



**CITY OF MERRILL**  
**COMMON COUNCIL**  
**AGENDA • TUESDAY APRIL 14, 2020**

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**Regular Meeting**

**City Hall Council Chambers**

**7:00 PM**

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1. Call to Order
2. Silent Prayer
3. Pledge of Allegiance
4. Roll Call
5. Public Comment Period
6. Minutes of previous Common Council meeting(s):
  1. Minutes of March 10, 2020 meeting
7. Financial Reports:
  1. Revenue & Expense Report for the period ending March 31, 2020
  2. Review and discuss 2019 Room Tax Reports
  3. Fiscal Status Report - 2020 Capital
8. General Agenda Items:
  1. Employee Years of Service Recognition:  
Gregory D. Hartwig, 30 years (Police Department)
9. Mayor's Proclamations:
  1. Declaration of a State of Emergency for the City of Merrill.
  2. Executive Declaration relating to City of Merrill Policy for employees with symptoms of or exposure of Novel Covid-19 Flu (Coronavirus).
10. Board of Public Works:
  1. Lease agreement with Wisconsin Department of Administration for Wisconsin Department of Corrections (Probation and Parole) to lease space at City Hall. Mayor Woellner is bringing this amended agreement directly to the Common Council.
11. Personnel and Finance Committee:
  1. Consider budget amendment to approve \$70,000 for street lighting for the M2020-01 Grand Ave. project. The Personnel and Finance Committee recommends approval.
12. Placing Committee Reports on File:
  1. Place the following committee report(s) on file: Airport Commission, Committee of the Whole, Festival Grounds Committee, Library Board, Parks & Recreation Commission and Personnel & Finance Committee.

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

William N. Heideman, CMC, WCMC  
City Clerk

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

## City of Merrill Common Council 3/10/2020

Mayor Woellner called the meeting to order at 7:00 pm.

Mayor announced all were present for roll call.

There was no public comment.

Minutes of Feb. 11, 2020 meeting: Motion Norton/Osness to approve. Norton mentioned 2 corrections needed on the minutes – 1. Osness seconded the approval, not Sabatke. 2. “Library” was misspelled.

Tax settlement report and Revenue & Expense report: Motion Norton/Osness to approve. Motion carried.

Lease agreement for GSA: Motion Hass/Van Lieshout to approve. Rob Norton mentioned that they have been with us for at least 20 years and they are great tenants. Mayor asked for clarification on who this space was for: It is for the two offices upstairs. Motion carried.

Bids considered for the M2020-01 Street Project: Steve Sabatke asked for clarification from Rob Akey. Rob stated this will help visibility and increase safety in that intersection. Steve Hass recommends an amendment to delay the Court St. and Poplar St. project of 2021 to offset the cost. Mayor Woellner reminded the council that this project came from looking at the pedestrian plan from 2015 and staff should continue looking at it as it contains some good ideas. Motion Van Leishout/Russell to approve with amendment to include delay on Court St. and Poplar St. project of 2021. Motion carried.

Change of Agent application from Krist Oil company: Motion Hass/Osness to approve. Motion carried.

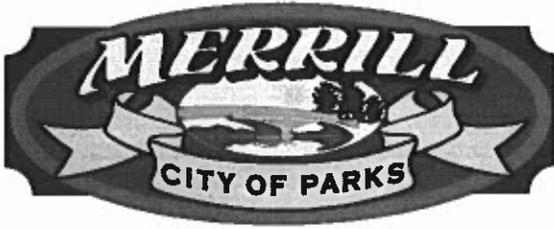
Application from the Merrill Historical Society: Motion Blake/Van Lieshout to approve. Motion carried.

Placing committee reports on file: Motion Hass/Rick to approve. Motion carried.

Resolutions: City Attorney Hayden read the resolution relating to recycling grant applications. Motion Rob Norton/John Van Lieshout to approve. Motion carried.

Mayors communications: Mayor Woellner reported that last month he reminded everyone the City is looking for applications of citizens to serve on various committees. They will be putting that application form on the website this month. He also gave an update on the Coronavirus. He stated that there is another case in Dunn County. We shouldn't panic. Visit the CDC website for information, and encourage citizens to stay home if they are sick.

Adjournment: Motion Norton/Van Lieshout to adjourn. Motion carried. Adjourned at 7:16 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: April 6<sup>th</sup>, 2020

To: Mayor Derek Woellner  
Alderpersons

From: Kathy Unertl, Finance Director

RE: March 2020 - Revenue & Expense Reports

### **Refinancing – State Trust Fund 2005 Loan:**

The 2005 STF loan was refinanced on March 30<sup>th</sup> for interest savings. Interest is now 3.25% for the last five years of this loan (instead of 5.00%).

### **Revenues – General Fund:**

Consistent with budgeted amounts. Property tax installment payments continue to be processed. At Tax Settlement in mid-August, Lincoln County will cover any delinquent real estate taxes.

Due to COVID-19 State of Emergency, there will continue to be reduced public charge revenues from the following City Departments: Transit, Parks & Recreation, Enrichment Center, Library, Police, and Merrill Festival Grounds/Bierman Building Expo.

### **Expenses – General Fund:**

Consistent with budgeted amounts.

Due to COVID-19 State of Emergency, there could be reduced Personnel Services expenses (i.e. related to summer seasonal employees). There will also be reduced City operational expense at some facilities (such as Merrill Festival Grounds/Bierman Building).

