



CITY OF MERRILL
COMMON COUNCIL
AGENDA • TUESDAY JUNE 13, 2017

Regular Meeting

City Hall Council Chambers

7:00 PM

1. Call to Order
2. Silent Prayer
3. Pledge of Allegiance
4. Roll Call
5. Public Comment Period
6. Minutes of previous Common Council meeting(s):
 1. Minutes of May 9, 2017 meeting
7. Revenue & Expense Reports(s):
 1. Revenue & Expense Report for Period Ending May 31, 2017
8. Board of Public Works:
 1. Street Use Permit application from Ballyhoo's to close Prospect Street (from Grand Avenue to West Main Street) from 11:00 A.M. to 11:00 P.M. on Saturday, July 22, 2017, for Lobsterfest event. The Board of Public Works recommends approval.
 2. Consider 2017 Paving Project Bids. Mayor Bialecki is bringing the bid(s) directly to the Common Council. The bid(s) are due and scheduled to be opened on June 12th. The results of the bid opening will be provided at the June 13th Common Council meeting.
9. City Plan Commission:
 1. Site Plan for garden shed at Trinity Lutheran School, 611 West Main Street. The City Plan Commission recommends approval.
 2. Site Plan for Northcentral Technical College (NTC) Transportation Center, near the NTC Public Safety Center of Excellence. The City Plan Commission recommends approval, which would be contingent upon rezoning (Industrial to Public) of the site plan location.
10. Committee of the Whole/Redevelopment Authority:
 1. Consider recommendation(s) from June 13, 2017 joint Committee of the Whole/Redevelopment Authority meeting related to notification of Weinbrenner Shoe Company intent to purchase factory property, subject to lease agreement.
 2. Consider recommendation(s) from June 13, 2017 joint Committee of the Whole/Redevelopment Authority meeting related to a request from Horizon Development Group Inc. to extend, into 2018, the authorization for Tax Increment District (TID) #10 development agreement and sale of the City-owned property.

11. Health and Safety Committee:

1. Applications from Fraternal Order of Eagles for five temporary Class "B" (picnic) licenses to sell fermented beverages in the Eagle's Fairstand at the Merrill Festival Grounds during the Lincoln County Free Fair, July 26-July 30, 2017. The Health and Safety Committee recommends approval.
2. Application from Fraternal Order of Eagles for a temporary Class "B" (picnic) license to sell fermented beverages in the Eagle's Fairstand at the Merrill Festival Grounds during the Labor Day Celebration on September 4, 2017. The Health and Safety Committee recommends approval.
3. Applications from Merrill Wrestling for five temporary Class "B" (picnic) licenses to sell fermented malt beverages in a fenced-in area at the Merrill Festival Grounds during the Lincoln County Free Fair, July 26-July 30, 2017. The Health and Safety Committee recommends approval.
4. Applications from VFW Post 1638 for five temporary Class "B" (picnic) licenses to sell fermented beverages in the VFW Fairstand at the Merrill Festival Grounds during the Lincoln County Free Fair, July 26-July 30, 2017. The Health and Safety Committee recommends approval.
5. Applications from VFW Post 1638 for two temporary Class "B" (picnic) licenses to sell fermented beverages in the VFW Fairstand at the Merrill Festival Grounds during the Merrill Tractor Pull, July 7-July 8, 2017. The Health and Safety Committee recommends approval.
6. Application from VFW Post 1638 for a temporary Class "B" (picnic) license to sell fermented beverages in the VFW Fairstand at the Merrill Festival Grounds during the VFW Post 1638 75th Anniversary Celebration on August 5, 2017. The Health and Safety Committee recommends approval.
7. Request from V-F Inc (Loz Mezcales), 3340 E. Main Street, for a change of agent to Valeria Melendez for the license period to expire June 30, 2017. The Health and Safety Committee recommends approval.
8. 2017-2018 Liquor License Applications (per list). The Health and Safety Committee recommends approval.
9. Request from Ballyhoos for an extension of premise to sell alcoholic beverages from Ballyhoo's (124 N. Prospect Street) to a fenced in area east of their front door into Cenotaph Park next to Park Place on July 22, 2017, in conjunction with Merrill Lobster Fest. The Health and Safety Committee recommends approval.

12. Personnel and Finance Committee:

1. Request to write-off Personal Property Tax Bill (total of \$117.02) for Roberts Broadcasting, 1106 West Main Street. The Personnel and Finance Committee recommends approval.
2. Request to write-off Real Estate Tax Bill for 1005 Grand Avenue (\$852.24). The Personnel and Finance Committee recommends approval.

13. Placing Committee Reports on File:
 1. Consider placing the following committee reports on file: Airport Commission, Board of Public Works, City Plan Commission, Community Development Committee, Festival Grounds Committee, Health and Safety Committee, Housing Authority, Joint Review Board, Library Board, Merrill Enrichment Center Committee, Parks and Recreation Commission, Personnel and Finance Committee, Police and Fire Commission, Redevelopment Authority, Transit Commission, Water and Sewage Disposal Committee and Zoning Board of Appeals.
14. Ordinances:
 1. An Ordinance amending the District Zoning Map of the City to rezone (Industrial to Public) a parcel lying between West Taylor Street and Commerce Street, to facilitate the Northcentral Technical College (NTC) Transportation Center. The City Plan Commission recommends approval.
15. Resolutions:
 1. A Resolution approving a Certified Survey Map on County Road K in the Town of Scott by Pete Borchardt. The City Plan Commission recommends approval.
 2. A Resolution approving the 2016 Compliance Maintenance Annual Report for the City of Merrill Wastewater Treatment Plant. The Water and Sewage Disposal Committee recommends approval.
 3. A Resolution honoring Donald S. Litzer for his long-time service to the City of Merrill. This resolution is from the Common Council.
16. Mayor's Communications
17. Adjournment

William N. Heideman, CMC, WCMC
City Clerk

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



CITY OF MERRILL
COMMON COUNCIL
MINUTES • TUESDAY MAY 9, 2017

Regular Meeting

City Hall Council Chambers

7:00 PM

1. Call to Order

Mayor Bialecki 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	Excused	
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: Public Works Director/City Engineer Rod Akey, Police Chief Corey Bennett, Street Superintendent Dustin Bonack, City Attorney Tom Hayden, City Administrator Dave Johnson, Fire Chief Dave Savone, Utility Operations Manager Gabe Steinagel, Library Director Stacy Stevens, Finance Director Kathy Unertl, Park and Recreation Director Dan Wendorf and City Clerk Bill Heideman. Transit Director Rich Grenfell and Building Inspector/Zoning Administrator Darin Pagel had excused absences.

2. Invocation by Pastor Andy Perry, Bibe Presbyterian Church
3. Pledge of Allegiance
4. Roll Call
5. Public Comment Period

Mary Genz expressed concerns related to a juvenile trespasser at her property.

6. Minutes of previous Common Council meeting(s):
 1. Minutes of April 11, 2017 meeting and April 26, 2017 meeting
 Motion (Schwartzman/Ball) to approve.

RESULT: APPROVED

7. Revenue & Expense Report(s):
 1. Revenue & Expense Report for Period Ending April 30, 2017
 Motion (Schwartzman/Meehean) to approve.

RESULT: APPROVED

8. General agenda items:

1. Employee Years of Service Recognition:

Tyler J. Tesch, 10 years (Police Department)

Nicholas C. Phelps, 10 years (Fire Department)

City Clerk Heideman read certificates of recognition for Tyler Tesch and Nicholas Phelps.

9. Board of Public Works:

1. Consider bid on Enrichment Center - Expo Hall Parking Lot paving project. Mayor Bialecki is bringing the bid directly to the Common Council.

Motion (Meehean/Norton) to approve the bid of \$68,699.28 from American Asphalt of Wisconsin.

RESULT: APPROVED

10. Health and Safety Committee:

1. Applications from Merrill Baseball Boosters for 28 temporary Class "B" picnic licenses to sell fermented malt beverages inside Athletic Park during baseball games on the following dates in 2017: May 21st, June 3rd, June 7th, June 8th, June 13th, June 14th, June 16th, June 18th, June 19th, June 20th, June 21st, June 25th, June 28th, July 5th, July 6th, July 7th, July 8th, July 9th, July 10th, July 13th, July 16th, July 19th, July 21st, July 26th, July 27th, July 28th, July 29th, and July 30th. The Health and Safety Committee recommends approval.

Motion (Russell/Ball) to approve.

RESULT: APPROVED

2. Consider application from PMSR LLC, Vickie Davis, Agent, for a Class "B" (beer) and a "Class C" (wine) license for The Checkered Churn, 914 East Main Street, effective May 10, 2017. Alderwoman Peterson is bringing this application directly to the Common Council.

Motion (Peterson/Schwartzman) to approve.

RESULT: APPROVED

11. Personnel and Finance Committee:

1. Consider request to write-off Personal Property Tax bill (\$452.41) for Merrill Service LLC. The Personnel and Finance Committee recommends approval.

Motion (Meehean/Schwartzman) to approve.

RESULT: APPROVED

12. Water and Sewage Disposal Committee:

1. Consider Water Simplified Rate Case Application to Public Service Commission (PSC) The Water and Sewage Disposal Committee recommends submitting a request for a 3% increase.

Motion (Norton/Peterson) to approve.

RESULT: APPROVED

13. Placing Committee Reports on File:

1. Consider placing the following committee reports on file: Board of Public Works, Community Development Committee, Festival Grounds Committee, Health and Safety Committee, Joint Review Board, Library Board, Merrill Enrichment Center Committee, Parks and Recreation Commission, Personnel and Finance Committee, Redevelopment Authority, Transit Commission and Water and Sewage Committee.

Alderswoman Ball requested that the April 12th, 2017 Merrill Enrichment Center Committee minutes be amended to indicate that she was in attendance. She also requested that the April 24th, 2017 Health and Safety Committee minutes be amended to indicate that she voted "No" on the motion to approve implementing a Community Paramedic Pilot Program. Without objection, those two amendments will be made.

Alderman Russell thanked Alderman Burgener, Park and Recreation Director Wendorf and Public Works Director/City Engineer for their work on the new crosswalk between the skate park and the library. He also commended the Street Department and Public Works staff for their advance planning and work on the Center Avenue project.

Motion (Meehean/Ball) to place on file, incorporating the two amendments requested earlier.

RESULT: PLACED ON FILE

14. Ordinances: (None)

15. Resolutions:

1. A Resolution approving a Fee Schedule for duties performed by the Street Department for junk storage and/or debris removal (Resolution #2507).

WHEREAS, the City of Merrill Code of Ordinances provides for the abatement of a nuisance where the property owner, occupant or person in charge of certain property fails to remove junk storage and/or debris as it pertains to Ordinance Sec. 26-65; and,

WHEREAS, after written notice is given, the City shall abate the nuisance and the cost thereof shall be assessed to the property owner as a special charge; and,

WHEREAS, it is necessary, from time to time, to review the charges for such abatement;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 9th day of May, 2017, that the following nuisance abatement fees for junk storage and/or debris removal are approved as follows:

JUNK STORAGE AND/OR DEBRIS REMOVAL:

FIRST OCCURRENCE:

\$300.00 for the first hour or part thereof and \$50.00 for every additional 15 minutes or portion thereof after the first hour, plus applicable taxes.

SECOND AND SUBSEQUENT OCCURENCES IN A CALENDAR YEAR:

\$500.00 for the first hour or part thereof and \$50.00 for every additional 15 minutes or portion thereof after the first hour, plus applicable taxes.

Motion (Schwartzman/Ball) to approve.

RESULT:	APPROVED
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16. Mayor's Communications

Mayor Bialecki reminded everyone that the Memorial Day observance is Monday, May 29th.

The annual rodeo event is upcoming.

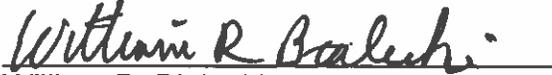
May is Bicycle Safety Month.

Mayor Bialecki thanked everyone in advance for their patience during the 2017 road projects.

Mother' Day will be Sunday, May 14th.

17. Adjournment

Motion (Ball/Russell) to adjourn. Carried. Adjourned at 7:20 P.M.

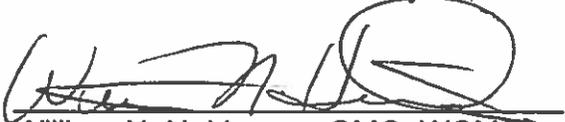


William R. Bialecki
Mayor



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 May 16, 2017.



William N. Heideman, CMC, WCMC
City Clerk

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Non-Departmental					
Taxes (or Utility Rev.)	4,288,131.00	277,032.94	3,207,796.46	74.81	1,080,334.54
Intergovernmental	4,029,394.91	0.00	327,648.04	8.13	3,701,746.87
Licenses and Permits	41,271.00	11,911.50	25,379.86	61.50	15,891.14
Fines, Forfeits, & Pen.	115,500.00	8,032.66	56,734.59	49.12	58,765.41
Public Charges-Services	6,625.00	601.67	3,657.36	55.21	2,967.64
Miscellaneous Revenues	106,175.00	1,379.34	37,168.61	35.01	69,006.39
TOTAL Non-Departmental	8,587,096.91	298,958.11	3,658,384.92	42.60	4,928,711.99
Municipal Court					
Intergov Charges (Misc.)	5,835.00	739.00	1,714.00	29.37	4,121.00
TOTAL Municipal Court	5,835.00	739.00	1,714.00	29.37	4,121.00
City Attorney					
Intergov Charges (Misc.)	9,975.00	0.00	2,693.25	27.00	7,281.75
Miscellaneous Revenues	11,598.00	0.00	0.00	0.00	11,598.00
TOTAL City Attorney	21,573.00	0.00	2,693.25	12.48	18,879.75
Mayor					
Miscellaneous Revenues	1,355.00	0.00	0.00	0.00	1,355.00
TOTAL Mayor	1,355.00	0.00	0.00	0.00	1,355.00
City Administrator					
Miscellaneous Revenues	22,750.00	0.00	0.00	0.00	22,750.00
TOTAL City Administrator	22,750.00	0.00	0.00	0.00	22,750.00
City Clerk					
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL City Clerk	0.00	0.00	0.00	0.00	0.00
Clerk/Treasurer Staff					
Miscellaneous Revenues	2,509.00	0.00	0.00	0.00	2,509.00
TOTAL Clerk/Treasurer Staff	2,509.00	0.00	0.00	0.00	2,509.00
Treasurer/Finance Dir.					
Licenses and Permits	500.00	189.56	661.10	132.22	(161.10)
Miscellaneous Revenues	22,883.00	0.00	0.00	0.00	22,883.00
TOTAL Treasurer/Finance Dir.	23,383.00	189.56	661.10	2.83	22,721.90
City Hall Maintenance					
Intergovernmental	813.47	0.00	813.47	100.00	0.00
Miscellaneous Revenues	2,050.00	0.00	2,050.00	100.00	0.00
TOTAL City Hall Maintenance	2,863.47	0.00	2,863.47	100.00	0.00

6.

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Over-Collected Taxes					
Miscellaneous Revenues	250.00	0.00	0.00	0.00	250.00
TOTAL Over-Collected Taxes	250.00	0.00	0.00	0.00	250.00
Police					
Intergovernmental	19,000.00	0.00	0.00	0.00	19,000.00
Public Charges-Services	11,500.00	537.25	3,380.34	29.39	8,119.66
Intergov Charges (Misc.)	8,000.00	0.00	5,774.59	72.18	2,225.41
Miscellaneous Revenues	200.00	0.00	15.00	7.50	185.00
TOTAL Police	38,700.00	537.25	9,169.93	23.69	29,530.07
Traffic Control					
Miscellaneous Revenues	0.00	0.00	1,013.05	0.00	(1,013.05)
TOTAL Traffic Control	0.00	0.00	1,013.05	0.00	(1,013.05)
Fire Protection					
Intergovernmental	0.00	0.00	471.12	0.00	(471.12)
Public Charges-Services	7,050.00	1,080.00	4,240.00	60.14	2,810.00
Intergov Charges (Misc.)	213,282.00	0.00	106,641.00	50.00	106,641.00
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL Fire Protection	220,332.00	1,080.00	111,352.12	50.54	108,979.88
Ambulance/EMS					
Intergovernmental	1,023,130.00	76,161.59	326,588.29	31.92	696,541.71
TOTAL Ambulance/EMS	1,023,130.00	76,161.59	326,588.29	31.92	696,541.71
Bldg. Inspection/Zoning					
Licenses and Permits	25,000.00	2,145.00	7,335.00	29.34	17,665.00
Miscellaneous Revenues	11,400.00	0.00	0.00	0.00	11,400.00
TOTAL Bldg. Inspection/Zoning	36,400.00	2,145.00	7,335.00	20.15	29,065.00
Public Works/Engineer					
Miscellaneous Revenues	60,000.00	0.00	0.00	0.00	60,000.00
TOTAL Public Works/Engineer	60,000.00	0.00	0.00	0.00	60,000.00
Operations Support (M&E)					
Intergovernmental	315,000.00	21,241.91	83,142.65	26.39	231,857.35
TOTAL Operations Support (M&E)	315,000.00	21,241.91	83,142.65	26.39	231,857.35
Roads					
Intergovernmental	31,000.00	658.77	8,731.09	28.16	22,268.91
Public Charges-Services	2,500.00	0.00	0.00	0.00	2,500.00
Miscellaneous Revenues	0.00	0.00	6,777.68	0.00	(6,777.68)
TOTAL Roads	33,500.00	658.77	15,508.77	46.29	17,991.23

6.

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Snow and Ice</u>					
Public Charges-Services	12,500.00	0.00	3,836.39	30.69	8,663.61
TOTAL Snow and Ice	12,500.00	0.00	3,836.39	30.69	8,663.61
<u>Stormwater Maintenance</u>					
Intergovernmental	0.00	0.00	0.00	0.00	0.00
TOTAL Stormwater Maintenance	0.00	0.00	0.00	0.00	0.00
<u>Street Painting-Marking</u>					
Intergovernmental	2,500.00	0.00	0.00	0.00	2,500.00
TOTAL Street Painting-Marking	2,500.00	0.00	0.00	0.00	2,500.00
<u>Street Lighting</u>					
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL Street Lighting	0.00	0.00	0.00	0.00	0.00
<u>Stormwater Plan/Const.</u>					
Licenses and Permits	750.00	0.00	0.00	0.00	750.00
TOTAL Stormwater Plan/Const.	750.00	0.00	0.00	0.00	750.00
<u>Airport</u>					
Public Charges-Services	25,000.00	635.00	15,415.86	61.66	9,584.14
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL Airport	25,000.00	635.00	15,415.86	61.66	9,584.14
<u>Transit</u>					
Specials (Utility Rev.)	235,000.00	0.00	63,691.00	27.10	171,309.00
Intergovernmental	90,000.00	0.00	0.00	0.00	90,000.00
Public Charges-Services	148,000.00	12,249.75	55,044.70	37.19	92,955.30
Miscellaneous Revenues	20,000.00	0.00	0.00	0.00	20,000.00
TOTAL Transit	493,000.00	12,249.75	118,735.70	24.08	374,264.30
<u>Garbage Collection</u>					
Miscellaneous Revenues	6,000.00	690.00	2,854.00	47.57	3,146.00
TOTAL Garbage Collection	6,000.00	690.00	2,854.00	47.57	3,146.00
<u>Recycling</u>					
Intergovernmental	30,000.00	0.00	0.00	0.00	30,000.00
Miscellaneous Revenues	7,500.00	386.60	2,159.28	28.79	5,340.72
TOTAL Recycling	37,500.00	386.60	2,159.28	5.76	35,340.72
<u>Weed & Nuisance Control</u>					
Public Charges-Services	5,000.00	0.00	100.00	2.00	4,900.00
Miscellaneous Revenues	2,500.00	0.00	0.00	0.00	2,500.00
TOTAL Weed & Nuisance Control	7,500.00	0.00	100.00	1.33	7,400.00

7.1.a

Packet Pg. 12

Attachment: Revenue & Expense Report - May 2017 (2534 : Revenue & Expense Report for Period Ending

6

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MACEC - Enrichment</u>					
Public Charges-Services	0.00	0.00	0.00	0.00	0.00
TOTAL MACEC - Enrichment	0.00	0.00	0.00	0.00	0.00
<u>Library</u>					
Intergovernmental	448,400.00	0.00	224,200.00	50.00	224,200.00
Public Charges-Services	16,000.00	1,457.09	6,429.77	40.19	9,570.23
Miscellaneous Revenues	0.00	220.00	2,093.91	0.00	(2,093.91)
TOTAL Library	464,400.00	1,677.09	232,723.68	50.11	231,676.32
<u>Parks</u>					
Public Charges-Services	15,250.00	939.27	8,000.98	52.47	7,249.02
Miscellaneous Revenues	1,250.00	0.00	650.00	52.00	600.00
TOTAL Parks	16,500.00	939.27	8,650.98	52.43	7,849.02
<u>River Bend Trail</u>					
Taxes (or Utility Rev.)	1,964.00	300.00	6,058.56	308.48	(4,094.56)
Miscellaneous Revenues	8,716.00	0.00	1,000.00	11.47	7,716.00
TOTAL River Bend Trail	10,680.00	300.00	7,058.56	66.09	3,621.44
<u>Recreation Programs</u>					
Public Charges-Services	84,026.00	15,815.50	49,328.50	58.71	34,697.50
TOTAL Recreation Programs	84,026.00	15,815.50	49,328.50	58.71	34,697.50
<u>CATV - MP3</u>					
Licenses and Permits	5,000.00	0.00	0.00	0.00	5,000.00
TOTAL CATV - MP3	5,000.00	0.00	0.00	0.00	5,000.00
<u>MARC - Smith Center</u>					
Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Public Charges-Services	73,400.00	200.00	32,393.14	44.13	41,006.86
Miscellaneous Revenues	0.00	0.00	2,050.00	0.00	(2,050.00)
TOTAL MARC - Smith Center	73,400.00	200.00	34,443.14	46.93	38,956.86
<u>Aquatic Center</u>					
Public Charges-Services	105,000.00	1,612.50	8,747.50	8.33	96,252.50
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL Aquatic Center	105,000.00	1,612.50	8,747.50	8.33	96,252.50
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TOTAL REVENUE	11,738,433.38	436,216.90	4,704,480.14	40.08	7,033,953.24
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EXPENDITURES					
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REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Common Council</u>					
Personnel Services	34,100.00	2,194.18	10,567.22	30.99	23,532.78
Contractual Services	6,750.00	0.00	500.02	7.41	6,249.98
Supplies & Expenses	<u>11,150.00</u>	<u>468.38</u>	<u>3,367.38</u>	<u>30.20</u>	<u>7,782.62</u>
TOTAL Common Council	52,000.00	2,662.56	14,434.62	27.76	37,565.38
<u>Municipal Court</u>					
Personnel Services	78,513.00	6,104.81	30,643.32	39.03	47,869.68
Contractual Services	750.00	0.00	0.00	0.00	750.00
Supplies & Expenses	6,500.00	70.00	1,642.49	25.27	4,857.51
Technology	<u>5,300.00</u>	<u>0.00</u>	<u>4,929.00</u>	<u>93.00</u>	<u>371.00</u>
TOTAL Municipal Court	91,063.00	6,174.81	37,214.81	40.87	53,848.19
<u>City Attorney</u>					
Personnel Services	203,248.00	15,571.35	78,537.13	38.64	124,710.87
Contractual Services	3,700.00	651.00	1,461.00	39.49	2,239.00
Supplies & Expenses	<u>7,375.00</u>	<u>524.00</u>	<u>2,138.22</u>	<u>28.99</u>	<u>5,236.78</u>
TOTAL City Attorney	214,323.00	16,746.35	82,136.35	38.32	132,186.65
<u>Mayor</u>					
Personnel Services	13,780.00	1,043.40	5,217.00	37.86	8,563.00
Supplies & Expenses	<u>1,575.00</u>	<u>0.00</u>	<u>360.00</u>	<u>22.86</u>	<u>1,215.00</u>
TOTAL Mayor	15,355.00	1,043.40	5,577.00	36.32	9,778.00
<u>City Administrator</u>					
Personnel Services	108,379.00	8,325.45	41,339.50	38.14	67,039.50
Contractual Services	700.00	56.50	622.35	88.91	77.65
Supplies & Expenses	<u>850.00</u>	<u>6.00</u>	<u>69.96</u>	<u>8.23</u>	<u>780.04</u>
TOTAL City Administrator	109,929.00	8,387.95	42,031.81	38.24	67,897.19
<u>Personnel - HR</u>					
Contractual Services	5,250.00	288.05	1,392.20	26.52	3,857.80
Supplies & Expenses	<u>500.00</u>	<u>0.00</u>	<u>176.89</u>	<u>35.38</u>	<u>323.11</u>
TOTAL Personnel - HR	5,750.00	288.05	1,569.09	27.29	4,180.91
<u>City Clerk</u>					
Personnel Services	74,080.00	5,695.73	28,625.16	38.64	45,454.84
Supplies & Expenses	4,650.00	97.61	829.02	17.83	3,820.98
Technology	<u>5,400.00</u>	<u>0.00</u>	<u>450.00</u>	<u>8.33</u>	<u>4,950.00</u>
TOTAL City Clerk	84,130.00	5,793.34	29,904.18	35.55	54,225.82
<u>Clerk/Treasurer Staff</u>					
Personnel Services	163,677.00	14,768.80	67,674.75	41.35	96,002.25
Supplies & Expenses	<u>1,100.00</u>	<u>51.55</u>	<u>252.55</u>	<u>22.96</u>	<u>847.45</u>
TOTAL Clerk/Treasurer Staff	164,777.00	14,820.35	67,927.30	41.22	96,849.70

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Elections - AVERAGED</u>					
Personnel Services	24,950.00	0.00	13,003.60	52.12	11,946.40
Contractual Services	12,000.00	0.00	3,304.20	27.54	8,695.80
Supplies & Expenses	<u>1,550.00</u>	<u>25.99</u>	<u>666.14</u>	<u>42.98</u>	<u>883.86</u>
TOTAL Elections - AVERAGED	38,500.00	25.99	16,973.94	44.09	21,526.06
<u>Treasurer/Finance Dir.</u>					
Personnel Services	98,715.00	7,618.61	37,597.33	38.09	61,117.67
Contractual Services	4,600.00	137.39	726.28	15.79	3,873.72
Supplies & Expenses	<u>25,150.00</u>	<u>1,473.76</u>	<u>10,156.89</u>	<u>40.39</u>	<u>14,993.11</u>
TOTAL Treasurer/Finance Dir.	128,465.00	9,229.76	48,480.50	37.74	79,984.50
<u>Information Technology</u>					
Personnel Services	87,205.00	3,222.67	18,219.13	20.89	68,985.87
Technology	<u>112,795.00</u>	<u>9,900.18</u>	<u>42,001.02</u>	<u>37.24</u>	<u>70,793.98</u>
TOTAL Information Technology	200,000.00	13,122.85	60,220.15	30.11	139,779.85
<u>Assessment of Property</u>					
Contractual Services	27,400.00	6,225.00	12,450.00	45.44	14,950.00
Supplies & Expenses	<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL Assessment of Property	27,500.00	6,225.00	12,450.00	45.27	15,050.00
<u>Independent Auditing</u>					
Contractual Services	15,000.00	5,677.68	7,813.22	52.09	7,186.78
Technology	<u>1,850.00</u>	<u>0.00</u>	<u>957.00</u>	<u>51.73</u>	<u>893.00</u>
TOTAL Independent Auditing	16,850.00	5,677.68	8,770.22	52.05	8,079.78
<u>City Hall Maintenance</u>					
Personnel Services	78,267.00	5,372.59	28,593.42	36.53	49,673.58
Contractual Services	66,000.00	5,300.89	24,732.39	37.47	41,267.61
Supplies & Expenses	14,600.00	664.75	3,314.03	22.70	11,285.97
Capital Outlay	<u>10,223.47</u>	<u>0.00</u>	<u>2,863.47</u>	<u>28.01</u>	<u>7,360.00</u>
TOTAL City Hall Maintenance	169,090.47	11,338.23	59,503.31	35.19	109,587.16
<u>Over-Collected Taxes</u>					
Supplies & Expenses	<u>900.00</u>	<u>452.41</u>	<u>828.72</u>	<u>92.08</u>	<u>71.28</u>
TOTAL Over-Collected Taxes	900.00	452.41	828.72	92.08	71.28
<u>Insurance/Employee</u>					
Personnel Services	0.00	0.00	0.00	0.00	0.00
Fixed Charges	<u>321,725.00</u>	<u>40,674.92</u>	<u>256,736.56</u>	<u>79.80</u>	<u>64,988.44</u>
TOTAL Insurance/Employee	321,725.00	40,674.92	256,736.56	79.80	64,988.44
<u>Police</u>					
Personnel Services	2,222,727.00	157,972.69	818,010.68	36.80	1,404,716.32
Contractual Services	52,900.00	1,379.53	9,441.43	17.85	43,458.57
Supplies & Expenses	58,100.00	5,486.17	24,525.20	42.21	33,574.80
Capital Outlay	11,000.00	0.00	5,077.49	46.16	5,922.51
Technology	<u>13,500.00</u>	<u>0.00</u>	<u>2,124.46</u>	<u>15.74</u>	<u>11,375.54</u>
TOTAL Police	2,358,227.00	164,838.39	859,179.26	36.43	1,499,047.74

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Traffic Control					
Personnel Services	7,525.00	1,032.45	4,055.22	53.89	3,469.78
Supplies & Expenses	18,618.00	2,138.07	7,165.34	38.49	11,452.66
TOTAL Traffic Control	26,143.00	3,170.52	11,220.56	42.92	14,922.44
Fire Protection					
Personnel Services	1,399,784.00	92,041.05	495,168.00	35.37	904,616.00
Contractual Services	26,750.00	2,732.45	12,426.55	46.45	14,323.45
Supplies & Expenses	52,000.00	6,119.03	24,204.81	46.55	27,795.19
Capital Outlay	0.00	0.00	2,454.00	0.00	(2,454.00)
Technology	6,000.00	326.18	3,717.15	61.95	2,282.85
TOTAL Fire Protection	1,484,534.00	101,218.71	537,970.51	36.24	946,563.49
Fire Protection-Hydrants					
Contractual Services	121,515.00	0.00	60,757.50	50.00	60,757.50
TOTAL Fire Protection-Hydrants	121,515.00	0.00	60,757.50	50.00	60,757.50
Ambulance/EMS					
Personnel Services	914,730.00	64,271.74	350,163.53	38.28	564,566.47
Contractual Services	28,250.00	2,192.48	11,121.86	39.37	17,128.14
Supplies & Expenses	75,150.00	5,201.00	34,880.33	46.41	40,269.67
Technology	5,000.00	326.17	2,413.96	48.28	2,586.04
TOTAL Ambulance/EMS	1,023,130.00	71,991.39	398,579.68	38.96	624,550.32
Bldg. Inspection/Zoning					
Personnel Services	103,920.00	7,266.72	39,113.83	37.64	64,806.17
Contractual Services	1,650.00	115.57	581.07	35.22	1,068.93
Supplies & Expenses	5,030.00	25.19	778.40	15.48	4,251.60
TOTAL Bldg. Inspection/Zoning	110,600.00	7,407.48	40,473.30	36.59	70,126.70
City Sealer					
Contractual Services	4,800.00	4,800.00	4,800.00	100.00	0.00
TOTAL City Sealer	4,800.00	4,800.00	4,800.00	100.00	0.00
Public Works/Engineer					
Personnel Services	97,941.00	5,035.66	25,260.83	25.79	72,680.17
Contractual Services	1,500.00	0.00	1,300.00	86.67	200.00
Supplies & Expenses	2,250.00	74.86	490.25	21.79	1,759.75
Capital Outlay	0.00	0.00	0.00	0.00	0.00
Technology	1,250.00	0.00	17.09	1.37	1,232.91
TOTAL Public Works/Engineer	102,941.00	5,110.52	27,068.17	26.29	75,872.83
Street Commissioner					
Personnel Services	0.00	0.00	0.00	0.00	0.00
TOTAL Street Commissioner	0.00	0.00	0.00	0.00	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Street Superintendent					
Personnel Services	93,046.00	7,241.27	35,927.87	38.61	57,118.13
Supplies & Expenses	1,600.00	0.00	286.44	17.90	1,313.56
TOTAL Street Superintendent	94,646.00	7,241.27	36,214.31	38.26	58,431.69
Garage Maintenance					
Personnel Services	820.00	0.00	379.45	46.27	440.55
Contractual Services	41,250.00	2,123.44	15,307.84	37.11	25,942.16
Supplies & Expenses	11,500.00	462.84	7,089.22	61.65	4,410.78
Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL Garage Maintenance	53,570.00	2,586.28	22,776.51	42.52	30,793.49
Operations Support (M&E)					
Personnel Services	199,449.00	13,341.28	70,819.59	35.51	128,629.41
Contractual Services	3,000.00	0.00	3,036.00	101.20	(36.00)
Supplies & Expenses	351,700.00	18,274.70	142,403.61	40.49	209,296.39
Technology	1,750.00	0.00	525.00	30.00	1,225.00
TOTAL Operations Support (M&E)	555,899.00	31,615.98	216,784.20	39.00	339,114.80
Roads					
Personnel Services	233,500.00	11,665.27	85,370.16	36.56	148,129.84
Supplies & Expenses	99,250.00	5,765.26	12,491.57	12.59	86,758.43
TOTAL Roads	332,750.00	17,430.53	97,861.73	29.41	234,888.27
Street Cleaning					
Personnel Services	51,275.00	4,469.49	9,288.68	18.12	41,986.32
Supplies & Expenses	1,000.00	247.30	515.44	51.54	484.56
TOTAL Street Cleaning	52,275.00	4,716.79	9,804.12	18.75	42,470.88
Snow and Ice					
Personnel Services	178,700.00	0.00	97,374.24	54.49	81,325.76
Contractual Services	1,350.00	135.00	945.00	70.00	405.00
Supplies & Expenses	59,000.00	1,641.02	25,853.73	43.82	33,146.27
TOTAL Snow and Ice	239,050.00	1,776.02	124,172.97	51.94	114,877.03
Stormwater Maintenance					
Personnel Services	32,580.00	44.28	725.44	2.23	31,854.56
Contractual Services	2,500.00	0.00	260.00	10.40	2,240.00
Supplies & Expenses	15,000.00	803.00	1,185.49	7.90	13,814.51
TOTAL Stormwater Maintenance	50,080.00	847.28	2,170.93	4.33	47,909.07
Street Painting-Marking					
Personnel Services	18,100.00	0.00	0.00	0.00	18,100.00
Supplies & Expenses	8,500.00	0.00	0.00	0.00	8,500.00
TOTAL Street Painting-Marking	26,600.00	0.00	0.00	0.00	26,600.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Street Leave Expenses</u>					
Personnel Services	71,275.00	3,403.06	16,213.94	22.75	55,061.06
TOTAL Street Leave Expenses	71,275.00	3,403.06	16,213.94	22.75	55,061.06
<u>Marking - Ped & Bike</u>					
Personnel Services	5,950.00	0.00	0.00	0.00	5,950.00
TOTAL Marking - Ped & Bike	5,950.00	0.00	0.00	0.00	5,950.00
<u>Street Lighting</u>					
Contractual Services	165,150.00	13,017.51	56,093.53	33.97	109,056.47
Capital Outlay	2,350.00	0.00	0.00	0.00	2,350.00
TOTAL Street Lighting	167,500.00	13,017.51	56,093.53	33.49	111,406.47
<u>Stormwater Plan/Const.</u>					
Contractual Services	7,250.00	0.00	2,500.00	34.48	4,750.00
TOTAL Stormwater Plan/Const.	7,250.00	0.00	2,500.00	34.48	4,750.00
<u>Airport</u>					
Personnel Services	925.00	122.90	403.82	43.66	521.18
Contractual Services	114,168.00	6,707.04	41,272.28	36.15	72,895.72
Supplies & Expenses	31,907.00	3,062.55	9,992.86	31.32	21,914.14
TOTAL Airport	147,000.00	9,892.49	51,668.96	35.15	95,331.04
<u>Transit</u>					
Personnel Services	436,007.00	33,834.80	160,141.75	36.73	275,865.25
Contractual Services	3,750.00	261.79	1,568.22	41.82	2,181.78
Supplies & Expenses	129,450.00	9,853.83	36,860.84	28.47	92,589.16
Fixed Charges	28,907.00	0.00	14,428.66	49.91	14,478.34
Technology	1,500.00	0.00	0.00	0.00	1,500.00
TOTAL Transit	599,614.00	43,950.42	212,999.47	35.52	386,614.53
<u>Garbage Collection</u>					
Personnel Services	139,600.00	10,199.30	52,510.61	37.62	87,089.39
Supplies & Expenses	97,000.00	8,039.10	29,046.34	29.94	67,953.66
Capital Outlay	27,400.00	1,677.54	7,900.81	28.84	19,499.19
TOTAL Garbage Collection	264,000.00	19,915.94	89,457.76	33.89	174,542.24
<u>Recycling</u>					
Personnel Services	138,450.00	10,434.44	50,370.77	36.38	88,079.23
Supplies & Expenses	56,050.00	4,643.50	22,270.05	39.73	33,779.95
TOTAL Recycling	194,500.00	15,077.94	72,640.82	37.35	121,859.18
<u>Weed & Nuisance Control</u>					
Personnel Services	17,825.00	903.85	903.85	5.07	16,921.15
Contractual Services	250.00	0.00	0.00	0.00	250.00
Supplies & Expenses	1,500.00	60.00	60.00	4.00	1,440.00
TOTAL Weed & Nuisance Control	19,575.00	963.85	963.85	4.92	18,611.15

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Health Officer</u>					
Personnel Services	3,660.00	0.00	1,830.06	50.00	1,829.94
Supplies & Expenses	100.00	0.00	0.00	0.00	100.00
TOTAL Health Officer	3,760.00	0.00	1,830.06	48.67	1,929.94
<u>MACEC - Enrichment</u>					
Personnel Services	109,590.00	8,550.71	41,041.24	37.45	68,548.76
Contractual Services	100.00	0.00	0.00	0.00	100.00
Supplies & Expenses	4,585.00	7.37	901.13	19.65	3,683.87
TOTAL MACEC - Enrichment	114,275.00	8,558.08	41,942.37	36.70	72,332.63
<u>Library</u>					
Personnel Services	735,337.00	55,044.84	285,335.48	38.80	450,001.52
Contractual Services	55,550.00	3,240.35	18,806.41	33.85	36,743.59
Supplies & Expenses	40,555.00	3,831.46	13,705.09	33.79	26,849.91
Fixed Charges	8,400.00	0.00	1,800.00	21.43	6,600.00
Capital Outlay	0.00	0.00	126.26	0.00	(126.26)
Print Media - Library	55,650.00	2,609.66	16,322.12	29.33	39,327.88
Non-Print Media-Library	20,350.00	4,989.59	8,752.13	43.01	11,597.87
Technology	60,329.00	22,962.31	26,444.94	43.83	33,884.06
TOTAL Library	976,171.00	92,678.21	371,292.43	38.04	604,878.57
<u>Parks</u>					
Personnel Services	215,511.00	15,498.15	69,818.16	32.40	145,692.84
Contractual Services	31,250.00	2,619.89	6,975.16	22.32	24,274.84
Supplies & Expenses	38,100.00	3,608.12	14,808.91	38.87	23,291.09
Capital Outlay	24,000.00	1,336.41	5,622.28	23.43	18,377.72
TOTAL Parks	308,861.00	23,062.57	97,224.51	31.48	211,636.49
<u>River Bend Trail</u>					
Personnel Services	4,230.00	0.00	0.00	0.00	4,230.00
Contractual Services	1,200.00	88.01	402.43	33.54	797.57
Supplies & Expenses	250.00	0.00	0.00	0.00	250.00
Capital Outlay	5,000.00	0.00	1,049.00	20.98	3,951.00
TOTAL River Bend Trail	10,680.00	88.01	1,451.43	13.59	9,228.57
<u>Athletic Park Lights</u>					
Contractual Services	1,800.00	126.34	350.63	19.48	1,449.37
Supplies & Expenses	200.00	0.00	0.00	0.00	200.00
TOTAL Athletic Park Lights	2,000.00	126.34	350.63	17.53	1,649.37
<u>Ott's Park Lights</u>					
Contractual Services	1,400.00	95.82	365.28	26.09	1,034.72
Supplies & Expenses	100.00	0.00	0.00	0.00	100.00
TOTAL Ott's Park Lights	1,500.00	95.82	365.28	24.35	1,134.72

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Recreation Programs</u>					
Personnel Services	200,530.00	10,549.24	53,952.33	26.90	146,577.67
Contractual Services	2,725.00	197.33	1,148.19	42.14	1,576.81
Supplies & Expenses	40,500.00	1,087.94	8,744.14	21.59	31,755.86
TOTAL Recreation Programs	243,755.00	11,834.51	63,844.66	26.19	179,910.34
<u>Marketing - PR</u>					
Personnel Services	2,875.00	0.00	0.00	0.00	2,875.00
Supplies & Expenses	20,625.00	110.00	5,729.97	27.78	14,895.03
TOTAL Marketing - PR	23,500.00	110.00	5,729.97	24.38	17,770.03
<u>Christmas Decorations</u>					
Personnel Services	2,775.00	0.00	597.71	21.54	2,177.29
Contractual Services	300.00	0.00	0.00	0.00	300.00
Supplies & Expenses	1,000.00	0.00	0.00	0.00	1,000.00
Capital Outlay	3,000.00	0.00	0.00	0.00	3,000.00
TOTAL Christmas Decorations	7,075.00	0.00	597.71	8.45	6,477.29
<u>Outside Agencies</u>					
Supplies & Expenses	41,875.00	0.00	35,876.00	85.67	5,999.00
TOTAL Outside Agencies	41,875.00	0.00	35,876.00	85.67	5,999.00
<u>MARC - Smith Center</u>					
Personnel Services	47,050.00	1,731.44	12,904.90	27.43	34,145.10
Contractual Services	59,000.00	745.44	23,249.53	39.41	35,750.47
Supplies & Expenses	23,950.00	2,651.26	8,736.97	36.48	15,213.03
Capital Outlay	6,500.00	299.99	2,957.49	45.50	3,542.51
TOTAL MARC - Smith Center	136,500.00	5,428.13	47,848.89	35.05	88,651.11
<u>Aquatic Center</u>					
Personnel Services	80,475.00	472.31	472.31	0.59	80,002.69
Contractual Services	26,500.00	2,183.96	3,841.92	14.50	22,658.08
Supplies & Expenses	42,862.00	4,064.83	4,199.83	9.80	38,662.17
Technology	3,750.00	0.00	0.00	0.00	3,750.00
TOTAL Aquatic Center	153,587.00	6,721.10	8,514.06	5.54	145,072.94
<u>Economic Development</u>					
Contractual Services	19,700.00	0.00	19,700.00	100.00	0.00
TOTAL Economic Development	19,700.00	0.00	19,700.00	100.00	0.00
<u>Transfers</u>					
Transfers	0.00	0.00	0.00	0.00	0.00
TOTAL Transfers	0.00	0.00	0.00	0.00	0.00
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TOTAL EXPENDITURES	11,797,020.47	822,338.79	4,393,698.64	37.24	7,403,321.83
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REVENUES OVER/(UNDER) EXPENDITURES	(58,587.09)	(386,121.89)	310,781.50	0.00	(369,368.59)

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

20 -Remedial Action-Landfill

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
EXPENDITURES					
<u>Remediation Action</u>					
Personnel Services	1,200.00	840.36	4,620.73	385.06	(3,420.73)
Contractual Services	18,750.00	444.98	4,601.36	24.54	14,148.64
Supplies & Expenses	<u>250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>
TOTAL Remediation Action	20,200.00	1,285.34	9,222.09	45.65	10,977.91
TOTAL EXPENDITURES	<u>20,200.00</u>	<u>1,285.34</u>	<u>9,222.09</u>	<u>45.65</u>	<u>10,977.91</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>(20,200.00)</u>	<u>(1,285.34)</u>	<u>(9,222.09)</u>	<u>0.00</u>	<u>(10,977.91)</u>

*** END OF REPORT ***

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

21 -Police - SRO

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Police-SRO					
Taxes (or Utility Rev.)	53,350.00	0.00	53,350.00	100.00	0.00
Intergovernmental	56,600.00	0.00	0.00	0.00	56,600.00
TOTAL Police-SRO	109,950.00	0.00	53,350.00	48.52	56,600.00
TOTAL REVENUE	109,950.00	0.00	53,350.00	48.52	56,600.00
EXPENDITURES					
Police-SRO					
Personnel Services	107,498.00	7,917.48	40,247.41	37.44	67,250.59
Supplies & Expenses	450.00	225.00	225.00	50.00	225.00
Fixed Charges	2,002.00	0.00	0.00	0.00	2,002.00
TOTAL Police-SRO	109,950.00	8,142.48	40,472.41	36.81	69,477.59
TOTAL EXPENDITURES	109,950.00	8,142.48	40,472.41	36.81	69,477.59
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(8,142.48)	12,877.59	0.00	(12,877.59)

*** END OF REPORT ***

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

24 -Merrill Festival Grounds

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Grandstand					
Intergovernmental	57,500.60	0.00	57,500.60	100.00	0.00
TOTAL Grandstand	57,500.60	0.00	57,500.60	100.00	0.00
Events/Sponsored					
Public Charges-Services	17,500.00	0.00	0.00	0.00	17,500.00
Miscellaneous Revenues	33,000.00	0.00	0.00	0.00	33,000.00
TOTAL Events/Sponsored	50,500.00	0.00	0.00	0.00	50,500.00
Merrill Festival Grounds					
Taxes (or Utility Rev.)	56,000.00	0.00	26,000.00	46.43	30,000.00
Fines, Forfeits, & Pen.	0.00	0.00	0.00	0.00	0.00
Public Charges-Services	0.00	8,948.75	10,661.25	0.00	(10,661.25)
Miscellaneous Revenues	3,000.00	0.00	0.00	0.00	3,000.00
TOTAL Merrill Festival Grounds	59,000.00	8,948.75	36,661.25	62.14	22,338.75
Room Tax					
Taxes (or Utility Rev.)	82,500.00	1,563.64	18,984.84	23.01	63,515.16
TOTAL Room Tax	82,500.00	1,563.64	18,984.84	23.01	63,515.16
Bierman Building					
Public Charges-Services	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL Bierman Building	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL REVENUE	259,500.60	10,512.39	113,146.69	43.60	146,353.91
EXPENDITURES					
Grandstand					
Contractual Services	0.00	0.00	0.00	0.00	0.00
Capital Outlay	57,500.60	0.00	57,500.60	100.00	0.00
TOTAL Grandstand	57,500.60	0.00	57,500.60	100.00	0.00
Events/Sponsored					
Contractual Services	20,500.00	0.00	0.00	0.00	20,500.00
Supplies & Expenses	21,000.00	275.00	281.00	1.34	20,719.00
Fixed Charges	700.00	0.00	0.00	0.00	700.00
Capital Outlay	3,000.00	0.00	0.00	0.00	3,000.00
TOTAL Events/Sponsored	45,200.00	275.00	281.00	0.62	44,919.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

24 -Merrill Festival Grounds

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Merrill Festival Grounds					
Personnel Services	3,772.00	1,100.47	1,100.47	29.17	2,671.53
Contractual Services	30,375.00	1,675.68	6,888.99	22.68	23,486.01
Supplies & Expenses	6,500.00	0.00	0.00	0.00	6,500.00
Capital Outlay	<u>48,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>48,200.00</u>
TOTAL Merrill Festival Grounds	88,847.00	2,776.15	7,989.46	8.99	80,857.54
Room Tax					
Supplies & Expenses	<u>64,750.00</u>	<u>0.00</u>	<u>13,671.21</u>	<u>21.11</u>	<u>51,078.79</u>
TOTAL Room Tax	64,750.00	0.00	13,671.21	21.11	51,078.79
Bierman Building					
Personnel Services	8,075.00	0.00	0.00	0.00	8,075.00
Contractual Services	13,750.00	702.61	3,038.95	22.10	10,711.05
Supplies & Expenses	2,675.00	0.00	9.83	0.37	2,665.17
Capital Outlay	<u>4,500.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>66.67</u>	<u>1,500.00</u>
TOTAL Bierman Building	29,000.00	3,702.61	6,048.78	20.86	22,951.22
TOTAL EXPENDITURES					
	<u>285,297.60</u>	<u>6,753.76</u>	<u>85,491.05</u>	<u>29.97</u>	<u>199,806.55</u>
REVENUES OVER/(UNDER) EXPENDITURES					
	<u>(25,797.00)</u>	<u>3,758.63</u>	<u>27,655.64</u>	<u>0.00</u>	<u>(53,452.64)</u>

*** END OF REPORT ***

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

25 -Community Development

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>CDBG Grants/Loans</u>					
Miscellaneous Revenues	86,850.00	14,387.77	95,900.16	110.42	(9,050.16)
TOTAL CDBG Grants/Loans	86,850.00	14,387.77	95,900.16	110.42	(9,050.16)
<u>Community Development</u>					
Taxes (or Utility Rev.)	41,500.00	0.00	41,500.00	100.00	0.00
Intergov Charges (Misc.)	10,864.00	325.00	975.00	8.97	9,889.00
TOTAL Community Development	52,364.00	325.00	42,475.00	81.11	9,889.00
TOTAL REVENUE	139,214.00	14,712.77	138,375.16	99.40	838.84
EXPENDITURES					
<u>CDBG Grants/Loans</u>					
Special Services	100,500.00	1,290.00	29,095.98	28.95	71,404.02
TOTAL CDBG Grants/Loans	100,500.00	1,290.00	29,095.98	28.95	71,404.02
<u>Community Development</u>					
Personnel Services	49,539.00	3,780.94	19,120.96	38.60	30,418.04
Contractual Services	700.00	38.52	791.66	113.09	(91.66)
Supplies & Expenses	2,125.00	21.94	269.77	12.70	1,855.23
TOTAL Community Development	52,364.00	3,841.40	20,182.39	38.54	32,181.61
TOTAL EXPENDITURES	152,864.00	5,131.40	49,278.37	32.24	103,585.63
REVENUES OVER/(UNDER) EXPENDITURES	(13,650.00)	9,581.37	89,096.79	0.00	(102,746.79)

*** END OF REPORT ***

9.

