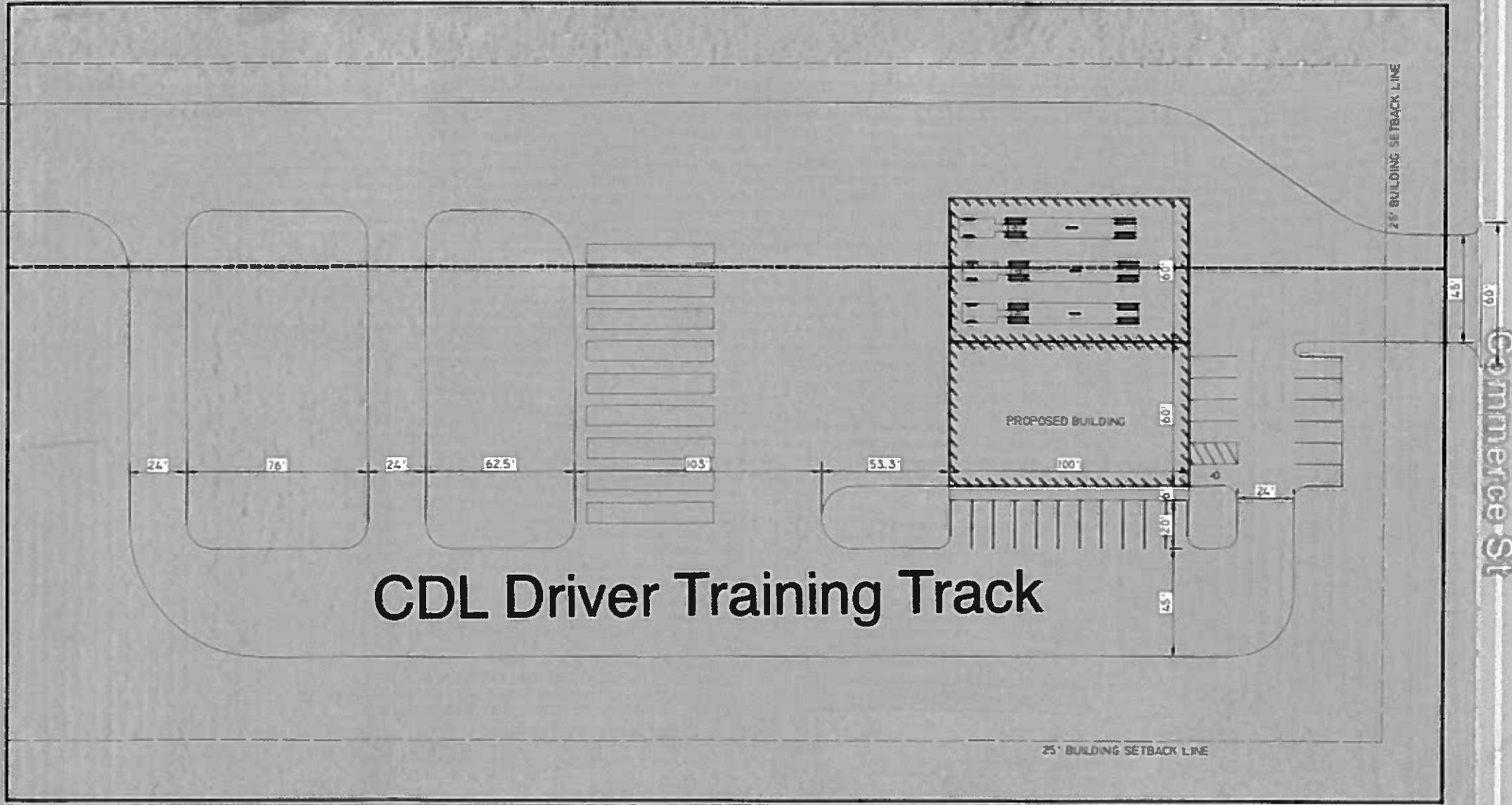
The City's past support of the Public Safety Center of Excellence has led to statewide training contracts and potential national exercises in the near future. The ability to provide the full CDL program in Merrill will complement and strengthen these opportunities. Construction of the facility is anticipated in summer 2017 with full program offerings beginning in fall 2017.

Bill, your support in facilitating the transfer of 4.52 acres of land adjacent to NTC's Public Safety Center of Excellence is vital to this project. Please let me know if you need additional information. Thank you for your vision to further strengthen Merrill's economy.