**April Settlement of 2019 Tax Roll  
General Property Tax Only**

Tax District: City of Merrill

County: Lincoln

Community Code: 35251

<b>PART I</b>	<b>Taxes Levied</b>	<b>Percent</b>	<b>Allocated Share</b>
<b>A. 1.State Taxes</b>	-	<b>0.000000000</b>	-
<b>B. 1. Portion of State Special Charges Upon County</b>	122.50		
2. Portion of County Tax Levied Over Entire Tax District	2,275,159.18		
3. Special Purpose			
4. Special Purpose			
5. Special Purpose			
<b>Total County Taxes - Sum of B1 thru B5</b>	<b>2,275,281.68</b>	<b>0.170092085</b>	<b>119,067.96</b>
<b>C. Special District Codes and Names</b>			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
<b>D. Other Special Purpose District Taxes</b>			
1. Total Tax Increment (TIF)	1,349,906.34	0.100914267	70,642.06
2.			
3.			
4. Other State Special Charges			
5. County Special Charges			
6. All Other Town, Village or City Taxes	5,810,002.00	0.434335388	304,043.70
7. Surplus Funds Applied to Tax Roll			
8. Overrun - Underrun	(0.72)	-0.000000054	(0.04)
<b>Total Tax District Taxes</b>	<b>7,169,907.62</b>	<b>0.535249601</b>	<b>374,685.72</b>
<b>E. School District Codes and Names</b>			
1. Number 3500 School District of Merrill Area	<b>3,432,409.00</b>	<b>0.256594868</b>	<b>179,621.68</b>
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>F. Technical College District Codes and Names</b>			
1. Number 1500 North Central Technical College	<b>509,165.73</b>	<b>0.038063446</b>	<b>26,645.19</b>
2.			
3.			
<b>G - 1. Total General Property Taxes - Real and Personal</b>	<b>13,376,764.03</b>	<b>1.000000000</b>	<b>700,020.55</b>

Column 1.

Column 2.

Column 3.

Column 4.

\* Must agree with Line 5 Part II.

**PART II**

Total Collections on Hand	700,020.55	(1)	
Less: Collections of Special Charges		(2)	
Collections of Special Assessments		(3)	
Collections of Special Taxes		(4)	
Collections of General Property Taxes (Line 1 minus Lines 2, 3 and 4)	<u>700,020.55</u>	(5)	
Percentage (Line 5 Divided by Line 6)			<u>0.052331083</u>
Total General Property Taxes (Line G-1 From Part I)	<u>13,376,764.03</u>	(6)	

Attachment: Revenue & Expense - March 2020 (4904 : Revenue & Expense for the period ending March 31, 2020)

4-06-2020 11:57 AM

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2020

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## 10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<u>Non-Departmental</u>					
Taxes (or Utility Rev.)	4,472,229.00	352,933.61	2,645,714.83	59.16	1,826,514.17
Intergovernmental	4,335,605.78	0.00	228,754.82	5.28	4,106,850.96
Licenses and Permits	40,018.00	720.00	2,890.00	7.22	37,128.00
Fines, Forfeits, & Pen.	116,500.00	17,133.06	44,364.24	38.08	72,135.76
Public Charges-Services	7,650.00	195.00	1,697.33	22.19	5,952.67
Miscellaneous Revenues	129,650.00	12,201.93	57,299.95	44.20	72,350.05
<b>TOTAL Non-Departmental</b>	<b>9,101,652.78</b>	<b>383,183.60</b>	<b>2,980,721.17</b>	<b>32.75</b>	<b>6,120,931.61</b>
<u>Municipal Court</u>					
Intergov Charges (Misc.)	7,990.00	467.50	715.00	8.95	7,275.00
<b>TOTAL Municipal Court</b>	<b>7,990.00</b>	<b>467.50</b>	<b>715.00</b>	<b>8.95</b>	<b>7,275.00</b>
<u>City Attorney</u>					
Intergov Charges (Misc.)	11,000.00	0.00	0.00	0.00	11,000.00
Miscellaneous Revenues	15,329.00	0.00	0.00	0.00	15,329.00
<b>TOTAL City Attorney</b>	<b>26,329.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>26,329.00</b>
<u>City Administrator</u>					
Miscellaneous Revenues	30,318.00	0.00	0.00	0.00	30,318.00
<b>TOTAL City Administrator</b>	<b>30,318.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,318.00</b>
<u>Personnel - HR</u>					
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Personnel - HR</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>Clerk/Treasurer Staff</u>					
Miscellaneous Revenues	1,000.00	0.00	0.00	0.00	1,000.00
<b>TOTAL Clerk/Treasurer Staff</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>
<u>Elections - AVERAGED</u>					
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Elections - AVERAGED</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>Treasurer/Finance Dir.</u>					
Licenses and Permits	400.00	498.18	1,753.36	438.34	( 1,353.36)
Miscellaneous Revenues	28,750.00	0.00	0.00	0.00	28,750.00
<b>TOTAL Treasurer/Finance Dir.</b>	<b>29,150.00</b>	<b>498.18</b>	<b>1,753.36</b>	<b>6.01</b>	<b>27,396.64</b>
<u>Over-Collected Taxes</u>					
Miscellaneous Revenues	75.00	0.00	0.00	0.00	75.00
<b>TOTAL Over-Collected Taxes</b>	<b>75.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>75.00</b>

Attachment: Revenue &amp; Expense - March 2020 (4904 : Revenue &amp; Expense for the period ending March 31, 2020)