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

27 -Merrill Airport Fuel

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>Aviation Fuel</u>					
Public Charges-Services	107,550.00	3,907.37	11,424.67	10.62	96,125.33
Other Financing Sources	<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL Aviation Fuel	107,650.00	3,907.37	11,424.67	10.61	96,225.33
<hr/>					
TOTAL REVENUE	<u>107,650.00</u>	<u>3,907.37</u>	<u>11,424.67</u>	<u>10.61</u>	<u>96,225.33</u>
EXPENDITURES					
<u>Aviation Fuel</u>					
Contractual Services	6,200.00	176.58	863.03	13.92	5,336.97
Special Services	84,025.00	285.56	502.86	0.60	83,522.14
Fixed Charges	1,580.00	0.00	0.00	0.00	1,580.00
Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Aviation Fuel	91,805.00	462.14	1,365.89	1.49	90,439.11
<hr/>					
TOTAL EXPENDITURES	<u>91,805.00</u>	<u>462.14</u>	<u>1,365.89</u>	<u>1.49</u>	<u>90,439.11</u>
<hr/>					
REVENUES OVER/ (UNDER) EXPENDITURES	<u>15,845.00</u>	<u>3,445.23</u>	<u>10,058.78</u>	<u>0.00</u>	<u>5,786.22</u>

*** END OF REPORT ***

*** END OF REPORT ***

7.1.a

Packet Pg. 26

Attachment: Revenue & Expense Report - May 2017 (2534 : Revenue & Expense Report for Period Ending

6-

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 201730 -Debt Service
Debt Service

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>Taxes (or Utility Rev.)</u>					
40000-41027 Transfer from Airport	1,579.86	0.00	0.00	0.00	1,579.86
40000-41041 Transfer from TID	120,898.00	0.00	0.00	0.00	120,898.00
40000-41110 Tax Levy - Debt Service	1,240,403.00	0.00	1,240,403.00	100.00	0.00
TOTAL Taxes (or Utility Rev.)	1,362,880.86	0.00	1,240,403.00	91.01	122,477.86
<u>Miscellaneous Revenues</u>					
40000-48110 Interest - Debt Service Fund	0.00	0.00	0.00	0.00	0.00
40000-48250 Fed Stimulus - BAB	3,708.94	0.00	9,556.90	257.67	(5,847.96)
TOTAL Miscellaneous Revenues	3,708.94	0.00	9,556.90	257.67	(5,847.96)
<u>Other Financing Sources</u>					
40000-49110 Proceeds from LT Debt	524,653.24	0.00	0.00	0.00	524,653.24
40000-49120 Premium on Debt Insurance	0.00	0.00	0.00	0.00	0.00
40000-49200 Transfer-Prior Service DS	11,500.00	0.00	13,173.00	114.55	(1,673.00)
TOTAL Other Financing Sources	536,153.24	0.00	13,173.00	2.46	522,980.24
TOTAL REVENUES	1,902,743.04	0.00	1,263,132.90	66.38	639,610.14
EXPENDITURES					
<u>Debt Service</u>					
50000-06-11750 GO 2006A - Prin. Equip	0.00	0.00	0.00	0.00	0.00
50000-06-11755 STL 2009-2 Equip	13,458.74	0.00	13,458.74	100.00	0.00
50000-06-11800 STL 2010-1 Prin BAB	39,000.00	0.00	39,000.00	100.00	0.00
50000-06-11900 GO 2013A - Fire Primarily	170,000.00	0.00	0.00	0.00	170,000.00
50000-06-11905 GO 2013B - Various	370,000.00	0.00	0.00	0.00	370,000.00
50000-06-11913 Series GO2016A-Various	75,000.00	0.00	0.00	0.00	75,000.00
50000-06-11916 Series GO2016B-Various	140,049.00	0.00	0.00	0.00	140,049.00
50000-06-12040 GO 2004 Prin- St./Park	0.00	0.00	0.00	0.00	0.00
50000-06-12043 STL 2009-1 -Prin Faciliti	13,470.86	0.00	13,470.86	100.00	0.00
50000-06-12045 SIB Prin.-W. Main St.	9,595.05	0.00	4,773.60	49.75	4,821.45
50000-06-12050 STL 2005 Prin.-Streets	15,077.08	0.00	15,077.08	100.00	0.00
50000-06-12065 STF 2011-1 BAB-10 Year	39,545.16	0.00	39,545.16	100.00	0.00
50000-06-12067 STF 2011-2 BAB-20 Year	504,275.00	0.00	504,275.00	100.00	0.00
50000-06-12075 GO 2006B Prin.-Streets	0.00	0.00	0.00	0.00	0.00
50000-06-12080 GO 2008B Prin.-Streets	35,000.00	0.00	0.00	0.00	35,000.00
50000-06-14067 STF 2011-2-TID #6 Princ	0.00	0.00	0.00	0.00	0.00
50000-06-14075 GO 2006B-TID #3-Prin.	0.00	0.00	0.00	0.00	0.00
50000-06-14080 GO 2008B-TID #4 Prin.	20,000.00	0.00	0.00	0.00	20,000.00
50000-06-14085 GO2013A - TID #5 Prin	1,489.36	0.00	0.00	0.00	1,489.36
50000-06-14090 GO2013A - TID #6 Prin	8,510.64	0.00	0.00	0.00	8,510.64
50000-06-14916 GO 2016B-TID3	52,350.00	0.00	0.00	0.00	52,350.00
50000-06-14917 GO 2016B-TID6	4,151.00	0.00	0.00	0.00	4,151.00
50000-06-14918 GO 2016B-TID8	0.00	0.00	0.00	0.00	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

30 -Debt Service
Debt Service

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
50000-06-18075 STL 2004 Prin.- Pension	23,137.69	0.00	23,137.69	100.00	0.00
50000-06-21750 GO 2006A - Int. Equipment	0.00	0.00	0.00	0.00	0.00
50000-06-21755 STL 2009-2 Int Equip	1,899.92	0.00	1,899.92	100.00	0.00
50000-06-21800 STL 2010-1 BAB Int.	5,220.00	0.00	5,220.00	100.00	0.00
50000-06-21900 GO2013 A - Fire Interest	124,030.00	0.00	62,015.00	50.00	62,015.00
50000-06-21905 GO 2013B - Various Int.	50,150.00	0.00	25,075.00	50.00	25,075.00
50000-06-21913 GO 2016A Int - Various	30,573.96	0.00	14,850.21	48.57	15,723.75
50000-06-21914 GO 2016B Int-Airport	1,579.86	0.00	767.36	48.57	812.50
50000-06-21916 GO 2016B Int-Variou	65,161.80	0.00	31,650.02	48.57	33,511.78
50000-06-22040 GO 2004 Int.- St./Park	0.00	0.00	0.00	0.00	0.00
50000-06-22043 STL 2009-1-Int Facilities	1,239.66	0.00	1,239.66	100.00	0.00
50000-06-22045 SIB Int.-W. Main St.	719.46	0.00	383.66	53.33	335.80
50000-06-22050 STL 2005 Int.-Streets	8,311.08	0.00	8,311.08	100.00	0.00
50000-06-22065 STF 2011-1 Int BAB-10 YR	6,148.17	0.00	6,148.17	100.00	0.00
50000-06-22067 STF 2011-2 Int BAB-20 YR	20,378.24	0.00	20,378.24	100.00	0.00
50000-06-22075 GO 2006B Int.-Streets	0.00	0.00	0.00	0.00	0.00
50000-06-22080 GO 2008B Int.-Streets	15,370.00	7,685.00	7,685.00	50.00	7,685.00
50000-06-24067 STF 2011-2 Int -TIF #6	0.00	0.00	0.00	0.00	0.00
50000-06-24075 GO 2006B Int.-TIF #3	0.00	0.00	0.00	0.00	0.00
50000-06-24080 GO 2008B Int.-TID #4	11,640.00	5,820.00	5,820.00	50.00	5,820.00
50000-06-24085 GO2013A Int. -TID #5	1,066.01	0.00	533.01	50.00	533.00
50000-06-24090 GO2013A Int. -TID #6	6,091.49	0.00	3,045.74	50.00	3,045.75
50000-06-24916 GO 2016B Int-TID 3	10,560.76	0.00	5,129.51	48.57	5,431.25
50000-06-24917 GO 2016B Int-TID 6	3,167.21	0.00	1,538.36	48.57	1,628.85
50000-06-24918 GO 2016B Int-TID 8	1,871.53	0.00	909.03	48.57	962.50
50000-06-28075 STL 2004 Int.- Pension	9,964.85	0.00	9,964.85	100.00	0.00
50000-06-32040 GO 2004 PA- St./Park	0.00	0.00	0.00	0.00	0.00
50000-06-38075 GO 2006B PA-St./TIF/Sewer	0.00	0.00	0.00	0.00	0.00
50000-06-38085 GO 2008B PA -St./TIF	0.00	350.00	350.00	0.00	(350.00)
50000-06-38087 GO 2013A	0.00	0.00	350.00	0.00	(350.00)
50000-06-38090 GO 2013B	0.00	0.00	350.00	0.00	(350.00)
50000-06-38091 GO 2016A	0.00	0.00	350.00	0.00	(350.00)
50000-06-38092 GO 2016B	0.00	0.00	350.00	0.00	(350.00)
50000-06-38100 BAB Fed Paperwork	0.00	0.00	450.00	0.00	(450.00)
50000-06-40000 Debt Costs	0.00	0.00	0.00	0.00	0.00
50000-06-41000 Payment to Escrow	0.00	0.00	0.00	0.00	0.00
TOTAL Debt Service	1,909,253.58	13,855.00	867,501.95	45.44	1,041,751.63
TOTAL EXPENDITURES	1,909,253.58	13,855.00	867,501.95	45.44	1,041,751.63
REVENUES OVER/(UNDER) EXPENDITURES	(6,510.54)	(13,855.00)	395,630.95	0.00	(402,141.49)

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

30 -Debt Service
Borrowing

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
EXPENDITURES					
Debt Service					
58202-06-24000 Bond Costs	0.00	0.00	0.00	0.00	0.00
TOTAL Debt Service	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
FUND TOTAL REVENUES	1,902,743.04	0.00	1,263,132.90	66.38	639,610.14
FUND TOTAL EXPENDITURES	1,909,253.58	13,855.00	867,501.95	45.44	1,041,751.63
REVENUES OVER/(UNDER) EXPENDITURES	(6,510.54)	(13,855.00)	395,630.95	0.00	(402,141.49)

*** END OF REPORT ***

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

43 -TID #3 - East Side

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
TID #3 - East Side					
Taxes (or Utility Rev.)	666,256.88	46,212.71	732,442.55	109.93	(66,185.67)
Intergovernmental	16,750.00	0.00	0.00	0.00	16,750.00
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL TID #3 - East Side	683,006.88	46,212.71	732,442.55	107.24	(49,435.67)
TID #3 - Borrowing					
Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
TOTAL TID #3 - Borrowing	0.00	0.00	0.00	0.00	0.00
TID #3 -Festival Grounds					
Taxes (or Utility Rev.)	300,000.00	0.00	0.00	0.00	300,000.00
TOTAL TID #3 -Festival Grounds	300,000.00	0.00	0.00	0.00	300,000.00
TOTAL REVENUE	983,006.88	46,212.71	732,442.55	74.51	250,564.33
EXPENDITURES					
TID #3 - East Side					
Personnel Services	11,225.00	0.00	0.00	0.00	11,225.00
Contractual Services	17,900.00	2,832.50	5,115.18	28.58	12,784.82
Supplies & Expenses	0.00	0.00	0.00	0.00	0.00
Special Services	230,695.12	0.00	0.00	0.00	230,695.12
Fixed Charges	13,750.00	0.00	0.00	0.00	13,750.00
Capital Outlay	5,000.00	0.00	0.00	0.00	5,000.00
Transfers	0.00	0.00	0.00	0.00	0.00
TOTAL TID #3 - East Side	278,570.12	2,832.50	5,115.18	1.84	273,454.94
TID #3 -Festival Grounds					
Personnel Services	7,250.00	80.14	80.14	1.11	7,169.86
Contractual Services	0.00	0.00	0.00	0.00	0.00
Capital Outlay	300,000.00	0.00	0.00	0.00	300,000.00
TOTAL TID #3 -Festival Grounds	307,250.00	80.14	80.14	0.03	307,169.86
TOTAL EXPENDITURES	585,820.12	2,912.64	5,195.32	0.89	580,624.80
REVENUES OVER/(UNDER) EXPENDITURES	397,186.76	43,300.07	727,247.23	0.00	(330,060.47)

*** END OF REPORT ***

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

44 -TID #4 - Thielman/P Ridge

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>TID #4 -Thielman/P Ridge</u>					
Taxes (or Utility Rev.)	218,751.84	0.00	0.00	0.00	218,751.84
Intergovernmental	6,000.00	0.00	0.00	0.00	6,000.00
TOTAL TID #4 -Thielman/P Ridge	224,751.84	0.00	0.00	0.00	224,751.84
TOTAL REVENUE	224,751.84	0.00	0.00	0.00	224,751.84
EXPENDITURES					
<u>TID #4 -Thielman/P Ridge</u>					
Personnel Services	1,300.00	0.00	0.00	0.00	1,300.00
Contractual Services	1,000.00	250.00	900.00	90.00	100.00
Special Services	0.00	0.00	0.00	0.00	0.00
Fixed Charges	31,640.00	0.00	0.00	0.00	31,640.00
Capital Outlay	2,500.00	0.00	0.00	0.00	2,500.00
TOTAL TID #4 -Thielman/P Ridge	36,440.00	250.00	900.00	2.47	35,540.00
TOTAL EXPENDITURES	36,440.00	250.00	900.00	2.47	35,540.00
REVENUES OVER/ (UNDER) EXPENDITURES	188,311.84	(250.00)	(900.00)	0.00	189,211.84

*** END OF REPORT ***

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

45 -TID #5 - Hwy 107/Taylor

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>TID #5 - Hwy 107/Taylor</u>					
Taxes (or Utility Rev.)	17,301.15	0.00	0.00	0.00	17,301.15
Intergovernmental	200.00	0.00	0.00	0.00	200.00
TOTAL TID #5 - Hwy 107/Taylor	17,501.15	0.00	0.00	0.00	17,501.15
<hr/>					
TOTAL REVENUE	17,501.15	0.00	0.00	0.00	17,501.15
EXPENDITURES					
<u>TID #5 - Hwy 107/Taylor</u>					
Personnel Services	2,145.00	0.00	0.00	0.00	2,145.00
Contractual Services	400.00	500.00	650.00	162.50	(250.00)
Special Services	0.00	0.00	0.00	0.00	0.00
Fixed Charges	2,500.00	0.00	0.00	0.00	2,500.00
Capital Outlay	5,000.00	0.00	0.00	0.00	5,000.00
TOTAL TID #5 - Hwy 107/Taylor	10,045.00	500.00	650.00	6.47	9,395.00
<hr/>					
TOTAL EXPENDITURES	10,045.00	500.00	650.00	6.47	9,395.00
REVENUES OVER/(UNDER) EXPENDITURES	7,456.15	(500.00)	(650.00)	0.00	8,106.15

*** END OF REPORT ***

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

46 -TID #6 - Downtown

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
TID #6 - Downtown					
Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Intergovernmental	3,000.00	0.00	0.00	0.00	3,000.00
Miscellaneous Revenues	197,730.00	0.00	5,787.66	2.93	191,942.34
TOTAL TID #6 - Downtown	200,730.00	0.00	5,787.66	2.88	194,942.34
TID #6 - Borrowing					
Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
TOTAL TID #6 - Borrowing	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	200,730.00	0.00	5,787.66	2.88	194,942.34
EXPENDITURES					
TID #6 - Downtown					
Personnel Services	5,330.00	0.00	0.00	0.00	5,330.00
Contractual Services	25,900.00	770.00	1,744.00	6.73	24,156.00
Special Services	81,000.00	0.00	147.70	0.18	80,852.30
Fixed Charges	21,000.00	0.00	0.00	0.00	21,000.00
Capital Outlay	73,500.00	0.00	0.00	0.00	73,500.00
TOTAL TID #6 - Downtown	206,730.00	770.00	1,891.70	0.92	204,838.30
TOTAL EXPENDITURES	206,730.00	770.00	1,891.70	0.92	204,838.30
REVENUES OVER/(UNDER) EXPENDITURES	(6,000.00)	(770.00)	3,895.96	0.00	(9,895.96)

*** END OF REPORT ***

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

47 -TID #7 - N Center Ave

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>TID #7 - N Center Ave</u>					
Taxes (or Utility Rev.)	12,921.93	0.00	80,000.00	619.10	(67,078.07)
Intergovernmental	41,750.00	0.00	0.00	0.00	41,750.00
Miscellaneous Revenues	<u>36,619.00</u>	<u>0.00</u>	<u>10,429.00</u>	<u>28.48</u>	<u>26,190.00</u>
TOTAL TID #7 - N Center Ave	91,290.93	0.00	90,429.00	99.06	861.93
<hr/>					
TOTAL REVENUE	<u>91,290.93</u>	<u>0.00</u>	<u>90,429.00</u>	<u>99.06</u>	<u>861.93</u>
EXPENDITURES					
=====					
<u>TID #7 - N Center Ave</u>					
Personnel Services	6,116.00	25,294.19	32,948.33	538.72	(26,832.33)
Contractual Services	11,150.00	2,238.86	3,752.86	33.66	7,397.14
Special Services	60,500.00	0.00	23,240.00	38.41	37,260.00
Fixed Charges	3,103.00	0.00	0.00	0.00	3,103.00
Capital Outlay	<u>7,500.00</u>	<u>15,528.72</u>	<u>40,868.41</u>	<u>544.91</u>	<u>(33,368.41)</u>
TOTAL TID #7 - N Center Ave	88,369.00	43,061.77	100,809.60	114.08	(12,440.60)
<hr/>					
TOTAL EXPENDITURES	<u>88,369.00</u>	<u>43,061.77</u>	<u>100,809.60</u>	<u>114.08</u>	<u>(12,440.60)</u>
<hr/>					
REVENUES OVER/ (UNDER) EXPENDITURES	<u>2,921.93</u>	<u>(43,061.77)</u>	<u>(10,380.60)</u>	<u>0.00</u>	<u>13,302.53</u>

*** END OF REPORT ***

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2017

48 -TID #8 - West Side

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>TID #8 - West Side</u>					
Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Intergovernmental	3,250.00	0.00	0.00	0.00	3,250.00
Public Charges-Services	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenues	187,054.00	0.00	0.00	0.00	187,054.00
TOTAL TID #8 - West Side	190,304.00	0.00	0.00	0.00	190,304.00
<u>TID #8 - Borrowing</u>					
Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
TOTAL TID #8 - Borrowing	0.00	0.00	0.00	0.00	0.00
<u>TID #8 -River Bend Trail</u>					
Intergovernmental	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL TID #8 -River Bend Trail	0.00	0.00	0.00	0.00	0.00
<u>TID #8 - 201 S Prospect</u>					
Intergovernmental	160,000.00	0.00	0.00	0.00	160,000.00
Miscellaneous Revenues	40,000.00	0.00	0.00	0.00	40,000.00
TOTAL TID #8 - 201 S Prospect	200,000.00	0.00	0.00	0.00	200,000.00
<hr/>					
TOTAL REVENUE	390,304.00	0.00	0.00	0.00	390,304.00
<hr/>					
EXPENDITURES					
=====					
<u>TID #8 - West Side</u>					
Personnel Services	7,160.00	0.00	0.00	0.00	7,160.00
Contractual Services	31,400.00	845.00	4,895.60	15.59	26,504.40
Special Services	147,372.00	0.00	0.00	0.00	147,372.00
Fixed Charges	1,872.00	0.00	0.00	0.00	1,872.00
Capital Outlay	142,500.00	2,077.50	2,077.50	1.46	140,422.50
TOTAL TID #8 - West Side	330,304.00	2,922.50	6,973.10	2.11	323,330.90
<u>TID #8 -River Bend Trail</u>					
Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL TID #8 -River Bend Trail	0.00	0.00	0.00	0.00	0.00
<u>TID #8 - 201 S Prospect</u>					
Contractual Services	0.00	0.00	0.00	0.00	0.00
Special Services	200,000.00	0.00	0.00	0.00	200,000.00
TOTAL TID #8 - 201 S Prospect	200,000.00	0.00	0.00	0.00	200,000.00
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TOTAL EXPENDITURES	530,304.00	2,922.50	6,973.10	1.31	523,330.90

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

48 -TID #8 - West Side

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES OVER/(UNDER) EXPENDITURES	(140,000.00)	(2,922.50)	(6,973.10)	0.00	(133,026.90)

*** END OF REPORT ***

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2017

49 -TID#9 -WI River/S Center

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>TID #9-WI River/S Center</u>					
Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Intergovernmental	6,500.00	0.00	0.00	0.00	6,500.00
Miscellaneous Revenues	49,930.00	0.00	0.00	0.00	49,930.00
TOTAL TID #9-WI River/S Center	56,430.00	0.00	0.00	0.00	56,430.00
<u>TID #9-Former D&L</u>					
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL TID #9-Former D&L	0.00	0.00	0.00	0.00	0.00
<u>TID #9-Idle Sites (Page)</u>					
Taxes (or Utility Rev.)	225,000.00	0.00	0.00	0.00	225,000.00
Intergovernmental	30,000.00	0.00	41,671.00	138.90	(11,671.00)
Miscellaneous Revenues	356,500.00	0.00	0.00	0.00	356,500.00
TOTAL TID #9-Idle Sites (Page)	611,500.00	0.00	41,671.00	6.81	569,829.00
<hr/>					
TOTAL REVENUE	667,930.00	0.00	41,671.00	6.24	626,259.00
=====					
EXPENDITURES					
=====					
<u>TID #9-WI River/S Center</u>					
Personnel Services	5,575.00	2,843.78	4,446.18	79.75	1,128.82
Contractual Services	15,550.00	938.31	4,282.31	27.54	11,267.69
Special Services	40,000.00	0.00	0.00	0.00	40,000.00
Capital Outlay	2,500.00	1,526.14	1,946.72	77.87	553.28
TOTAL TID #9-WI River/S Center	63,625.00	5,308.23	10,675.21	16.78	52,949.79
<u>TID #9-Former D&L</u>					
Personnel Services	0.00	0.00	0.00	0.00	0.00
Contractual Services	0.00	0.00	0.00	0.00	0.00
Supplies & Expenses	0.00	0.00	0.00	0.00	0.00
Special Services	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL TID #9-Former D&L	0.00	0.00	0.00	0.00	0.00
<u>TID #9-Idle Sites (Page)</u>					
Contractual Services	0.00	0.00	0.00	0.00	0.00
Special Services	50,000.00	0.00	0.00	0.00	50,000.00
Capital Outlay	550,000.00	0.00	29,844.94	5.43	520,155.06
TOTAL TID #9-Idle Sites (Page)	600,000.00	0.00	29,844.94	4.97	570,155.06
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TOTAL EXPENDITURES	663,625.00	5,308.23	40,520.15	6.11	623,104.85

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

49 -TID#9 -WI River/S Center

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES OVER/ (UNDER) EXPENDITURES	4,305.00	(5,308.23)	1,150.85	0.00	3,154.15

*** END OF REPORT ***

7.1.a

6 Attachment: Revenue & Expense Report for Period Ending 2534 : Revenue & Expense Report for Period Ending

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2017

40 -TID No. 10 - Fox Point

Packet Pg. 38

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
TID #10-Fox Point					
Taxes (or Utility Rev.)	19,202.00	0.00	49,495.08	257.76	(30,293.08)
Miscellaneous Revenues	16,950.00	0.00	0.00	0.00	16,950.00
TOTAL TID #10-Fox Point	36,152.00	0.00	49,495.08	136.91	(13,343.08)
TOTAL REVENUE	36,152.00	0.00	49,495.08	136.91	(13,343.08)
EXPENDITURES					
TID #10-Fox Point					
Personnel Services	3,050.00	0.00	0.00	0.00	3,050.00
Contractual Services	11,400.00	500.00	650.00	5.70	10,750.00
Special Services	0.00	0.00	0.00	0.00	0.00
Fixed Charges	19,201.88	0.00	0.00	0.00	19,201.88
Capital Outlay	2,500.00	0.00	0.00	0.00	2,500.00
TOTAL TID #10-Fox Point	36,151.88	500.00	650.00	1.80	35,501.88
TOTAL EXPENDITURES	36,151.88	500.00	650.00	1.80	35,501.88
REVENUES OVER/ (UNDER) EXPENDITURES	0.12	(500.00)	48,845.08	0.00	(48,844.96)

*** END OF REPORT ***

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2017

41 -TID No. 11- Apartments

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>TID #11 - Apartments</u>					
Taxes (or Utility Rev.)	669,590.00	0.00	297,259.16	44.39	372,330.84
Specials (Utility Rev.)	100,500.00	0.00	0.00	0.00	100,500.00
Public Charges-Services	50.00	0.00	0.00	0.00	50.00
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL TID #11 - Apartments	770,140.00	0.00	297,259.16	38.60	472,880.84
<hr/>					
TOTAL REVENUE	770,140.00	0.00	297,259.16	38.60	472,880.84
=====					
EXPENDITURES					
=====					
<u>TID #11 - Apartments</u>					
Personnel Services	2,230.00	0.00	0.00	0.00	2,230.00
Contractual Services	5,400.00	500.00	2,150.00	39.81	3,250.00
Special Services	500,000.00	99,950.96	99,950.96	19.99	400,049.04
Fixed Charges	19,589.79	0.00	0.00	0.00	19,589.79
Capital Outlay	277,500.00	0.00	0.00	0.00	277,500.00
TOTAL TID #11 - Apartments	804,719.79	100,450.96	102,100.96	12.69	702,618.83
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TOTAL EXPENDITURES	804,719.79	100,450.96	102,100.96	12.69	702,618.83
=====					
REVENUES OVER/ (UNDER) EXPENDITURES	(34,579.79)	(100,450.96)	195,158.20	0.00	(229,737.99)
=====					

*** END OF REPORT ***

*** END OF REPORT ***

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

52 -Capital Projects

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES =====					
<u>Non-Departmental</u>					
Taxes (or Utility Rev.)	133,500.00	(31,480.72)	133,577.32	100.06	(77.32)
Specials (Utility Rev.)	30,000.00	0.00	171.54	0.57	29,828.46
Intergovernmental	256,000.00	0.00	0.00	0.00	256,000.00
Public Charges-Services	0.00	50.00	175.00	0.00	(175.00)
Miscellaneous Revenues	12,500.00	0.00	2,928.00	23.42	9,572.00
Other Financing Sources	0.00	0.00	0.00	0.00	0.00
TOTAL Non-Departmental	432,000.00	(31,430.72)	136,851.86	31.68	295,148.14
<u>Streets - Sealcoat</u>					
Taxes (or Utility Rev.)	78,245.00	0.00	0.00	0.00	78,245.00
TOTAL Streets - Sealcoat	78,245.00	0.00	0.00	0.00	78,245.00
TOTAL REVENUE	510,245.00	(31,430.72)	136,851.86	26.82	373,393.14
EXPENDITURES =====					
<u>Streets - Sealcoat</u>					
Personnel Services	19,245.00	0.00	0.00	0.00	19,245.00
Supplies & Expenses	59,000.00	0.00	0.00	0.00	59,000.00
TOTAL Streets - Sealcoat	78,245.00	0.00	0.00	0.00	78,245.00
<u>Capital Outlay/Projects</u>					
Personnel Services	0.00	60.36	60.36	0.00	(60.36)
Capital Outlay	2,782,028.00	33,341.50	565,876.12	20.34	2,216,151.88
TOTAL Capital Outlay/Projects	2,782,028.00	33,401.86	565,936.48	20.34	2,216,091.52
<u>Financing Costs</u>					
Debt Service	0.00	0.00	0.00	0.00	0.00
TOTAL Financing Costs	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	2,860,273.00	33,401.86	565,936.48	19.79	2,294,336.52
REVENUES OVER/(UNDER) EXPENDITURES	(2,350,028.00)	(64,832.58)	(429,084.62)	0.00	(1,920,943.38)

*** END OF REPORT ***

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2017

62 -Water Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Non-Departmental					
Taxes (or Utility Rev.)	93,706.00	10,251.61	50,410.03	53.80	43,295.97
Specials (Utility Rev.)	(1,438.00)	0.00	0.00	0.00	(1,438.00)
Public Charges-Services	1,443,515.00	65,662.79	575,801.16	39.89	867,713.84
Intergov Charges (Misc.)	16,050.00	3,250.85	12,455.58	77.60	3,594.42
Miscellaneous Revenues	2,500.00	(562.13)	864.58	34.58	1,635.42
Other Financing Sources	0.00	0.00	0.00	0.00	0.00
TOTAL Non-Departmental	1,554,333.00	78,603.12	639,531.35	41.15	914,801.65
TOTAL REVENUE	1,554,333.00	78,603.12	639,531.35	41.15	914,801.65
EXPENDITURES					
Non-Departmental					
Work Orders - Utility	140,000.00	194.61	32,385.11	23.13	107,614.89
TOTAL Non-Departmental	140,000.00	194.61	32,385.11	23.13	107,614.89
Pumping Expenses					
TOTAL Pumping Expenses	76,250.00	4,701.40	23,159.86	30.37	53,090.14
Water Treatment Expenses					
TOTAL Water Treatment Expenses	74,000.00	2,080.95	16,240.09	21.95	57,759.91
Trans & Distribution Exp					
TOTAL Trans & Distribution Exp	236,000.00	13,900.42	97,457.69	41.30	138,542.31
Customer Accts Expenses					
TOTAL Customer Accts Expenses	66,750.00	6,392.13	30,766.01	46.09	35,983.99
Admin & General Expenses					
TOTAL Admin & General Expenses	689,131.00	26,835.32	171,093.43	24.83	518,037.57
Contract Work					
TOTAL Contract Work	3,500.00	649.83	1,750.45	50.01	1,749.55

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

62 -Water Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Taxes</u>					
TOTAL Taxes	<u>372,373.00</u>	<u>1,832.62</u>	<u>368,553.67</u>	<u>98.97</u>	<u>3,819.33</u>
	372,373.00	1,832.62	368,553.67	98.97	3,819.33
<u>Debt Service</u>					
TOTAL Debt Service	<u>29,159.00</u>	<u>0.00</u>	<u>15,021.33</u>	<u>51.52</u>	<u>14,137.67</u>
	29,159.00	0.00	15,021.33	51.52	14,137.67
<hr/>					
TOTAL EXPENDITURES	<u>1,687,163.00</u>	<u>56,587.28</u>	<u>756,427.64</u>	<u>44.83</u>	<u>930,735.36</u>
	1,687,163.00	56,587.28	756,427.64	44.83	930,735.36
REVENUES OVER/(UNDER) EXPENDITURES	<u>(132,830.00)</u>	<u>22,015.84</u>	<u>(116,896.29)</u>	<u>0.00</u>	<u>(15,933.71)</u>
	(132,830.00)	22,015.84	(116,896.29)	0.00	(15,933.71)

*** END OF REPORT ***

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2017

63 -Sewer Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Non-Departmental					
Taxes (or Utility Rev.)	4,250.00	356.96	1,873.65	44.09	2,376.35
Specials (Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Intergov Charges (Misc.)	7,500.00	2,485.37	4,755.11	63.40	2,744.89
Miscellaneous Revenues	479.00	(784.00)	478.99	100.00	0.01
Other Financing Sources	0.00	0.00	0.00	0.00	0.00
Public Charges-Services	1,492,250.00	76,556.79	580,134.54	38.88	912,115.46
Other Charges-Services	87,500.00	15,382.24	49,848.90	56.97	37,651.10
TOTAL Non-Departmental	1,591,979.00	93,997.36	637,091.19	40.02	954,887.81
TOTAL REVENUE	1,591,979.00	93,997.36	637,091.19	40.02	954,887.81
EXPENDITURES					
Non-Departmental					
Work Orders - Utility	580,000.00	29,576.56	111,767.06	19.27	468,232.94
TOTAL Non-Departmental	580,000.00	29,576.56	111,767.06	19.27	468,232.94
Contract Work					
	500.00	0.00	441.60	88.32	58.40
TOTAL Contract Work	500.00	0.00	441.60	88.32	58.40
Taxes - SS/Medicare					
	31,250.00	2,380.65	12,622.69	40.39	18,627.31
TOTAL Taxes - SS/Medicare	31,250.00	2,380.65	12,622.69	40.39	18,627.31
Operations					
	277,000.00	19,718.69	105,820.70	38.20	171,179.30
TOTAL Operations	277,000.00	19,718.69	105,820.70	38.20	171,179.30
Maintenance					
	232,572.00	26,613.41	75,738.70	32.57	156,833.30
TOTAL Maintenance	232,572.00	26,613.41	75,738.70	32.57	156,833.30
Customer Accts Expenses					
	71,000.00	6,988.55	34,380.18	48.42	36,619.82
TOTAL Customer Accts Expenses	71,000.00	6,988.55	34,380.18	48.42	36,619.82

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

63 -Sewer Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Admin & General Expenses</u>					
TOTAL Admin & General Expenses	438,300.00	27,612.94	134,163.15	30.61	304,136.85
	438,300.00	27,612.94	134,163.15	30.61	304,136.85
<u>Taxes & Depreciation</u>					
TOTAL Taxes & Depreciation	271,500.00	0.00	0.00	0.00	271,500.00
	271,500.00	0.00	0.00	0.00	271,500.00
<u>Transfers</u>					
TOTAL Transfers	2,789.00	0.00	2,710.48	97.18	78.52
	2,789.00	0.00	2,710.48	97.18	78.52
<hr/>					
TOTAL EXPENDITURES	1,904,911.00	112,890.80	477,644.56	25.07	1,427,266.44
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	(312,932.00)	(18,893.44)	159,446.63	0.00	(472,378.63)
	=====	=====	=====	=====	=====

*** END OF REPORT ***

CITY OF MERRILL STREET USE PERMIT

Name of Applicant: Ballyhoos

Applicant Address: 124 N. PROSPECT Applicant Phone #: (920) 889-0675

Club or Organization (if applicable): LOBSTER FEST

Name of Responsible Person: Mr. Mike Fick

Responsible Person Address: SAME AS ABOVE Phone #: _____

Date of proposed street use: JULY 22ND, 2017

Time of street use: From: 11 AM To: 11 PM

Describe portion of street to be used: PROSPECT FROM GRAND AVE TO MAIN (SWITCHED TO FULL STREET FOR SAFETY REASON PER CHIEF NEER)

Approximate number of persons who will attend: 500

Proposed use (in detail): LOBSTER FEST

Access to all properties thru alley or Genessee St

.....
Petition for Street Use Permit

We, the undersigned residents of the 100 hundred block of Prospect Street/Avenue in the City of Merrill, hereby consent to the use of this street as requested above and hereby consent to the City of Merrill granting a Street Use Permit for use of the said portion of said street for said purpose and do hereby agree to abide by such conditions of use as the City of Merrill shall attach to the granting of the requested Street Use Permit. We further understand that the permit will not be granted for longer than twelve (12) hours on the date above specified. We agree to remove from the street all equipment, vehicles and other personal property placed or driven thereon during the event for which the permit is granted prior to the end of said period. We further agree to designate Mike Fick as the responsible person or persons who have applied for said Street Use Permit.

Name Address

Name Address

Name _____ Address _____

FEE: \$20.00

Date paid: 4/28/17

RECEIVED DATE: 4/28/17

RECEIVED BY: bg

X Mike Fick 4/28/17
MIKE FICK w/DATE

From: [Akey, Rod](#)
To: [Heideman, Bill](#)
Cc: [Seubert, Kathy](#); [Bialecki, Bill](#)
Subject: 6-13-17 Common Council Meeting Agenda
Date: Friday, June 09, 2017 7:25:06 AM

Bill,

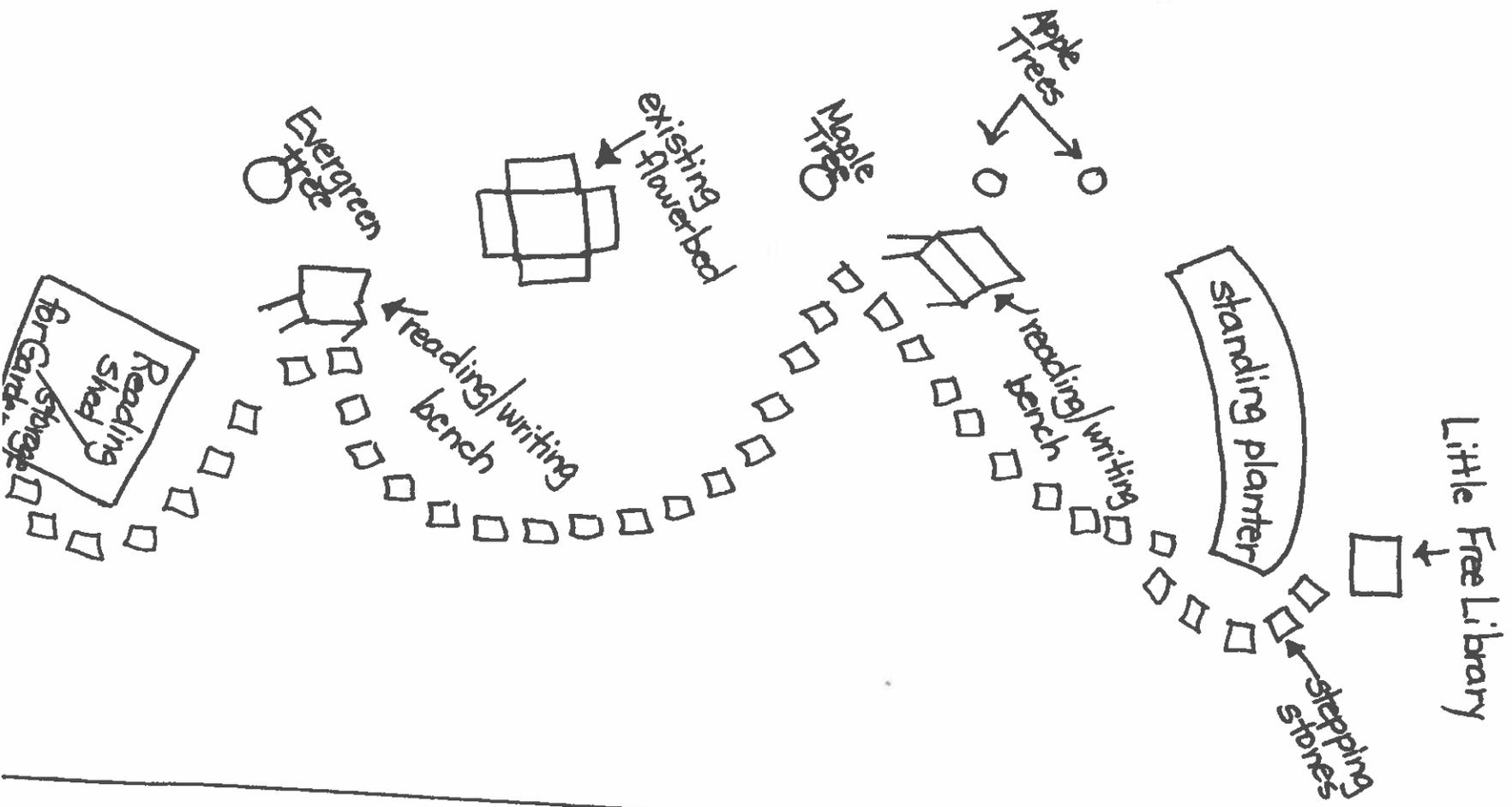
Please add the following to the agenda.

Consider bids for the City of Merrill 2017 Paving Project M2017-014.
Bid opened 6-12-17, results will be supplied at the meeting.
Item brought direct to council from the Mayor.

Thank You,

Roderick J. Akey, PE
Public Works Director/City Engineer
City of Merrill
715-536-5594

Attachment: Agenda request for paving bids (2541 : Consider 2017 Paving Project Bids)





Attachment: Site Plan Info - Trinity Lutheran School (2535 : Site Plan for Trinity Lutheran School Garden

**NORTHCENTRAL TECHNICAL COLLEGE
DISTRICT BOARD OF TRUSTEES
TOPIC SUMMARY SHEET**

MEETING DATE: January 10, 2017

TOPIC: Antigo - City of Merrill Land Acquisition

POLICY: Wisconsin Statute 38 – Technical College System, 38.14 District Board Powers – (2) Buildings and Equipment. (a) For the use of the district schools the district board may: 2. Purchase or lease suitable land and buildings....

TCS 5.04 (2) (a) A resolution of the district board approving the additional or new facilities.

INTERPRETATION: Purchasing or leasing suitable land and buildings requires board approval.

DATA/RESULTS: At the January 3, 2017 City of Merrill Redevelopment Authority meeting, the committee approved the purchase of two lots currently owned by Russ Davis Warehouse with the intent of selling the land to Northcentral Technical College for the purpose of constructing a future CDL Truck Driver Training Center. The 4.56 acre property is located near NTC’s Merrill Public Safety Center of Excellence with access to both Taylor St. and Commerce St. This property would allow NTC students in the CDL training program to practice on our existing EVOC course before driving on public roads. The College will be asking the WTCS State Board for approval at its March Board meeting. The board is requested to approve the proposed land acquisition at a cost of \$1.00, commit to constructing a future CDL Training building planned in the 2017-2018 Capital Budget, and request the WTCS State Board to do the same. A packet evidencing compliance with statutes will be submitted to the state board with the application.

AGENDA CATEGORY:
Voting Agenda

PROPOSED MOTION:
1. BE IT RESOLVED that the Northcentral Technical College Board approve the acquisition of the City of Merrill Land at a cost not to exceed \$1.00, commit to constructing a future CDL Training building planned in the 2017-2018 Capital Budget, and request the WTCS State Board do the same.

CERTIFICATION OF ACCURACY: I, your CEO, certify that the information contained in this report is true as of this date.

Signed Lori A. Weyman Dated January 4, 2017

Local Impact and Return on Investment

Northcentral Technical College (NTC) plans to build a Transportation Center near the Public Safety Center of Excellence in Merrill. Merrill's consideration to support this project is vital to the success of this project. Projections indicated that Merrill will receive full return on its investment within the first year of programming.

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.

In addition, incumbent training for the current trucking workforce is anticipated to occur for 400 workers annually at full capacity, generating approximately \$46,000 more.

Beyond the base figures noted above, 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.

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.