Sincerely yours,



Dr. Lori A. Weyers
President
Northcentral Technical College

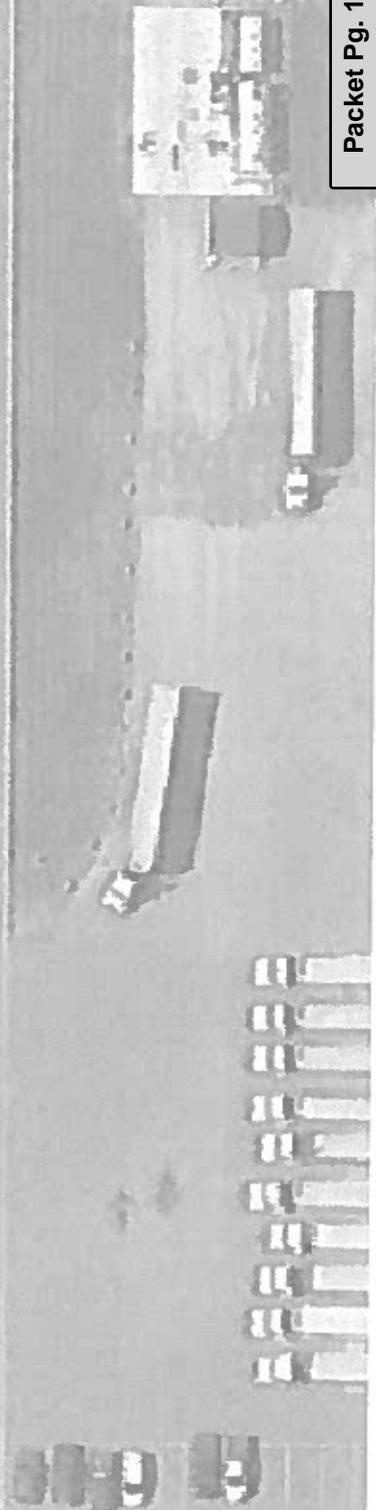


CDL Driver Training Track

Commerce St

25' BUILDING SETBACK LINE

25' BUILDING SETBACK LINE



Airport Commission minutes November 16, 2016

Members present: Gary Schwartz, Joe Malsack, Lyle Banser, and Ryan Schwartzman.

Also present: Rich and Marlene Lussow, Rich M. and Larry Wenning.

1. Gary called meeting to order at 7 pm.
2. A motion was made by Joe M. and seconded by Ryan S. to approve the minutes as printed. Motion passed.
3. Vouchers were discussed and passed around for inspection. A motion was made by Joe M. and seconded by Lyle B. to approve the vouchers to be paid. Motion passed. Budget is still on track for the year, about 75%.
4. Terminal project status. A motion was made by Ryan S. to approve the wing coffee table purchase. Motion died due to no 2nd. Discussion then followed and will table the vote until next meeting. Rich M. stated they are having problems with motion lights in the lobby. They have been adjusted and will still turn off with people moving around he is looking for a solution.
5. Brown property the State is in the process and should have it closed by February 2017.
6. Runway 16/34 Project status: We are done for this year, however the blacktop was damaged near Gary Schulz hanger when a 3rd party contractor was installing his walkway. Due to temperatures we will have to wait until spring to have them repair it. Becher-Hoppe has been asked to lay out a time line for the 16/34 project and to get the 60% Runway Protection Zone (RPZ) done by the end of the year. This will help us get the bidding process done by the end of 2017 and the project started in spring of 2018.
7. Flight instruction status: Rich Lussow has his instructors permit and is looking for students.
8. Airport Signage: No report at this time.
9. Managers Report: Brush cutting has started on the west side of runway 16 and north to Hillside road. Parking lot by old terminal lines have been painted, the city only had white available. They will come back in spring to paint the handicap sign. There is no number on the new terminal building. We will get the fire number and post on the building. Snow plow equipment all ready to go.
10. Airport General Maintenance: Air lines in shop are bad and need replacing. Rich working on estimate for materials and he will supply the labor.
11. Chairman's report: Phillips over the wing fueling program was discussed. Joe M. made a motion to set up the program and get involve for selling fuel on this program. Seconded by Lyle B. Motion passed. Jet A sales will be our best year since we started selling it. 100LL is coming up, will not be our best on 100LL but heading in the right direction.
12. Aviation happenings, Swift fuel for sale at Phillips airport.

13. Public comments. None.
14. Agenda items for next meeting. Signage, flight instruction, air lines for shop, wing table in lobby, lightning suppression system.
15. A motion was made by Joe M. and seconded by Ryan S. to adjourn, motion passed

Airport Commission minutes December 21, 2016

Members present: Gary Schwartz, Gary Schulz, Joe Malsack, Lyle Banser, and Ryan Schwartzman (Alderman).

Also present: Steve Krueger, Rich McCullough (Airport Manager), and Larry Wenning.