4-06-2020 11:57 AM

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2020

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## 10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>Police</b>					
Intergovernmental	15,700.00	0.00	0.00	0.00	15,700.00
Public Charges-Services	7,525.00	267.55	1,009.65	13.42	6,515.35
Intergov Charges (Misc.)	10,000.00	0.00	7,466.49	74.66	2,533.51
Miscellaneous Revenues	0.00	0.00	2,242.73	0.00	( 2,242.73)
<b>TOTAL Police</b>	<b>33,225.00</b>	<b>267.55</b>	<b>10,718.87</b>	<b>32.26</b>	<b>22,506.13</b>
<b>Traffic Control</b>					
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Traffic Control</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fire Protection</b>					
Intergovernmental	0.00	0.00	0.00	0.00	0.00
Public Charges-Services	8,275.00	930.00	3,010.00	36.37	5,265.00
Intergov Charges (Misc.)	221,898.59	0.00	0.00	0.00	221,898.59
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Fire Protection</b>	<b>230,173.59</b>	<b>930.00</b>	<b>3,010.00</b>	<b>1.31</b>	<b>227,163.59</b>
<b>Ambulance/EMS</b>					
Intergovernmental	1,091,000.00	76,542.36	176,932.08	16.22	914,067.92
<b>TOTAL Ambulance/EMS</b>	<b>1,091,000.00</b>	<b>76,542.36</b>	<b>176,932.08</b>	<b>16.22</b>	<b>914,067.92</b>
<b>Bldg. Inspection/Zoning</b>					
Licenses and Permits	32,500.00	1,700.00	2,690.00	8.28	29,810.00
Miscellaneous Revenues	12,500.00	0.00	0.00	0.00	12,500.00
<b>TOTAL Bldg. Inspection/Zoning</b>	<b>45,000.00</b>	<b>1,700.00</b>	<b>2,690.00</b>	<b>5.98</b>	<b>42,310.00</b>
<b>Public Works/Engineer</b>					
Miscellaneous Revenues	83,204.00	0.00	0.00	0.00	83,204.00
<b>TOTAL Public Works/Engineer</b>	<b>83,204.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>83,204.00</b>
<b>Street Superintendent</b>					
Miscellaneous Revenues	7,500.00	0.00	0.00	0.00	7,500.00
<b>TOTAL Street Superintendent</b>	<b>7,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,500.00</b>
<b>Garage Maintenance</b>					
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Garage Maintenance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Operations Support (M&amp;E)</b>					
Intergovernmental	353,500.00	29,158.23	77,173.24	21.83	276,326.76
Miscellaneous Revenues	0.00	391.30	391.30	0.00	( 391.30)
<b>TOTAL Operations Support (M&amp;E)</b>	<b>353,500.00</b>	<b>29,549.53</b>	<b>77,564.54</b>	<b>21.94</b>	<b>275,935.46</b>

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CITY OF MERRILL  
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AS OF: MARCH 31ST, 2020

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## 10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>Roads</b>					
Intergovernmental	78,000.00	0.00	0.00	0.00	78,000.00
Public Charges-Services	2,500.00	0.00	0.00	0.00	2,500.00
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Roads</b>	<b>80,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80,500.00</b>
<b>Snow and Ice</b>					
Public Charges-Services	10,000.00	0.00	0.00	0.00	10,000.00
<b>TOTAL Snow and Ice</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>
<b>Stormwater Maintenance</b>					
Intergovernmental	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Stormwater Maintenance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Street Painting-Marking</b>					
Intergovernmental	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Street Painting-Marking</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Street Lighting</b>					
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Street Lighting</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Stormwater Plan/Const.</b>					
Licenses and Permits	750.00	0.00	0.00	0.00	750.00
<b>TOTAL Stormwater Plan/Const.</b>	<b>750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>750.00</b>
<b>Airport</b>					
Public Charges-Services	25,500.00	675.00	12,885.86	50.53	12,614.14
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Airport</b>	<b>25,500.00</b>	<b>675.00</b>	<b>12,885.86</b>	<b>50.53</b>	<b>12,614.14</b>
<b>Transit</b>					
Specials (Utility Rev.)	242,500.00	48,072.76	48,072.76	19.82	194,427.24
Intergovernmental	82,500.00	0.00	0.00	0.00	82,500.00
Public Charges-Services	126,000.00	6,318.70	26,853.10	21.31	99,146.90
Miscellaneous Revenues	24,000.00	3,019.00	3,019.00	12.58	20,981.00
<b>TOTAL Transit</b>	<b>475,000.00</b>	<b>57,410.46</b>	<b>77,944.86</b>	<b>16.41</b>	<b>397,055.14</b>
<b>Garbage Collection</b>					
Miscellaneous Revenues	6,000.00	360.00	1,186.00	19.77	4,814.00
<b>TOTAL Garbage Collection</b>	<b>6,000.00</b>	<b>360.00</b>	<b>1,186.00</b>	<b>19.77</b>	<b>4,814.00</b>
<b>Recycling</b>					
Intergovernmental	32,500.00	0.00	0.00	0.00	32,500.00
Miscellaneous Revenues	5,000.00	60.00	565.00	11.30	4,435.00
<b>TOTAL Recycling</b>	<b>37,500.00</b>	<b>60.00</b>	<b>565.00</b>	<b>1.51</b>	<b>36,935.00</b>

Attachment: Revenue &amp; Expense - March 2020 (4904 : Revenue &amp; Expense for the period ending March 31, 2020)