Estimated Annual Economic Impact Generated from CDL Participants					
	Days	Attendees	Direct*	Indirect**	Total
CDL training (per cohort)	42	1	\$ 1,752	\$ 1,156	\$ 2,907
		11	\$ 5,891	\$ 3,888	\$ 9,778
Fuel (per cohort)		12	\$ 4,500	\$ -	\$ 4,500
Totals per cohort			\$ 12,142	\$ 5,044	\$ 17,186
x 6 cohorts per year			x 6	x 6	x 6
Total			\$ 77,852	\$ 30,262	\$ 103,114

*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 Arkansas, College of Charleston, Rochester COC

Cohort assumptions:

- 12 participants per cohort; 6 cohorts per year
- Out of town participants = 5% (1) with one overnight stay per week (\$91 for hotel); 1 M&IE allowance for 1 day; 1/4 M&IE allowance for 4 days
- Local participants = 95% (12) will spend 1/4 M&IE allowance per day (\$51 / 4 = \$12.75 for food and gas) each day
- \$375 per student for fuel needed for driving lab scenarios (Fall 2016 costs)

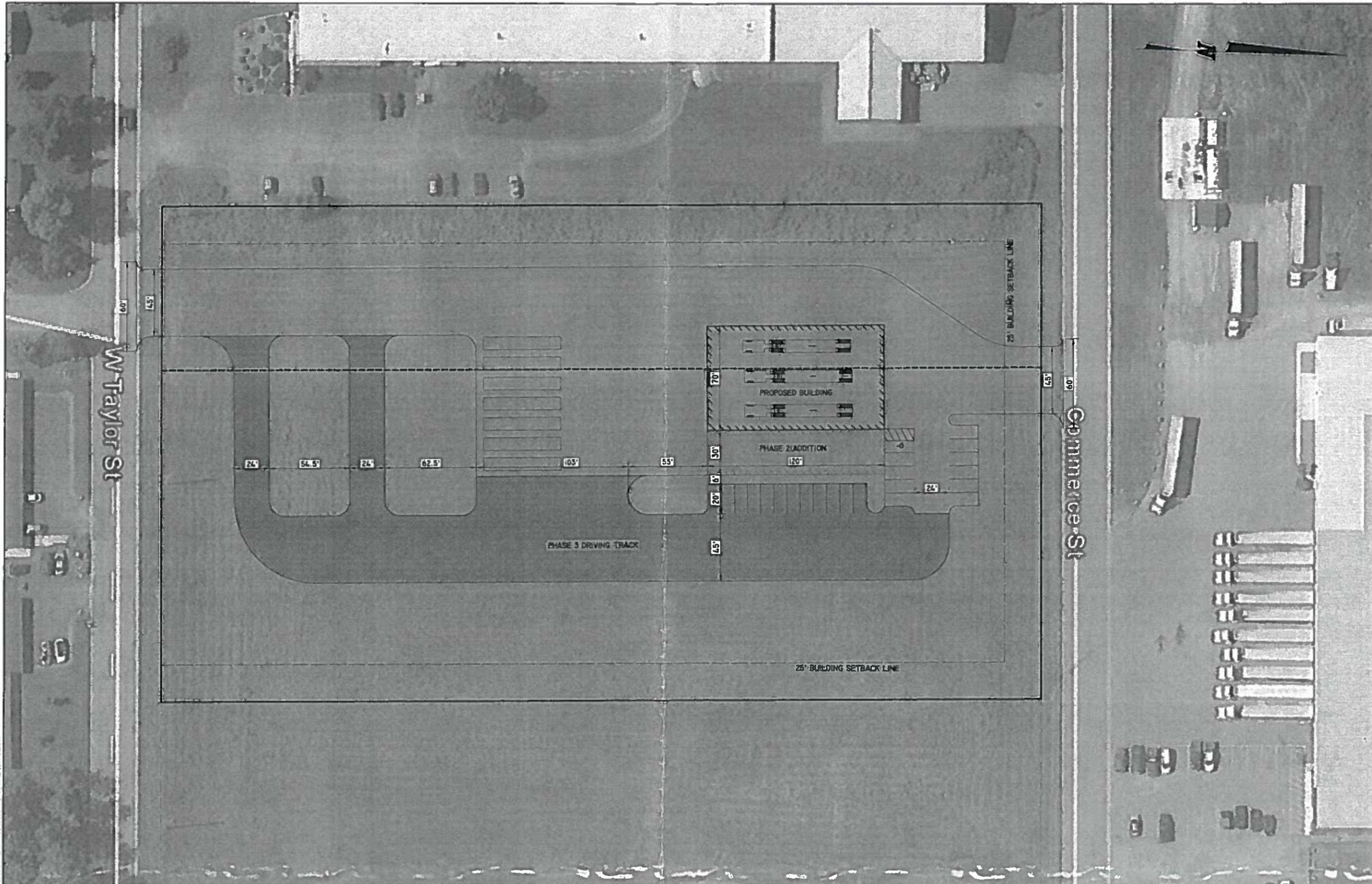
Estimated Annual Economic Impact Generated from Incumbent Training					
	Days	Attendees	Direct*	Indirect**	Total
Transportation training (per 15 member cohort)	2	5	\$ 455	\$ 300	\$ 755
		15	\$ 383	\$ 252	\$ 635
Fuel (per cohort)		15	\$ 450	\$ -	\$ 450
Totals per cohort			\$ 1,288	\$ 553	\$ 1,840
x 25 cohorts per year			x 25	x 25	x 25
Total			\$ 32,188	\$ 13,810	\$ 46,006

*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 Arkansas, College of Charleston, Rochester COC

Cohort assumptions:

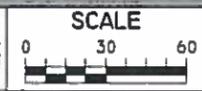
- 25 participants per cohort; 25 cohorts per year
- Out of town participants = 30% (5) with one overnight stay (\$91 for hotel)
- Local participants = 70% (10) will spend quarter M&IE allowance per day (\$51 / 4 = \$12.75 for food and gas)
- \$15 per participant per day for fuel needed for driving lab scenarios (Fall 2016 costs)



DRAWING FILE: P:\5379D\5379D-NTC Shooting Range\5379D-Concept Draw\Layout_Concept
 PLOTTED: 01/10/17 10:52:11 AM BY: REI

REI Engineering, Inc.
 4080 N. 20TH AVENUE
 WAUSAU, WISCONSIN 54401
 PHONE: 715.675.9784 FAX: 715.675.4060
 EMAIL: MAIL@REIENGINEERING.COM


REI CIVIL & ENVIRONMENTAL
 ENGINEERING, SURVEYING

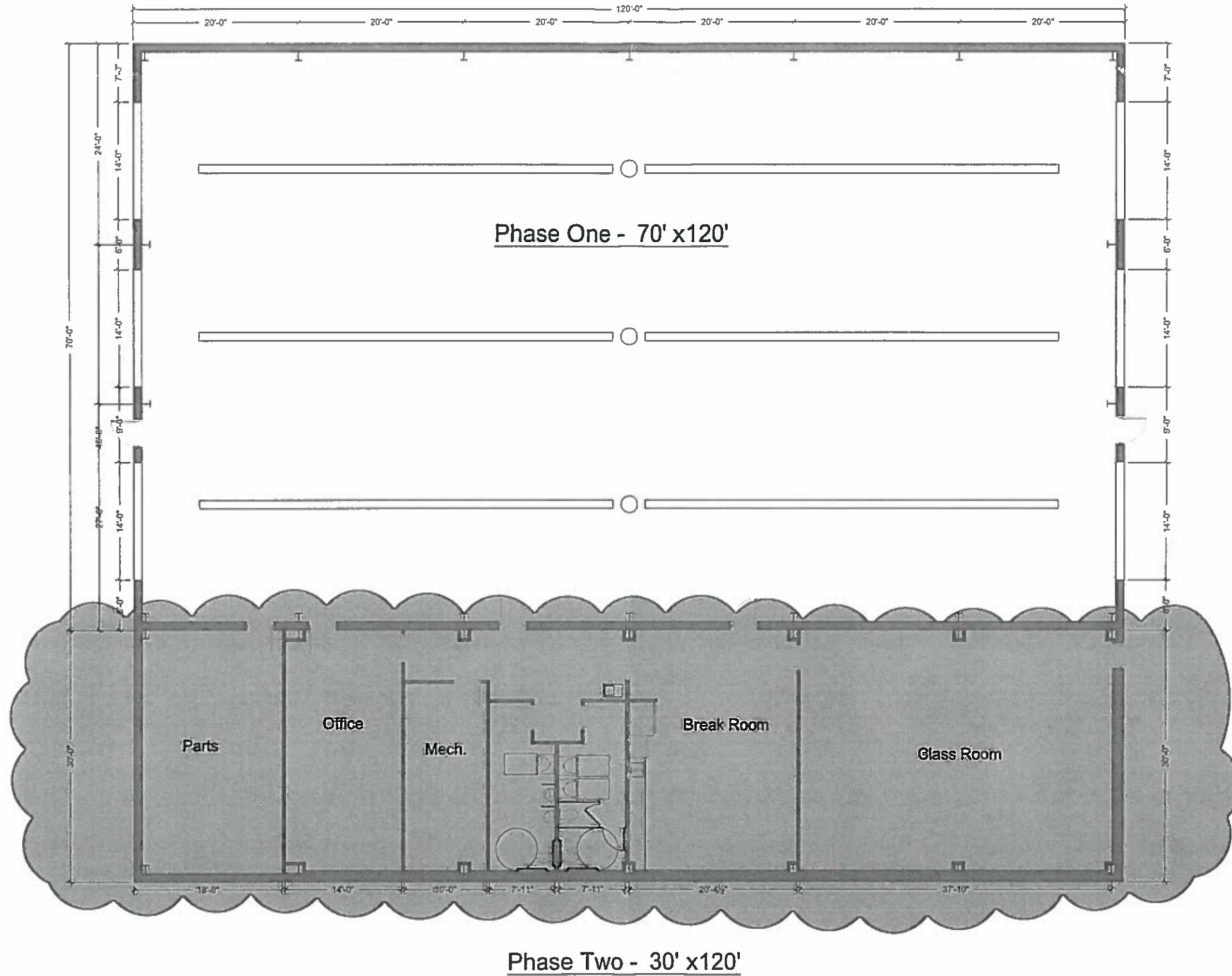


DATE	REVISION	BY	CHK'D

DESIGNED BY: MEM	CHECKED BY: TAE
SURVEYED BY: REI	APPROVED BY: MEM
DRAWN BY: TAW	DATE: 01/10/17

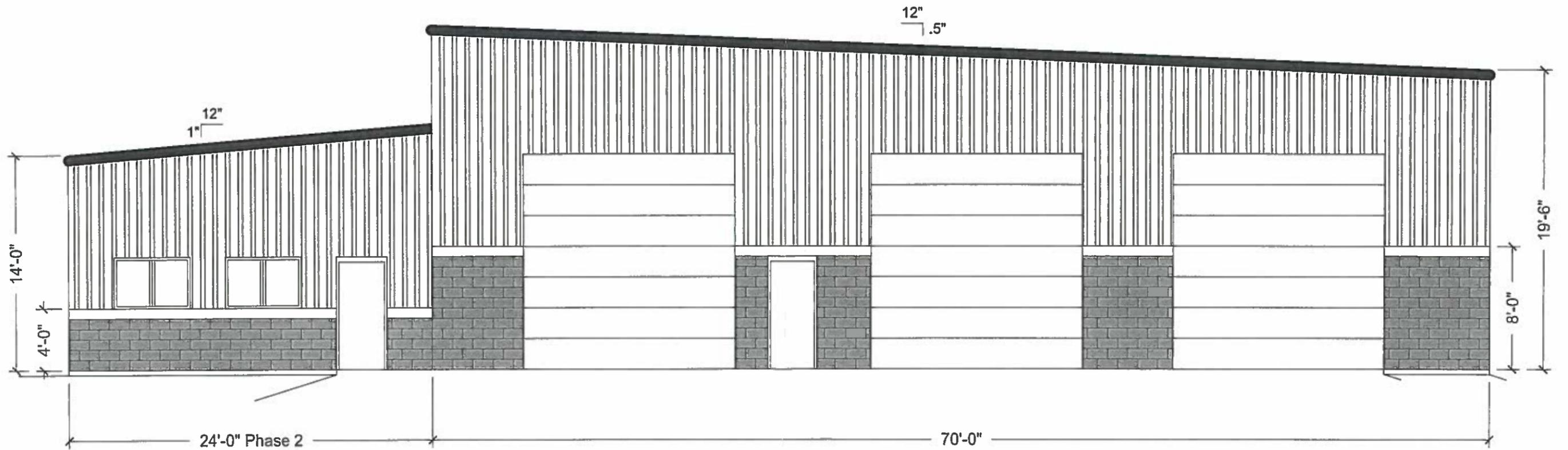
CDL TRAINING BUILDING
 NORTHCENTRAL TECHNICAL COLLEGE
 HERRILL, WISCONSIN


 REI No. 5379D
 SHEET DESIGN



FLOOR PLAN
SCALE 1/8" = 1'-0"

NTC CDL Training Center



NORTH ELEVATION – COMMERCE STREET
 SCALE 3/16" = 1'-0"

NTC CDL Training Center

From: [Unertl, Kathy](#)
To: [Seubert, Kathy](#); [Heideman, Bill](#)
Cc: [Bialecki, Bill](#); [Hayden, Tom](#); [Johnson, David](#)
Subject: Agenda - Joint RDA-COW & Council Items 6/13/2017
Date: Wednesday, June 07, 2017 10:10:03 AM
Importance: High

For Joint RDA-COW Agenda – 6 p.m. on Tuesday, June 13th – Common Council Chambers:

Call to order

Public comment

Notification of Weinbrenner Shoe Company intent to purchase factory property subject to lease agreement

Consider request from Horizon Development Group, Inc. to extend authorization for TID No. 10 development agreement and sale of the City-owned property into 2018

Adjournment

As far as Common Council agenda:

City Clerk Heideman – Could you please include both items potentially on the Council agenda?

Thanks!

Kathy Unertl, Finance Director/RDA Secretary
City of Merrill

Attachment: Request items from joint meeting (2546 : Weinbrenner notification to purchase factory)



1978

NORTHWOODS HISTORIAN

The Merrill Historical Society's mission is to educate the public about our heritage using the unique historical and cultural resources we collect and preserve.

Vol. 40 No. 3

May 2017

Summer Hours:

Monday, Tuesday,
Thursday & Friday
9 a.m. to 1 p.m.

Wednesday
9 a.m. to 3 p.m.

Saturday
10 a.m. to 1 p.m.



Welcome!

New Members

Jeni Hinz

Janet Kleinschmidt

Denni Radloff

Larry Zipp

Membership Information

Annual

Student...\$5 (under 18, non-voting)

Individual...\$20

Household...\$30

Sustaining...\$50

Benefactor...\$100

Non-Profit Organization...\$20

Business...\$35

Lifetime

Individual...\$400

Household...\$600

The Merrill Historical Society Inc.
is a private nonprofit corporation.

Office Phone: 715-536-5652

E-mail: merrillhs@frontier.com

Website: www.merrillhistory.org

On Exhibit Now...

It is exciting to announce that our Museum has just opened four new exhibits! Two of them celebrate important anniversaries of local organizations, one of them focuses on World War I, and the fourth is a traveling exhibit. Be sure to visit the museum soon to view, learn, enjoy.

Weinbrenner Shoe Company

For over a year we have been working with Bianca Boettcher, Marketing Director of the Weinbrenner Shoe Company, to develop an exhibit showcasing this company as it observes 125 years of making and selling boots and shoes. The company was founded in Milwaukee in 1892 by Albert H. Weinbrenner and his partner, Joseph Peffer; in 1905, when Peffer retired, Weinbrenner acquired full ownership.

The firm's Thorogood brand was introduced in 1917, stressing styles designed for specific occupations such as loggers, farmers, railroad workers, roofers, miners, and oil well drillers. The Official Boy Scout Boot, the "Hike n' Camp," introduced in 1964 and still available in its original design, is Weinbrenner's best-selling boot of all time.

It was in 1936 that a group of businessmen invited Weinbrenner officials to come to Merrill to discuss the possibility of opening a shoe factory here, as the company had done in Marshfield. Weinbrenner agreed, the Merrill Industrial Foundation was formed, and fundraising for the project began. On December 5 of that year the building was dedicated.

In 2000 Weinbrenner employees took ownership of the company. It is now the largest manufacturer of Made in USA footwear. As stated in the most recent catalog, "The dedication of our people allows us to continue the legacy of quality and service so valued by our founder - a legacy that is still a 'perfect fit' in the twenty-first century."

Weinbrenner has printed a beautiful 1917 catalog as part of its anniversary celebration. A mural that covers much of the northwest wall of the museum's main exhibit room was enlarged from the catalog, and combines information about company products as well as historical reference points.



Krippendorf Calculator

The exhibit includes dozens of examples of company products--from a tiny salesman's sample shoe to a size 19 boot! There are boots and shoes for firemen, soldiers, policemen, mailmen, hunters, and golfers among others. An old factory sewing machine was brought out of storage, along with an intriguing machine called the Krippendorf Calculator, which was used to maximize leather use via super precise measurements of footwear patterns.

Also on display is a copy of a ledger from 1936-37 that lists the businesses and individuals who pledged their monetary support in order to bring Weinbrenner to this

(Continued on page 2)



**Merrill Historical Society
Board of Directors**

Executive Committee

**President
Beatrice Lebal**

**Vice President
Michael Weckwerth**

**Corporate Treasurer
Patricia Burg**

**Corporate Secretary
David Johnson**

Members

- Tom Hayden**
- William Krueger**
- Yurgen Markewycz**
- Marie Marrier**
- Mike Ravn**
- Ryan Schwartzman**
- Anne Torkelson**
- Harry Wallace**

Directors Emeriti

- David Finanger**
- Beverly King**
- Mary Lagerbloom**
- Erin McCarthy**
- Marie Rein**
- Ralph Wehlitz**

**Legal Counsel
Tom Hayden**

**Administrative Assistant
Dee Koepke**

**Newsletter Assistant
Lee Ann Ross**

Affiliate:

Wisconsin Historical Society

Member:

**American Association of State
& Local History**

Wisconsin Council of Local History

Wisconsin Federation of Museums

**Pommerscher Verein of
Central Wisconsin**

**Forest History Association
of Wisconsin**

Northwoods Historian

*Published quarterly including
an annual report, by the Merrill
Historical Society, Inc. Distributed
as part of member's dues.*

community to provide new jobs during the depths of the Depression. This document is a tribute to the people who had a vision for the future of Merrill. Because of their willingness to sacrifice in order to make their vision a reality, Merrill today is home to the international headquarters of the Weinbrenner Shoe Company.

Military Mascots

A traveling exhibit titled, "Fur, Feathers, & Fidelity: Military Mascots," is on loan to us from the Wisconsin Veterans Museum in Madison. Each of the display's thirteen panels relates to a war in which the United States was involved and includes a photo of a mascot from the war, including a Civil War rooster, a Korean War monkey, an Operation Desert Storm camel. These beloved creatures provided stress relief, distraction, and a sense of home, as well as offering opportunities for military personnel to show compassion. This small, but moving, exhibit will be available to us for only a couple of months—don't miss it.

The Merrill Post Office

This year the Merrill Post Office is celebrating 100 years in its 2nd Street location. But postal service in this community actually started 156 years ago. In 1859 the U.S. Postal Service began sending mail destined for the north country to Wausau. From there delivery was rather haphazard, depending on whomever might be traveling in or out of the village by canoe or over Indian trails. As the road from Wausau to Jenny was gradually improved, mail was carried on horseback, then by wagon, sled, and stagecoach. The route was over the old Indian trail that ran approximately where Highway W is today.



Merrill Post Office Memorabilia



Schendel's General Store
Postal Station No. 4

Cyrus Stowbridge was the first Postmaster, with the office located in his Jenny Hotel located on East Main Street. Zephania Space became Postmaster in 1864, but it was in the early 1870s that the first regular mail service into Jenny was started when Miss Etta Space, Zephania's daughter was hired. For two years she made two round trips a week on horseback between Jenny and Wausau.

Other early post office locations were in the Eagle House, Peterman's Store (1882-1886), Berard's Opera House (1886-1897), T.B. Scott Lumber Company (1897-1907), and the Masonic Building (1907-1917). Herman Krueger was Postmaster when the current building opened in 1917.

The post office exhibit includes history, trivia, and

(Continued on page 3)



CITY OF MERRILL

Office of the City Attorney
Thomas N. Hayden, City Attorney

1004 East First Street • Merrill, Wisconsin • 54452
Phone (715) 539-3510 • FAX (715) 536-0514
e-mail: tom.hayden@ci.merrill.wi.us

M E M O R A N D U M

DATE: June 6, 2017
TO: MEMBERS OF THE COMMON COUNCIL
FROM: City Attorney Thomas N. Hayden
RE: Notification of Weinbrenner's Intent to Purchase Factory Property Pursuant to Lease Dated May 12, 1993.

We have been notified by the Weinbrenner Shoe Company that they wish to exercise their option to purchase pursuant to their lease agreement dated May 12, 1993, Paragraph #9. The price for purchase will be \$234,300.00 less the price of sums expended for maintenance under paragraph 11, but not less than \$10.00.

David K. Cyrtnus, Vice President of Finance and Treasurer of Weinbrenner, by his affidavit, and copies of invoices paid, that the purchase price for this property will be \$10.00, as indicated in the lease. The costs of maintenance has come to more than \$400,000.00.

A Quit Claim Deed will be drafted and the transfer of property completed.

Encl: Letter from Weinbrenner
Paragraph #6 – Lease dated May 12, 1993
Affidavit of David K.Cyrtnus



**WEINBRENNER
SHOE COMPANY, INC.**

Dave Johnson
Merrill City Administrator
City Hall
1004 E. First Street
Merrill, WI 54452

Date: May 18, 2017

Dear Dave,

Please accept this as Weinbrenner's notification to the city that it will accept ownership of the 108 S. Polk Street property per our existing lease agreement with the City of Merrill. The effective date will be determined by a City Council vote.

We have received and paid in full a property insurance bill from the city which is dated for one year beginning 3/1/2017. We would ask you to file for a partial refund effective the date Weinbrenner takes possession of the property and issue a credit payment back to Weinbrenner for the unused portion of the policy.

Sincerely,


Patrick J. Miner
Headcoach/President
Weinbrenner Shoe Company/Thorogood Shoes since 1892

CC Dave Cyrtmus

(ii) shall merge or consolidate with or into Weinbrenner, or

(iii) shall succeed to all or substantially all of the assets, property and business of Weinbrenner.

Notwithstanding the foregoing, no such assignment or subletting shall relieve Weinbrenner of its obligations hereunder, and provided further that Weinbrenner may at any time sell, assign, or otherwise transfer its assets or stock or any part thereof without the consent of the City, provided that the transferee or assignee shall agree to operate an industrial or commercial business, including but not limited to the manufacturing or marketing of footwear and facilities appurtenant thereto on the Premises and provided further that if the proposed transferee or assignee plans to change the use from the manufacturing or marketing of footwear and facilities appurtenant thereto, it will make a good faith attempt to maintain as nearly as possible the number of jobs in existence at the time of any use change.

9. Option to Purchase. Weinbrenner is granted an Option to Purchase the Premises at anytime during the term of this Lease Agreement but in no event later than December 31, 2016. Said option shall be exercised by giving written notice to the City at least 60 days in advance. The City shall transfer the Premises within 60 days after receipt of the notice from Weinbrenner to exercise this Option to Purchase. However, failure to complete the transfer of the Premises within the time required under this paragraph shall not be an event of default under this Lease Agreement. In consideration for the purchase of the Premises, if this Option to Purchase is exercised and the transfer of the property is completed in December, 2016, Weinbrenner shall pay the sum of Two Hundred Thirty-four Thousand Three Hundred Dollars (\$234,300) exactly to the City. If Weinbrenner exercises this option and completes the transfer of the property prior to December, 2016, then the purchase price shall be decreased by \$825 for each month prior to December, 2016. Weinbrenner shall be entitled to credit against the purchase price all sums expended for maintenance under paragraph 11 hereunder, but in no event shall the credits provided for maintenance expenses reduce the purchase price below Ten Dollars exactly (\$10.00). Weinbrenner shall be responsible for all closing costs associated with the transfer of the property, including but not limited to an abstract of title or title insurance policy, at Weinbrenner's option. The City shall transfer the Premises by warranty deed.

10. Warehouse Construction. As part of the consideration for this Lease Agreement, the City hereby grants to Weinbrenner permission to build a warehouse on the southwest end of the Premises as further described in Exhibit B. The warehouse shall be constructed substantially according to plans submitted to the

AFFIDAVIT OF DAVID K. CYRTMUS

Re: City of Merrill – Weinbrenner Shoe Company, Inc. – Lease Matters

David K. Cyrtmus, being first duly sworn, deposes and states as follows:

1. My name is David K. Cyrtmus and my business address is 108 S Polk Street, Merrill, Wisconsin 54452.
2. I make this affidavit (the "Affidavit") at the request of my employer, Weinbrenner Shoe Company, Inc. ("Weinbrenner") for the benefit of the City of Merrill, Wisconsin (the "City") and authorize the City to rely on the statements made in this Affidavit.
3. I am the current Vice President of Finance and Treasurer of Weinbrenner.
4. I have researched and/or have personal knowledge concerning the execution of that certain Lease Agreement between the City and Weinbrenner dated May 13, 1970 (the "1970 Lease"), that certain Agreement between the City and Weinbrenner dated November 21, 1991 (the "1991 Agreement"), and that certain Lease Agreement between the City and Weinbrenner dated May 1, 1993 (the "1993 Lease"), each of which relate to the leasing of the premises described in Exhibit A attached hereto (the "Leased Premises") by the City to Weinbrenner.
5. The 1993 Lease includes an Option to Purchase provision granted by the City to Weinbrenner to permit Weinbrenner to purchase the Leased Premises from the City upon the terms included therein, and such Option to Purchase provision includes a credit against the option purchase price which would be granted to Weinbrenner if Weinbrenner expended its own resources to make certain specified improvements to the Leased Premises as described in the 1993 Lease (the "Specified Improvements").
6. Pursuant to Resolution No. 1580 dated May 11, 1999, a copy of which is attached hereto as Exhibit B, the City did acknowledge the completion of the Specified Improvements by Weinbrenner and did further acknowledge the credit against the option purchase price under the 1993 Lease upon submission by Weinbrenner to the City of sufficient evidence of the cost of such Specified Improvements. The purpose of this Affidavit is to provide that evidence to the City.
7. Prior to Resolution No. 1580, James G. Godlewski as the City Attorney clarified in a letter to Weinbrenner dated March 17, 1999, a copy of which is attached hereto as Exhibit C, that Weinbrenner should certify its expended costs on the Specified Improvements by submission of an affidavit outlining the repairs and associated costs and that the City would be required to complete an independent inspection of the Leased Premises to confirm completion of the Specified Improvements.

8. On March 23, 1999, the City's building inspector Darin Pagel sent a memorandum to City Attorney Godlewski, a copy of which is attached hereto as Exhibit D, indicating based upon his inspection of the Leased Premises that the Specified Improvements were completed as required by the 1993 Lease.

9. Attached hereto as Exhibit E, Exhibit F and Exhibit G is supporting documentation which demonstrates the expenses totaling Four Hundred Thirty-five Thousand Four Hundred Forty-seven and No/100ths (\$435,447.00) Dollars related to the Specified Improvements.

FURTHER AFFIANT SAYETH NOT

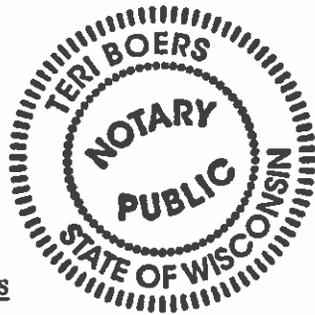
Dated this 31st day of May, 2017.

David K. Cyrtmus
David K. Cyrtmus

STATE OF WISCONSIN)
) ss.
COUNTY OF Lincoln)

Signed and sworn to before me on the 31st day of May, 2017, by Teri Boers.

[Seal]



Teri Boers
Notary Public, State of Wisconsin
My commission is ~~permanent~~. expires 12-6-20

List of Exhibits

- Exhibit A Leased Premises
- Exhibit B Resolution No. 1580
- Exhibit C Godlewski Letter
- Exhibit D Pagel Memorandum
- Exhibit E 1993 Specified Improvements Cost Documentation
- Exhibit F 1994-1995 Specified Improvements Cost Documentation
- Exhibit G 1996 Specified Improvements Cost Documentation



City of Merrill
Redevelopment Authority (RD)

Kathy Unertl, RDA Secretary
1004 East 1st Street • Merrill, Wisconsin • 54452
Phone: 715.536.5594 • Fax: 715.539.2668
e-mail: Kathy.Unertl@ci.merrill.wi.us

Date: June 8th, 2017

To: RDA Commissioners, Mayor Bill Bialecki, and Alderpersons

From: Kathy Unertl, Finance Director/RDA Secretary *Kathy Unertl*

RE: Request - Horizon Development Group & Merrill Area Housing Authority (MAHA)

Need for affordable housing in Merrill:

Please see Chapter 4 of the Merrill Comprehensive Plan. The revised 40-unit proposal has more three bedroom apartments than the previous 60-unit plan. Please see following comparison of the Horizon 2016 and revised 2017 development proposals.

Previous RFP Housing Proposal – Evaluation Process:

Please see RDA meeting minutes from September 6th (Closed) and September 19th (both Open and Closed).

Overall TID No. 10 Fiscal, TID Plan, and Additional MAHA PILOT:

Section 42 housing is assessed at lower value than non-subsidized housing units. This significantly impacts the potential property taxes (i.e. TID No. 10 tax increment). Please see spreadsheets as to the potential TID No. 10 funding deficit.*

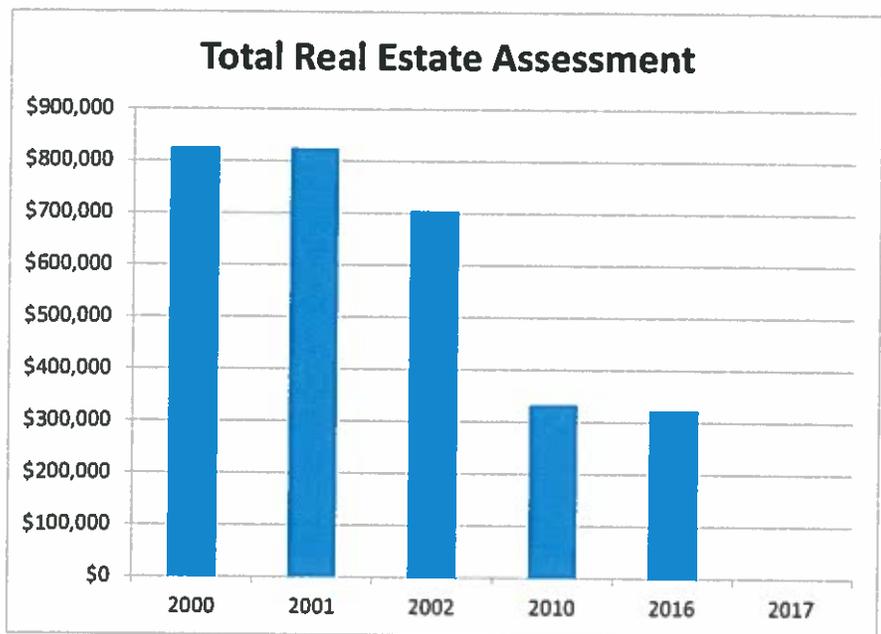
Demolition of the “blighted” building and site control were the primary City of Merrill TID No. 10 objectives to facilitate redevelopment. These objectives have been accomplished.

Most potential infrastructure improvements are within ½ mile of TID No. 7 and could be funded through that tax increment district.

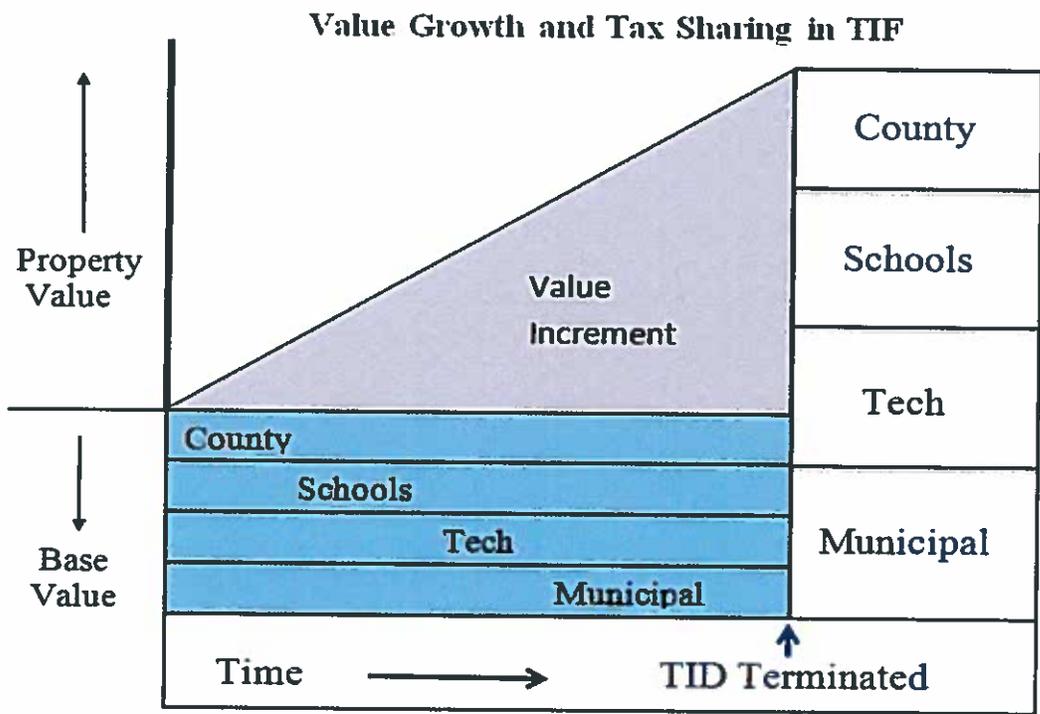
TID 10 Plan amendment is being prepared to reflect changes in site redevelopment with City of Merrill 2016 acquisition of the property (after the building had been demolished).

*MAHA Executive Director Paul Russell has committed to PILOT (Payment in lieu of property taxes) from Merrill Area Housing Authority to cover any annual deficits, as well as special assessment contributions for streetlight improvements.

City of Merrill - TID No. 10 - 1905 E. 14th St. (Former Fox Point Sportswear tax parcel)



Assessment Year	Total Valuation	Category	Base Taxes
2000	\$825,600	Manufacturing Commercial	
2001	\$825,000		
2002	\$705,600		
2010	\$333,200	Base Value - TID No. 10	\$8,957
2016	\$322,900		
2017	\$0	City purchase 7/2016	



City of Merrill - Tax Increment District No. 10

1905 E. 14th St. Site

Since the WHEDA tax credits were not awarded for 2016, the Offer to Purchase from Horizon Development Group would need to be extended. In addition, Horizon/MAHA have submitted a revised Phase I development plan.

Horizon/Merrill Area Housing Authority (MAHA)

Total of 60 units
 51 - Affordable - Section 42
 9 - Market rate rentals

Horizon/Merrill Area Housing Authority (MAHA)

Total of 40 units
 Phase I
 34 - Affordable - Section 42
 6 - Market rate rentals

Total of 24 units
 Potential - Phase II
 20 - Affordable - Section 42
 4 - Market rate rentals

Estimated construction cost of about \$9.8 million

Three Buildings		Townhomes		Market Rate - # Units
20-Units	Potential for future additional 20-unit building			
Bedrooms	# Units	Sq. Ft.		
1	21	850		5
2	30	1,150		4
3	9	1,375		0
Total	60			9

Bedrooms	Preliminary Market Rents
1	\$700
2	\$830

See separate page for maximum income and rents for affordable - Section 42 units (30%, 50%, and 60%)

Garages Attached to 27 of the townhomes
 Detached garages

HVAC Forced air for heating/cooling

Estimated construction cost for Phase I - \$7.18 million

Three Buildings		Townhomes		Market Rate - # Units
Two with 13 units/One with 14 units	Potential for future additional building(s) in Phase II			
Bedrooms	# Units	Sq. Ft.		
1	8	850		0
2	20	1,150		6
3	12	1,375		0
Total	40			6

Bedrooms	Preliminary Market Rents
1	N/A
2	\$830

See separate page for maximum income and rents for affordable - Section 42 units (30%, 50%, and 60%)

Garages Attached to 28 of the townhomes
 Detached garages - 12

HVAC Forced air for heating/cooling

City of Merrill - Tax Increment District No. 10
Tenant has "utility allowance" as part of maximum rent amount

1905 E. 14th St. Site
Tenant has "utility allowance" as part of maximum rent amount

Horizon/Merrill Area Housing Authority (MAHA)

Horizon/Merrill Area Housing Authority (MAHA)

Developer Experience/History

Horizon started in 1984
and has previous 82 projects
MAHA established in 1965

Developer Experience/History

Horizon started in 1984
and has previous 82 projects
MAHA established in 1965

Portfolio

Horizon 4,400 rental units
MAHA 245 rental units

Portfolio

Horizon 4,400 rental units
MAHA 245 rental units

Timeframes/Issues

by 10/2016
TIF agreement - 12/2016
WHEDA tax credits - 4/2017 awards

Timeframes/Issues

by 6/15/2017 - revised Offer to Purchase
TIF agreement - 12/2017
WHEDA tax credits - 2/2018 awards

Construction starting in later 2017
with occupancy potentially summer 2018

Construction starting in later 2018
with occupancy summer 2019

TIF Development Incentive

Request for lot at no cost

TIF Development Incentive

Request for lot at no cost

Preliminary Projected Tax Increment

\$1,115,198 Revised 9/27/2016 - PILOT from MAHA
Additional if future 4th building before 2040

Preliminary Projected Property Tax

\$744,957 Revised 6/8/2017 - PILOT from MAHA*
Additional \$21,000 annually if additional 24-units before 2040

*Proposed additional PILOT from MAHA if TID No. 10
fiscal deficits, as well as potential street lighting specials

**Wisconsin Housing and Economic Development Authority (WHEDA)
Standard Multi-Family - Maximum Income and Rent Limits - 2016**

Lincoln County Information

Estimated Maximum Household Income Limits:

Household Size	One	Two	Three	Four	Five
60%	\$26,460	\$30,240	\$34,020	\$37,800	\$40,860
50%	\$22,050	\$25,200	\$28,350	\$31,500	\$34,050
30%	\$13,230	\$15,120	\$17,010	\$18,900	\$20,430

Estimated Maximum Rent Limits:

Bedrooms	One	Two	Three
60%	\$708	\$850	\$983
50%	\$590	\$708	\$819
30%	\$354	\$425	\$491

Attachment: TID10-Revised Redevelopment Finance (2547 : Request from Horizon to extend development

City of Merrill - TID No. 10 (Former Fox Point site redevelopment)

Projected Tax Increment for proposed multi-family housing development - 40 units.

Series 2016C Note Anticipation Note (NAN) included capitalized interest for 2017 and 2018 debt service payments.

Projected Income-Based Property Tax Generation:

TID No. 10	Land Valuation	Improved Valuation	Total RE Valuation	Base Property Taxes	Series 2016C
01/01/15	\$43,400	\$289,800	\$333,200	\$8,957	NAN - Note Anticipation Note (including Capitalized Interest)
					2016 \$445,505
					2017 \$49,495
					Total \$495,000

These base values and property taxes need to be deducted from TID No. 10 revenue projections.

Projected Property Taxes and Expenses:

Preliminary Debt Service & Cash Flow

Const. Year	Value Year	Revenue Year	Property Tax Projection	TID No. 10 Projection	TIF Fees - Administrative	Mowing & Snow	Series 2016C NAN	\$505,000 Future Debt Service	Projected Total	Available TIF
		2014	\$8,957	\$0	\$8,491				\$8,491	(\$8,491)
		2017	\$0	\$0	\$12,192	\$2,220	\$6,763		\$21,174	(\$21,174)
		2018	\$0	\$0	\$7,500	\$6,500	\$19,750		\$33,750	(\$33,750)
		2019	\$0	\$0	\$1,500	\$2,500	\$19,750		\$23,750	(\$23,750)
2018	2019	2020	\$1,000	\$0	\$1,500	\$500	\$19,750		\$21,750	(\$21,750)
2019	2020	2021	\$35,000	\$26,043	\$1,500		\$19,750		\$21,250	\$4,793
		2022	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2023	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2024	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2025	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2026	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2027	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2028	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2029	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2030	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2031	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2032	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2033	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2034	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2035	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2036	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2037	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2038	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2039	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2040	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2041	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
TID10 - Horizon-MAHA 2017-06 Fiscal			\$744,957	\$546,911	\$62,682	\$11,720	\$85,763	\$721,340	\$881,505	Revised (\$342,294)

Attachment: TID10-Revised Redevelopment Finance (2547 : Request from Horizon to extend development

City of Merrill - TID No. 10 (Former Fox Point site redevelopment)

Projected Tax Increment for proposed multi-family housing development - 64 units (two phases)

Series 2016C Note Anticipation Note (NAN) included capitalized interest for 2017 and 2018 debt service payments.

Projected Income-Based Property Tax Generation:

TID No. 10	Land Valuation	Improved Valuation	Total RE Valuation	Base Property Taxes
01/01/15	\$43,400	\$289,800	\$333,200	\$8,957

Series 2016C	
NAN - Note Anticipation Note (including Capitalized Interest)	
2016	\$445,505
2017	\$49,495
Total	\$495,000

These base values and property taxes need to be deducted from TID No. 10 revenue projections.

Projected Property Taxes and Expenses:

Preliminary Debt Service & Cash Flow

Const. Year	Value Year	Revenue Year	Property Tax Projection	TID No. 10 Projection	TIF Fees - Administrative	Mowing & Snow	Series 2016C NAN	\$505,000 Future Debt Service	Projected Total	Available TIF
		2014	\$8,957	\$0	\$8,491				\$8,491	(\$8,491)
		2017	\$0	\$0	\$12,192	\$2,220	\$6,763		\$21,174	(\$21,174)
		2018	\$0	\$0	\$7,500	\$6,500	\$19,750		\$33,750	(\$33,750)
		2019	\$0	\$0	\$1,500	\$2,500	\$19,750		\$23,750	(\$23,750)
2018	2019	2020	\$1,000	\$0	\$1,500	\$500	\$19,750		\$21,750	(\$21,750)
2019	2020	2021	\$35,000	\$26,043	\$1,500		\$19,750		\$21,250	\$4,793
		2022	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2023	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2024	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2025	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2026	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2027	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2028	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2029	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
		2030	\$35,000	\$26,043	\$1,500			\$36,067	\$37,567	(\$11,524)
2029	2030	2031	\$56,000	\$47,043	\$1,500			\$36,067	\$37,567	\$9,476
		2032	\$56,000	\$47,043	\$1,500			\$36,067	\$37,567	\$9,476
		2033	\$56,000	\$47,043	\$1,500			\$36,067	\$37,567	\$9,476
		2034	\$56,000	\$47,043	\$1,500			\$36,067	\$37,567	\$9,476
		2035	\$56,000	\$47,043	\$1,500			\$36,067	\$37,567	\$9,476
		2036	\$56,000	\$47,043	\$1,500			\$36,067	\$37,567	\$9,476
		2037	\$56,000	\$47,043	\$1,500			\$36,067	\$37,567	\$9,476
		2038	\$56,000	\$47,043	\$1,500			\$36,067	\$37,567	\$9,476
		2039	\$56,000	\$47,043	\$1,500			\$36,067	\$37,567	\$9,476
		2040	\$56,000	\$47,043	\$1,500			\$36,067	\$37,567	\$9,476
		2041	\$56,000	\$47,043	\$1,500			\$36,067	\$37,567	\$9,476
			\$975,957	\$777,911	\$62,682	\$11,720	\$85,763	\$721,340	\$881,505	(\$103,594)

TID10 - Horizon MAHA 2017-06 Fiscal Phase II

Revised: 6/8/2017

Attachment: TID10-Revised Redevelopment Finance (2547) : Request from Horizon to extend development



June 8, 2017

David Johnson
City of Merrill – City Administrator
1004 East First Street
Merrill, WI 54452

VIA EMAIL: david.johnson@ci.merrill.wi.us
kathy.unertl@ci.merrill.wi.us

RE: Prairie View Townhomes
1905 East 14th Street
New proposal – Phase I 40 units, Phase II 24 units

Dear Dave,

As a follow up to recent discussions, the City of Merrill is aware that the proposal for 60 units of affordable housing did not receive an allocation of tax credits from Wisconsin Housing and Economic Development Authority (WHEDA) earlier this spring. Horizon Development Group, Inc. (“Horizon”) and Merrill Area Housing Authority (“MAHA”) have evaluated several options for development of this parcel. The recommended course of action is to split the site into two phases with Phase I consisting of 40 units of housing and Phase II being 24 units of housing. After reviewing the scoring outcomes for the 2017 WHEDA tax credit program, we have concluded that the project would be more competitive in the rural set aside, as the scoring threshold was lower in the 2017 program. One limitation in the rural set aside, however, is that development size is capped at 40 units. This is the reason why we are proposing the change from 60 to 40 units. At a future date, then, the additional 24 units could be developed, bringing the site total to 64 units.

The Phase I 40-unit development would be identical in product type to what was proposed previously. We would still build 2-story townhomes with attached garages using approximately 3.95 acres, see site plan attached. At the request of MAHA, the unit mix was reconfigured slightly to include more two and three bedroom units. The updated 40-unit development unit mix will include eight (8) one bedroom units, twenty (20) two bedroom units, and twelve (12) three bedroom units. We believe this unit mix will serve the target population very well. Rents and income targeting for the 40-unit Phase I development are unchanged from the previous proposal and are configured in a way to maximize scoring in our financing applications. A mix of 30%, 50%, and 60% of county median income are included and will have rents starting at \$260 for a one bedroom 30% unit and ranging up to \$775 for a three bedroom 60% unit. Six (6) two-bedroom market rate units will be provided which will rent for approximately \$830 per month. Additionally, like the previous proposal, one to one garage parking will be provided in the project with 28 attached garage spaces and 12 detached garage spaces as illustrated on the site plan.



The schedule for the Phase I 40-unit development would be to submit a new application for tax credits in December 2017. WHEDA has announced that this year's allocation cycle will be pushed up to the December timeline which will benefit the project. We anticipate that award announcements would be made in winter 2018 which would allow the project to get moving quicker on design, due diligence and financial closing and hopefully start construction summer 2018.

In advance of this timeline, and in the very near term, we are pursuing an updated application to the Federal Home Loan Bank of Chicago for an allocation of AHP funds. We anticipate hearing back on this by early December 2017. In order to proceed with this financing application, we are requesting that the Offer to Purchase dated February 21, 2017 be updated to include a revised closing date and revised list of contingencies, including the WHEDA award announcement date expected early in 2018. We are advised by City Attorney Tom Hayden that the terms of this Offer to Purchase may be updated following the June 13 approval of the project revisions discussed above.

Thank you for your continued patience in pursuing this development. We are confident that this project will score competitively in both the AHP application (June 2017) and WHEDA application (December 2017). The development and construction of the proposed project will result in a very high quality product that the City and Housing Authority will be proud of. The development undertaking will provide an exceptional affordable housing solution in a community where the demographics, studies, and surveys support it.

Please feel free to contact me with any questions about the revised proposal. I may be reached at 608-354-0820 or s.kwiecinski@horizondbm.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott J. Kwiecinski".