1. Gary called meeting to order at 7 pm.
2. A motion was made by Joe M. and seconded by Ryan S. to approve the minutes as printed. Motion passed.
3. Vouchers were discussed and passed around for inspection. A motion was made by Joe M. and seconded by Lyle B. to approve the vouchers to be paid. Motion passed. Budget at 83% but we just paid for the crack filling. This may push us over budget but the extra money will come out of the fuel profits to cover the expenses if needed.
4. Terminal project status. RTL has been in and looked at lighting in the lobby. They are working on a quote and suggestions on how to fix. Wing coffee table the consensus is send back, it just does not fit the rest of the building. Lyle B. made a motion not to purchase table, seconded by Joe M. Motion passed.
5. Brown property the State is in the process and should have it closed by February 2017. Diane Danielson at the State is updating Gary Schwartz.
6. Runway 16/34 Project status: 16/34 project and the 60% RPZ (Runway Protection Zone) plan is in draft form. The State and Becker Hoppe gave an approximate cost of \$90,000 for the ALP (Airport Layout Plan). Gary will review the RPZ further, but has already found errors to be corrected. This will help us get the bidding process for the project done by the end of 2017 and the project started in spring of 2018.
7. Flight instruction status: Rich Lussow has his instructors permit and is looking for students. Need an airplane to fly now.
8. Airport Signage: Rich M. spoke with Rod Akey to replace signs on Airport road and Hillside road. He also talked with Todd Schmeltzer from Lincoln County to replace the sign on Highway K. As long as it is replaced with the green airports sign approved by the State for highways. Rich M. has a few new signs to replace some of the faded signs. Rich M. showed samples of material for new signs on airport terminals. Tom O'neal cut a sample to show how it works.
9. Managers Report: Brush cutting is still progressing on the west side of runway 16 and north to Hillside road. Snow plow large truck waiting on parts, can still plow but cannot lift the blades. The garage is raised but waiting on permits to move. TBM will be off the field for maintenance until the end of January. Crack filling sealer on 7/25 is pulling out. Jerry the owner will stand behind the product and will repair in spring. Too cold to do any work at this time. We need to get this repair agreement in

writing. Rich M. will work on. We have a bear living on the airport property. They found the den when cutting brush. We hope by removal of the brush the bear will move out.

10. Airport General Maintenance: Air lines in shop to be replaced by Rich M. Lyle made a motion to pay for the parts Rich M. will supply labor to install. Seconded by Ryan S. Motion passed.

11. Chairman's report: We are very close to the best pricing of fuel in the extended area. We will be needing Jet A very soon. Becker Hoppe is making up drawings for the new hanger area so prospective people understand the layout.

12. Aviation happenings, Medical reform act, the FAA is still working on. July looking as the time frame of when it will possibly go into effect.

13. Public comments. We are currently looking at a Sundowner in Maine. Rich M will keep it in the main hanger or #1 T hanger which he rented for overflow. Ken Whith ask if they could have the finish line for Air Venture Cup race in Merrill. We stated we were very interested. Ken will take back to the committee and see if they will consider us. Publicity would be great for City of Merrill and the airport.

14. Agenda items for next meeting. Signage, flight instruction, lightning suppression system, air cup race for Air Venture.

15. A motion was made by Lyle B. and seconded by Gary Schulz to adjourn, motion passed



CITY OF MERRILL
COMMITTEE OF THE WHOLE
MINUTES • FRIDAY OCTOBER 21, 2016

Regular Meeting

City Hall Council Chambers

8:15 AM

I. Call to Order

Attendee Name	Title	Status	Arrived
Paul Russell	Aldersperson - First District	Present	
Pete Lokemoen	Aldersperson - Second District	Present	
Ryan Schwartzman	Aldersperson - Third District	Present	
Kandy Peterson	Aldersperson - Fourth District	Present	
John Burgener	Aldersperson - Fifth District & President	Absent	
Mary Ball	Aldersperson - Sixth District	Present	
Rob Norton	Aldersperson - Seventh District	Present	
Tim Meehean	Aldersperson - Eighth District	Present	
Bill Bialecki	Mayor	Present	

Also in attendance: City Administrator Dave Johnson, Street Superintendent Dustin Bonack, Transit Director Rich Grenfell, City Attorney Tom Hayden, Utility Superintendent Kim Kriewald, Enrichment Center Director Tammie Mrachek, Police Chief Ken Neff, Building Inspector/Zoning Administrator Darin Pagel, Fire Chef Dave Savone, Library Director Stacy Stevens, Municipal Judge Ned Seubert, Finance Director Kathy Unertl, Park and Recreation Director Dan Wendorf, City Hall Maintenance Supervisor Nick Wszakek, Police Captain Corey Bennett, Duane Pfister and City Clerk Bill Heideman. A representative from the Cable Access Channel was in attendance to videotape the meeting.

II. Public Comment Period

None.

III. 2016 fiscal status issues:

1. Update on 2016 fiscal status, including Undesignated General Fund Balance

Finance Director Unertl reported that it will be necessary to have another Committee of the Whole budget meeting, to discuss portions of the budget not ready for consideration at this time.

It is anticipated that, at the end of 2016, the Undesignated General Fund balance will be approximately \$1.75 million.

Net new growth was reviewed.

The City is aggressively paying down the debt service, at a rate of approximately \$1 million annually.

The wages component of the proposed 2017 budget was discussed. The proposed budget includes a 1% wage increase in December of 2016 and a 1% increase in the middle of 2017.

The Wisconsin Retirement System was reviewed.

Finance Director Unertl provided highlights related to the proposed 2017 operating budget.