4-06-2020 11:57 AM

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2020

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## 10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>Weed &amp; Nuisance Control</b>					
Public Charges-Services	5,000.00	0.00	0.00	0.00	5,000.00
Miscellaneous Revenues	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>
TOTAL Weed & Nuisance Control	6,000.00	0.00	0.00	0.00	6,000.00
<b>MEC - Enrichment</b>					
Public Charges-Services	<u>11,766.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11,766.00</u>
TOTAL MEC - Enrichment	11,766.00	0.00	0.00	0.00	11,766.00
<b>Library</b>					
Intergovernmental	449,305.00	224,652.50	227,652.50	50.67	221,652.50
Public Charges-Services	13,500.00	453.69	2,733.64	20.25	10,766.36
Miscellaneous Revenues	<u>0.00</u>	<u>1,186.00</u>	<u>1,706.00</u>	<u>0.00</u>	<u>( 1,706.00)</u>
TOTAL Library	462,805.00	226,292.19	232,092.14	50.15	230,712.86
<b>Parks</b>					
Public Charges-Services	19,500.00	381.49	4,737.43	24.29	14,762.57
Miscellaneous Revenues	<u>0.00</u>	<u>0.00</u>	<u>50.00</u>	<u>0.00</u>	<u>( 50.00)</u>
TOTAL Parks	19,500.00	381.49	4,787.43	24.55	14,712.57
<b>Recreation Programs</b>					
Public Charges-Services	<u>81,000.00</u>	<u>395.00</u>	<u>1,291.00</u>	<u>1.59</u>	<u>79,709.00</u>
TOTAL Recreation Programs	81,000.00	395.00	1,291.00	1.59	79,709.00
<b>Decorations &amp; Banners</b>					
Miscellaneous Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Decorations & Banners	0.00	0.00	0.00	0.00	0.00
<b>Outside Agencies</b>					
Miscellaneous Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Outside Agencies	0.00	0.00	0.00	0.00	0.00
<b>Cable Franchise Adm</b>					
Licenses and Permits	<u>6,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,000.00</u>
TOTAL Cable Franchise Adm	6,000.00	0.00	0.00	0.00	6,000.00
<b>MARC - Smith Center</b>					
Public Charges-Services	<u>70,500.00</u>	<u>2,054.00</u>	<u>8,910.50</u>	<u>12.64</u>	<u>61,589.50</u>
TOTAL MARC - Smith Center	70,500.00	2,054.00	8,910.50	12.64	61,589.50
<b>Aquatic Center</b>					
Public Charges-Services	<u>105,000.00</u>	<u>300.00</u>	<u>1,758.89</u>	<u>1.68</u>	<u>103,241.11</u>
TOTAL Aquatic Center	105,000.00	300.00	1,758.89	1.68	103,241.11
<b>TOTAL REVENUE</b>	<u>12,437,938.37</u>	<u>781,066.86</u>	<u>3,595,526.70</u>	<u>28.91</u>	<u>8,842,411.67</u>

Attachment: Revenue &amp; Expense - March 2020 (4904 : Revenue &amp; Expense for the period ending March 31, 2020)

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## 10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>EXPENDITURES</b>					
<b>Common Council</b>					
Personnel Services	32,900.00	2,261.45	6,685.04	20.32	26,214.96
Contractual Services	4,876.00	387.97	387.97	7.96	4,488.03
Supplies & Expenses	7,149.00	680.24	2,737.14	38.29	4,411.86
<b>TOTAL Common Council</b>	<b>44,925.00</b>	<b>3,329.66</b>	<b>9,810.15</b>	<b>21.84</b>	<b>35,114.85</b>
<b>Municipal Court</b>					
Personnel Services	89,284.00	6,867.67	20,610.66	23.08	68,673.34
Contractual Services	500.00	0.00	114.08	22.82	385.92
Supplies & Expenses	4,750.00	127.00	1,024.90	21.58	3,725.10
Capital Outlay	500.00	0.00	0.00	0.00	500.00
Technology	6,000.00	0.00	5,754.00	95.90	246.00
<b>TOTAL Municipal Court</b>	<b>101,034.00</b>	<b>6,994.67</b>	<b>27,503.64</b>	<b>27.22</b>	<b>73,530.36</b>
<b>City Attorney</b>					
Personnel Services	215,230.00	16,598.26	49,794.78	23.14	165,435.22
Contractual Services	3,700.00	1,200.00	2,037.67	55.07	1,662.33
Supplies & Expenses	7,000.00	190.96	439.96	6.29	6,560.04
Technology	0.00	0.00	0.00	0.00	0.00
<b>TOTAL City Attorney</b>	<b>225,930.00</b>	<b>17,989.22</b>	<b>52,272.41</b>	<b>23.14</b>	<b>173,657.59</b>
<b>Mayor</b>					
Personnel Services	13,780.00	1,043.40	3,130.20	22.72	10,649.80
Supplies & Expenses	825.00	0.00	0.00	0.00	825.00
<b>TOTAL Mayor</b>	<b>14,605.00</b>	<b>1,043.40</b>	<b>3,130.20</b>	<b>21.43</b>	<b>11,474.80</b>
<b>City Administrator</b>					
Personnel Services	123,525.00	9,524.28	28,572.82	23.13	94,952.18
Contractual Services	675.00	42.38	84.76	12.56	590.24
Supplies & Expenses	550.00	28.01	67.20	12.22	482.80
Technology	0.00	0.00	285.00	0.00	( 285.00)
<b>TOTAL City Administrator</b>	<b>124,750.00</b>	<b>9,594.67</b>	<b>29,009.78</b>	<b>23.25</b>	<b>95,740.22</b>
<b>Personnel - HR</b>					
Contractual Services	4,500.00	430.45	835.90	18.58	3,664.10
Supplies & Expenses	250.00	0.00	0.00	0.00	250.00
<b>TOTAL Personnel - HR</b>	<b>4,750.00</b>	<b>430.45</b>	<b>835.90</b>	<b>17.60</b>	<b>3,914.10</b>
<b>City Clerk</b>					
Personnel Services	79,565.00	6,169.50	18,508.50	23.26	61,056.50
Supplies & Expenses	4,550.00	654.38	807.06	17.74	3,742.94
Technology	4,500.00	0.00	0.00	0.00	4,500.00
<b>TOTAL City Clerk</b>	<b>88,615.00</b>	<b>6,823.88</b>	<b>19,315.56</b>	<b>21.80</b>	<b>69,299.44</b>

Attachment: Revenue &amp; Expense - March 2020 (4904 : Revenue &amp; Expense for the period ending March 31, 2020)

