



CITY OF MERRILL
COMMON COUNCIL
AGENDA • TUESDAY JUNE 12, 2018

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. Communications and Petitions:
 1. Petition objecting to the proposed discontinuance of a portion of Cedar Street.
7. Public Hearing(s):
 1. Public Hearing on a petition to vacate a portion of Cedar Street.
8. Resolution from Public Hearing:
 1. A Resolution authorizing the vacation of a portion of Cedar Street for commercial development. The Board of Public Works and the City Plan Commission recommend approval.

Note; The remaining resolutions on the agenda will be considered later in the meeting.
9. Minutes of previous Common Council meeting(s):
 1. Minutes of May 8, 2018 meeting
10. Revenue & Expense Reports(s):
 1. Revenue & Expense Report for Period Ending May 31, 2018
11. Board of Public Works:
 1. Consider bid(s) on M2018-05 Streets Surface Project. The Board of Public Works recommends approving the bid of \$1,003,629.80 from Melvin Companies Ready Mix Concrete.
12. City Plan Commission:
 1. Site plan for maintenance garage at Pine Crest Nursing Home, 2100 East Sixth Street. The City Plan Commission recommends approval.
13. Health and Safety Committee:
 1. Application from VFW Post 1638 for a temporary Class "B" (picnic) license to sell fermented malt beverages in the VFW Fairstand and in an area under the grandstand at the Merrill Festival Grounds during the Merrill Tractor Pull, July 7, 2018. The Health and Safety Committee recommends approval.

2. Applications from Merrill Wrestling Club 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, August 15-August 19, 2018. The Health and Safety Committee recommends approval.
3. 2018-2019 Liquor License Applications (per list). The Health and Safety Committee recommends approval.
14. Personnel and Finance Committee:
 1. Consider writing off 2017 over-collected Personal Property tax bill of \$2,125.11 for Caterpillar Financial Services Corp. The Personnel and Finance Committee recommends approval.
15. Placing Committee Reports on File:
 1. Consider placing the following committee reports on file: Airport Commission, Board of Public Works, Board of Review, City Plan Commission, Committee of the Whole, Festival Grounds Committee, Health & Safety Committee, Housing Authority, Library Board, Merrill Enrichment Center Committee, Parks & Recreation Commission, Personnel & Finance Committee, Redevelopment Authority and Water & Sewage Disposal Committee.
16. Ordinances:
 1. An Ordinance amending Code of Ordinances Chapter 26, Article V, Section 26-136, to add language to the definition of tobacco products. The Health and Safety Committee recommends approval.
17. Resolutions:
 1. A Resolution approving the 2017 Compliance Maintenance Annual Report for the City of Merrill Wastewater Treatment Plant. Alderman Norton is bringing the resolution directly to the Common Council.
 2. A Resolution appointing Lincoln County Humane Society as an additional collection official for dog licensing taxes for the City. The Personnel and Finance Committee recommends approval.
18. General Items (amended agenda):
 1. Review of current City Strategic Plan
19. Mayor's Communications
20. 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.

**OBJECTION TO THE PROPOSED DISCONTINUANCE
OF PORTION OF CEDAR STREET**

TO: The Common Council, City of Merrill, Wisconsin



We, the undersigned owners of more than one-third of the frontage of the lots and lands abutting on the remainder of Cedar Street which lies within 2,650 feet from the end portion of Cedar Street that is proposed to be discontinued, object to the proposed discontinuance, in accordance with Section 66.1003(4)(c) of the Wisconsin Statutes.

	Name	Address
1	Jayna Gleason	1001 Cedar St - Merrill, WI 54452
2	Dickie Yelle	1300 E. 6th St, Merrill, WI 54452
3	Peleus Weix	1212 E 7th St Merrill, WI 54452
4	Steve Weix	1212 E. 7th St. Merrill, WI 54452
5	Mark Guez	1708 N Center Ave Merrill WI 54452
6	Mark J. Weix Sr.	606 Cedar St. Merrill Wis 54452
7	Betty L Weix	606 Cedar St. Merrill 54452
8	Linda Proft	804 Cedar St Merrill 54452
9	Erud Schelbert	1300 E. 9th St. Merrill 54452
10	John Schenkel	902 Cedar St. Merrill 54452
11	Gloria Scherzad	902 Cedar St Merrill 54452
13	Tom Frisca	1212 East Ninth St. Merrill 54452
14	Diane Peterson	707 Cedar St Merrill WI 54452
15	Key Smith	1206 E 6th St Merrill, WI 54452
16	Wabe Smith	1206 E. 5th St Merrill, WI 54452
17	Carol Muchowski	1300 E. 7th St., Merrill WI 54452
18	Steve + Dani Leidar	708 Cedar St Merrill, WI 54452
19	Aaron & Cheryl Kloth	905 Cedar St. Merrill WI. 54452
20		
21		
22		
23		
24		
25		

Attachment: Petition objecting to discontinuance of portion of Cedar Street (3376 : Petition on discontinuance of a portion of Cedar Street)



OBJECTION TO THE PROPOSED DISCONTINUANCE OF PORTION OF CEDAR STREET

TO: The Common Council
City of Merrill, WI

We, the undersigned owners of more than one-third of the frontage of the lots and lands abutting on the remainder of Cedar Street which lies within 2,650 feet from the ends of the portion of Cedar Street that is proposed to be discontinued, object to the proposed discontinuance, in accordance with Section 66.1003(4)(c) of the Wisconsin Statutes.

Name James E. Casinas Address 1003 Cedar St.

Name Richard E. Peaty Address 1200 Cedar St

Name Dellin Address 1209 cedar st

Name Glenn Bogard Address 1401 Cedar St

Name Ken Sturm Address 1400 cedar st

Name Judith Johnson Address 1401 Cedar St.

Name _____ Address _____

Attachment: Petition objecting to discontinuance of portion of Cedar Street (3376 : Petition on discontinuance of a portion of Cedar Street)

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

NOTICE OF ACTION ON A STREET VACATION

Notice is hereby given that a Resolution to vacate a portion of Cedar Street is to be acted upon by the Common Council of the City of Merrill, Wisconsin, at the meeting of the Common Council commencing at 7:00 p.m., June 12, 2018, at City Hall, Merrill, Wisconsin, on the following proposed Vacation Resolution, to wit:

1. Vacating that portion of Cedar Street described as follows:

Located in the NW ¼ of the NE ¼ of Section 12, Township 31N, Range 6E, City of Merrill, Lincoln County, Wisconsin: Beginning at a point 20 feet north of the NW corner of AP 239, thence north along the east ROW line of Cedar Street 114' to the southern ROW line of N Center Avenue, thence southwest 87' along the southern ROW line of N Center Avenue to the western ROW line of Cedar Street, thence south 58' along the west ROW line of Cedar Street, thence east 66' to the point of beginning.

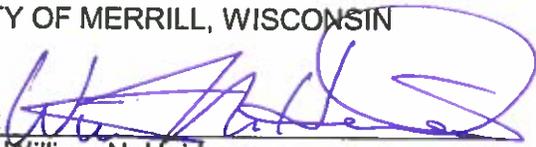
The City of Merrill reserves an easement for construction and maintenance purposes related to utilities serving the public currently located in, on or around the vacated area.

2. This Notice of action is being taken pursuant to a recommendation of the Board of Public Works on March 28, 2018 and the City Plan Commission on April 4, 2018.

Any questions, please call City Engineer Roderick Akey, PE, at 715-536-5594.

Dated: 4/6/18

CITY OF MERRILL, WISCONSIN

BY: 

William N. Heideman
 City Clerk

RECEIVED

FEB 21 2018

BY:

PETITION TO VACATE

\$175.00

(~~STREET~~) (PORTION OF STREET) (~~ALLEY~~) (~~PORTION OF ALLEY~~)
(Cross out inapplicable portion of title above)

(Note: See attached instructions for form and map)

TO: The Common Council
City of Merrill, Wisconsin

1. We, the undersigned owners of lots and lands in the City of Merrill, Wisconsin, as hereafter set forth following our signatures and on the attached map, petition the Common Council of the city of Merrill, Wisconsin, to vacate and discontinue the following described Street(s) and/or alley(s) in said City, in accordance with Section 66.296, Wisconsin Statutes, to-wit:

Joseph M. Breaman (Breaman Investments LLC) owner of 1301 N. Center Ave and 1000 Cedar Street am seeking to vacate portion of Cedar Street. As owner of Breaman Merrill Ford for the last 28 years we are expanding our facility, and want to be assured our customers and employees are "SAFE" when walking from our current location (1301 N. Center Ave.) to our newly acquired property of 1000 Cedar Street.

(here fully describe as accurately as possible the street(s) and alley(s) you seek to vacate indicating exact beginning & ending points)

2. Our reasons for seeking vacation are as follows:

- Facility expansion of seven service bays, increased storage areas, and larger customer waiting area.*
- Increased customer parking area needed.*
- Increased Employee parking areas needed - I anticipate adding 5-7 employees with this expansion project.*
- We will continue to increase our New and Used inventory levels which will require more parking areas.*
- The most important concern of this project will be the "safety" of customers and employees moving from 1301 N. Center Avenue to our addition of 1000 Cedar Street. The Cedar street road has been a "safety" issue entering our property for many years.*

Joseph M. Breaman
Joseph M. BREAMAN
President
Breaman Merrill Ford

Attachment: Petition for Cedar Street Vacation (3381 : Public Hearing on a Petition to Vacate a portion of Cedar Street)

Signatures of all owners of all land abutting the street or alley to be vacated. (use additional paper if necessary)

NAME BREAMAN Investments, Inc ADDRESS 1301 N. Center Ave.
Description 35-251-4-3106-121-0300
Footage _____ Joseph M. Bream

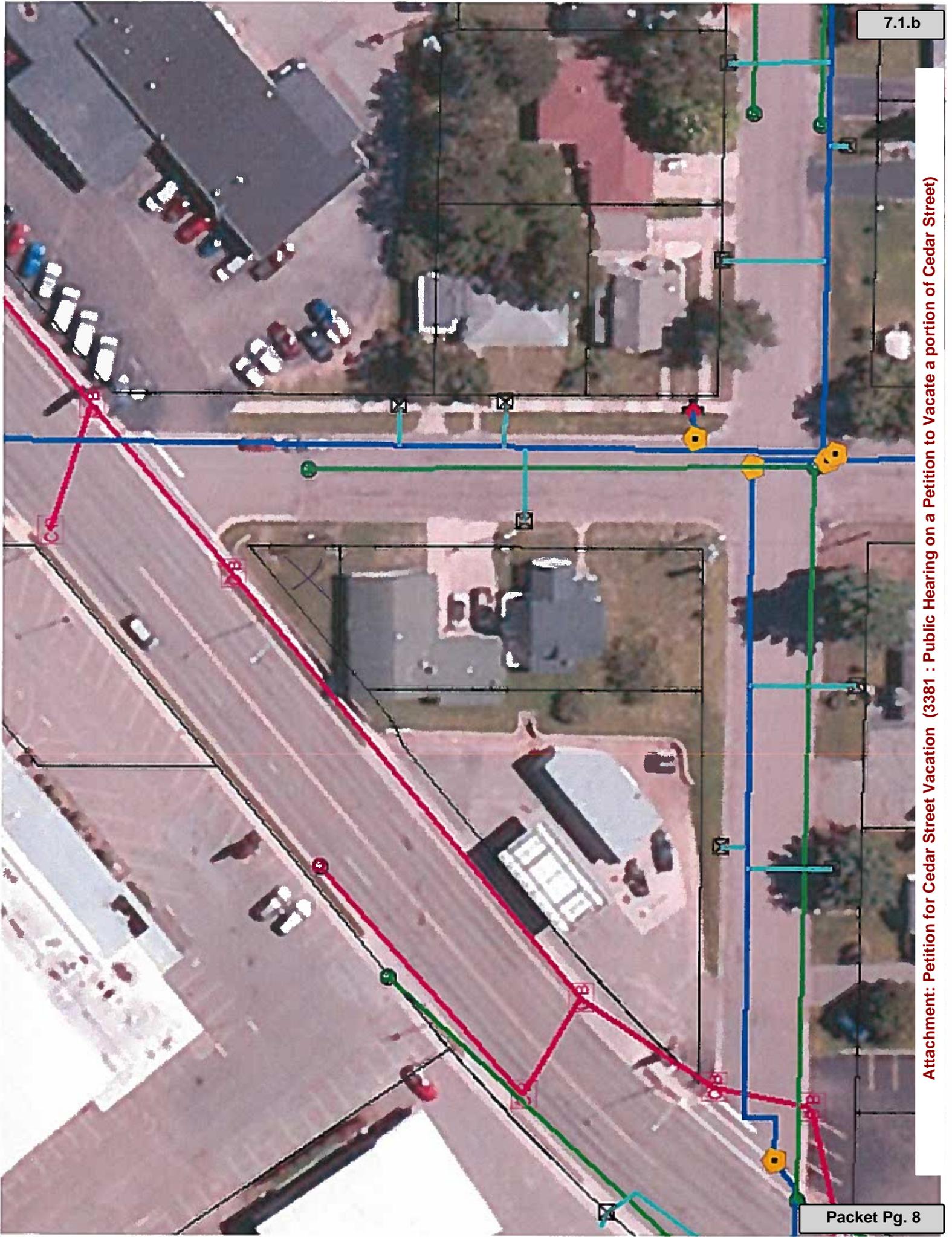
NAME BREAMAN Investments, Inc ADDRESS 1000 CEDAR ST.
Description 35-251-4-3106-132-0204
Footage _____ Joseph M. Bream

NAME Rebekah L. Murphy ADDRESS 1101 N Center Ave, Merrill
Description Murphy Mast LLC
Footage 1

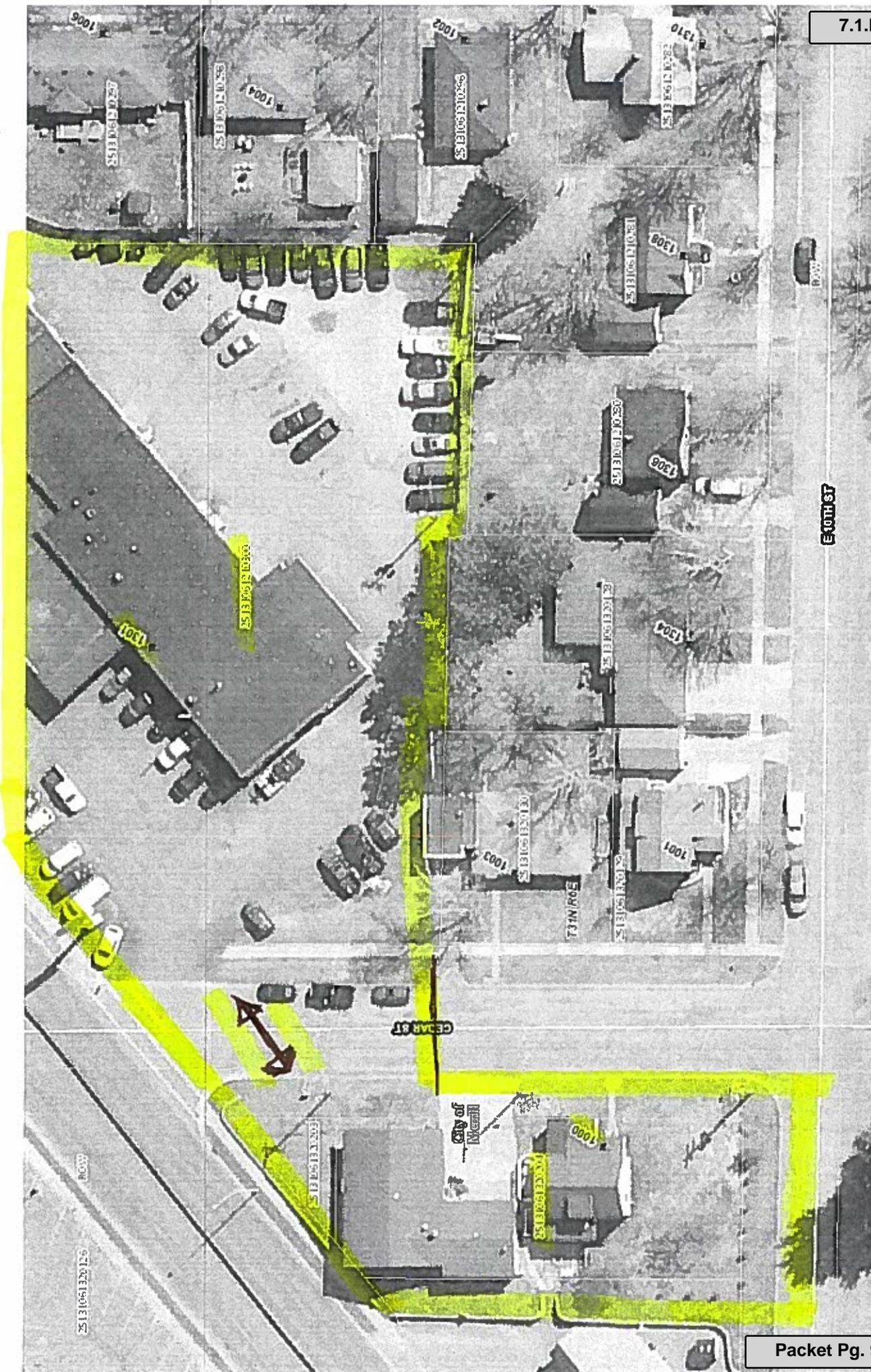
NAME _____ ADDRESS _____
Description _____
Footage _____

NAME _____ ADDRESS _____
Description _____

Attachment: Petition for Cedar Street Vacation (3381 : Public Hearing on a Petition to Vacate a portion of Cedar Street)

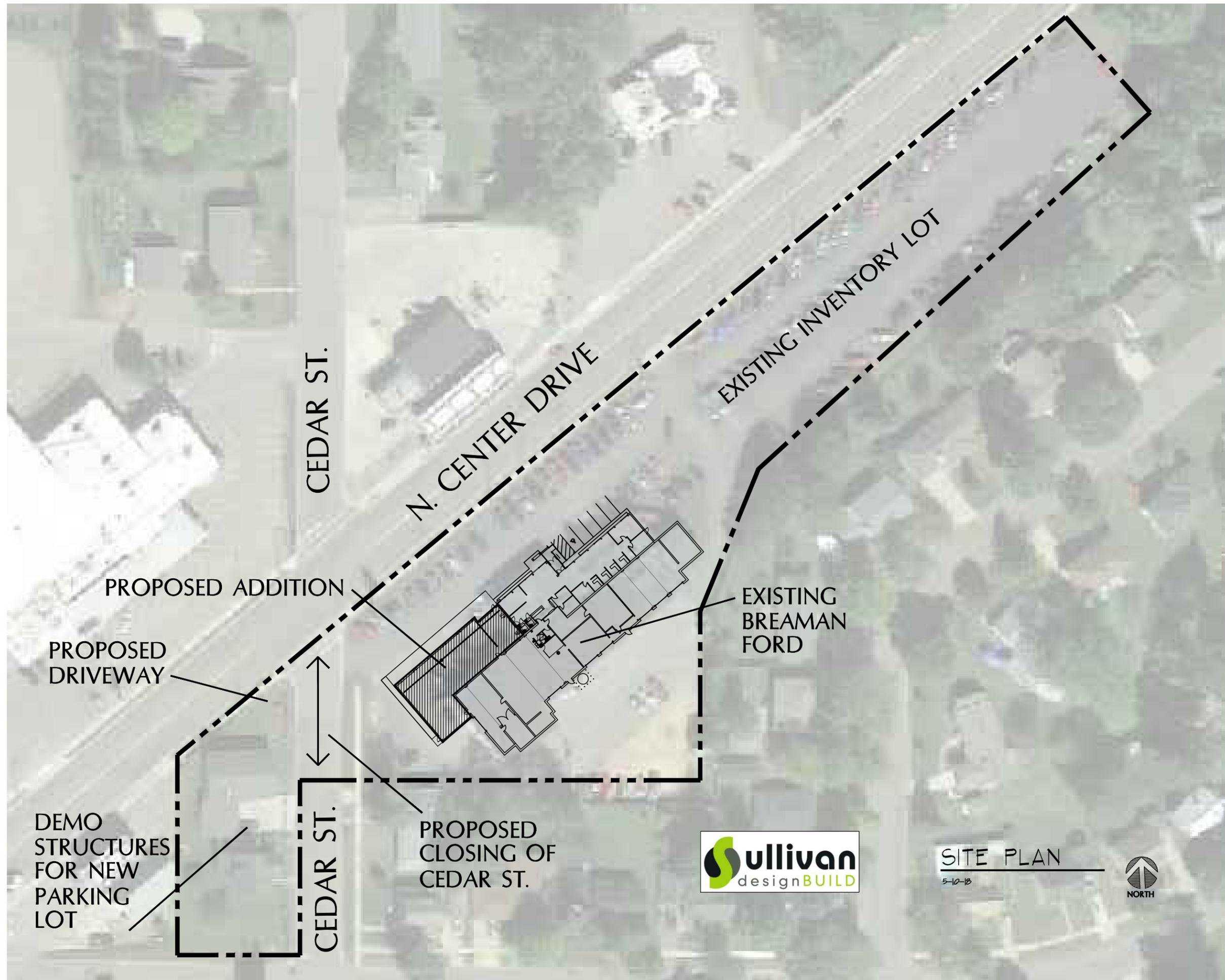


Attachment: Petition for Cedar Street Vacation (3381 : Public Hearing on a Petition to Vacate a portion of Cedar Street)



630TH ST

CEDAR ST



RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE VACATION OF A PORTION OF CEDAR STREET FOR COMMERCIAL DEVELOPMENT

WHEREAS, Joseph Breaman, Owner of Breaman Investments, LLC. has requested, by petition, the vacating of a portion of Cedar Street for expansion of the business located at 1301 Center Avenue, Merrill, and;

WHEREAS, the Board of Public Works on March 28, 2018 and the City Plan Commission on April 4, 2018 have recommended such vacation;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 12th day of June 2018, that the following described street be vacated:

Located in the NW ¼ of the NE ¼ of Section 12, Township 31N, Range 6E, City of Merrill, Lincoln County, Wisconsin: Beginning at a point 20 feet north of the NW corner of AP 239, thence north along the east ROW line of Cedar Street 114' to the southern ROW line of N Center Avenue, thence southwest 87' along the southern ROW line of N Center Avenue to the western ROW line of Cedar Street, thence south 58' along the west ROW line of Cedar Street, thence east 66' to the point of beginning.

The City of Merrill reserves an easement for construction and maintenance purposes related to utilities serving the public currently located in, on or around the vacated area.

BE IT FURTHER RESOLVED, that the City hereby declares that the public interest requires this street vacation, and the portion of the street to be vacated is not needed for public purposes and hereby declares that the portion vacated shall revert, to the extent permitted by law, to the adjoining property owners.

Recommended by: Board of Public Works and City Plan Commission

CITY OF MERRILL, WISCONSIN

Moved: _____

Derek Woellner, Mayor

Passed: _____

William N. Heideman, City Clerk

Attachment: Resolution vacating a portion of Cedar Street (3380 : Resolution on discontinuance of a portion of Cedar Street)



CITY OF MERRILL
COMMON COUNCIL
MINUTES • TUESDAY MAY 8, 2018

Regular Meeting City Hall Council Chambers 7:00 PM

1. Call to Order

Mayor Woellner 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 & Council President	Present	
Steve Osness	Aldersperson - Fourth District	Present	
John M. Van Lieshout	Aldersperson - Fifth District	Present	
Dave Sukow	Aldersperson - Sixth District	Present	
Rob Norton	Aldersperson - Seventh District	Present	
Tim Meehean	Aldersperson - Eighth District	Present	
Derek Woellner	Mayor	Present	

Also in attendance: Public Works Director/City Engineer Rod Akey, Police Chief Corey Bennett, Street Superintendent Dustin Bonack, Transit Director Brad Brummond, City Attorney Tom Hayden, Fire Battalion Chief Steve Hintze, City Administrator Dave Johnson, Enrichment Center Director Tammie Mrachek, Building Inspector/Zoning Administrator Darin Pagel, Utility Operations Manager Gabe Steinagel, Library Director Stacy Stevens, Finance Director Kathy Unertl, Park and Recreation Director Dan Wendorf, Facilities Maintenance Supervisor Nick Wszalek and City Clerk Bill Heideman.

- 2. Invocation by Pastor Andy Perry, Bible Presbyterian Church
- 3. Pledge of Allegiance

A moment of silence was observed to honor three men who perished in a medical helicopter crash recently.

- 4. Roll Call
- 5. Public Comment Period

None.

- 6. Minutes of previous meeting(s):
 - 1. Minutes of April 10, 2018 meeting and April 17, 2018 meeting
 Motion (Schwartzman/Sukow) to approve.

RESULT: APPROVED

- 7. Revenue & Expense Reports(s):
 - 1. Revenue & Expense Report for Period Ending April 30, 2018

Attachment: 2018-05-08 Council Minutes (3306 : Minutes of May 8, 2018 meeting)

Motion (Schwartzman/Sukow) to approve.

RESULT: APPROVED

8. General agenda items:

1. Employee years of service recognition:

Kortney L. Pike, 15 years (Street Department)

City Clerk Heideman read a certificate of recognition for Kortney Pike.

2. 2017 Audit presentation by Schenck SC representatives

Representing Schenck SC, Greg Pitel gave a presentation on the 2017 City audit. He provided verbal information related to the "Management Communications" document and the "Annual Financial Report" document.

Motion (Schwartzman/Norton) to place the 2017 audit documents on file.

RESULT: PLACED ON FILE

3. Consider request from Alderman Russell to reconsider the Mayor's Appointments approved at the April 17, 2018 Common Council meeting.

Alderman Russell stated that Nancy Kwiesielewicz's appointment to the Housing Authority was submitted and approved at the April 17th, 2018 reorganization meeting, even though her term is not expiring soon. Alderman Russell added that he hoped the documentation accompanying future appointments could be made less confusing.

No action was requested, necessary or taken.

9. Board of Public Works:

1. Consider bids for re-roofing of City Hall front roof. Alderman Lokemoen is bringing the bids directly to the Common Council.

Motion (Lokemoen/Meehean) to approve the bid of \$38,890 from Kimmons Roofing.

RESULT: APPROVED

2. Street Use Permit application from VFW Post 1638 to close a portion of Cleveland Street (from the corner of Cleveland and East Second Street, north to 150 yards north of the VFW Post 1638), from 3:00 P.M. to 10:00 P.M. on Saturday, May 19, 2018, in conjunction with the Northwoods Veterans Post groundbreaking party. Alderman Russell is bringing the application directly to the Common Council.

Motion (Meehean/Norton) to approve.

RESULT: APPROVED

3. Consider bids for the M2018-04 Street Utility Project. Mayor Woellner is bringing the bids directly to the Common Council. Public Works Director/City Engineer Akey recommends approving the bid of \$874,572.15 from Merrill Gravel and Construction.

Motion (Schwartzman/Lokemoen) to approve the bid of \$874,572.15 from Merrill Gravel and Construction.

RESULT: APPROVED BY ROLL CALL VOTE [UNANIMOUS]

AYES: Russell, Lokemoen, Schwartzman, Osness, Van Lieshout, Sukow, Norton, Meehean

4. Consider bids for the M2018-06 S. Alexander Street Utility Project. Mayor Woellner is bringing the bids directly to the Common Council. Public Works Director/City Engineer Akey recommends approving the bid of \$398,589.15 from Merrill Gravel and Construction.

Motion (Meehean/Van Lieshout) to approve the bid of \$398,589.15 from Merrill Gravel and Construction.

RESULT: APPROVED BY ROLL CALL VOTE [UNANIMOUS]

AYES: Russell, Lokemoen, Schwartzman, Osness, Van Lieshout, Sukow, Norton, Meehean

10. City Plan Commission:

1. Site Plan for sign at the Prairie River Middle School. The City Plan Commission recommends approval.

Motion (Schwartzman/Russell) to approve.

RESULT: APPROVED

11. Health and Safety Committee:

1. Applications from Merrill Baseball for 20 temporary Class "B" picnic licenses to sell fermented malt beverages inside Athletic Park during baseball games on the following dates in 2018: May 17th, June 3rd, June 4th, June 7th, June 12th, June 13th, June 17th, June 18th, June 24th, June 25th, June 26th, June 27th, June 28th, July 3rd, July 5th, July 6th, July 7th, July 8th, July 9th, and July 22nd. The Health and Safety Committee recommends approval.

Motion (Sukow/Russell) to approve.

RESULT: APPROVED

2. Applications from the Merrill Firefighters Charities for three temporary Class "B" (picnic) licenses to sell fermented malt beverages at Ott's Park in conjunction with the Merrill Firefighters Charities Softball Tournament, August 3 - August 5, 2018. The Health and Safety Committee recommends approval.

Motion (Van Lieshout/Russell) to approve.

RESULT: APPROVED

3. Application from Riiser Fuels, LLC, for a Class "A" (beer) and a "Class A" (liquor) license for RStore #40, 1001 N. Center Ave., effective May 30, 2018. Alderman Russell is bringing the application directly to the Common Council.

Motion (Sukow/Russell) to approve.