IV. Consideration of Personnel Services Items:

1. City's Group Health Insurance for 2017

Finance Director Unertl reported that additional health insurance options under consideration were in the meeting packet. City staff is recommending option #4. Unfortunately, both the deductible and out-of-pocket expenses to the employee will be increasing.

The various health care options were discussed. Alderman Meehean and Alderman Schwartzman would like to have the various options presented to the employees, so that the employees could have input in the decision-making process. Alderman Russell suggested holding professional development sessions for employees to discuss the options as well as receive employee questions and input on the various options.

2. Potential new Poice Drug Investigator position

Finance Director Unertl announced that this item would be discussed later in the meeting.

3. Potential full-time Utility Administrative Assistant position

Finance Director Unertl announced that this item would be discussed later in the meeting.

4. Potential new part-time Enrichment Department position

Finance Director Unertl turned the meeting over to Enrichment Center Director Mrachek.

V. Consideration of 2017 Budget Requests:

1. Merrill Festival Grounds, Expo Center and Enrichment Department

Enrichment Center Director Mrachek distributed information on her request for a new position in her department. This position would work a maximum of 16 hours per week. The position had already been included in the proposed 2017 budget. Enrichment Center Director Mrachek noted that revenues at the Enrichment Center have been increasing over the last few years.

Finance Director Unertl reported on the Room Tax budget. Parks and Recreation Director Wendorf added comments related to tourism.

Finance Director Unertl reported on the Festival Grounds - Events/Sponsored budget.

At 9:47 A.M., Mayor Bialecki announced a break. At 10:05 A.M., he called the meeting back to order.

Finance Director Unertl reported on the TID #3 - Festival Grounds budget.

Enrichment Center Director Mrachek presented her request for new equipment and appliances for the new Enrichment Center.

City Administrator Johnson reported on the following capital budgets related to the Festival Grounds: Expo Center - Furnishings, Cattle Barn - Electrical Improvements, Plastic Fencing and Swinging Gates.

Alderman Lokemoen stated that, until there are sufficient funds to finish construction of the Expo Center, he would prefer to have it boarded up and not used. The current shortfall is estimated to be approximately \$438,780.

Motion (Lokemoen/Schwartzman) to cease construction on the Expo Center as soon as all funds designated for that purpose have been exhausted. On roll call vote, motion failed 1-6. Voting Yes - Alderman Lokemoen.

2. General Fund/Tax Levy Supported Operations

Discussion was then held on the Police Department request for a new Drug Investigator position.

Motion (Norton/Russell) to create a new Police Department Drug Investigator position, to be funded via the General Fund. On roll call vote, motion failed 2-5. Voting Yes - Alderman Russell and Alderman Norton.

Motion (Schwartzman/Russell) to hold a referendum on exceeding the State Levy Limits to fund the Drug Investigator position.

Motion (Meehean/Norton) to amend by adding that, if the referendum to approve the position passes, funding for the position would be via the General Fund.

Original motion (as amended) on holding a referendum carried.

Finance Director Unertl reviewed the following sections of the proposed 2017 operating budget: Non-Departmental, Common Council, Municipal Court, City Attorney, Mayor, City Administrator, Personnel - HR, City Clerk, Clerk/Treasurer Staff, Elections, Treasurer/Finance Director, Information Technology, Assessment of Property, Independent Auditing, Over-Collected Taxes, Insurance/Employee, City Sealer, City Hall Maintenance, Building Inspection/Zoning, Community Development, CDGB Grants/Loans, Economic Development and Police.

At 12:00 (noon), Mayor Bialecki announced a break for lunch. At 12:36 P.M., he called the meeting back to order.

Finance Director Unertl reviewed the following sections of the proposed 2017 operating budget: Traffic Control, Fire Protection - Hydrants, Fire Protection, Ambulance/EMS, Public Works/Engineer, Stormwater Plan/Construction, Street Commissioner, Street Superintendent, Garage Maintenance, Operations Support (M&E), Roads, Street Cleaning, Snow & Ice, Streets - Sealcoat, Stormwater Maintenance, Street Painting - Marking, Marking - Pedestrian & Bicycle, Street Leave Expenses, Garbage Collection, Recycling, Weed & Nuisance Control, Christmas Decorations, Street Lighting, Airport, Aviation Fuel, Transit, Health Officer, Library, Parks, River Bend Trail, Athletic Park Lights, Ott's Park Lights, Lion's Park Lights, Recreation Programs, MARC - Smith Center, Aquatic Center, Marketing - PR, CATV - MP3, Cable Franchise and Outside Agencies.

3. General Capital Equipment and Purchases

This portion of the budget is not yet ready for consideration. It will be considered at the next budget meeting.

4. Utility - Landfill, Water, Sewer and Utility Capital

Finance Director Unertl and Utility Superintendent Kriewald reported on a request for a new full-time Administrative Assistant position at the Water Utility. Discussion was held on the request and position.

5. Potential Sewer Rate adjustments for 2017 and future years

Finance Director Unertl requested input from the committee on suggestions for future sewer adjustments.

Utility Superintendent Kriewald reported on the status of the equipment and the equipment replacement fund.