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## 10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>Clerk/Treasurer Staff</b>					
Personnel Services	170,900.00	11,205.83	38,755.71	22.68	132,144.29
Supplies & Expenses	1,100.00	130.78	692.85	62.99	407.15
Technology	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Clerk/Treasurer Staff</b>	<b>172,000.00</b>	<b>11,336.61</b>	<b>39,448.56</b>	<b>22.94</b>	<b>132,551.44</b>
<b>Elections - AVERAGED</b>					
Personnel Services	25,250.00	334.54	6,251.54	24.76	18,998.46
Contractual Services	13,000.00	0.00	0.00	0.00	13,000.00
Supplies & Expenses	1,525.00	57.98	57.98	3.80	1,467.02
Fixed Charges	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Elections - AVERAGED</b>	<b>39,775.00</b>	<b>392.52</b>	<b>6,309.52</b>	<b>15.86</b>	<b>33,465.48</b>
<b>Treasurer/Finance Dir.</b>					
Personnel Services	112,435.00	8,587.46	25,763.20	22.91	86,671.80
Contractual Services	6,250.00	158.22	632.08	10.11	5,617.92
Supplies & Expenses	25,300.00	2,889.71	12,206.56	48.25	13,093.44
Technology	0.00	0.00	310.93	0.00	( 310.93)
<b>TOTAL Treasurer/Finance Dir.</b>	<b>143,985.00</b>	<b>11,635.39</b>	<b>38,912.77</b>	<b>27.03</b>	<b>105,072.23</b>
<b>Information Technology</b>					
Personnel Services	72,150.00	6,955.36	15,960.65	22.12	56,189.35
Technology	122,100.00	3,408.76	33,190.28	27.18	88,909.72
<b>TOTAL Information Technology</b>	<b>194,250.00</b>	<b>10,364.12</b>	<b>49,150.93</b>	<b>25.30</b>	<b>145,099.07</b>
<b>Assessment of Property</b>					
Contractual Services	28,825.00	0.00	6,650.00	23.07	22,175.00
Supplies & Expenses	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Assessment of Property</b>	<b>28,825.00</b>	<b>0.00</b>	<b>6,650.00</b>	<b>23.07</b>	<b>22,175.00</b>
<b>Independent Auditing</b>					
Contractual Services	15,500.00	3,717.81	3,717.81	23.99	11,782.19
Technology	1,250.00	0.00	0.00	0.00	1,250.00
<b>TOTAL Independent Auditing</b>	<b>16,750.00</b>	<b>3,717.81</b>	<b>3,717.81</b>	<b>22.20</b>	<b>13,032.19</b>
<b>City Maintenance</b>					
Personnel Services	133,607.00	10,693.04	30,178.74	22.59	103,428.26
Contractual Services	69,400.00	4,515.82	18,706.02	26.95	50,693.98
Supplies & Expenses	17,050.00	1,465.40	3,453.25	20.25	13,596.75
Fixed Charges	0.00	0.00	0.00	0.00	0.00
Capital Outlay	7,000.00	2,701.44	2,979.69	42.57	4,020.31
Technology	0.00	0.00	0.00	0.00	0.00
<b>TOTAL City Maintenance</b>	<b>227,057.00</b>	<b>19,375.70</b>	<b>55,317.70</b>	<b>24.36</b>	<b>171,739.30</b>

Attachment: Revenue &amp; Expense - March 2020 (4904 : Revenue &amp; Expense for the period ending March 31, 2020)

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## 10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>City Maint-Library</b>					
Personnel Services	0.00	0.00	0.00	0.00	0.00
Supplies & Expenses	0.00	0.00	0.00	0.00	0.00
<b>TOTAL City Maint-Library</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>City Maint-Fire Station</b>					
Personnel Services	0.00	0.00	0.00	0.00	0.00
<b>TOTAL City Maint-Fire Station</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Over-Collected Taxes</b>					
Supplies & Expenses	350.00	0.00	0.00	0.00	350.00
<b>TOTAL Over-Collected Taxes</b>	<b>350.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>350.00</b>
<b>Insurance/Employee</b>					
Personnel Services	0.00	0.00	0.00	0.00	0.00
Fixed Charges	343,750.00	60,167.76	97,945.28	28.49	245,804.72
<b>TOTAL Insurance/Employee</b>	<b>343,750.00</b>	<b>60,167.76</b>	<b>97,945.28</b>	<b>28.49</b>	<b>245,804.72</b>
<b>Police</b>					
Personnel Services	2,452,928.00	174,462.10	553,809.86	22.58	1,899,118.14
Contractual Services	47,900.00	967.90	32,285.55	67.40	15,614.45
Supplies & Expenses	67,100.00	5,885.88	17,714.28	26.40	49,385.72
Fixed Charges	0.00	0.00	0.00	0.00	0.00
Capital Outlay	11,000.00	0.00	0.00	0.00	11,000.00
Technology	13,000.00	0.00	11,498.89	88.45	1,501.11
<b>TOTAL Police</b>	<b>2,591,928.00</b>	<b>181,315.88</b>	<b>615,308.58</b>	<b>23.74</b>	<b>1,976,619.42</b>
<b>Traffic Control</b>					
Personnel Services	13,345.00	0.00	628.87	4.71	12,716.13
Supplies & Expenses	17,500.00	2,296.22	8,242.72	47.10	9,257.28
<b>TOTAL Traffic Control</b>	<b>30,845.00</b>	<b>2,296.22</b>	<b>8,871.59</b>	<b>28.76</b>	<b>21,973.41</b>
<b>Fire Protection</b>					
Personnel Services	1,509,328.00	102,731.53	336,790.64	22.31	1,172,537.36
Contractual Services	21,800.00	2,191.89	7,149.00	32.79	14,651.00
Supplies & Expenses	54,500.00	7,334.44	14,871.62	27.29	39,628.38
Fixed Charges	0.00	538.61	538.61	0.00	( 538.61)
Capital Outlay	0.00	0.00	0.00	0.00	0.00
Technology	5,000.00	356.42	1,058.88	21.18	3,941.12
<b>TOTAL Fire Protection</b>	<b>1,590,628.00</b>	<b>113,152.89</b>	<b>360,408.75</b>	<b>22.66</b>	<b>1,230,219.25</b>
<b>Fire Protection-Hydrants</b>					
Contractual Services	125,160.00	0.00	31,290.00	25.00	93,870.00
<b>TOTAL Fire Protection-Hydrants</b>	<b>125,160.00</b>	<b>0.00</b>	<b>31,290.00</b>	<b>25.00</b>	<b>93,870.00</b>