RESULT: APPROVED

4. Request from VFW Post 1638 for an extension of premises to sell alcohol in an area outdoors at VFW Post 1638, 205 N. Cleveland Street, from 3 P.M. to 10 P.M. on Saturday May 19, 2018, in conjunction with the Northwoods Veterans Post groundbreaking party. Sales would be in an area south of the VFW Post into Cleveland Street and north of the VFW Post approximately 100 yards. Wrist bands will be used to ensure compliance. Alderman Russell in bringing the request directly to the Common Council.

Motion (Meehean/Norton) to approve.

RESULT: APPROVED

12. Personnel and Finance Committee:

1. Consider writing off 2017 over-collected Personal Property tax bill of \$32.51 for Mac-Gray Services (1312 W. Main St.). The Personnel and Finance Committee recommends approval.

Motion (Schwartzman/Russell) to approve.

RESULT: APPROVED

13. Placing Committee Reports on File:

1. Consider placing the following committee reports on file: City Plan Commission, Festival Grounds Committee, Health & Safety Committee, Library Board, Parks & Recreation Commission, Personnel & Finance Committee, Police & Fire Commission and Water & Sewage Disposal Committee.

Motion (Sukow/Meehean) to place on file.

RESULT: PLACED ON FILE

14. Election and Mayor's Appointments:

1. Elect Alderperson member of the City Plan Commission, replacing Alderman Lokemoen, who has resigned from the City Plan Commission.

Alderman Russell nominated Alderman Norton.

Alderman Meehean nominated Alderman Schwartzman.

A secret ballot resulted in five votes for Alderman Schwartzman and three votes for Alderman Norton. Therefore, Alderman Schwartzman was elected as Alderperson member the City Plan Commission.

Alderman Meehean to the Personnel and Finance Committee, replacing Alderman Lokemoen, who has resigned from the Personnel and Finance Committee.

Motion (Schwarzman/Russell) to approve.

RESULT: APPROVED

Mike Caylor Jr. to Food Vendor Representative on the Festival Grounds Committee, replacing Neal Christensen, who has resigned.

Motion (Lokemoen/Osness) to approve the appointment.

Motion (Meehean/Norton) to table the appointment until all seven of the food vendor groups are contacted and provide their input on the appointment. A roll call vote on the motion to table resulted in a 4-4 tie. Voting No - Alderman Russell, Alderman Lokemoen, Alderman Osness and Alderman Van Lieshout. After polling the audience, Mayor Woellner broke the tie by voting No on the motion to table. Therefore, the appointment was not tabled.

Motion (Russell/Lokemoen) suspend the rules and grant floor privileges to any audience member who wished to address the appointment. On a roll call vote, the motion to grant floor privileges carried 6-2. Voting No - Alderman Norton and Alderman Meehean.

Michael Caylor, Sue Kunkel and Becky Meyer spoke.

The original motion to approve the appointment carried.

Alderman Norton to Chaiperson of the Water and Sewage Disposal Committee, replacing Alderman Lokemoen as Chairperson. Alderman Lokemoen will remain on the Water and Sewage Disposal Committee.

Motion (Sukow/Osness) to excuse Alderman Lokemoen as Chairperson of the Water and Sewage Disposal Committee. Carried.

Motion (Meehean/Osness) to approve Alderman Norton.

RESULT: APPROVED

Jeremy Thompson to the Historic Preservation Committee.

Motion (Russell/Schwartzman) to approve.

RESULT: APPROVED

Tony Kusserow to the Transit Commission.

Motion (Schwartzman/Lokemoen) to approve.

RESULT: APPROVED

15. Ordinances:

None.

16. Resolutions:

1. A Resolution approving a Certified Survey Map on Hillside Drive in the Town of Merrill by Robert White and Tina White (Resolution #2563).

WHEREAS, Robert White and Tina White have 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 part of Lot I of Certified Survey Map #391 and part of the Northeast Quarter (NE ¼) of the Northwest Quarter (NW ¼) of Section 1, Township 31 North, Range 6 East, Town of Merrill, Lincoln County, Wisconsin; and,

WHEREAS, the application was referred to the City Plan Commission which considered the proposed division at a meeting on May 1, 2018; 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 8th day of May, 2018, that the proposed certified survey map presented by Robert White and Tina White and prepared by Jason J. Pflieger, Northcentral Land Surveying, LLC, involving part of Lot I of Certified Survey Map #391 and part of the Northeast Quarter (NE ¼) of the Northwest Quarter (NW ¼) of Section 1, Township 31 North, Range 6 East, Town of Merrill, Lincoln County, Wisconsin is hereby approved.

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

Motion (Norton/Lokemoen) to approve.

RESULT: APPROVED

2. A Resolution ratifying the selection of a new Fire Chief for the City of Merrill Fire Department (Resolution #2564).

WHEREAS, Merrill Fire Chief David A. Savone has retired from the Merrill Fire Department after a five year career as the Fire Chief; and,

WHEREAS, after an extensive search the Police and Fire Commission offered the Chief's position to Joshua R. Klug; and,

WHEREAS, Joshua R. Klug has accepted the Commission's offer;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 8th day of May, 2018, that the appointment of Joshua R. Klug by the Police and Fire Commission as Fire Chief for the City of Merrill Fire Department be ratified effective upon start of employment.

BE IT FURTHER RESOLVED that the salary shall be at a Grade 19 Step 3 of the City of Merrill Administrative, Professional, Supervisory and Technical Personnel Pay Scale.

Motion (Norton/Schwartzman) to approve.

RESULT: APPROVED

3. A Resolution honoring David A. Savone for his extended service and great contribution to the City of Merrill (Resolution #2565).

WHEREAS, David A. Savone has served the City of Merrill as Fire Chief from December 3, 2012 to March 7, 2018; and,

WHEREAS, David A. Savone's, dedication to the Fire service and to the City of Merrill and his hard work in virtually every area in which he was involved will be greatly missed by the City of Merrill and its citizens; and,

WHEREAS, David A. Savone has earned the admiration and respect of his fellow employees by the way in which he updated and modernized the department with new technology, advanced training and new state of the art equipment, among other advancements and improvements, and in the way he has carried out his duties; and,

WHEREAS, David A. Savone's skills and experience, will be missed at the City of Merrill Fire Department;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 8th day of May, 2018, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the faithful service David A. Savone has given the City of Merrill Fire Department and commends him for those 5 plus years of service; and

BE IT FURTHER RESOLVED, that we hereby commend the meritorious and dedicated service of David A. Savone, congratulate him upon the occasion of his retirement from the City of Merrill Fire Department, and extend our warmest wishes for his enjoyment of continued prosperity in the years that lie ahead.

Motion (Common Council/Common Council) to approve.

RESULT:	APPROVED
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4. A Resolution honoring Gerald T. Hoock for his long-time service to the City of Merrill (Resolution #2566).

WHEREAS, Gerald T. Hoock has served the City of Merrill Water Utility Department for 29 years, ultimately retiring as Water Wastewater System Operations Specialist III; and,

WHEREAS, these years of service have been marked by dedication to the best interests of our community and citizens; and

WHEREAS, Gerald T. Hoock has earned the admiration and respect of his fellow employees by the way in which he has carried out his duties; and,

WHEREAS, Gerald T. Hoock's skills and experience, will be missed at the City of Merrill Water Utility Department;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 8th day of May, 2018, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the faithful service Gerald T. Hoock has given the City of Merrill Water Utility Department and commends him for those 29 years of service; and

BE IT FURTHER RESOLVED, that we hereby commend the meritorious and dedicated service of Gerald T. Hoock, congratulate him upon the occasion of his retirement from the City of Merrill Water Utility Department, and extend our warmest wishes for his enjoyment of continued prosperity in the years that lie ahead.

Motion (Common Council/Common Council) to approve.

RESULT:	APPROVED
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17. Mayor's Communications

Mayor Woellner noted that each alderman is to be a member of at least one "standing" committee. The appointments approved this evening have made that requirement a reality.

All "standing" committees are to meet monthly. Mayor Woellner stated that he will strive to ensure that happens.

Mayor Woellner apologized for missing a morning meeting recently.

Mayor Woellner stated that, although he has not been on Facebook much lately, he plans on using it more as an avenue of communication.

The City now has a Facebook page. The page title is "City of Merrill, Wisconsin".

18. Adjournment

Motion (Schwartzman/Russell) to adjourn. Carried. Adjourned at 7:58 P.M.



City of Merrill

Kathy Unertl, Finance Director

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 5th, 2018

To: Mayor Derek Woellner
Alderpersons

From: Kathy Unertl, Finance Director

RE: May 2018 Revenue & Expense Reports

Revenues – General Fund:

Consistent with budgeted amounts.

In advance of the Merrill Festival Grounds building improvements, City received \$240,000 from Bierman Foundation. It is awesome to have this type of community investment!

Expenses – General Fund:

Expenditures are consistent with budgeted amounts.

There will be overages in Street Department accounts related to Snow & Ice. However, there are savings in General Fund health insurance accounts (due to employee shifts to Health Incentive Program instead of City coverage).

TID No. 8 - Expenses:

Merrill Gravel & Sand, Inc. has made the utility extensions along Alexander Street and Heldt Street top priority to facilitate the Premier Company expansion project. Construction Pay No. 1 expenses are included in this report.

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Non-Departmental					
Taxes (or Utility Rev.)	4,395,210.00	270,099.38	3,341,993.79	76.04	1,053,216.21
Intergovernmental	4,153,782.00	0.00	371,598.40	8.95	3,782,183.60
Licenses and Permits	41,246.00	7,630.00	19,020.02	46.11	22,225.98
Fines, Forfeits, & Pen.	118,500.00	6,218.89	57,037.64	48.13	61,462.36
Public Charges-Services	7,375.00	725.59	3,426.52	46.46	3,948.48
Miscellaneous Revenues	96,350.00	6,568.55	48,424.65	50.26	47,925.35
TOTAL Non-Departmental	8,812,463.00	291,242.41	3,841,501.02	43.59	4,970,961.98
Municipal Court					
Intergov Charges (Misc.)	6,286.00	625.00	3,052.00	48.55	3,234.00
TOTAL Municipal Court	6,286.00	625.00	3,052.00	48.55	3,234.00
City Attorney					
Intergov Charges (Misc.)	10,000.00	0.00	1,956.00	19.56	8,044.00
Miscellaneous Revenues	12,750.00	0.00	0.00	0.00	12,750.00
TOTAL City Attorney	22,750.00	0.00	1,956.00	8.60	20,794.00
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	23,000.00	0.00	0.00	0.00	23,000.00
TOTAL City Administrator	23,000.00	0.00	0.00	0.00	23,000.00
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	2,500.00	0.00	0.00	0.00	2,500.00
TOTAL Clerk/Treasurer Staff	2,500.00	0.00	0.00	0.00	2,500.00
Treasurer/Finance Dir.					
Licenses and Permits	750.00	229.98	1,022.38	136.32	(272.38)
Miscellaneous Revenues	25,000.00	0.00	0.00	0.00	25,000.00
TOTAL Treasurer/Finance Dir.	25,750.00	229.98	1,022.38	3.97	24,727.62
City Maintenance					
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL City Maintenance	0.00	0.00	0.00	0.00	0.00

Attachment: Revenue-Expense - 2018-05 (3377 : Revenue & Expense Report for Period Ending May 31, 2018)

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Over-Collected Taxes					
Miscellaneous Revenues	1,500.00	0.00	478.64	31.91	1,021.36
TOTAL Over-Collected Taxes	1,500.00	0.00	478.64	31.91	1,021.36
Police					
Intergovernmental	17,500.00	0.00	0.00	0.00	17,500.00
Public Charges-Services	10,500.00	769.04	2,913.27	27.75	7,586.73
Intergov Charges (Misc.)	8,300.00	0.00	5,826.78	70.20	2,473.22
Miscellaneous Revenues	200.00	865.00	1,192.44	596.22	(992.44
TOTAL Police	36,500.00	1,634.04	9,932.49	27.21	26,567.51
Traffic Control					
Miscellaneous Revenues	0.00	0.00	197.00	0.00	(197.00
TOTAL Traffic Control	0.00	0.00	197.00	0.00	(197.00
Fire Protection					
Intergovernmental	0.00	0.00	0.00	0.00	0.00
Public Charges-Services	7,050.00	600.00	3,050.61	43.27	3,999.39
Intergov Charges (Misc.)	217,547.64	0.00	108,773.82	50.00	108,773.82
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL Fire Protection	224,597.64	600.00	111,824.43	49.79	112,773.21
Ambulance/EMS					
Intergovernmental	1,043,593.00	74,976.34	337,028.45	32.30	706,564.55
TOTAL Ambulance/EMS	1,043,593.00	74,976.34	337,028.45	32.30	706,564.55
Bldg. Inspection/Zoning					
Licenses and Permits	30,000.00	9,542.60	18,569.20	61.90	11,430.80
Miscellaneous Revenues	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL Bldg. Inspection/Zoning	40,000.00	9,542.60	18,569.20	46.42	21,430.80
Public Works/Engineer					
Miscellaneous Revenues	62,500.00	0.00	0.00	0.00	62,500.00
TOTAL Public Works/Engineer	62,500.00	0.00	0.00	0.00	62,500.00
Street Superintendent					
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL Street Superintendent	0.00	0.00	0.00	0.00	0.00
Operations Support (M&E)					
Intergovernmental	320,500.00	22,839.35	98,063.04	30.60	222,436.96
TOTAL Operations Support (M&E)	320,500.00	22,839.35	98,063.04	30.60	222,436.96
Roads					
Intergovernmental	70,559.00	0.00	3,614.60	5.12	66,944.40
Public Charges-Services	2,500.00	0.00	0.00	0.00	2,500.00
Miscellaneous Revenues	0.00	0.00	2,395.74	0.00	(2,395.74)
TOTAL Roads	73,059.00	0.00	6,010.34	8.23	67,048.66

Attachment: Revenue-Expense - 2018-05 (3377 : Revenue & Expense Report for Period Ending May 31, 2018)

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

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	2,600.00	6,602.60	52.82	5,897.40
TOTAL Snow and Ice	12,500.00	2,600.00	6,602.60	52.82	5,897.40
<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	1,500.00	0.00	0.00	0.00	1,500.00
TOTAL Street Painting-Marking	1,500.00	0.00	0.00	0.00	1,500.00
<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	3,593.12	19,121.09	76.48	5,878.91
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL Airport	25,000.00	3,593.12	19,121.09	76.48	5,878.91
<u>Transit</u>					
Specials (Utility Rev.)	232,500.00	0.00	53,271.35	22.91	179,228.65
Intergovernmental	90,000.00	0.00	0.00	0.00	90,000.00
Public Charges-Services	150,750.00	12,365.30	53,905.90	35.76	96,844.10
Miscellaneous Revenues	20,000.00	0.00	5,161.00	25.81	14,839.00
TOTAL Transit	493,250.00	12,365.30	112,338.25	22.78	380,911.75
<u>Garbage Collection</u>					
Miscellaneous Revenues	6,000.00	460.00	2,378.00	39.63	3,622.00
TOTAL Garbage Collection	6,000.00	460.00	2,378.00	39.63	3,622.00
<u>Recycling</u>					
Intergovernmental	32,500.00	32,523.65	32,523.65	100.07	(23.65)
Miscellaneous Revenues	7,500.00	783.00	6,873.44	91.65	626.56
TOTAL Recycling	40,000.00	33,306.65	39,397.09	98.49	602.91
<u>Weed & Nuisance Control</u>					
Public Charges-Services	5,000.00	0.00	0.00	0.00	5,000.00
Miscellaneous Revenues	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL Weed & Nuisance Control	6,000.00	0.00	0.00	0.00	6,000.00

Attachment: Revenue-Expense - 2018-05 (3377 : Revenue & Expense Report for Period Ending May 31, 2018)

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MACEC - Enrichment</u>					
Public Charges-Services	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL MACEC - Enrichment	10,000.00	0.00	0.00	0.00	10,000.00
<u>Library</u>					
Intergovernmental	448,400.00	0.00	224,200.00	50.00	224,200.00
Public Charges-Services	16,000.00	1,191.04	6,241.77	39.01	9,758.23
Miscellaneous Revenues	0.00	4,037.17	7,015.14	0.00	(7,015.14)
TOTAL Library	464,400.00	5,228.21	237,456.91	51.13	226,943.09
<u>Parks</u>					
Public Charges-Services	13,942.00	734.22	4,376.62	31.39	9,565.38
Miscellaneous Revenues	0.00	0.00	250.00	0.00	(250.00)
TOTAL Parks	13,942.00	734.22	4,626.62	33.18	9,315.38
<u>River Bend Trail</u>					
Miscellaneous Revenues	0.00	0.00	303.75	0.00	(303.75)
TOTAL River Bend Trail	0.00	0.00	303.75	0.00	(303.75)
<u>Recreation Programs</u>					
Public Charges-Services	96,000.00	17,851.50	40,017.50	41.68	55,982.50
TOTAL Recreation Programs	96,000.00	17,851.50	40,017.50	41.68	55,982.50
<u>Decorations & Banners</u>					
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL Decorations & Banners	0.00	0.00	0.00	0.00	0.00
<u>Outside Agencies</u>					
Miscellaneous Revenues	0.00	0.00	253.80	0.00	(253.80)
TOTAL Outside Agencies	0.00	0.00	253.80	0.00	(253.80)
<u>CATV - MP3</u>					
Licenses and Permits	5,750.00	0.00	0.00	0.00	5,750.00
TOTAL CATV - MP3	5,750.00	0.00	0.00	0.00	5,750.00
<u>MARC - Smith Center</u>					
Public Charges-Services	72,400.00	1,175.00	30,988.04	42.80	41,411.96
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL MARC - Smith Center	72,400.00	1,175.00	30,988.04	42.80	41,411.96
<u>Aquatic Center</u>					
Public Charges-Services	105,000.00	1,845.00	8,205.00	7.81	96,795.00
TOTAL Aquatic Center	105,000.00	1,845.00	8,205.00	7.81	96,795.00
TOTAL REVENUE	12,048,845.64	480,848.72	4,931,323.64	40.93	7,117,522.00

Attachment: Revenue-Expense - 2018-05 (3377 : Revenue & Expense Report for Period Ending May 31, 2018)

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
EXPENDITURES					
<u>Common Council</u>					
Personnel Services	34,202.00	2,231.86	10,619.90	31.05	23,582.10
Contractual Services	6,635.00	0.00	3,029.75	45.66	3,605.25
Supplies & Expenses	11,163.00	1,543.59	4,286.61	38.40	6,876.39
TOTAL Common Council	52,000.00	3,775.45	17,936.26	34.49	34,063.74
<u>Municipal Court</u>					
Personnel Services	82,526.00	6,408.61	31,744.45	38.47	50,781.55
Contractual Services	500.00	0.00	0.00	0.00	500.00
Supplies & Expenses	6,350.00	25.07	2,117.21	33.34	4,232.79
Technology	5,550.00	0.00	5,076.00	91.46	474.00
TOTAL Municipal Court	94,926.00	6,433.68	38,937.66	41.02	55,988.34
<u>City Attorney</u>					
Personnel Services	214,088.00	16,437.67	82,188.35	38.39	131,899.65
Contractual Services	3,700.00	265.50	2,819.00	76.19	881.00
Supplies & Expenses	7,375.00	1,392.59	2,595.38	35.19	4,779.62
TOTAL City Attorney	225,163.00	18,095.76	87,602.73	38.91	137,560.27
<u>Mayor</u>					
Personnel Services	13,780.00	1,043.40	5,217.00	37.86	8,563.00
Supplies & Expenses	1,575.00	146.95	436.55	27.72	1,138.45
TOTAL Mayor	15,355.00	1,190.35	5,653.55	36.82	9,701.45
<u>City Administrator</u>					
Personnel Services	113,927.00	8,744.73	43,245.17	37.96	70,681.83
Contractual Services	1,000.00	56.60	283.21	28.32	716.79
Supplies & Expenses	850.00	0.00	10.00	1.18	840.00
TOTAL City Administrator	115,777.00	8,801.33	43,538.38	37.61	72,238.62
<u>Personnel - HR</u>					
Contractual Services	5,250.00	300.05	1,105.20	21.05	4,144.80
Supplies & Expenses	500.00	0.00	0.00	0.00	500.00
TOTAL Personnel - HR	5,750.00	300.05	1,105.20	19.22	4,644.80
<u>City Clerk</u>					
Personnel Services	76,120.00	5,855.11	29,275.55	38.46	46,844.45
Supplies & Expenses	4,650.00	331.40	1,069.81	23.01	3,580.19
Technology	5,400.00	0.00	5,953.50	110.25	(553.50)
TOTAL City Clerk	86,170.00	6,186.51	36,298.86	42.12	49,871.14

Attachment: Revenue-Expense - 2018-05 (3377 : Revenue & Expense Report for Period Ending May 31, 2018)

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Clerk/Treasurer Staff</u>					
Personnel Services	162,789.00	13,943.24	74,444.35	45.73	88,344.65
Supplies & Expenses	<u>1,100.00</u>	<u>80.74</u>	<u>249.63</u>	<u>22.69</u>	<u>850.37</u>
TOTAL Clerk/Treasurer Staff	163,889.00	14,023.98	74,693.98	45.58	89,195.02
<u>Elections - AVERAGED</u>					
Personnel Services	24,950.00	0.00	13,651.19	54.71	11,298.81
Contractual Services	12,000.00	0.00	0.00	0.00	12,000.00
Supplies & Expenses	<u>1,550.00</u>	<u>0.00</u>	<u>356.15</u>	<u>22.98</u>	<u>1,193.85</u>
TOTAL Elections - AVERAGED	38,500.00	0.00	14,007.34	36.38	24,492.66
<u>Treasurer/Finance Dir.</u>					
Personnel Services	103,570.00	7,993.30	39,334.80	37.98	64,235.20
Contractual Services	5,850.00	107.88	796.89	13.62	5,053.11
Supplies & Expenses	<u>25,150.00</u>	<u>1,581.61</u>	<u>5,975.21</u>	<u>23.76</u>	<u>19,174.79</u>
TOTAL Treasurer/Finance Dir.	134,570.00	9,682.79	46,106.90	34.26	88,463.10
<u>Information Technology</u>					
Personnel Services	88,475.00	6,100.07	24,963.31	28.22	63,511.69
Technology	<u>116,775.00</u>	<u>13,425.33</u>	<u>89,904.14</u>	<u>76.99</u>	<u>26,870.86</u>
TOTAL Information Technology	205,250.00	19,525.40	114,867.45	55.96	90,382.55
<u>Assessment of Property</u>					
Contractual Services	28,200.00	0.00	12,900.00	45.74	15,300.00
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	28,300.00	0.00	12,900.00	45.58	15,400.00
<u>Independent Auditing</u>					
Contractual Services	15,000.00	0.00	10,600.00	70.67	4,400.00
Technology	<u>1,850.00</u>	<u>0.00</u>	<u>1,054.00</u>	<u>56.97</u>	<u>796.00</u>
TOTAL Independent Auditing	16,850.00	0.00	11,654.00	69.16	5,196.00
<u>City Maintenance</u>					
Personnel Services	133,597.00	8,467.84	44,913.77	33.62	88,683.23
Contractual Services	67,500.00	4,651.20	28,763.76	42.61	38,736.24
Supplies & Expenses	14,750.00	545.31	4,843.54	32.84	9,906.46
Capital Outlay	<u>7,000.00</u>	<u>150.30</u>	<u>322.76</u>	<u>4.61</u>	<u>6,677.24</u>
TOTAL City Maintenance	222,847.00	13,814.65	78,843.83	35.38	144,003.17
<u>City Maint-Library</u>					
Personnel Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL City Maint-Library	0.00	0.00	0.00	0.00	0.00
<u>City Maint-Fire Station</u>					
Personnel Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL City Maint-Fire Station	0.00	0.00	0.00	0.00	0.00

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CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Over-Collected Taxes					
Supplies & Expenses	350.00	32.51	2,121.75	606.21	(1,771.75
TOTAL Over-Collected Taxes	350.00	32.51	2,121.75	606.21	(1,771.75
Insurance/Employee					
Personnel Services	56,194.00	0.00	1,796.04	3.20	54,397.96
Fixed Charges	321,725.00	49,732.72	313,071.40	97.31	8,653.60
TOTAL Insurance/Employee	377,919.00	49,732.72	314,867.44	83.32	63,051.56
Police					
Personnel Services	2,287,590.00	163,433.70	824,929.56	36.06	1,462,660.44
Contractual Services	52,900.00	623.90	5,106.85	9.65	47,793.15
Supplies & Expenses	58,100.00	4,855.48	20,620.48	35.49	37,479.52
Capital Outlay	11,000.00	0.00	0.00	0.00	11,000.00
Technology	12,500.00	0.00	10,975.47	87.80	1,524.53
TOTAL Police	2,422,090.00	168,913.08	861,632.36	35.57	1,560,457.64
Traffic Control					
Personnel Services	7,525.00	751.60	2,594.52	34.48	4,930.48
Supplies & Expenses	18,500.00	4,601.32	6,972.32	37.69	11,527.68
TOTAL Traffic Control	26,025.00	5,352.92	9,566.84	36.76	16,458.16
Fire Protection					
Personnel Services	1,427,613.00	79,781.30	475,981.32	33.34	951,631.68
Contractual Services	26,250.00	2,538.19	15,312.30	58.33	10,937.70
Supplies & Expenses	51,500.00	6,718.83	17,422.33	33.83	34,077.67
Capital Outlay	0.00	0.00	0.00	0.00	0.00
Technology	6,500.00	0.00	1,334.06	20.52	5,165.94
TOTAL Fire Protection	1,511,863.00	89,038.32	510,050.01	33.74	1,001,812.99
Fire Protection-Hydrants					
Contractual Services	125,160.00	0.00	62,580.00	50.00	62,580.00
TOTAL Fire Protection-Hydrants	125,160.00	0.00	62,580.00	50.00	62,580.00
Ambulance/EMS					
Personnel Services	936,693.00	66,207.10	364,369.56	38.90	572,323.44
Contractual Services	27,750.00	2,258.20	11,818.59	42.59	15,931.41
Supplies & Expenses	73,650.00	5,088.78	33,060.33	44.89	40,589.67
Technology	5,500.00	0.00	1,334.05	24.26	4,165.95
TOTAL Ambulance/EMS	1,043,593.00	73,554.08	410,582.53	39.34	633,010.47
Bldg. Inspection/Zoning					
Personnel Services	136,581.00	10,380.39	51,326.30	37.58	85,254.70
Contractual Services	1,725.00	23.90	120.24	6.97	1,604.76
Supplies & Expenses	5,030.00	107.79	1,071.21	21.30	3,958.79
TOTAL Bldg. Inspection/Zoning	143,336.00	10,512.08	52,517.75	36.64	90,818.25

Attachment: Revenue-Expense - 2018-05 (3377 : Revenue & Expense Report for Period Ending May 31, 2018)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2018

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>City Sealer</u>					
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
<u>Public Works/Engineer</u>					
Personnel Services	102,998.00	5,295.60	26,407.84	25.64	76,590.16
Contractual Services	1,500.00	0.00	0.00	0.00	1,500.00
Supplies & Expenses	2,250.00	442.59	612.75	27.23	1,637.25
Technology	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL Public Works/Engineer	107,748.00	5,738.19	27,020.59	25.08	80,727.41
<u>Street Commissioner</u>					
Personnel Services	1,794.00	103.51	103.51	5.77	1,690.49
Supplies & Expenses	431.00	0.00	0.00	0.00	431.00
TOTAL Street Commissioner	2,225.00	103.51	103.51	4.65	2,121.49
<u>Street Superintendent</u>					
Personnel Services	82,834.00	6,145.43	30,127.83	36.37	52,706.17
Supplies & Expenses	1,600.00	208.99	996.29	62.27	603.71
Technology	0.00	364.59	2,165.42	0.00	(2,165.42)
TOTAL Street Superintendent	84,434.00	6,719.01	33,289.54	39.43	51,144.46
<u>Garage Maintenance</u>					
Personnel Services	820.00	0.00	337.53	41.16	482.47
Contractual Services	41,250.00	1,961.47	16,272.14	39.45	24,977.86
Supplies & Expenses	11,500.00	494.60	5,266.78	45.80	6,233.22
Capital Outlay	0.00	0.00	7,891.12	0.00	(7,891.12)
TOTAL Garage Maintenance	53,570.00	2,456.07	29,767.57	55.57	23,802.43
<u>Operations Support (M&E)</u>					
Personnel Services	193,050.00	14,893.47	75,644.99	39.18	117,405.01
Contractual Services	3,000.00	0.00	3,108.00	103.60	(108.00)
Supplies & Expenses	351,700.00	25,144.67	162,633.20	46.24	189,066.80
Technology	1,750.00	0.00	550.00	31.43	1,200.00
TOTAL Operations Support (M&E)	549,500.00	40,038.14	241,936.19	44.03	307,563.81
<u>Roads</u>					
Personnel Services	223,025.00	22,270.29	75,503.43	33.85	147,521.57
Supplies & Expenses	98,500.00	(593.57)	4,440.11	4.51	94,059.89
TOTAL Roads	321,525.00	21,676.72	79,943.54	24.86	241,581.46
<u>Street Cleaning</u>					
Personnel Services	46,850.00	3,574.36	8,805.03	18.79	38,044.97
Supplies & Expenses	1,000.00	164.49	489.72	48.97	510.28
TOTAL Street Cleaning	47,850.00	3,738.85	9,294.75	19.42	38,555.25