Various percentages for sewer rate adjustments were suggested and discussed. Finance Director Unertl will calculate the fiscal impact on various adjustments. She will report on this at the next budget meeting.

Finance Director Unertl reported on the Sewer budget.

Finance Director Unertl and Utility Superintendent Kriewald reviewed the Utility Capital budgets.

Motion (Meehean/Lokemoen) to approve, as presented, the proposed 2017 budget. Carried.

6. Tax Increment Districts (TIDs)

Information on the Tax Increment Districts was distributed. This will be discussed at the next budget meeting.

7. Update on Debt Service and City Borrowing Capacity

Debt service was discussed earlier in the meeting, and borrowing will be discussed at a future meeting.

VI. Next steps/meetings on 2017 Budget

The next Committee of the Whole budget meeting was scheduled for Wednesday, November 3rd. It will be held in the City Hall Common Council Chambers and will begin at 5:15 P.M.

VII. Adjournment

Motion (Norton/Ball) to adjourn. Carried. Adjourned at 2:18 P.M.



CITY OF MERRILL
COMMITTEE OF THE WHOLE
MINUTES • THURSDAY NOVEMBER 3, 2016

Budget Session

City Hall Council Chambers

5:15 PM

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Paul Russell	Aldersperson - First District	Present	
Pete Lokemoen	Aldersperson - Second District	Present	
Ryan Schwartzman	Aldersperson - Third District	Present	
Kandy Peterson	Aldersperson - Fourth District	Present	
John Burgener	Aldersperson - Fifth District & President	Present	
Mary Ball	Aldersperson - Sixth District	Present	
Rob Norton	Aldersperson - Seventh District	Present	
Tim Meehean	Aldersperson - Eighth District	Present	
Bill Bialecki	Mayor	Present	

Also in attendance: City Administrator Dave Johnson, Public Works Director/City Engineer Rod Akey, Street Superintendent Dustin Bonack, Transit Director Rich Grenfell, City Attorney Tom Hayden, Utility Superintendent Kim Kriewald, Enrichment Center Director Tammie Mrachek, Police Chief Ken Neff, Building Inspector/Zoning Administrator Darin Pagel, Fire Chief Dave Savone, Library Director Stacy Stevens, Information/Technology Manager Ron Turner, Finance Director Kathy Unertl, City Hall Maintenance Supervisor Nick Wszacek, Stephanie Springborn, Gabe Steinagel, Don Seubert (arr. 5:55), Duane Pfister and City Clerk Bill Heideman.

II. Public Comment Period

None.

III. Non-Budget Agenda Items:

1. Status report and time extension request from Stephanie Springborn, on project to rehabilitate building she owns at 413-419 West Main Street (former Merrill Vocational School).

Stephanie Springborn provided information on her building rehabilitation project at 419 West Main Street. She indicated that she is applying to have the property listed in the National Register of Historic Places. She is requesting that the City revoke any timeline requirements placed upon her. She is also requesting that she receive a refund of the \$50,000 bond that the City required when her project began.

Alderman Meehean stated that the current agreement stipulates that the doors and windows were to have been installed by October 16th, 2016. He is troubled by the fact that the deadline was not met.

Stephanie Springborn responded that she has put much time and money (approximately \$400,000) into this project to date. She added that it is strictly a private project, with no tax dollars involved.

Motion (Burgener/Meehean) to deny the request to have the deadline lifted, and to deny the request for the \$50,000 refund. Carried.

Motion (Lokemoen/Schwartzman) to grant an extension, until December 31st, 2016, for installation of all doors and windows at 419 West Main Street. Carried.

City Attorney Hayden read a letter sent from the City to Stephanie Springborn. This letter was sent at the time the property was transferred to her.

Mayor Bialecki stated that Stephanie Springborn has been given numerous deadlines, but that she has not met any of them. He also noted that information received from the State Historical Society may have been referring to another City building, not the building at 419 West Main Street.

IV. Continued Consideration of 2017 Budget Requests:

1. Update on 2017 Debt Service Levy

Finance Director Unertl distributed information and then reported on it.

2. General Capital Equipment and Projects

At this time, the total amount of borrowing for the capital projects and equipment is approximately \$3.5 million. This includes \$1.1 million for a new Fire Department ladder truck (2018 capital budget).

Alderman Lokemoen stated that he had consulted with several individuals on the potential purchase of the Fire Engine Type I (pumper). He reported that none of them thought it was necessary to authorize this purchase at this time.

Motion (Lokemoen/Schwartzman) to remove the Fire Engine Type I Replacement (\$450,000). Carried.

Alderman Meehean had a question on the Fire Radios Replacements. Fire Chief Savone responded that the replacements are necessary to ensure maximum safety.

Motion (Meehean/Russell) to amend the Fire Radios Replacements, by changing the funding from \$125,000 to \$75,000. Carried.

Information/Technology Manager Turner reported on the Fiber Community Area Network project. This project is contingent upon Lincoln County also approving funding for the project

Finance Director Unertl reported on the Parks and Recreation capital equipment/projects. It was reported that no new borrowing will be necessary to fund the restrooms/concessions at Normal Park.