Attachment: Revenue &amp; Expense - March 2020 (4904 : Revenue &amp; Expense for the period ending March 31, 2020)

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## 10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>Ambulance/EMS</b>					
Personnel Services	971,548.00	73,644.52	232,733.35	23.95	738,814.65
Contractual Services	27,700.00	2,191.87	7,148.96	25.81	20,551.04
Supplies & Expenses	86,752.00	5,849.77	18,033.47	20.79	68,718.53
Fixed Charges	0.00	0.00	0.00	0.00	0.00
Technology	5,000.00	356.42	1,058.88	21.18	3,941.12
TOTAL Ambulance/EMS	1,091,000.00	82,042.58	258,974.66	23.74	832,025.34
<b>Bldg. Inspection/Zoning</b>					
Personnel Services	149,135.00	12,108.48	36,325.41	24.36	112,809.59
Contractual Services	450.00	8.77	17.54	3.90	432.46
Supplies & Expenses	4,280.00	38.41	1,047.08	24.46	3,232.92
Technology	0.00	0.00	0.00	0.00	0.00
TOTAL Bldg. Inspection/Zoning	153,865.00	12,155.66	37,390.03	24.30	116,474.97
<b>City Sealer</b>					
Contractual Services	4,800.00	0.00	0.00	0.00	4,800.00
TOTAL City Sealer	4,800.00	0.00	0.00	0.00	4,800.00
<b>Public Works/Engineer</b>					
Personnel Services	113,541.00	5,857.45	17,479.02	15.39	96,061.98
Contractual Services	1,500.00	0.00	0.00	0.00	1,500.00
Supplies & Expenses	2,000.00	0.00	0.00	0.00	2,000.00
Technology	1,500.00	0.00	0.00	0.00	1,500.00
TOTAL Public Works/Engineer	118,541.00	5,857.45	17,479.02	14.75	101,061.98
<b>Street Commissioner</b>					
Personnel Services	2,690.00	207.02	621.06	23.09	2,068.94
Contractual Services	250.00	17.55	35.10	14.04	214.90
Supplies & Expenses	810.00	0.00	0.00	0.00	810.00
TOTAL Street Commissioner	3,750.00	224.57	656.16	17.50	3,093.84
<b>Street Superintendent</b>					
Personnel Services	89,460.00	6,577.24	19,731.72	22.06	69,728.28
Supplies & Expenses	1,490.00	165.37	364.53	24.47	1,125.47
Technology	0.00	0.00	0.00	0.00	0.00
TOTAL Street Superintendent	90,950.00	6,742.61	20,096.25	22.10	70,853.75
<b>Garage Maintenance</b>					
Personnel Services	976.00	0.00	0.00	0.00	976.00
Contractual Services	34,000.00	3,444.88	10,165.56	29.90	23,834.44
Supplies & Expenses	12,500.00	4,780.48	8,923.20	71.39	3,576.80
Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL Garage Maintenance	47,476.00	8,225.36	19,088.76	40.21	28,387.24

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## 10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>Operations Support (M&amp;E)</b>					
Personnel Services	207,139.00	14,067.65	41,406.95	19.99	165,732.05
Contractual Services	3,250.00	0.00	3,024.00	93.05	226.00
Supplies & Expenses	376,850.00	16,445.38	86,009.94	22.82	290,840.06
Technology	575.00	0.00	0.00	0.00	575.00
<b>TOTAL Operations Support (M&amp;E)</b>	<b>587,814.00</b>	<b>30,513.03</b>	<b>130,440.89</b>	<b>22.19</b>	<b>457,373.11</b>
<b>Roads</b>					
Personnel Services	206,338.00	16,040.66	25,548.05	12.38	180,789.95
Supplies & Expenses	91,000.00	25,699.79	28,330.61	31.13	62,669.39
<b>TOTAL Roads</b>	<b>297,338.00</b>	<b>41,740.45</b>	<b>53,878.66</b>	<b>18.12</b>	<b>243,459.34</b>
<b>Street Cleaning</b>					
Personnel Services	45,542.00	2,473.26	2,473.26	5.43	43,068.74
Supplies & Expenses	1,250.00	9.57	214.29	17.14	1,035.71
<b>TOTAL Street Cleaning</b>	<b>46,792.00</b>	<b>2,482.83</b>	<b>2,687.55</b>	<b>5.74</b>	<b>44,104.45</b>
<b>Snow and Ice</b>					
Personnel Services	225,954.00	28,574.14	119,931.41	53.08	106,022.59
Contractual Services	1,350.00	737.52	1,142.52	84.63	207.48
Supplies & Expenses	60,250.00	13,006.37	33,456.79	55.53	26,793.21
<b>TOTAL Snow and Ice</b>	<b>287,554.00</b>	<b>42,318.03</b>	<b>154,530.72</b>	<b>53.74</b>	<b>133,023.28</b>
<b>Stormwater Maintenance</b>					
Personnel Services	37,930.00	2,967.49	2,967.49	7.82	34,962.51
Contractual Services	2,000.00	0.00	0.00	0.00	2,000.00
Supplies & Expenses	20,500.00	0.00	0.00	0.00	20,500.00
<b>TOTAL Stormwater Maintenance</b>	<b>60,430.00</b>	<b>2,967.49</b>	<b>2,967.49</b>	<b>4.91</b>	<b>57,462.51</b>
<b>Street Painting-Marking</b>					
Personnel Services	23,000.00	0.00	0.00	0.00	23,000.00
Supplies & Expenses	20,000.00	0.00	0.00	0.00	20,000.00
<b>TOTAL Street Painting-Marking</b>	<b>43,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>43,000.00</b>
<b>Street Leave Expenses</b>					
Personnel Services	73,313.00	678.38	7,221.11	9.85	66,091.89
<b>TOTAL Street Leave Expenses</b>	<b>73,313.00</b>	<b>678.38</b>	<b>7,221.11</b>	<b>9.85</b>	<b>66,091.89</b>
<b>Street Lighting</b>					
Contractual Services	158,775.00	12,537.39	27,189.05	17.12	131,585.95
Capital Outlay	5,000.00	0.00	0.00	0.00	5,000.00
<b>TOTAL Street Lighting</b>	<b>163,775.00</b>	<b>12,537.39</b>	<b>27,189.05</b>	<b>16.60</b>	<b>136,585.95</b>
<b>Stormwater Plan/Const.</b>					
Contractual Services	7,250.00	0.00	1,500.00	20.69	5,750.00
<b>TOTAL Stormwater Plan/Const.</b>	<b>7,250.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>20.69</b>	<b>5,750.00</b>