Scott J. Kwiecinski
Development Manager

Enclosures:

1. Sources and uses of funds for Phase I 40-unit
2. Site Plan

Prairie View Townhomes
Sources and Uses Statement
June 8, 2017

Phase I - 40 unit tax credit

Sources of Funds

Permanent Mortgage	\$ 760,000	10.6%
Federal Home Loan Bank AHP Grant	\$ 600,000	8.4%
Development Team Equity	\$ 1,300,000	18.1%
Deferred Development Fees	\$ 106,336	1.5%
Tax Credit Equity @ \$0.92	<u>\$ 4,416,836</u>	<u>61.5%</u>
	\$ 7,183,172	100.0%

Uses of Funds

Land Acquisition	\$ -	0.0%
Hard Construction Costs	\$ 5,646,660	78.6%
Soft Costs	\$ 1,246,412	17.4%
Financing and Reserves	<u>\$ 290,100</u>	<u>4.0%</u>
	\$ 7,183,172	100.0%



215 N. WATER STREET, SUITE 250
MILWAUKEE, WISCONSIN 53202
T 414 277 9700 | F 414 277 9705
sp architects.com

PROJECT

Prairie View
Townhomes
Menomonee, WI

OWNER



REVISIONS

NO.	DATE	DESCRIPTION

INFORMATION

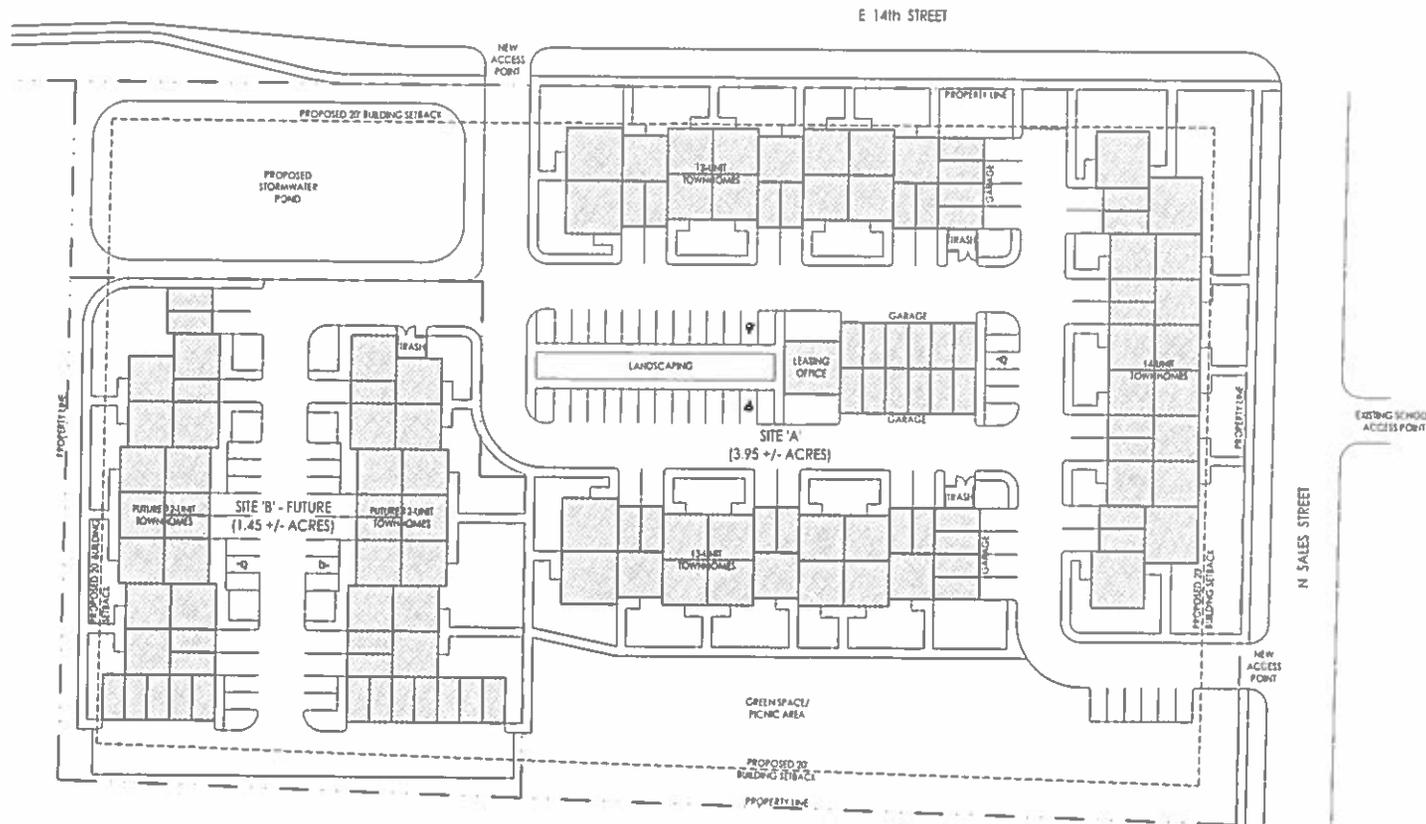
PROJECT ARCHITECT	SPS
PROJECT MANAGER	AJA
PROJECT NUMBER	825
ISSUED FOR	PERVIEW
DATE	06.07.2017

SHEET

SITE PLAN

SP1.1

SITE A: DEVELOPMENT AREA - APPROX. 3.95 ACRES (1.7)	SITE B: FUTURE DEVELOPMENT - APPROX. 1.45 ACRES (1.7)
RESIDENTIAL UNITS - (7) 2-STORY BUILDINGS @ 13 UNITS/BLDG - (1) 2-STORY BUILDING @ 14 UNITS/BLDG - 40 TOTAL UNITS	RESIDENTIAL UNITS - (1) 2-STORY BUILDING @ 12 UNITS/BLDG - 24 TOTAL UNITS
UNIT MIX - (3) 1-BEDROOM UNITS - 20% - (20) 2-BEDROOM UNITS - 50% - (17) 3-BEDROOM UNITS - 30%	UNIT MIX - (1) 2-BEDROOM UNITS - 71% - (1) 3-BEDROOM UNITS - 29%
PARKING - ATTACHED GARAGE: 28 SPACES - DETACHED GARAGE: 12 SPACES - SURFACE PARKING: 63 SPACES (INCLUDING SPACE IN FRONT OF GARAGE) - TOTAL PARKING: 101 SPACES (2.5 PER UNIT)	PARKING - ATTACHED GARAGE: 24 SPACES - SURFACE PARKING: 24 SPACES (INCLUDING SPACE IN FRONT OF GARAGE) - TOTAL PARKING: 48 SPACES (2.0 PER UNIT)



1 SITE PLAN
SCALE: 1" = 30'-0"

ADDENDUM TO OFFER TO PURCHASE

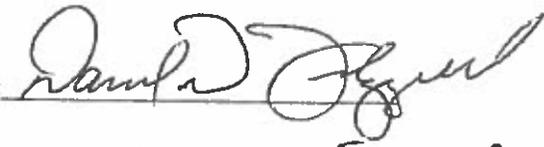
BUYER: Horizon Development Group, Inc., or Assigns
SELLER: City of Merrill
DATE: 02/21/2017

1. **Property Description** - The Property shall be described as 1905 E. 14th Street, City of Merrill, Lincoln County, Wisconsin. Property map attached as Exhibit A.
2. **Buyers Contingencies** - Buyer's obligation to conclude this transaction is subject to and conditioned upon the following:
 - a. Buyer obtaining affordable housing tax credits on or before June 1, 2017 in an amount sufficient for Buyer to feasibly construct the proposed development. In the event the Low Income Housing Tax Credits are not awarded to this project by June 1, 2017, Buyer shall have option to declare this offer null and void and all earnest monies returned to Buyer. *(zero earnest)*
 - b. Buyer obtaining, by August 31, 2017, assurance from the City of Merrill that there is adequate municipal utility capacity for the proposed 60-unit multifamily development.
 - c. Buyer obtaining, by August 31, 2017 and at Buyer's expense, a Phase I Environmental Site Assessment Report of the property which, in Buyer's sole discretion, indicates the site is acceptable for the proposed residential development.
 - d. Buyer obtaining, by March 3, 2017 and at Buyer's expense, a market study which in Buyer's sole discretion indicates adequate demand and absorption for 60 units of housing based on Buyer's development requirements.
 - e. Buyer obtaining, by September 29, 2017 and at Buyer's expense, a low interest loan commitment from Wisconsin Department of Administration's HOME loan program. Loan shall be in second position with interest rate based on the then Applicable Federal Rate, and include 27-year amortization and 30-year term. Loan amount shall not be less than \$258,560.
 - f. Buyer obtaining, by September 1, 2017, an equity commitment from a qualified tax credit investor offering not less than \$0.92 per dollar of tax credits purchased.
3. **Earnest Money** - Earnest Money of \$0.00 shall be paid to Seller within five days of acceptance and shall be disbursed as set forth in the Vacant Land Offer to Purchase. Earnest money to be held in the Horizon Development Group Real Estate Trust Account.
4. **Title Insurance** - Seller shall obtain and deliver to Buyer within 60 days of acceptance of this Offer, a title report on the property which includes copies of all documents which create a lien, encumbrance, or easement on the Property. No later than thirty days prior to Closing, Seller shall deliver to Buyer an updated title report in the amount of the full purchase price, naming Buyer (or its designee) as the insured, and which policy shall guarantee Seller's title to be in the condition called hereunder as of the Closing Date, except for mortgages, judgments, and other liens which shall be satisfied out of the proceeds of the sale. Seller, at Seller's cost and expense, shall provide Buyer with a GAP endorsement to Buyer's title policy at closing and shall provide all documentation necessary to delete and remove all

standard title exceptions from the policy, except for real estate taxes levied in the year of closing, which are not due and payable.

- 5. **Broker Disclosure** - Buyer hereby discloses to Seller that Buyer, or one or more of its principles, are licensed to sell real estate in the State of Wisconsin and that it is entering into this transaction with the expectation of profit.
- 6. **Authority** - The persons signing this Offer to Purchase on behalf of Buyer and Seller hereby represent and warrant that they have full authority to bind their respective companies to the terms and conditions of this Offer to Purchase.

AGREED:

Buyer: 

Seller: 

RESOLUTION NO. 2495

A RESOLUTION AUTHORIZING A DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF MERRILL, WISCONSIN AND HORIZON DEVELOPMENT GROUP, INC. (1905 EAST 14TH STREET)

WHEREAS, the Common Council of the City of Merrill created Tax Increment District (TID) No. 10 on September 22, 2015; and,

WHEREAS, the Common Council of the City of Merrill adopted Resolution No. 2462 on June 14, 2016 which authorized City of Merrill purchase of 1905 East 14th Street property for future multi-family residential redevelopment; and

WHEREAS, the Redevelopment Authority (RDA) of the City of Merrill solicited requests for proposals for the redevelopment site, evaluated development proposal responses, and the Common Council of the City of Merrill concurred on October 11, 2016 with the RDA recommendation to select Horizon Development Group, Inc. as the Developer; and

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

WHEREAS, Horizon Development Group, Inc. representatives have negotiated the development agreement for acquisition of the development site from the City of Merrill for \$1.00 for multi-family housing;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 14th day of February, 2017, that the Mayor and City Clerk are authorized to sign the development agreement by and between the City of Merrill and the Horizon Development Group, Inc., and to facilitate the implementation thereof.

Recommended by: Redevelopment Authority (RDA)

Moved: Alderman Schwartzman

Passed: February 14, 2017

CITY OF MERRILL, WISCONSIN


William R. Bialecki

Mayor


William N. Heideman
City Clerk

City of Merrill – TIF Development Incentive Overview

TID No. 10 (1905 E. 14th St.)

Property Owner: Developer offering \$1.00 for purchase of the property from the City of Merrill

City will be granting right of first refusal on property purchase through July 1st, 2018 while developer is applying for WHEDA tax credit funding.

Business Entity: Horizon Development Group, Inc.

Location: Vacant Lot (4.57 acre site) – 1905 E. 14th St.

Development: New multi-family housing

Majority of this redevelopment project would be income-based affordable rental housing.

Jobs: During development construction.

Then, on-going property management and maintenance.

Infrastructure: N/A – None for City of Merrill.

Developer will need to connect to City water, sanitary sewer, and have stormwater drainage for site.

TID Development Incentives:

Developer: Sale of the site for \$1.00 by the City of Merrill

TID Lifespan Tax Increment:

New increment projected at over \$1.1 million - please see TIF spreadsheet.

Chapter Three

Housing

This chapter is organized into three sections: Background, Inventory & Trends, and Goals, Objectives and Policies. There is also an overview of programs available to help local communities to meet their housing needs.

Previous Studies

Several plans that relate to housing are relevant to housing in Merrill. These range from statewide housing plans to architectural and history surveys.

City of Merrill Comprehensive Plan, 2007

The 2007 Comprehensive Plan for Merrill included an inventory of existing housing in Merrill and goals for the future, with supporting objectives and policies. The three goals identified were: Provide an adequate supply of affordable housing for individuals of all income levels throughout the community; Encourage compact housing development patterns, where appropriate; Encourage the production of new units and the rehabilitation of existing units, including the development of large family units and elderly housing with accompanying support services; and Promote access to housing throughout the community for all citizens.

City of Merrill, Intensive Architectural & History Survey Project

This 1992 Architecture and History Report identifies Merrill's major historic properties within those historic contexts. Residential, Commercial & Industrial, Governmental, & Church Architectures are described within the historical context of when each structure was built. Only objects, buildings, sites, and structures that are potentially eligible for the National Register of Historic Places are listed and described in this report.

Lincoln County Comprehensive Plan

Lincoln County's Comprehensive Plan was most recently updated in 2012, and contains a Housing element with data and an inventory of existing housing. This plan also includes

a housing plan for the County with 3 main goals, including: Promote collaboration amongst housing agencies located throughout the county and use those strong ties to free up the exchange of housing information; Improve older homes to increase affordable housing and so especially the aging can remain in them; and develop much more specialized senior housing.

Regional Livability Plan: Housing Assessment

The Housing Assessment of the Regional Livability Plan was one of the four key assessments identifying issues and opportunities for livability in North Central Wisconsin. Housing is a crucial component of livability. The type of housing and the costs of various housing options were researched and analyzed. The assessment studied the availability and affordability of housing and introduced the impact higher density housing developments can have on traffic levels. Housing options in close proximity to employment opportunities has a significant impact on the workforce's ability to get to and from work efficiently and effectively. Proximity also expands the workforce shed allowing more citizens access to more employment opportunities.

Understanding the type of housing units, their age and value, and the tenure of the housing stock can provide valuable insight into a community and the demands that will face the community in the future. The assessment introduces the need to build smaller housing units to attract a younger demographic to the region while accommodating an aging population's need and desire for small housing units with less maintenance such as; condos, townhomes, and units incorporating universal design standards. Connecting people's homes to their places of work, schools, and shopping opportunities is a primary function of a transportation system. This report looks at the existing housing stock, factors that affect current residents and trends that are likely to determine the future of housing in the Region.

The housing goal for the Regional Livability Plan is: Promote a variety of safe and affordable housing options that meet the needs of all community members. The housing goal includes 3 objectives and 20 recommendations

Wisconsin State Consolidated Housing Plan

The Consolidated Housing Plan is required by the Department of Housing and Urban Development (HUD) in the application process required of the State in accessing formula program funds of Small Cities Community Development Block Grants (CDBG), HOME Investment Partnerships, Emergency Shelter Grants, and Housing Opportunities for Persons with HIV/AIDS. "The Consolidated Plan provides the framework for a planning process used by States and localities to identify housing, homeless, community, and economic development needs and resources, and to tailor a strategic plan for meeting those needs." This is how the Department of Housing and Urban Development (HUD) describes the Consolidated Plan, which consists of a 5-year strategic plan, annual action plans, and annual performance reports. The Plan must be updated annually.

The Consolidated Plan, in assessing housing needs, looks at a number of different factors that are significant components of the housing picture. Housing affordability is a primary consideration. According to federal guidelines a family should not have to spend more than thirty percent of its

income on housing. Using this standard "...households in the low-income range have great difficulty finding adequate housing within their means and that accommodates their needs..."

Inventory & Trends

Existing Housing Stock

In 2013, the City of Merrill contained a total of 4,741 housing units, compared to 4,045 in 1990 and 4,397 in 2000 as listed in Table 11. The City added 696 housing units between 1990 and 2013, which represents an increase of about 17.2 percent. The State and County increased housing units by 27.7 percent and 26.3 percent respectively over that same period. The surrounding towns grew at even higher percentages. Taken together, the three towns added a total of 839 housing units, a 41.4 percent growth over the 23 year period.

About 7.8 percent of all housing units in the City were built after 2000. Table 12 lists about 9.8 percent of the housing units were built in the previous decade from 1990 to 1999. The most were constructed prior to 1939, when about 33.5 percent of all housing units were built. Overall, about 58 percent of the existing housing stock is at least 55 years old (built before 1960).

Table 11: Total Housing Units

Minor Civil Division	1990	2000	2010	2013	1990-2013 % Change	1990-2013 Net Change
City of Merrill	4,045	4,397	4,619	4,741	17.2%	696
Town of Merrill	1,037	1,210	1,355	1,385	33.6%	348
Town of Pine River	566	724	822	880	55.5%	314
Town of Scott	423	488	572	600	41.8%	177
Lincoln County	13,256	14,681	16,784	16,743	26.3%	3,487
State of Wisconsin	2,055,774	2,321,144	2,624,358	2,626,142	27.7%	570,368

Source: U.S. Census

Table 12: Year Structure Built, 2013

Year	Merrill	Merrill %	Lincoln Co. %	Wisconsin %
2010 or later	30	0.6%	0.6%	0.4%
2000 to 2009	339	7.2%	12.0%	12.9%
1990 to 1999	466	9.8%	15.7%	14.0%
1980 to 1989	316	6.7%	10.8%	9.8%
1970 to 1979	575	12.1%	15.9%	14.9%
1960 to 1969	262	5.5%	7.7%	9.8%
1950 to 1959	732	15.4%	10.1%	11.3%
1940 to 1949	431	9.1%	7.3%	6.0%
1939 or earlier	1,590	33.5%	19.9%	20.9%

Source: U.S. Census

Housing Issues

Affordability. The affordability of housing, both to rent and to own, is a key component of livability. In 2013, 19.1 percent of Merrill households reported incomes below \$15,000 per year, and about 31.5 percent of city households have incomes below \$25,000. Roughly 16.4 percent of all city residents were living in poverty in 2013. For many of these people this poses a difficulty in paying for decent, safe, and sanitary housing. When a household pays more than 30 percent its income on housing costs, it is considered to be house burdened. Burdened households have less income to spend on other essentials, such as transportation and groceries. Roughly 20.3 percent of homeowners were house burdened, while 46.4 percent of renters were house burdened in 2013.

Although, housing prices rose across Lincoln County, they rose faster in the surrounding towns. The median home value rose by 125.5 percent in Merrill from 1990 to 2013. However, the median value of a home in Merrill is almost half the median home value in the towns of Merrill, Pine River, and Scott. The median gross rent in the City of Merrill also increased 103.5 percent between 1990 and 2013. On average, renters pay \$296 more per month in 2013 than they did in 1990.

Appearance & Maintenance. The condition of housing stock is important to examine as part of the needs assessment of the city. Broken concrete driveways, shifting porches, siding in poor repair all show to various extents how well maintained the housing is within a community. Analyzing which housing units need rehabilitation and which units are beyond repair will show how much effort is needed by individuals and by government to promote restoration of such units.

Sometimes the age of homes is used as a measure of condition, but many older homes may have been remodeled and kept in good repair. Over 58 percent of the housing units in the City of Merrill were constructed prior to 1960. Age alone is not a good measure of housing condition. Combining housing age and assessed value for individual units may indicate a percentage of older homes that have not been maintained.

A community may want to do a visual assessment of housing conditions. Windshield Surveys entail a person driving or walking through the community and evaluating each housing unit based upon visual appearance. The advantages of using a Windshield Survey are that it does not intrude upon the occupant and is relatively quick and inexpensive.

Elderly/Retiree Housing Needs. Persons over the age of 65 decreased 10.8 percent in the City of Merrill between 2000 and 2013. The surrounding Towns, especially Merrill (48.8%) and Pine River (51.5%), all experienced an increase in this demographic. Lincoln County and the State of Wisconsin also experienced considerable increases in people over the age of 65 during this time period.

It can become a challenge to perform the basic tasks of maintaining a household as people age. The use of "Universal Design" can help accommodate the needs of an older population, allowing them to age in place. "Aging in place" is the phrase used to describe how a person is able to remain in their home as they age. "Universal Design" involves designing products and spaces for use by the widest range of people possible.

Housing options located in proximity to the downtown area provides easy access to key amenities. National trends indicate that the Baby Boomer generation is interested in smaller homes in closer proximity to the central business district, or downtown, of a community. Multifamily housing options featuring universal design marketed towards this generation will help accommodate those over the age of 65 and allow them to continue to live in the City well beyond their working years.

Subsidized/Special-needs Housing. In 2010, the City of Merrill's federally assisted affordable rental housing stock included 220 subsidized housing units; this is one unit for every forty four people. In 2010, 77 units were financed through the Low Income Housing Tax Credit program (LIHTC), 140 through the Section 8 program, 40 through the RD 515 program, and 102 through public housing. In Merrill, there are four affordable housing properties and scattered sites providing rental assistance; Jenny Towers, Park Place, Westgate Apartments, and Woodbines Apartments. Jenny Towers is the largest housing property assisting 110 units through Section 8 and eight units through the RD 515 program.

The City of Merrill Housing Authority provides affordable housing for qualified low income individuals and families. The Housing Authority manages the City's four properties and reviews all applications. Westgate Apartments, Woodbine Apartments and scattered sites require at least one child under the age of 18 residing in the household more than 50 percent of the time and do not work with Section 8 vouchers.

As a comparison, housing in Lincoln County has been built more evenly over the decades. About 12.6 percent of housing units were constructed after 2000. The decades of the 70's, 80's, and 90's saw the building of about 11 to 16 percent in each decade of existing housing stock. The remaining 37.3 percent of housing was built before 1960, 20.7 percentage points less than the City of Merrill.

Lower taxes and land value in the surrounding towns have attracted new home development. Many people who work in Merrill who are interested in building a home choose the neighboring towns due to these reduced costs. Easy accessibility and access to the City of Merrill from the surrounding townships makes this possible. With an older and lower valued housing stock, new home owners are unable to maximize their housing value in the City and therefore elect to build in the surrounding towns.

Table 13 shows that single-family detached units dominate about two-thirds of all housing unit types in Merrill, as in the state and to a greater degree the county. Duplexes and 4-unit or fewer multi-family buildings represent about 12.6

percent of all housing in the city. The number of units in buildings with two to four units decreased 6.2 percentage points over the past 13 years. Meanwhile larger buildings of 10 or more units increased the total number of units in such buildings from 383 units in 2000 to 667 units in 2013, accounting for over 14 percent of the housing stock. Over 33 percent of the housing units in the City of Merrill are multifamily housing. A number of the larger 1-unit detached and attached homes have been modified into multifamily units, especially in close proximity to the downtown area. This trend has decreased the number of 1 unit structures and has slightly increased the number of multi-unit structures in the City over the past 20 years.

Compared to the County, the City of Merrill has a high number of 10 or more unit structures, almost 10 percentage points more than the County. Lincoln County's housing stock is predominately one unit homes- detached, making up 79.3 percent of the housing stock. The percentage of housing stock in all other categories is less than Merrill. Only 12.6 percent of the housing units in the county are multifamily units.

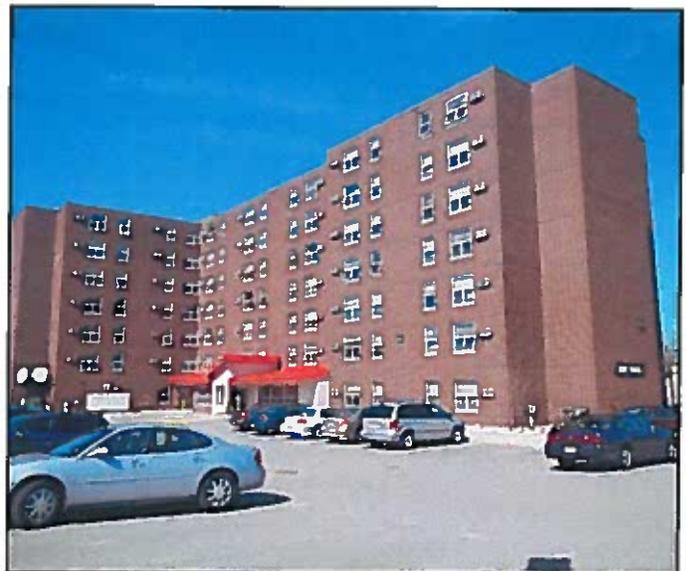
Table 13: Type of Structure

	City of Merrill		City of Merrill Percentages		Lincoln County Percentages	Wisconsin Percentages
	2000	2013	2000	2013	2013	2013
1-unit detached	2,811	3,028	64%	63.9%	79.3%	66.5%
1-unit attached	42	26	1%	0.5%	0.5%	4.4%
2 to 4 units	827	599	19%	12.6%	5.5%	10.4%
5 to 9 units	161	300	4%	6.3%	2.4%	4.9%
10 or more units	383	667	9%	14.1%	4.7%	10.0%
Mobile home, trailer, or other	174	121	4%	2.6%	7.6%	3.7%

Source: U.S. Census



Single family residential buildings.



Multifamily Residential building.

Table 14: Median Value for Specified Owner-Occupied Housing Units

Minor Civil Division	1990	2000	2013	1990-2013 % Change	1990-2013 Net Change
City of Merrill	\$38,400	\$76,100	\$86,600	125.5%	\$48,200
Town of Merrill	\$54,400	\$101,100	\$154,300	183.6%	\$99,900
Town of Pine River	\$49,800	\$103,600	\$163,500	228.3%	\$113,700
Town of Scott	\$46,700	\$98,100	\$154,000	229.8%	\$107,300
Lincoln County	\$42,700	\$86,500	\$129,100	202.3%	\$86,400
State of Wisconsin	\$62,100	\$112,200	\$167,100	169.1%	\$105,000

Source: U.S. Census

Table 15: Median Gross Rent

Minor Civil Division	1990	2000	2013	1990-2013 % Change	1990-2013 Net Change
City of Merrill	\$286	\$430	\$582	103.5%	\$296
Town of Merrill	\$320	\$468	\$517	61.6%	\$197
Town of Pine River	\$352	\$456	\$685	94.6%	\$333
Town of Scott	\$358	\$469	\$671	87.4%	\$313
Lincoln County	\$297	\$433	\$600	102.0%	\$303
State of Wisconsin	\$399	\$540	\$759	90.2%	\$360

Source: U.S. Census

The City of Merrill's housing stock is in line with the State of Wisconsin. Over 25 percent of the housing stock in the State is multifamily and single family-detached units make up 66.5 percent of the housing stock.

National trends indicate that multifamily housing options near key amenities and activities are attractive to millennials and retirees. The ability to easily walk to healthcare offices, restaurants, grocery centers, and other services fits the lifestyle of a wide variety of people.

Value Characteristics

Median values of single-family houses, and duplexes in the City of Merrill were \$86,600 in 2010, an increase of roughly \$10,000 from 2000, see Table 14. Surrounding towns, the county, and state all had median housing values over \$150,000 in 2010 and experienced an increase in value of at least \$42,600 over the thirteen year period. Between 1990 and 2013, the median value of housing units increased 125.5 percent, drastically lower than the surrounding towns, county, and state. During the same time period, the county's home values increased 202.3 percent and the state increased 169.1 percent. The Town of Scott experienced the highest increase (229.8%) and the Town of Pine River has the highest net change (\$113,700) over the 23 year period. Median home value in the City of Merrill has historically been lower than the surrounding towns, county, and the state, and although it has increased in value, the value is increasing at a considerably slower pace.

Median gross rents throughout Lincoln County from 1990

Table 16 Percent of Total Households that Spent 30% or more of Household Income on Housing, 2013

	Owners in 2013	Renters in 2013
City of Merrill	20%	46%
Lincoln County	23%	42%
Wisconsin	27%	46%

Source: U.S. Census

to 2013 were lower than the state as a whole, see Table 15. Median rent in the City of Merrill increased 103.5 percent from \$286 a month in 1990 to \$582 a month in 2013. In 2013, median gross rent in the City of Merrill was roughly \$100 a month lower than the surrounding towns of Pine River and Scott, \$18 a month lower than the county, and \$177 lower than the state. The Town of Merrill has the lowest 2013 median gross rent at \$517 a month. Over the past 13 years, rent in the City of Merrill increased \$152 a month. Only the Town of Merrill had a lower net income increase at \$49 more per month.

The most commonly applied standard for housing affordability is spending no more than thirty percent of income on housing. Table 16 shows that as of the year 2013 in the City of Merrill 20 percent of households spend more than 30 percent of their household income on housing, while throughout the county about 23 percent of households spent more than 30 percent of their household income on housing, and 27 percent of households statewide did the same. A much higher percentage of renters spend more than 30 percent of their income on rent compared to home

owners. In the City of Merrill, over 46 percent of renters spend greater than 30 percent of their income on housing, compared to 20 percent of home owners.

Occupancy Characteristics

The percentage of housing units that are owner occupied decreased 6 percentage points between 2000 and 2013. Roughly 59 percent of occupied housing units in the City of Merrill were owner occupied in 2013, down from 65 percent in 2000, see Table 17. After increasing the number of owner occupied units between 1990 and 2000, the City experienced a decrease of 154 owner occupied units between 2000 and 2013. In comparison, the surrounding towns, county, and state all increased the total number of owner occupied units between 1990 and 2013 at the same rate, or faster than the increase in total housing units. The percentage of housing units that were owner occupied in Lincoln County (77%) and the State (68%) has remained the same since 2000.

Roughly 41 percent of all occupied housing units in the City of Merrill were renter occupied in 2013, up from 34 percent in 2000, see Table 18. Overall, the City of Merrill increased the number of rental occupied housing units 35 percent over the 23 year period. Over the same time the county (23%) and the state (32%) held the number of housing units steady.

National trends show that renting is becoming more common, especially by young professionals between the

ages of 20 and 29. Young professionals coming out of college are burdened with college loans, low paying entry jobs, and do not see home ownership as an investment due to the housing collapse during the 2000s. Many do not qualify for mortgage loans. Some young professionals also enjoy the flexibility of renting and the ability to move in a month's notice should a better employment opportunity present itself. The City of Merrill should continue to see an increase in rental demand as more Millennials enter the workforce.

Almost 100 percent of the housing units in the City of Merrill are year round residences. Only 0.5 percent of all housing units in the City of Merrill were seasonal units in 2010, up 0.2 percentage points from 1990. The Town of Scott (10 units) was the only municipality with fewer seasonal units than the City of Merrill (21 units) in 2010, see Table 19. In comparison, 7.5 percent of the State's 2.5 million housing units and 22.3 percent of the County's 16,743 housing units were seasonal units in 2010. The Town of Merrill had the most seasonal units (107) in 2010 and experienced the largest net increase since 1990, increasing 48 units, 81.4 percent

Demand Characteristics

Over the 23 year period, 1990 to 2013 the city's median age increased from 34.5 to 41.3 years old, see Table 20. During the same time period, the median age for the county climbed to 45.3 years old and the state's median age has gone up to 38.7 years of age. In comparison to the surrounding towns and county, the City of Merrill has the lowest median age.

Table 17: Owner Occupied Units

Minor Civil Division	1990	2000	2010	2013	1990-2013 % Change	1990-2013 Net Change
City of Merrill	2,602	2,732	2,575	2,578	-0.9%	-24
Town of Merrill	855	1,035	1,095	1,151	34.6%	296
Town of Pine River	459	601	688	755	64.5%	296
Town of Scott	345	417	483	514	49.0%	169
Lincoln County	7,751	9,162	9,318	9,646	24.4%	1895
State of Wisconsin	1,215,350	1,426,361	1,551,558	1,558,846	28.3%	343,496

Source: U.S. Census

Table 18: Renter Occupied Units

Minor Civil Division	1990	2000	2010	2013	1990-2013 % Change	1990-2013 Net Change
City of Merrill	1,317	1,451	1,600	1,777	34.9%	460
Town of Merrill	99	90	109	88	-11.1%	-11
Town of Pine River	60	72	66	52	-13.3%	-8
Town of Scott	54	41	54	64	18.5%	10
Lincoln County	2,408	2,559	2,776	2,867	19.1%	459
State of Wisconsin	606,768	658,183	728,210	729,486	20.2%	122,718

Source: U.S. Census

Table 19: Seasonal Units

Minor Civil Division	1990	2000	2013	1990-2013 % Change	1990-2013 Net Change
City of Merrill	12	19	21	75.0%	9
Town of Merrill	59	48	107	81.4%	48
Town of Pine River	25	26	37	48.0%	12
Town of Scott	14	9	10	-28.6%	-4
Lincoln County	2,521	1,949	3,736	48.2%	1,215
State of Wisconsin	150,601	142,313	193,046	28.2%	42,445

Source: U.S. Census

The median age in the City of Merrill is likely to increase over the next 15 year. In 2011, the first of the Baby Boomers reached what used to be known as the retirement age of 65. It is estimated that there are over 77 million Baby Boomers in the United States comprising 20 percent of the nation's population. And for the next 18 years, Baby Boomers will be turning 65 at a rate of about 10,000 a day. As a result, over 20 percent of the nation's population will be over the age of 65 in 2029. In addition, with the advancement in medical technology and care, people are living longer lives which will contribute to the increase in the median age of communities.

The demand of an additional 696 housing units between 1990 and 2013 is likely due to the increase in total households over the time period. Total households increased by 822 over the 23 year period, see Table 21. The 21.0 percent growth in households is 3.8 percentage points higher than the increase in housing units. The net

increase in households in the City of Merrill was more than double the increase in the surrounding towns. However, the surrounding towns all increased households at a higher rate. The Town of Pine River experienced the highest rate of growth at 69.6 percent. The City of Merrill is the only municipality that increased households over the 23 year period at a slower rate than the state and county. As a result, the percentage of the county's households located in the City of Merrill decreased from 38.6 percent in 1990 to 28.3 percent in 2013. The decrease in the percentage of the county's households located in the City of Merrill indicates that the majority of growth the county is experiencing is taking place outside of the central City of Merrill.

The Wisconsin Department of Administration projects a 3.4 percent increase in households between 2015 and 2040 in the City of Merrill. Lincoln County is expected to increase households three times as fast over the same time period. Projections show that the City of Merrill will have a total

Table 20: Median Age

Minor Civil Division	1990	2000	2010	2013	1990-2013 % Change	1990-2013 Net Change
City of Merrill	34.5	37.3	40.4	41.3	19.7%	6.8
Town of Merrill	32.8	38.7	45.5	46.7	42.4%	13.9
Town of Pine River	31.8	37.0	46.0	46.6	46.5%	14.8
Town of Scott	32.5	37.3	42.6	42.1	29.5%	9.6
Lincoln County	34.9	38.9	44.7	45.3	29.8%	10.4
State of Wisconsin	32.9	36.0	38.5	38.7	17.6%	5.8

Source: U.S. Census

Table 21: Total Households

Minor Civil Division	1990	2000	2010	2013	1990-2013 % Change	1990-2013 Net Change
City of Merrill	3,919	4,183	4,175	4,741	822	21.0%
Town of Merrill	954	1,125	1,204	1,385	431	45.2%
Town of Pine River	519	673	754	880	361	69.6%
Town of Scott	399	458	537	578	179	44.9%
Lincoln County	10,159	11,721	12,094	16,743	6584	64.8%
State of Wisconsin	1,822,118	2,084,544	2,279,768	2,626,142	804,024	44.1%

Source: U.S. Census

Table 22: Household Projections

Minor Civil Division	2015	2020	2025	2030	2035	2040
City of Merrill	4,180	4,321	4,472	4,566	4,527	4,324
Town of Merrill	1,217	1,285	1,360	1,418	1,439	1,408
Town of Pine River	766	813	862	907	925	911
Town of Scott	551	597	646	690	715	714
Lincoln County	12,329	12,922	13,557	14,046	14,126	13,693
State of Wisconsin	2,371,815	2,491,982	2,600,538	2,697,884	2,764,498	2,790,322

Source: WI DOA

of 4,324 households in 2040, 144 more households than in 2015. WI DOA projections indicate the City's population will decrease 355 people over the same time period, a 3.8 percent decline, see Table 22. These projections support the trend of a decrease in average household sizes due to fewer people living within the same household. All municipalities, the County, and the State project a larger increase in households than population over the next 25 years.

The decrease in population aged 17 and under in Merrill, partially due to the transition to the 18 and over cohort during the decade, has a direct impact on the increase in households. The increase in total households combined with a decrease in population indicates that the sizes of households are decreasing. The City of Merrill declined persons per household by .18 persons between 1990 and 2013, see Table 23. Over the 23 year period, the City of Merrill has had a smaller average household size than the County, State, and the surrounding towns. In 2013, the City

of Merrill had an average household size of 2.28, roughly 0.05 less than the County and 0.27 less than the State.

The City of Merrill is projected to decrease their average household size an additional 0.17 over the next 25 years, see Table 24. The projected median household size in the City of Merrill in 2040 is 2.01. Lincoln County is also projected to decrease median household size over the 25 year period, decreasing from 2.26 in 2015 to 2.08 in 2040. A variety of national trends help explain the projected decrease in average household sizes. Roughly 20 percent of the nation's population is turning 65 over the next 19 years. The children of this generation are reaching adulthood and are moving out into their own homes. What was a household of four people is now split into two, possibly three households with 2 or fewer people per household. The children of Baby Boomers, many of which are Millennials, are the largest living generation in terms of population. Much of this generation has not yet reached the point in their lives where they are

Table 23: Average Household Size

Minor Civil Division	1990	2000	2010	2013	1990-2013 Net Change
City of Merrill	2.46	2.34	2.25	2.28	-0.18
Town of Merrill	2.85	2.65	2.47	2.45	-0.40
Town of Pine River	2.99	2.79	2.48	2.43	-0.56
Town of Scott	3.03	2.81	2.67	2.57	-0.46
Lincoln County	2.60	2.46	2.33	2.32	-0.28
State of Wisconsin	2.61	2.50	2.43	2.55	-0.06

Source: U.S. Census

Table 24: Average Household Size Projections

Minor Civil Division	2015	2020	2025	2030	2035	2040
City of Merrill	2.18	2.14	2.10	2.07	2.03	2.01
Town of Merrill	2.40	2.34	2.30	2.26	2.23	2.20
Town of Pine River	2.40	2.35	2.31	2.27	2.24	2.21
Town of Scott	2.59	2.53	2.48	2.44	2.41	2.37
Lincoln County	2.26	2.21	2.17	2.14	2.11	2.08
State of Wisconsin	2.38	2.35	2.32	2.30	2.28	2.26

Source: WI DOA

Table 25: Population Projections

Minor Civil Division	2015	2020	2025	2030	2035	2040
City of Merrill	9,345	9,460	9,625	9,690	9,500	8,990
Town of Merrill	2,920	3,015	3,135	3,215	3,215	3,105
Town of Pine River	1,840	1,910	1,990	2,060	2,070	2,010
Town of Scott	1,425	1,510	1,605	1,685	1,720	1,695
Lincoln County	28,415	29,170	30,100	30,750	30,580	29,355
State of Wisconsin	5,783,015	6,005,080	6,203,850	6,375,910	6,476,270	6,491,635

Source: WI DOA

starting families and having children, and trends show that more people are choosing to start families in their late 30's and early 40's. The delay in starting families and having children will continue to drive the average household size to 2 people per household in the future. This trend also helps explain the increase in median age.

The Wisconsin Department of Administration (DOA) prepares population projections for the state and local units. Based on DOA projections, see Table 25, Merrill will lose 355 residents from the year 2015 to 2040, a decline of 3.8 percent. During the same time period the county is projected to gain over 940 new residents, an increase of 3.3 percent. Surrounding towns are projected to gain about 545 residents through the year 2025 but start declining after 2035, following Merrill. Growth in the City of Merrill and Lincoln County are significantly lower than the projected growth in the State. The State of Wisconsin is projected to increase its population by 708,620 people, an increase of 12.3 percent. Only the Town of Scott (18.9%) is projected to increase population at a higher rate than the state. Based on household projections prepared by the Wisconsin DOA, the City of Merrill will grow by roughly 145 households between 2015 and 2040. In 2013 the City had approximately 4,741 housing units, so if it is assumed the number of vacant units remains constant, an additional 145 housing units will be needed.

The City of Merrill's zoning code should be evaluated to ensure the older housing can be improved to meet modern living requirements and preferences. This potentially includes reducing minimum lot sizes, setbacks, and yard requirements and allowing or encouraging more variety of housing types such as bungalow courts and attached single family homes. If zoning prevents existing lots from being redeveloped or homes improved, it can incentivize disinvestment in properties and increase blight. Many people prefer to live in traditional neighborhoods like the City of Merrill's established areas, but also want modern housing amenities.

A variety of housing related programs are available in Appendix B.

Goals, Objectives & Policies

The following Goals, Objectives, and Policies will help guide the City of Merrill to ensure housing to all people within the planning area.

Goal 1: Supply an affordable mixture of housing options that meet the needs of all community members.

Objective 1: Decrease the percentage of renters spending greater than 30 percent of household income.

Objective 2: Decrease the percent growth of median rent to State levels.

Objective 3: Increase the percentage of multifamily (2 or more units) and attached single-family housing units.

Objective 4: Increase the percentage of housing options that accommodate low/moderate income people, disabled, and physically limited citizens.

Policy 1: Work with developers to provide mixed-income, market rate housing developments and a broad range of housing choices (apartments, townhomes, and condominiums).

Policy 2: Work with developers on funding mechanisms and programs to help make developments affordable and profitable.

Policy 3: Promote the construction of multifamily housing units, specifically close to the central business district.

Policy 4: Eliminate and redevelop blighted properties and units.

Policy 5: Develop a homestead program or low interest loan program to assist and encourage home owners improving their housing units in targeted areas.

Policy 6: Encourage "universal design" in all new units and modifications allowing a wide range of tenants and owners, especially near business districts and important services.

Policy 7: Promote "universal design" apartments near healthcare facilities and daily amenities.

Goal 2: Improve the housing stock, developing new housing that is in walking distance to food and entertainment options, to accommodate and attract new households.

Objective 1: Increase the percentage of renter occupied housing units with 2-3 bedrooms.

Objective 2: Identify target locations and develop a long range development plan for individual neighborhoods.

Objective 3: Develop assistance/improvement programs for low income homeowners to make property improvements.

Objective 4: Evaluate the zoning code in relation to its effect on older housing and the development/redevelopment potential of existing lots.

Policy 1: Eliminate and redevelop distressed/blighted housing units and lots.

Policy 2: Promote the construction of smaller housing units and multifamily units in close proximity to the central business area.

Policy 3: Work with the County to acquire delinquent tax properties for redevelopment opportunities.

Policy 4: Create developer incentives to encourage multifamily housing options and new developments (e.g. reduced permit fees and review times, increased density and building height, etc.).

Policy 5: Develop a homestead program in targeted areas to promote investment in distressed neighborhoods.

Policy 6: Develop a neighborhood housing TIF in blighted areas incentivizing redevelopment.

Policy 7: Ensure all vacant lots conform to the city's building code.

Policy 8: Aggressively enforce building inspection violations, enforce repairs, and document repeat offenders.

Policy 9: Increase developable land by exploring and implementing annexation agreements where feasible.

Goal 3: Eliminate dilapidated and tax delinquent housing units, especially in downtown areas, maximizing property values.

Objective 1: Reduce tax delinquent properties in the City.

Objective 2: Reduce blighted residential property.

Objective 3: Increase median housing values to Lincoln County levels.

Policy 1: Aggressively market vacant lots for redevelopment or improve them for public benefit with features such as pocket parks or rain gardens to improve nearby property values.

Policy 2: Work with County to collect property taxes from all land owners and tighten up the foreclosure process on delinquent properties.

Policy 3: Create an aggressive redevelopment plan on non-paying/ delinquent properties.

Policy 4: Strictly enforce building codes and violations and ensure housing units are safe.

Policy 5: Continue to apply for CDBG grants for income eligible home owners wishing to repair homes.

Policy 6: Develop a neighborhood housing Tax Incremental Financing program in blighted areas incentivizing redevelopment.

Policy 7: Apply for grants to help purchase, redevelop, and fund residential property projects.



Single family residential home.

City of Merrill
Redevelopment Authority (RDA)

Tuesday, September 6th, 2016 at 8:00 A.M. – **Closed Session**
City Hall Common Council Chambers

RDA Present: Bill Bialecki, Amanda Kostman, Tim Haight, Jill Laufenberg,
Karen Karow, and Tony Kusserow

RDA Absent: Ryan Schwartzman

Others: Alderperson Mary Ball, City Administrator Dave Johnson,
Finance Director Kathy Unertl, City Attorney Tom Hayden,
Public Works Director Rod Akey, City Building Inspector Darin
Pagel, Mary Rajek from Redevelopment Resources, and Ken
Maule from Lincoln County Economic Development Corp. (LCEDC)

There are separate Open Session meeting minutes.

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:

Request for Proposal housing responses for 1905 E. 14th St. (former Fox Point site)

Motion (Laufenberg/Karow) to move to closed session. Motion carried 6-0 on roll call vote at 8:30 a.m.

Discussion focused upon review of the draft summary comparison of the two proposals and the developer proposals. The construction investment difference of \$4.0 million for S. C. Swiderski and \$9.8 million for Horizon/MAHA will be added. The difference in HVAC will be added with wall-mounted air conditioners for Swiderski and forced-air heating/cooling for Horizon/MAHA.

There was discussion concerning the quality of construction of the Jackson Street apartments. Unertl advised that Clerk-Treasurer staff had review several years of public nuisance complaints. Only two January 2016 formal written complaints were identified related to potential mold growth. City Building Inspector Pagel advised that any building without adequate air circulation could lead to potential mold conditions.

In response to RDA Commission Laufenberg's question on how the tax increment projects were developed, Unertl distributed revised draft for the Swiderski proposal more clearly identifying that actual 1/1/2015 Jackson St. improved assessment valuations were used. Unertl took the total improved valuations for the two apartment complexes and then divided by number of units. The resulting average per unit was used in Unertl's calculations for the proposed Fox Point apartments.

As to Swiderski request for potential \$250,000 in additional TIF development financial assistance, e-mail response from City Utility Manager Kim Kriewald was provided with the summary proposal comparison. Soil conditions encountered in past utility construction projects in the area indicated gravely clay with no indication of potential rock. There is adequate municipal water and sanitary sewer available to the site. In addition, the City Street Department would handle removal of asphalt and concrete on the Fox Point site for reuse in future City infrastructure projects.

Representatives from both developers will be at the Redevelopment Authority meeting on Monday, September 19th to present their proposal and answer questions from RDA Commissioners, City staff, and the public.

Adjournment: Motion (Karow/Kusserow) to adjourn at 9:10 a.m. Carried.