Motion (Meehean/Lokemoen) to remove the Stange Park Improvements project (\$230,000). Carried.

Motion (Lokemoen/Burgener) to remove the Prairie Trails Pit Toilet project (\$25,000). Carried.

Motion (Lokemoen/Schwartzman) to remove the Athletic Park - Parking Lot project (\$50,000). Carried.

Motion (Lokemoen/Meehean) to delay the Loader Replacements (\$180,000 for each of two years) for one year. Carried.

Motion (Lokemoen) to remove the Track-Type Dozer (\$140,000). Motion failed due to lack of a second.

Motion (Meehean/Burgener) to delay the Pick-Up with Dump Box (\$40,000) for one year. Carried.

Transit Director Grenfell reported on two Transit capital projects.

Information related to proposed capital street projects was distributed and discussed.

Finance Director Unertl reviewed the Tax Increment District (TID) street projects.

Motion (Meehean/Schwartzman) to approve the installation of sidewalk, curb and gutter on the north side of East Sixth Street, from St. Francis Church to Memorial Drive. Carried.

3. Tax Increment Districts (TIDs)

Finance Director Unertl reported.

4. Potential Sewer Rate adjustments for 2017 and future years

Finance Director Unertl reported on the information in the meeting packet.

Motion (Meehean/Burgener) to authorize a 2.5% increase in the Sewer Fund for each of the next five years (2017-2021).

RESULT: CARRIED

5. Any other 2017 budget items

None.

V. Adjournment

Motion (Burgener/Schwartzman) to adjourn. Carried. Adjourned at 8:07 P.M.

**T. B. Scott Free Library Board of Trustees
REGULAR MEETING
December 21st, 2016**

Minutes

1. Opening

President Mike Geisler called the Regular Meeting of the Board of Trustees to order at 4:00 p.m. in the Library Board Room. Present: Gene Bebel, Katie Breitenmoser, Paul Gilk, D'Lacey Haight, Tim Meehean and Jim Wedemeyer. Excused: Richard Mamer. Also present: John Greenwood and Geoffrie L. from MP3.

The board received a thank you letter from UW-Extension for the donation to the "After the Bell" program. A thank you was received by library staff from the Lincoln County Humane Society for the donation of "Casual Friday" funds. The director keeps a record of all donations.

There was no public comment.

2. Consent Items

M Meehean/S Breitenmoser/C to approve the minutes of the November meeting as printed. M Bebel/S Meehean/C to accept the Monthly Revenue & Expense Report for November as printed. M Meehean/S Breitenmoser/C to accept the Revised Monthly Revenue & Expense Report for January to August as printed.

3. Reports/Discussion Items/Action Items

A. Appointment of the Nominating Committee: Mr. Meehean was appointed to the nominating committee; he will report at the next meeting.

B. Program Proposal and Renewal: M Meehean/S Bebel/C to approve as presented: \$2,500 from Endowment Fund monies for the production of ten events by Christine Vorpapel; \$2,500 from Endowment Fund monies for the production of ten events by Sue Hass; and \$8,400 from Endowment Fund monies for the services of John Greenwood of WIPPS as a Consultant/Grant Specialist. General discussion regarding programming and other activity growing out of last October's Interactivity Foundation program ensued.

C. Solar Project Update: Ms. Stevens reviewed previous discussions with Northwinds Renewable: "the library Endowment Fund would like to go the route of receiving interest payments annually from any Solar Bonds purchased, and that the Legacy Solar Co-op will report this as interest income for the 1099 reporting to the IRS. The library Endowment Fund will receive a 1099-INT form from LSC each January after interest income in excess of \$10.00 is paid out for that preceding calendar year." Dates are set for two public informational meetings where bonds can be purchased—on January 24th at 6:30 p.m. and January 28th at 11 a.m. An engineer is being requested to review the roof structure prior to the project, as the blueprints and what's on the roof do not match. Ms. Stevens has been in contact with the city to ensure that the solar project is placed on any necessary city board/committee agendas. Northwinds Renewable indicated that the start date of the project can be prior to April 1st if the library is successful in funding, as long as the put-in-service date is after April 1st.

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

E. Trustee Essential #11-Planning for the Library's Future: Ms. Stevens provided copies of Trustee Essential #11.

F. Reports from Friends/WVLS Representative: The Friends purchased a display cabinet for the Carnegie Room and Chamber Gift Certificates for the Adult Winter Read-In. There was no report from the WVLS representative.

4. Forthcoming Events & Library Director Report

- November Statistical Report was presented.
- Holiday Youth Services Programming-Legos all next week.
- First grade class orientation tours in early January.