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<b><u>Airport</u></b>					
Personnel Services	1,250.00	32.36	157.68	12.61	1,092.32
Contractual Services	116,419.00	8,323.80	23,221.87	19.95	93,197.13
Supplies & Expenses	<u>27,325.00</u>	<u>1,313.32</u>	<u>4,761.15</u>	<u>17.42</u>	<u>22,563.85</u>
TOTAL Airport	144,994.00	9,669.48	28,140.70	19.41	116,853.30
<b><u>Transit</u></b>					
Personnel Services	382,575.00	29,319.28	83,519.49	21.83	299,055.51
Contractual Services	3,000.00	286.35	926.45	30.88	2,073.55
Supplies & Expenses	127,775.00	3,566.75	12,401.72	9.71	115,373.28
Fixed Charges	33,350.00	0.00	16,944.75	50.81	16,405.25
Technology	<u>4,795.00</u>	<u>122.85</u>	<u>245.70</u>	<u>5.12</u>	<u>4,549.30</u>
TOTAL Transit	551,495.00	33,295.23	114,038.11	20.68	437,456.89
<b><u>Garbage Collection</u></b>					
Personnel Services	122,065.00	7,848.51	27,532.86	22.56	94,532.14
Supplies & Expenses	97,150.00	6,456.87	16,388.01	16.87	80,761.99
Capital Outlay	<u>24,000.00</u>	<u>1,742.69</u>	<u>9,134.07</u>	<u>38.06</u>	<u>14,865.93</u>
TOTAL Garbage Collection	243,215.00	16,048.07	53,054.94	21.81	190,160.06
<b><u>Recycling</u></b>					
Personnel Services	144,495.00	10,052.20	39,696.69	27.47	104,798.31
Supplies & Expenses	<u>95,050.00</u>	<u>7,720.14</u>	<u>27,050.87</u>	<u>28.46</u>	<u>67,999.13</u>
TOTAL Recycling	239,545.00	17,772.34	66,747.56	27.86	172,797.44
<b><u>Weed &amp; Nuisance Control</u></b>					
Personnel Services	16,859.00	0.00	0.00	0.00	16,859.00
Contractual Services	250.00	0.00	0.00	0.00	250.00
Supplies & Expenses	<u>1,250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,250.00</u>
TOTAL Weed & Nuisance Control	18,359.00	0.00	0.00	0.00	18,359.00
<b><u>Health Officer</u></b>					
Personnel Services	3,660.00	0.00	0.00	0.00	3,660.00
Supplies & Expenses	<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL Health Officer	3,760.00	0.00	0.00	0.00	3,760.00
<b><u>MEC - Enrichment</u></b>					
Personnel Services	134,617.00	9,835.89	29,099.47	21.62	105,517.53
Contractual Services	500.00	47.75	143.25	28.65	356.75
Supplies & Expenses	3,275.00	0.00	395.49	12.08	2,879.51
Technology	<u>0.00</u>	<u>534.85</u>	<u>534.85</u>	<u>0.00</u>	<u>( 534.85)</u>
TOTAL MEC - Enrichment	138,392.00	10,418.49	30,173.06	21.80	108,218.94
<b><u>Library</u></b>					
Personnel Services	755,995.00	61,292.70	177,099.31	23.43	578,895.69
Contractual Services	49,000.00	3,358.81	9,815.07	20.03	39,184.93
Supplies & Expenses	47,885.00	2,371.65	13,282.89	27.74	34,602.11
Fixed Charges	9,400.00	1,756.00	1,882.00	20.02	7,518.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00