Attachment: Revenue-Expense - 2018-05 (3377 : Revenue & Expense Report for Period Ending May 31, 2018)

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
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10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Snow and Ice</u>					
Personnel Services	181,525.00	10,391.73	141,944.61	78.20	39,580.39
Contractual Services	1,350.00	0.00	0.00	0.00	1,350.00
Supplies & Expenses	60,000.00	7,942.23	52,086.65	86.81	7,913.35
TOTAL Snow and Ice	242,875.00	18,333.96	194,031.26	79.89	48,843.74
<u>Stormwater Maintenance</u>					
Personnel Services	28,835.00	4,547.73	9,659.76	33.50	19,175.24
Contractual Services	2,500.00	0.00	0.00	0.00	2,500.00
Supplies & Expenses	17,500.00	11,591.09	13,523.06	77.27	3,976.94
TOTAL Stormwater Maintenance	48,835.00	16,138.82	23,182.82	47.47	25,652.18
<u>Street Painting-Marking</u>					
Personnel Services	20,450.00	0.00	0.00	0.00	20,450.00
Supplies & Expenses	23,500.00	6,907.45	6,971.51	29.67	16,528.49
TOTAL Street Painting-Marking	43,950.00	6,907.45	6,971.51	15.86	36,978.49
<u>Street Leave Expenses</u>					
Personnel Services	71,300.00	8,717.13	22,116.52	31.02	49,183.48
TOTAL Street Leave Expenses	71,300.00	8,717.13	22,116.52	31.02	49,183.48
<u>Street Lighting</u>					
Contractual Services	165,250.00	24,312.80	66,607.03	40.31	98,642.97
Capital Outlay	2,250.00	0.00	0.00	0.00	2,250.00
TOTAL Street Lighting	167,500.00	24,312.80	66,607.03	39.77	100,892.97
<u>Stormwater Plan/Const.</u>					
Contractual Services	7,250.00	0.00	2,000.00	27.59	5,250.00
TOTAL Stormwater Plan/Const.	7,250.00	0.00	2,000.00	27.59	5,250.00
<u>Airport</u>					
Personnel Services	1,250.00	39.94	250.62	20.05	999.38
Contractual Services	114,736.00	9,642.86	41,869.54	36.49	72,866.46
Supplies & Expenses	32,014.00	2,113.44	11,434.90	35.72	20,579.10
TOTAL Airport	148,000.00	11,796.24	53,555.06	36.19	94,444.94
<u>Transit</u>					
Personnel Services	388,700.00	26,324.00	128,474.35	33.05	260,225.65
Contractual Services	3,500.00	292.09	1,663.97	47.54	1,836.03
Supplies & Expenses	130,950.00	7,200.24	27,515.72	21.01	103,434.28
Fixed Charges	30,500.00	0.00	17,061.48	55.94	13,438.52
Technology	1,500.00	70.14	253.41	16.89	1,246.59
TOTAL Transit	555,150.00	33,886.47	174,968.93	31.52	380,181.07

Attachment: Revenue-Expense - 2018-05 (3377 : Revenue & Expense Report for Period Ending May 31, 2018)

CITY OF MERRILL
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10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Garbage Collection					
Personnel Services	128,578.00	7,237.84	40,949.28	31.85	87,628.72
Supplies & Expenses	97,000.00	7,063.54	27,768.95	28.63	69,231.05
Capital Outlay	23,500.00	1,912.27	9,416.01	40.07	14,083.99
TOTAL Garbage Collection	249,078.00	16,213.65	78,134.24	31.37	170,943.76
Recycling					
Personnel Services	144,350.00	10,157.83	51,488.48	35.67	92,861.52
Supplies & Expenses	56,300.00	4,544.54	21,870.18	38.85	34,429.82
TOTAL Recycling	200,650.00	14,702.37	73,358.66	36.56	127,291.34
Weed & Nuisance Control					
Personnel Services	17,275.00	224.00	1,340.41	7.76	15,934.59
Contractual Services	250.00	0.00	0.00	0.00	250.00
Supplies & Expenses	1,250.00	0.00	31.33	2.51	1,218.67
TOTAL Weed & Nuisance Control	18,775.00	224.00	1,371.74	7.31	17,403.26
Health Officer					
Personnel Services	3,660.00	0.00	0.00	0.00	3,660.00
Supplies & Expenses	100.00	0.00	0.00	0.00	100.00
TOTAL Health Officer	3,760.00	0.00	0.00	0.00	3,760.00
MACEC - Enrichment					
Personnel Services	126,815.00	9,135.86	47,207.64	37.23	79,607.36
Contractual Services	200.00	78.93	395.95	197.98	(195.95)
Supplies & Expenses	4,735.00	159.67	1,834.90	38.75	2,900.10
Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL MACEC - Enrichment	131,750.00	9,374.46	49,438.49	37.52	82,311.51
Library					
Personnel Services	733,260.00	55,945.32	279,258.52	38.08	454,001.48
Contractual Services	52,500.00	2,765.58	19,937.82	37.98	32,562.18
Supplies & Expenses	40,555.00	7,583.46	26,823.17	66.14	13,731.83
Fixed Charges	9,400.00	0.00	1,815.00	19.31	7,585.00
Capital Outlay	0.00	7,000.00	7,000.00	0.00	(7,000.00)
Print Media - Library	55,450.00	3,976.37	19,505.22	35.18	35,944.78
Non-Print Media-Library	24,327.00	1,370.81	10,090.79	41.48	14,236.21
Technology	60,715.00	5,079.99	36,316.32	59.81	24,398.68
TOTAL Library	976,207.00	83,721.53	400,746.84	41.05	575,460.16
Parks					
Personnel Services	213,563.00	13,913.71	64,982.37	30.43	148,580.63
Contractual Services	31,500.00	1,686.43	5,630.73	17.88	25,869.27
Supplies & Expenses	39,350.00	5,327.34	10,955.23	27.84	28,394.77
Capital Outlay	24,000.00	1,297.02	4,882.40	20.34	19,117.60
TOTAL Parks	308,413.00	22,224.50	86,450.73	28.03	221,962.27

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CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
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10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>River Bend Trail</u>					
Contractual Services	1,450.00	263.72	1,749.16	120.63	(299.16
TOTAL River Bend Trail	1,450.00	263.72	1,749.16	120.63	(299.16
<u>Athletic Park Lights</u>					
Contractual Services	1,800.00	96.94	410.54	22.81	1,389.46
Supplies & Expenses	200.00	0.00	0.00	0.00	200.00
TOTAL Athletic Park Lights	2,000.00	96.94	410.54	20.53	1,589.46
<u>Ott's Park Lights</u>					
Contractual Services	1,400.00	89.84	450.04	32.15	949.96
Supplies & Expenses	100.00	0.00	0.00	0.00	100.00
TOTAL Ott's Park Lights	1,500.00	89.84	450.04	30.00	1,049.96
<u>Recreation Programs</u>					
Personnel Services	211,347.00	10,082.90	56,787.73	26.87	154,559.27
Contractual Services	2,775.00	581.40	4,320.90	155.71	(1,545.90)
Supplies & Expenses	40,450.00	1,249.98	14,354.14	35.49	26,095.86
TOTAL Recreation Programs	254,572.00	11,914.28	75,462.77	29.64	179,109.23
<u>Marketing - PR</u>					
Personnel Services	2,875.00	140.25	738.33	25.68	2,136.67
Supplies & Expenses	20,625.00	0.00	4,379.00	21.23	16,246.00
TOTAL Marketing - PR	23,500.00	140.25	5,117.33	21.78	18,382.67
<u>Decorations & Banners</u>					
Personnel Services	2,775.00	0.00	771.33	27.80	2,003.67
Contractual Services	300.00	0.00	0.00	0.00	300.00
Supplies & Expenses	1,000.00	1,269.72	2,000.62	200.06	(1,000.62)
Capital Outlay	3,000.00	0.00	0.00	0.00	3,000.00
TOTAL Decorations & Banners	7,075.00	1,269.72	2,771.95	39.18	4,303.05
<u>Outside Agencies</u>					
Supplies & Expenses	44,500.00	0.00	38,753.80	87.09	5,746.20
TOTAL Outside Agencies	44,500.00	0.00	38,753.80	87.09	5,746.20
<u>MARC - Smith Center</u>					
Personnel Services	41,700.00	1,587.31	12,880.28	30.89	28,819.72
Contractual Services	59,750.00	3,493.22	23,059.05	38.59	36,690.95
Supplies & Expenses	20,950.00	1,293.96	7,277.67	34.74	13,672.33
Capital Outlay	6,500.00	1,685.90	2,730.18	42.00	3,769.82
TOTAL MARC - Smith Center	128,900.00	8,060.39	45,947.18	35.65	82,952.82
<u>Aquatic Center</u>					
Personnel Services	88,325.00	101.47	226.08	0.26	88,098.92
Contractual Services	24,500.00	335.58	1,732.56	7.07	22,767.44
Supplies & Expenses	41,175.00	0.00	0.00	0.00	41,175.00
Technology	3,500.00	0.00	0.00	0.00	3,500.00
TOTAL Aquatic Center	157,500.00	437.05	1,958.64	1.24	155,541.36

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CITY OF MERRILL
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10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Economic Development</u>					
Contractual Services	20,200.00	0.00	20,200.00	100.00	0.00
TOTAL Economic Development	20,200.00	0.00	20,200.00	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
<hr/>					
TOTAL EXPENDITURES	12,042,025.00	873,061.72	4,659,975.75	38.70	7,382,049.25
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	6,820.64	(392,213.00)	271,347.89	0.00	(264,527.25)
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*** END OF REPORT ***

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CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
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20 -Remedial Action-Landfill

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
EXPENDITURES					
<u>Remediation Action</u>					
Personnel Services	8,250.00	211.58	1,686.48	20.44	6,563.52
Contractual Services	19,000.00	152.43	2,639.07	13.89	16,360.93
Supplies & Expenses	250.00	0.00	0.00	0.00	250.00
TOTAL Remediation Action	27,500.00	364.01	4,325.55	15.73	23,174.45
TOTAL EXPENDITURES	27,500.00	364.01	4,325.55	15.73	23,174.45
REVENUES OVER/(UNDER) EXPENDITURES	(27,500.00)	(364.01)	(4,325.55)	0.00	(23,174.45)

*** END OF REPORT ***

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CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
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21 -Police - SRO

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>Police-SRO</u>					
Taxes (or Utility Rev.)	55,236.00	0.00	55,236.00	100.00	0.00
Intergovernmental	58,736.00	0.00	0.00	0.00	58,736.00
TOTAL Police-SRO	113,972.00	0.00	55,236.00	48.46	58,736.00
TOTAL REVENUE	113,972.00	0.00	55,236.00	48.46	58,736.00
EXPENDITURES					
<u>Police-SRO</u>					
Personnel Services	111,522.00	7,894.68	40,574.57	36.38	70,947.43
Supplies & Expenses	450.00	225.00	225.00	50.00	225.00
Fixed Charges	2,000.00	0.00	0.00	0.00	2,000.00
TOTAL Police-SRO	113,972.00	8,119.68	40,799.57	35.80	73,172.43
TOTAL EXPENDITURES	113,972.00	8,119.68	40,799.57	35.80	73,172.43
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(8,119.68)	14,436.43	0.00	(14,436.43)

*** END OF REPORT ***

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CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
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24 -Merrill Festival Grounds

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>Events/Sponsored</u>					
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
<u>Merrill Festival Grounds</u>					
Taxes (or Utility Rev.)	81,000.00	0.00	26,000.00	32.10	55,000.00
Public Charges-Services	11,000.00	0.00	11,311.25	102.83	(311.25
Miscellaneous Revenues	243,000.00	240,000.00	240,000.00	98.77	3,000.00
TOTAL Merrill Festival Grounds	335,000.00	240,000.00	277,311.25	82.78	57,688.75
<u>Room Tax</u>					
Taxes (or Utility Rev.)	95,000.00	3,204.00	23,447.25	24.68	71,552.75
TOTAL Room Tax	95,000.00	3,204.00	23,447.25	24.68	71,552.75
<u>Bierman Building</u>					
Public Charges-Services	10,000.00	350.00	3,850.00	38.50	6,150.00
TOTAL Bierman Building	10,000.00	350.00	3,850.00	38.50	6,150.00
TOTAL REVENUE	490,500.00	243,554.00	304,608.50	62.10	185,891.50
EXPENDITURES					
<u>Events/Sponsored</u>					
Contractual Services	20,500.00	0.00	0.00	0.00	20,500.00
Supplies & Expenses	21,000.00	11.70	26.20	0.12	20,973.80
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	11.70	26.20	0.06	45,173.80
<u>Merrill Festival Grounds</u>					
Personnel Services	6,200.00	5,676.55	5,793.93	93.45	406.07
Contractual Services	27,675.00	1,382.13	6,154.31	22.24	21,520.69
Supplies & Expenses	3,000.00	73.48	73.48	2.45	2,926.52
Capital Outlay	297,700.00	11,085.00	11,982.12	4.02	285,717.88
TOTAL Merrill Festival Grounds	334,575.00	18,217.16	24,003.84	7.17	310,571.16
<u>Room Tax</u>					
Supplies & Expenses	74,550.00	0.00	13,284.00	17.82	61,266.00
TOTAL Room Tax	74,550.00	0.00	13,284.00	17.82	61,266.00

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24 -Merrill Festival Grounds

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Bierman Building</u>					
Personnel Services	21,775.00	405.78	2,299.41	10.56	19,475.59
Contractual Services	31,250.00	1,791.38	7,314.93	23.41	23,935.07
Supplies & Expenses	2,675.00	95.20	748.59	27.98	1,926.41
Capital Outlay	<u>5,500.00</u>	<u>0.00</u>	<u>1,399.00</u>	<u>25.44</u>	<u>4,101.00</u>
TOTAL Bierman Building	61,200.00	2,292.36	11,761.93	19.22	49,438.07
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TOTAL EXPENDITURES	515,525.00	20,521.22	49,075.97	9.52	466,449.03
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REVENUES OVER/(UNDER) EXPENDITURES	(25,025.00)	223,032.78	255,532.53	0.00	(280,557.53)
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*** END OF REPORT ***

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CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
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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	1,330.75	97,182.67	111.90	(10,332.67
TOTAL CDBG Grants/Loans	86,850.00	1,330.75	97,182.67	111.90	(10,332.67
<u>Community Development</u>					
Taxes (or Utility Rev.)	14,683.00	0.00	14,683.00	100.00	0.00
Intergov Charges (Misc.)	11,000.00	325.00	650.00	5.91	10,350.00
TOTAL Community Development	25,683.00	325.00	15,333.00	59.70	10,350.00
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TOTAL REVENUE	112,533.00	1,655.75	112,515.67	99.98	17.33
EXPENDITURES					
=====					
<u>CDBG Grants/Loans</u>					
Special Services	100,500.00	7,315.00	7,820.00	7.78	92,680.00
TOTAL CDBG Grants/Loans	100,500.00	7,315.00	7,820.00	7.78	92,680.00
<u>Community Development</u>					
Personnel Services	22,858.00	1,715.81	8,565.83	37.47	14,292.17
Contractual Services	700.00	4.63	291.44	41.63	408.56
Supplies & Expenses	2,125.00	11.50	349.09	16.43	1,775.91
TOTAL Community Development	25,683.00	1,731.94	9,206.36	35.85	16,476.64
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TOTAL EXPENDITURES	126,183.00	9,046.94	17,026.36	13.49	109,156.64
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REVENUES OVER/(UNDER) EXPENDITURES	(13,650.00)	(7,391.19)	95,489.31	0.00	(109,139.31)
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*** END OF REPORT ***

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CITY OF MERRILL
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30 -Debt Sevice
 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	1,625.00	0.00	0.00	0.00	1,625.00
40000-41041 Transfer from TID	430,859.00	0.00	3,466.25	0.80	427,392.75
40000-41110 Tax Levy - Debt Service	1,401,207.00	0.00	1,401,207.00	100.00	0.00
TOTAL Taxes (or Utility Rev.)	1,833,691.00	0.00	1,404,673.25	76.60	429,017.75
<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	2,657.77	71.66	1,051.17
TOTAL Miscellaneous Revenues	3,708.94	0.00	2,657.77	71.66	1,051.17
<u>Other Financing Sources</u>					
40000-49110 Proceeds from LT Debt	0.00	0.00	0.00	0.00	0.00
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	13,098.00	113.90	(1,598.00)
TOTAL Other Financing Sources	11,500.00	0.00	13,098.00	113.90	(1,598.00)
TOTAL REVENUES	1,848,899.94	0.00	1,420,429.02	76.83	428,470.92
EXPENDITURES					
<u>Debt Service</u>					
50000-06-11755 STL 2009-2 Equip	14,064.39	0.00	14,064.39	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	375,000.00	0.00	0.00	0.00	375,000.00
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
50000-06-11923 GO 2017C - Various	85,000.00	0.00	0.00	0.00	85,000.00
50000-06-11925 GO 2017D - Various	70,000.00	0.00	0.00	0.00	70,000.00
50000-06-12043 STL 2009-1 -Prin Faciliti	14,077.03	0.00	14,077.03	100.00	0.00
50000-06-12045 SIB Prin.-W. Main St.	9,788.39	0.00	4,869.79	49.75	4,918.60
50000-06-12050 STL 2005 Prin.-Streets	15,830.93	0.00	15,830.93	100.00	0.00
50000-06-12065 STF 2011-1 BAB-10 Year	40,352.20	0.00	40,352.20	100.00	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	57,350.00	0.00	0.00	0.00	57,350.00
50000-06-14917 GO 2016B-TID6	9,151.00	0.00	0.00	0.00	9,151.00
50000-06-14918 GO 2016B-TID8	0.00	0.00	0.00	0.00	0.00
50000-06-14973 TID Rev Bond-TID3 Princ	155,000.00	0.00	0.00	0.00	155,000.00
50000-06-14974 TID Rev Bond-TID4 Princ	46,000.00	0.00	0.00	0.00	46,000.00
50000-06-18075 STL 2004 Prin.- Pension	24,352.42	0.00	24,352.42	100.00	0.00
50000-06-21755 STL 2009-2 Int Equip	1,294.27	0.00	1,294.27	100.00	0.00
50000-06-21800 STL 2010-1 BAB Int.	3,465.00	0.00	3,465.00	100.00	0.00

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CITY OF MERRILL
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30 -Debt Service
 Debt Service

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
50000-06-21900 GO2013 A - Fire Interest	120,205.00	0.00	60,102.50	50.00	60,102.50
50000-06-21905 GO 2013B - Various Int.	41,825.00	0.00	20,912.50	50.00	20,912.50
50000-06-21913 GO 2016A Int - Various	30,848.00	0.00	15,423.75	50.00	15,424.25
50000-06-21914 GO 2016B Int-Airport	1,625.00	0.00	812.50	50.00	812.50
50000-06-21916 GO 2016B Int-Variou	64,222.58	0.00	32,111.29	50.00	32,111.29
50000-06-21923 GO 2017C - Int	46,062.50	0.00	0.00	0.00	46,062.50
50000-06-21925 GO 2017D - Int	13,849.00	0.00	0.00	0.00	13,849.00
50000-06-22043 STL 2009-1-Int Facilities	633.47	0.00	633.47	100.00	0.00
50000-06-22045 SIB Int.-W. Main St.	526.11	0.00	287.47	54.64	238.64
50000-06-22050 STL 2005 Int.-Streets	7,557.23	0.00	7,557.23	100.00	0.00
50000-06-22065 STF 2011-1 Int BAB-10 YR	4,665.22	0.00	4,665.22	100.00	0.00
50000-06-24080 GO 2008B Int.-TID #4	6,700.00	0.00	0.00	0.00	6,700.00
50000-06-24085 GO 2013A Int. -TID #5	1,032.50	0.00	516.25	50.00	516.25
50000-06-24090 GO 2013A Int. -TID #6	5,900.00	0.00	2,950.00	50.00	2,950.00
50000-06-24916 GO 2016B Int-TID 3	9,815.50	0.00	4,907.75	50.00	4,907.75
50000-06-24917 GO 2016B Int-TID 6	3,174.68	0.00	1,587.34	50.00	1,587.34
50000-06-24918 GO 2016B Int-TID 8	1,925.00	0.00	962.50	50.00	962.50
50000-06-24927 NAN Series2016C-TID 7	3,192.00	0.00	0.00	0.00	3,192.00
50000-06-24940 NAN Series 2016C-TID 10	19,750.50	0.00	0.00	0.00	19,750.50
50000-06-24941 NAN Series 2016C-TID 11	20,149.51	0.00	0.00	0.00	20,149.51
50000-06-24973 TID Rev Bond-TID3 Int	44,441.67	0.00	0.00	0.00	44,441.67
50000-06-24974 TID Rev Bond-TID4 Int	17,274.47	0.00	0.00	0.00	17,274.47
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	300.00	0.00	(300.00)
TOTAL Debt Service	1,840,149.57	0.00	312,435.80	16.98	1,527,713.77
TOTAL EXPENDITURES	1,840,149.57	0.00	312,435.80	16.98	1,527,713.77
REVENUES OVER/(UNDER) EXPENDITURES	8,750.37	0.00	1,107,993.22	0.00	(1,099,242.85)
FUND TOTAL REVENUES	1,848,899.94	0.00	1,420,429.02	76.83	428,470.92
FUND TOTAL EXPENDITURES	1,840,149.57	0.00	312,435.80	16.98	1,527,713.77
REVENUES OVER/(UNDER) EXPENDITURES	8,750.37	0.00	1,107,993.22	0.00	(1,099,242.85)

*** END OF REPORT ***

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CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
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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.)	1,881,388.62	(212,580.48)	366,476.95	19.48	1,514,911.67
Intergovernmental	12,500.00	0.00	0.00	0.00	12,500.00
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL TID #3 - East Side	1,893,888.62	(212,580.48)	366,476.95	19.35	1,527,411.67
TID #3 -Festival Grounds					
Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
TOTAL TID #3 -Festival Grounds	0.00	0.00	0.00	0.00	0.00
TID #3 - Idle Sites Grant					
Taxes (or Utility Rev.)	120,000.00	0.00	0.00	0.00	120,000.00
Miscellaneous Revenues	50,000.00	0.00	0.00	0.00	50,000.00
TOTAL TID #3 - Idle Sites Grant	170,000.00	0.00	0.00	0.00	170,000.00
TOTAL REVENUE	2,063,888.62	(212,580.48)	366,476.95	17.76	1,697,411.67
EXPENDITURES					
TID #3 - East Side					
Personnel Services	9,225.00	304.48	9,021.09	97.79	203.91
Contractual Services	15,650.00	0.00	3,062.54	19.57	12,587.46
Special Services	195,000.00	0.00	25,030.00	12.84	169,970.00
Fixed Charges	217,500.00	0.00	0.00	0.00	217,500.00
Capital Outlay	1,395,000.00	2,377.15	2,377.15	0.17	1,392,622.85
Transfers	146,300.00	0.00	0.00	0.00	146,300.00
TOTAL TID #3 - East Side	1,978,675.00	2,681.63	39,490.78	2.00	1,939,184.22
TID #3 -Festival Grounds					
Personnel Services	8,325.00	0.00	0.00	0.00	8,325.00
Contractual Services	0.00	0.00	0.00	0.00	0.00
Capital Outlay	48,500.00	0.00	0.00	0.00	48,500.00
TOTAL TID #3 -Festival Grounds	56,825.00	0.00	0.00	0.00	56,825.00
TID #3 - Idle Sites Grant					
Capital Outlay	170,000.00	0.00	0.00	0.00	170,000.00
TOTAL TID #3 - Idle Sites Grant	170,000.00	0.00	0.00	0.00	170,000.00
TOTAL EXPENDITURES	2,205,500.00	2,681.63	39,490.78	1.79	2,166,009.22
REVENUES OVER/(UNDER) EXPENDITURES	(141,611.38)	(215,262.11)	326,986.17	0.00	(468,597.55)

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CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
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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.)	219,255.91	219,225.91	219,225.91	99.99	30.00
Intergovernmental	<u>12,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,500.00</u>
TOTAL TID #4 -Thielman/P Ridge	231,755.91	219,225.91	219,225.91	94.59	12,530.00
<hr/>					
TOTAL REVENUE	<u>231,755.91</u>	<u>219,225.91</u>	<u>219,225.91</u>	<u>94.59</u>	<u>12,530.00</u>
EXPENDITURES					
<u>TID #4 -Thielman/P Ridge</u>					
Personnel Services	7,480.00	0.00	0.00	0.00	7,480.00
Contractual Services	17,150.00	0.00	2,375.00	13.85	14,775.00
Special Services	500.00	0.00	0.00	0.00	500.00
Fixed Charges	93,215.00	0.00	0.00	0.00	93,215.00
Capital Outlay	2,500.00	0.00	0.00	0.00	2,500.00
Transfers	<u>63,057.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>63,057.00</u>
TOTAL TID #4 -Thielman/P Ridge	183,902.00	0.00	2,375.00	1.29	181,527.00
<hr/>					
TOTAL EXPENDITURES	<u>183,902.00</u>	<u>0.00</u>	<u>2,375.00</u>	<u>1.29</u>	<u>181,527.00</u>
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	<u>47,853.91</u>	<u>219,225.91</u>	<u>216,850.91</u>	<u>0.00</u>	<u>(168,997.00)</u>

*** END OF REPORT ***

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CITY OF MERRILL
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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.)	16,644.40	16,644.40	16,644.40	100.00	0.00
Intergovernmental	<u>130.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>130.00</u>
TOTAL TID #5 - Hwy 107/Taylor	16,774.40	16,644.40	16,644.40	99.23	130.00
<hr/>					
TOTAL REVENUE	<u>16,774.40</u>	<u>16,644.40</u>	<u>16,644.40</u>	<u>99.23</u>	<u>130.00</u>
EXPENDITURES					
<u>TID #5 - Hwy 107/Taylor</u>					
Personnel Services	1,645.00	0.00	0.00	0.00	1,645.00
Contractual Services	400.00	0.00	650.00	162.50	(250.00)
Special Services	0.00	0.00	0.00	0.00	0.00
Fixed Charges	2,521.86	0.00	516.25	20.47	2,005.61
Capital Outlay	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>
TOTAL TID #5 - Hwy 107/Taylor	9,566.86	0.00	1,166.25	12.19	8,400.61
<hr/>					
TOTAL EXPENDITURES	<u>9,566.86</u>	<u>0.00</u>	<u>1,166.25</u>	<u>12.19</u>	<u>8,400.61</u>
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	<u>7,207.54</u>	<u>16,644.40</u>	<u>15,478.15</u>	<u>0.00</u>	<u>(8,270.61)</u>

*** END OF REPORT ***

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CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
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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	2,500.00	0.00	0.00	0.00	2,500.00
Miscellaneous Revenues	88,635.00	0.00	3,138.00	3.54	85,497.00
TOTAL TID #6 - Downtown	91,135.00	0.00	3,138.00	3.44	87,997.00
TOTAL REVENUE	91,135.00	0.00	3,138.00	3.44	87,997.00
EXPENDITURES					
TID #6 - Downtown					
Personnel Services	2,985.00	0.00	0.00	0.00	2,985.00
Contractual Services	6,150.00	0.00	1,200.00	19.51	4,950.00
Special Services	59,000.00	215.46	6,014.06	10.19	52,985.94
Fixed Charges	20,500.00	0.00	2,950.00	14.39	17,550.00
Capital Outlay	2,500.00	0.00	0.00	0.00	2,500.00
TOTAL TID #6 - Downtown	91,135.00	215.46	10,164.06	11.15	80,970.94
TOTAL EXPENDITURES	91,135.00	215.46	10,164.06	11.15	80,970.94
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(215.46)	(7,026.06)	0.00	7,026.06

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CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
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47 -TID #7 - N Center Ave

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>=====</u>					
<u>TID #7 - N Center Ave</u>					
Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Intergovernmental	1,250.00	0.00	0.00	0.00	1,250.00
Miscellaneous Revenues	46,617.00	1,503.00	8,013.00	17.19	38,604.00
TOTAL TID #7 - N Center Ave	47,867.00	1,503.00	8,013.00	16.74	39,854.00
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TOTAL REVENUE	47,867.00	1,503.00	8,013.00	16.74	39,854.00
<u>=====</u>					
EXPENDITURES					
<u>=====</u>					
<u>TID #7 - N Center Ave</u>					
Personnel Services	2,110.00	0.00	0.00	0.00	2,110.00
Contractual Services	900.00	0.00	1,450.00	161.11	(550.00)
Special Services	20,000.00	0.00	1,018.77	5.09	18,981.23
Fixed Charges	12,357.00	0.00	0.00	0.00	12,357.00
Capital Outlay	12,500.00	55.00	55.00	0.44	12,445.00
TOTAL TID #7 - N Center Ave	47,867.00	55.00	2,523.77	5.27	45,343.23
<hr/>					
TOTAL EXPENDITURES	47,867.00	55.00	2,523.77	5.27	45,343.23
<u>=====</u>					
REVENUES OVER/(UNDER) EXPENDITURES	0.00	1,448.00	5,489.23	0.00	(5,489.23)
<u>=====</u>					

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CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
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48 -TID #8 - West Side