Minutes prepared by RDA Secretary Kathy Unertl

City of Merrill
Redevelopment Authority (RDA)

Monday, September 19th, 2016 at 6:00 P.M.
City Hall Common Council Chambers

RDA Present: Bill Bialecki, Amanda Kostman, Tim Haight, Jill Laufenberg, Karen Karow, Tony Kusserow, and Ryan Schwartzman

Others: Alderpersons John Burgener, Mary Ball, Rod Norton, and Tim Meehean, 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), John Donovan from S.C. Swiderski, LLC, Scott Kwiecinski from Horizon and Paul Russel from Merrill Area Housing Authority (MAHA), Jeremy Ratliff from Merrill Courier, IT Manager Ron Turner livestreaming the meeting, a student from MAPS taping the meeting, and about fifteen interested individuals

Call to Order: Chair Bialecki called the meeting to order at 6:00 p.m.

Consider approval of meeting minutes:

Motion (Schwartzman/Karow) to approve the RDA meeting minutes from September 9th, 2016. Carried.

Presentations and Questions/Answers from housing developers for 1905 14th St. (former Fox Point site):

S. C. Swiderski, LLC: John Donovan highlighted the S.C. Swiderski, LLC experience in residential apartment development. In Merrill, the firm already has 160 rental units on Jackson Street and 12 larger rental units with attached garages on Semling Drive. In response to the fall-out of the 2008 economic collapse, S.C. Swiderski identified the gap for rental housing in the region. The firm has about 1,200 rental units with another 400 under construction, and another 600 – 800 in design.

The Swiderski housing proposal is for four buildings (i.e. two 12 units and two 16 units – for total of 56 apartments) with market rate rents ranging from \$720 for one bedroom to \$995 for three bedroom. Construction could begin in spring 2017 with occupancy potentially by the end of 2017. In response to questions, Donovan advised that firm is reviewing installation of air exchange units in planning new developments.

Unertl asked about the Semling Drive rental pace. Donovan responded that they were a bit surprised by the demand for the larger units with attached garages. Rents range from \$995 to \$1,100. All 12 units are rented.

Horizon/MAHA: Scott Kwiecinski from Horizon highlighted on the proposed residential development involving three buildings with twenty-units in each building. There would be 51 affordable units and 9 market-rate apartments. All units would have 1st floor private entries. Nine of the twenty units in each building would have attached garages. No other covered parking is proposed. Greenspace and stormwater drainage are included in their plan, as well as leasing office and small-scale social area.

Development timeframe is dependent upon WHEDA (Wisconsin Housing and Economic Development Authority) tax credit financing. Applications are due in January 2017 with tax credit awards announced in late April/early May. Construction could start in late 2017 with occupancy in summer of 2018.

MAHA would control and manage the housing development. Waiting lists were noted for all types of MAHA housing.

Dean Hass: Asked about WHEDA tax credits. Swiecinski advised that investors provide financing for the development in return for Federal tax credits that support affordable housing options. Hass opposes tax credit use.

Warren Ament: Works for subcontractor building S.C. Swiderski developments. Both developers responded that there would be competitive bidding for construction work.

Paul Wagner: As employee of Church Mutual Insurance and member of MAHA, Wagner emphasized having quality housing product that was affordable.

Mary Rajek: Based upon her work with Redevelopment Resources, Rajek commented on the link between community development, business, and housing. There is need for affordable housing in communities. The low vacancy rate for rental housing in Merrill was also noted.

Karen Karow: She reported that someone contacted her concerned with Washington School enrollment and capacity.

MAHA Executive Director Paul Russell commented that not all potential tenants would have children. Russell noted about 40 to 50 families on MAHA housing waiting list.

Gene Bebel emphasized that having new kids could be positive development for Merrill Area Public Schools (MAPS). Although elementary school space is bit tighter, there is lots of vacant space at the middle school and the high school. Middle school has capacity for 1,000 students with enrollment trend heading toward 500 and high school has capacity for 1,100 with enrollment trend heading toward 800.

Bill Bialecki: Bialecki asked about long-term ownership of the proposed Horizon/MAHA development. There is 10-year tax credit period, followed by 5-year compliance period. Merrill Area Housing Authority (MAHA) could potentially purchase the housing development after Year 15 is complete.

In response to question about development of the Premier Apartments (by Merrill Area Recreational Complex), City Administrator Dave Johnson reported Phase 1 involves 36 units with potential for two additional phases based upon rental experience.

Public Comment: There was no additional public comment.

RDA meeting: Next RDA meeting is scheduled for Tuesday, October 4th 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:

Request for Proposal housing responses for 1905 E. 14th St. (former Fox Point site); possible recommendation for developer; and potential TID No. 10 development incentives.

Motion (Schwartzman/Kostman) to move to closed session. Motion carried 7-0 on roll call vote at 7:50 p.m.

There was discussion on above item.

Adjournment: Motion (Karow/Laufenberg) to adjourn at 8:17 p.m. Carried.

Minutes prepared by RDA Secretary Kathy Unertl

City of Merrill
Redevelopment Authority (RDA)

Monday, September 19th, 2016 at 6:00 P.M. – **Closed Session**
City Hall Common Council Chambers

RDA Present: Bill Bialecki, Amanda Kostman, Tim Haight, Jill Laufenberg,
Karen Karow, Tony Kusserow, and Ryan Schwartzman

Others: Alderpersons John Burgener, Mary Ball, Rod Norton, and Tim
Meehean, City Administrator Dave Johnson, Finance Director
Kathy Unertl, City Attorney Tom Hayden, Public Works Director
Rod Akey, Mary Rajek from Redevelopment Resources, and Ken
Maule from Lincoln County Economic Development Corp. (LCEDC)

There are separate Open Session meeting minutes.

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:

Request for Proposal housing responses for 1905 E. 14th St. (former Fox Point site); possible recommendation for developer; and potential TID No. 10 development incentives.

Motion (Schwartzman/Kostman) to move to closed session. Motion carried 7-0 on roll call vote at 7:50 p.m.

From the developer presentations, a number of items needing follow-up were identified. In response to John Donovan's comment that potential assessment valuation were low, RDA Commissioner Laufenberg asked if Unertl was still comfortable with methodology used for tax increment projections for the Swiderski proposal. City staff will follow-up with City assessor from Bowmar Appraisal.

Only nine (9) of the twenty (20) units in each of the Horizon/MAHA proposed buildings will have attached garages. No other garages are in the proposal. RDA Commissioners expressed need for garages.

There was extensive discussion of the potential timing of new construction. The Swiderski development could be spring 2017 start dependent upon successfully negotiation of development agreement; potential approval by Plan Commission and Common Council of Planned Unit Development (PUD) zoning; and the developer securing financing. In contrast, the Horizon/MAHA proposal is dependent upon obtaining Wisconsin Housing and Economic Development Authority (WHEDA) Section 42 tax credits. The tax credit application is first due in January 2017 with awards typically announced at the end of April or early May.

Issues discussed related to the Swiderski proposal include willingness to have air exchange units and potential for better soundproofing between apartment units. The Swiderski proposal does not address stormwater. There were also concerns expressed related to landscaping and future maintenance.

RDA Commissioners expressed positive comments on Merrill Area Housing Authority (MAHA) management of the proposed Horizon development. Schwartzman emphasized that MAHA buys appliances from both appliance businesses in Merrill. MAHA would have the opportunity to purchase the development after fifteen-year tax credit timeframe. Significant reinvestment improvements are being implemented at both Park Place and Jenny Towers.

City staff will follow-up with both developers to clarify information. There will be both Open and Closed sessions at the Tuesday, October 4th RDA meeting.

Adjournment: Motion (Karow/Laufenberg) to adjourn at 8:17 p.m. Carried.

Minutes prepared by RDA Secretary Kathy Unertl

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 \$ 50.00

Application Date: 5-10-17

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 7/26/17 and ending 7/30/17 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
 - Chamber of Commerce or similar Civic or Trade Organization
 - Veteran's Organization
 - Fair Association

(a) Name Fraternal Order of Eagles Aerie 584

(b) Address 1205 Lake St Merrill WI 54452
(Street) Town Village City

(c) Date organized 11-4-1903

(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:

(f) Names and addresses of all officers:

President Robert Grusnick 44573 Wood Duck Ln Merrill WI 54452

Vice President Mike Opichka 1500 E 1st St Merrill, WI 54452

Secretary Scott Doerr 908 N. Cleveland St Merrill, WI 54452

Treasurer Ned Seubert 1413 Highland Dr Merrill, WI 54452

(g) Name and address of manager or person in charge of affair: Bryan Plautz 44962 Hillside Dr Merrill, WI 54452

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Merrill Festival Grounds

(b) Lot _____ Block _____

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

(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: _____

3. Name of Event

(a) List name of the event Lincoln County Fair

(b) Dates of event July 26, 27, 28, 29, 30

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 Scott Doerr 5-10-17
(Signature/date)

Officer [Signature] 5-10-17
(Signature/date)

Date Filed with Clerk 5/12/17

Date Granted by Council _____

Fraternal Order of Eagles
(Name of Organization)

Officer Ned R Seubert 5-10-17
(Signature/date)

Officer _____
(Signature/date)

Date Reported to Council or Board _____

License No. _____

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 \$ 10.00

Application Date: 5-10-17

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 9/4/17 and ending 9/4/17 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
 - Chamber of Commerce or similar Civic or Trade Organization
 - Veteran's Organization Fair Association

(a) Name Fraternal Order of Eagles Aerie 584

(b) Address 1205 Lake St Merrill WI 54452
(Street) Town Village City

(c) Date organized 11-4-1903

(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:

(f) Names and addresses of all officers:

President Robert Gorusnick 4573 Wood Duck Ln Merrill WI 54452

Vice President Mike Opichka 1500 E 1st St Merrill, WI 54452

Secretary Scott Doerr 908 N. Cleveland St Merrill, WI 54452

Treasurer Ned Seibert 1413 Highland Dr Merrill, WI 54452

(g) Name and address of manager or person in charge of affair: Bryan Plautz 4962 Hillside Dr Merrill, WI 54452

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Merrill Festival Grounds

(b) Lot _____ Block _____

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

(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: _____

3. Name of Event

(a) List name of the event Labor Day Celebration

(b) Dates of event September 4, 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 Scott Doerr 5-10-17
(Signature/date)

Officer [Signature] 5/10/17
(Signature/date)

Date Filed with Clerk 5/12/17

Date Granted by Council _____

Fraternal Order of Eagles
(Name of Organization)

Officer Ned R. Seibert 5-10-17
(Signature/date)

Officer _____
(Signature/date)

Date Reported to Council or Board _____

License No. _____

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 \$ 50 - pd 4/25/17 Application Date: 4/24/17
 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 July 26 and ending July 30 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
 - Chamber of Commerce or similar Civic or Trade Organization
 - Veteran's Organization Fair Association

(a) Name Merrill Wrestling

(b) Address N716 CITY RD W
(Street) Town Village City

(c) Date organized 1973

(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:

(f) Names and addresses of all officers:

President Jon Leiskau

Vice President Tom Smith

Secretary Angie Fleischman

Treasurer Sara Schenzel

(g) Name and address of manager or person in charge of affair: Roger Wendorf

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Fair Grounds

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? we have a tent and fence around the premises

(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.

3. Name of Event

(a) List name of the event Merrill Fair

(b) Dates of event _____

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.

Merrill Wrestling Club
(Name of Organization)

Officer Roger Wendorf
(Signature/date)

Officer _____
(Signature/date)

Officer Jon Leiskau 3-26-17
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk 4/25/17

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

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 \$ 50-

Application Date 05-16-2017

County of ~~Spokane~~ Lincoln

Town Village City of Merrill WI

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 July 26 2017 and ending July 30 2017 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
- Chamber of Commerce or similar Civic or Trade Organization
- Veteran's Organization
- Fair Association

(a) Name VFW Post 1638

(b) Address 205 N Cleveland St Merrill WI 54452

(Street)

Town Village City

(c) Date organized 01-04-1942

(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

(f) Names and addresses of all officers

President John Rathke N2910 Hinz Rd Merrill WI 54452

Vice President Arnold Viljevac 103 Pier St Merrill WI 54452

Secretary Susan Gleason W4443 Biscayne Bay Merrill WI 54452

Treasurer Michele Rathke N2910 Hinz Rd Merrill WI 54452

(g) Name and address of manager or person in charge of affair

Susan Gleason W4443 Biscayne Bay Merrill WI 54452

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number VFW Post 1638 Festival Ground

(b) Lot _____ Block _____

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

(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

3. Name of Event

(a) List name of the event Lincoln County Fair - 2017

(b) Dates of event July 26 2017 - July 30 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

VFW Post 1638
(Name of Organization)

Officer Michele A Rathke 05-16-17
(Signature/date)

Officer _____
(Signature/date)

Officer [Signature]
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk 5/16/17

Date Reported to Council or Board _____

Date Granted by Council _____

License No _____

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 \$ 20-

Application Date 05-16-2017

Town Village City of Merrill WI

County of ~~Lincoln~~ 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 July 7 2017 and ending July 8 2017 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
- Chamber of Commerce or similar Civic or Trade Organization
- Veteran's Organization
- Fair Association

(a) Name VFW Post 1638

(b) Address 205 N Cleveland St Merrill WI 54452
(Street) Town Village City

(c) Date organized 01-04-1942

(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

(f) Names and addresses of all officers

President John Rathke N2910 Hinz Rd Merrill WI 54452

Vice President Arnold Viljevac 103 Pier St Merrill WI 54452

Secretary Susan Gleason W4443 Biscayne Bay Merrill WI 54452

Treasurer Michele Rathke N2910 Hinz Rd Merrill WI 54452

(g) Name and address of manager or person in charge of affair

Susan Gleason W4443 Biscayne Bay Merrill WI 54452

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number VFW Post 1638 Festival Ground

(b) Lot Block

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

(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

3. Name of Event

(a) List name of the event Merrill City Tractor Pull

(b) Dates of event July 7, 2017 - July 8, 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

VFW Post 1638
(Name of Organization)

Officer Michele Rathke 05-16-17
(Signature/date)

Officer JHC
(Signature/date)

Date Filed with Clerk 5/16/17

Date Granted by Council

Officer (Signature/date)

Officer (Signature/date)

Date Reported to Council or Board

License No

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-
 Town Village City of Merrill WI

Application Date 05-16-2017
County of ~~Sproul~~ 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 Aug 5 2017 and ending Aug 5 2017 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
 - Chamber of Commerce or similar Civic or Trade Organization
 - Veteran's Organization
 - Fair Association

(a) Name VFW Post 1638

(b) Address 205 N Cleveland St Merrill WI 54452
(Street) Town Village City

(c) Date organized 01-04-1942

(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

- (f) Names and addresses of all officers
- President John Rathke N2910 Hinz Rd Merrill WI 54452
 - Vice President Arnold Viljevac 103 Pier St Merrill WI 54452
 - Secretary Susan Gleason W4443 Biscayne Bay Merrill WI 54452
 - Treasurer Michele Rathke N2910 Hinz Rd Merrill WI 54452

(g) Name and address of manager or person in charge of affair
Susan Gleason W4443 Biscayne Bay Merrill WI 54452
PH# 715 216 6431

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number VFW Post 1638 Festival Ground

(b) Lot _____ Block _____

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

(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

3. Name of Event

(a) List name of the event VFW Post 1638 75th Anniversary Celebration

(b) Dates of event August 5, 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

VFW Post 1638
(Name of Organization)

Officer Michele Rathke 05-16-17
(Signature/date)

Officer _____
(Signature/date)

Officer Jh Crnk
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk 5/16/17

Date Reported to Council or Board _____

Date Granted by Council _____

License No _____

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village City of Marrill County of Lincoln

The undersigned duly authorized officer(s)/members/managers of V-F Inc
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Los Mezcals
(trade name)

located at 3340 E Main St

appoints Valeria Melendez
(name of appointed agent)

1505 Daffodil Lane Wausau WI
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 15 years

Place of residence last year Marshfield WI

For: V-F
(name of corporation/organization/limited liability company)

By: [Signature]
(signature of Officer/Member/Manager)

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Valeria Melendez, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 5-15-17
(signature of agent) (date)

Agent's age 28

1505 Daffodil Lane Wausau WI 54401
(home address of agent)

Date of birth 1-8-1990

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(date) (signature of proper local official) (town chair, village president, police chief)

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Melendez		Valeria			
Home Address (street/route)		Post Office	City	State	Zip Code
1505 Daffodil Lane			Wausau	WI	54401
Home Phone Number		Age	Date of Birth	Place of Birth	
715-252-7234		27	1-8-1990	O.S	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.

Manager of V-F Inc
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 12 yrs
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
El Mez	8700 Hwy St Marinon	2011	May 2015
Los Mezcals	3340 East Main St. Merrill, WI	2015	Present

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 15th day of May, 20 17

Julie R. Bottom
(Clerk/Notary Public)

[Signature]
(Signature of Named Individual)

My commission expires 05-17-2020



**LIQUOR AND BEER LICENSE APPLICATIONS
CITY OF MERRILL, LINCOLN COUNTY, WISCONSIN
JULY 1, 2017 TO JUNE 30, 2018 LICENSE PERIOD**

CLASS B COMBINATION LICENSE

3's Company LLC Bruce Schwartzman, Agent	3's Company	3201 E. Main St.
All Aboard LLC Marion L. Clark, Agent	All Aboard	315 E. 2 nd Street
Eggers, Shirley	Avenue Bar	405 Grand Avenue
B's Club 107 LLC Brenda Lawrie, Agent	B's Club 107	2410 State Rd 107
M & C Entertainment LLC Cheryl Fick, Agent	Ballyhoo's	124 N. Prospect Street
Berlin's Trophy Bar LLC Gregory T. Berlin, Agent	Berlin's Trophy Bar	808 E. Main Street
Bluejays Nest LLC Don Boquist, Agent	Bluejays Nest	3209 E. Main Street
Schultz, Stephen Allen	Collin's Bar & Grill	2501 W. Main St
Fick, Traci L.	Dat Bar	1404 W. Main Street
Fraternal Order of Eagles, Inc. Scott Doerr, Agent	Eagle's Club	1205 N. Lake Street
Kort LLC Ardis K. Kort, Agent	Gesundheit	1300 E. Main Street
Humphrey's Pub LLC Beth M. Humphrey, Agent	Humphrey's Pub	500 W. Main Street
JWM-CO LLC James W. Merkel, Agent	Jimbo's	1007 E. Main Street
Johnny T's Bar & Deli Inc Johnathan Timm, Agent	Johnny T's Bar	116 N. Prospect Street
Hinz, Calvin L.	Kathy & Cal's Club 64	2405 W. Main Street
Lincoln Lanes, Inc. Mark M. Bares, Agent	Lincoln Lanes	1208 N. Center Ave.
V-F Inc Valeria Melendez, Agent	Los Mezcales	3340 E. Main Street

Plautz's Pub LLC David R Plautz, Agent	Plautz's Pub	310 E. 2 nd Street
Texas Recreation Center, Inc. Michael Malinowski, Agent	Merrill Public Golf Course	1601 O'Day Street
Kim's Wisconsin LLC Qemal Alimi, Agent	New Pine Ridge Restaurant	1302 N. Center Ave
Merrill Social & Sick Benefit Society Amanda Lepsch, Agent	S & S Bar	418 Grand Avenue
Jespersion, Flori A.	Salvo's Restaurant	201 E. 2 nd Street
Schmitt-Manecke-Donner VFW Post 1638 John Charles Rathke, Agent	VFW Post 1638	205 Cleveland Street

CLASS A COMBINATION LICENSE

Bonnell's, Inc. David J. Bonnell Jr., Agent	Dave's County Market	300 E. 1st Street
LeeLynn, LLC William Schultz, Agent	Lee's Piggly Wiggly	3404 E. Main Street
Kwik Trip, Inc. Heather Timm, Agent	Kwik Trip #386	2311 E. Main Street
Kwik Trip Inc Angela R. Grefe, Agent	Kwik Trip #241	300 S. Pine Ridge Ave
Krist Oil Company Linda Hackbarth, Agent	Krist Food Mart #88	105 S. Center Avenue
Heartland Cooperative Services Susan White, Agent	Merrill Cenex	1300 N. Center Avenue
Lotter II LLC Franklin R Lotter, Agent	Lotter's Merrill Mobil	1201 Grand Avenue
Merrill Shell LLC Howard L. Wagner, Agent	Merrill Shell	604 S. Center Avenue
Carkelsy, Inc Gary L. Schwartz, Agent	Pine Ridge Convenience Store	3350 E. Main Street
RStore Merrill LLC Linda Kayzar, Agent	RStore #40	1001 N. Center Avenue

CAP Operations Gail Ann Closser, Agent	Holiday #71	702 N. Center Avenue
Walgreen Co. Jane L. Zipperer, Agent	Walgreens #10574	101 N. Center Avenue
Wal-Mart Stores East, LP Lindsey Roberts, Agent	Wal-Mart #1366	505 S. Pine Ridge Avenue

CLASS B BEER LICENSE

Merrill Hockey, Inc. Cheryl Skoug, Agent	Merrill Hockey	1100 Marc Drive
PH Hospitality Group LLC Brenda Blixt, Agent	Pizza Hut	901 N. Center Avenue
Cherss LLC Rickey Dean Scott, Agent	Skipper's Restaurant	812 E First St

CLASS A BEER LICENSE

Pier 2 Citgo LLC Jennifer Bienfang, Agent	Pier 2 Cenex	504 E 2 nd Street
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CLASS A BEER LICENSE WITH CIDER

CAP Operations Mary Baumann Hofele, Agent	Holiday #49	1312 W Main Street
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CLASS B BEER AND CLASS C WINE

PMSR LLC Vicki Davis, Agent	The Checkered Churn	914 E Main St
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CLASS C WINE

DSwan LLC Dawn R Swan, Agent	First Street Coffee Station	809 E. 1 st Street
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William N. Heideman, CMC, WCMC
City Clerk

Changes on Liquor License Applications for 2017-2018

Collin's Bar – premise description change to include horseshoe pits & bean bag area

R-Store – Agent is now: Linda Kayzar

Eagle's – President now Robert Grusnick & new member Mike Opichka (VP)

Johnny T's – Johnathan Timm is now the agent

Wal-Mart – Matthew Allen new member

Skipper's – changed from Class B Beer/Class C Wine to just Class B Beer

Merrill Cenex (Heartland Coop) – new director Eric Vogel

Lee's Piggly Wiggly – owners new home address

Pier 2 – Robert Gremler no longer President (deceased)

Plaut'z Pub – Heather Plautz removed as VP

Merrill Hockey – Stacy Hagenbucher (Treasurer) new member

V-M Inc (Los Mezcales) member change/new agent – Valeria Melendez (change also being approved at this meeting for license expiring 6/30/17)

VFW Post 1638 – new VP

5/17/17

April 28, 2017

To : City of Merrill

Mr. Bill Heidmanm

From : Ballyhoo's

Mr. Mike Fike

Re: Extension of premise 07-22-2017

We are requesting extension of premise for our liquor/beer sales from Ballyhoo's to fenced in area east of front door into the park next to Park Place. Date & time requested is for July 22nd 2017 from 11am to 11pm as in years past for Lobsterfest. Our anticipated approximate number of people attending will +/- 500 .

Any questions/concerns please feel free to call me on my cell, (920) 889-0675.

Thank you,



Mike Fick

REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: Tuesday – May 23rd, 2017

Request by: Finance Director Kathy Unertl

Describe below the item(s) you wish to have put on the agenda:
(please attach any pertinent information):

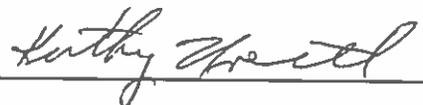
Consider writing off 2016 uncollectable personal property tax bill of \$110.40

- Roberts Broadcasting – 1006 W. Main St.

Radio station business sold in January 2017. Owner lives out-of-state and this personal property tax bill is uncollectable.

Will be charged to 10-51910-03-40000 **Over-Collected Taxes account** and City of Merrill will file necessary State paperwork to recover funds from other local units of government.

City Attorney's Office continues collection efforts on delinquent personal property tax bills for two other operating businesses (\$940.15 for 2015 & 2016 and \$235.20 for 2016).

Signed: 

Date: 5/10/2017



CITY OF MERRILL

Office of the City Attorney
Thomas N. Hayden, City Attorney

1004 East First Street • Merrill, Wisconsin • 54452
Phone (715) 539-3510 • FAX (715) 536-0514
e-mail: tom.hayden@ci.merrill.wi.us

M E M O R A N D U M

DATE: May 8, 2017
TO: Finance Director Unertl
FROM: City Attorney Thomas N. Hayden
RE: Personal Property Tax for Roberts Broadcasting

I am requesting that the attached billing statement be written off as this building/business was sold and previous owners live out of state on the west coast.

ROBERTS BROADCASTING \$110.40 w/interest of \$4.42 and Penalty \$2.20 through
May for a total of \$117.02.

Thank you

CITY OF MERRILL TREASURER
CITY HALL
1004 E 1ST ST
MERRILL WI 54452-2560

4/17/17

251-000-000752

ROBERTS BROADCASTING
1106 W MAIN ST
MERRILL WI 54452

Records in the office of the CITY OF MERRILL TREASURER show that personal property taxes have not been paid for the following described property:

ROBERTS BROADCASTING

The tax amount on this property will bear interest at the rate of 1.00% per month and may include an additional penalty of .50% per month retro active to February 1 of the year they were due. The table below shows the amount of tax, interest and penalty due depending on the date you pay.

Make checks payable to CITY OF MERRILL. Address all inquiries and correspondence to:
CITY OF MERRILL TREASURER
CITY HALL
1004 E 1ST ST
MERRILL WI 54452-2560

Please return this notice with your remittance. If you have already made payment, please disregard this notice.

<u>Year of tax</u>	<u>Tax</u>	<u>Interest</u>	<u>Penalty</u>	<u>Total due</u>	<u>On or before</u>
2016	110.40	3.31	1.66	115.37	4/30/17
2016	110.40	4.42	2.20	117.02	5/31/17

REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: Tuesday - May 23rd, 2017

Request by: Finance Director Kathy Unertl

Describe below the item(s) you wish to have put on the agenda:
(please attach any pertinent information):

Consider writing off 2016 over-collected real estate tax bill of \$852.24

- 1005 Grand Ave. (Owner - Budde Steinbeck – Deceased)

Raze Order had been issued to this abandoned residence. **No City building permit was issued** which is what the City Assessor reviews in making assessment changes.

Will be charged to 10-51910-03-40000 **Over-Collected Taxes account** and City of Merrill will file necessary State paperwork to recover funds from other local units of government.

Signed: 

Date: 4/25/2017

12.2.a

Attachment: P-F RE Writeoff - 1005 Grand Ave. (2510 : Request to write-off RE tax bill for 1005 Grand

Packet Pg. 112

City of Merrill - 1005 Grand Ave. -
Budde Steinbeck - Deceased2016 Property Tax
Write-Off (Over-Collected)

No building permit for 11/2015 demolition was issued (Raze Order). As a result, the 1/1/2016 assessment included \$30,800 Improved Valuation.

PIN 251-3106-112-0073
Parcel Number 34.0040-000-959-00-00Property Tax Status:
Tax Delinquent beginning with 2013 taxes

Estimated Fair Market Value

	2016 Fair Market Value	Corrected Fair Market	
Land	\$4,900	\$4,900	
Improved	\$27,800	\$0	
Total	\$32,700	\$4,900	(\$27,800)

Assessed Valuation

	2016 Assessment	Corrected Assessment	
Land	\$5,400	\$5,400	
Improved	\$30,800	\$0	
Total	\$36,200	\$5,400	(\$30,800)

Property Tax Bill Calculation:

	Tax Rate	2016 Tax Bill	Revised 2016 Tax Bill	Write-off
State	0.000153056	\$5.54	\$0.83	\$4.71
Lincoln County	0.005305144	\$192.05	\$28.65	\$163.40
City of Merrill	0.014314745	\$518.19	\$77.30	\$440.89
School - MAPS	0.006755891	\$244.57	\$36.48	\$208.09
Technical - NTC	0.001141292	\$41.31	\$6.16	\$35.15
First Dollar CR		(\$66.51)		
Lottery CR		(\$115.67)		
Net Tax Rate	0.027670128	\$819.48	\$149.42	\$852.24

School Tax CR (0.001523907) Include in Schools - MAPS Tax Rate

Projected Revenue	\$411.35
- Other Governmental Units after the PC-201 Inquiry Related to Rescinded or Refunded Taxes.	

Over-Collected Taxes - 10-51910-03-40000

Steinbeck 2016-Over-Collected

Revised: 4/21/2017

STATE OF WISCONSIN
REAL ESTATE PROPERTY TAX BILL FOR 2016
CITY OF MERRILL
LINCOLN COUNTY

Bill / Page No. 712

IMPORTANT: Correspondence should refer to tax number
See reverse side for important information
Be sure this description covers your property. This description is for
property tax bill only and may not be a full legal description.

BUDDE STEINBECK
1005 GRAND AV
KLEBER BROS ADDN
LT 3 BLK 5
*959
V478 P155

251-3106-112-0073

BUDDE STEINBECK
1005 GRAND AV
MERRILL WI 54452

s/b zero

5,400



Assessed Value Land 5,400	Ass'd Value Improvements 30,800	Total Assessed Value 36,200	Avg. Assmt. Ratio 110.87%	Net Assessed Value Rate (Does NOT reflect Credits) .027670128	
Est. Far Mkt. Land 4,900	Est. Far Mkt. Improvements 27,800	Total Est. Far Mkt. 32,700	Avg. Assmt. Ratio (Report Prior Year's Ass) SEE TREAS	School taxes reduced by school levy tax credit 55.16	
Taxing Jurisdiction #01	2015 Est. State Aids Allocated Tax Dist.	2016 Est. State Aids Allocated Tax Dist.	2015 Net Tax	2016 Net Tax	% Tax Change
STATE OF WISCONSIN			7.77	5.54	28.7
LINCOLN COUNTY	317,740	315,178	264.07	192.05	27.3
CITY OF MERRILL	3,825,755	3,862,287	696.65	518.19	25.6
MERRILL SCHOOL	6,106,744	5,970,322	365.11	244.57	33.0
NORTHCENTRAL TECH	479,614	432,438	57.74	41.31	28.5
Total	10,729,853	10,580,225	1,391.34	1,001.66	28.0
	First Dollar Credit		62.83	61.51	2.1
	Lottery & Gaming Credit		101.50	115.67	14.0
	Net Property Tax		1,227.01	824.48	32.8

Make Check Payable to:
CITY OF MERRILL
CITY OF MERRILL TREASURER
CITY HALL
1004 E 1ST ST
MERRILL WI 54452-2560

Full Payment Due On or Before January 31, 2017	
\$ 1,253.05	
Or pay this following installments	
1/31/2017	473.05
2/28/2017	156.00
3/31/2017	156.00
4/30/2017	156.00
5/31/2017	156.00
6/30/2017	156.00

Net Property Tax	824.48
NOXIOUS WEEDS	211.00
DELINQUENT WAT	217.57

FOR INFORMATIONAL PURPOSES ONLY - Voter-Approved Temporary Tax Increases	Total Additional Taxes	Total Additional Taxes Applied To Property	Year Increase Ends
Taxing Jurisdiction			
34. 40	.000.959.00.00		

TOTAL DUE FOR FULL PAYMENT
PAY BY JANUARY 31 2017
\$ 1,253.05
Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty. Failure to pay on time. See reverse.

Return this portion with payment.

BUDDE STEINBECK
1005 GRAND AV
MERRILL WI 54452

Total Due for Full Payment: 1,253.05
Installment Payment: 473.05
Payment Date: 1/31/2017

Amount Enclosed \$ _____

Check For Billing Address Change

Make check payable and mail payments to:
MERRILL CITY TREASURER
1004 E 1ST ST
MERRILL WI 54452-2560



251-3106-112-0073



AIRPORT COMMISSION MEETING
Wednesday, April 19, 2017 at 7:00 p.m.
Merrill Municipal Airport

MINUTES

Members Present: Chairman Gary Schwartz, Gary Schulz, Lyle Banser, Joe Malsack, Airport Manager Rich McCullough, Alderman Ryan Schwartzman

Also Present: Steve Krueger, Larry Wenning, Rich and Marlene Lussow, Alderman Mary Ball, Joe Hayden, Don and Andrew Kremy

1. Meeting Called to Order - Chairman Schwartz called the meeting to order at 19:00 hours.
2. Approve minutes of March 15, 2017 Meeting. Motion by Schulz, second by Schwartzman. All ayes. Motion carried.
3. Approval of Vouchers - Vouchers were reviewed and initialed by all. Motion by Malsack, second by Schwartzman to approve vouchers. All ayes. Motion carried.
4. Terminal Project Status – HVAC System no changes. McCullough had electrician RTL work on motion detector for Lobby area. It is working better and he ordered another detector and may add additional detectors if needed.
5. Brown Property Status – Property on Taylor Street approach area. Chairman Schwartz reported that during his last contact with the State, they said it was getting close to closing. The current owners, the Browns, requested they would like the wood that is to be cut on the property so a one-page document explaining the agreement for the wood was drafted and signed by involved parties.
6. Runway 16/34 Project – Nothing new. It is on hold awaiting FAA approval of the RPZ.
7. Lightning Suppression Project – McCullough spoke with contractor to get project moving so we might have lightning protection for the Spring/Summer storm season. Contractor is formulating a plan and also dealing with any short comings of the original system installed.
8. Airport Day – The date is set for September 9, 2017. Malsack reported he has commitments from most involved vendors. Working on parking issues. Everything is progressing well. Lions Club committed to serving lunches.

9. Flight Instruction Status – Schwartz reported airplane is now at the Merrill Airport for instruction of people interested in becoming private pilots and, also, it will be available to rent.

Rich Lussow, who is a CFII certified flight instructor, reported that 3 or 4 students are starting training, one of which is working on an instrument rating.

10. Airport Signage – McCullough reported he talked to Andy Grund and he has committed to designing and submitting a plan for the new signs.
11. Manager's Report – Airport Condition/Post Winter – McCullough reported that some previously graded and graveled areas need weed control spraying or the weeds will take over. Is getting estimates for spraying. He also reported that the perimeter fence needs weed spraying to avoid being heaved or overgrown. He asked Steve Krueger to check spray pricing for larger volume of spray. All present approved the purchase of 55 gallon drum of Berhen Weed Spray at \$1,395.00 to be covered under airport maintenance. McCullough reported some heaving of fence posts. Farhner, the crack sealing contractor, is coming to clean old seal material and will repair/replace all within two weeks, as weather allows. McCullough reported a fire inspection was done by the Merrill Fire Department and it went well with one item that needs attention; the NE door in the shop hanger area needs to be replaced because of deterioration. McCullough will check prices on a new door.
12. Airport General Maintenance – Replace Airlines in FBO Hanger – McCullough reported airlines are being worked on

McCullough asked about the coffee table in the Lobby. Tony at Courtside offered us a very good price on the coffee table to replace the old worn out table in the old FBO. All present agreed it should be purchased.

Schulz also reported the Airport wintered very well, with only a couple of lighting problems.

13. Chairman's Report Airventure Air Cup Race – Steve Krueger reported that the Airventure Air Cup Race will use Merrill Airport as the finish line. Local supporters of the Airport will organize an efficient fueling routine and provide any other requirements and hospitality for the Air Cup racers. This is a really big deal for the Merrill Airprot.

Schwartz suggested we start thinking about moving the F-84 Jet Static display to the new Terminal location; possibly being worked into the 16/34 Project.

Schulz asked that a new flag pole be installed this year at the new Terminal.

Chairman Schwartz talked to the BOA (Board of Aeronautics) about paying back Antigo's entitlement for 2017 so we don't have to use 2018's entitlement.

Suggestion was made to start thinking about a new FBO hanger.

Schwartz reported we need to remove trees and cement slab at Bennish property. Peterson Excavating will load and haul away the slab.

14. Aviation Happenings – Schulz reported the FAA doesn't have information out yet on the Basic Medical Program; looking for it very soon, possibly by May 1, 2017. Schulz reported on some of the ads that he put online to promote Merrill as a fueling stop to and from Oshkosh. Also reported some airports are installing photo voltaic units to utilize airport property.
15. Public Comment – Joe Hayden asked about the possibility of getting some sky diving/parachuting training classes as well as tandem jumping to promote more aeronautic activity at the Airport. We would have to work out all the details and procedures of air traffic and jumpers co-existing in the same general area. Hayden will keep us informed of progress toward the goal of parachuting.

Krueger asked to consider a fueling truck for fueling a large amount of planes more efficiently, possibly to be ahead of other area airports.

Schulz reported first Piano recital of the year is Sunday, April 23 with Merrill and Wausau Piano Teachers renting the FBO for a recital with many of their principle students performing.

Larry Wenning asked about anyone's experience with Swift 94 octane fuel. Sounds like a 100 octane replacement will eventually end up being the replacement.

16. Agenda Items for Next Meeting – None.
17. Adjournment – Motion by Malsack, second by Schwartzman. All ayes. Motion Carried.

Minutes prepared by Lyle Banser

Airport Commission minutes May 17, 2017

Members present: Gary Schwartz, Gary Schulz, Joe Malsack, Ryan Schwartzman.

Also present: Rich McCullough(Airport Manager), Don and Andrew Kremy, Mary Ball and Larry Wenning.

1. Gary called meeting to order at 7 pm.
2. Ryan S. made a motion to approve the April minutes as printed, seconded by Gary Schulz. Motion passed.
3. Vouchers were discussed and passed around for inspection. A motion was made by Ryan S. and seconded by Joe M. to approve the vouchers to be paid. Motion passed.
4. Terminal project status. Moving the light sensors to test operation. Another sensor to cover full area was added above the piano.
5. Brown property status: Paper work done at state level, just setting a closing date.
6. Runway 16/34 Project: Our Runway Protection Zone (RPZ) is being reviewed at this time. We are still waiting for the FAA to approve. Gary Schwartz will try to speed up the process or we will fall behind schedule.
7. Lightning Suppression Project: Joe M. made a motion to spend up to \$12000.00 for repairs. Gary Schulz seconded. Motion passed.
8. Merrill Airport Day: Joe M. working on scheduling June meeting for organizing. Larry W. will need to find replacement to organize the flight line due to being out of town that day.
9. Flight instruction status: 4 students and 1 renter at this point. Good comments on training have been heard.
10. Airport Signage: No report.
11. Managers Report: Grass runway good to go. Thanks to Larry W. for equipment use and doing the work. Signs for the grass strip are ready to be put out as soon as it dries out. Both fuel tanks had to get loads to fill tanks. Approach lights on 7 are out due to a bad board. Rich will try to repair before sending out. Some mowing done but too wet to continue at this time.
12. Airport General Maintenance: Running out of light bulbs for the shop, Rich wants to switch to LED. We will have to switch over slowly to spread out the cost. Air lines are here, Rich just has to install.
13. Chairman's report: The Plautz property is for sale on Taylor St., it is mostly in the runway protection zone. Gary Schwartz will check with the BOA to see if we should purchase the property. Gary Schwartz will contact Dan White for a press release on the EAA Air Cup race ending in Merrill.

14. Aviation happenings: Foto News article on the rental airplane went national. AOPA also picked up. Basic Med going well and moving forward.
15. Public comments. Mary Ball very interested in all the work going on at airport and willing to help for the air cup race.
16. Agenda items for next meeting. None.
17. A motion was made by Ryan S. and seconded by Joe M. to adjourn, motion passed

Minutes by Joe Malsack



CITY OF MERRILL
BOARD OF PUBLIC WORKS
MINUTES • WEDNESDAY MAY 24, 2017

Regular Meeting

City Hall Council Chambers

4:00 PM

1. Call to Order

In the absence of Mayor Bialecki, Alderman Schwartzman called the meeting to order at 4:00 P.M.

Attendee Name	Title	Status	Arrived
Pete Lokemoen	Aldersperson - Second District	Present	
Ryan Schwartzman	Aldersperson - Third District	Present	
Rob Norton	Aldersperson - Seventh District	Present	
Bill Bialecki	Mayor	Excused	

Also in attendance: City Administrator Dave Johnson, Public Works Director/City Engineer Rod Akey, Street Superintendent Dustin Bonack, Building Inspector/Zoning Administrator Darin Pagel, City Attorney Tom Hayden, Alderwoman Mary Ball, Alderwoman Kandy Peterson, Mike Fick, Diane Thoun and City Clerk Bill Heideman.

2. Preliminary items:

1. Vouchers

Motion (Norton/Lokemoen) to approve.

RESULT:	APPROVED
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3. Other agenda items for consideration:

1. Consider Street Use Permit application from Ballyhoo's to close Prospect Street (from Grand Avenue to West Main Street) from 11:00 A.M. to 11:00 P.M. on Saturday, July 22, 2017, for Lobsterfest event.

Motion (Lokemoen/Norton) to approve.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 6/13/2017 7:00 PM
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2. Discussion on condition of boulevard paving stones on East First Street and East Second Street posing a potential safety hazard.

Building Inspector/Zoning Administrator Pagel reported that the condition of the stones in certain places could be a potential safety concern. He suggested that a decision be made soon on addressing this issue.

It was reported that the most complaints received are related to the 800 block. The current cost estimate for repair is \$10 to \$11 per square foot.

Alderman Lokemoen suggested. as a first step, a cost estimate for repairing the 800 block be obtained.

No action was taken at this time.

4. Monthly Reports:

1. Building Inspector/Zoning Administrator

The report was in the meeting packet.

Work related to sidewalk estimates is ongoing, as is work on several demolitions.

2. Public Works Director/City Engineer Akey

The report was in the meeting packet.

The Center Avenue project is ongoing. Public Works Director/City Engineer Akey provided verbal information on the status of other 2017 projects.

3. Consider placing monthly reports on file

Motion (Norton/Lokemoen) to place on file.

RESULT: PLACED ON FILE

5. Establish date, time and location of next regular meeting

Wednesday, June 28th, 2017 at 4:00 P.M. in the City Hall Common Council Chambers.

6. Public Comment Period

Alderman Lokemoen asked about the status of the 2018 projects. He was told that consideration will begin in June.

7. Adjournment

Motion (Lokemoen/Norton) to adjourn. Carried. Adjourned at 4:15 P.M.





CITY OF MERRILL
CITY PLAN COMMISSION
MINUTES • TUESDAY JUNE 6, 2017

Regular Meeting

City Hall Council Chambers

5:45 PM

I. Call to Order

Mayor Bialecki called the meeting to order at 5:45 P.M.

Attendee Name	Title	Status	Arrived
Tim Meehean	Aldersperson - Eighth District	Present	
Bill Bialecki	Mayor	Present	
Mike Willman	Chairman - Park & Rec	Present	
Ralph Sturm		Present	
Melissa Schroeder		Present	
Ken Maule		Present	
Robert Reimann		Excused	

Also in attendance: City Administrator Dave Johnson, City Attorney Tom Hayden, Public Works Director/City Engineer Rod Akey, Alderwoman Kandy Peterson, Dave Sukow, Laura Marnholtz, Kathy Yahr and City Clerk Bill Heideman.

II. Minutes of previous meeting(s):

1. Minutes of February 7, 2017 meeting

Motion (Willman/Schroeder) to approve.

RESULT: APPROVED

III. Agenda items for consideration:

1. Site Plan for garden shed at Trinity Lutheran School, 611 West Main Street.

Motion (Meehean/Willman) to approve.

RESULT: APPROVED & SENT TO COUNCIL **Next: 6/13/2017 7:00 PM**

2. Site Plan for Northcentral Technical College (NTC) Transportation Center, near the NTC Public Safety Center of Excellence.

Mayor Bialecki noted that approval of the site plan would be contingent upon rezoning (Industrail to Public) of the site plan location.

Motion (Meehean/Schroeder) to approve.

RESULT: APPROVED & SENT TO COUNCIL **Next: 6/13/2017 7:00 PM**

3. Extraterritorial Certified Survey Map (Town of Scott) for land owned by Pete Borchardt.

Motion (Schroeder/Sturm) to approve.

RESULT: APPROVED AND SENT TO COUNCIL **Next: 6/13/2017 7:00 PM**

IV. Public Hearing (will begin at 6:00 P.M.):

At 5:50 P.M., Mayor Bialecki announced a recess until 6:00 P.M., the scheduled time for the public hearing.

- 1. Public hearing on a request from the City of Merrill to rezone (Industrial to Public) a parcel between West Taylor Street and Commerce Street.

At 6:00 P.M., Mayor Bialecki called the meeting back to order.

City Attorney Hayden read the public hearing notice.

Motion (Willman/Meehean) to open the public hearing. Carried.

Nobody spoke in favor of or against the rezoning.

Motion (Schroeder/Meehean) to close the public hearing. Carried.

Mayor Bialecki reported that Building Inspector/Zoning Administrator Pagel has no concerns with the rezoning request.

Motion (Willman/Schroeder) to recommend approving the rezoning, and to forward this recommendation to the Common Council. If the motion is approved, the Common Council will consider the rezoning by ordinance at their June 13th meeting.

RESULT: APPROVED & SENT TO COUNCIL **Next: 6/13/2017 7:00 PM**

V. Public Comment Period

None.

VI. Establish date, time and location of next meeting

To be determined.

VII. Adjournment

Motion (Meehean/Willman) to adjourn. Carried. Adjourned at 6:02 P.M.

COMMUNITY DEVELOPMENT COMMITTEE MINUTES
Tuesday, May 23, 2017, City Hall, Merrill, WI

Present: Mary Ball, Pete Koblitz, Daniel Schneider, Adam Rekau and Betsy Wiesneski.

Present: Shari Wicke, Community Development Program Coordinator

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

No public comment.

Shari Wicke presented the following homeowner loan application:
File#9771 – (A family of five with an income of \$52,867.) – The limit is \$54,450.
Requesting a loan to replace her failing furnace. Requesting a loan up to \$3000.

Ms. Wiesneski made a motion to approve the above homeowner loan; seconded by Mr. Schneider, motion carried.

Shari Wicke presented the following homeowner loan application:
File#9775 – (A single disabled man with an income of \$13,944.) – The limit is \$35,300.
Requesting a roof and four windows to be replaced. Requesting a loan up to \$7,500.

Mr. Schneider made a motion to approve the above homeowner loan; seconded by Ms. Ball, Mr. Rekau opposed, motion carried.

Mr. Rekau stated that he would like proof in writing from each Community Development Housing applicant that they have made an attempt to get a loan and denied by a bank for assistance. Ms. Ball requested I provide at the next meeting a report that show the housing activity to better understand their role as a committee member. There being no further business to discuss, Ms. Ball made a motion to adjourn; seconded by Ms. Wiesneski. The motion carried. Adjournment was at 8:25a.m.

Respectfully submitted,
Shari Wicke



CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
MINUTES • THURSDAY MAY 4, 2017

Regular Meeting

City Hall Council Chambers

6:00 PM

I. Call to Order

Alderman Norton called the meeting to order at 6:00 P.M.