T.B. Scott Free Library

Board of Trustees

December 21st, 2016

- Adult department programs already lined-up for 2017—tax assistance, Winter Read-In and Make Your Dollars Count series with Associated Bank.
- New hire at the library has a spouse employed at the Transit Department. Ms. Stevens has been in contact with the City and is on the appropriate agenda for consideration.
- Adult Department Office remodel completed—staff are very pleased with the results—Board members were encouraged to take a look.
- Ms. Stevens has received a subpoena to appear in court for a library-related matter.
- The annual holiday letter, including a library endowment fund donation card, has again been sent.
- The library and the City of Merrill received wonderful press during the Your Town-Merrill coverage by WSAW Channel 7 from December 12-18.

5. Adjournment:

The meeting adjourned at 4:40 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on January 18th at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary

City of Merrill
Redevelopment Authority (RDA)

Tuesday, January 3rd, 2017 at 8:00 a.m.
City Hall Common Council Chambers

RDA Present: Bill Bialecki, Amanda Kostman, Tim Haight, Jill Laufenberg,
and Ryan Schwartzman

RDA Absent: Karen Karow and Tony Kusserow

Others: Alderpersons Kandy Peterson and Mary Ball, City Administrator
Dave Johnson, Finance Director Kathy Unertl, City Attorney Tom
Hayden, Public Works Director Rod Akey, Mary Rajek from
Redevelopment Resources, Ken Maule from Lincoln County
Economic Development Corp. (LCEDC), City Clerk Bill Heideman,
and Dr. Lori Weyers, Shelly Mondeik, and Rob Elliot representing
Northcentral Technical College (NTC)

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

Consider approval of meeting minutes:

**Motion (Schwartzman/Haight) to approve the RDA meeting minutes from
December 6th, 2016. Carried. The RDA Secretary will make one spelling correction.**

Public Comment: None.

Review City building permit activity in 2016 compared to prior years:

Unertl highlighted both private-sector and public-sector building permit summary information from 2012 through 2016. In three of the past five years, the private-sector building permit construction value has been over \$8 million. There has also been significant public-sector investment in new or improvements to existing public facilities.

Bialecki and Unertl emphasized that the building permit information is key economic indicator that bond rating firms review as part of their fiscal evaluation process.

Review tax increment fiscal overview:

The tax increment will be \$915,232 in 2017 compared to \$645,849 in 2016. Unertl reported that there is major increase in TID No. 4 (Thielman St./N. Pine Ridge Ave. area). In addition, TID No. 7 (N. Center Ave. area) is back generating tax increment. There is now almost \$28.5 million in equalized tax increment with the majority coming from TID No. 3 (East Side area).

Review tax increment fiscal overview (Continued):

Schwartzman commented that this information represented positive growth in the community. Bialecki added that the City/RDA is following through in implementing the City's strategic plan objectives. Laufenberg recommended further dissemination of the TIF information.

Consider recommendation to purchase property fronting on West Taylor Street from Russ Davis Wholesale to facilitate development of Northcentral Technical College commercial driving program facility (Tax Increment District No. 11):

Bialecki reported that the City of Merrill has been pleased to have Northcentral Technical College (NTC) educational facilities here. There are four major contract truck carriers in the Merrill area, as well as other businesses with truck drivers requiring Commercial Driver's License (CDL). Johnson added that City employees in the Street Department, Utility Department, and Transit Department are required to have a CDL.

Dr. Lori Weyers, NTC President, emphasized that the CDL program would bring people to Merrill impacting on the local economy. Individuals stay in local hotels, purchase food from local restaurants, and buy fuel from area convenience stores. The CDL program would be purchasing diesel fuel from Merrill convenience stores.

Truck drivers are a key workforce need and central Wisconsin is a transportation hub. Bialecki advised that Russ Davis Wholesale has hired a couple employees whom attended the NTC program. Russ Davis Wholesale has expanded their workforce since 2006 from about fifty to almost eighty.

In response to questions about proposed \$100,000 purchase price, Unertl highlighted the assessed valuations of the three Russ Davis Wholesale parcels located north of Commerce Street. There has been significant investment by the firm since purchasing the vacant building in 2006. Elliot also reported that NTC paid \$25,000 for the one-acre former Taylor Insulation parcel in 2012 when NTC rebuilt and expanded public safety facilities following the tornado damage.

Mondeik reported that NTC now has a full-time CDL instructor, a full-time Administrative Assistant, and would add two Instructor Assistants. Weyers added that the CDL program is currently operating without a "home". NTC funding is inadequate for both purchase of property and development of new buildings/facilities.

Elliot and Weyers reported that there would be two phases in the Merrill development. Phase 1 would be construction of new building beginning about June 2017 at an estimated \$500,000 construction cost. Phase 2 would be new CDL track. The existing NTC emergency vehicle operation course (EVOC) located east of Champagne Street would also be used for the CDL training.

Mondeik advised that the new facility would allow NTC to expand class size for the ten-week training program. There would be also expanded opportunities to upgrade CDL special certifications and on-going training. Church Mutual Insurance is now insuring schools, so loss reduction related to school transportation is of potential interest.

Consider land purchases for Northcentral Technical College CDL facilities (Continued):

Laufenberg asked about safety of driver-trainees, especially given location of City aquatic center. Weyers and Mondeik responded that most of the CDL training would be on the existing EVOG course, potentially on Merrill airport property, and the future CDL course. Any truck driving on roadways would be limited to designated truck routes.