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
TID #8 - West Side					
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	77,105.00	0.00	100.00	0.13	77,005.00
TOTAL TID #8 - West Side	80,355.00	0.00	100.00	0.12	80,255.00
TOTAL REVENUE	80,355.00	0.00	100.00	0.12	80,255.00
EXPENDITURES					
TID #8 - West Side					
Personnel Services	4,205.00	0.00	0.00	0.00	4,205.00
Contractual Services	6,900.00	0.00	1,700.00	24.64	5,200.00
Special Services	63,000.00	300.00	37,024.28	58.77	25,975.72
Fixed Charges	3,750.00	0.00	0.00	0.00	3,750.00
Capital Outlay	607,500.00	135,173.34	274,820.42	45.24	332,679.58
TOTAL TID #8 - West Side	685,355.00	135,473.34	313,544.70	45.75	371,810.30
TOTAL EXPENDITURES	685,355.00	135,473.34	313,544.70	45.75	371,810.30
REVENUES OVER/(UNDER) EXPENDITURES	(605,000.00)	(135,473.34)	(313,444.70)	0.00	(291,555.30)

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CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
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49 -TID#9 -WI River/S Center

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
TID #9-WI River/S Center					
Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Intergovernmental	4,750.00	0.00	0.00	0.00	4,750.00
Public Charges-Services	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL TID #9-WI River/S Center	4,750.00	0.00	0.00	0.00	4,750.00
TID #9-Idle Sites (Page)					
Taxes (or Utility Rev.)	50,000.00	0.00	0.00	0.00	50,000.00
Intergovernmental	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenues	75,000.00	0.00	0.00	0.00	75,000.00
TOTAL TID #9-Idle Sites (Page)	125,000.00	0.00	0.00	0.00	125,000.00
TOTAL REVENUE	129,750.00	0.00	0.00	0.00	129,750.00
EXPENDITURES					
TID #9-WI River/S Center					
Personnel Services	5,575.00	0.00	0.00	0.00	5,575.00
Contractual Services	9,450.00	0.00	2,025.00	21.43	7,425.00
Special Services	25,000.00	0.00	0.00	0.00	25,000.00
Fixed Charges	22,558.00	0.00	0.00	0.00	22,558.00
Capital Outlay	2,500.00	0.00	0.00	0.00	2,500.00
TOTAL TID #9-WI River/S Center	65,083.00	0.00	2,025.00	3.11	63,058.00
TID #9-Idle Sites (Page)					
Contractual Services	0.00	0.00	0.00	0.00	0.00
Special Services	0.00	0.00	0.00	0.00	0.00
Capital Outlay	65,000.00	0.00	486.34	0.75	64,513.66
TOTAL TID #9-Idle Sites (Page)	65,000.00	0.00	486.34	0.75	64,513.66
TOTAL EXPENDITURES	130,083.00	0.00	2,511.34	1.93	127,571.66
REVENUES OVER/(UNDER) EXPENDITURES	(333.00)	0.00	(2,511.34)	0.00	2,178.34

Attachment: Revenue-Expense - 2018-05 (3377 : Revenue & Expense Report for Period Ending May 31, 2018)

*** END OF REPORT ***

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

40 -TID No. 10 - Fox Point

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>TID #10-Fox Point</u>					
Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenues	25,000.00	0.00	0.00	0.00	25,000.00
TOTAL TID #10-Fox Point	25,000.00	0.00	0.00	0.00	25,000.00
<hr/>					
TOTAL REVENUE	25,000.00	0.00	0.00	0.00	25,000.00
EXPENDITURES					
<u>TID #10-Fox Point</u>					
Personnel Services	1,282.00	0.00	0.00	0.00	1,282.00
Contractual Services	400.00	0.00	450.00	112.50	(50.00)
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	0.00	0.00	0.00	0.00	0.00
TOTAL TID #10-Fox Point	20,883.88	0.00	450.00	2.15	20,433.88
<hr/>					
TOTAL EXPENDITURES	20,883.88	0.00	450.00	2.15	20,433.88
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	4,116.12	0.00	(450.00)	0.00	4,566.12

*** END OF REPORT ***

Attachment: Revenue-Expense - 2018-05 (3377 : Revenue & Expense Report for Period Ending May 31, 2018)

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

41 -TID No. 11- Apartments

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>=====</u>					
<u>TID #11 - Apartments</u>					
Taxes (or Utility Rev.)	12,611.31	12,611.31	12,611.31	100.00	0.00
Specials (Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Public Charges-Services	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenues	0.00	0.00	640.00	0.00	(640.00
TOTAL TID #11 - Apartments	12,611.31	12,611.31	13,251.31	105.07	(640.00
<hr/>					
TOTAL REVENUE	12,611.31	12,611.31	13,251.31	105.07	(640.00
<u>=====</u>					
EXPENDITURES					
<u>=====</u>					
<u>TID #11 - Apartments</u>					
Personnel Services	2,230.00	0.00	0.00	0.00	2,230.00
Contractual Services	2,150.00	0.00	2,790.00	129.77	(640.00
Special Services	0.00	0.00	0.00	0.00	0.00
Fixed Charges	60,409.00	0.00	0.00	0.00	60,409.00
Capital Outlay	20,000.00	0.00	1,647.24	8.24	18,352.76
TOTAL TID #11 - Apartments	84,789.00	0.00	4,437.24	5.23	80,351.76
<hr/>					
TOTAL EXPENDITURES	84,789.00	0.00	4,437.24	5.23	80,351.76
<u>=====</u>					
REVENUES OVER/(UNDER) EXPENDITURES	(72,177.69)	12,611.31	8,814.07	0.00	(80,991.76)
<u>=====</u>					

*** END OF REPORT ***

Attachment: Revenue-Expense - 2018-05 (3377 : Revenue & Expense Report for Period Ending May 31, 2018)

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

42 -TID # 12 - Weinbrenner

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
EXPENDITURES					
TID #12 - Weinbrenner					
Personnel Services	4,755.00	0.00	0.00	0.00	4,755.00
Contractual Services	400.00	0.00	400.00	100.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL TID #12 - Weinbrenner	5,155.00	0.00	400.00	7.76	4,755.00
TOTAL EXPENDITURES	5,155.00	0.00	400.00	7.76	4,755.00
REVENUES OVER/(UNDER) EXPENDITURES	(5,155.00)	0.00	(400.00)	0.00	(4,755.00)

*** END OF REPORT ***

Attachment: Revenue-Expense - 2018-05 (3377 : Revenue & Expense Report for Period Ending May 31, 2018)

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

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.)	181,000.00	0.00	165,950.14	91.69	15,049.86
Specials (Utility Rev.)	30,000.00	0.00	2,501.59	8.34	27,498.41
Intergovernmental	256,000.00	0.00	38,012.00	14.85	217,988.00
Public Charges-Services	0.00	0.00	487.50	0.00	(487.50)
Miscellaneous Revenues	12,500.00	0.00	9,602.00	76.82	2,898.00
Other Financing Sources	0.00	0.00	0.00	0.00	0.00
TOTAL Non-Departmental	479,500.00	0.00	216,553.23	45.16	262,946.77
<u>Streets - Sealcoat</u>					
Taxes (or Utility Rev.)	56,892.00	0.00	0.00	0.00	56,892.00
TOTAL Streets - Sealcoat	56,892.00	0.00	0.00	0.00	56,892.00
TOTAL REVENUE	536,392.00	0.00	216,553.23	40.37	319,838.77
EXPENDITURES					
<u>Streets - Sealcoat</u>					
Personnel Services	16,575.00	0.00	0.00	0.00	16,575.00
Supplies & Expenses	49,000.00	0.00	0.00	0.00	49,000.00
TOTAL Streets - Sealcoat	65,575.00	0.00	0.00	0.00	65,575.00
<u>Capital Outlay/Projects</u>					
Personnel Services	0.00	2,597.13	2,597.13	0.00	(2,597.13)
Capital Outlay	2,632,200.00	338,625.41	574,288.59	21.82	2,057,911.41
TOTAL Capital Outlay/Projects	2,632,200.00	341,222.54	576,885.72	21.92	2,055,314.28
TOTAL EXPENDITURES	2,697,775.00	341,222.54	576,885.72	21.38	2,120,889.28
REVENUES OVER/(UNDER) EXPENDITURES	(2,161,383.00)	(341,222.54)	(360,332.49)	0.00	(1,801,050.51)

*** END OF REPORT ***

Attachment: Revenue-Expense - 2018-05 (3377 : Revenue & Expense Report for Period Ending May 31, 2018)

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

62 -Water Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>Non-Departmental</u>					
Taxes (or Utility Rev.)	100,106.00	12,312.96	52,964.96	52.91	47,141.04
Specials (Utility Rev.)	(1,438.00)	0.00	0.00	0.00	(1,438.00)
Public Charges-Services	1,444,160.00	66,391.11	606,766.18	42.02	837,393.82
Intergov Charges (Misc.)	19,800.00	1,519.55	8,390.66	42.38	11,409.34
Miscellaneous Revenues	252,500.00	0.00	2,270.34	0.90	250,229.66
Other Financing Sources	0.00	0.00	0.00	0.00	0.00
TOTAL Non-Departmental	1,815,128.00	80,223.62	670,392.14	36.93	1,144,735.86
TOTAL REVENUE	1,815,128.00	80,223.62	670,392.14	36.93	1,144,735.86
EXPENDITURES					
<u>Non-Departmental</u>					
Work Orders - Utility	440,000.00	0.00	75,368.28	17.13	364,631.72
TOTAL Non-Departmental	440,000.00	0.00	75,368.28	17.13	364,631.72
<u>Pumping Expenses</u>					
TOTAL Pumping Expenses	78,250.00	933.60	43,077.48	55.05	35,172.52
<u>Water Treatment Expenses</u>					
TOTAL Water Treatment Expenses	72,000.00	1,556.89	16,535.58	22.97	55,464.42
<u>Trans & Distribution Exp</u>					
TOTAL Trans & Distribution Exp	253,250.00	9,021.15	99,615.89	39.34	153,634.11
<u>Customer Accts Expenses</u>					
TOTAL Customer Accts Expenses	69,500.00	5,449.37	31,428.99	45.22	38,071.01
<u>Admin & General Expenses</u>					
TOTAL Admin & General Expenses	688,131.00	22,519.07	146,208.56	21.25	541,922.44
<u>Contract Work</u>					
TOTAL Contract Work	3,500.00	325.40	2,214.31	63.27	1,285.69

Attachment: Revenue-Expense - 2018-05 (3377 : Revenue & Expense Report for Period Ending May 31, 2018)

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

62 -Water Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Taxes</u>					
TOTAL Taxes	<u>381,500.00</u>	<u>1,665.86</u>	<u>373,548.01</u>	<u>97.92</u>	<u>7,951.99</u>
	381,500.00	1,665.86	373,548.01	97.92	7,951.99
<u>Debt Service</u>					
TOTAL Debt Service	<u>27,108.82</u>	<u>0.00</u>	<u>14,005.24</u>	<u>51.66</u>	<u>13,103.58</u>
	27,108.82	0.00	14,005.24	51.66	13,103.58
<hr/>					
TOTAL EXPENDITURES	<u>2,013,239.82</u>	<u>41,471.34</u>	<u>802,002.34</u>	<u>39.84</u>	<u>1,211,237.48</u>
	2,013,239.82	41,471.34	802,002.34	39.84	1,211,237.48
REVENUES OVER/(UNDER) EXPENDITURES	<u>(198,111.82)</u>	<u>38,752.28</u>	<u>(131,610.20)</u>	<u>0.00</u>	<u>(66,501.62)</u>
	(198,111.82)	38,752.28	(131,610.20)	0.00	(66,501.62)

*** END OF REPORT ***

Attachment: Revenue-Expense - 2018-05 (3377 : Revenue & Expense Report for Period Ending May 31, 2018)

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

63 -Sewer Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Non-Departmental					
Taxes (or Utility Rev.)	4,750.00	1,386.00	4,643.11	97.75	106.85
Specials (Utility Rev.)	150,000.00	140,000.00	140,000.00	93.33	10,000.00
Intergov Charges (Misc.)	9,000.00	603.75	1,821.03	20.23	7,178.97
Miscellaneous Revenues	500,430.00	0.00	364.63	0.07	500,065.37
Other Financing Sources	20,000.00	0.00	0.00	0.00	20,000.00
Public Charges-Services	1,490,000.00	49,522.11	587,552.01	39.43	902,447.99
Other Charges-Services	90,000.00	17.15	41,382.31	45.98	48,617.69
TOTAL Non-Departmental	2,264,180.00	191,529.01	775,763.09	34.26	1,488,416.91
TOTAL REVENUE	2,264,180.00	191,529.01	775,763.09	34.26	1,488,416.91
EXPENDITURES					
Non-Departmental					
Work Orders - Utility	1,270,000.00	(341,197.00)	251,266.05	19.78	1,018,733.95
TOTAL Non-Departmental	1,270,000.00	(341,197.00)	251,266.05	19.78	1,018,733.95
Contract Work					
	500.00	0.00	0.00	0.00	500.00
TOTAL Contract Work	500.00	0.00	0.00	0.00	500.00
Taxes - SS/Medicare					
	32,500.00	2,241.21	11,889.88	36.58	20,610.12
TOTAL Taxes - SS/Medicare	32,500.00	2,241.21	11,889.88	36.58	20,610.12
Operations					
	283,000.00	9,456.99	98,644.13	34.86	184,355.87
TOTAL Operations	283,000.00	9,456.99	98,644.13	34.86	184,355.87
Maintenance					
	250,072.00	10,782.31	105,851.74	42.33	144,220.26
TOTAL Maintenance	250,072.00	10,782.31	105,851.74	42.33	144,220.26
Customer Accts Expenses					
	93,500.00	5,836.47	36,747.35	39.30	56,752.65
TOTAL Customer Accts Expenses	93,500.00	5,836.47	36,747.35	39.30	56,752.65

Attachment: Revenue-Expense - 2018-05 (3377 : Revenue & Expense Report for Period Ending May 31, 2018)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2018

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	440,400.00	20,551.05	144,990.26	32.92	295,409.74
	440,400.00	20,551.05	144,990.26	32.92	295,409.74
<u>Taxes & Depreciation</u>					
TOTAL Taxes & Depreciation	285,000.00	0.00	0.00	0.00	285,000.00
	285,000.00	0.00	0.00	0.00	285,000.00
<u>Transfers</u>					
TOTAL Transfers	3,000.00	0.00	2,126.68	70.89	873.32
	3,000.00	0.00	2,126.68	70.89	873.32
<hr/>					
TOTAL EXPENDITURES	2,657,972.00	(292,328.97)	651,516.09	24.51	2,006,455.91
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	(393,792.00)	483,857.98	124,247.00	0.00	(518,039.00)
	=====	=====	=====	=====	=====

*** END OF REPORT ***

Attachment: Revenue-Expense - 2018-05 (3377 : Revenue & Expense Report for Period Ending May 31, 2018)

MELVIN COMPANIES
READY MIX CONCRETE

Read at
Meeting - 5/23/18 DB

CITY OF MERRILL M2018-05 UTILITY RECONSTRUCTION BID TAB						
ITEM NO.	ITEM	EST. QNTY.	UNIT	UNIT PRICE	TOTAL ITEM AMOUNT	
1	Insulation (4'x8'x2")	4	Each	68.00	272.00	
2	Storm Sewer Manhole 4' Dia.	2	Each	1360.00	2,720.00	
3	Storm Sewer MH Frame and Cover	2	Each	436.00	872.00	
4	12 Inch HDPE Storm Sewer	2355	LF	33.00	77,715.00	
5	Storm Sewer Catch Basin 2'x3'	16	Each	740.00	11,840.00	
6	Inlet Frame and Grate	16	Each	615.00	9,840.00	
7	Remove Existing Storm Sewer	140	LF	8.75	1,225.00	
8	Remove Existing Inlet	7	Each	330.00	2,310.00	
9	Asphalt Binder	2040	Ton	72.55	148,002.00	
10	Asphalt Surface	2040	Ton	74.62	152,224.80	
11	Crushed Agg Base 1 1/4" Dense	11501	Ton	10.75	123,635.75	
12	Adjust Existing Manhole Frame	15	Each	230.00	3,450.00	
13	Adjust Existing Valve Boxes	17	Each	220.00	3,740.00	
14	Adjust Existing Catch Basins	15	Each	280.00	4,200.00	
15	4 Inch Sidewalk	14260	SF	4.40	62,744.00	
16	Prep for 4 Inch Sidewalk	2996	LF	3.25	9,737.00	
17	6 Inch Sidewalk & Driveway	720	SF	6.75	4,860.00	
18	Detectable Warning Field (Yellow)	136	SF	49.70	6,759.20	
19	Remove Asphaltic Pavement	23935	SY	1.45	34,705.75	
20	Concrete Removal	600	SY	5.15	3,090.00	
21	Curb and Gutter Removal	850	LF	1.60	1,360.00	
22	30 Inch Curb and Gutter	12522	LF	13.20	165,290.40	
23	Expansion Joint	200	LF	10.5	2,100.00	
24	Saw Cutting Pavement	615	LF	3.20	1,968.00	
25	Common Excavation	5657	CY	8.05	45,538.85	

Attachment: Bids on M2018-05 Project (3334 : Bids on M2018-05 Streets Surface Project)

26	Topsoil, Fertilize, Seed and Mulch	17529	SY	5.95	104,297.55
27	Remove Stumps	130	Each	66.25	8612.50
28	Inlet Erosion Protection, Type D	41	Each	120.00	4,920.00
29	Traffic Control	1	LS	6,750.00	6,750.00
30	Silt Fence	400	LF	1.85	740.00
					<u>1,003,629.80</u>
					Total=

Attachment: Bids on M2018-05 Project (3334 : Bids on M2018-05 Streets Surface Project)

CITY OF MERRILL						
M2018-05						
UTILITY RECONSTRUCTION						
BID TAB						
ITEM NO.	ITEM	EST. QNTY.	UNIT	UNIT PRICE	TOTAL ITEM AMOUNT	
1	Insulation (4'x8'x2")	4	Each	\$ 75.00	\$ 300.00	
2	Storm Sewer Manhole 4' Dia.	2	Each	\$ 1,250.00	\$ 2,500.00	
3	Storm Sewer MH Frame and Cover	2	Each	\$ 615.00	\$ 1,230.00	
4	12 Inch HDPE Storm Sewer	2355	LF	\$ 31.50	\$ 74,182.50	
5	Storm Sewer Catch Basin 2'x3'	16	Each	\$ 985.00	\$ 15,760.00	
6	Inlet Frame and Grate	16	Each	\$ 770.00	\$ 12,320.00	
7	Remove Existing Storm Sewer	140	LF	\$ 6.00	\$ 840.00	
8	Remove Existing Inlet	7	Each	\$ 300.00	\$ 2,100.00	
9	Asphalt Binder	2040	Ton	\$ 71.50	\$ 145,860.00	
10	Asphalt Surface	2040	Ton	\$ 73.50	\$ 149,940.00	
11	Crushed Agg Base 1 1/4" Dense	11501	Ton	\$ 13.00	\$ 149,513.00	
12	Adjust Existing Manhole Frame	15	Each	\$ 350.00	\$ 5,250.00	
13	Adjust Existing Valve Boxes	17	Each	\$ 320.00	\$ 5,440.00	
14	Adjust Existing Catch Basins	15	Each	\$ 350.00	\$ 5,250.00	
15	4 Inch Sidewalk	14260	SF	\$ 5.75	\$ 81,995.00	
16	Prep for 4 Inch Sidewalk	2996	LF	\$ 10.50	\$ 31,458.00	
17	6 Inch Sidewalk & Driveway	720	SF	\$ 6.75	\$ 4,860.00	
18	Detectable Warning Field (Yellow)	136	SF	\$ 50.00	\$ 6,800.00	
19	Remove Asphaltic Pavement	23935	SY	\$ 1.55	\$ 37,099.25	
20	Concrete Removal	600	SY	\$ 16.00	\$ 9,600.00	
21	Curb and Gutter Removal	850	LF	\$ 2.55	\$ 2,167.50	
22	30 Inch Curb and Gutter	12522	LF	\$ 13.35	\$ 167,168.70	
23	Expansion Joint	200	LF	\$ 5.00	\$ 1,000.00	
24	Saw Cutting Pavement	615	LF	\$ 2.10	\$ 1,291.50	
25	Common Excavation	5657	CY	\$ 13.50	\$ 76,369.50	
26	Topsoil, Fertilize, Seed and Mulch	17529	SY	\$ 5.75	\$ 100,791.75	

Attachment: Bids on M2018-05 Project (3334 : Bids on M2018-05 Streets Surface Project)

To whom it may concern,

Pine Crest lost a 3 car garage during the building of two new buildings here at Pine Crest. In doing so we lost a lot of storage space that we use to have. When we removed the 3 car garage we loaded up all of our store rooms and had to use a 52 foot semi-trailer from Samuels Group who is overseeing the project. The project is now done and now they are asking for their trailer back and we have nowhere to go with all of our storage items. Pine Crest would like to build a 24'x24' garage on the North, North, East corner of Pine Crest by the Maintenance shop. It will have 1 foot deep concrete for the footing with mesh or rebar and 4" concrete in center with mesh or rebar. Metal walls and roof with electrical but no water or insulation. And because it is in a hill side we would like to put down about 3 course of block on top of concrete so the walls are not in the dirt. The location of the site is 10 foot of the end of soffit of Pine Crest between the buildings. I have included the site plan as to where the garage is in relationship to Pine Crest. I have also included the garage print I made up from Menards for material. We are hoping to start this project in the next month or so. If you need any more information please feel free to contact me at any time thank you very much.

John Hanson

Maintenance Director

Pine Crest Nursing Home

Cell 715-218-3636

Office 715-539-2537

Fax 715-539-3202

Attachment: Site Plan for Pine Crest info (3323 : Site plan for maintenance garage @ Pine Crest)

2100 E-6th St

Garage is setback a minimum of 10' from Main Building overhang. Garage is 24'x 24'.

Attachment: Site Plan for Pine Crest info (3323 : Site plan for maintenance garage @ Pine Crest)



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

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

FEE \$ 10- Application Date: 5/10/18

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 7, 18 and ending July 7, 18 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. ORGANIZATION (check appropriate box) Bona fide Club Church Lodge/Society Veteran's Organization Fair Association
(a) Name Schmitt-Manecke Donner VFW Post 1638
(b) Address 205 N Cleveland Merrill WI 54452
(c) Date organized 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, Vice President Mike Paul, Secretary Susan Gleason, Treasurer Susan Gleason
(g) Name and address of manager or person in charge of affair: John Rathke

- 2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:
(a) Street number Fiesta Grounds Merrill WI
(b) Lot (Festival) 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: VFW fair beer stand & area under Grandstand

- 3. NAME OF EVENT
(a) List name of the event 2018 Tractor Pull
(b) Dates of event July 7 2018

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 John C R 5/9/18 VFW Post 1638 (Name of Organization)
Officer Michael Paul (Signature/date)
Officer Susan Gleason 5/9/18 (Signature/date)

Date Filed with Clerk 5/10/18 Date Reported to Council or Board

Date Granted by Council License No.

Attachment: VFW Picnic License for Tractor Pull July 7, 2018 (3309 : Picnic license for VFW for tractor pull)

August 15-19

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: May 8 2018
County of Lincoln

Town Village City of Merrill

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 August 15 and ending August 19 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 Club

(b) Address _____
(Street) Town Village City

(c) Date organized 1972

(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 Sarah Schenzel

Treasurer Mary Bacon

(g) Name and address of manager or person in charge of affair: Roger Wendorf N716 CTY RD W
715-536-6982

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 Lincoln County Fair Ground

(b) Lot _____ Block _____

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

(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: Tent at fair grounds with fence around, at East end of grounds.

3. Name of Event

(a) List name of the event Lincoln County Fair

(b) Dates of event August 15-16-17-18-19

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 Jon Leiskau
(Signature/date)

Merrill Wrestling Club
(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk 5/8/18

Date Reported to Council or Board _____

Date Granted by Council _____

License No. 08455 - 08459

Attachment: Merrill Wrestling Picnic License - Fair - Aug 15 - Aug 19 (3308 : Picnic Licenes for Merrill Wrestling Club for fair)

**LIQUOR AND BEER LICENSE APPLICATIONS
CITY OF MERRILL, LINCOLN COUNTY, WISCONSIN
JULY 1, 2018 TO JUNE 30, 2019 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
Merrill Hotel Group, LLC Brian Wogernese, Agent	Boarders Inn & Suites by Cobblestone	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 Aerie 584 Scott Doerr, Agent	Fraternal Order of Eagles	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
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
Jesperon, Flori A.	Salvo's Restaurant	201 E. 2 nd Street
Sawmill Brewing Company Inc Zach Kubichek, Agent	Sawmill Brewing Co.	1110 E 10 th Street
Schmitt-Manecke-Donner VFW Post 1638 John 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 Elizabeth Timm, Agent	Kwik Trip #386	2311 E. Main Street
Kwik Trip, Inc Angela Rae 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 Sue 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
Riiser Fuels, LLC Linda Kayzar, Agent	RStore #40	1001 N. Center Avenue
CAP Operations Inc	Holiday #71	702 N. Center Avenue

Gail Closser, Agent

Walgreen Co.
Jane Zipperer, Agent

Walgreens #10574

101 N. Center Avenue

Wal-Mart Stores East, LP
Christina L. Smolka, Agent

Walmart #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

CLASS A BEER LICENSE

Pier 2 Citgo LLC
Jennifer Bienfang, Agent

Pier 2 Cenex

504 E 2nd Street

CLASS A BEER LICENSE WITH CIDER

CAP Operations, Inc
Mary Hofele, Agent

Holiday #49

1312 W Main Street

CLASS B BEER AND CLASS C WINE

Dixie Land BBQ, LLC
Scott A. Sense, Agent

Dixie Land BBQ

608C E 2nd St

CLASS C WINE

DSwan LLC
Dawn R Swan, Agent

First Street Coffee Station

809 E. 1st Street

William N. Heideman, CMC, WCMC
City Clerk

Updated 5/15/18

Attachment: 2018-2019 Liquor License List to H & S (3307 : 2018-2019 Liquor License Applications (per list))

REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel & Finance Committee

Date of Meeting: Tuesday – May 22nd, 2018

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 2017 over-collected Personal Property tax bill of \$2,125.11 for Caterpillar Financial Services Corp.:

Per City Assessor Kitt Koski (Bowmar Appraisal), the personal property equipment at potentially W1271 Hwy 64 was not in the City of Merrill.

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: 5/14/2018

Attachment: Over-Collected PP-Caterpillar (3310 : Write off PP tax bill for Caterpillar)

Unertl, Kathy

From: Wais, Diane
Sent: Monday, May 14, 2018 1:21 PM
To: Unertl, Kathy
Subject: FW: Caterpillar w1271 hwy 64
Attachments: 05-14-18 PP Bill.pdf

From: kittkoski@aol.com [<mailto:kittkoski@aol.com>]
Sent: Monday, May 14, 2018 1:19 PM
To: Wais, Diane
Subject: Caterpillar w1271 hwy 64

Diane
Account 1205 was reported in the city of Merrill and should not have been for 2017. This account will need to be written off for 2017.
Kitt

Attachment: Over-Collected PP-Caterpillar (3310 : Write off PP tax bill for Caterpillar)

COURTESY NOTICE

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

05/14/18

251-000-001205

CATERPILLAR FINANCIAL
SERVICES CORP
1271 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:

CATERPILLAR FINANCIAL SVCS CORP

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 retroactive 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>
2017	2,125.11	85.00	42.51	2,252.62	5/31/18

Attachment: Over-Collected PP-Caterpillar (3310 : Write off PP tax bill for Caterpillar)

AIRPORT COMMISSION MEETING
 Wednesday, April 18, 2018
 Merrill Municipal Airport Terminal

MINUTES

Members Present: Chairman Gary Schwartz, Gary Schulz, Lyle Banser, Joe Malsack, Manager Rich McCullough, Alderman Steve Osness

Also Present: Steve Krueger, Camera Man Hunter Lane

1. Meeting Called to Order – Chairman Schwartz called the meeting to order at 19:00 hours.
2. Approval of Minutes from March 21, 2018 – Motion by Malsack, second by Schulz. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers were reviewed and initialed by all. Motion by Malsack, second by Osness. All ayes. Motion carried.
4. Runway 16/34 Project Status – No permission to do anything yet. Chairman Schwartz has a meeting in May with FAA in Madison and the Board of Aeronautics.
5. Lightening Suppression Project – Manager McCullough explained the contractor has been waiting for the weather to cooperate and Merrill Airport will be first on the list for Peiper Contracting. Should be done before storm season.
6. Discussion/Decision 16/34 Mastic Project – Discussed project and ability to repair cracks that are wide and extend across the runway. Malsack made a motion to repair transverse cracks with Mastic fill for the estimated cost, with the ability to do other miscellaneous cracks determined at time of filling and possibly submit to the State for partial funding after project completion.
7. Discussion/Decision AWOS System – Discussion was held on Merrill AWOS System and its inadequacies/reliability. It affects traffic in and out of the airport. No flight plans are allowed to be filed without an Automated Weather Observation System. We are losing and will lose traffic without a reliable system. Motion by Osness to get a quote from DBT Communication to move equipment for AWOS from east side of Airport to new terminal, second by Malsack.
8. Airport Days 2018 - Nothing new to report.
9. T Hanger Lease Rates 2019 – Chairman Schwartz explained that the new T Hanger rates will be in effect January 1, 2019.
10. Manager's Report –

Manager McCullough noticed a mistake in bill from WPS. Will be corrected in next bill. McCullough reported radio for new terminal will be installed this week.