Attendee Name	Title	Status	Arrived
Rob Norton	Aldersperson - Seventh District	Present	
Tim Meehean	Aldersperson - Eighth District	Present	
Bill Bialecki	Mayor	Excused	
Paul Russell	Aldersperson - First District	Present	
Neal Christensen	Food Vendor Rep.	Present	
Dale Christiansen	Fair Assn. Rep.	Present	
Bryan Bloch	Rodeo Assn. Rep.	Present	

Others in attendance: City Administrator Dave Johnson, Alderwoman Kandy Peterson, Pete Annis, Mike Geisler, Joe Schfelbein, Cindi Christiansen, Dick Stoeckmann, Diane Wais and City Clerk Bill Heideman.

II. Minutes of previous meeting(s):

1. Minutes of April 6, 2017 meeting

Neal Christensen stated that it was Mayor Bialecki who actually made the statement that the Police Chief would have no objection to not requiring fencing at the fair, for stands serving alcohol. City Administrator Johnson responded that he was actually the person who made that remark. Without objection, the minutes will be amended to indicate that City Administrator Johnson made the statement.

Motion (Meehean/Bloch) to approve the minutes, incorporating the amendment discussed earlier.

RESULT: APPROVED

III. Agenda items for consideration:

1. Discuss use of Festival Grounds as a potential campground.

City Administrator Johnson reported that, if the Festival Grounds were to be used as a campground, a campground permit would need to be purchased from Lincoln County. He added, however, that a permit would not be required if camping on the grounds is available in connection with a specific event on the grounds.

Bryan Bloch noted that the City of Antigo has a campground downtown. He also noted that several other counties are in the "campground" business. He stated that this is something that should definitely be considered.

Public input on this issue was requested. In response, Mike Geisler, who camps frequently in various campgrounds, explained various policies and procedures in effect at those campgrounds.

Alderman Meehean stated that there is much research to be done and several decisions to be made before offering the Festival Grounds as a campground. Several other committee members voiced their agreement. City Administrator Johnson recommended that, at this time, a campground permit not be purchased.

Discussion on the grounds as a potential campground will continue at the next meeting. No action was taken at this time.

2. Calendar for 2017

Alderman Norton provided verbal information on the Festival Grounds events calendar that is available on the City website.

Neal Christensen inquired about an event already held at the V.F.W. stand, and whether these types of events need prior committee approval. City Administrator Johnson replied that the seven permanent vendors can open their stand at any time to hold an event, without Festival Grounds Committee approval. Alderman Meehean added that the only exceptions are certain excluded events, in which the entities leasing the grounds specifically prohibit the permanent vendor(s) from opening during the event.

No action was necessary, requested or taken.

3. Discuss future improvements

City Administrator Johnson distributed a Festival Grounds 10-Year Capital Plan. Alderman Norton asked that the committee members review the plan, as it will be discussed at future meetings.

Alderman Norton stated that, in his opinion, restroom improvements should be the top priority. He suggested that the new restroom project (\$170,000) be moved from 2019 to 2018, with the grounds lighting (\$50,000), grounds wiring (\$50,000) and entry gate and signs (\$30,000) projects moved from 2018 to 2019. Alderman Russell agreed with moving the new restroom project to 2018.

Another suggestion was to move the new restroom project to 2018, move the lighting and wiring projects back to 2019, but keep the entry gate and signs project in 2018.

City Administrator Johnson remarked that anyone with potential additions to the plan should contact him. No formal action was taken at this time.

IV. Public Comment Period

Alderman Norton thanked everyone for attending the meeting. He then reminded everyone that May is Bicycle Safety Month, and urged everyone to be aware of bicycle traffic when driving.

V. Establish date, time and location of next meeting

Thursday, June 1st, 2017 at 6:00 P.M. at the Bierman Building.

VI. Adjournment

Motion (Meehean/Russell) to adjourn. Carried. Adjourned at 6:45 P.M.



CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
MINUTES • THURSDAY JUNE 1, 2017

Regular Meeting

Bierman Building

6:00 PM

I. Call to Order

Alderman Norton called the meeting to order at 6:00 P.M.

Attendee Name	Title	Status	Arrived
Rob Norton	Aldersperson - Seventh District	Present	
Tim Meehean	Aldersperson - Eighth District	Excused	
Bill Bialecki	Mayor	Excused	
Paul Russell	Aldersperson - First District	Present	
Neal Christensen	Food Vendor Rep.	Present	
Dale Christiansen	Fair Assn. Rep.	Present	
Bryan Bloch	Rodeo Assn. Rep.	Present	

Other attendees included: City Administrator Dave Johnson, City Attorney Tom Hayden, Alderwoman Kandy Peterson, Sue Gleason, Cindi Christiansen, Dick Stoeckmann, Mike Geisler, John Rathke, Cameo Roets, Samantha Roets, Pete Annis, Ted Ley, Gordon Smukowski, James Kreger, Sue Kunkel, Randy Wixson and City Clerk Bill Heideman.

II. Minutes of previous meeting(s):

1. Minutes of May 4, 2017 meeting

Alderman Norton requested that all past meeting minutes, with the exception of the March 2nd, 2017 meeting, be amended to include Diane Wais as a meeting attendee.

Motion (Russell/Christiansen) to approve, including the amendments requested by Alderman Norton.

RESULT:	APPROVED
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III. Agenda items for consideration:

1. Rodeo Activities Update - Bryan Bloch

Setup up for the rodeo will begin June 4th. Volunteers to help are both needed and welcome.

Bryan Bloch provided a preview of the rodeo, as follows:

Thursday, June 8th: Rodeo Queen Pageant at the Eagles.

Friday, June 9th: Brickner's will be having a test-drive opportunity. A rodeo performance will be held at 7:00 P.M.

Saturday, June 10th: An antique tractor pull will begin at noon. A rodeo performance will be held at 6:30 P.M.

Sunday, June 11th: Contestants unable to compete in the main rodeo events will have an event at 9:00 A.M. The queen coronation will be held at noon. A rodeo performance will be held at 1:00 P.M.

Bryan Bloch then provided verbal statistics on the number of entries in various rodeo categories.

2. Lincoln County Fair Five Year Plan - Dale Christiansen

Dale Christiansen reported that, at this time, the five-year plan for the fair is to just "survive". He said that a successful 2017 fair is critical, and that, if the fair is not successful, "that might be it".

Mr. Christiansen then reported that he has recently accepted and began a new position working for the Central Wisconsin State Fair. Due to this development, he will be resigning from the Lincoln County Fair Association sometime after the 2017 fair.

The Lincoln County Fair Association will need to select a new representative for the Festival Grounds Committee, as Mr. Christiansen will also be resigning from that group.

3. Report on Expo Center alcohol sales - City Attorney Tom Hayden

Questions have been raised about the possibility of selling liquor at Expo Center events. Although temporary Class "B" picnic licenses allow for the sale of beer (and wine, if applied for), this type of license does not allow liquor sales.

City Attorney Hayden suggested that one way to address this would be enter into an agreement with an entity to handle liquor sales at the Expo Center. This entity would apply to the City for a Class "B" beer license. Upon approval of that license, the entity would in turn apply for and receive a retail alcohol beverage permit from the Wisconsin Department of Revenue. This would be similar to the current license/permit arrangement that the City has with Merrill Hockey Inc, to cover beer and liquor sales at the Merrill Area Recreation Complex (MARC).

Research on this possibility will continue, and it is possible that a Request for Proposal for such an agreement might be ready for consideration at the July meeting.

No action was taken at this time.

4. Scheduling of Club/Food Vendor Events for Calendar - Picnic Licenses

Diane Wais reminded permanent vendors that they should notify her prior to holding an event at their facility on the grounds. She also issued a reminder that temporary Class "B" (picnic) license(s) are required for any permanent vendor events that involve beer and/or wine.

Verbal information on the upcoming events calendar was provided.

5. Discussion on August 5th Expo Center Event

Representing Veterans of Foreign Wars (VFW) Post 1638, Sue Gleason reported that the VFW is planning a 75th anniversary celebration to held at the Festival Grounds on August 5th. Weather permitting, the event will be held outdoors, but, with the possibility of rain, the VFW is considering using the Expo Center if the weather dictates an indoor event.

Motion (Christensen/Russell) to waive the entire Expo Hall rental fee for the VFW anniversary celebration scheduled for August 5th, 2017. The \$250 security deposit would remain in effect.

RESULT: APPROVED

6. Discussion on 2018 Pork in the Park

Representing the Merrill Area Chamber of Commerce, Randy Wixson reported on the annual Pork in the Park event. The 2017 Pork in the Park event is scheduled to be held at the MARC, but the Chamber of Commerce is planning on moving the 2018 event to the Festival Grounds. Mr. Wixson noted that the Chamber of Commerce is a non-profit entity and that they are hoping for a waiver or reduction in the rental fee for the 2018 event.

Motion (Russell/Bloch) to reduce the Festival Grounds rental fee by 50% (currently \$250, would be reduced to \$125) for the 2018 Pork in the Park event to be held in September, 2018.

RESULT: APPROVED

7. Continue discussion of Festival Grounds as potential campground

City Administrator Johnson stated that he is opposed to using the Festival Grounds as a permanent campground. He is not opposed the current policy of allowing camping as part of an event.

Alderman Russell stated his opinion that consideration of a campground should be delayed until 2018, at which time the 2018 schedule/calendar will be clearer. He added his opinion that, at this time, creating a campground should not be a high City priority.

Bryan Bloch stated that he disagrees with some of Dave Johnson's comments. He hopes that, at some future date, the campground possibility could be revisited.

IV. Public Comment Period

Alderman Norton thanked everyone who attended the meeting, and announced that tours of the Bierman Building and the new rodeo facility would be available after the meeting.

Dave Christiansen raised a concern related to sidewalk on the grounds.

Bryan Bloch expressed disappointment that the only item on the Festival Grounds portion of the City website is the calendar. He hopes that additional information as well as pictures will be added soon. In response, Alderman Russell suggested the possibility of providing organizations and opportunity to submit pictures for inclusion the website.

V. Establish date, time & location of next meeting

City Clerk Heideman stated that he was contacted by several people who expressed concerns that the Bierman Building is not equipped to live-stream meetings. These people stated that, in the interest of transparency, they wanted Festival Grounds Committee meetings held in the City Hall Common Council Chambers. This would allow the public to not only watch the meetings live, but would also provide a video recording of the meeting for later public viewing.

Alderman Norton stated that he preferred having meetings at the Bierman Building, and then announced that the next meeting will be Thursday, July 13th, 2017 at 6:00 P.M. at the Bierman Building.

VI. Adjournment

Motion (Russell/Christensen) to adjourn. Carried. Adjourned at 6:58 P.M.

A handwritten signature in black ink, appearing to be "A. H. Christensen", written over a horizontal line.



CITY OF MERRILL
HEALTH AND SAFETY COMMITTEE
MINUTES • MONDAY MAY 22, 2017

Regular Meeting

City Hall Council Chambers

5:00 PM

I. Call to Order

Alderwoman Peterson called the meeting to order at 5:00 P.M.

Attendee Name	Title	Status	Arrived
Kandy Peterson	Aldersperson - Fourth District	Present	
Mary Ball	Aldersperson - Sixth District	Present	
Paul Russell	Aldersperson - First District	Present	

Also in attendance: City Administrator Dave Johnson, Police Chief Corey Bennett, Fire Battalion Chief Mike Drury, Deputy Health Officer Norbert Ashbeck, City Attorney Tom Hayden (arr. 5:02), Darryl Landeau, Dave Sukow, Valeria Melendez and City Clerk Bill Heideman.

2. Discuss City/County All Hazard Mitigation Plan (North Central Wisconsin Regional Planning will provide materials at the meeting)

Alderwoman Peterson requested that she be allowed to change the order of agenda items in order to discuss the City/County All Hazard Mitigation Plan next. Without objection, it was so ordered.

Representing North Center Wisconsin Regional Planning Commission, Darryl Landeau distributed information on the plan. He explained that this type of plan is done every five years, and involves both the City and Lincoln County. He is seeking committee input on potential issues/concerns to be included in the plan. Hazmat, dam failure and flooding were suggested as possibilities.

New building construction and existing structure remodeling in the City were discussed.

Mr. Landeau then distributed excerpts from the 2012 plan. As work continues, he will keep the committee informed on the progress of the plan. No action was taken at this time.

II. Nuisance Complaints and Vouchers:

1. Nuisance Complaints

Deputy Health Officer Ashbeck noted there were no new cases. He answered questions related to addressing rat concerns.

2. Vouchers

Police Chief Bennett and Fire Battalion Chief Drury answered questions related to the vouchers.

Motion (Russell/Ball) to approve.

RESULT: APPROVED

III. Picnic and/or Liquor License Applications:

- 1. Applications from Fraternal Order of Eagles for five temporary Class "B" (picnic) licenses to sell fermented beverages in the Eagle's Fairstand at the Merrill Festival Grounds during the Lincoln County Free Fair, July 26-July 30, 2017.

Motion (Russell/Ball) to approve all the temporary Class "B" (picnic) license applications on the agenda (six agenda items).

RESULT: APPROVED & SENT TO COUNCIL **Next: 6/13/2017 7:00 PM**

- 2. Application from Fraternal Order of Eagles for a temporary Class "B" (picnic) license to sell fermented beverages in the Eagle's Fairstand at the Merrill Festival Grounds during the Labor Day Celebration on September 4, 2017.

See previous motion.

RESULT: APPROVED & SENT TO COUNCIL **Next: 6/13/2017 7:00 PM**

- 3. Applications from Merrill Wrestling for five temporary Class "B" (picnic) licenses to sell fermented malt beverages in a fenced-in area at the Merrill Festival Grounds during the Lincoln County Free Fair, July 26-July 30, 2017

See previous motion.

RESULT: APPROVED & SENT TO COUNCIL **Next: 6/13/2017 7:00 PM**

- 4. Applications from VFW Post 1638 for five temporary Class "B" (picnic) licenses to sell fermented beverages in the VFW Fairstand at the Merrill Festival Grounds during the Lincoln County Free Fair, July 26-July 30, 2017.

See previous motion.

RESULT: APPROVED & SENT TO COUNCIL **Next: 6/13/2017 7:00 PM**

- 5. Applications from VFW Post 1638 for two temporary Class "B" (picnic) licenses to sell fermented beverages in the VFW Fairstand at the Merrill Festival Grounds during the Merrill Tractor Pull, July 7-July 8, 2017.

See previous motion.

RESULT: APPROVED & SENT TO COUNCIL **Next: 6/13/2017 7:00 PM**

- 6. Application from VFW Post 1638 for a temporary Class "B" (picnic) license to sell fermented beverages in the VFW Fairstand at the Merrill Festival Grounds during the VFW Post 1638 75th Anniversary Celebration on August 5, 2017.

See previous motion.

RESULT: APPROVED & SENT TO COUNCIL **Next: 6/13/2017 7:00 PM**

- 7. Consider request from V-F Inc (Loz Mezcales), 3340 E. Main Street, for a change of agent to Valeria Melendez for the license period to expire June 30, 2017.

Motion (Ball/Russell) to approve.

RESULT: APPROVED & SENT TO COUNCIL **Next: 6/13/2017 7:00 PM**

- 8. 2017-2018 Liquor License Applications (per list)

Motion (Russell/Ball) to approve.

RESULT: APPROVED & SENT TO COUNCIL **Next: 6/13/2017 7:00 PM**

- 9. Any other license application(s)

None.

IV. Other agenda items to consider:

- 1. Consider request from Ballyhoos for an extension of premise to sell alcoholic beverages from Ballyhoo's (124 N. Prospect Street) to a fenced in area east of their front door into Cenotaph Park next to Park Place on July 22, 2017, in conjunction with Merrill Lobster Fest.

Motion (Russell/Ball) to approve.

RESULT: APPROVED & SENT TO COUNCIL **Next: 6/13/2017 7:00 PM**

- 2. Consider request from Alderman Norton to add restricted streets (Wildwood, Bramble Way, Summit and Riverside Avenue) to the current All-Terrain and Utility Vehicle Ordinance.

Dave Sukow requested and received floor privileges to speak to this issue. He explained that he was a member of the Health and Safety Committee when the ordinance was approved. He provided a verbal list of the people that worked to create the ordinance. He stated that he had concerns with this being on the agenda, based on the fact that he was only aware of one complaint. He added that much time was spent on drafting the ordinance, and he is not in favor of amending it now to further restrict ATV/UTV travel within the City.

Alderwoman Peterson stated that she would have no problem with keeping the ordinance in place, as is. Alderman Russell agreed, based on the comments made by Mr. Sukow.

No action was taken.

V. Monthly Reports:

- 1. Police Chief Bennett

The report was in the meeting packet.

Police Chief Bennett answered questions related to the "Incident Report" for this month.

The blood drive at City Hall was successful.

Police Chief Bennett continues to work on the equipment "wish" list.

The Police Department is currently exploring the possibility of purchasing a new software system. More information on this will be provided at future meetings.

2. Fire Chief Savone

The report was in the meeting packet.

A status report on the Community Care Paramedic Program was distributed at the meeting.

Fire Battalion Chief Drury answered questions related to a collapsed roof.

3. Lincoln County Humane Society

The report was in the meeting packet.

4. Consider placing monthly reports on file

Motion (Russell/Ball) to place on file.

RESULT: PLACED ON FILE

VI. Establish date, time and location of next regular meeting

Monday, June 26th, 2017 at 5:00 P.M. in the City Hall Common Council Chambers.

VII. Public Comment Period

None.

VIII. Adjournment

Motion (Ball/Russell) to adjourn. Carried. Adjourned at 6:15 P.M.

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

Wednesday, August 10, 2016, 4:20 P.M., Park Place 215 Grand Avenue, Merrill WI

PRESENT: Chairman Kathy Colclasure, Amanda Kostman, James Erno, Denise Humphrey, Paul Wagner, Rob Norton (Ex-Officio), Paul Russell and Kay Tautges.

SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman Kathy Colclasure. Motion to approve minutes of June 15, 2016 meeting and today's agenda. Wagner/Humphrey. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #18035 thru #18134 and Billings to date for June/July 2016: Wagner/Kostman. Motion passed unanimously by roll call vote: Kostman - aye, Erno-aye, Wagner- aye, Humphrey and Colclasure-aye.

Discussion and Approval of Move-ins and Move-outs for June/July 2016: Paul reported that we are currently at 100% occupancy. Motion passed unanimously.

Report on Jenny Tower Investments: Paul combined this investment report with the Park Place Investment report.

Consider Resolution discussion on draft changes to MAHA current pet policy: Motion to approve revisions to the pet policy as indicated on updated pet policy handout. Wagner/Humphrey. Motion passed unanimously.

Consider Resolution discussion on draft changes and prospective new members – closed session: Motion to go into closed session at 4:30 p.m.: The Board may convene in Closed Session pursuant to WI State Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Wagner/Erno. Motion passed unanimously by roll call vote 5-0: Those attending closed session: Wagner, Erno, Humphrey, Colclasure, Norton, Kostman, Paul Russell and recording Secretary, Kay Tautges.

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

The Committee may reconvene in open session for potential action(s) on closed session issues(s): Motion to reconvene in open session at 4:50 p.m. Wagner/Humphrey. Motion passed unanimously. Motion to close nominations and make a unanimous ballot to elect Jim Erno as chairman. Kostman/Wagner. Motion passed unanimously. Board members thanked Kathy Colclasure for her many years of service on the board.

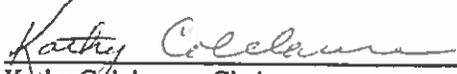
For the Good and Betterment of the Section-8 Housing Program:

1. Commissioner Items/Comments – Commissioner Wagner asked if System Technologies has completed the facility walk-through. Paul will call to set that up.
2. Executive Director's Report – Paul reported that the due to a problem with a local flooring vendor the installation of hallway carpet has been delayed. We are now in the process of obtaining a bid from a Rhinelander flooring company who we have worked with in the past. Paul plans on discussing Community Room furniture plans with Kay. Martin Riley will soon have information to

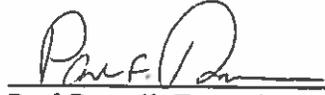
share with us regarding the Parking Lot/Fire Dept. property plan details. Activities have been well attended and there are 31 tenants signed up to ride the bus over to the concert tonight. Tenant meetings are going well and morale is good.

The next regular meeting of the Commissioners of the Housing Authority will be held Wednesday, September 14th, 2016, 4:00 p.m. at MAHA Main Office, 101 E. First St., Merrill, WI.

Motion to adjourn meeting at 5:04 p.m. Wagner/Humphrey. Motion passed unanimously.


Kathy Colclasure, Chairman


Kay Tautges, Recording Secretary


Paul Russell, Executive Director

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

Wednesday, August 10, 2016, 3:44 P.M., Park Place, 215 Grand Avenue, Merrill, WI

PRESENT: Chairman Kathy Colclasure, Amanda Kostman, James Erno, Paul Wagner, Paul Russell and Kay Tautges.

ABSENT: Rob Norton (Ex-Officio)

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman Kathy Colclasure. Motion to approve the minutes of June 15, 2016 meeting and today's agenda. Wagner/Kostman. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #22781 thru #22896 and Billings to date for June/July 2016: Wagner/Kostman. Motion passed unanimously by roll call vote: Kostman-aye, Colclasure-aye, Wagner-aye, Humphrey-aye and Erno-aye. Paul informed the board that the new MAHA website will include drone footage showing MAHA properties and also some footage from the concert/event planned for tonight. Paul will be able to address questions the board has regarding how the PILOT payment is determined after our attorney has completed his review of that process. Changes with new rent/utilities could bring changes in the PILOT amounts to be paid in the future. Payment for leasing the new office will be split between Jenny Towers and Park Place. Commissioner Wagner asked what the limit is for money that can be spent without prior approval from the board? Paul will check on that.

Move-ins and Move-outs for June/July 2016: Paul reported that a letter from HUD was received stating that 96% occupancy has been achieved. The goal is to be at only two vacancies by the end of the month. When we get paperwork completed on the closing date and are ready to begin the renovation/construction project, we will stop filling apartments to decrease the number of tenants who will need to be moved. HUD will accept a lower percentage of total occupancy at that time. Motion to accept report and place on file. Wagner/Humphrey. Motion passed unanimously.

Report on Park Place Investments: Paul briefed the management summary of Independent Auditor's report from Tostrud & Temp. S.C. Rob Norton arrived at 3:59 p.m.

Consider Resolution no. 407 to establish payroll account: Paul explained that passing this resolution will allow us to start processing the payroll electronically. Motion to pass Resolution no. 407 to establish payroll account. Kostman/Wagner. Motion passed unanimously by roll call vote: Kostman-aye, Colclasure-aye, Wagner-aye, Humphrey-aye and Erno-aye.

For the Good and Betterment of the Public Housing Program:

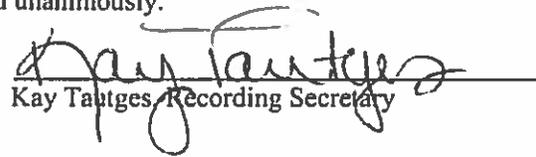
1. Commissioner Items/Comments – None
2. Executive Director's Report :
 - A. RAD Conversion Significant Amendment update: The Public Hearing notice was placed in the Foto News. Plans are available for review at the Public Housing office. (Commissioner Kostman would like an electronic copy for review.) The Public Hearing is scheduled for September 9, 2016.

- B. Existing Lincoln County Main Bank Parking lot lease: Dave Johnson has suggested that we pay the city \$1000.00 each month to rent the parking lot. Paul and Board Members agreed that this is not acceptable. Paul will speak to the council to suggest that in the spirit of cooperation, MAHA should simply be allowed to use the parking lot during the construction/renovation process.
- C. Health Morale & Safety: Morale has been outstanding. The tenant meetings and an increase in scheduled events are some reasons for this. Open lines of communication have translated into happier tenants. A surprise 99th birthday party is planned for Lenora Elhert on August 16th at 3:15. MPD officers will be there to honor her husband Elmer who was killed in the line of duty.

The next regular meeting of the Commissioners of the Housing Authority will be held **September 14th, 2016, 4:00 at the MAHA Main Office, 101 E. First St., Merrill, WI.**

Motion to adjourn at 4:20 P.M. Wagner/Erno. Motion passed unanimously.


 Kathy Colclasure, Chairman


 Kay Tautges, Recording Secretary


 Paul Russell, Executive Director

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

Wednesday, September 14, 2016, 4:02 P.M., Main Office 100 E. First St., Merrill WI

PRESENT: Chairman James Erno, Amanda Kostman, Denise Humphrey, Paul Wagner, Nancy Wiesielewicz, Rob Norton (Ex-Officio), Paul Russell and Kay Tautges.

SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman James Erno. Motion to approve minutes of August 10, 2016 meeting and today's agenda. Wagner/Humphrey. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #18135 thru #18174 and Billings to date for August 2016: Wagner/Erno. Motion passed unanimously by roll call vote: Kostman - aye, Erno-aye, Wagner- aye, Humphrey and Wiesielewicz -aye.

Discussion and Approval of Move-ins and Move-outs for August 2016: Paul reported that we have one vacancy but will be at 100% occupancy by the end of this week. MAHA as a whole is currently at 97.64% and we have waiting lists for all apartments & family units. Motion to accept report and place on file. Wagner/Kostman. Motion passed unanimously.

Report on Jenny Tower Investments: Commissioners were given the investment report in a new format. Commissioners would like to see this format used for future reports. Board members were also given the hard copy annual audit report which includes a budget/spending for MAHA current/future projects. One of the projects is the school house. No contract has been signed for this yet, but Paul will be meeting with a lawyer and school representatives this week to finalize plans. MAHA has green space near the Westgate Apartments and plans are to move the house to this site when it is finished. The Westgate shelter location has a slab poured and the project should be finished by the end of this month. The Fire Department roof replacement and carpet/base board replacement at Jenny Towers projects scheduled for October. The 2017 projects include the RAD conversion, additional Jenny Tower projects and the Family Housing Initiative. Paul asked Commissioners to review the audit and bring it back to the October meeting. Questions/concerns will be addressed at that time. Motion to accept report and place on file. Wagner/Kostman. Motion passed unanimously.

Consider changes to selection criteria of MAHA Commissioners: Motion to approve and send to Merrill City Council for approval the revised City of Merrill Ordinance Section 2-155(a) to allow up to one nonresident citizen to be a member of the Merrill Area Housing Authority Commission. Wagner/Humphrey. Motion passed unanimously.

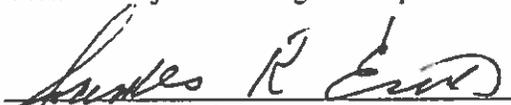
Parking Lot and Green Space Project: Paul has received the pricing information with contingencies from Martin Riley. The pricing has been broken down to detail specific costs. Paul asked the board to review and bring questions/concerns to the October meeting when the board will discuss this plan in greater detail and approve the entire project or consider if this project and/or the wiring project should be done in phases. Systems Technology is expected to have an estimate for the wiring project to us by the end of this week.

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

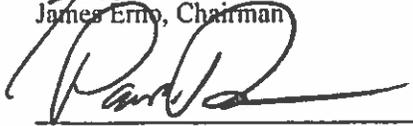
1. Commissioner Items/Comments – None.
2. Executive Director’s Report:
 - a. Interior and Fire Station Update: The original Fire station building will be saved and the exterior restored to it’s original configuration. Other buildings will be removed from the lot. We are currently working to have a digital design of the front door made to look like the original Fire Station door. The windows are in good condition as is the brick on the building.
 - b. Kay reported that there have been a variety of activities scheduled for the month; a DNR presentation on Wisconsin Furbearers, a Medical Alert presentation, Health Literacy Education, Sing Along, Neuropathy Education Bingo, Creative Coloring Fall Colors Tour.
 - c. Paul asked the board to consider approving a change in staff schedules. Many Housing Authorities allow staff to work 9 hour days on Monday through Thursday and until noon on Fridays. Commissioners agreed that scheduling of staff should be done at the discretion of the Executive Director since it falls under the day to day operation of the MAHA.

The next regular meeting of the Commissioners of the Housing Authority will be held Wednesday, October 12th, 2016, 4:00 p.m. at Jenny Towers Library, 711 E. First St., Merrill, WI.

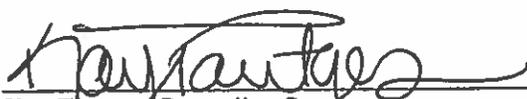
Motion to adjourn meeting at 5:53 p.m. Kostman/Humphrey. Motion passed unanimously.



 James Erno, Chairman



 Paul Russell, Executive Director



 Kay Tautges, Recording Secretary

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

Wednesday, September 14, 2016, 4:37 P.M., Main Office, 101 E. First St., Merrill, WI

PRESENT: Chairman James Erno, Amanda Kostman, Paul Wagner, Nancy Kwiesielewicz, Rob Norton (Ex-Officio) Paul Russell and Kay Tautges.

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman James Erno. Motion to approve the minutes of August 10, 2016 meeting and today's agenda. Wagner/Kostman. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #22897 thru #22956 Billings to date for August 2016: Kostman/Wagner. Motion passed unanimously by roll call vote: Kostman-aye, Kwiesielewicz-aye, Wagner-aye, Humphrey-aye and Erno-aye.

Move-ins and Move-outs for August 2016: Paul reported that we are above the 96% occupancy goal by .7. We will need to stay at 96% occupancy until we complete the closing paperwork for the RAD project and projections for the next 60 days are that we will remain there. A tenant meeting is scheduled for this week and the focus will be on the conversion. Board members questioned if there is an error on the report numbers since they do not add up. Paul will check on this to see if corrections need to be made. Motion to accept report with corrections and place on file. Wagner/Humphrey. Motion passed unanimously.

Report on Park Place Investments: Motion to approve report and place on file. Wagner/Humphrey. Motion passed unanimously.

Discussion of Investment Resolution and Executive Director Six Month Review – closed session: Motion to go into closed session at 4:45 p.m.: The Board may convene in Closed Session pursuant to WI State Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Board may convene in Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) 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. Wagner/Humphrey. Motion passed unanimously. Those attending closed session: Wagner, Erno, Humphrey, Norton, Kwiesielewicz, and Kostman. Paul Russell and recording Secretary, Kay Tautges entered closed session for the Discussion of Investment Resolution.

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

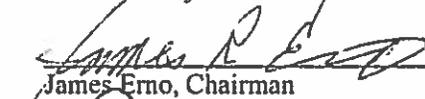
The Committee may reconvene in open session for potential action(s) on closed session issues(s): Motion to reconvene in open session at 5:42 p.m. Kostman/Wagner. Motion passed unanimously. Actions taken: Motion to increase Paul Wagner's salary effective on his six month anniversary due to excellent performance. Kostman/Wagner. Motion passed unanimously. Motion to approve Resolution 408, "Liquidation & Transfer of Investment Funds". Wagner/Kostman. Motion passed unanimously by roll call vote: Kostman-aye, Kwiesielewicz-aye, Wagner-aye, Humphrey-aye and Erno-aye.

For the Good and Betterment of the Public Housing Program:

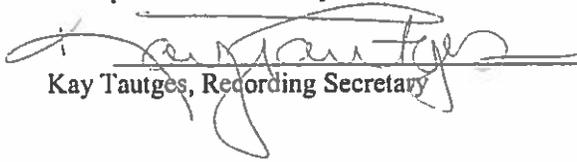
1. Commissioner Items/Comments – None
2. Executive Director’s Report:
 - A. RAD Conversion Significant Amendment update: Paul reported on the estimated development schedule. Horizon is in the process of completing reports which still need to be submitted. We have submitted a letter from the City regarding the future PILOT which will be made to the City of Merrill and are working to complete a Relocation Plan and Subsidy Layering Review to submit to HUD upon completion. Approval from HUD for early construction is needed before we can begin demolition this fall. The Public Hearing on September 9 was held with no public attendance. Following the hearing, the advisory council met to discuss relocation plans.
 - B. Update Lincoln County Main Bank Parking lot lease: The City of Merrill will lease the lot to MAHA at no cost. MAHA will be responsible for snow removal/lawn care.
 - C. Westgate Shelter Project: Tenants attended the meeting which was held in the outside play area. The shelter construction will begin at the end of this month. Eventually, we will purchase a grill and picnic tables for use there. The shelter will also be used as a location for future family tenant meetings.

The next regular meeting of the Commissioners of the Housing Authority will be held October 12th, 2016, 4:00 at the Jenny Towers Library, 711 E. First St., Merrill, WI.

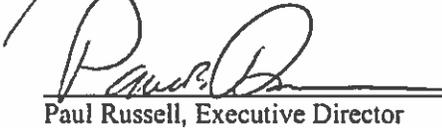
Motion to adjourn at 5:53 P.M. Kostman/Humphrey. Motion passed unanimously.



 James Erno, Chairman



 Kay Tautges, Recording Secretary



 Paul Russell, Executive Director

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

Wednesday, October 12, 2016, 5:06 P.M., Jenny Towers Library, 711 E. First St., Merrill, WI

PRESENT: Chairman James Erno, Paul Wagner, Nancy Kwiesielewicz, Paul Russell and Kay Tautges.

ABSENT: Amanda Kostman, Rob Norton (Ex-Officio).

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman James Erno. Motion to excuse Amanda Kostman and Rob Norton. Wagner/Kwiesielewicz. Motion passed unanimously. Motion to approve the minutes of September 14, 2016 meeting with correction made and today's agenda. Wagner/Kwiesielewicz. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #22957 thru #23005 Billings to date for September 2016: Wagner/Humphrey. Motion passed unanimously by roll call vote: Kwiesielewicz-aye, Wagner-aye, Humphrey-aye and Erno-aye.

Move-ins and Move-outs for September 2016: Paul reported that we are at the 96% occupancy goal. A new report was generated from the HDS software. Board members recommended sending only the Occupancy Summary Report and the Summary of /Certifications Actions for future reports. Theresa has been meeting with the Resident Advisory Board to discuss/work on the relocation plan. Residents have been surveyed twice to determine who would like to move to the new building. The number of residents who will need to be moved is very close to the number of residents who are interested in moving. Motion to accept report with corrections and place on file. Wagner/Kwiesielewicz. Motion passed unanimously.

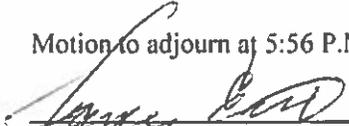
Discussion of Resolution 412 – "Significant Amendment RAD Project": Motion to adopt Resolution 412 Significant Amendment Rental Assistance Demonstration (RAD) Significant Amendment. Wagner/Kwiesielewicz. Motion passed unanimously by roll call vote: Kwiesielewicz-aye, Wagner-aye, Humphrey-aye and Erno-aye.

For the Good and Betterment of the Public Housing Program:

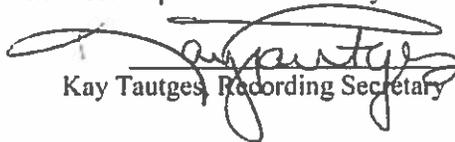
1. Commissioner Items/Comments – None
2. Executive Director's Report:
 - A. Westgate Shelter Project: Commissioner Wagner asked if picnic tables and grill/grills are going to be purchased for use at the shelter location. Paul will consider/research this.
 - B. Bluejay Build Team Project: Project status was discussed earlier. MAHA can continue to help the school obtain additional sponsors for this project.
 - C. Health, Morale & Welfare: We continue to see good communication with few complaints from Tenants. The Maintenance Department has been very busy and doing a great job with turning over apartments. Theresa continues to hold monthly Movie Nights and had a Halloween Decorating Day and a Baking Day.

The next regular meeting of the Commissioners of the Housing Authority will be held November 9th, 2016, 4:00 at Park Place Badger Room, 215 Grand Avenue, Merrill, WI.

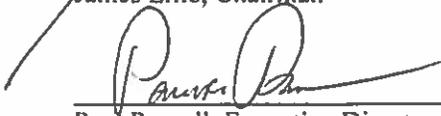
Motion to adjourn at 5:56 P.M. Wagner/Kwiesielewicz. Motion passed unanimously.



James Erno, Chairman



Kay Tautges, Recording Secretary



Paul Russell, Executive Director

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

Wednesday, October 12, 2016, 4:00 P.M., Jenny Towers Library 711 E. First St., Merrill WI

PRESENT: Chairman James Erno, Denise Humphrey, Paul Wagner, Nancy Kwiesielewicz, Paul Russell, Kay Tautges and Mary Rajek (guest).

ABSENT: Amanda Kostman, Rob Norton (Ex-Officio)

SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman James Erno. Motion to excuse Amanda Kostman. Wagner/Humphrey. Motion passed unanimously. Motion to approve minutes of September 14 meeting and today’s agenda. Humphrey/Wagner. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #18175 thru #18210 and Billings to date for September 2016: Wagner/Humphrey. Motion passed unanimously by roll call vote: Erno-aye, Wagner- aye, Humphrey and Kwiesielewicz -aye.

Discussion and Approval of Move-ins and Move-outs for September 2016: Paul reported that we currently have two vacancies but will have several more in the months to come. Two tenants are moving out due to a need for increased care, one tenant has received warnings for smoking and decided to live somewhere else and there were two deaths. Paul stated that HUD is getting close to mandating a non-smoking policy which includes the elimination of outside smoking areas. Paul is working to establish a MAHA resource for staff training and grief counseling. Commissioner Kwiesielewicz has the name of a provider who her office works with and will get this information to Paul. Motion to accept report and place on file. Wagner/Kwiesielewicz. Motion passed unanimously.

Report on Jenny Tower Investments: Paul gave Commissioners an overview of the MAHA Investment/Project Summary Report. The transfer of funds for the RAD project will be transferred to Lincoln Community Bank this week. The picnic shelter at Westgate is complete and photos of it will be put on the MAHA website. The Fire Station roof repair is scheduled for the end of this month. Jenny Tower carpet installation will begin next week. Construction of the MAPS House has begun. The project sign with sponsors noted is scheduled to be installed on the school building site this Friday and Paul is planning an on-site press release at future date. A change in the overall cost for the RAD conversion is due to an adjustment in the tax credit from a change in equity. The Fox Point Family Housing proposal was selected by the City Council. Approval was given with the condition that additional garages be added to the project plan. A Tax Credit application for this project will need to be filed by January and we will apply for the same grant which we received for the RAD building project. Motion to accept report and place on file. Wagner/Humphrey. Motion passed unanimously.

Consider Resolution 409, 410 & 411 – “Allowance for Doubtful Accounts”: Motion to adopt Resolution No. 409 Allowance for Doubtful Accounts. Wagner/Humphrey. Motion passed unanimously by roll call vote: Erno-aye, Wagner- aye, Humphrey and Kwiesielewicz -aye. Motion to adopt Resolution No. 410 Allowance for Doubtful Accounts. Humphrey/Kwiesielewicz. Motion passed unanimously by roll call vote: Erno-aye, Wagner- aye, Humphrey and Kwiesielewicz -aye. Motion to adopt Resolution No. 411 Allowance for Doubtful Accounts. Kwiesielewicz/Humphrey. Motion passed unanimously by roll call vote: Erno-aye, Wagner- aye, Humphrey and Kwiesielewicz -aye.

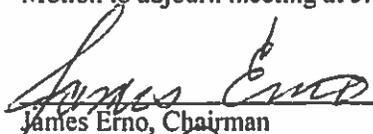
Consider changes to selection criteria of MAHA Commissioners: Merrill City Council has approved the revised City of Merrill Ordinance Section 2-155(a) to allow up to one non-resident citizen to be a member of the Merrill Area Housing Authority Commission. The Mayor will send his recommendation for a new MAHA Commissioner to the council for approval next week.

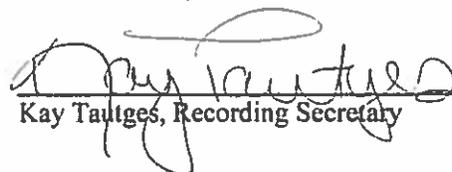
For the Good and Betterment of the Section-8 Housing Program:

1. Commissioner Items/Comments – Commissioner Wagner asked if we have followed up on the Security Camera proposal. Paul reported that the first part of the project is complete with two cameras installed in specific locations. The estimates for installation of cameras at Jenny Towers need to be reviewed and then decisions will be made on where cameras will be installed. Systems Technology has been outstanding to work with.
2. Executive Director's Report:
 - a. The MAHA 5-year plan includes two long-range housing projects; Veteran Housing and Senior Housing. Mary Rajek, Economic Development Associate from Redevelopment Resources was introduced and presented the Board with a Planning Proposal for Veteran-based housing. The Proposal is divided into 4 steps. The first step includes laying down the foundation for the project through the development of a Market Study. If the Market Study results indicate that the project is not viable, the plan ends. Motion to enter into contract with Redevelopment Resources/Hoffman Planning, Design & Construction, Inc. for the completion of Step 1, feasibility study of Veteran Housing based on the Proposal dated July 29, 2016. Wagner/Kwiesielewicz. Motion passed unanimously.
 - b. Jenny Tower Parking Lot Project: Project cost estimates prepared by Martin/Riley were distributed at the last meeting for Commissioner review. Financing for this project would not be through grants. Paul has spoken to the Director of the Appleton Housing Authority about the possibility of contracting with their on-staff Grant writer to prepare/submit grants for some of our projects. The Jenny Tower Parking Lot Project and the Fox Point Family Housing Project will need to be discussed in closed session at the next meeting.
 - c. Paul reported that the tenants were pleased to hear of plans to install security cameras in the building at the last tenant meeting. They asked to have a light installed on the East side of the building. Maintenance has decided to install an outdoor light on the exterior wall of the building. We are going to try advertising in some new ways; Cosmo Theatre will be running an add on screen, Magnet Logos are going to be placed on MAHA vehicles, the Website is up and running and applications have come to us on-line, tenants have been expressing interest in the MAHA clothing, so Lynn is preparing some information for distribution and MAHA's has prepared an estimate for grocery bags with our logo on them. Pumpkins & cards from MAHA were given to families with children and they were well received by tenants. Plans are to distribute grocery bags to tenants at Christmas. The Board was in agreement with that plan. Kay reported on activities held during the past month; Sing Along, Neuropathy Education Bingo, Creative Coloring, Fall Colors Tour and Oktoberfest. Commissioner Erno is organizing a bus trip to a Milwaukee Bucks game on December 3rd. Paul distributed a flyer with trip details to the Board.

The next regular meeting of the Commissioners of the Housing Authority will be held **Wednesday, November 9th, 2016, 4:00 p.m. at Park Place Badger Room, 215 Grand Avenue, Merrill, WI.**

Motion to adjourn meeting at 5:06 p.m. Wagner/Kwiesielewicz. Motion passed unanimously.


James Erno, Chairman


Kay Tautges, Recording Secretary


Paul Russell, Executive Director

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

Wednesday, November 9, 2016, 4:00 P.M., Eagles Club, 1205 Lake St., Merrill WI

PRESENT: Chairman James Erno, Denise Humphrey, Paul Wagner, Nancy Kwiesielewicz, Rob Norton (Ex-Officio), Paul Russell, Kay Tautges and Jim Wedemeyer (guest).

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman James Erno. Motion to approve the minutes of October 12, 2016 meeting today's agenda. Wagner/Humphrey. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #23006 thru #23051 Billings to date for October 2016: Commissioner Wagner asked if the check to American Screening is something new. Paul explained that this is a new way for us to complete more comprehensive background checks. Commissioner Kwiesielewicz stated the need for a policy to specify the procedure for completion of background checks on tenants & staff. Wagner/Humphrey. Motion passed unanimously by roll call vote: Kwiesielewicz-aye, Wagner-aye, Humphrey-aye, Kostman-aye and Erno-aye.

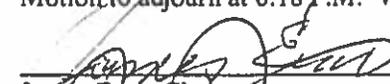
Move-ins and Move-outs for October 2016: Paul reported that we are 94% occupied. There has been a lot of activity with move-outs due to deaths and transfers to care facilities. One move out is an eviction. Motion to accept report and place on file. Kostman/Humphrey. Motion passed unanimously. Commissioner Humphrey needed to leave the meeting at this time. Paul and the board recognized and thanked her for her service on the board.

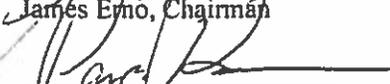
For the Good and Betterment of the Public Housing Program:

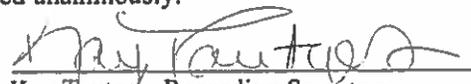
1. Commissioner Items/Comments – None
2. Executive Director's Report:
 - A. RAD Park Place Project Update: Paul has been working with Lincoln Community Bank for the construction loan/commitment of MAHA funds. U.S. Bank will handle the permanent/tax credit loan. All this paperwork is needed to complete the financing portion of the HUD plan. HUD will assign a MAHA transaction manager to our project by the end of this week.
 - B. Bluejay Build Team Project: A press conference was held last week. Since that time, Lincoln Wood has been added as a sponsor. They have agreed to donate all the windows needed. Paul is meeting with MHS tomorrow.
 - C. Health, Morale & Welfare: Morale at Westgate is extremely high. The shelter is greatly appreciated as were the pumpkins which were delivered last month. We purchased some used Little Tikes play toys which have been placed at Westgate and other family sites. Health Insurance quotes for 2017 have been received. Paul will have a meeting with staff to get input on which plan they would prefer. Annual evaluations have been scheduled for next week.

The next regular meeting of the Commissioners of the Housing Authority will be held **December 14th, 2016, 4:00 at Park Place Badger Room, 215 Grand Avenue, Merrill, WI.**

Motion to adjourn at 6:18 P.M. Wagner/Kostman. Motion passed unanimously.


James Erno, Chairman


Paul Russell, Executive Director


Kay Tautges, Recording Secretary

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

Wednesday, November 9, 2016, 4:00 P.M., Eagles Club, 1205 Lake St., Merrill WI

PRESENT: Chairman James Erno, Denise Humphrey, Paul Wagner, Nancy Kwiesielewicz, Rob Norton (Ex-Officio), Paul Russell, Kay Tautges and Jim Wedemeyer (guest).

SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman James Erno. Motion to approve minutes of October 12, 2016 meeting and today’s agenda. Wagener/Humphrey. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #18211 thru #18251 and Billings to date for October 2016: Wagner/Humphrey. Motion passed unanimously by roll call vote: Erno-aye, Wagner- aye, Humphrey, Kostman-aye, and Kwiesielewicz -aye.

Discussion and Approval of Move-ins and Move-outs for October 2016: There are currently 5 vacancies and 2 more pending, due to deaths, need for increased care and a tenant who did not wish to comply with the no-smoking policy. Five apartments have move-ins scheduled. We are using new forms of advertising, and hope to build up a waiting list. Targeted ads may be needed in the future. Motion to accept report and place on file. Wagner/Kwiesielewicz. Motion passed unanimously.

Report on Jenny Tower Investments: Paul reported on the status of MAHA Investments and Projects. The picnic shelter at Westgate is complete. The Fire Station roof is finished. Jenny Tower carpet has been installed. Wisconsin Public Service will be paying for 30% of the lighting project. The Fox Point family housing project will go before zoning at tonight’s City Council meeting for final approval. Motion to accept report and place on file. Kostman/Humphrey. Motion passed unanimously.