Laufenberg also asked about potential wear and tear on City streets. Bialecki emphasized that Taylor Street and Champagne Drive are designated truck routes and constructed for truck traffic. There is extensive existing truck traffic in the industrial park area.

In response to question from Haight, Weyers reported that the NTC Board would be meeting on Tuesday, January 10th to formally approve development of the CDL facility. Weyers plans on attending the Merrill Common Council meeting on that same date.

Motion (Schwartzman/Bialecki) to recommend purchase of two lots from Russ Davis Wholesale for \$100,000 for the proposed Northcentral Technical College commercial driving program facility in Tax Increment District No. 11. Carried.

RDA meeting: Next RDA meeting is scheduled for Tuesday, February 7th at 8:00 a.m.

Bialecki read the following notice:

The RDA may convene in closed session per Wis. Stats. Sec. 19.85(1)(e) - deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session to consider:

Potential purchase of properties and potential TIF development incentives in TID No. 3, No. 8, or No. 9 to facilitate new commercial development

Motion (Schwartzman/Laufenberg) to move to closed session. Motion carried 5-0 on roll call vote at 7:38 a.m.

There was discussion on potential site options for a new commercial development. City Administrator Johnson will follow-up with the proposed developer.

Adjournment: Motion (Schwartzman/Laufenberg) to adjourn at 8:52 a.m. Carried.

Minutes prepared by RDA Secretary Kathy Unertl

Transit Meeting
December 19, 2016

Present: Mr. Steve Willis, Mr. Gordon Geiger, Sue Kunkel, Rick Blake - Chairman and Brad Brummond – Transit Coordinator/ Supervisor.

Absent; Mr. Tony Kusserow

No Public Comment

A motion to approve minutes of the October 17, 2016 meeting was made by Ms. Kunkel and seconded by Mr. Geiger. C.U.

A motion to approve the 2016 Third Quarter stats was made by Mr. Willis and seconded by Mr. Geiger. C.U.

Administrator’s Report:

The Steel arrived on site in Mid- December. The project is underway with an estimated Mid- January completion. (weather permitting).

Mr. Allan Sholund is successfully performing solo. He has experienced all (6) school trippers and general public routing. Mr. John Esser is advancing toward his CDL license and will be testing right after the New Year.

Both Thanksgiving Day and the Christmas Tour of Lights were well attended and successful. Santa Claus appeared to distribute candy to all who rode the Tour of Lights!

A motion to convene in closed session was made by Ms. Kunkel and seconded by Mr. Willis.

The Commission re-convened into open session to adjourn.

Next Transit Meeting: Monday January 16, 2017 @ 4:00 p.m.

(February meeting will be held on the second Monday of February. February 13, 2017).

A motion to adjourn was made by Ms. Kunkel and seconded by Mr. Geiger. C.U.

ZONING BOARD OF APPEALS MINUTES

December 12, 2016, 6:00 p.m.

PRESENT: Bill Schneider, Chairman, Ron Burrows, Dave Sukow, Jim Koebe, Dean Haas, Adam Rekau, Zoning Administrator Darin Pagel.

Absent: Alderman John Burgener

Motion to approve October 4, 2016 minutes Mr. Koebe, second Mr. Haas, carried.

Chairman Schneider read the meeting notice and explained procedure.

Motion to open hearing Mr. Sukow, second Mr. Koebe, carried.

John Kaufman, Owner, spoke in favor of the variance said that they have made many improvements to the property and the deck added value to the house. He said he knew they needed permits but were very busy with the purchase and transition and forgot to get them. Kim Kaufman, Owner, also spoke in favor stating it beautified the neighborhood and added value and has had many people comment how nice it is. Mike Caylor, 409 Scott, spoke in favor on how the property has improved since it had previously been a rental. Ryan Schwartzman, 401 E 3rd, spoke in favor of how the deck has improved the property. Jeremy Ratliff, 106 E 4th, spoke in favor stating if the City would force the deck to be removed it would be opposite of what the City is promoting with improving properties. Dave Johnson, City Administrator, asked the ZA about the construction code compliance and whether the ZBA had denied variances in the past of this type. The ZA said he could not comment on construction code compliance but stated, yes, this type of variance has been denied in the past.

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

The ZA explained the criteria for granting variances. Mr. Sukow stated per the ordinance that increased value is not a basis for variance. The Board also discussed the issue of self-imposed hardship due to the lack of a permit prior to construction and the need to comply with ordinances.

Motion to deny the variance Mr. Sukow, second Mr. Koebe, during discussion the ZA requested a date be included in the motion for removal if denied. Mr. Sukow amended the motion to include removal of the deck no later than April 30, 2017., second Mr. Koebe, carried with 4 in favor, 1 opposed.

With no other business or public comment, Motion to adjourn Mr. Sukow, second Mr. Burrow, carried.

Meeting adjourned 6:25pm

Darin Pagel, Recording Secretary.