Rich notified the NTC Semi Driver Course that drivers were making U-turns on the lot apron entering the new terminal area. Hope to minimize the possibility of cracking and damage to blacktop.

11. Airport General Maintenance –

McCullough reported sign hung for FBO and Terminal. He is working with Tom Oneil on additional signs.

Estimate for LEDs are being discussed and Rich will be getting another estimate from Newton Electric and report at next meeting.

Obtained quotes for furnace for old Terminal to replace present furnace. Motion to accept bid from Jansen Heating by Osness, second by Malsack. All ayes. Motion carried.

12. Chairman's Report –

Chairman Schwartz reported we are currently slightly in the red with budget at 18%. Schwartz will work on his contact list to share with Commission members.

Discussed the possibility of purchasing a broom for light snow removal with the possibility of funding it with entitlement.

13. Aviation Happenings – Gary reported an engine failure on a GE Turbine engine on a 737 that caused a death. Discussed other general aviation engine failures. Schulz reported a shortage of commercial pilots, probably due to the high cost of schooling and also a similar problem with aviation mechanics. Schulz suggested a discussion with NTC to possibly initiate a course for Aviation Mechanics/Pilots. Currently, classes are not being offered in Wisconsin.

14. Public Comment – Krueger complimented Manger McCullough and his Staff for the great job of removing snow and tree trimming.

15. Agenda Items for Next Meeting – Follow up on AWOS System being repaired.

16. Adjournment – Motion by Malsack, second by Osness. All ayes. Meeting adjourned.

Minutes prepared by Lyle Banser



CITY OF MERRILL
BOARD OF PUBLIC WORKS
MINUTES • WEDNESDAY MAY 23, 2018

Regular Meeting

City Hall Council Chambers

4:00 PM

1. Call to Order

Mayor Woellner 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 & Council President	Present	
Rob Norton	Aldersperson - Seventh District	Present	
Derek Woellner	Mayor	Present	

Also in attendance: City Administrator Dave Johnson, Public Works Director/City Engineer Rod Akey, Street/Weed Commissioner Ron Liberty, Street Superintendent Dustin Bonack, Building Inspector/Zoning Administrator Darin Pagel, City Attorney Tom Hayden, Gene Bebel, Jim Wedemeyer, Eric Malm (arr. 4:28 P.M.) and City Clerk Bill Heideman.

2. Preliminary items:

1. Vouchers

The vouchers were in the meeting packet.

Motion (Schwartzman/Lokemoen) to place on file.

RESULT:	PLACED ON FILE
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3. Other agenda items for consideration:

1. Consider bid(s) on M2018-05 Streets Surface Project. The bid results will be provided at the meeting.

Bid information was distributed. Two bids were received.

Public Works Director/City Engineer Akey recommended approval of the low bid of \$1,003,629.80 from Melvin Companies Ready Mix Concrete.

Motion (Schwartzman/Lokemoen) to approve the bid of \$1,003,629.80 from Melvin Companies Ready Mix Concrete.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 6/12/2018 7:00 PM
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2. Discuss potential 2019 Main Street Projects:

Main Street (Scott Street to Center Avenue)

Public Works Director/City Engineer Akey explained that he placed the two Main Street projects on the agenda for discussion and to begin planning.

Mayor Woellner reported that he spoke with a business owner who is not in favor of the angle parking on Main Street. This person would prefer a "boulevard" in the middle of the street.

Public Works Director/City Engineer Akey responded that angle parking was installed to increase the number of available parking spaces. He added that perhaps it is time to survey Main Street business owners to get their input on Main Street parking.

No action was necessary, requested or taken at this time.

Main Street (Memorial Drive to Pine Ridge Avenue)

Public Works Director/City Engineer Akey reported that discussions with the state concerning this project are ongoing. He is seeking feedback from Board of Public Works members.

No action was necessary, requested or taken at this time.

3. Discuss alley paving policy.

Public Works Director/City Engineer Akey reported that the City is currently considering paving two alleys. The policy is to charge the landowner for the asphalt, via special assessments.

Alderman Lokemoen agreed that past practice had been to charge the property owners, but the assessments have typically not been cost-prohibitive to the property owners.

Alderman Lokemoen suggested that, at some point, all City alleys should be "graded" as to their condition.

No action was taken.

4. Consider bike route designation from the Parks and Recreation Commission.

The minutes from the April 11th, 2018 Parks and Recreation Commission meeting were in the meeting packet. The minutes included action to recommend two bicycle routes (Cooper Street loop back to Park Street and Cooper Street extension to Pine Ridge Avenue) as alternative River Bend Trail routes.

Public Works Director/City Engineer Akey estimated that, if signage were used for designation, the cost would be approximately \$3,000 (34 signs).

Motion (Lokemoen/Schwartzman) to approve the installation of signage and sharrows to aid bicycle traffic on the City's east side, as recommended by the Parks and Recreation Commission.

RESULT:	APPROVED
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4. Monthly Reports:

1. Street Superintendent Bonack

Public Works Director/City Engineer requested that the Street Superintendent monthly report be the next agenda item considered. Without objection, it was so ordered.

The monthly report was in the meeting packet.

Alderman Norton raised some concerns with work done by the Street Department in his neighborhood.

It was announced that, if anyone has recycling concerns, they should contact the Street Department.

2. Building Inspector/Zoning Administrator Pagel

The monthly report was in the meeting packet.

Sidewalk estimates have been sent and are being returned.

3. Public Works Director/City Engineer Akey

The monthly report was in the meeting packet.

Public Works Director/City Engineer Akey provided verbal updates reports on various projects.

Alderman Norton had questions related to the possibility that hazardous materials are being included with "fill" after property demolitions.

4. Consider placing monthly reports on file

Motion (Schwartzman/Norton) to place on file.

RESULT:	PLACED ON FILE
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5. Establish date, time and location of next regular meeting

Wednesday, June 27th, 2018 at 4:00 P.M. in the City Hall Common Council Chambers.

6. Public Comment Period

Gene Bebel expressed disappointment that the City has not historically and currently provided more help with the development of the River Bend Trail.

At the request of Alderman Norton, Street/Weed Commissioner Liberty provided a verbal monthly report. To date, Street/Weed Commissioner Liberty has issued four notices. He will recheck those properties.

Beginning in June, a monthly report from Street/Weed Commissioner Liberty will be added to meeting agendas.

7. Adjournment

Motion (Schwartzman/Lokemoen) to adjourn. Carried. Adjourned at 4:50 P.M.

A handwritten signature in blue ink, appearing to be "C. Lokemoen", is written over the text of the motion. The signature is stylized and somewhat illegible.



CITY OF MERRILL
BOARD OF REVIEW
MINUTES • THURSDAY MAY 31, 2018

Regular Meeting

City Hall Council Chambers

4:00 PM

I. Call to Order

Mayor Woellner called the meeting to order at 4:00 P.M.

Attendee Name	Title	Status	Arrived
Bill Heideman	City Clerk	Present	
Pete Lokemoen	Aldersperson - Second District	Present	
John M. Van Lieshout	Aldersperson - Fifth District	Present	
Steve Osness	Aldersperson - Fourth District	Present	
Derek Woellner	Mayor	Present	
Ryan Schwartzman	Aldersperson - Third District & Council President	Present	

Also in attendance: City Assessor Kitt Koski and City Administrator Dave Johnson.

II. Agenda items:

1. Roll Call - City Clerk Heideman

It was noted that Alderman Osness will be the alternate member of the Board of Review.

2. Verify that at least one member has met the mandatory training requirements.

City Clerk Heideman reported that both he and Alderman Lokemoen have met the mandatory training requirements. He urged that, in the future, all Board of Review members consider taking the training.

3. Opening Comments - Mayor Woellner

Mayor Woellner thanked all those present for their attendance.

4. Acknowledge policy regarding the procedures for sworn telephone testimony requests or sworn written testimony requests. This policy was adopted by the Board of Review in 2017.

The policy was adopted in 2017 and was on the agenda and in the packet for informational purposes only. No action was necessary, requested or taken.

5. Acknowledge policy regarding the procedure for waiver of Board of Review hearing requests.

The policy was adopted in 2017 and was on the agenda and in the packet for informational purposes only. No action was necessary, requested or taken.

6. Annual Assessment Report - Bowmar Appraisal

City Assessor Koski provided verbal information.

7. Receipt of the assessment roll from the assessor

City Assessor Koski presented the assessment roll to City Clerk Heideman, who then signed the roll.

8. Board of Review Hearings

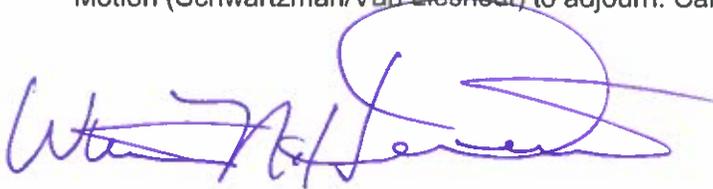
No hearings were held.

III. Public Comment Period

None.

IV. Adjournment

Motion (Schwartzman/Van Lieshout) to adjourn. Carried. Adjourned at 6:00 P.M.





CITY OF MERRILL
CITY PLAN COMMISSION
MINUTES • TUESDAY JUNE 5, 2018

Regular Meeting

City Hall Council Chambers

5:00 PM

I. Call to Order

Mayor Woellner called the meeting to order at 5:00 P.M.

Attendee Name	Title	Status	Arrived
Ryan Schwartzman	Aldersperson - Third District & Council President	Present	
Mike Willman	Chairman - Park & Rec	Present	
Ralph Sturm		Present	
Melissa Schroeder		Present	
Ken Maule		Present	
Robert Reimann		Present	
Derek Woellner	Mayor	Present	

Also in attendance: City Administrator Dave Johnson, City Attorney Tom Hayden, Public Works Director/City Engineer Rod Akey, Building Inspector/Zoning Administrator Darin Pagel and City Clerk Bill Heideman.

II. Minutes of previous meeting(s):

1. Minutes of May 1, 2018 meeting

Motion (Maule/Sturm) to approve.

RESULT: APPROVED

III. Agenda items for consideration:

1. Site plan for maintenance garage at Pine Crest Nursing Home, 2100 East Sixth Street.

Building Inspector/Zoning Administrator Pagel explained that the site is in a public zone, so therefore the site plan is subject to consideration by the City Plan Commission and the Common Council. He has no concerns with the site plan as submitted.

Motion (Schroeder/Schwartzman) to approve.

RESULT: APPROVED & SENT TO COUNCIL **Next: 6/12/2018 7:00 PM**

IV. Public Comment Period

None.

V. Establish date, time and location of next meeting

The next meeting will be at the call of the Chairperson.

VI. Adjournment

Motion (Schwartzman/Reimann) to adjourn. Carried. Adjourned at 5:02 P.M.



CITY OF MERRILL
COMMITTEE OF THE WHOLE
MINUTES • TUESDAY MAY 8, 2018

Regular Meeting

City Hall Council Chambers

6:00 PM

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Paul Russell	Aldersperson - First District	Present	
Pete Lokemoen	Aldersperson - Second District	Present	
Ryan Schwartzman	Aldersperson - Third District & Council President	Present	
Steve Osness	Aldersperson - Fourth District	Present	
John M. Van Lieshout	Aldersperson - Fifth District	Present	
Dave Sukow	Aldersperson - Sixth District	Present	
Rob Norton	Aldersperson - Seventh District	Present	
Tim Meehean	Aldersperson - Eighth District	Present	
Derek Woellner	Mayor	Present	

Also in attendance: Public Works Director/City Engineer Rod Akey, Police Chief Corey Bennett, Street Superintendent Dustin Bonack, Transit Director Brad Brummond, City Attorney Tom Hayden, City Administrator Dave Johnson, Enrichment Center Director Tammie Mrachek, Building Inspector/Zoning Administrator Darin Pagel, Library Director Stacy Stevens, Finance Director Kathy Unertl, Park and Recreation Director Dan Wendorf, Facilities Maintenance Supervisor Nick Wszalek, Greg Pitel, Kandy Peterson, Lori Anderson Malm, Eric Malm and City Clerk Bill Heideman.

II. Public Comment Period

None.

III. Agenda items:

1. Presentation and discussion of 2017 City of Merrill Annual Financial Report and Management Communications.

Representing Schenck SC, Greg Pitel gave a presentation on the 2017 City audit. He provided verbal information related to the "Management Communications" document and the "Annual Financial Report" document.

2. Consider 2018 capital budget and borrowing for Stange Park improvements.

Park and Recreation Director Wendorf reported that the bids for the new restrooms at Stange Park came in approximately \$35,000 over the budgeted amount for that project.

Alderman Meehean noted that the Bierman Foundation has donated funds to be used for Festival Grounds projects (new bathroom and Steckling Building "reskinning"), which resulted in an excess in the Festival Grounds budget.

Motion (Meehean/Norton) to move \$35,000 from the Festival Grounds budget to the Park and Recreation budget.

RESULT: APPROVED

3. Consider 2018 capital budget and borrowing for Athletic Park field lights.

Park and Recreation Director Wendorf reported. The project was budgeted at \$200,000. The revised project estimate is \$265,000, which includes LED lighting.

Motion (Lokemoen/Osness) to delay the project until 2019.

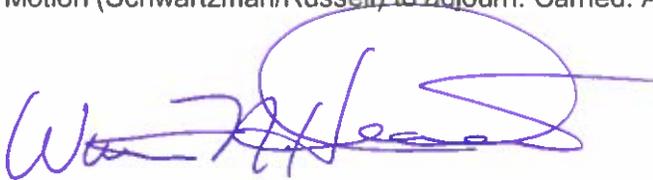
A \$65,000 grant has been submitted to Baseball Tomorrow, but to date there has been no word on whether the grant was approved. By July, a decision is expected to be made. Also, a \$5,000 WPS grant has been awarded to the City.

Alderman Lokemoen requested that his motion be withdrawn. Without objection, it was so ordered.

Motion (Norton/Meehean) to delay the project until 2019, unless the grant from Baseball Tomorrow is received. In that case, the project would proceed in 2018.

IV. Adjournment

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





CITY OF MERRILL
FESTIVAL GROUNDS COMMITTEE
MINUTES • THURSDAY MAY 3, 2018

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	Present	
Neal Christensen	Food Vendor Rep.	Present	
Bryan Bloch	Rodeo Assn. Rep.	Present	
Brad Becker	Fair Assn. Rep.	Present	
John M. Van Lieshout	Aldersperson - Fifth District	Present	
Derek Woellner	Mayor	Present	

Also in attendance: City Administrator Dave Johnson, City Attorney Tom Hayden, Festival Grounds Manager Richard Bjorklund, Diane Wais, Bill Bialecki, Darryl Barker, Kandy Peterson, Mike Caylor Jr. and City Clerk Bill Heideman. Two students were in attendance to tape the meeting for Merrill Productions.

Alderman Norton welcomed Mayor Woellner and Alderman Van Lieshout as new committee members.

II. Minutes of previous meeting(s):

1. Minutes of April 5, 2018 meeting

Motion (Meehean/Becker) to approve.

RESULT:	APPROVED
----------------	-----------------

III. Agenda items for consideration:

1. Continue discussion and reporting of alcohol licensing

City Attorney Hayden remarked that it is possible that being a licensee is beyond the scope of what any of the interested groups can or are willing to handle. He suggested that temporary Class "B" (picnic) beer licenses continue to be the avenue to allow beer in the Bierman Center. This type of license does not include liquor. Alderman Norton agreed with this suggestion.

No action was necessary, requested or taken. Unless circumstances change, this item will not appear on future agendas.

2. Rodeo update

The 2018 rodeo is scheduled for June 8-10. A poster advertising the upcoming rodeo was circulated. Rodeo Association Rep. Bloch noted that more posters are available to anyone who would like to help advertise the rodeo.

Rodeo Association Rep. Bloch reviewed the schedule of events for the 2018 rodeo. He then gave a verbal status report on the arena-area improvements project.

3. Fair update

Fair Association Rep. Becker reviewed the schedule of grandstand shows for the 2018 fair. All fair preparations are going smoothly at this time.

4. Calendar of Events

The calendar was in the meeting packet.

Diane Wais reported that the VFW has decided to hold their August 11th event elsewhere. For information, an application form for Bierman Building/Expo Center users/renters was distributed.

5. 2019 & 2020 Fair dates

The 2019 fair is scheduled for August 14th to August 18th. The tentative dates for the 2020 fair are August 19th to August 23rd.

IV. Monthly Reports:

1. Food Vendor Rep. Christensen

Food Vendor Rep. Christensen reported that their group had a meeting at the Eagles Club on April 26th. Four of the seven groups were represented at that meeting. The seven groups are busy working on preparations for 2018 events.

Food Vendor Rep. Christensen submitted a letter of resignation, effective May 31st, 2018. The letter explained that Michael Caylor Jr. has been elected to represent the food vendors (permanent stands) on the Festival Grounds Committee, contingent upon mayoral appointment and Common Council approval.

2. Festival Grounds Manager Bjorklund

The monthly report was in the meeting packet.

Festival Grounds Manager Bjorklund reported that a Tractor Pull meeting was held on May 3rd. Two wrestling entities have expressed interest in having an event in the Bierman Building, and two gun shows have already been booked.

V. Public Comment Period

Bill Bialecki thanked Neal Christensen for his work on the committee.

VI. Establish date, time & location of next meeting

Motion (Christensen) to hold the next meeting in the Common Council Chambers at City Hall. Motion failed due to lack of a second.

The next meeting will be Thursday, June 7th, 2018 at 6:00 P.M. at the Bierman Building.

VII. Adjournment

Motion (Meehean/Van Lieshout) to adjourn. Carried. Adjourned at 6:53 P.M.



CITY OF MERRILL
HEALTH AND SAFETY COMMITTEE
MINUTES • MONDAY MAY 21, 2018

Regular Meeting

City Hall Council Chambers

5:00 PM

I. Call to Order

Alderman Sukow called the meeting to order at 5:00 P.M.

Attendee Name	Title	Status	Arrived
Dave Sukow	Aldersperson - Sixth District	Present	
Paul Russell	Aldersperson - First District	Present	5:10 PM
John M. Van Lieshout	Aldersperson - Fifth District	Present	

Also in attendance: City Administrator Dave Johnson, Mayor Derek Woellner, Police Chief Corey Bennett, Fire Chief Josh Klug, Deputy Health Officer Norbert Ashbeck, Fire Battalion Chief Phil Skoug, Kandy Peterson and City Clerk Bill Heideman.

II. Nuisance Complaints and Vouchers:

1. Nuisance Complaints

The nuisance complaint report was in the meeting packet.

Deputy Health Officer Ashbeck reported that there are orders on all cases listed, with the exception of one case. In that case, an extension has been granted, because much progress has already been made and progress continues.

Committee members and Deputy Health Officer Ashbeck made positive comments regarding the new nuisance complaint format report.

2. Vouchers

The vouchers were in the meeting packet.

Motion (Sukow/Van Lieshout) to approve.

RESULT: APPROVED

III. Picnic and/or Liquor License Applications:

1. Application from VFW Post 1638 for a temporary Class "B" (picnic) license to sell fermented malt beverages in the VFW Fairstand and in an area under the grandstand at the Merrill Festival Grounds during the Merrill Tractor Pull, July 7, 2018.

Police Chief Bennett has no concerns with the application.

Motion (Van Lieshout/Sukow) to approve.

Attachment: Committee Reports (3375 : File Committee Reports)

RESULT:	APPROVED & SENT TO COUNCIL	Next: 6/12/2018 7:00 PM
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2. Applications from Merrill Wrestling Club 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, August 15-August 19, 2018.

Police Chief Bennett has no concerns with the applications.

Motion (Van Lieshout/Sukow) to approve.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 6/12/2018 7:00 PM
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3. 2018-2019 Liquor License Applications (per list)

Police Chief Bennett has no concerns with the applications at this time.

Motion (Van Lieshout/Sukow) to approve.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 6/12/2018 7:00 PM
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IV. Other agenda items to consider:

1. Consider ordinance amending Code of Ordinances Chapter 26, Article V, Section 26-136, to add language to the definition of tobacco products. This is part of an amended agenda.

A copy of the proposed ordinance was in the meeting packet.

Police Chief Bennett explained that this ordinance was drafted at the request of School Resource Office Heckendorf and the Merrill Area Public Schools (MAPS), based on increased e-cigarette usage by young people. The proposed ordinance would add e-cigarette devices and "vaping" devices to the definition of tobacco products.

Motion (Van Lieshout/Sukow) to approve.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 6/12/2018 7:00 PM
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2. Begin discussion of safety concerns in pickup/drop-off areas at various schools.

Alderman Van Lieshout has requested that this item be placed on the agenda. He reported that he has received calls from citizens who expressed concerns related to potential safety issues at school student pickup/drop off areas. Police Chief Bennett reviewed some of the circumstances that have led to the concerns.

Alderman Van Lieshout stated that it would not make sense to make any changes now, with only two weeks remaining in the school year. Rather, he is raising the issue now to encourage discussions between school officials and the Police Department to resolve these potential problems before the beginning of the new school year in the fall. Police Chief Bennett noted that the school system and the Police Department have contacted parents to encourage them to have their children walk or ride the bus to school, to help alleviate some the vehicular congestion before and after school.

No action was taken at this time.

Alderman Russell arrived at the meeting at 5:10 P.M. and assumed the Chairperson responsibilities for the remainder of the meeting. He then welcomed new Fire Chief Josh Klug.

3. Continue discussion of safety concerns at the skateboard park.

Alderman Sukow stated that he has requested that Parks and Recreation Director Wendorf get this issue placed on future Parks and Recreation Commission meeting agendas.

Traffic and pedestrian crossing concerns at the current skateboard park were discussed.

No action was taken.

V. Minutes & Monthly Reports:

1. Minutes of April 26, 2018 Meeting

The minutes were in the meeting packet.

Motion (Sukow/Van Lieshout) to approve.

RESULT:	APPROVED
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2. Monthly Report - Interim Fire Chief Krause

The monthly report was in the meeting packet.

Battalion Chief Skoug shared data on the April EMS calls.

Alderman Russell thanked the Fire Department for their presence and support at the Northwoods Veterans Post groundbreaking ceremony on May 19th.

3. Monthly Report - Police Chief Bennett

The monthly report was in the meeting packet.

Computerized Vehicle Registration (CVR) revenue continues to decrease, as more and more places offer this service. Police Chief Bennett will be reviewing the service to determine if fee amounts need adjusting.

4. Monthly Report - Lincoln County Humane Society

The monthly report was in the meeting packet.

Alderman Sukow and City Administrator Johnson stated that top-notch work is being done at the Humane Society. Alderman Russell agreed, adding that the volunteers also contribute to the high-quality of services being provided.

5. Consider placing monthly reports on file

Motion (Sukow/Van Lieshout) to place on file.

RESULT: PLACED ON FILE

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

Monday, June 25th, 2018 at 5:00 P.M. in the City Hall Common Council Chambers.

VII. Public Comment Period

None.

VIII. Adjournment

Motion (Van Lieshout/Sukow) to adjourn. Carried. Adjourned at 5:29 P.M.



**MERRILL AREA HOUSING AUTHORITY
SECTION 8
PARK PLACE & WESTGATE LLC
JENNY TOWERS
BOARD OF COMMISSIONERS
MEETING MINUTES**

Regular Meeting **Tuesday, January 23, 2018** **101 E 1st Street 4:30pm**

PRESENT: Jim Erno Chairman, Paul Wagner Vice Chair, Nancy Kwiesielewicz, Jill Laufenberg, Kevin Cohrs, Rob Norton Ex-Officio, Paul Russell and Lynn Ross

ABSENT:

Call to Order: Chairman Jim Erno called the meeting to order at 4:33pm.

Public Comment Period: Park Place tenants spoke highly of the MAHA sponsored lunch program. Tenants are very happy with the quality of the food being provided and can see a difference between the 2 programs. Tenants appreciate the home cooked meal, delightful and appreciated.

Approval of November 28, 2017 & December 21, 2017 Meeting Minutes: Motion to approve (Cohrs/Wagner). Motion carried

Approval of Billing/Check Expenditures for November & December: Paul briefed by exception. Motion to approve (Wagner/Cohrs). Roll call, Motion carried

Approval of November & December Move-In/Move-Out Reports: Motion to approve (Cohrs/Wagner). Motion carried

Approval of November & December Investments: Motion to approve (Kwiesielewicz/Laufenberg). Motion carried

Approval of 2018 Annual Budgets: Approved with LLC Budget Updates

Request to take a temporary break at 5:45pm and reconvene at 6:15pm: Motion to approve (Laufenberg/Wagner) Motion carried

Discussion on Park Place future noon lunch program: Paul Russell briefed the commissioners on the ADRC letter that outlined the options available to the tenants. He continued to explain that 2 other meal sites one in WI Rapids & Wausau have been closed. The Café 60 program is moving forward and is being tested in Wausau. Lynn Ross provided the commissioners with a 2017 Meal Cost Summary and 2018 Cost Estimate. The tenants are willing to pay a higher portion of the meal cost to continue with the meal program. The commissioners made a motion to continue the meal program for January and February with an ad for bids for March 1, 2018 through December 31, 2019 with funding for the program being

disbursed from the Jenny Towers Investment fund and/or other funding sources determined by the Executive Director with notification to the commissioners. Motion to approve (Wagner/Cohrs). Roll call, Motion carried

Discussion of Employee benefits and Future Housing Requirements- Closed Session:

Motion to enter closed session at 7:06 pm (Wagner/Cohrs) Roll call, Motion carried. *The Board may convene in Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) Considering employment, promotion, compensation, benefits 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)(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.*

The minutes from this closed session will be filed separately and confidentially. Motion to reconvene into open session at 7:48pm. Motion to approve (Wagner/Cohrs). Motion carried.

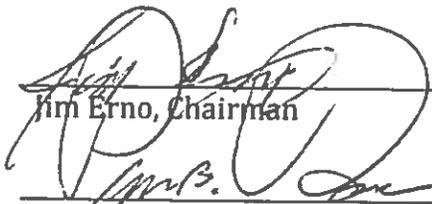
Executive Director Annual Review completed and based on performance a 10% salary raise will be effective January 1, 2018. Motion to approve (Cohrs/Laufenberg) Roll call, Motion carried.

For the Good and Betterment of the Public Housing Program:

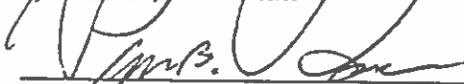
- A. Commissioner Items/Comments: Paul Wagner requested that the board consider having the windows replaced at Park Place as it was not in the original scope of work.
- B. Executive Director's Items/Comments: Staff works great together and the team work that have been display is outstanding. Over all moral of staff has improved and has been noted by several tenants.
 - i. Health, Morale, and Welfare: Tenant recommendations on the rise and no complaints

Next meeting date: Tuesday, February 20, 2018 at 6:45am Main Office 101 E 1st Street

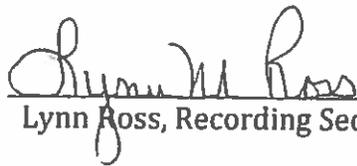
Motion to adjourn at 8:00pm. (Cohrs/Wagner). Motion carried.



 Jim Erno, Chairman



 Paul Russell, Executive Director



 Lynn Ross, Recording Secretary

**MERRILL AREA HOUSING AUTHORITY
SECTION 8
PARK PLACE & WESTGATE LLC
JENNY TOWERS
BOARD OF COMMISSIONERS
MEETING MINUTES**

Regular Meeting **Tuesday, February 21, 2018** **101 E 1st Street 6:45am**

PRESENT: Jim Erno Chairman, Paul Wagner Vice Chair, Jill Laufenberg, Kevin Cohrs, Rob Norton Ex-Officio, Paul Russell and Lynn Ross

ABSENT: Nancy Kwiesielewicz

Call to Order: Chairman Jim Erno called the meeting to order at 6:49am.

Public Comment Period: None

Approval of January 23, 2018 Meeting Minutes: Motion to approve with a correction to the date noted in lunch program discussion (Laufenberg/Cohrs). Motion carried

Approval of Billing/Check Expenditures for January 2018: Paul briefed by exception. Motion to approve (Laufenberg/Cohrs). Roll call, Motion carried

Approval of January Occupancy Summary Reports: Motion to approve (Laufenberg/Wagner). Motion carried

Approval of January Investment Report: Motion to approve (Wagner/Cohrs). Motion carried

Discussion on Park Place Noon Meal Program Bids & Future Housing Requirements – Closed Session: Motion to enter closed session at 7:34am (Laufenberg/Cohrs) Roll call, Motion carried. *The Board may convene in Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) Considering employment, promotion, compensation, benefits 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)(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.*

The minutes from this closed session will be filed separately and confidentially. Motion to reconvene into open session at 8:16am. Motion to approve (Wagner/Cohrs). Motion carried.

The Park Place Noon Meal Bid was awarded to Pine Ridge Family Restaurant and must include a 60-day out clause by either party if for some reason an out clause is required. Motion to approve (Laufenberg/Wagner) Roll call, Motion carried.