Consider Resolution 413 – related to Family Housing: Paul introduced Jim Wedemeyer who provided Commissioners with information specific to property owned by the City with benefits of sale going to the River District. Questions arose in regard to the purchase of this land. Paul will investigate and provide answers to these questions at the December meeting. Motion to table the consideration of Resolution #413 until next meeting. Kwiesielewicz/Wagner. Motion passed unanimously.

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

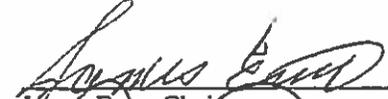
1. Commissioner Items/Comments – None.
2. Executive Director’s Report:
 - a. Fire Station Roof and Update: The Park Place Maintenance Garage has been cleared with some items being stored at the Fire Station. The Fire Station building is on the Historic Preservation meeting agenda. Paul hopes to solidify some support from the historical society in securing funds for restoration/preservation of the building’s exterior.
 - b. Jenny Towers Parking Lot Project: In order to move forward with this project, Paul needs approval from the board to begin survey work. Motion to continue working with REI to complete drawings for this project so that Marin/Riley can continue working on final plans for the site. Wagner/Kostman. Motion passed unanimously.
 - c. Health Morale and Safety: Maintenance is getting estimates for the installation of an outdoor light on the south exterior wall of the building. pictures of the grocery bags with our logo on them. Board Members approved of these. A MAHA property/projects packed which was used in a recent Rotary Club presentation was distributed to Commissioners. This will be used to inform future Commissioners as well as clubs & agencies about properties currently

Attachment: Committee Reports (2544 : Filing committee reports)

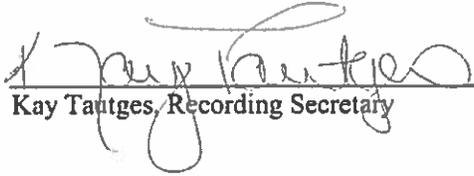
owned/managed by MAHA as well as projects in the work. Kay reported on activities held during the past month; Creative Coloring, Oktoberfest, Costume Party and Food Pantry presentation. Paul invited everyone to attend the "Raise The Flag Capital Campaign" on Veteran's day at the site for the future VFW facility.

The next regular meeting of the Commissioners of the Housing Authority will be held **Wednesday, December 14th, 2016, 4:00 p.m. at Park Place Badger Room, 215 Grand Avenue, Merrill, WI.**

Motion to adjourn meeting at 5:19 p.m. Wagner/Kostman. Motion passed unanimously.



James Erno, Chairman



Kay Tautges, Recording Secretary



Paul Russell, Executive Director

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

Wednesday, December 14, 2016, 4:00 P.M., Park Place Badger Room, 215 Grand Avenue, Merrill, WI

PRESENT: Chairman James Erno, Kevin Cohrs, Paul Wagner, Amanda Kostman, Nancy Kwiesielewicz, Rob Norton (Ex-Officio), Paul Russell and Kay Tautges.

SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman James Erno. Motion to approve the minutes of November 9, 2016 meeting with correction (Amanda Kostman's name added to list of those present) and today's agenda. Wagner/Kwiesielewicz. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #18252 thru #18312 and Billings to date for November 2016: Wagner/Humphrey. Motion passed unanimously by roll call vote: Erno-aye, Wagner-aye, Cohrs-aye, Kostman-aye, and Kwiesielewicz-aye.

Discussion and Approval of Move-ins and Move-outs for November 2016: There are currently 4 vacancies. Two move-ins are scheduled. Currently, there is no waiting list for 3-bedroom family units or for 1 bedroom apartments at Jenny Towers. Motion to accept report and place on file. Kwiesielewicz/Cohrs. Motion passed unanimously.

Discussion on funding future housing projects and 2017 benefits – closed session: Motion to go into closed session at 5:10 p.m.: The Board may convene in Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Kostman/Kwiesielewicz. Motion passed unanimously by roll call vote. Those attending closed session: Wagner, Erno, Cohrs, Norton, Kwiesielewicz, Kostman and Paul Russell.

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

The Committee may reconvene in open session for potential action(s) on closed session issues(s): Motion to reconvene in open session at 5:45 p.m. Wagner/Kostman. Motion passed unanimously. Actions taken: Motion to contribute set amount to the employee HSA to be deposited on said date and authorize renewal of HDHP insurance. Kostman/Wagner. Motion passed unanimously. Motion to allow Paul Russell to put all employees on the same review cycle and to approve raises for those who have been evaluated. Kostman/Cohrs. Motion passed unanimously.

Approve Report on Investments: Commissioner Wagner asked to have the 2016 completed project amounts added to next month's report. He also suggested that the cost of land and entire VA housing project be moved to 2017. There are plans for a GAP analysis to be completed in January and Paul will send this information out to board members when it has been received. Paul invited all board members to future VA housing planning meetings. Commissioner Wagner would like Paul to check if there will be a storm shelter/cement basement worked into the Fox Point housing design plans. Motion to accept report and place on file. Wagner/Kostman. Motion passed unanimously.

Discuss and Approve Financial Reporting 3rd Quarter Ending 09/30/16: Motion to accept report and place on file. Wagner/Kwiesielewicz. Motion passed unanimously.

Approve Resolution No. 415, "2017 Section 8 New Construction Budget": Motion to approve Resolution No. 415, "2017 Section 8 New Construction Budget". Wagner/Kostman. Motion passed unanimously by roll call vote: Erno-aye, Wagner-aye, Cohrs-aye, Kostman-aye, and Kwiesielewicz-aye.

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

A. Commissioner Items/Comments – Commissioner Wager asked if there has been any feedback on finding a grant writer? Paul stated he has not heard anything yet.

B. Executive Director's Report:

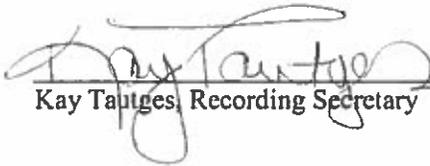
i. Health Morale and Safety: Paul reported that the Holiday Event was awesome and attended by 85% of the tenants. Tenants had a good time, the entertainment was a big hit and the tote bags were very much appreciated. Holiday decorating at both buildings has been a team effort between both staff and tenants. Families will be receiving a grocery store gift card and a tote bag. Parties will be planned at the new shelter in the future. Families will be notified of MAHA meetings when we have them scheduled at the main office so they can attend public comment period as required. Once the video teleconference is setup, residents will be able to participate from the community rooms at the two high rise facilities.

The next regular meeting of the Commissioners of the Housing Authority will be held **January 11th, 2017, 4:00 at the Main Office, 101 E. 1st Street, Merrill, WI.**

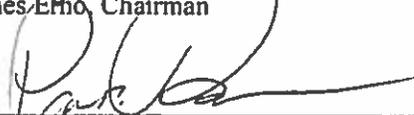
Motion to adjourn meeting at 6:00 p.m. Kostman/Cohrs. Motion passed unanimously.



James Erno, Chairman



Kay Tautges, Recording Secretary



Paul Russell, Executive Director

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

Wednesday, December 14, 2016, 4:00 P.M., Park Place Badger Room, 215 Grand Avenue, Merrill, WI

PRESENT: Chairman James Erno, Kevin Cohrs, Paul Wagner, Amanda Kostman, Nancy Kwiesielewicz, Rob Norton (Ex-Officio), Paul Russell, Kay Tautges.

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman James Erno. Chairman Erno welcomed Kevin Cohrs to the board and stated that going forward, only one meeting each year will be held at Park Place and one meeting at Jenny Towers. All other meetings will be at the Main office location. Motion to approve the minutes of November 9, 2016 meeting with correction (Need to add Amanda Kostman to list of those present) and today’s agenda. Wagner/Kostman. Motion passed unanimously.

Public Comment Period: None. Paul Russell stated that notifications of all MAHA Board meetings are posted on the MAHA website. The goal is to eventually have all meetings available to Park Place and Jenny Towers tenants via teleconferencing.

Discussion and motion to approve Checks #23052 thru #23105 Billings to date for November 2016: Wagner/Humphrey. Motion passed unanimously by roll call vote: Kwiesielewicz-aye, Wagner-aye, Kostman-aye, Cohrs- aye and Erno-aye.

Move-ins and Move-outs for November 2016: Paul reported that we are 96% occupied and will have 101 units occupied in the next 15 days. Two homeless veterans (one with a son) were moved into apartments during the past month. Commissioner Wagner would prefer that we go back to using the old reports since the new ones have too much information and are difficult to read. This was agreed upon by all board members. Motion to accept report and place on file. Wagner/Kostman. Motion passed unanimously.

Discuss and Approve Annual donations to local charitable organizations: After discussing options with staff, Paul recommended making the following donations: \$300.00 to HAVEN, \$400.00 to the Food Pantry and \$300.00 to the Women’s Auxiliary for Veterans. These organizations have worked hand in hand with us this year to provide services for our tenants. Motion to approve the recommended annual donations to local charitable organizations. Wagner/Kostman. Motion passed unanimously.

Discuss and Approve small projects related to security and IT: Paul gave an overview of each project:

1. Installation of a security camera in the Community Room & Lobby area by Systems Technology.
2. Installation of a security camera at Westgate by Systems Technology.
3. Installation of a Video Teleconference System by Envision. Set up to include the main office conference room and Jenny Towers and Park Place.
4. Installation of Electric Bulletin Boards at Jenny Towers and Park Place on the Main Level. Commissioner Wagner asked Paul if the cost for these projects will fall under operating or capital expense. Paul will check with our accountant and report back to the board. Motion to approve all small projects related to security and IT. Wagner/Kwiesielewicz. Motion passed unanimously.

Motion passed unanimously by roll call vote: Kwiesielewicz-aye, Wagner-aye, Kostman-aye, Cohrs- aye and Erno-aye.

Discuss and Approve Financial Reporting 3rd Quarter Ending 09/30/16: Motion to accept report and place on file. Wagner/Kwiesielewicz. Motion passed unanimously.

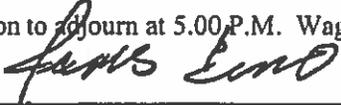
Approval of Resolution No. 414, "2017 Public Housing Budget": Motion to approve Resolution No. 414, "2017 Housing Budget". Wagner/Kostman. Motion passed unanimously by roll call vote: Kwiesielewicz-aye, Wagner-aye, Kostman-aye, Cohrs- aye and Erno-aye.

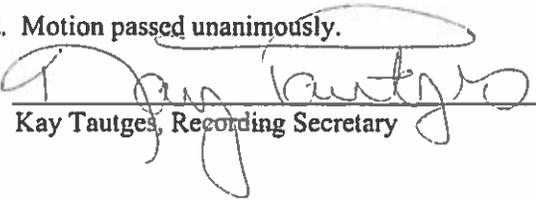
For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments – Commissioner Wagner asked if we could get some support for the preservation of the Old Fire Department from the Historical Society. Paul reported that the meeting went well and we did get support from both the Historical Society and the Merrill Fire Department. Commissioner Kwiesielewicz asked if we found a policy for completing background checks on tenants & staff. Paul stated that we he hasn't found a policy for that. Currently, Jenny Towers and Park Place are using different methods for conducting background checks. After the RAD conversion, the both programs will be Section 8 and so policies will be drawn up to ensure that the same procedures are being followed at each building. The target date for the RAD conversion is February 2017.
2. Executive Director's Report:
 - i. RAD Park Place Project Update: The demolition of the garage and bank drive-thru was approved by the MAHA transaction manager and is scheduled for January 1st. Horizon would like to schedule an early construction start date before the weather becomes more of a factor and could affect construction plans. There will be a change in the final tax credit equity due to changes in the financial sector because of the election. Financiers now want to re-negotiate the equity amount which will affect the financing of our project. HUD is aware of this and so it may be possible re-adjust our tax credit numbers. We have received the \$850,000.00 grant for the Fox Point project but must wait until April 2017 to find out if our tax credit application for that project has been approved.
 - ii. Health, Morale & Welfare: The holiday party at Park Place is tomorrow. Ed & Sharon's will be catering and the entertainer will be singing karaoke music.

The next regular meeting of the Commissioners of the Housing Authority will be held **January 11th, 2017, 4:00 at the Main Office, 101 E. 1st Street, Merrill, WI.**

Motion to adjourn at 5.00 P.M. Wagner/Kwiesielewicz. Motion passed unanimously.


James Erno, Chairman


Kay Tautges, Recording Secretary


Paul Russell, Executive Director

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

Wednesday, January 11, 2017, 4:00 P.M., Main Office, 101 E. First St., Merrill, WI

PRESENT: Chairman James Erno, Kevin Cohrs, Amanda Kostman, Nancy Kwiesielewicz, Rob Norton (Ex-Officio), Paul Russell, Kay Tautges and Jeremy Ratliff (guest).

ABSENT: Paul Wagner

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman James Erno. Motion to excuse Paul Wager and approve the minutes of December 14, 2016 meeting and today’s agenda. Kostman/Cohrs. Motion passed unanimously.

Public Comment Period: Jeremy Ratliff is co-organizer for the 1st Annual Community New Year Ride to Empower Abused Children, a planned 100-mile snowmobile ride, poker run and raffle to benefit local Northwoods Chapter of Bikers Against Child Abuse (B.A.C.A) set for January 28. He is here to ask MAHA for a donation to support this event. All funds raised will be used by the local chapter.

Discussion and motion to approve Checks #23106 thru #23172 Billings to date for December 2016: Commissioner Cohrs suggested having the credit card bill brought to future meetings so that charges can be reviewed. Cohrs/Kwiesielewicz. Motion passed unanimously by roll call vote: Kwiesielewicz-aye, Cohrs-aye, Kostman-aye and Erno-aye.

Move-ins and Move-outs for December 2016: Paul reported that we are 96% occupied with three move-ins scheduled. Motion to accept report and place on file. Kostman/Cohrs. Motion passed unanimously.

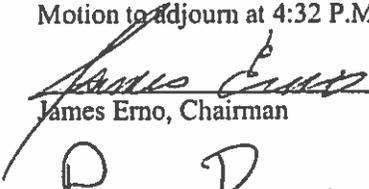
For the Good and Betterment of the Public Housing Program:

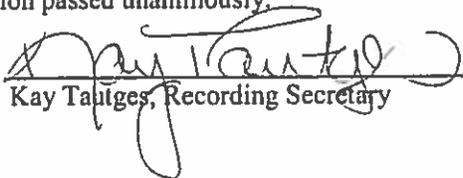
- 1. Commissioner Items/Comments – None
- 2. Executive Director’s Report:
 - A. RAD Park Place Project Update: The Demolition plan is now in front of a HUD hearing committee for approval. We expect to have an answer in two weeks. The RAD project will close on February 1st. After that, we will be operating under New Construction regulations until the project is complete. This will remove the 96% occupancy requirement. We still plan on the original construction timeline, to begin April 1st. We have requested \$50,000.00/year more from WHEDA since the financing rates have changed. Horizon will be here January 19th and Commissioners are welcome to attend meetings.
 - B. Health, Morale & Welfare: None

There will be no meeting in February. Amanda Kostman will no longer be able to serve on the Board and her seat on the board needs to be filled. The Mayor will appoint a Commissioner at the February City Council meeting. There is also the need to nominate/elect a Vice Chairperson. Paul Wagner stated he would be willing to step into that role. Motion to elect Paul Wagner as Vice Chairperson. Kostman/Cohrs. Motion passed unanimously.

The next regular meeting of the Commissioners of the Housing Authority will be held **February 15th, 2017, 4:00** at the Main Office, 101 E. First Street, Merrill, WI.

Motion to adjourn at 4:32 P.M. Wagner/Kostman. Motion passed unanimously.


James Erno, Chairman


Kay Tautges, Recording Secretary


Paul Russell, Executive Director

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

Wednesday, January 11, 2017, 4:32 P.M., Main Office, 101 E. First St., Merrill, WI

PRESENT: Chairman James Erno, Kevin Cohrs, Amanda Kostman, Nancy Kwiesielewicz, Rob Norton (Ex-Officio), Paul Russell and Kay Tautges.

ABSENT: Paul Wagner

SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman James Erno. Motion to excuse Paul Wagner. Kostman/Kwiesielewicz. Motion passed unanimously.

Public Comment Period: None.

Motion to approve the minutes of the December 14, 2016 meeting and today's agenda. Kwiesielewicz/Kostman. Motion passed unanimously.

Discussion and motion to approve Checks #18313 thru #18389 and Billings to date for December 2016: Kostman/Cohrs. Motion passed unanimously by roll call vote: Erno-aye, Cohrs-aye, Kostman-aye, and Kwiesielewicz-aye.

Discussion and Approval of Move-ins and Move-outs for December 2016: There are currently 5 vacancies. Jenny Towers should be filled by March 1st but finding a family eligible for the St. Paul home has been a challenge. Currently, there is no waiting list for 3-bedroom family units. Motion to accept report and place on file. Cohrs/Kostman. Motion passed unanimously.

Discussion on funding future housing projects and 2017 benefits – closed session: Motion to go into closed session at 4:46 p.m.: The Board may convene in Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Kostman/Cohrs. Motion passed unanimously by roll call vote. Those attending closed session: Erno, Cohrs, Norton, Kwiesielewicz, Kostman and Paul Russell.

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

The Committee may reconvene in open session for potential action(s) on closed session issues(s): Motion to reconvene in open session at 5:13 p.m. Kostman/Kwiesielewicz. Motion passed unanimously. Actions taken: Motion to increase employee HSA contribution from \$500.00 to \$1000.00 to be deposited June 1st, 2017. Kostman/Kwiesielewicz. Motion passed unanimously. Motion to approve employee benefit letters with changes made to HSA contribution amount. Kostman/Kwiesielewicz. Motion passed unanimously.

Approve Report on Investments: There is a need to split the report into one 5-year project report and another Investment only report. Balances are not coming out with the reports being combined. Projects on the 2016 will be moved to 2017 because they are ongoing or have not yet begun. Land purchases will also be moved from 2016 to 2017. If the tax credit equity comes in lower than expected, we will have to contribute more money to the project. Motion to accept report and place on file. Kostman/Cohrs. Motion passed unanimously.

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

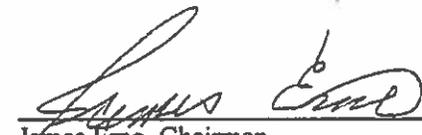
A. Commissioner Items/Comments – None.

B. Executive Director’s Report:

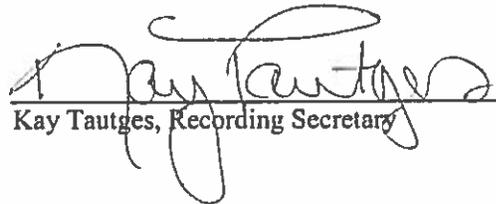
- i. Health Morale and Safety: Paul reported that morale is good. The next tenant meeting is January 18th.

The next regular meeting of the Commissioners of the Housing Authority will be held February 15th, 2017, 4:00 at the Main Office, 101 E. 1st Street, Merrill, WI.

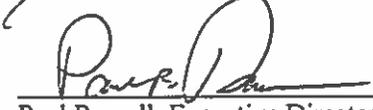
Motion to adjourn meeting at 5:21 p.m. Kostman/Cohrs. Motion passed unanimously.



James Erno, Chairman



Kay Tautges, Recording Secretary



Paul Russell, Executive Director

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

Wednesday, February 15, 2017, 4:00 P.M., Main Office, 101 E. First St., Merrill, WI

PRESENT: Chairman James Erno, Kevin Cohrs, Paul Wagner, Jill Laufenberg, Rob Norton (Ex-Officio), Paul Russell, Lynn Ross, and Scott Kwiecinski (guest).

ABSENT: Nancy Kwiesielewicz

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman James Erno. Jill Laufenberg was introduced as the new Commissioner. Board members discussed changing meeting day and time beginning in May to better accommodate Commissioner's schedules. More discussion will be had to include everyone's input before changes are made. Motion to excuse Nancy Kwiesielewicz. Wagner/Cohrs. Motion passed unanimously by roll call vote. Motion to approve the minutes of January 11, 2017 meeting and today's agenda. Cohrs/Erno. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #23173 thru #23198 and Billings to date for January 2017: Report provided for December and January Chase credit card charges per Commissioner Cohrs' request. Wagner/Cohrs. Motion passed unanimously by roll call vote: Cohrs-aye, Wagner-aye, Laufenberg-aye and Erno-aye.

Move-ins and Move-outs for January 2017: Paul reported that we are 98% occupied and waiting lists are growing with the anticipation of the new apartment building and remodel of Park Place. Motion to accept report and place on file. Wagner/Cohrs. Motion passed unanimously.

Briefing on equity and construction costs RAD Public Housing Project – Closed Session: Motion to go into closed session at 4:19p.m. The Board may convene in Closed Session pursuant to Wisconsin State Statutes 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. Erno/Wagner. Motion passed unanimously by roll call vote. Cohrs-aye, Wagner-aye, Laufenberg-aye and Erno-aye.

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

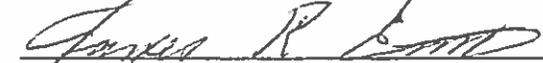
The Committee may reconvene in open session for potential action(s) on closed session issues(s): Motion to reconvene in open session at 5:16p.m. Wagner/Cohrs. Motion passed unanimously. Actions taken: Motion to approve the Enterprise letter of intent for funding of Park Place project with authorization from Paul to sign for Merrill Area Housing Authority. Wagner/Cohrs. Motion passed unanimously.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments – None
2. Executive Director's Report: None.

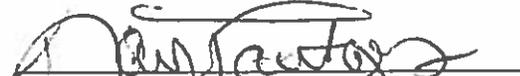
The next regular meeting of the Commissioners of the Housing Authority will be held **March 8th, 2017, 4:00 at the Main Office, 101 E. First Street, Merrill, WI.**

Motion to adjourn at 5:25 P.M. Wagner/Cohrs. Motion passed unanimously.


James Erno, Chairman


Lynn Ross, Recording Secretary


Paul Russell, Executive Director


Kay Tauges, Recording Secretary

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

Wednesday, February 15, 2017, 5:26 P.M., Main Office, 101 E. First St., Merrill, WI

PRESENT: Chairman James Erno, Kevin Cohrs, Jill Laufenberg, Paul Wagner, Rob Norton (Ex-Officio), Paul Russell and Kay Tautges.

ABSENT: Nancy Kwiesielewicz

SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman James Erno. Motion to excuse Nancy Kwiesielewicz. Wagner/Cohrs. Motion passed unanimously.

Public Comment Period: None.

Motion to approve the minutes of the January 11, 2017 meeting and today's agenda. Cohrs/Erno. Motion passed unanimously.

Discussion and motion to approve Checks #18390 thru #18419 and Billings to date for January 2017: Cohrs/Wagner. Motion passed unanimously by roll call vote: Erno-aye, Cohrs-aye, Wagner-aye, and Laufenberg-aye.

Discussion and Approval of Move-ins and Move-outs for January 2017: We are 97% occupied but have had a number of transitional move outs resulting in an increase in vacancies. The waiting list is very small and there are current misconceptions in the community that there is a very long waiting list and that those living outside of the city will not be able to get an apartment. There is a need for advertising that apartments are available for both city residents as well as those living outside of city limits. Motion to accept report and place on file. Cohrs/Wagner. Motion passed unanimously.

Discussion on ED 2017 benefits – closed session: Tabled until next meeting.

Resolution 416 BMO Authorization of Transaction Agent: Board members asked how much money Paul is authorized to spend before board approval is needed. Paul will investigate what spending limits are and requirements for two signature authorizations. Motion to approve Resolution #416, "Merrill Area Housing Authority Section 8 New Construction Authorized Transaction Agent Project No. WI-390041012". Cohrs/Laufenburg. Erno-aye, Cohrs-aye, Wagner-aye, and Laufenberg-aye.

Approve Report on Investments: Tabled until next meeting.

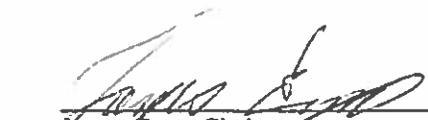
For the Good and Betterment of the Section-8 Housing Program:

- A. Commissioner Items/Comments – Commissioner Cohrs asked for some background information on the Bluejay Build Project. Paul explained reasons for the partnership, future plans for the house and our financial obligations.
- B. Executive Director's Report: Paul asked the board to consider hiring a grant writer. Board members are aware of people in Merrill who have grant writing experience. Commissioner

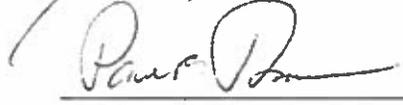
Cohrs will make some inquiries. Paul asked Commissioners to email suggested meeting time/dates to him.

The next regular meeting of the Commissioners of the Housing Authority will be held March 8th, 2016, 4:00 at the Main Office, 101 E. 1st Street, Merrill, WI.

Motion to adjourn meeting at 6:11 p.m. Cohrs/Laufenberg. Motion passed unanimously.



 James Erno, Chairman



 Paul Russell, Executive Director



 Kay Tautges, Recording Secretary

MERRILL AREA HOUSING AUTHORITY
PUBLIC HOUSING PARK PLACE & WESTGATE
BOARD OF COMMISSIONERS
MEETING MINUTES

Regular Meeting

Tuesday, March 21, 2017

Main Office 7:30 AM

PRESENT: Paul Wagner, Vice Chair, Nancy Kwiesielewicz, Kevin Cohrs, Jill Laufenberg, Rob Norton (Ex-Officio), Paul Russell, and Lynn Ross
ABSENT: Jim Erno, Chair

Call to Order: Vice Chair Paul Wagner called the meeting to order at 7:30am. Paul Wagner made a motion to excuse Jim Erno; seconded by Nancy Kwiesielewicz. Motion carried

Public Comment Period: None

Approval of February 15th Minutes: Motion to approve (Laufenberg/Wagner). Motion carried

Approval of Billing/Check Expenditures for February: Paul Russell briefed the commissioners on larger payments issued to vendors. Motion to approve (Kwiesielewicz/Cohrs). Motion carried

Move-in/Move-out report for February: Continue to meet HUD vacancy guidelines with a low number of vacancies. Motion to approve (Cohrs/Laufenberg). Motion carried

Resolution 417 Executive Director Authorization as Financial Agent: Motion to approve (Cohrs/Wagner). Motion carried

Resolution 418 Establishing a Park Place & Westgate LLC Money Market Account: The intent of this account is for expenses related to the construction of the new 38 apartment unit and remodel of Park Place.

For the Good and Betterment of the Public Housing Program:

A. Commissioner Items/Comments: None

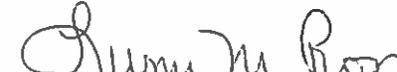
B. Executive Director's Items/Comments:

- i. Park Place RAD Conversion Update: Paul presented the commissioners with a letter that Horizon drafted and sent to HUD regarding bifurcated closings for the Park Place-Westgate project.
- ii. Health, Morale, and Welfare: Tenant activities to include Wausau Manor Bingo and a St Patrick's date party with Irish trivia

Next meeting date: Tuesday, April 18, 2017, 7:30am Main Office, 101 E. First Street, Merrill, WI

Motion to adjourn at 8:03am. Laufenberg/Kwiesielewicz. Motion carried.


James Erno, Chairman


Lynn Ross, Recording Secretary


Paul Russell, Executive Director

**MERRILL AREA HOUSING AUTHORITY
SECTION 8 NEW CONSTRUCTION
JENNY TOWERS & FAMILY HOUSING
BOARD OF COMMISSIONERS
MEETING MINUTES**

Regular Meeting Tuesday, March 21, 2017 Main Office 8:04 AM

PRESENT: Paul Wagner, Vice Chair, Nancy Kwiesielewicz, Kevin Cohrs, Jill Laufenberg, Rob Norton (Ex-Officio), Paul Russell, and Lynn Ross

ABSENT: Jim Erno, Chair (Excused)

Call to Order: Vice Chair Paul Wagner called the meeting to order at 8:04 am

Public Comment Period: None

Approval of February 15th Minutes: Motion to approve (Cohrs/Laufenberg). Motion carried

Approval of Billing/Check Expenditures for February: Paul Russell briefed the commissioners on larger payments issued to vendors. Motion to approve (Kwiesielewicz/Laufenberg). Motion carried

Move-in/Move-out report for February: Paul Russell explained to the commissioners that we started advertising on the radio to fill current vacancies. Motion to approve (Cohrs/Laufenberg). Motion carried

Closed Session: Commissioners would like to defer to next meeting so they have time to review packet materials Paul Wagner distributed.

Approve Report on Investments: Kevin Cohrs would like to review the BMO Investment fund before determining if we should consider a construction loan vs depleting the investment fund. Motion to approve (Cohrs/Laufenberg). Motion carried

For the Good and Betterment of the Public Housing Program:

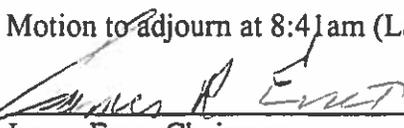
A. Commissioner Items/Comments: None

B. Executive Director's Items/Comments:

- i. Health, Morale, and Welfare: Tenant activities to include Wausau Manor Bingo, Coloring, Guest speaker Tom Berg, Trivia and a St Patrick's date party
- ii. Affordable Rental Housing Needs Analysis (Veteran's Housing) Phase I: Market study has been completed and it was identified that there is more need for family housing. Paul Russell will send out Phase I documents for review and would like the commissioners to meet in May for further discussion on the direction to go with this project.

Next meeting date: Tuesday, April 18, 2017, 7:30am Main Office, 101 E. First Street, Merrill, WI

Motion to adjourn at 8:41 am (Laufenberg/Cohrs). Motion carried.


James Erno, Chairman


Lynn Ross, Recording Secretary


Paul Russell, Executive Director

MERRILL AREA HOUSING AUTHORITY
PUBLIC HOUSING PARK PLACE & WESTGATE
BOARD OF COMMISSIONERS
MEETING MINUTES

Regular Meeting

Tuesday, April 11, 2017

Main Office 7:00 AM

PRESENT: Jim Erno Chair, Nancy Kwiesielewicz, Kevin Cohrs, Jill Laufenberg, Paul Russell, and Lynn Ross

ABSENT: Paul Wagner Vice and Rob Norton (Ex-Officio)

Call to Order: Chairman Jim Erno called the meeting to order at 7:31am.

Public Comment Period: None

Approval of March 21, 2017 Meeting Minutes: Motion to approve (Kwiesielewicz/Cohrs). Motion carried

Approval of Billing/Check Expenditures for March: Paul Russell briefed the commissioners on larger payments issued to vendors. Motion to approve (Cohrs/Laufenberg). Motion carried

Move-in/Move-out report for March: Continue to meet HUD vacancy guidelines on vacancy ratios. Waiting for response from developer if remodeling can be done on vacant Westgate apartments as part of the Rad Conversion. Motion to approve (Laufenberg/ Cohrs). Motion carried

Resolution 419 Tenant Complaint Policy: Motion to approve with 2 amendments (Cohrs/Laufenberg). Motion carried

For the Good and Betterment of the Public Housing Program:

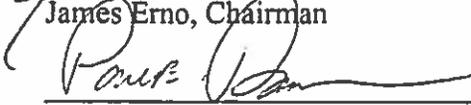
- A. Commissioner Items/Comments: Jim Erno suggested a Special Meeting to be determined to establish a project financing timeline, strategies on future projects and get new board members familiarize them with the day to day operations.
- B. Executive Director's Items/Comments: Paul presented the board with a compiled listing of names the Park Place and Jenny Towers tenants submitted for the naming of the new 38 Unit Apartment. The board recommended the MAHA staff select the top 3 and have the tenants vote.
 - i. Park Place RAD Conversion Project Update: Paul presented the commissioners with a financial outline provided by Horizon to include sources and uses of the funds.
 - ii. Health, Morale, and Welfare: None

Next meeting date: Tuesday, May 16, 2017, 7:30am Main Office, 101 E. First Street, Merrill, WI

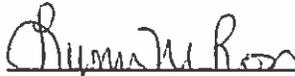
Motion to adjourn at 7:55am. Cohrs/Laufenberg. Motion carried.



 James Erno, Chairman



 Paul Russell, Executive Director



 Lynn Ross, Recording Secretary

MERRILL AREA HOUSING AUTHORITY
SECTION 8 NEW CONSTRUCTION
JENNY TOWERS & FAMILY HOUSING
BOARD OF COMMISSIONERS
MEETING MINUTES

Regular Meeting Tuesday, April 11, 2017 Main Office 7:55 AM

PRESENT: Jim Erno Chairman, Nancy Kwiesielewicz, Kevin Cohrs, Jill Laufenberg, Paul Russell, and Lynn Ross

ABSENT: Paul Wagner Vice Chairman and Rob Norton (Ex-Officio)

Call to Order: Chairman Jim Erno called the meeting to order at 7:55 am

Public Comment Period: None

Approval of March 21, 2017 Meeting Minutes: Motion to approve (Kwiesielewicz/Cohrs). Motion carried

Approval of Billing/Check Expenditures for March: Paul Russell briefed the commissioners on larger payments issued to vendors. Motion to approve (Laufenberg/Kwiesielewicz). Motion carried

Move-in/Move-out report for March: Paul Russell explained to the commissioners that a waiver has been submitted to HUD to consider applicants age 50 and older for one year to fill vacancies. Motion to approve (Laufenberg/Kwiesielewicz). Motion carried

Discuss ED 2017 benefits and project budgets/investments – Motion to go into closed session at 8:04am. Motion to approve (Laufenberg/Cohrs). Motion carried. The Board may convene in Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Board may convene in Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) 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. The minutes from this session will be filed separately and confidentially. Motion to reconvene into open session at 8:27am. Motion to approve (Laufenberg/Cohrs). Motion carried.

Approve Report on Investments: Paul Russell with send Phase II VA Housing outline from Hoffman Planning Design & Construction. Motion to approve (Laufenberg/Cohrs). Motion carried

For the Good and Betterment of the Public Housing Program:

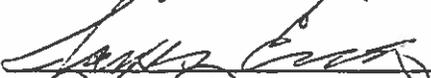
A. Commissioner Items/Comments: None

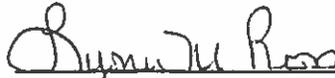
B. Executive Director’s Items/Comments:

- i. Health, Morale, and Welfare: Paul outlined the Green Space project to include a 3-season gazebo, converting the maintenance garage into a picnic shelter with overhang and working kitchen for tenant family gatherings.

Next meeting date: Tuesday, May 16, 2017, 7:30am Main Office, 101 E. First Street, Merrill, WI

Motion to adjourn at 8:44am (Laufenberg/Cohrs). Motion carried.


James Erno, Chairman


Lynn Ross, Recording Secretary


Paul Russell, Executive Director

**City of Merrill
Joint Review Board**

Thursday, May 18th, 2017 at 4:30 P.M.

City Hall Council Chambers, 1004 East First Street

Members Present: Mayor Bill Bialecki (City of Merrill representative), Roxanne Lutgen (Northcentral Technical College representative), Brian Dasher (Merrill Area Public Schools representative), Bob Weaver (Lincoln County representative)

Absent: Ryan Schwartzman (public member)

Others Present: Finance Director/RDA Secretary Kathy Unertl, City Administrator Dave Johnson, City Attorney Tom Hayden, and City Clerk Bill Heideman

Call to order Chair Bialecki called the meeting to order at 4:30 P.M.

Public Comment None.

Review and consideration of April 11th, 2017 meeting minutes

Motion (Weaver/Lutgen) to approve the Joint Review Board meeting minutes from April 11th, 2017. Carried.

Review the public record, planning documents, Redevelopment Authority resolution adopting the project plan, and the resolution passed by the Common Council approving the amendment

As discussed at the April 11th Joint Review Board meeting, North Center Avenue was added to the infrastructure map and the 2017 project expenses.

In the agenda packet, Joint Review Board members were provided copies of the public record and resolutions for review, as well as the draft development agreement for AmericInn expansion.

Unertl reported that the TIF development incentive for Gateway North LLC had been increased from \$125,000 to \$200,000 in order for the development to occur. Bialecki emphasized that the .39 acre land-locked parcel paid \$1,240 in 2016 property tax. After AmericInn expansion, the annual tax increment increase would be over \$30,000.

Consideration of Joint Review Board Resolution 2017-01 - Approving the Project Plan & Boundary Amendment of Tax Incremental District No. 3, City of Merrill

Unertl highlighted the three Joint Review Board concurrence with the following criteria:

- 1) The development expected in the District would not occur without the use of tax increment financing and the amendment of the tax increment district.
- 2) The economic benefits of the District, as measured by increased employment, business and personal income and property value, are sufficient to compensate for the cost of the improvements.
- 3) The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing districts.

Motion (Lutgen/Weaver) adopting Joint Review Board Resolution 2017-01 - Approving the Project & Boundary Amendment of Tax Increment District No. 3, City of Merrill. Carried.

Schedule future Joint Review Board meeting on Annual TID Report and proposed new TID (Weinbrenner Shoe Factory area)

Unertl asked if Tuesday, August 8th at 4:30 p.m. would work for the next Joint Review Board meeting. JRB member consensus that this date and time would work.

In addition to review and discussion of the new annual TID report, Unertl advised that the City of Merrill will be proposing creation of new tax increment district for the Weinbrenner Shoe Factory area. City Administrator Dave Johnson reported that the City of Merrill just received written notice of interest from Weinbrenner Shoe Company to purchase the existing City-owned factory.

Unertl added that this new TID area would also include the adjacent almost 30 acres of the former Hurd Windows & Doors parcel which would be removed from TID No. 8. Since TID No. 8 was created in 2011, there have been many unanticipated environmental challenges for Merrill Area Development Corp. (MADC) and Merrill Renewal Properties. Several buildings now have tenants. However, current site conditions include piles of demolition debris and rotting alfalfa. Remaining environmental contamination sites have been capped.

Adjournment:

Motion (Weaver/Lutgen) to adjourn at 4:38 p.m. Carried.

Minutes prepared and submitted by:

Kathy Unertl, Finance Director/RDA Secretary

T. B. Scott Free Library Board of Trustees
REGULAR MEETING
May 17th, 2017
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: Katie Breitenmoser, Paul Gilk, D'Lacey Haight, Audrey Huftel, Tim Meehean, and Jim Wedemeyer. Excused: Gene Bebel and Richard Mamer. Also present: Mary Ball, Don Litzer (4:05-), Nick Wszalek and Drako F. from MP3.

There was no correspondence. There was no public comment.

2. Consent Items

M Meehean/S Haight/C to approve the minutes of the April meeting as printed. M Meehean/S Breitenmoser/C to accept the Monthly Revenue and Expense Report for April as printed.

3. Reports/Discussion Items/Action Items

A. Solar Project Update: Ms. Stevens and Mr. Wszalek gave an update on the solar progress. The majority of the solar installation has been completed and the system is functioning. North Wind Renewable Energy and Kulp's of Stratford are working on final completion details. Board members reviewed and discussed the copy of the email discussing consideration of change in the wording of the contract. M Meehean/S Haight/C to follow the recommendation of the City Attorney and leave the statement as it is written. A recognition event is planned for June 1st and a copy of the press release was presented. Board members directed Ms. Stevens to ensure Church Mutual was recognized as a significant donor to the project. The large monitor is in place to provide the public real-time access to the project and will soon be displaying content.

B. Donation request-Historical Marker/Bench: M Wedemeyer/S Breitenmoser/C to proceed with plans to place a historical marker donated by Mrs. Van Slate as discussed. Ms. Stevens will work with the family and Mr. Wendorf, Park and Recreation Director.

C. Policy: Skateboard: M Meehean/S Breitenmoser/C to approve policy as revised.

D. Policy: Death of a Board Member or Staff Member: M Meehean/S Gilk/C to approve policy as revised.

E. Policy: Wireless Internet: M Meehean/S Huftel/C to approve policy as revised.

F. Document for the Endowment Fund of the T.B. Scott Free Library: M Meehean/S Breitenmoser/C to approve document as revised.

G. Request for Change in June Board Meeting Date: M Wedemeyer/S Meehean/C that unless matters arise that necessitate a June meeting, that there be no library board meeting in June.

H. Strategic Plan Progress-Goals #5: Ms. Stevens presented progress on goals & objectives.

I. Wisconsin Trustee Essential #14-The Library Board and Open Meetings Law: Ms. Stevens provided copies of copies of Trustee Essential #14.

J. Reports from Friends/WVLS Representative: At the May Friends of the Library meeting, the Friends purchased Chamber of Commerce gift certificates for use as prizes for the Adult Summer Read-In. A copy of the WVLS Directors report for May was provided.

4. Forthcoming Events & Library Director Report

- April Monthly Statistical Report was provided.
- Mr. Litzer's retirement party invitation was shared with board members.
- A copy of statistics from Annual Food for Fines from 2005 to present was provided.

5. Adjournment:

The meeting adjourned at 4:40 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on July 19th at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary

MAY MEETING MINUTES

Merrill Enrichment Center Committee

Meeting was held on Wednesday May 24th, 2017 at 8:00 a.m.

Lower level of Merrill City Hall

Present: Art Lersch, S. Peggy Jackelen, Diane Goetsch, Rev. Kyle Carnes (Chair), Rose Akey, Mary Ball (Aldersperson)

Absent: Gene Bebel, Erin Wells (ADRC Representative)

1. Opening

- a. Carnes called the meeting to order

2. Consent Items

- a. Motion made by Ball, second by Goetsch to approve April minutes. Motion carried.
- b. Motion made by Ball, second by Akey to approve April vouchers. Motion carried.

3. Public Comment - none

4. Discuss new Center fees

- a. Room rental fee for Enrichment Center Rooms is \$50
- b. Instructor fees will be 10% of profit on the class.
- c. Walking track will not have a fee but rather a donation boxes.

5. Discussion

- a. We will finish our SOAR analysis in our June meeting.

6. Adjournment

- a. Motion to adjourn made by Lersch second by Jackelen.

Next meeting will be held on June 28th at 8am.

Vouchers will be available for review 15 minutes prior to meeting time.

Respectfully submitted,

TMrachek

Tammie Mrachek

MACEC Director

Enrichment Center Mission Statement: Dedicated to Enhancing Lives and Bringing Generations Together

Merrill City Hall is handicapped accessible. Take the elevator to the basement level.

MERRILL ENRICHMENT CENTER

Notes from March committee meeting

Strengths

- City Support
- Staff
 - Competent
 - Energy
 - creative
- Programming
 - Variety, specific to needs
- Dedicated committee
- Eleven to plan ahead programming takes into account mission
- New facility
- Community Extension support
 - understanding impact of aging population; resources important.
- “Kind” place to come; culture created that was positive, safe place, sense of community, reflected in the mission.
- Strong referral, partner network
- Staying true to mission

Opportunities

- More partnerships; education on aging services.
- Interactions – more opportunities to interact with community.
- New facility.
- Interfaith; provide gap services; people who don’t qualify for but still have needs; can center help foster this? Turn to Wausau for examples?
- Advocacy Program (eg. For doctors’ appts; coaching on what questions to ask; how people can retain the information they hear, etc.)

- Center would find/coordinate the advocates; another set of ears; advocates would ask questions/clarify things; get responses in writing.
- Expand intergenerational programming.
- Meals on Wheels; refer people to Enrichment Center (but these people are homebound); active home visits; volunteers interact with clients (already being done); alert authorities of people in homes having difficulties.
- Expand into evening hours (new facility; this will happen).

Aspirations (in five years)

- Move primary programming even more toward intergenerational (oil painting, essential oils); Change the paradigm-“I am not old enough to come here.”
- More resources; outside funding.
- More extensive needs assessment with community.
- Everyone in the area in the next five years should know what the center is doing.
- “No wrong door system”; network with center included work together to serve all.
- Programs should be rotating out from the center. The center should be a catalyst for programming in other facilities/places.
- People who come to the center for services find opportunities to also contribute to the center.
- All five living generations are being served by the center.
- If lives are being improved in the Merrill area, the center should somehow be recognized as having something to do with that. (Within five years).

PARKS & RECREATION COMMISSION

June 7th, 2017

The Merrill Parks and Recreation Commission met on Wednesday, June 7th, 2017 at 4:15 p.m. at the Smith Center.

Members Present: Dave Sukow, Mike Willman, Brian Artac, Jean Ravn

Members Absent: Melissa Schroeder, John Burgener, Ben Debroux

Department Staff Present: Dan Wendorf

Visitors: Erik Pfantz, MP3, Kyle Gulke

***Motion Artac, seconded by Sukow to approve the minutes from the May meeting.

***Carried unanimously.

***Motion Sukow, seconded by Ravn to approve the claims as presented.

***Carried unanimously.

There was no public comment to begin the meeting.

The next item on the agenda was an update on the upcoming Merrill Outdoor Recreation Plan. Wendorf began the discussion by fielding questions regarding the online survey that Fred from NCWRPC sent a memo regarding for the commission to review prior to the meeting. Commissioner Sukow mentioned that he had trouble logging into the site with the link that was provided. Wendorf stated that he would send the direct link to him to allow access. The discussion was very positive and Commissioner Ravn mentioned that she really liked the questions. She suggested breaking the biking question into two parts to allow for a more specific answer as she felt the first question was too broad. Wendorf said he would make that change. Willman stated that after question 18 he was unable to continue but wasn't sure why and suggested that we make sure that we have the bugs worked out and changes made before making this live. Wendorf stated he would pass all the feedback onto Fred to have it running smoothly before we inform the public and invite them to partake. It was also suggested to have hard copies at several strategic locations for people that don't have access to the internet or refuse to use it. Wendorf stated that there will be some hard copies for those who wish to choose that route.

The next item on the agenda was an update on the Normal Park Restroom Project. Wendorf stated that work officially began on Monday, June 5th and that progress will really take off from this point. As for a timeline, Wendorf stated that the project will continue on schedule in hopes to finish by the end of July. As with all outdoor projects this is weather dependent.

The next item on the agenda was monthly reports. Wendorf mentioned that things have been very busy on all ends of the Parks & Recreation operations and that things are ready to go. Aquatic Center opening on June 9th, baseball tourney weekend of June 9th, June Dairy Breakfast on June 11th, to name a few to

kick off summer. Wendorf thanked his staff members for all of their outstanding work in helping make all of these things come together.

***Motion Sukow, seconded by Artac to approve the monthly report given by Wendorf.

***Carried unanimously.

The next meeting is scheduled for Wednesday, July 5th, 2017 at 4:15 p.m. at the Smith Center.

There was no public comment to conclude the meeting.

***Motion Artac, seconded by Ravn to adjourn at 4:53 p.m.

***Carried unanimously.

Dan Wendorf
Recording Secretary



CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
MINUTES • TUESDAY MAY 23, 2017

Regular Meeting

City Hall Council Chambers

5:00 PM

I. Call to Order

Alderman Schwartzman called the meeting to order at 5:13 P.M.

Attendee Name	Title	Status	Arrived
Ryan Schwartzman	Aldersperson - Third District	Present	
Tim Meehean	Aldersperson - Eighth District	Present	
Paul Russell	Aldersperson - First District	Present	

Also in attendance: City Administrator Dave Johnson, City Attorney Tom Hayden, Alderwoman Mary Ball, Alderwoman Kandy Peterson, Diane Wais and City Clerk Bill Heideman. Finance Director Unertl had an excused absence.