Motion to approve submission of bid for 1008 E 7th St and 400 E 4th St properties by 4:00pm for \$250.00 each. Motion to approve (Cohrs/Wagner). Motion carried.

The Executive Director sent an email on January 22, 2018 to the commissioners regarding the Charitable Donation Recommendations for this year. The list would not exceed \$3,000 and would be issued as follows:

- \$1,000 – Never Forgotten Honor Flight 2 Merrill Vets and MHA residents would be tagged to go in the spring (The Merrill waiting list is 42 and costs \$500.00 per vet)
- \$900 – Merrill Food Pantry – Dick Duginski and his mother a Jenny Tower resident make weekly deliveries to PP and JT
- \$600 – Good Samaritan Hospital Foundation Fundraiser – Payment Issued
- \$400 – Women’s Auxiliary who made gift baskets for all our veterans over the holidays and donated hundreds of gifts for the King Christmas delivery
- \$100 – Merrill’s Community Ride 2nd Annual Fund Raiser (Anne Germain brain cancer)

For the Good and Betterment of the Public Housing Program:

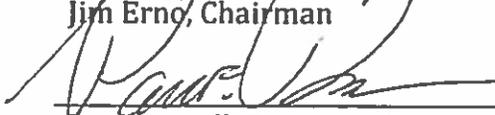
- A. Commissioner Items/Comments: None
- B. Executive Director’s Items/Comments:
 - i. Health, Morale, and Welfare: Conceal Carry Topic of Discussion being researched

Next meeting date: Thursday, March 22, 2018 at 6:45am 307 E Main St (Stonebridge Job Trailer) and then 711 E 1st Street (Jenny Towers Library)

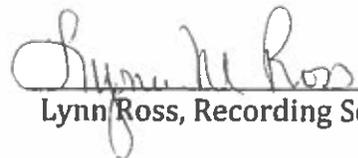
Motion to adjourn at 8:32am. (Cohrs/Wagner). Motion carried.



 Jim Erno, Chairman



 Paul Russell, Executive Director



 Lynn Ross, Recording Secretary

Attachment: Committee Reports (3375 : File Committee Reports)

**MERRILL AREA HOUSING AUTHORITY
SECTION 8
PARK PLACE & WESTGATE LLC
JENNY TOWERS
BOARD OF COMMISSIONERS
MEETING MINUTES**

Regular Meeting

Thursday, March 22, 2018

307 E Main St 6:45am

PRESENT: Jim Erno Chairman, Paul Wagner Vice Chair, Jill Laufenberg, Kevin Cohrs, Nancy Kwiesielewicz, Paul Russell and Lynn Ross

ABSENT: Rob Norton Ex-Officio

Call to Order: Chairman Jim Erno called the meeting to order at 6:45am with a tour of the Stonebridge Apartment building, Old Fire Station and then gathered to discuss meeting packets in Jenny Towers Library at 8:00am.

Public Comment Period: None

Approval of February 21, 2018 Meeting Minutes: Motion to approve with a correction to the incorrect spelling of the word gifts listed in Women's Auxiliary (Laufenberg/Wagner). Motion carried

Approval of Billing/Check Expenditures for February 2018: Paul briefed by exception. Motion to approve (Wagner/Cohrs). Roll call, Motion carried

Approval of February Occupancy Summary Reports: Motion to approve with the request to add the address and vacancy percentage for the duplexes and homes to the report. (Wagner/Cohrs). Motion carried

Approval of February Investment Report: Motion to approve (Kwiesielewicz/Wagner). Roll call, Motion carried

Project Strategic Planning Session - Closed Session: Motion to enter closed session at 8:53am (Kwiesielewicz/Laufenberg) Roll call, Motion carried. *The Board may convene in Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) Considering employment, promotion, compensation, benefits 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)(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.*

The minutes from this closed session will be filed separately and confidentially. Motion to reconvene into open session at 11:04am. Motion to approve (Wagner/Cohrs). Motion carried.

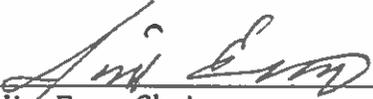
The Board authorizes the Executive Director to contract services with Dream Systems to update the TV and Internet Services at Jenny Towers. Motion to approve (Laufenberg/Wagner)

For the Good and Betterment of the Public Housing Program:

- A. Commissioner Items/Comments: Commissioner Wagner would like to see a copy of the State Approved Plans for the remodel of the Old Fire Station.
- B. Executive Director's Items/Comments: Stonebridge project is on track and under budget. The photo of the staff and a representative from each organization that MAHA provided a charitable donation check will be in the Foto News the week of March 28th.
 - i. Health, Morale, and Welfare: St Patrick's Day tenant parties were a success at both high-rise buildings. Working with a minimal number of tenants with negative attitudes at Park Place.

Next meeting date: Tuesday, April 17, 2018 at 6:45am 101 E 1st Street

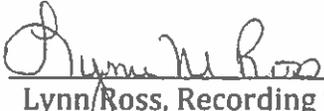
Motion to adjourn at 11:15am. (Cohrs/Laufenberg). Motion carried.



 Jim Erno, Chairman



 Paul Russell, Executive Director



 Lynn/Ross, Recording Secretary

Attachment: Committee Reports (3375 : File Committee Reports)

**MERRILL AREA HOUSING AUTHORITY
SECTION 8
PARK PLACE & WESTGATE LLC
JENNY TOWERS
BOARD OF COMMISSIONERS
MEETING MINUTES**

Regular Meeting**Tuesday, April 17, 2018****101 E 1st St 6:48am**

PRESENT: Jim Erno Chairman, Paul Wagner Vice Chair, Jill Laufenberg, Rob Norton, Ex-Officio, Paul Russell and Lynn Ross

ABSENT: Nancy Kwiesielewicz and Kevin Cohrs

Call to Order: Chairman Jim Erno called the meeting to order at 6:48am

Public Comment Period: Sandy and Dave Laehn expressed concerns about a letter that was sent to tenants in July of 2017, a rumor of a conflict of interest with a Property Manager and then asked for thoughts from the commissioners. Commissioner Laufenberg explained how the public comment portion of a meeting works and further explained that this was not a question/answer session and thanked them for their time.

Future Housing – Closed Session: Motion to enter closed session at 7:05am (Wagner/Laufenberg) Roll call, Motion carried. *The Board may convene in Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) Considering employment, promotion, compensation, benefits 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)(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.*

The minutes from this closed session will be filed separately and confidentially. Motion to reconvene into open session at 7:55am. Motion to approve (Wagner/Laufenberg). Motion carried.

Approval of March 22, 2018 Meeting Minutes: Motion to approve (Laufenberg/Wagner). Motion carried

Approval of Payable Expenditures for March 2018: Motion to approve (Laufenberg/Wagner). Roll call, Motion carried

Approval of March Occupancy Summary Reports: Motion to approve (Wagner/Laufenberg). Motion carried

Approval of March Investment Report: Motion to approve (Laufenberg/Wagner). Roll call, Motion carried

Attachment: Committee Reports (3375 : File Committee Reports)

For the Good and Betterment of the Public Housing Program:

- A. Commissioner Items/Comments: Commissioner Wagner requested clarification on when to use a resolution or a motion. Executive Director Russell called the City Attorney to clarify as follows:
 - * Motion: To move business along, purchase of equipment, vendor contracts, etc.
 - * Resolution: Stance or position, permanent, policy, acquisition of real estate, delegate funds to a certain project, etc.
- B. Executive Director's Items/Comments:
 - i. Health, Morale, and Welfare: No updates

Next meeting date: Tuesday, May 15, 2018 at 6:45am Jenny Towers 711 E 1st Street

Motion to adjourn at 9:46am. (Wagner/Laufenberg). Motion carried.



 Jim Erno, Chairman



 Paul Russell, Executive Director



 Lynn Ross, Recording Secretary

Attachment: Committee Reports (3375 : File Committee Reports)

T. B. Scott Free Library Board of Trustees
REGULAR MEETING
May 16th, 2018
Minutes

1. Opening

Vice-President Gene Bebel called the Regular Meeting of the Board of Trustees to order at 4:05 p.m. in the Library Board Room. Present: Katie Breitenmoser, Paul Gilk, D'Lacey Haight, Audrey Huftel, Richard Mamer (4:15-) and Tim Meehean. Excused: Mike Geisler and Jim Wedemeyer. Also present: Laurie Ollhoff and Reuben K. 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 Breitenmoser/S Huftel/C to accept the Monthly Revenue and Expense Report for April as printed.

3. Reports/Discussion Items/Action Items

The Vice-President requested a change in order of the agenda. The order to change was approved by consensus.

A. Discussion of County Appointments to Municipal Library Boards: Ms. Stevens reviewed the Wisconsin State Statute 43.60 which addresses county representation on municipal library boards based on percentage of municipal annual sum appropriations. Mr. Gilk, Ms. Stevens and Lincoln County Board Chair Robert Lee met in early May to review this issue. The library board gave no direction to pursue this issue any further. Mr. Gilk stated that he wished to investigate this issue as a county representative on the library board. The library board's response was that Mr. Gilk could pursue as he wished but that the library board and library director would not pursue further action.

B. Endowment Fund: Review of Form 990 EZ: M Meehean/S Breitenmoser/C to approve the form as presented.

C. Long Range Planning Process Outline: Ms. Stevens presented an outline for the Long Range Planning Process for 2019-2023. Two main areas of focus have been identified: 1) the need to assess the utilization of space within the library and 2) the need to assess the utilization & capacity of the staff. Ms. Stevens provided several options to consider in the assessment, data gathering and community input processes of the plan: the use of staff versus the use of outside consultants or a combination of both. The next step will be staff visits to other libraries with similar staffing, square footage and service populations.

D. Strategic Plan Progress-Goals #5: Ms. Stevens presented staff progress on goals and objectives.

E. Trustee Essential #25-Liability Issues: Ms. Stevens provided copies of Trustee Essential #25.

F. Reports from Friends/WVLS Representative: The Friends of the Library have a booksale starting tomorrow.

4. Forthcoming Events & Library Director Report

- April Monthly Statistical Report was provided.
- Summer Library Program Theme-Library Rocks-for both adult and youth will be starting soon. Youth Services staff will be visiting Washington and Jefferson schools promoting summer events while Trinity school youth have been given updates here at the library. New Summer Library Program sponsors include: Weinbrenner Shoes, Wisconsin Public Service and Lincoln Windows.
- Lincoln Hill's program visit scheduled in June-delayed in May due to staff changes.
- Ms. Breitenmoser and Ms. Stevens will be presenting on a workshop panel about T.B. Scott Free Library's solar project at the Custer Energy Fair on June 16th.
- Building Merrill Together and Family Fun Night programming initiatives continue to be successful with many in attendance.
- Ms. Stevens shared an email from Ms. Unertl regarding the interest of the library to have livestreaming equipment placed in the board room and/or community room at the library for the public to view city meetings via the city website portal. Brief discussion on current

status of MP3's filming of meetings and who would be responsible of controlling the equipment. Ms. Stevens was directed to contact the High School's MP3 contact and report back to the board.

- Ms. Stevens provided a library orientation to new Merrill Mayor-Derek Woellner. Mayor Woellner commended the library's work on our Long Range Plan and corresponding address of Goals and Objectives related to the plan.
- Ms. Stevens, Ms. Ollhoff and Ms. Maerz attended the Wisconsin Association of Public Libraries conference in Pewaukee earlier in the month.
- Several windows in the new addition have broken seals. Lincoln Wood was contacted and immediately came over to assess. They have offered to replace the affected windows and sashes. The library will provide installation. Mr. Wszalek will work with other city departments to coordinate the use of a lift by multiple entities to share the cost for lift rental. The shrubbery to the north of the building is at end of life, Mr. Wszalek is pursuing options.

5. Adjournment:

M Meehan/S Haight/C to adjourn the meeting at 5:15 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on June 20th 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 May 21st, 2018 at 8:00 a.m.

Merrill Enrichment Center – 303 N. Sales Street

Present: Paul Russell (Alderperson), Rose Akey, Gene Bebel, Sharon Harvey

Absent: Rev. Kyle Carnes (Chair), Mollie Stencil, Erin Wells (ADRC Representative)

1. Opening

- a. Russell called the meeting to order.

2. Consent Items

- a. Motion made by Bebel, second by Akey to approve March '18 meeting minutes. Motion carried.
- b. Motion made by Bebel, second by Akey to approve monthly vouchers. Motion carried.

3. Public Comment

- a. None

4. Welcome and introduce new members

- a. Director discussed the role of MEC Committee members as advisory, guidance and support.
- b. Bebel mentioned the gray area between the festival committee and MEC committee and the need to establish a relationship to define this more clearly.

5. Overview of MEC Mission and Vision

- a. Discussed the re-writing of our mission and vision as we moved to the new Center. The largest change was to overcome age restriction and move to 'all ages welcome.'

6. Program Updates

- a. April craft show was successful. Total profit was \$1582 which included table fees and food sales. We will run another fall show in October.
- b. Director discussed bus trips will be starting. We will be able to take more trips this year as we have three drivers. We are also partnering with the Housing Authority to take residents to city events such as the June Dairy Fest and City Band concerts.

7. ADRC

- a. Not present

8. Discussion

- a. Meeting time and day for the remainder of the year was proposed to be Thursdays at 3:15.
- b. In our June meeting we will discuss the budget; first item is related to 2019 staffing and the second item to the role of the MEC in bringing in requested revenues.

9. Adjournment

- a. Motion to adjourn made by Bebel second by Harvey.

Next meeting will be held on **Thursday, June 28th at 3:15 pm.**

Vouchers will be available for review 10 minutes prior to meeting time.

Respectfully submitted,

TMrachek

Tammie Mrachek
MEC Director

Enrichment Center Mission Statement: Dedicated to Enhancing Lives and Bringing Generations Together

Attachment: Committee Reports (3375 : File Committee Reports)

PARKS & RECREATION COMMISSION

June 6th, 2018

The Merrill Parks & Recreation Commission met on Wednesday, June 6th, 2018 at 4:15 p.m. at the Smith Center.

Members Present: Brian Artac, Dave Sukow, Joan Tabor, Mike Willman, Kate Baker, Kyle Gulke, and Jean Ravn

Members Absent: None

Department Staff Present: Dan Wendorf

Visitors: Dave Johnson, Kandy Peterson, Erik Pfantz, Melissa Schroeder, MP3

****Motion Sukow, seconded by Artac to approve the minutes from the May meeting.**

****Carried unanimously.**

****Motion by Ravn, seconded by Baker to approve the claims from May 2018.**

****Carried unanimously**

The next item on the agenda was to elect Chairperson of the Commission. Wendorf took over the meeting for this portion and asked for nominations for chairperson. Wendorf summarized duties and responsibilities of Chairperson, including being a member of the City Plan Commission.

****Motion Artac, seconded by Sukow to nominate Mike Willman as Chairperson of the Commission.**

****Carried unanimously.**

Public Comment: Greg Hartwig urged the Commission to re-consider/urge others to support the continuation of alternate River Bend Trail route to Pine Ridge Avenue. The route was discussed at the Board of Public Works a few weeks ago and the loop route back to Park Street was approved but the route to Pine Ridge Avenue was not acted upon. Hartwig stated the importance of connectivity throughout town and this would be a very positive continuation. Ravn mentioned that she has had some public feedback on this topic as well.

The next item was to elect Vice Chairperson of the Commission. Wendorf led the discussion again and Baker asked what the duties were for Vice Chairperson. Wendorf explained that this person is responsible to run the meetings when the Chairperson is unable to attend, and that any Commissioner has the ability to request items be placed on the agenda.

****Motion Sukow, seconded by Tabor to nominate Brian Artac as Vice Chairperson of the Commission Baker asked if it were possible to nominate herself as Chairperson. After brief discussion, it was determined that was not possible.**

****Motion Gulke, seconded by Ravn to nominate Kate Baker as Vice Chairperson of the Commission** Wendorf then asked the Commission if they would prefer voice vote on the two nominees or secret ballot. The Commissioners requested secret ballot vote. Wendorf passed out ballots and collected them and counted them. The results were 4 in favor of Artac and 3 were in favor of Baker.

****After the results were tallied, the Commission unanimously for Artac as Vice Chairperson.**

The next item on the agenda was to begin revisiting the topic of Skate Park. Wendorf began the discussion by talking about Mayor Woellner's public comment from the previous meeting requesting the Commission revisit the skate park discussions. Mayor Woellner stated that he would like to formulate an Ad-Hoc Committee to steer the process and he mentioned that he had some ideas for funding as well. Wendorf mentioned that at this time we should not be looking at specific locations, designs, funding, or any other details but this was to reintroduce the topic and get things started. Sukow stated that he talked with Mayor Woellner after that meeting and he mentioned that he would like the Ad-Hoc Committee to focus on design and funding, as well as potential locations. Willman stated that he would like to use the word funding instead of fundraising because the fundraising word can limit potential people who would otherwise like to be involved. Artac mentioned that we will most likely need to revisit some of the previous locations that were discussed at length over the past few years. Ravn mentioned the area between Lions and Stange Park where there are currently houses would be an intriguing spot because of its location and would not interfere with current park purposes. Willman mentioned that those are great ideas but today we are looking at discussing the formation of an Ad-Hoc Committee to dig deeper into all of the details that it would take to develop a new skate park. Wendorf mentioned that he was involved in the process of developing the current site years ago and the theme was the same over the past few years as it was 16+ years ago. Wendorf also mentioned that this might be a great opportunity to think outside of the box and potentially look into a vacant building for an enclosed four seasons skate park. Wendorf said this has never been considered before and could be a better investment of efforts to have something for 12 months instead of 7-9. There are other communities who have indoor skate parks, and in some instances they are not affiliated with Parks & Recreation. Ravn commented that she liked Wendorf's previous summary where it stated that a preferred location doesn't have to be in a park so as not to change the intended purpose, or usage, of a current park setting. Gulke also mentioned that he likes the idea of one main skate park and a few smaller/simple skate facilities spread around. The conversation then began on Ad-Hoc Committee volunteers from the Commission and Willman asked if there were any volunteers. Gulke and Baker voiced their interest in being involved on the Ad-Hoc Committee. Wendorf stated that he would reach out to Mayor Woellner to begin putting the new Mayor's committee together and set a game plan. Wendorf said he will report back to the Commission when things get going.

The next item was monthly reports. Wendorf asked if there were any questions before summarizing the upcoming summer projects, aquatic center opening, and busy recreation season that was upon the department. He mentioned that things were going well.

****Motion Ravn, seconded by Artac to approve Wendorf's monthly report.**

****Carried unanimously.**

The next meeting is scheduled for Wednesday, July 11th, at 4:15 at City Hall.

Public Comment: Commissioner Ravn stated she had a call from some of the volunteers that offer the free lunch in the park program at Stange Park about availability during construction. Wendorf stated that it should not be a concern and asked Ravn to have them contact him for any arrangements. Greg Hartwig asked the Commission to reconsider their location (prior to public comment the location for the July meeting was to be at the Smith Center again). He stated it is difficult to hear at times, as well as the lack of live stream capabilities at a remote site. The Commission thanked him for his feedback and changed the location to the City Hall.

****Motion Artac, seconded by Ravn to adjourn at 5:18 p.m.**

****Carried unanimously.**

Dan Wendorf
Recording Secretary



CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
MINUTES • TUESDAY MAY 22, 2018

Regular Meeting

City Hall Council Chambers

5:00 PM

I. Call to Order

Alderman Schwartzman called the meeting to order at 5:00 P.M.

Attendee Name	Title	Status	Arrived
Ryan Schwartzman	Aldersperson - Third District & Council President	Present	
Tim Meehean	Aldersperson - Eighth District	Present	
Paul Russell	Aldersperson - First District	Present	

Others in attendance: City Administrator Dave Johnson, Mayor Derek Woellner, Finance Director Kathy Unertl, City Attorney Tom Hayden, Police Chief Corey Bennett, Public Works Director/City Engineer Rod Akey, Alderman Dave Sukow and City Clerk Bill Heideman.

II. Vouchers:

1. Vouchers

Motion (Schwartzman/Meehean) to place on file.

RESULT: PLACED ON FILE

III. Agenda items for consideration:

1. Consider writing off 2017 over-collected Personal Property tax bill of \$2,125.11 for Caterpillar Financial Services Corp.

Finance Director Unertl reported that the piece of equipment being taxed was not in the City.

Motion (Meehean/Russell) to approve the write-off.

RESULT: APPROVED & SENT TO COUNCIL **Next: 6/12/2018 7:00 PM**

2. Consider resolution appointing Lincoln County Humane Society as an additional collection official for dog licensing taxes for the City.

The proposed resolution was in the meeting packet. The Lincoln County Humane Society issued approximately 28% of all 2017 dog licenses issued in the City. On December 1st, 2017, the Lincoln County Treasurer's office discontinued the issuing of dog licenses.

Motion (Meehean/Russell) to approve.

RESULT: APPROVED AND SENT TO COUNCIL **Next: 6/12/2018 7:00 PM**

3. Consider a potential Dark Store advisory referendum ballot question.

Attachment: Committee Reports (3375 : File Committee Reports)

Finance Director Unertl is suggesting the possibility of a "Dark Store" advisory referendum question as part of a future election. A "model" question from the League of Municipalities and other information related to this issue were in the meeting packet.

Alderman Meehean remarked that public education on this subject would be critical if a referendum was scheduled. It was agreed that the referendum question would need to be easy to understand.

Discussion on this issue will continue at the June meeting. No action was taken at this time.

4. Review and discuss potential revenue options for 2019 budget and future years.

Information was in the meeting packet. Finance Director Unertl reviewed various revenue options.

Discussion was held on shifting the remaining \$125,160 in Public Fire Service Protection to Water Bills? The following questions related to this were introduced:

How much would it cost?

How would it affect other rates?

Could it be implemented in phases?

No action was taken at this time. Discussion on this will continue at a future Personnel and Finance Committee or Committee of the Whole meeting. In the meantime, Finance Director Unertl will ask the City auditor to prepare "sample" data and information on this issue.

5. Discussion of Nixle software.

Potential use/purchase of this software has been considered for some time. It was mentioned that discussions have been held on the possibility of cooperating with Lincoln County. However, due to cost considerations, Lincoln County is not pursuing this, at least in the foreseeable future.

Police Chief Bennett reported that the cost would be \$4,500 for one account, and that the cost for each additional account (department) would be \$1,000.

It was noted that one downside of this would be that someone would need to be responsible for data entry.

Alderman Meehean raised the possibility of potential City liability issues. City Attorney Hayden will research this question.

Police Chief Bennett will discuss this with Lincoln County Emergency Management to determine whether they might be interested in pursuing this a joint venture.

No action was taken at this time, but this issue will be "revisited" at a future meeting.

IV. Monthly Reports:

1. Municipal Court

The monthly report was in the meeting packet.

2. Finance Director Unertl

The monthly report was in the meeting packet.

3. City Attorney Hayden

The monthly report was in the meeting packet.

City Attorney Hayden reported that the number of Festival Grounds bookings continues to increase.

4. City Clerk Heideman

The monthly report was in the meeting packet.

Finance Director Unertl suggested that the location of the May 31st Board of Review meeting be changed from the City Hall Basement Conference Room to the City Hall Common Council Chambers. Mayor Woellner, Chairperson of the Board of Review, will make the decision on the meeting location.

5. City Administrator Johnson

The monthly report was in the meeting packet.

A potential five-acre development in the new industrial park is being discussed.

Alderman Schwartzman suggested that meeting reminders be added to the City Facebook page.

6. Consider placing monthly reports on file

Motion (Meehean/Russell) to place on file.

RESULT:	PLACED ON FILE
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V. Establish date, time and location of next regular meeting

Tuesday, June 26th, 2018 at 5:00 P.M. in the City Hall Common Council Chambers.

VI. Public Comment Period

None.

VII. Adjournment

Motion (Russell/Meehean) to adjourn. Carried. Adjourned at 5:39 P.M.

City of Merrill
Meeting of Redevelopment Authority (RDA)

Tuesday, May 1st, 2018 at 8:00 a.m.
City Hall Common Council Chambers

RDA Present: Derek Woellner, Tim Meehean, Clyde Nelson, Tony Kusserow, Jill Laufenberg, and Tim Haight (whom arrived at 8:20 a.m.)

RDA Absent: Sheila Polak

Others: City Clerk Bill Heideman, Alderperson Ryan Schwartzman, City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Public Works Director/City Engineer Rod Akey, Building Inspector/Zoning Administrator Darin Pagel, Ken Maule from Lincoln County Economic Development Corp. (LCEDC), and Chris Malm

Call to Order: RDA Secretary Unertl called the meeting to order at 8:00 a.m. New RDA Commissioners include Mayor Derek Woellner and Alderperson Tim Meehean.

Legal Basis of the Merrill Redevelopment Authority (RDA):

RDA Commissioners reviewed background information on the Merrill RDA, as well as Wisconsin Statutes that were from Racine City Attorney presentation at the League of Wisconsin Municipalities on Redevelopment Authorities, Housing Authorities, and Community Development Authorities.

Merrill Common Council Ordinance No. 2004-10 established the Merrill Redevelopment Authority on August 10th, 2004. The RDA model was used due to existing Merrill Area Housing Authority and Community Development Committee.

Election of RDA President/Chairperson:

Mayor Woellner questioned why no previous election of RDA President/Chairperson with former Merrill Mayor's serving as President/Chairperson. Unertl advised that it was hard to cover the legal basis of the Redevelopment Authority and then not follow general Robert's Rules of Order processes. All other City of Merrill commissions, boards and authorities elected officers.

There was extensive discussion related to RDA President/Chairperson role. Woellner expressed concerns with the number of City of Merrill TIDs, as well as fiscal risks to payoff TIDs with deficit status before Tax Increment District No. 3 (East Side) closes out in the future.

RDA Commissioners emphasized the long-term strategy related to building a community's tax base and employment opportunities.

Nominations for RDA President/Chairperson included Tim Meehean and Derek Woellner. Alderperson Meehean was elected on a 6-0 roll call vote. Meehean committed to open door communications with Mayor Woellner on Redevelopment Authority activities.

Public Comment: None.

Consider approval of RDA meeting minutes from March 6th:

Motion (Laufenberg/Nelson) to approve the meeting minutes from March 6th. Carried.

Western City of Merrill designated Federal Economic Opportunity Zone:

Further information is needed from Federal government and State of Wisconsin. However, key first step was successful inclusion of City of Merrill Census Tract as Federal Economic Opportunity Zone.

Status update on various redevelopment projects:

TID No. 3:

TIS State Property LLC now owns Lot 1 and One Way Park City LLC now owns Lot 2 for their new facilities. Now that finally Spring conditions, these developments are moving forward.

There have been several inquiries about potential new development on Lot 3 between Pearl St. and Gem St.

Bid opening for numerous TID-financed street infrastructure improvements is scheduled for Thursday, May 3rd.

TID No. 4: City Public Works Director Rod Akey continues to work on North Pine Ridge Ave. right-of-way (ROW) property acquisitions. City staff have had discussions for potential new manufacturing development requiring about five acres. A parcel west of Zastrow's The Beer Man will be included in boundary for TID No. 4 since some of the Thielman Street frontage could be developed.

TID No. 6: Banker's Square (Pocket Park) development between former Book World and Merrill Community Bank is planned for summer construction. City staff are checking on plans for new David Cooper Insurance building at 900 E. 1st St.

TID No. 8:

Bid opening for water/sewer utility extensions and Alexander/Heldt Street improvements is scheduled for Thursday, May 3rd. Premier Manufacturing building expansion is under construction.

City now owns the former bank "bubble" building site (401-403 West Main St.) and parking lot.

The former blue house at 220 Grand Avenue was razed due to uninhabitable conditions. Due to asbestos, demolition costs were over \$20,000 which will be invoiced to the property owner/mortgage companies. Unertl advised that future taxes, including likely Special Charge for demolition, will likely become delinquent.

TID No. 9:

Additional improvements are planned at the River Bend Trail parking lot at the end of South Parks St. Bid opening for utility and street improvements are scheduled for Thursday, May 3rd. The existing sidewalks and LED streetlight will not be replaced as part of this project.

TID No. 10:

Update and discussion on the former Fox Point site redevelopment will be included on future RDA agendas. City/RDA needs clarification on what Merrill Area Housing Authority (MAHA) potential plans are.

Next RDA meeting: Tuesday, June 5th at 8:00 a.m.

Woellner question the RDA meeting time of 8:00 a.m. RDA Commissioners commented that many owned businesses and early morning was best time for them to participate. Unertl reported that when there is a public hearing, RDA meetings are held at 6:00 p.m.

Meehean 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 RDA meeting minutes from March 6th
- b. Update/discussion on potential manufacturing development either in amended TID No. 4 area or potential new Highway G Industrial/Business Park TID
- c. Update/discussion on residential development proposal for former Anson-Gilkey site (TID No. 9)

Motion (Laufenberg/Haight) to move to closed session. Motion carried on 5-1 roll call vote at 8:50 a.m.

Motion (Laufenberg/Kusserow) to approve the closed session meeting minutes from March 6th. Carried.

City staff updated RDA Commissioners on potential manufacturing development either on Thielman Street (with amended TID No. 4 boundary) or the new Highway G Industrial/Business Park TID. Discussions will continue with potential builder and existing Merrill manufacturer.

City staff will continue discussions with the potentially interested developer of the former Anson-Gilkey site (TID No. 9). City staff highlighted the challenges of potential residential redevelopment. Major fiscal constraint is the need for utility and street infrastructure upfront.

Adjournment: Motion (Laufenberg/Haight) to adjourn at 9:28 a.m. Carried.

Minutes prepared by RDA Secretary Kathy Unertl

City of Merrill
Meeting of Redevelopment Authority (RDA)

Tuesday, May 1st, 2018 at 8:00 a.m.
City Hall Common Council Chambers

RDA Present: Derek Woellner, Tim Meehean, Clyde Nelson, Tony Kusserow, Jill Laufenberg, and Tim Haight (whom arrived at 8:20 a.m.)

RDA Absent: Sheila Polak

Others: Alderperson Ryan Schwartzman, City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Public Works Director/City Engineer Rod Akey, Building Inspector/Zoning Administrator Darin Pagel, and Ken Maule from Lincoln County Economic Development Corp. (LCEDC)

Meehean read the following notice:

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- a. Consider approval of Closed Session RDA meeting minutes from March 6th
- b. Update/discussion on potential manufacturing development either in amended TID No. 4 area or potential new Highway G Industrial/Business Park TID
- c. Update/discussion on residential development proposal for former Anson-Gilkey site (TID No. 9)

Motion (Laufenberg/Haight) to move to closed session. Motion carried on 5-1 roll call vote at 8:50 a.m.

Motion (Laufenberg/Kusserow) to approve the closed session meeting minutes from March 6th. Carried.

City staff updated RDA Commissioners on potential manufacturing development either on Thielman Street (with amended TID No. 4 boundary) or the new Highway G Industrial/Business Park TID. Discussions will continue with potential builder and existing Merrill manufacturer.

City staff will continue discussions with the potentially interested developer of the former Anson-Gilkey site (TID No. 9). City staff highlighted the challenges of potential residential redevelopment. Major fiscal constraint is the need for utility and street infrastructure upfront.

Adjournment: Motion (Laufenberg/Haight) to adjourn at 9:28 a.m. Carried.

Minutes prepared by RDA Secretary Kathy Unertl

City of Merrill
Meeting of Redevelopment Authority (RDA)

Tuesday, June 5th, 2018 at 8:00 a.m.
City Hall Common Council Chambers

RDA Present: Derek Woellner, Tim Meehean, Clyde Nelson, Tony Kusserow, Sheila Polak, and Tim Haight

RDA Absent: Jill Laufenberg

Others: City Clerk Bill Heideman, Alderperson Ryan Schwartzman, City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Public Works Director/City Engineer Rod Akey, Building Inspector/Zoning Administrator Darin Pagel, Ken Maule from Lincoln County Economic Development Corp. (LCEDC), and Paul Russell from Merrill Area Housing Authority (MAHA)

Call to Order: RDA Chairperson Meehean called the meeting to order at 8:00 a.m.

Consider approval of RDA meeting minutes from May 1st:

Motion (Kusserow/Haight) to approve the meeting minutes from May 1st. Carried.

Public Comment: None.

Update on fiscal status of Merrill TIDs as of 12/31/2017:

Unertl highlighted the 12/31/2017 fiscal snapshot information. There was a \$485,000 transfer from TID No. 3 (East Side) to three "blighted" area TIDs. Additional 2017 TID revenue and expenditure information will be provided through the Wisconsin Department of Revenue's TID Annual Report.

Status update on various redevelopment projects:

TID No. 3:

Construction bids on various utility and street infrastructure projects total \$1,878,197. Merrill Gravel & Construction was awarded projects with utility work and Melvin (Abbotsford) has been recommended for street improvements without utility work.

The One Way Park City development is moving forward. Nelson's Powerhouse project has had a slower start. There remains potential interest in new development on Lot 3 between Pearl St. and Gem St.

TID No. 4: City Public Works Director Rod Akey continues to work on North Pine Ridge Ave. right-of-way (ROW) property acquisitions. LCEDC's Maule advised that there could be potential State grant funding available to assist especially if tied to Hwy G industrial/business park development and potential new housing on the former Fox Point site.

TID No. 6: New David Cooper Insurance building at 900 E. 1st St. is planning for Fall 2018 construction start. Banker's Square (Pocket Park) development between former Book World and Merrill Community Bank is planned for summer construction.

TID No. 8:

The bid of \$398,598 for water/sewer utility extensions and Alexander/Heldt Street improvements was awarded to Merrill Gravel & Construction. Premier Manufacturing building expansion is under construction.

City now owns the former bank "bubble" building site (401-403 West Main St.) and parking lot.

TID No. 9:

Additional improvements are planned at the River Bend Trail parking lot at the end of South Parks St. Bids for various utility and street infrastructure project constructions were awarded.

TID No. 11:

Construction of Phase 2 of the Rock Ridge apartments is now underway.

Consider amendment to the development agreement between the City of Merrill and Premier Apartments II, LLC (For Rock Ridge Apartments Phase 2 in TID No. 11):

In response to questions from RDA Commissioner Woellner, there was extended discussion of history of this housing project and the long-term investment strategy related to TIDs.

The 17.8 acre site was generating \$2,747 in property tax in 2015 on a \$101,500 total valuation. Phase I Rock Ridge apartment assessment for 1/1/2018 is Land \$125,400 and Improved \$1,973,700 for total assessment of \$2,099,100. Unertl projected the 2018 property tax will be about \$57,500. An additional about \$2 million in valuation will result from Phase II development.

All lower level units of Phase I are occupied and Maule reported that potentially four or five apartments remain to be leased. Polak emphasized that there is a need for this type of rental housing. Due to rental demand, the developer is moving forward faster on Phase II.

Motion (Nelson/Kusserow) to approve the amendment of the Phase II development agreement. Carried. Following completion of the three additional apartment buildings, the first \$100,000 of the Phase II development incentive would be paid by December 1st, 2019.

Update on former Fox Point site redevelopment (TID No. 10) and review/discussion of Request For Proposal (RFP) timeframes:

Deadline for the reissued Request For Proposal (RFP) is Friday, June 22nd. City staff anticipate at least three private-sector development proposals. The next RDA meeting will focus will be review and evaluation of the RFP responses.

Consider potential sale of 401-403 W. Main St. vacant site and adjacent parking areas to Merrill Area Housing Authority (Corner of W. Main St./S. Prospect St. in TID No. 8):

Paul Russell from MAHA advised of upcoming parking challenges with the Park Place rehabilitation project and was wondering if RDA/Common Council would consider transfer of the property to the Merrill Area Housing Authority.

Meehean recommended just proceeding with the lease of the existing parking lot as approved in Fall 2016 until there were firmer future MAHA development plans. MAHA will be allowed to use the parking lot in return for snow removal and mowing services.

The former "bubble" building site will have black dirt hauled in and grass planted since it cannot remain gravel. City Public Works Director Akey will review utilities in the alley to determine if an additional tax parcel closer to S. Genesee Street is needed.

Review/discussion of timeframes for proposed creation of new TID No. 13 (Highway G Industrial/Business Park) and proposed amendments to other TID Plans:

RDA Commission consensus to schedule tentative 6:00 p.m. meeting on Tuesday, July 31st to consider various TID Plans and hold required public hearings.

Next RDA meetings: Wednesday, June 27th at 8:00 a.m. and Tuesday, July 31st at 6:00 p.m.

Meehean 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 RDA meeting minutes from May 1st
- b. Update/discussion on potential manufacturing development in proposed new Highway G Industrial/Business Park (Proposed TID No. 13)

Motion (Kusserow/Polak) to move to closed session. Motion carried on 5-1 roll call vote at 8:45 a.m.

Motion (Nelson/Woellner) to approve the closed session meeting minutes from May 1st. Carried.

City staff updated RDA Commissioners on potential manufacturing development in the proposed new Highway G Industrial/Business Park TID. Discussions included potential TID development incentives, as well as preliminary cost estimates for utility and street infrastructure. Discussions will continue with the developer and existing Merrill manufacturer.

Adjournment: Motion (Nelson/Kusserow) to adjourn at 9:15 a.m. Carried.

Minutes prepared by RDA Secretary Kathy Unertl



CITY OF MERRILL
WATER & SEWAGE DISPOSAL COMMITTEE
MINUTES • WEDNESDAY MAY 23, 2018

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
Pete Lokemoen	Aldersperson - Second District	Present	
Rob Norton	Aldersperson - Seventh District	Present	
Steve Osness	Aldersperson - Fourth District	Present	

Also in attendance: City Administrator Dave Johnson, Utility Operations Manager Gabe Steinagel, Public Works Director/City Engineer Rod Akey, Mayor Derek Woellner, Scott McCall and City Clerk Bill Heideman.

II. Preliminary Items

1. April Vouchers

The vouchers were in the meeting packet.

Motion (Osness/Lokemoen) to approve.

RESULT: APPROVED

III. Agenda Items for Consideration

1. Discussion & recommendation on potential water bill adjustment for Whispering Pines Jade Street.

This agenda item is related to the bill for the Whispering Pines Jade Street pit. Multiple leaks have caused the bills for this account to increase substantially. Two adjustments have already been made on this account.

The first adjustment was done on November 7th, 2017, and was done per City policy. This adjustment was for both water charges and sewer charges, and the total adjustment was \$2,915.11. The second adjustment was done May 3rd, 2018, and was authorized by Utility Operations Manager Steinagel. This adjustment was on sewer charges only, and the amount of the adjustment was \$27,638.82. The Public Service Commission (PSC) has limits on the amounts that bills can be adjusted.

Scott McCall, regional manager for Whispering Pines, is requesting that a further adjustment be made on this account. It was noted that the leaks are in the lines, not in the pit.

Motion (Lokemoen/Norton) to make no further adjustment. Carried.

2. Discussion & recommendation on request from Kautza Septic Service Inc to be allowed to dispose of septic/holding tank wastes at the Merrill Wastewater Plant.

Utility Operations Manager Steinagel reported that he has no concerns with the application as submitted.

Motion (Lokemoen/Osness) to approve.

RESULT: APPROVED

3. Operations Report

The report was in the meeting packet.

Utility Operations Manager Steinagel reviewed the report.

IV. Public Comment Period

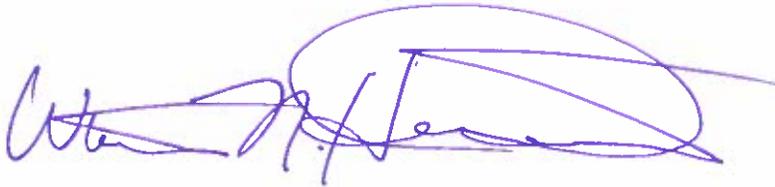
Mayor Woellner stated that he was not in favor of the current policy regarding adjustments to bills. In his opinion, the utility needs to be "customer-driven", and he would like allow for more discretion in adjusting bills. He proposed that consideration be given to changing policies related to bill adjustments.

V. Establish date, time and location of next meeting

To be determined.

VI. Adjournment

Motion (Lokemoen/Osness) to adjourn. Carried. Adjourned at 5:24 P.M.



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

AN ORDINANCE: By Health and Safety Committee
Re: Amending Chapter 26, Article V, Section 26-136 Tobacco Products

ORDINANCE NO. 2018-
Introduced: June 12, 2018
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. Chapter 26, Article V, Section 26-136 of the Code of Ordinances for the City of Merrill is amended as follows:

Sec. 26-136 Purchase or possession of tobacco products

(a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Tobacco products means any substance containing tobacco leaf, including, but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco or dipping tobacco **or any device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, vape pen, electronic vaping device, or any other similar product.**

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.

Attachment: Ordinance related to tobacco products (3340 : Ordinance on tobacco products)

Moved by: _____

Adopted: _____

Approved: _____

Published: _____

Approved:

Derek Woellner, Mayor

Attest:

William N. Heideman, City Clerk

Attachment: Ordinance related to tobacco products (3340 : Ordinance on tobacco products)

RESOLUTION NO. _____

A RESOLUTION APPROVING THE 2017 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 2017, and has determined that it reflects the performance of the Wastewater Treatment Plant during 2017; 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 12th day of June, 2018, that:

1. The Compliance Maintenance Annual Report for 2017 is hereby approved and authorized to be filed with the WDNR.
2. That the Compliance Maintenance Annual Report for 2017 is an accurate indication of the performance of the City of Merrill Wastewater Treatment Plant for the year 2017.

Recommended by Rob Norton,
Chairman, Water and Sewage
Committee

CITY OF MERRILL, WISCONSIN

Moved: _____

Derek Woellner, Mayor

Passed: _____

William N. Heideman, City Clerk

Attachment: Resolution on CMAR for WWT Plant (3378 : Resolution on CMAR for WWT Plant)

Compliance Maintenance Annual Report

Merrill City Of

Last Updated: Reporting For:
5/24/2018 **2017**

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	1.1164	x	191	x	8.34	=	1,775
February	1.1794	x	190	x	8.34	=	1,873
March	1.2332	x	203	x	8.34	=	2,091
April	1.5922	x	134	x	8.34	=	1,783
May	1.8051	x	98	x	8.34	=	1,472
June	1.6617	x	139	x	8.34	=	1,925
July	1.3207	x	172	x	8.34	=	1,898
August	1.2010	x	196	x	8.34	=	1,967
September	1.0904	x	208	x	8.34	=	1,888
October	1.1121	x	209	x	8.34	=	1,935
November	1.1369	x	198	x	8.34	=	1,879
December	1.1185	x	202	x	8.34	=	1,883

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

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0

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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 |
|-------------------------------------|--------------------------------------|-------------------------------------|
| <input type="radio"/> Yes | <input checked="" type="radio"/> Yes | <input type="radio"/> Yes |
| <input checked="" type="radio"/> No | <input type="radio"/> No | <input checked="" type="radio"/> 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 416,900 gallons of leachate from the Lincoln county landfill and 501,000 gallons from Ward Paper Mill.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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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	6	1	0	0
February	25	22.5	6	1	0	0
March	25	22.5	6	1	0	0
April	25	22.5	7	1	0	0
May	25	22.5	5	1	0	0
June	25	22.5	4	1	0	0
July	25	22.5	3	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	5	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	0
Score (100 - Total Points Generated)	100
Section Grade	A

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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	10	1	0	0
February	30	27	11	1	0	0
March	30	27	10	1	0	0
April	30	27	13	1	0	0
May	30	27	8	1	0	0
June	30	27	8	1	0	0
July	30	27	7	1	0	0
August	30	27	8	1	0	0
September	30	27	11	1	0	0
October	30	27	10	1	0	0
November	30	27	12	1	0	0
December	30	27	10	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

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?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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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	0.885	1	0
February	1	0.839	1	0
March	1	0.795	1	0
April	1	0.750	1	0
May	1	0.650	1	0
June	1	0.766	1	0
July	1	0.831	1	0
August	1	0.827	1	0
September	1	0.905	1	0
October	1	0.794	1	0
November	1	0.928	1	0
December	1	0.820	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

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?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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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?

442.70 acres

2.1.2 How many acres did you use?

61.0 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			.93											0	0
Copper		1500	4300			460											0	0
Lead		300	840			23											0	0
Mercury		17	57			0											0	0
Molybdenum	60		75			7.8										0		0
Nickel	336		420			26										0		0
Selenium	80		100			0										0		0
Zinc		2800	7500			1600											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:	01/01/2017 - 12/31/2017
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 then 15 days. Digester temperature is recorded daily and is maintained greater then 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:	12/18/2017	
Option Used To Satisfy Requirement:	Volatile Solids Reduction	
Requirement Met:	Yes	
Land Applied:	Yes	
Limit (if applicable):	>=38	
Results (if applicable):	65.40	
<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>		

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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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 checked="" 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 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; padding: 5px;">Always room for improvement.</div>	

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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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:

0

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			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	NA	NA

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)

0

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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4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

OIT and Basic Certification:

- Averaging 6 or more CECs per year.
- Averaging less than 6 CECs per year.

Advanced Certification:

- Averaging 8 or more CECs per year.
- Averaging less than 8 CECs per year.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

<p>1. Provider of Financial Information Name: <input style="width: 150px;" type="text" value="Gabe Steinagel"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="715-5366561"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="gabriel.steinagel@ci.merrill.wi.us"/></p>													
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points) <p>If No, please explain: <input style="width: 750px; height: 20px;" type="text"/></p> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input style="width: 150px;" type="text" value="2017"/></p> <ul style="list-style-type: none"> <input checked="" type="radio"/> 0-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> N/A (private facility) <p>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?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points) 	0												
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]													
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input style="width: 150px;" type="text" value="2017"/></p> <ul style="list-style-type: none"> <input checked="" type="radio"/> 1-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> N/A <p>If N/A, please explain: <input style="width: 750px; height: 20px;" type="text"/></p> <p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: right;"><input style="width: 150px;" type="text" value="1,133,026.24"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="1,133,026.24"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">+</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="184,892.47"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 150px;" type="text" value="1,133,026.24"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="1,133,026.24"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	<input style="width: 150px;" type="text" value="184,892.47"/>	
3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 150px;" type="text" value="1,133,026.24"/>											
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>											
3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="1,133,026.24"/>											
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	<input style="width: 150px;" type="text" value="184,892.47"/>											

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<p>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -</p> <p style="text-align: right;">\$ 282,432.65</p> <p>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</p> <p style="text-align: right;">\$ 1,035,486.06</p> <p>All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.</p> <p>3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Fine screen replacement Primary clarifiers upgrade</p> </div> <p>3.3 What amount should be in your Replacement Fund? \$ 1,352,815.00</p> <p>Please note: If you had a CFWP 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.</p> <p>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)?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If No, please explain.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Using the percentage of mechanical equipment method 40% of the replacement fund assets, the fund is \$219,790 under funded.</p> </div>	0								
<p>4. Future Planning</p> <p>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?</p> <p><input checked="" type="radio"/> Yes - If Yes, please provide major project information, if not already listed below.</p> <p><input type="radio"/> No</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">Project #</th> <th style="width: 60%;">Project Description</th> <th style="width: 15%;">Estimated Cost</th> <th style="width: 15%;">Approximate Construction Year</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>projects to be determined based from the results of Operation and Needs Review.</td> <td></td> <td style="text-align: center;">2017</td> </tr> </tbody> </table>	Project #	Project Description	Estimated Cost	Approximate Construction Year	1	projects to be determined based from the results of Operation and Needs Review.		2017	
Project #	Project Description	Estimated Cost	Approximate Construction Year						
1	projects to be determined based from the results of Operation and Needs Review.		2017						
<p>5. Financial Management General Comments</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>									
ENERGY EFFICIENCY AND USE									
<p>6. Collection System</p> <p>6.1 Energy Usage</p> <p>6.1.1 Enter the monthly energy usage from the different energy sources:</p> <p>COLLECTION SYSTEM PUMPAGE: Total Power Consumed</p> <p>Number of Municipally Owned Pump/Lift Stations: <input style="width: 50px;" type="text" value="9"/></p>									

Attachment: CMAR Report for WWTP (3378 : Resolution on CMAR for WWTP Plant)

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	6,649	6
February	7,082	2
March	6,499	8
April	6,193	4
May	4,826	4
June	3,629	6
July	2,938	9
August	2,569	13
September	2,585	3
October	2,707	5
November	5,494	4
December	6,070	5
Total	57,241	69
Average	4,770	6

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:

Attachment: CMAR Report for WWTP (3378 : Resolution on CMAR for WWT Plant)

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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	62,560	34.61	1,808	55.03	1,137	4,447
February	61,840	33.02	1,873	52.44	1,179	4,440
March	62,960	38.23	1,647	64.82	971	3,730
April	67,920	47.77	1,422	53.49	1,270	2,092
May	69,920	55.96	1,249	45.63	1,532	895
June	72,160	49.85	1,448	57.75	1,250	431
July	62,320	40.94	1,522	58.84	1,059	14
August	60,320	37.23	1,620	60.98	989	308
September	65,120	32.71	1,991	56.64	1,150	13
October	56,800	34.48	1,647	59.99	947	201
November	71,400	34.11	2,093	56.37	1,267	1,900
December	68,960	34.67	1,989	58.37	1,181	2,704
Total	782,280	473.58		680.35		21,175
Average	65,190	39.47	1,692	56.70	1,161	1,765

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
- Influent Pumping
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives
- Other:

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7.2.2 Comments:

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?

Install LED 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:

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 at the wastewater treatment plant

Part of the facility

Year:

By Whom:

Describe and Comment:

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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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

Attachment: CMAR Report for WWTP (3378 : Resolution on CMAR for WWTP Plant)

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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	<input type="text" value="32.8"/>	% of system/year
Root removal	<input type="text" value="2.4"/>	% of system/year
Flow monitoring	<input type="text" value="0"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="8.78"/>	% of system/year
Manhole inspections	<input type="text" value="31.9"/>	% of system/year
Lift station O&M	<input type="text" value="9"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value=".4"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="0"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value=".5"/>	% of system/year
Private sewer I/I removal	<input type="text" value="0"/>	% 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="36.1"/>	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="62.9"/>	Miles of sanitary sewer
<input type="text" value="9"/>	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="21"/>	Number of basement backup occurrences
<input type="text" value="21"/>	Number of complaints
<input type="text" value="1.29"/>	Average daily flow in MGD (if available)
<input type="text" value="1.81"/>	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="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.33"/>	Basement backups (number/sewer mile)
<input type="text" value="0.33"/>	Complaints (number/sewer mile)
<input type="text" value="1.4"/>	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)
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

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?

- Yes
- No

If Yes, please describe:

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During heavy precipitations, the plant would experience hydraulic loading.
5.3 Explain any infiltration/inflow (I/I) changes this year from previous years: Rehabbed some manholes where I/I was found.
5.4 What is being done to address infiltration/inflow in your collection system? We are televising private sewer laterals and enforcing improper sump pump connections.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Attachment: CMAR Report for WWTP (3378 : Resolution on CMAR for WWTP Plant)

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Grading Summary

WPDES No: 0020150

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			32	128
GRADE POINT AVERAGE (GPA) = 4.00				

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 = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(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. = 4.00

Attachment: CMAR Report for WWTP (3378 : Resolution on CMAR for WWTP Plant)

RESOLUTION NO. _____

A RESOLUTION APPOINTING LINCOLN COUNTY HUMANE SOCIETY AS AN ADDITIONAL COLLECTION OFFICIAL FOR DOG LICENSE TAXES FOR THE CITY OF MERRILL

WHEREAS, under Wis. Stats. Section 174.065, the collecting official for the dog license tax is the City of Merrill Treasurer; and,

WHEREAS, the Lincoln County Humane Society has agreed to assist year-round with dog licensing for pets within the City of Merrill, effective December 1, 2018; and,

WHEREAS, the Personnel and Finance Committee, on May 21, 2018, recommended that the City of Merrill Common Council appoint the Lincoln County Humane Society as a year-round Collection Official for dog license taxes effective December 1st, 2018;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 12th day of June, 2018, that the City of Merrill Common Council, does hereby appoint the Lincoln County Humane Society as a year-round Collection Official for dog license taxes effective December 1st, 2018.

Recommended by: Personnel and Finance Committee

CITY OF MERRILL, WISCONSIN

Moved: _____

Derek Woellner

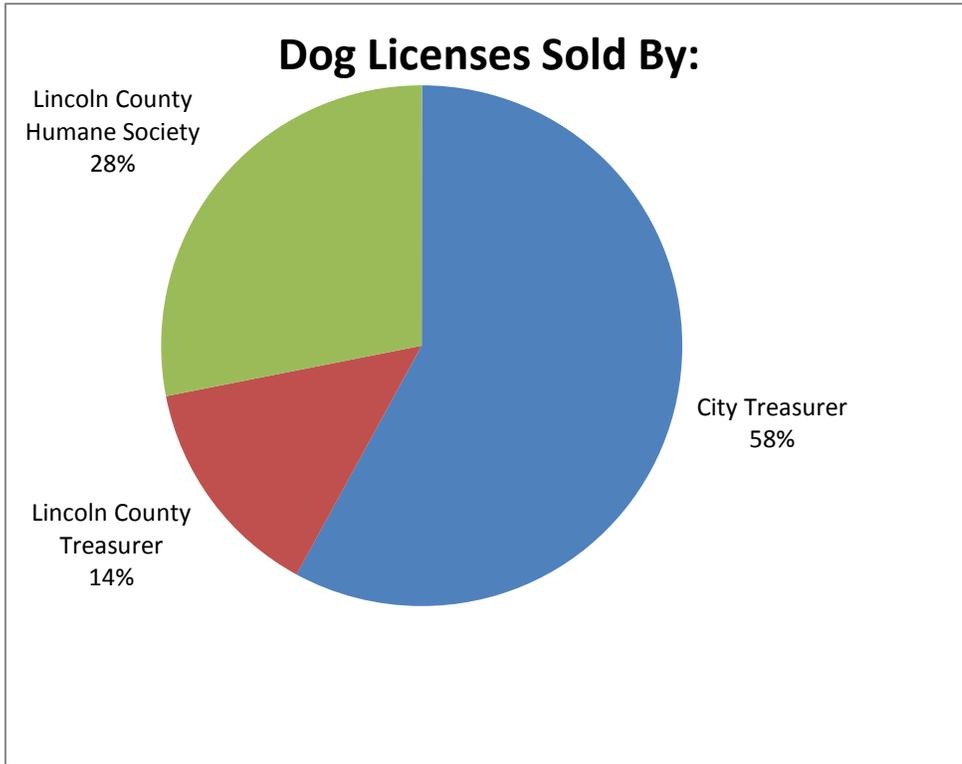
Passed: _____

Mayor

William N. Heideman
City Clerk

Attachment: Resolution adding humane society for dog licenses (3311 : Resolution on dog licensing)

City of Merrill - Dog Licenses 2017



491	City Treasurer
118	Lincoln County Treasurer
238	Lincoln County Humane Society
847	Total for 2017

Source: Lincoln County Treasurer

Attachment: Dog Licenses-2017 Chart (3311 : Resolution on dog licensing)



Strategic Plan

2014-2019

July 31, 2014



Attachment: Current Strategic Plan (3384 : Review of current City Strategic Plan)

Planning Committee

Mayor William Bialecki

David Johnson, City Administrator

Alderspersons:

- John Burgener, Council President
- Pete Lokemoen
- Chris Malm
- Tim Meehean
- Rob Norton
- Kandy Peterson
- Ryan Schwartzman
- David Sukow

Participating Department Heads:

- Jane Deau, Enrichment Center
- Rich Grenfell, Transit Administrator
- Tom Hayden, City Attorney
- Bill Heideman, City Clerk
- Ken Neff, Police Chief
- Ramona Pampusch, Maintenance Supv.
- Dave Savone, Fire Chief
- Stacy Stevens, Library Director
- Kathy Unertl, Finance Director
- Dan Wendorf, Parks & Recreation Director

Former Alderperson:

Steve Haas

Regular Participants from the Public

- Gene Bebel
- Judy Woller

Facilitated & Compiled by:

Art Lersch
 Community Resource Development Educator
 University of Wisconsin Extension, Lincoln County

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Conclusion 31

Executive Summary

City of Merrill stakeholders met eight times to complete the city government's first ever strategic plan. Important work achieved included a SOAR (strengths, opportunities, aspirations, results) analysis, the pronouncement of core values for city government, the development (and formal Council approval) of both city government vision and mission statements, the identification and prioritization of strategic issues, a review of city services (information provided by department heads), the creation of a vision statement for the community, the identification of strategies and action steps to address the chosen strategic issues, and additional action planning.

Along with achieving all this, another goal was to use the process as a means to better educate both internal leaders and the public about how city government functions and to facilitate better communication and working relations among city officials. Although the public did not participate to the degree that was hoped, despite efforts to engage them, those residents who did attend the meetings made it known early on that they wanted to be participants rather than mere spectators. This, along with the strengthening of internal relationships among city government leaders, is nearly as important a byproduct of the process as the plan itself.

Since this was the first time the stakeholders took part in a comprehensive strategic planning process, they often had to learn about procedures while doing them. Methods used to generate ideas and to ultimately prioritize the issues city government will focus on in the coming five years were kept somewhat basic, hopefully not to the detriment of the outcome. That said, the strategic plan outlined in this document, like most plans of its type, is meant to be simply a framework for action. It is not a panacea, and most important, it should be modified to reflect changing priorities and resources. Perhaps the greatest strength of this particular plan is that city government has already begun to address many of the issues contained in it. The fact that those issues have now been identified in writing will compel city government to focus even more of its resources to address them. Using processes outlined in this document, the planning group chose the following four strategic issues for city government to concentrate on in the coming years.

- ***How can Merrill city government help grow the city's tax base?***
- ***Are there any services that we need to provide that we currently are not? Are there services that we may not be able to provide any longer or should not be offering?***

- *What is Merrill city government's budget philosophy?*
- *How does city government create and implement strategic economic development (and redevelopment)?*

Details of how these issues will be addressed beginning on page 17 of this report.

Primary Core Values

For the first time in recent history, City of Merrill government stakeholders identified core values for how the government should operate. They became the principles upon which planning conversations took place.