II. Vouchers:

1. Vouchers for April, 2017

Motion (Meehean/Russell) to place on file.

RESULT:	PLACED ON FILE
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III. Agenda items for consideration:

1. Consider request to write-off Personal Property Tax Bill (total of \$117.02) for Roberts Broadcasting, 1106 West Main Street.

Motion (Meehean/Russell) to approve.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 6/13/2017 7:00 PM
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2. Consider request to write-off Real Estate Tax Bill for 1005 Grand Avenue (\$852.24).

Motion (Meehean/Russell) to approve.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 6/13/2017 7:00 PM
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3. Informational update on Lincoln County Delinquent Tax Foreclosure process.

This was included on the agenda for information only. The Lincoln County Board will be considering two new ordinances to streamline the collection process. Numerous delinquent bills have already been paid as a result of addressing delinquent bills and the associated collection process. At their next meeting (June 20th), the Lincoln County Board will continue discussion of this issue.

Until further notice, this item will continue to be included on Personnel and Finance Committee meeting agendas. No action was taken at this time.

4. Consider revisions to Personnel Policies/Handbook

The meeting packet contained several sections of the Personnel Policies Handbook, including several suggestions being proposed by City staff. In addition to those suggestions, additional suggestions were introduced and discussed at the meeting, as follows:

- ▶ In the definitions section, delete the word “fulltime” in the definition of Anniversary Date. Employees have an anniversary date regardless of whether they are fulltime or not.
- ▶ City staff is suggesting the definition of full-time in Section 4-8 be changed from forty hours per week to thirty. After discussion, it was decided it would remain at forty, at least for now.
- ▶ Language should be added to Section 4-5(c) to ensure that the Personnel and Finance Committee is notified in cases of dismissals.
- ▶ Remove the language in Section 4-7 that states that background check information shall be placed in the personnel file.
- ▶ Remove the second sentence in Section 5-11.
- ▶ Reassign Phase 1 orientation responsibility to Payroll Administrator and Phase 2 to Department Head.
- ▶ Add language to Section 4-11 to state that the Personnel and Finance Committee will be notified when vacancies are filled.
- ▶ Rewrite Section 6-10 (Longevity).
- ▶ Delete the word “regular” wherever it occurs in Section 6-7.
- ▶ Alderman Meehean suggested that only “productive” hours (not sick or vacation hours) should be counted as hours worked when calculating overtime. Alderman Russell stated that he would like to see historical and future information on this statistic.
- ▶ Delete the last word (each) from Section 7-5-2(b).
- ▶ In Section 8-3-7, change “Personnel Director” to “City Administrator”.
- ▶ Section 9-3 (Retirement) was discussed. City staff proposes that the 40 hour limit on carryover be eliminated. Instead, employees would be allowed to carryover unlimited hours from year to year. After discussion of vacation accrual and carryover, Alderman Schwartzman announced that this will be a separate agenda item at the next Personnel and Finance Committee meeting. General consideration of the Personnel Policies Handbook will also continue at the next meeting.

No action was taken at this time.

IV. Monthly Reports:

1. Municipal Court

The report was in the meeting packet.

2. Finance Director Unertl

The report was in the meeting packet.

3. City Attorney Hayden

The report was in the meeting packet.

4. City Clerk Heideman

The report was in the meeting packet.

5. City Administrator Johnson

The report was in the meeting packet.

Alderman Meehean inquired about the alfalfa on the former HURD property. The status of the former DC Motors property was then discussed.

Alderman Russell noted that advertising for the Transit Director position has begun.

6. Consider placing monthly reports on file

Motion (Meehean/Russell) to place on file.

RESULT: PLACED ON FILE

V. Establish date, time and location of next regular meeting

Tuesday, June 27th, 2017 at 5:15 P.M. in the City Hall Common Council Chambers.

VI. Public Comment Period

None.

VII. Adjournment

Motion (Meehean/Russell) to adjourn. Carried. Adjourned at 6:33 P.M.



CITY OF MERRILL
POLICE AND FIRE COMMISSION
MINUTES • THURSDAY MARCH 16, 2017

Regular Meeting

City Hall Basement Conference Room

4:00 PM

I. Call to Order

The meeting was called to order at 4:00 P.M.

Attendee Name	Title	Status	Arrived
Kurt Helmstadter	President	Excused	
Mike Ravn	Secretary	Present	
Carol Holz		Present	
Don Heyel	Vice-President	Present	
Paul Russell	Aldersperson - First District	Present	

Also in attendance: Police Chief Corey Bennett and City Administrator Dave Johnson.

II. Minutes of previous meeting(s):

1. Minutes of February 23, 2017 meeting

Motion (Holz/Russell) to approve.

RESULT:	APPROVED
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III. Public Comment Period

None.

IV. Agenda items:

1. The Commission may convene in closed session pursuant to Wisconsin State Statutes Chapter 19.85(1)(b) and 19.85(1)(c) to conduct Police Officer candidate interviews.

Motion (Holz/Ravn) to convene in closed session. Carried 4-0 on roll call vote.

The Commission convened in closed session and conducted interviews with three Police Office candidates.

2. The Commission may reconvene in open session for possible action related to a Police Officer position.

Motion (Russell/Holz) to reconvene in open session to take action related to the candidate interviews. Carried.

Motion (Russell/Holz) to designate that all three candidates (Michael Crick, Richard Magray and Wyatt Pufall) are qualified and are to be placed on the Police Office eligibility list, for potential hire.

RESULT: APPROVED

V. Adjournment

Motion (Ravn/Russell) to adjourn. Carried.

City of Merrill
Redevelopment Authority (RDA)

Tuesday, May 2nd, 2017 at 8:00 a.m. – **Closed Session**
City Hall Common Council Chambers

RDA Present: Ryan Schwartzman, Tim Haight, Jill Laufenberg,
Clyde Nelson, Karen Karow, and Tony Kusserow

RDA Absent: Bill Bialecki

Others: Alderperson Mary Ball, City Administrator Dave Johnson,
Finance Director Kathy Unertl, Public Works Director Rod Akey,
City Building Inspector Darin Pagel, Mary Rajek from
Redevelopment Resources, and Ken Maule from Lincoln County
Economic Development Corp. (LCEDC)

Schwartzman 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:

- a. Potential purchase of properties and potential TIF development incentives in TID No. 3 to facilitate new commercial developments
- b. Consider approval of closed session meeting minutes from March 3rd

Motion (Karow/Laufenberg) to move to closed session. Motion carried 6-0 on roll call vote at 8:17 a.m.

Unertl distributed the closed session meeting minutes from March 7th. **Motion (Laufenberg/Kusserow) to approve the closed session meeting minutes from March 7th.** Carried.

There was extensive discussion regarding potential alternative site for the Nelson's Powerhouse development, as well as potential revised TIF development incentives. There will be further staff follow-up with the property owner of the potential alternative site in TID No. 3, as well as with Patrick Taylor of TSI State Property LLC.

Adjournment: Motion (Karow/Laufenberg) to adjourn at 8:53 a.m. Carried.

Minutes prepared by RDA Secretary Kathy Unertl

City of Merrill
Redevelopment Authority (RDA)

Tuesday, June 6th, 2017 at 8:00 a.m.
City Hall Common Council Chambers

RDA Present: Bill Bialecki, Ryan Schwartzman, Tim Haight, Jill Laufenberg, Clyde Nelson, Karen Karow, and Tony Kusserow

Others: City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Public Works Director Rod Akey, Mary Rajek from Redevelopment Resources, Ken Maule from Lincoln County Economic Development Corp. (LCEDC), City Clerk Bill Heideman, Paul Russell from Merrill Area Housing Authority (MAHA), and Scott Kwiecinski from Horizon Development Group via phone

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

Consider approval of meeting minutes:

Motion (Schwartzman/Karow) to approve the RDA meeting minutes from May 2nd.
Carried.

Public Comment: None.

Update on Fox Point site redevelopment status (TID No. 10):

Unertl advised that Horizon Development Group, Inc. was unsuccessful in their application for 2017 WHEDA tax credits. MAHA Executive Director Paul Russell distributed a drawing for potential forty-unit development instead of originally proposed 60-unit multi-family housing complex. Scott Kwiecinski from Horizon Development Group emphasized that the Prairie View Townhomes would have received WHEDA tax credits for Rural Set-Aside projects which are limited to maximum of 40 units.

Laufenberg asked if Horizon is still interested in the Fox Point site. Kwiecinski responded that their firm is still interested. Immediate deadline is 6/16/2017 grant application timeframe for Federal Home Loan Bank. In order to submit an application, Horizon would need to show site control.

City staff reported that the 2016 Horizon offer to purchase had many contingencies including obtaining WHEDA tax credit award by June 1, 2017. No formal development agreement, as authorized by Common Council Resolution No. 2495 was finalized, since title to the property has not been transferred to Horizon. The background information provided to the RDA and Common Council did note that more than one WHEDA tax credit application cycle potentially might be needed.

Update on Fox Point site redevelopment status (TID No. 10) - continued:

Bialecki asked if MAHA would be property owner after the tax credit period. Russell reported yes, MAHA would be future owner and would be committing \$1.3 million toward the project financing. Russell advised that the MAHA Commissioners wanted to move forward with Horizon as multi-family housing developer.

Karow asked about status of the Swiderski RFP which was for 60 units. Kwiecinski advised that it would be possible to either build another 20 market-rate units on the property (i.e. now shown as open space/playground). Potentially there could be an application for second phase of WHEDA tax credits for another building.

Unertl emphasized that she had cash flow concerns for TID No. 10 with the construction delay and lower number of rental units. Kwiecinski reported that six of the forty units would be market rate (15%) and that more rental revenues would be generated for this revised proposal.

Bialecki recommended holding joint RDA – Committee of Whole meeting to further discuss options for the proposed multi-family housing development. Johnson and Bialecki commented that the per-unit costs would higher with the proposed 40 unit housing development (i.e. estimated \$7 million construction/development cost).

Laufenberg stated that the primary objectives were affordable housing, increased tax base, and adequate TID cash flow. There were two housing proposals received in 2016 with selection based upon quality and density. Kusserow concurred with target of 60 housing units even if done in phases.

Review and discuss preliminary boundaries/tax parcels to include in new Mixed-Use TID (Weinbrenner factory area):

Weinbrenner Shoe Company has provided notice of intent to purchase the City-owned factory per their lease agreement. Under the 1993 lease terms, there was a \$235,000 purchase price less maintenance expenses. The minimum purchase amount is \$10.00 per the lease agreement.

Unertl highlighted need to create the proposed TID No. 12 by 9/30/2017 so that the existing zero real estate valuation is the TID base. The 1/1/2018 real estate valuation is projected at about \$1,088,000 based upon on a 2016 appraisal. There would be about \$35,000 annually generated in TID tax increment. A certified survey map (CSM) is pending to split the Weinbrenner parking lot from a larger City-owned tax parcel.

Additional tax parcels to include in the proposed TID No. 12 include: two houses west of Weinbrenner factory, the River Bend Trail since the area needs to be contiguous, and the former Hurd Windows & Doors parcels. There have been environmental and demolition challenges related to the former Hurd buildings and redevelopment has been slowed. These former Hurd tax parcels would be deleted from TID No. 8.

RDA meetings: Next RDA meetings are scheduled for:

Tuesday, June 13th at 6:00 p.m. – Joint with Committee of Whole

Tuesday, June 27th at 6:00 p.m. – Joint with Committee of Whole

Tuesday, August 8th at 6:00 p.m. – Public Hearing on TID No. 12 creation

There will be no RDA meetings on Tuesday, July 4th or Tuesday, August 1st.

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:

- a. Consider approval of closed session meeting minutes from May 2nd
- b. Potential purchase of properties and potential TIF development incentives in TID No. 3 to facilitate new commercial developments

Motion (Schwartzman /Laufenberg) to move to closed session. Motion carried 7-0 on roll call vote at 8:42 a.m.

Unertl distributed the closed session meeting minutes from May 2nd. **Motion (Laufenberg/Karow) to approve the closed session meeting minutes from May 2nd.** Carried.

There was extensive discussion regarding potential purchase of properties in TID No. 3, potential alternative site for the Nelson’s Powerhouse development, potential site for other commercial businesses, as well as potential revised TIF development incentives. There will be further follow-up with the property owner.

There will be additional discussion and potential action at the joint RDA – Committee of Whole meeting on Tuesday, June 27th.

Adjournment: Motion (Schwartzman/Karow) to adjourn at 9:20 a.m. Carried.

Minutes prepared by RDA Secretary Kathy Unertl

Transit Meeting
May 15, 2017
Meeting held at Transit Bus Storage Facility

Present: Mr. Steve Willis, Mr. Gordon Geiger, Ms. Sue Kunkel, Rick Blake - Chairman and Transit Administrator Rich Grenfell.

Absent: Mr. Tony Kusserow

No Public Comment.

A motion to approve minutes of the April 17, 2017 meeting was made by Mr. Willis and seconded by Mr. Geiger. C.U.

A motion to approve the New purchase of (5) 2017 1080p Digital Camera System(s) for the bus fleet was made by Ms. Kunkel and seconded by Mr. Willis. C.U.

Administrator's Report:

The BSF 2016 renovation project is complete. The Commission did a walk through inspection of the renovation. Again, the Commission recognized the investment of installation of both concrete and asphalt surfacing surrounding the building by the City public works and finance departments to successfully complete the project and the property.

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

A motion to re-convene in open session was made by Ms. Kunkel and seconded by Mr. Geiger.

Next Transit Meeting: Monday June 19, 2017 @ 4:00 p.m.

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

MAYMIN17



CITY OF MERRILL
WATER & SEWAGE DISPOSAL COMMITTEE
MINUTES • WEDNESDAY MAY 24, 2017

Regular Meeting

City Hall Council Chambers

5:00 PM

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Kandy Peterson	Aldersperson - Fourth District	Present	
John Burgener	Aldersperson - Fifth District & President	Excused	
Rob Norton	Aldersperson - Seventh District	Present	

Also in attendance: City Administrator Dave Johnson, Utility Operations Manager Gabe Steinagel, Public Works Director/City Engineer Rod Akey, Alderwoman Mary Ball, Dave Baumgart, Diane Thoune and City Clerk Bill Heideman.

II. Preliminary items

1. Review and approval of vouchers

Motion (Peterson/Norton) to approve.

RESULT:	APPROVED
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III. Agenda items for consideration:

1. Review and approval of 2016 CMAR (Compliance Maintenance Annual Report)

The report was in the meeting packet.

Utility Operations Manager Steinagel noted that there was one Sanitary Sewer Overflow (SSO) earlier in the year.

Alderman Norton stated that his review of the report did not reveal any concerns.

Motion (Norton/Peterson) to approve and forward to the Common Council, to be considered in the form of a resolution.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 6/13/2017 7:00 PM
----------------	---------------------------------------	--------------------------------

2. Discussion and recommendation on high Water & Sewer bill at 612 E. 2nd Street

Dave Baumgart, the property owner, addressed the committee. He has concerns with a \$115.68 utility bill dated February 16th, 2017. He stated that his quarterly bill was normally less than \$80, with the exception of one instance when he pressure-washed his parking lot.

Utility Operations Manager Steinagel reported that the Utility Department was on-site to determine whether the meter was defective. They could not find any flaws, nor was there any evidence of a leak.

Per current policy, Mr. Baumgart had already been granted a one-time adjustment of \$24.01. At this time, based on the current information, a further adjustment would be contrary to Public Service Commission (PSC) regulations.

The meter will be replaced on May 26th. The meter that will be removed will be tested, and Mr. Baumgart will be notified of the test results. If the meter is found to be defective in any way, Mr. Baumgart's bill will be adjusted accordingly.

No action was taken at this time.

3. Operations Report

The report was in the meeting packet.

IV. Public Comment Period

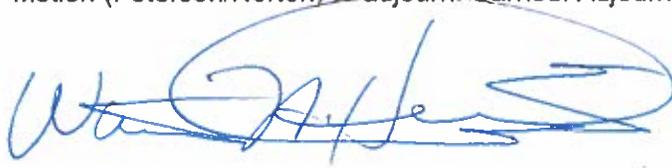
None.

V. Establish date, time and location of next meeting

Wednesday, June 28th, 2017 at 5:00 P.M. in the City Hall Common Council Chambers.

VI. Adjournment

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



ZONING BOARD OF APPEALS MINUTES

June 6, 2017, 6:00 p.m.

PRESENT: Ron Burrows, Jim Koebe, Dean Haas, Alderman John Burgener, Dave Sukow and Zoning Administrator Darin Pagel.

Absent: Bill Schneider and Adam Rekau

Motion to approve April 4, 2017 minutes Mr. Haas, second Mr. Sukow, carried.

With Chairman Schneider absent, ZA Pagel read the meeting notice and explained procedure.

First item on agenda is Park City Credit Union, sign variance for new building at 501 S Pine Ridge Ave.

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

The ZA explained the variance request. Representatives from PCCU explained the need for the variance and signage. Also stated they are attempting to reuse signage from their current location. They also distributed plans of the new building and spoke of various amenities in the new building.

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

Motion to approve variance by Mr. Sukow, second Mr. Burgener, motion carried unanimously.

With no other business, Motion to adjourn Mr. Burgener, second Mr. Koebe, carried.

Meeting adjourned 6:20pm

Darin Pagel, Recording Secretary.

CITY OF MERRILL

1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: By City Plan Commission
Re: Amending the District Zoning Map of the City of Merrill, Wisconsin for Lots 1 and 2 of certified Survey Map No. 1344

ORDINANCE NO. 2017-
Introduced: June 13, 2017
1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Committee/Commission Action:
RECOMMENDED FOR PASSAGE

AN ORDINANCE

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

Section 1. The District Zoning Map of the City of Merrill, Wisconsin is hereby amended by changing the zoning of the following described property from Industrial to Public, said parcels more particularly described as follows:

Lots One (1) and Two (2) of Certified Survey Map No. 1344, recorded December 16, 1999, in Volume 6 of Certified Surveys, page 268, as Document No. 383279, in the Office of the Register of Deeds, Lincoln County, Wisconsin, being Lot 1 of Certified Survey Map No. 804, being located in a part of the SE 1/4 of the SE 1/4, Section 3, Township 31 North, Range 6 East, City of Merrill, Lincoln County, Wisconsin.

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

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

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

Approved: _____
William R. Bialecki, Mayor
Attest: _____
William N. Heideman, City Clerk

Attachment: Ordinance on rezoning for NTC (2536 : Public Hearing on rezoning on West Taylor Street)

RESOLUTION NO. _____

A RESOLUTION APPROVING A CERTIFIED SURVEY MAP ON COUNTY ROAD K IN THE TOWN OF SCOTT BY PETE BORCHARDT

WHEREAS, Pete Borchardt has applied for approval of a division of land by certified survey map pursuant to Code of Ordinances Sections 111-116 and 111-119 for land located in the Southwest ¼ of the Northwest ¼ of Section 24, Township 31 North, Range 6 East, Town of Scott, Lincoln County, Wisconsin; and,

WHEREAS, the application was referred to the City Plan Commission which considered the proposed division at a meeting on June 6, 2017; and,

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

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 13th day of June, 2017, that the proposed certified survey map presented by Pete Borchardt and prepared by Josh W. Prentice, Land Surveyor, involving the Southwest ¼ of the Northwest ¼ of Section 24, Township 31 North, Range 6 East, Town of Scott, Lincoln County, Wisconsin is hereby approved.

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

Recommended by: City Plan Commission

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk

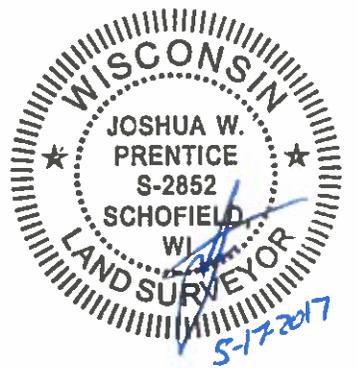
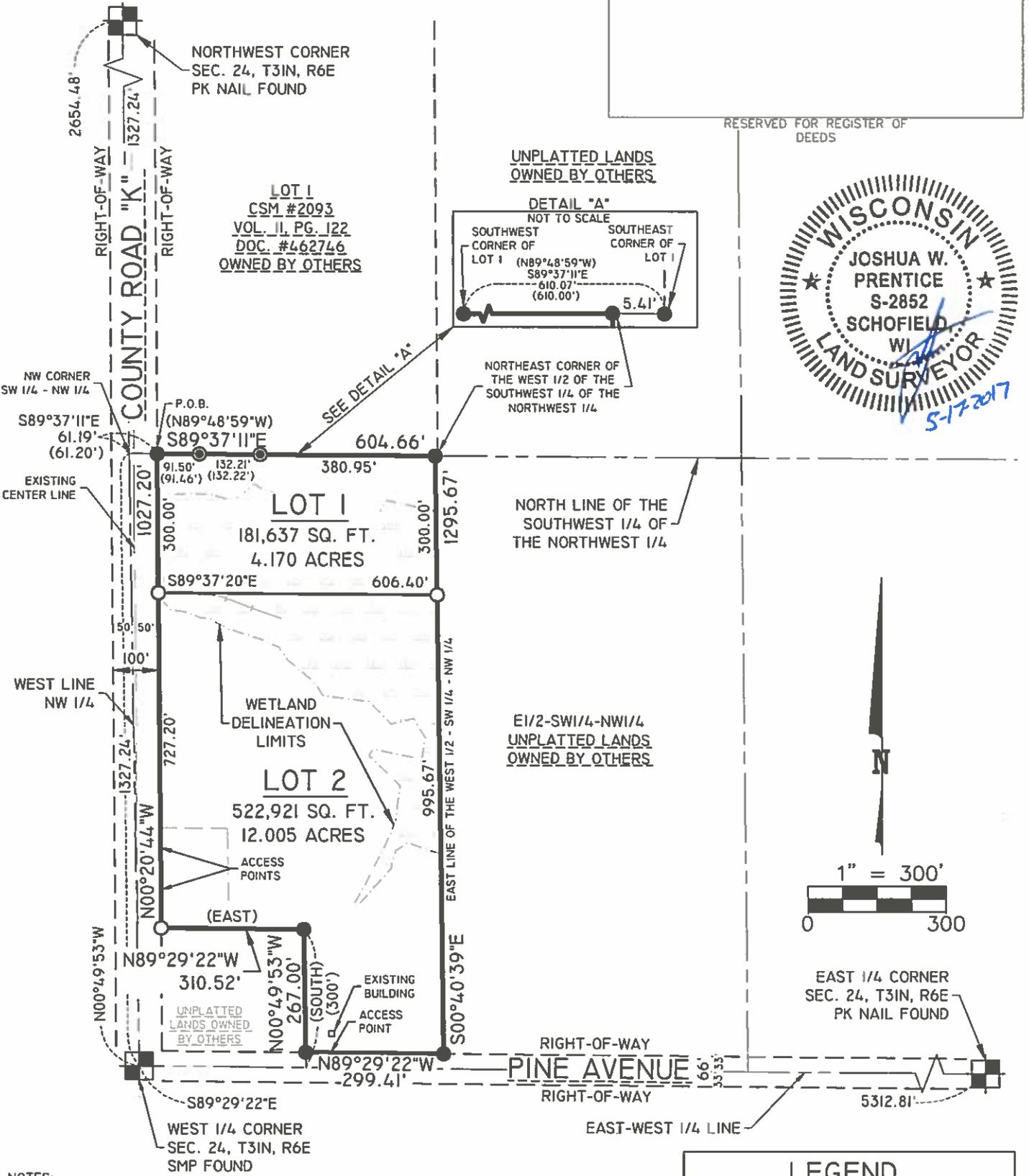
Attachment: Resolution on CSM in Town of Scott (2537 : Extraterritorial Certified Survey Map (Town of Scott) for Pete Borchardt)

R.E.I. 4080 N. 20th AVE WAUSAU, WI 54401 (715)675-9784 LINCOLN CO. CERTIFIED SURVEY MAP

MAP NO. _____ VOLUME _____ PAGE _____

PREPARED FOR: PETE BORCHARDT
LAND OWNER: PETE BORCHARDT

OF PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4,
IN SECTION 24, TOWNSHIP 31 NORTH, RANGE 6 EAST,
TOWN OF SCOTT, LINCOLN COUNTY, WISCONSIN.



- NOTES:
1. BEARINGS ARE BASED ON THE LINCOLN COUNTY COORDINATE SYSTEM, NAD 83(2011) DATUM AND REFERENCED TO THE WEST LINE OF THE NORTHWEST 1/4 OF SECTION 24, TOWNSHIP 31 NORTH, RANGE 6 EAST, MEASURED TO BEAR NORTH 00°49'53" WEST.
 2. FIELD WORK WAS COMPLETED ON 05-10-2017.
 3. A PORTION OF THE LANDS WITHIN THE CERTIFIED SURVEY MAP WERE PREVIOUSLY SURVEYED BY REI ENGINEERING DATED 02/12/2013 AND SHOW THE SECTION BREAKDOWN USED TO DETERMINE THE BOUNDARY LINES.
 4. RIGHT-OF-WAY REFERENCE LINE IS NOT ON THE SECTION LINE.
 5. WETLANDS SHOWN WERE DELINEATED BY STAR ENVIRONMENTAL, MAY 2017.

LEGEND	
●	- 1 IN. BAR FOUND
●	- 1-1/4 IN. O.D. IRON PIPE FOUND
○	- 1-1/4 IN. O.D. X 18 IN. IRON PIPE WEIGHING 1.68 LBS/LIN. FT. SET
(126')	- RECORDED BEARING/LENGTH
126.00'	- MEASURED BEARING/LENGTH

Attachment: CMS - Town of Scott (P. Borchardt) (2537 : Extraterritorial Certified Survey Map (Town of Scott) for Pete Borchardt)

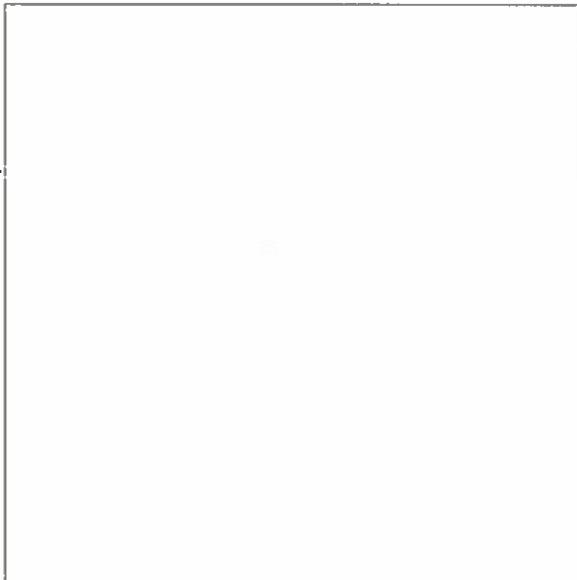
R.E.I. 4080 N. 20th AVE WAUSAU, WI 54401 (715)675-9784
LINCOLN CO. CERTIFIED SURVEY MAP

MAP NO. _____ VOLUME _____ PAGE _____

PREPARED FOR: PETE BORCHARDT

LAND OWNER: PETE BORCHARDT

OF PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4,
IN SECTION 24, TOWNSHIP 31 NORTH, RANGE 6 EAST,
TOWN OF SCOTT, LINCOLN COUNTY, WISCONSIN.



RESERVED FOR REGISTER OF DEEDS

SURVEYOR'S CERTIFICATE

I, JOSHUA W. PRENTICE, WISCONSIN PROFESSIONAL LAND SURVEYOR S-2852, DO HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF: THAT I HAVE SURVEYED, MAPPED AND DIVIDED PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4, IN SECTION 24, TOWNSHIP 31 NORTH, RANGE 6 EAST, TOWN OF SCOTT, LINCOLN COUNTY, WISCONSIN, MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE WEST 1/4 CORNER OF SAID SECTION 24; THENCE NORTH 00°49'53" WEST, COINCIDENT WITH THE WEST LINE OF SAID NORTHWEST 1/4, 1327.24 FEET TO THE NORTHWEST CORNER OF SAID SOUTHWEST 1/4 OF THE NORTHWEST 1/4; THENCE SOUTH 89°37'11" EAST, COINCIDENT WITH THE NORTH LINE OF SAID SOUTHWEST 1/4 OF THE NORTHWEST 1/4, 61.19 FEET TO THE EAST RIGHT-OF-WAY LINE OF COUNTY ROAD "K", THE SOUTHWEST CORNER OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER 2093, RECORDED IN VOLUME 11, ON PAGE 122, AS DOCUMENT NUMBER 462746, FILED IN THE LINCOLN COUNTY REGISTER OF DEEDS OFFICE, AND THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 89°37'11" EAST, COINCIDENT WITH SAID NORTH LINE OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 AND THE SOUTH LINE OF SAID LOT 1 OF CERTIFIED SURVEY MAP NUMBER 2093, 604.66 FEET TO THE NORTHEAST CORNER OF THE WEST 1/2 OF SAID SOUTHWEST 1/4 OF THE NORTHWEST 1/4; THENCE SOUTH 00°40'39" EAST, COINCIDENT WITH THE EAST LINE OF SAID WEST 1/2 OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4, 1295.67 FEET TO THE NORTH RIGHT-OF-WAY LINE OF PINE AVENUE; THENCE NORTH 89°29'22" WEST, COINCIDENT WITH SAID NORTH RIGHT-OF-WAY LINE OF PINE AVENUE, 299.41 FEET; THENCE NORTH 00°49'53" WEST, 267.00 FEET; THENCE NORTH 89°29'22" WEST, 310.52 FEET TO SAID EAST RIGHT-OF-WAY LINE OF COUNTY ROAD "K"; THENCE NORTH 00°20'44" WEST, COINCIDENT WITH SAID EAST RIGHT-OF-WAY LINE OF COUNTY ROAD "K", 1027.20 FEET TO SAID NORTH LINE OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4, SAID SOUTHWEST CORNER OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER 2093 AND THE POINT OF BEGINNING.

THAT THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 704,558 SQUARE FEET, 16.175 ACRES, MORE OR LESS.

THAT I HAVE MADE THIS SURVEY, DIVISION AND MAP THEREOF AT THE DIRECTION OF PETE BORCHARDT, OWNER OF SAID PARCEL.

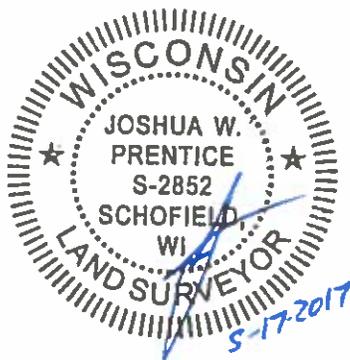
THAT SAID PARCEL IS SUBJECT TO EASEMENTS, RESTRICTIONS, AND RIGHT-OF-WAYS OF RECORD.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF SECTION 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE CITY OF MERRILL, TOWN OF SCOTT AND LINCOLN COUNTY.

THAT THIS MAP IS A CORRECT AND ACCURATE REPRESENTATION OF THE EXTERIOR BOUNDARIES OF SAID PARCEL, AND OF THE DIVISION THEREOF MADE.

DATED THIS 17TH DAY OF MAY 2017

REI
JOSHUA W. PRENTICE
WI P.L.S. S-2852



CITY OF MERRILL EXTRATERRITORIAL APPROVAL CERTIFICATE

RESOLVED, THAT THIS CERTIFIED SURVEY MAP IS WITHIN THE EXTRATERRITORIAL AREA OF THE CITY OF MERRILL AND IS HEREBY APPROVED.

DATE _____ APPROVED _____

DATE _____ SIGNED _____

LINCOLN COUNTY LAND SERVICES DEPARTMENT APPROVAL CERTIFICATE

THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED BY THE LINCOLN COUNTY LAND SERVICES DEPARTMENT

ON THE _____ DAY OF _____

LAND SERVICES ADMINISTRATOR

DATE

Attachment: CMS - Town of Scott (P. Borchardt) (2537 : Extraterritorial Certified Survey Map (Town of Scott) for Pete Borchardt)

RESOLUTION NO. _____

A RESOLUTION APPROVING THE 2016 COMPLIANCE MAINTENANCE ANNUAL REPORT FOR THE CITY OF MERRILL WASTEWATER TREATMENT PLANT

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

WHEREAS, the Water and Sewage Committee, of the City of Merrill, has reviewed the Compliance Maintenance Report for the year 2016, and has determined that it reflects the performance of the Wastewater Treatment Plant during 2016; and

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

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN, this 13th day of June, 2017, that:

1. The Compliance Maintenance Annual Report for 2016 is hereby approved and authorized to be filed with the WDNR.
2. That the Compliance Maintenance Annual Report for 2016 is an accurate indication of the performance of the City of Merrill Wastewater Treatment Plant for the year 2016.

Recommended by Water and Sewage Committee

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki, Mayor

Passed: _____

William N. Heideman, City Clerk

Attachment: Resolution on 2016 CMAR Report (2532 : Resolution on CMAR Report)

Compliance Maintenance Annual Report

Merrill City Of

Last Updated: Reporting For:
5/18/2017 2016

Influent Flow and Loading

1. Monthly Average Flows and (C)BOD Loadings

1.1 Verify the following monthly flows and (C)BOD loadings to your facility.

Outfall No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average (C)BOD Concentration mg/L	x	8.34	=	Influent Monthly Average (C)BOD Loading, lbs/day
January	1.2035	x	156	x	8.34	=	1,562
February	1.0859	x	173	x	8.34	=	1,564
March	1.4311	x	148	x	8.34	=	1,760
April	1.4083	x	157	x	8.34	=	1,848
May	1.1846	x	185	x	8.34	=	1,829
June	1.2719	x	173	x	8.34	=	1,839
July	1.1055	x	199	x	8.34	=	1,831
August	1.0888	x	184	x	8.34	=	1,675
September	1.0939	x	198	x	8.34	=	1,802
October	1.0793	x	195	x	8.34	=	1,757
November	1.0230	x	215	x	8.34	=	1,832
December	1.1087	x	187	x	8.34	=	1,725

2. Maximum Monthly Design Flow and Design (C)BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	3.6	x	90	=	3.24
		x	100	=	3.6
Design (C)BOD, lbs/day	2800	x	90	=	2520
		x	100	=	2800

2.2 Verify the number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times (C)BOD was greater than 90% of design	Number of times (C)BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

Compliance Maintenance Annual Report

Merrill City Of

 Last Updated: Reporting For:
 5/18/2017 2016

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- Yes Enter last calibration date (MM/DD/YYYY)

- No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

- Yes

- No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

- Yes

- No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks Holding Tanks Grease Traps

- Yes

- Yes

- Yes

- No

- No

- No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

- Yes

gallons

- No

Holding Tanks

- Yes

gallons

- No

Grease Traps

- Yes

gallons

- No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

- Yes

- No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

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Yes
 No
 If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

We received 1,365,807 from the Lincoln County Landfill.

Total Points Generated	
Score (100 - Total Points Generated)	
Section Grade	

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Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	25	22.5	4	1	0	0
February	25	22.5	7	1	0	0
March	25	22.5	8	1	0	0
April	25	22.5	5	1	0	0
May	25	22.5	4	1	0	0
June	25	22.5	3	1	0	0
July	25	22.5	4	1	0	0
August	25	22.5	3	1	0	0
September	25	22.5	3	1	0	0
October	25	22.5	3	1	0	0
November	25	22.5	4	1	0	0
December	25	22.5	6	1	0	0

* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

We don't have one.

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

No

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If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?
 Yes
 No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?
 Yes
 No
 N/A

Please explain unless not applicable:

Total Points Generated	-
Score (100 - Total Points Generated)	-
Section Grade	-

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Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	9	1	0	0
February	30	27	13	1	0	0
March	30	27	15	1	0	0
April	30	27	11	1	0	0
May	30	27	11	1	0	0
June	30	27	8	1	0	0
July	30	27	14	1	0	0
August	30	27	12	1	0	0
September	30	27	12	1	0	0
October	30	27	10	1	0	0
November	30	27	11	1	0	0
December	30	27	12	1	0	0

* Equals limit if limit is ≤ 10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:		7	3
Exceedances		0	0
Points		0	0
Total Number of Points			

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

--

Total Points Generated	
Score (100 - Total Points Generated)	
Section Grade	

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Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.8	1	0
February	1	1.0	1	1
March	1	0.9	1	0
April	1	0.8	1	0
May	1	0.9	1	0
June	1	0.8	1	0
July	1	0.9	1	0
August	1	0.7	1	0
September	1	0.9	1	0
October	1	0.8	1	0
November	1	0.9	1	0
December	1	0.9	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				1
Total Number of Points				10

10

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Changed Alum set point 2/2016

Total Points Generated	
Score (100 - Total Points Generated)	
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Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- Land applied under your permit
- Publicly Distributed Exceptional Quality Biosolids
- Hauled to another permitted facility
- Landfilled
- Incinerated
- Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

400 acres

2.1.2 How many acres did you use?

46 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

- Yes (30 points)
- No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

- Yes
- No (10 points)
- N/A

0

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 002 - ANAEROBIC SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75			3.6											0	0
Cadmium		39	85			1.1											0	0
Copper		1500	4300			460											0	0
Lead		300	840			24											0	0
Mercury		17	57			.36											0	0
Molybdenum	60		75			9.2										0		0
Nickel	336		420			25										0		0
Selenium	80		100			7.3										0		0
Zinc		2800	7500			1100											0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

- Exceedence Points
- 0 (0 Points)

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1-2 (10 Points)

> 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

Yes

No (10 points)

N/A - Did not exceed limits or no HQ limit applies (0 points)

N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0
Exceedence Points

0 (0 Points)

1 (10 Points)

> 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

Yes (20 Points)

No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

0

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	
Sample Dates:	01/01/2016 - 12/31/2016
Density:	
Sample Concentration Amount:	
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	MCRT of the biosolids is calculated daily and maintained greater than 15 days. Digester temperature is recorded daily and is maintained greater than 35 degrees C.

0

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

Yes (40 Points)

No

If yes, what action was taken?

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

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Outfall Number:	002	0
Method Date:	12/31/2016	
Option Used To Satisfy Requirement:	Volatile Solids Reduction	
Requirement Met:	Yes	
Land Applied:	Yes	
Limit (if applicable):	>=38	
Results (if applicable):	55.90	
<p>5.2 Was the limit exceeded or the process criteria not met at the time of land application?</p> <p><input type="radio"/> Yes (40 Points)</p> <p><input checked="" type="radio"/> No</p> <p>If yes, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
<p>6. Biosolids Storage</p> <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <p><input checked="" type="radio"/> >= 180 days (0 Points)</p> <p><input type="radio"/> 150 - 179 days (10 Points)</p> <p><input type="radio"/> 120 - 149 days (20 Points)</p> <p><input type="radio"/> 90 - 119 days (30 Points)</p> <p><input type="radio"/> < 90 days (40 Points)</p> <p><input type="radio"/> N/A (0 Points)</p> <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

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Score (100 - Total Points Generated)	
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Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes <input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes <input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes (Continue with question 2) <input type="radio"/> No (40 points) <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes <ul style="list-style-type: none"> <input checked="" type="radio"/> Paper file system <input type="radio"/> Computer system <input type="radio"/> Both paper and computer system <input type="radio"/> No (10 points) 	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes <input type="radio"/> No 	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"> <input type="radio"/> Excellent <input checked="" type="radio"/> Very good <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor <p>Describe your rating:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

Certification No:

20

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP		OIC	
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			
C	Biological Solids/Sludges	X			
P	Total Phosphorus	X			
N	Total Nitrogen				
D	Disinfection	X			
L	Laboratory	X			
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	NA	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2016; subclass SS is basic level only.)

- Yes (0 points)
- No (20 points)

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- One or more additional certified operators on staff
- An arrangement with another certified operator
- An arrangement with another community with a certified operator
- An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- A consultant to serve as your certified operator
- None of the above (20 points)

If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

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<p>4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?</p> <p>OIT and Basic Certification:</p> <ul style="list-style-type: none"> <input type="radio"/> Averaging 6 or more CECs per year. <input type="radio"/> Averaging less than 6 CECs per year. <p>Advanced Certification:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Averaging 8 or more CECs per year. <input type="radio"/> Averaging less than 8 CECs per year. 	
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Financial Management

1. Provider of Financial Information
 Name:
 Telephone: (XXX) XXX-XXXX
 E-Mail Address (optional):

2. Treatment Works Operating Revenues
 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?
 Yes (0 points)
 No (40 points)
 If No, please explain:

 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?
 Year:
 0-2 years ago (0 points)
 3 or more years ago (20 points)
 N/A (private facility)
 2.3 Did you have a special account (e.g., CWF required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?
 Yes (0 points)
 No (40 points)

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds
 3.1 When was the Equipment Replacement Fund last reviewed and/or revised?
 Year:
 1-2 years ago (0 points)
 3 or more years ago (20 points)
 N/A
 If N/A, please explain:

 3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input type="text" value="948,231.55"/>
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input type="text" value="0.00"/>
3.2.3 Adjusted January 1st Beginning Balance	\$	<input type="text" value="948,231.55"/>
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input type="text" value="412,108.60"/>
	+	

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) - \$ 227,313.91

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year \$ 1,133,026.24

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Replace aeration blowers
Rebuilt a lift station

3.3 What amount should be in your Replacement Fund? \$ 1,358,815.00 0

Please note: If you had a CWF loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

Using the DNR's percentage of mechanical equipment method 40% of the replacement fund assets, the fund is \$225,790 under funded.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	projects to be determined based from the results of Operation and Needs Review.		2016

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 8

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	6,514	43
February	6,102	4
March	6,068	7
April	4,824	15
May	2,792	5
June	2,788	32
July	2,455	6
August	2,450	8
September	2,686	8
October	2,695	9
November	4,465	7
December	6,240	8
Total	50,079	152
Average	4,173	13

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- No
- Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Replace some of the older pumps

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	76,160	37.31	2,041	48.42	1,573	3,492
February	75,208	31.49	2,388	45.36	1,658	3,531
March	48,000	44.36	1,082	54.56	880	1,867
April	71,680	42.25	1,697	55.44	1,293	1,094
May	86,240	36.72	2,349	56.70	1,521	1,676
June	64,800	38.16	1,698	55.17	1,175	734
July	77,280	34.27	2,255	56.76	1,362	90
August	75,360	33.75	2,233	51.93	1,451	304
September	75,920	32.82	2,313	54.06	1,404	449
October	73,200	33.46	2,188	54.47	1,344	1,108
November	79,440	30.69	2,588	54.96	1,445	2,005
December	71,840	34.37	2,090	53.48	1,343	3,696
Total	875,128	429.65		641.31		20,046
Average	72,927	35.80	2,077	53.44	1,371	1,671

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives
- Other:

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[Empty text box]

7.2.2 Comments:

[Empty text box]

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

New lighting
Replace blower

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

- No
- Yes

If Yes, how is the biogas used (Check all that apply):

- Flared Off
- Building Heat
- Process Heat
- Generate Electricity
- Other:

[Empty text box]

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

- No
- Yes

Entire facility

Year: 2002

By Whom: Focus on Energy

Describe and Comment:

It was done on the wastewater treatment plant

Part of the facility

Year: [Empty text box]

By Whom: [Empty text box]

Describe and Comment:

[Empty text box]

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Score (100 - Total Points Generated)	
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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

Yes

No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

Yes

No (30 points)

N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Did you accomplish them?

Yes

No

If No, explain:

Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

Organizational structure and positions (eg. organizational chart and position descriptions)

Internal and external lines of communication responsibilities

Person(s) responsible for reporting overflow events to the department and the public

Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY)

Does your sewer use ordinance or other legally binding document address the following:

Private property inflow and infiltration

New sewer and building sewer design, construction, installation, testing and inspection

Rehabilitated sewer and lift station installation, testing and inspection

Sewage flows satellite system and large private users are monitored and controlled, as necessary

Fat, oil and grease control

Enforcement procedures for sewer use non-compliance

Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

Equipment and replacement part inventories

Up-to-date sewer system map

A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

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- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training
- Design and Performance Provisions [NR 210.23 (4) (e)]
What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
 - State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
 - Construction, Inspection, and Testing
 - Others:

- Overflow Emergency Response Plan [NR 210.23 (4) (f)]
Does your emergency response capability include:
 - Responsible personnel communication procedures
 - Response order, timing and clean-up
 - Public notification protocols
 - Training
 - Emergency operation protocols and implementation procedures
- Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]
- Special Studies Last Year (check only those that apply):
 - Infiltration/Inflow (I/I) Analysis
 - Sewer System Evaluation Survey (SSES)
 - Sewer Evaluation and Capacity Management Plan (SECAP)
 - Lift Station Evaluation Report
 - Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	44.4	% of system/year
Root removal	2.6	% of system/year
Flow monitoring		% of system/year
Smoke testing	6	% of system/year
Sewer line televising	12.5	% of system/year
Manhole inspections	30.7	% of system/year
Lift station O&M	2	# per L.S./year
Manhole rehabilitation		% of manholes rehabbed
Mainline rehabilitation	1	% of sewer lines rehabbed
Private sewer inspections	1	% of system/year
Private sewer I/I removal		% of private services

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River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="37.58"/>	Total actual amount of precipitation last year in inches
<input type="text" value="32.21"/>	Annual average precipitation (for your location)
<input type="text" value="61.2"/>	Miles of sanitary sewer
<input type="text" value="8"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="18"/>	Number of basement backup occurrences
<input type="text" value="18"/>	Number of complaints
<input type="text" value="1.1737"/>	Average daily flow in MGD (if available)
<input type="text" value="1.4423"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.02"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.29"/>	Basement backups (number/sewer mile)
<input type="text" value="0.29"/>	Complaints (number/sewer mile)
<input type="text" value="1.2"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume (MG)
03/03/2016 4:00:00 AM - 03/03/2016 10:00:00 AM	Manholes on South Pine Ridge Ave, south of drive to Walmart.	Plugged Sewer	0.0002 - 0.0002

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

What actions were taken, or are underway, to reduce or eliminate SSO or TFO occurrences in the future?

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

Yes

No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

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Yes
 No
 If Yes, please describe:
 During heavy precipitation, the plant would experience hydraulic loading.

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

5.4 What is being done to address infiltration/inflow in your collection system?

I & I study done in 2016. Plan to address problem area's in 2017.

Total Points Generated	
Score (100 - Total Points Generated)	
Section Grade	

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Grading Summary

WPDES No: 0020150

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent				
BOD/CBOD	-			
TSS				
Phosphorus				
Biosolids				
Staffing/PM				
OpCert				
Financial				
Collection				
TOTALS			0	0
GRADE POINT AVERAGE (GPA) =				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing
Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade =

Effluent Quality: BOD: Grade = -

Effluent Quality: TSS: Grade =

Effluent Quality: Phosphorus: Grade =

Biosolids Quality and Management: Grade =

Staffing: Grade =

Operator Certification: Grade =

Financial Management: Grade =

Collection Systems: Grade =

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. =