- *Responsive*
- *Customer Satisfaction*
- *Greatest good for the Most Residents*
- *Government that is easy to do Business With*
- *Adaptable*
- *Consistent*
- *Highest level of Quality Service*
- *Fairness*
- *Progress*
- *Active Listening*
- *Interact well Together*
- *Best use of Limited Resources*
- *Safety*
- *Positive outlook*
- *Trust*

Vision

Using the core values and information from other discussions, planning group members developed the following vision statement.

"We, the employees and officials of the City of Merrill, envision superior services while being open, responsible, and transparent to the public"

Mission

Stakeholders also developed the mission statement below.

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

Both the city government mission and the vision statements were formally and unanimously approved by City Council during its May 13, 2014 meeting. It is believed that this is the first time city government has had either a mission or vision statement. Following approval, the statements were added to the City of Merrill website and will be communicated via other means from now on.

Also created during the planning process was a community vision statement.

"Merrill, embracing our diverse heritage while working toward a brighter future"

Further review and formal approval of this statement is pending.

SOAR Analysis

SOAR stands for strengths, opportunities, aspirations, and results. This type of analysis is similar to a SWOT (strengths, weaknesses, opportunities, threats) overview, but emphasizes the positive aspects of a particular organization. Opportunities are in many cases also challenges that are being or will be faced. Planning group members completed this exercise in preparation for identifying and prioritizing the most important strategic issues city government will face over the next five years.

Strengths

- Safety services.
 - Both the fire and police departments are career rather than volunteer operations
 - Both the police and fire department are administered by very competent, strong leaders
 - Both the police and fire department staff take a highly professional approach to their work
 - The police and fire departments work well together to achieve common goals

- The city workforce is committed/dedicated to public service and is highly competent. (An example would be city employees having to do utility work during Merrill's coldest winter on record). Many of them correctly have the attitude that they are filling career positions.

- All city departments have a community focus. Their employees are constantly thinking of ways to strengthen the community through the services they provide.

- City officials and employees are proud of Merrill and passionately wish to improve it.



- The city currently has good, strong, progressive leadership.
- The number and diversity of services the city provides is extensive. (E.g. Services are provided to citizens of various ages.)
- City government has extensive interaction with the Merrill Area Public School District, especially the fire and police departments.
- Availability of MP3/Merrill Productions videotaping government in action to show how committees and Council function.
- There is a unique public transportation system for this size city.

Opportunities

- Become even more involved in regional efforts that will allow for the pooling of resources.
- Work more closely with more of the entities that promote regional efforts such as Centergy, Grow North, and North Central Regional Plan Commission.
- Increase the openness and transparency of city government by improving internal and external communications.
- Communicate by using a wider variety of means including social networking and other online options.
- Focus on just a few specific, potentially very impactful economic development projects (Lincoln House; former Guys Shop, etc.). Create a marketing strategy to persuade developers, including those who live in the area, to take on the projects.
- Continue to explore multijurisdictional ways (intergovernmental cooperation) to provide services (e.g. city and county; working with Tomahawk, etc.).

- Search and apply for state and federal grants to offset equipment and perhaps other costs.
- Hold meetings with other governments to learn about their “best practices” and apply those methods if/when it makes sense.
- Continue attending North Central Wisconsin fire and police chief meetings (learning more about regional issues).
- City IT department needs to provide training to Council members and residents on how to best use social media and other communication strategies.
- Develop or join multi-city/county cooperatives that purchase supplies. Cooperatives drive down prices because they buy in bulk. Take a similar approach to providing employee benefits (check out UW-Platteville arrangement.)

Aspirations

Group members were asked to use the city government and community vision statements as references for the discussion.

- Focus residential development in the central city area rather than in the outskirts of the city.
 - Continue blight elimination
 - Develop whole areas rather than just isolated lots
 - Review and change when it makes sense zoning ordinances that impede residential re-development
- Aspire to be responsive to the changing needs of the community.
- City government needs to have a user friendly attitude while stressing to residents that it can’t do it all.
- Aspire to educate people how city government works.

- City government needs to be friendlier to businesses. Help business owners through the process of locating here or expanding. If a regulation cannot/should not be changed, give business owners other options that will help them do what they need to do.
- More open and transparent communication should be fostered. There needs to be communication improvements between city departments. Information should be out sooner. (IT can help facilitate this). Department reports to oversight committees should be forwarded to alderpersons. Committee minutes should be completed and distributed in a more timely fashion. Make it easier for people to watch MP3 broadcasts (now only on cable; IT can help facilitate).
- Aspire to be the best we can be: we should be developing and communicating best practices in government management.

Results (expected)

- City government should do all it can to recruit businesses to the area. It should be more strategic about what businesses are recruited. Specifically, there are opportunities to target insurance industry businesses because this is a regional hub for that service.
- City government should do all it can to squelch the area rumor mill.
- City government should have stronger ties to the local hospital and be more active in promoting the health of the community. The hospital is a vital institution in our community and losing it would be devastating.
- “Nurture” business growth. City government should do everything it can to promote the economic health of the community by working closely with businesses that wish to expand or relocate here. Be a facilitator rather than an entity that throws up road blocks to business expansion, retention, and relocation. (The city with the county economic development director as the point person is currently finalizing details that will likely bring a business incubator to Merrill).
- City government should embrace technology (make information about city government and the community more available).

- ❑ City government should pass more ordinances that enhance residents’ quality of life. A recent example would be the “chicken ordinance” allowing residents to raise chickens and have home grown, healthier eggs.
- ❑ City government should help foster a healthier community (e.g. support of River Bend Trail project).
- ❑ City government should take specific actions to attract new residents and increase the tax base.
- ❑ City government should take specific actions to help bring more family supporting jobs to Merrill. Many of these jobs can be realized by promoting industrial growth.
- ❑ City government should help foster a greener, more eco – friendly community.
- ❑ City government should utilize more highly sophisticated technology uses.
- ❑ City government should help find and implement ways to attract and retain young professionals.
- ❑ Each department needs to do a better job of communicating successes. This will help to develop pride in both the community and city government.
- ❑ City government helps solve regional problems. Solving regional problems will help strengthen the city.



Strategic Issue Identification

Planning group members were asked to think in terms of important, complex issues that city government will likely have to address in the coming years. They used the results of the SOAR analysis to help determine the issues.

- Rising costs of providing public services while the city’s tax base is declining or stagnate (blight issues contribute greatly to this challenge)
 - Economic development, including the creation of amenities like the River Bend Trail, and job creation are important elements in the attempt to strengthen the tax base.
 - Increasing and maintaining the optimal city population is key to increasing the tax base.

- Are there any services that we need to provide that we currently are not? Are there services that we may not be able to provide any longer or should not be offering?



- If services are to be maintained at current levels or even increased, how will that be funded? (Note: It was mentioned that successful efforts to grow the city’s tax base and to maintain or increase the city’s population will be key components in helping city government pay for the services people need and want.)

- What is Merrill city government’s budget philosophy?
- How can Merrill city government help to better engage the public and organizations in projects that will enhance quality of life? Government can no longer do anything important without the help of organizational partners and citizens.
- How can city government facilitate partnerships with entities that are working to address regional issues? (I.e. with other governments, with nonprofit organizations, with private business, etc.)

- How can city government help foster a cultural change within Merrill where its citizens are more trusting of one another, their city government, and have more hope for and faith in the future?
 - Perhaps some of this can be done by promoting the positive things that are already happening in the city.
- City government workforce recruitment and retention. (How can we offer competitive compensation? What other incentives can be offered to hire and keep high quality employees?)
- Develop Route 51 corridor and County G areas. Foster dialogue with townships in order to get this done. Consider developing northward up County K. Prioritize development by choosing areas that have the best potential return on investment (best bang for the buck.)
- Finding ways to maintain and improve the city's aging infrastructure. Where/how can the funds be acquired? - This may also be tied to tax base issues. - Break down components of this in order to prioritize what is most needed. (Some infrastructure projects are being mandated by the state. These and others based strictly on deterioration issues are time sensitive). Decide which of these projects can be "piggybacked" (e.g. upgrade sewer and water system, and then fix the roads in that area, etc.)
- Eliminate blight.
- Dealing with increased, more pervasive drug use in and around the city.
- Strengthening fire prevention. This could help reduce blight and benefit economic development.
- Our aging population.

Strategic Issue Prioritization

Participants were asked to next begin thinking about which issues already mentioned are the most important for city government to address in the coming years. They were asked to do so also based on the following:

- a. What is urgent and important? (What is the difference between urgency and importance?)
- b. What is not urgent and important? (Issues that city government has time to plan how to address)
- c. Can progress toward addressing the strategic issue be measured? (How can progress that is made be communicated to city government internal stakeholders and the public?)

After discussion and a voting process, planning stakeholders chose the strategic issue priorities below. The issues were put into question format to better facilitate action planning processes (i.e. create an action plan that will help answer the questions).

- ***How can Merrill city government help grow the city's tax base?***
- ***Are there any services that we need to provide that we currently are not? Are there services that we may not be able to provide any longer or should not be offering?***
- ***What is Merrill city government's budget philosophy?***
- ***How does city government create and implement strategic economic development (and redevelopment)?***

The strategic issues chosen primarily have to do with focusing city government resources on promoting economic development and redevelopment that makes the most sense. Most of the issues are tied together by this common thread. It was mentioned during the last strategic planning session that the city may want to consider developing a new comprehensive plan based on this strategic plan framework.

Other issues that were considered were:

- “What can city government do to maintain and improve the city’s aging infrastructure?”
- “How can city government facilitate partnerships with entities that are working to address regional issues?”
- “How can city government better inform and educate internal and external stakeholders in the most transparent way possible about the positive things it is facilitating, some of the challenges it is facing, and how it functions?”

It was agreed that all these “other” issues will be addressed at some level, but will not be areas where city government focuses most of its efforts in the coming years.



Strategic Plan Framework

Because these strategic issues are so intertwined, a few strategies and action steps are repeated throughout the framework. Taking steps to fulfill a particular strategy may help further another.

Strategic Issue #1: **How can Merrill city government help grow the city's tax base?**

The planning group identified the following principles upon which strategies for this issue were developed.

- Make it easier for people to start or expand a business within the city. Too often, city government regulations are obstacles to business development. City officials/employees need to do a better job of helping potential and current business owners find options that will still allow them to comply with regulations while helping them establish or expand their enterprises. We need to say “yes” much more often than “no.” We need to become more business friendly.
- Find ways to promote job creation and diversity. For this and the principle above, the planning group decided that it will be important to maintain city funding for Lincoln County Economic Development Corporation.
- Redevelop dilapidated housing sections especially in downtown areas and develop new housing where it makes the most sense. Nearly 65% of the city's total equalized value is derived from residential property (2012 Wisconsin Department of Revenue). Great strides are currently being made to improve the overall quality of the city housing stock, but much more must be done to ensure that homes for sale are quickly sold and houses throughout every ward are well maintained. Planning group members agreed that it is now time to once again approach the county to request that it tighten up its foreclosure process (stick to three rather than five year + timeline).
- Economic development. When we tear down the old, make certain that we replace it with something better (not possible normally with residential development). Becoming even more aggressive on eliminating blight will be key to good economic development. Prioritizing projects based on their potential for a solid return on investment will also be vital.

- Attract young families to the area by creating jobs and improving the city’s “quality of life” amenities. It was acknowledged that attracting young families will also serve to slow population decline (between 2000 and 2010, the city’s population declined nearly 5%). In theory, attracting young families will also help slow aging population trends and reverse current population projections.

Suggested Metrics

- *Grow the city’s tax base by 20% during the five year strategic plan implementation period. (Achieve an annual increase of 3-5%). (Measure by comparing the previous year’s figure with the current year’s figure; report on actions taken and results; if actions not taken then why.)*
- *Increase the number of jobs in the city by at least 10% (about 500 jobs) by the end of the plan implementation period, with half offering a “family supporting” wage.¹ (Communicate specific actions that city government performed to help create those positions.)*

Responsible Parties

The following three entities were identified as being the primary lead parties responsible for spearheading actions

- City Redevelopment Authority (in collaboration with the mayor and city administrator)
- Lincoln County Economic Development Corporation
- Common Council (as primary decision making authority)

¹ According to the MIT Living Wage Calculator (<http://livingwage.mit.edu/counties/55069>), the minimum adequate living hourly wage for a family of four in Lincoln County is \$17.61, or approximately \$36,600 per year. According to the American Community Survey (U.S. Census Bureau), there were 4,600 people employed in the city in 2012 (2008-2012 estimates).

The entities listed below are seen more as partners in implementing processes.

- Redevelopment Resource Team
- Economic development consultants
- Merrill Area Development Corporation
- Merrill Area Chamber of Commerce
- Centergy and whenever possible Grow North
- Private developers

(Note: Efforts to increase the tax base in general will be ongoing.)

Strategies	Action Steps	Timeline
a. City government takes more of an active role in marketing the city	<ul style="list-style-type: none"> • Promote the city and city government by the latter telling stories about existing services, the local educational system, and quality of life amenities (frequently update the city website; partner with the chamber when possible; partner with community entities when possible; use various media to tell the story) • Designate staff to help coordinate and carry out these marketing efforts (could be all department heads, etc.) 	Have promotional tools in place and begin using them in earnest by no later than the end of 2014
b. Increase developable land by exploring and implementing annexation agreements when feasible	<ul style="list-style-type: none"> • Determine which properties outside city limits have the most potential for economic development and then take measures to implement the projects • Continually assess those economic development projects that have the greatest potential to grow the tax base – e.g. return on investment (TIF will continue to be an important tool; see below and strategic issue #4) 	Look for opportunities throughout the plan implementation process and beyond (have ongoing talks with property owners)

Strategies	Action Steps	Timeline
	<ul style="list-style-type: none"> Plan and implement infrastructure projects first (i.e. after citizens’ immediate needs are met) that have the potential to help grow tax base because there is an accompanying business/company building on that site² Seek out and work with appropriate project developers Apply for grants, etc. (to help supplement economic development projects, whether in annexed areas or not) 	
<p>c. Work with/make it easier for existing businesses and corporations to expand their operations (if city government regulations prevent them from doing something, city government must help them find another way to reach their goals that still follows regulations)</p>	<ul style="list-style-type: none"> Review existing business ordinances and regulations to determine how restrictive or enabling they are When possible modify those ordinances or regulations that are not “user friendly” Create new ordinances or regulations that without violating laws make it easier for businesses to expand or locate in the city Involve existing industry and business owners to better capitalize on their contacts (attract new businesses, etc.) 	<p>Begin as soon as the plan is formally approved</p> <p>(Note: A review of these provisions took place a few years ago and some recent improvements have been made. However, group members agreed that it is time to conduct another thorough assessment.)</p>
<p>d. Seek to partner more often with Merrill Area Development Corporation (MADC) on economic development projects that will help strengthen the city’s tax base</p> <p>(Note: Several group members indicated that the MADC</p>	<ul style="list-style-type: none"> City government continues to build strong relationships with MADC board members and leaders Continue to support and work closely with Lincoln County Economic Development Corporation (under new director; closely 	<p>Ongoing/when opportunities arise</p>

² Current criteria for prioritizing infrastructure projects are: 1. Broken/need; 2. Impact if any on tax levy (need to borrow); 3. Is economic development project dependent on need to upgrade infrastructure; 4. What are the developer’s plans?; 5. What is the ROI?

Strategies	Action Steps	Timeline
<p>Board should attempt to better define that organization’s mission, including how it relates to working with city government. There was some indication that the planning group believes that part of MADC’s mission is and should be to do what the city cannot.)</p>	<p>linked to MADC)</p> <ul style="list-style-type: none"> • Work with the Redevelopment Authority, MADC and other entities to explore development of vacant , underdeveloped, or undeveloped parcels within city limits (as of July 2014, there were three or four parcels that could be targeted) 	
<p>e. Strengthen the relationship with existing railroad business development entities (often related to more regional economic development initiatives)</p>	<ul style="list-style-type: none"> • Learn even more about what the railroads have to offer and how the City of Merrill and them can collaborate • Redevelopment Resources make the appropriate contacts when it is desirable and feasible for city government to work with railroads on a regional or local project • Redevelopment Resources along with city leaders, primarily the mayor and city administrator, negotiate services when applicable 	<p>Ongoing, but show that measures have been taken to complete the action steps during the first year of plan implementation (by the summer/fall of 2015)</p>
<p>f. Reduce blighted residential property by 25% based on current (July 2014) numbers</p> <p>(Note: It was mentioned that Merrill is currently at the forefront of resolving these cases. This strategy is included because the city wants to make sure it continues these efforts and better ascertain the impact of such activities on the overall economic and aesthetic health of the community.)</p>	<ul style="list-style-type: none"> • City government takes the lead with other partners such as the chamber to promote Merrill as a family friendly city • Apply for grants, etc. (to help supplement residential property projects) • Continue to apply for (and hopefully receive) CDBG grants for income eligible home owners wishing to repair homes 	<p>Even more systematic ways to measure how much impact is being made should be in place by the end of the first year of plan implementation (summer/fall of 2015)</p>
<p>g. Establish more Tax Incremental Financing (TIF) Development incentives</p>	<ul style="list-style-type: none"> • Prioritize TIF related opportunities based on similar criteria being used to rank potential economic development and redevelopment projects 	<p>Focus initial efforts in second and third years of plan implementation (mid-2015 through mid-2017). Ongoing thereafter.</p>

Strategies	Action Steps	Timeline
	<ul style="list-style-type: none"> Recognize and pursue opportunities for city expansion through annexation Gain a better understanding of funding sources available to help support TIF development projects Work with the Redevelopment Authority, MADC and other entities to explore development of vacant , underdeveloped, or undeveloped parcels within city limits (as of July 2014, there were at least three or four parcels that could be targeted) 	

Strategic Issue #2: Are there any services Merrill City Government needs to provide that it currently is not? Are there services that city government may not be able to provide any longer or should not be offering?

The planning group stated that ongoing analysis of what kinds of services are being provided, how they are being provided, and especially at what levels they are being provided will be an important way to ensure responsible budgeting practices. Emphasis was placed on adjusting levels of service when appropriate rather than eliminating or adding services.

Suggested Metrics

- *Information about what services citizens value and what trends may affect service provision*
- *Ongoing department level analyses and periodic reporting to administration*
- *Decisions about what levels services should be offered at based on the information gathered*

- *Cost of providing services remains the same or is even a bit less throughout the plan implementation period. (If costs are rising, then revenue needs to be generated to cover those costs.)*

Responsible Parties

- City Administrator
- Department heads
- Council
- Mayor
- Department staff

Strategies	Action Steps	Timeline
<p>a. City wide macro analysis of services department by department (include in program descriptions the outcomes that are expected to be derived)³</p>	<ul style="list-style-type: none"> • Each department annually compiles information about the level of services that is needed currently and whether that level will need to increase or can be reduced in the future • Analyze overall picture of service provision in the context of annual budget preparations and also using a needs first then wants approach (see strategies b. and c.) • Explore with other entities (government and non-government) collaborations to provide services when it makes sense 	<p>Complete by the beginning of the second year of plan implementation (summer/fall 2015)</p>

³ Some elements of Performance Based Budgeting may need to be employed to ensure that the extent to which expected outcomes are achieved can be documented.

Strategies	Action Steps	Timeline
	<ul style="list-style-type: none"> Negotiate and implement those collaborations 	
<p>b. Internal department analyses of current services, what may be needed in the future, <u>and at what levels services should be provided</u></p> <p>(Note: It was acknowledged several times during the planning process that local governments often do not have much control of what services they provide but can often make decisions about the level at which they are delivered.)</p>	<ul style="list-style-type: none"> Each department compiles information about the level of services that are needed currently and whether that level will need to rise or can be reduced in the future (begin by using the reports that were developed during the strategic planning process) Provide information about the level of services offered to the public and to city government decision makers on an annual basis as part of the regular budget development process 	<p>Conduct annually</p>
<p>c. Identify services that are recognized priorities indicated by the public (begin with National Citizens Survey results)</p>	<ul style="list-style-type: none"> Create and implement other tools that indicate citizens' attitudes about services, what services are needed, what services are wanted, and what levels services should be provided (focus groups; surveys, etc.) 	<p>Conduct twice during the plan implementation period (within five years); during the summer/fall of 2015 and the winter/spring of 2018</p>

Strategic Issue #3: What is Merrill City Government’s budget philosophy?

Such a philosophy should be multi-tiered, meaning that it must include plans for contingency savings, borrowing provisions, prioritizing expenditures, and guidelines for carrying over funds from one year to the next, etc. The budget philosophy should be applied consistently over time. In part, a clearly stated budget philosophy may have to begin by modifying some existing city budget policies.

Suggested Metrics

- *Leveling off of debt payments from year to year⁴*
- *Number of inefficiencies in internal services discovered and remedied declines from year to year of plan implementation*
- *Cost of providing services remains the same or is even a bit less throughout the plan implementation period. (If costs are rising, then revenue needs to be generated to cover those costs.)*
- *Evidence that potential partners in service provision and purchasing have been contacted and that arrangements that make sense (i.e. reduce costs for the parties involved while maintaining efficiencies) are implemented*
- *Evidence of substantial increases in revenue of at least 20% as a result of city government led or arranged development projects (Note: Grow the city’s tax base by 20% over the strategic plan implementation period; see strategic issue #1.)*

Responsible Parties

- Finance Director
- Department heads and Council
- Redevelopment Authority
- Administration/staff
- Council

Strategies	Action Steps	Timeline
a. Level debt structure so that debt payments are relatively equal from year to year (makes budget projections)	<ul style="list-style-type: none"> ▪ Continue to obtain bond counseling to help structure debt more equitably over time ▪ Develop comprehensive plan for near and 	Complete the action steps under strategy a. by the end of 2014

⁴ In 2014, debt service payments are estimated to be about 11.9% of total expenditures. In 2013, it was about 5.3%. In 2012, it was about 6.9%.

Strategies	Action Steps	Timeline
<p>easier)</p> <p>(Note: During the final planning session, there was discussion about the way library expansion debt had been structured back in 2001 and how that has made it more difficult to restructure debt payments over the years.)</p>	<p>long-term capital/infrastructure needs</p> <ul style="list-style-type: none"> ▪ Create a more systematic process for city government to judge specifically how annexed land will be developed or re-developed and how much additional revenue may be derived from the new activity (cost/benefit as to whether it will be worth it in the long run to do the project) 	
<p>b. Maintain as many services at the highest level possible that the budget allows</p>	<ul style="list-style-type: none"> ▪ Determine and eliminate if present any inefficiencies in the way services are provided ▪ Explore providing services in partnership with other entities (other governments, nonprofit organizations, etc.) ▪ Negotiate and implement collaborative or partner service provision arrangements when and where it makes sense ▪ Develop carry over options for unspent dollars from one fiscal year to the next at the department level 	<p>Begin immediately; review annually/ongoing</p>
<p>c. Increase revenue through annexations when feasible</p>	<ul style="list-style-type: none"> • Determine which properties outside city limits have the most potential for economic development and then take measures to implement the projects • Continually assess those economic development projects that have the greatest potential to grow the tax base – e.g. return on investment (TIF will continue to be an important tool; see strategic issue #4) • Plan and implement infrastructure projects 	<p>Ongoing; when opportunities are created or present themselves</p>

Strategies	Action Steps	Timeline
	<p>first (i.e. after citizens’ immediate needs are met) that have the potential to help grow tax base because there is an accompanying business/company building on that site</p> <ul style="list-style-type: none"> • Work with MADC and other entities to explore development of vacant , underdeveloped, or undeveloped parcels within city limits (as of July 2014, there were at least three or four parcels that could be targeted) • Apply for grants, etc. (to help supplement economic development projects) 	
<p>d. Seek to consolidate internal services and purchases when feasible (attempt to centralize at least some of the services that maintain city government itself). Possible examples include lawn mowing, purchases of supplies, etc.</p>	<ul style="list-style-type: none"> ▪ Ongoing evaluation of internal workflows to determine if steps of getting things done can be consolidated without losing the ability to provide services well and keeping existing staff (change workflows if that is the case) ▪ Implement bulk purchasing options across various departments when feasible ▪ Contact other entities to ask how they might be able to partner with city government on bulk purchases 	<p>Begin a more systematic exploration of potential options in early 2015. Ongoing thereafter.</p>

Strategic Issue #4: **How does Merrill city government create and implement strategic economic development and redevelopment?**

Part of addressing this strategic issue will be creating and then ranking a list of potential projects based on a number of criteria (see strategy a. below.) The city needs to continue its work to become even more nimble when economic development opportunities that perhaps were unforeseen arise.

Suggested Metrics

- *Growth in tax base by 20% over the five year plan implementation period. (Achieve an annual increase of 3-5%).*
- *Increase the number of jobs in the city by at least 10% (about 500 jobs) by the end of the planning period, with half offering a “family supporting” wage*

Responsible Parties

The following three entities were identified as being the primary lead parties responsible for spearheading actions.

- City Redevelopment Authority (in collaboration with the mayor and city administrator)
- Lincoln County Economic Development Corporation
- Common Council (as primary decision making authority)

The entities listed below are seen more as partners in implementing processes

- Redevelopment Resource Team
- Economic development consultants
- Merrill Area Development Corporation
- Merrill Area Chamber of Commerce

- Centergy and whenever possible Grow North
- Private developers

Strategies	Action Steps	Timeline
<p>a. Continue to prioritize possible projects based on potential ROI (tax base increase), need for additional or repaired infrastructure and ability to pay for that (will developer pay?), ability to afford/finance the development project aside from infrastructure expenses, the likelihood of finding a developer, and potential for spin off economic development or redevelopment</p>	<ul style="list-style-type: none"> • Create and use a rating sheet that allows for a systematic cost/benefit analysis of potential economic development and redevelopment projects • Build relationships with local developers and find more ways to help them become more qualified to take on local development and redevelopment projects 	<p>Ongoing: Looking for and implementing economic development and re-development opportunities never ends</p>
<p>e. Engage in more active promotion of the city and its potential (to attract developers, jobs and residents)</p>	<ul style="list-style-type: none"> • Continue to upgrade and maintain the city website (promotion of city) • Identify who specifically will engage in the promotional work • Seek opportunities to collaborate with other entities (e.g. Merrill Area Development Corporation, Lincoln County Development Corporation) on promotions that have the potential of attracting businesses and developers to the city • Create and implement a list of additional promotional actions that the city is or is not currently undertaking (determine capacity to take on that additional work) • Establish and implement a schedule of <u>regular</u> 	<p>Begin by the winter of 2015. Ongoing thereafter.</p>

Strategies	Action Steps	Timeline
<p>f. City government should develop its own “advertising” about what it is doing to attract economic development and improve quality of life</p>	<p>public relations activities (e.g. radio appearance every two weeks; newspaper article every two weeks)</p> <ul style="list-style-type: none"> • Research and implement when it makes sense ways other cities are going about doing this (best practices) • Ask local stakeholders experienced in advertising how city government can and should play a more active role in developing promotional materials for this purpose • Develop and install at least two attractive welcome signs, one coming off of Highway 51/39 and the other to be determined based on traffic counts • City government becomes a more active organizer and sponsor (with partners) of events or activities that showcase Merrill (work even more closely with media to promote the events, etc.) 	<p>First year of plan implementation. Ongoing.</p>
<p>g. Establish more Tax Incremental Financing (TIF) Development incentives</p>	<ul style="list-style-type: none"> • Prioritize TIF related opportunities based on similar criteria being used to rank potential economic development and redevelopment projects • Recognize and pursue opportunities for city expansion through annexation • Gain a better understanding through research of potential funding sources to help support TIF development projects • Work with the Redevelopment Authority, MADC and other entities to explore 	<p>Focus initial efforts in second and third years of plan implementation (mid-2015 through mid-2017). Ongoing thereafter.</p>

Strategies	Action Steps	Timeline
	development of vacant , underdeveloped, or undeveloped parcels within city limits (as of July 2014, there were at least three or four parcels that could be targeted)	

Conclusion

Evaluation, or the documentation and communication of successes, will be an ongoing process throughout this plan’s implementation. As was discussed in the final planning session, constant reporting at the committee level and periodic updates provided at Council or Committee of the Whole meetings will be important methods used to communicate progress. The suggested metrics and benchmarks contained in the plan will help the city create effective evaluation methods. Just as important as documenting and communicating the successes stakeholders, including city residents, will want to know when something in the plan is not accomplished and why. Thus, having this plan is an opportunity for city officials to communicate even more widely and systematically what city government does, what it cannot do and why, and what it might need help doing.

As mentioned in the Executive Summary, this plan is not a panacea. However, if followed closely – but with the caveat that changes be made to it when necessary - it can become a powerful tool helping city government focus on what is truly important. As resources provided to city governments either remain unchanged or in some cases dwindle, those who work for local governments will be even more challenged to develop ways to provide the same level or even higher levels of service based on resident demand. The more tools available to help achieve that the better. Moreover, in some cases, residents may have to be told that their demands cannot be met, at least temporarily. If that is the case, a way to justify that will be to say that city government now has a plan that one day, if successfully implemented, may help provide the additional resources needed to help satisfy service demands well into the future. This plan also makes it clear that more creative thinking about how to govern and provide services is today more than ever necessary to grow communities.

The plan also complements and builds on many of the positive efforts being made by countless numbers of people helping to improve the City of Merrill, whether they work for city government, non-profit agencies, or are community volunteers. It in no way impedes, but seeks to facilitate their efforts. And that, perhaps more than any other reason, is why the public must be kept abreast of the progress made toward implementing the City of Merrill's first ever strategic plan.