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## 10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>Print Media - Library</b>	51,000.00	5,186.13	8,558.61	16.78	42,441.39
<b>Non-Print Media-Library</b>	17,855.00	1,434.08	2,194.13	12.29	15,660.87
<b>Technology</b>	46,315.00	1,438.86	2,650.85	5.72	43,664.15
<b>TOTAL Library</b>	977,450.00	76,838.23	215,482.86	22.05	761,967.14
<b><u>Parks</u></b>					
<b>Personnel Services</b>	238,828.00	16,454.13	48,979.95	20.51	189,848.05
<b>Contractual Services</b>	34,250.00	1,321.05	3,851.76	11.25	30,398.24
<b>Supplies &amp; Expenses</b>	37,150.00	3,761.95	6,732.69	18.12	30,417.31
<b>Capital Outlay</b>	24,000.00	76.53	1,891.53	7.88	22,108.47
<b>TOTAL Parks</b>	334,228.00	21,613.66	61,455.93	18.39	272,772.07
<b><u>Athletic Park Lights</u></b>					
<b>Contractual Services</b>	1,800.00	86.89	254.29	14.13	1,545.71
<b>Supplies &amp; Expenses</b>	200.00	0.00	0.00	0.00	200.00
<b>TOTAL Athletic Park Lights</b>	2,000.00	86.89	254.29	12.71	1,745.71
<b><u>Ott's Park Lights</u></b>					
<b>Contractual Services</b>	1,400.00	92.82	269.48	19.25	1,130.52
<b>Supplies &amp; Expenses</b>	100.00	0.00	0.00	0.00	100.00
<b>TOTAL Ott's Park Lights</b>	1,500.00	92.82	269.48	17.97	1,230.52
<b><u>Recreation Programs</u></b>					
<b>Personnel Services</b>	217,311.00	10,498.42	34,246.78	15.76	183,064.22
<b>Contractual Services</b>	5,650.00	812.07	2,420.56	42.84	3,229.44
<b>Supplies &amp; Expenses</b>	38,900.00	488.52	4,417.55	11.36	34,482.45
<b>TOTAL Recreation Programs</b>	261,861.00	11,799.01	41,084.89	15.69	220,776.11
<b><u>Marketing - PR</u></b>					
<b>Personnel Services</b>	2,905.00	0.00	0.00	0.00	2,905.00
<b>Supplies &amp; Expenses</b>	18,345.00	0.00	319.00	1.74	18,026.00
<b>TOTAL Marketing - PR</b>	21,250.00	0.00	319.00	1.50	20,931.00
<b><u>Decorations &amp; Banners</u></b>					
<b>Personnel Services</b>	2,775.00	0.00	548.31	19.76	2,226.69
<b>Contractual Services</b>	300.00	0.00	0.00	0.00	300.00
<b>Supplies &amp; Expenses</b>	1,000.00	0.00	0.00	0.00	1,000.00
<b>Capital Outlay</b>	1,500.00	0.00	0.00	0.00	1,500.00
<b>TOTAL Decorations &amp; Banners</b>	5,575.00	0.00	548.31	9.84	5,026.69
<b><u>Outside Agencies</u></b>					
<b>Supplies &amp; Expenses</b>	46,500.00	31,000.00	39,500.00	84.95	7,000.00
<b>TOTAL Outside Agencies</b>	46,500.00	31,000.00	39,500.00	84.95	7,000.00
<b><u>MARC - Smith Center</u></b>					
<b>Personnel Services</b>	36,550.00	3,912.47	11,465.47	31.37	25,084.53
<b>Contractual Services</b>	54,250.00	7,523.41	17,003.47	31.34	37,246.53
<b>Supplies &amp; Expenses</b>	17,700.00	320.84	3,573.45	20.19	14,126.55
<b>Capital Outlay</b>	5,000.00	709.00	709.00	14.18	4,291.00
<b>TOTAL MARC - Smith Center</b>	113,500.00	12,465.72	32,751.39	28.86	80,748.61

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## 10 -General Fund

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<b>Aquatic Center</b>					
Personnel Services	88,325.00	0.00	181.32	0.21	88,143.68
Contractual Services	24,300.00	0.00	755.35	3.11	23,544.65
Supplies & Expenses	41,250.00	143.46	143.46	0.35	41,106.54
Technology	2,500.00	0.00	0.00	0.00	2,500.00
<b>TOTAL Aquatic Center</b>	<b>156,375.00</b>	<b>143.46</b>	<b>1,080.13</b>	<b>0.69</b>	<b>155,294.87</b>
<b>Economic Development</b>					
Contractual Services	20,200.00	0.00	17,000.00	84.16	3,200.00
<b>TOTAL Economic Development</b>	<b>20,200.00</b>	<b>0.00</b>	<b>17,000.00</b>	<b>84.16</b>	<b>3,200.00</b>
<b>Transfers</b>					
Transfers	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>12,467,759.00</b>	<b>949,690.08</b>	<b>2,891,210.13</b>	<b>23.19</b>	<b>9,576,548.87</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 29,820.63)</b>	<b>( 168,623.22)</b>	<b>704,316.57</b>	<b>0.00</b>	<b>( 734,137.20)</b>

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## 20 -Remedial Action-Landfill

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>EXPENDITURES</b>					
<u>Remediation Action</u>					
Personnel Services	7,825.00	800.86	1,660.36	21.22	6,164.64
Contractual Services	19,750.00	199.87	4,936.03	24.99	14,813.97
Supplies & Expenses	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Remediation Action</b>	<b>27,575.00</b>	<b>1,000.73</b>	<b>6,596.39</b>	<b>23.92</b>	<b>20,978.61</b>
<b>TOTAL EXPENDITURES</b>	<b>27,575.00</b>	<b>1,000.73</b>	<b>6,596.39</b>	<b>23.92</b>	<b>20,978.61</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 27,575.00)</b>	<b>( 1,000.73)</b>	<b>( 6,596.39)</b>	<b>0.00</b>	<b>( 20,978.61)</b>

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21 -Police - SRO

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<b>Police-SRO</b>					
Taxes (or Utility Rev.)	59,572.00	0.00	59,572.00	100.00	0.00
Intergovernmental	63,071.00	0.00	0.00	0.00	63,071.00
<b>TOTAL Police-SRO</b>	<b>122,643.00</b>	<b>0.00</b>	<b>59,572.00</b>	<b>48.57</b>	<b>63,071.00</b>
<b>TOTAL REVENUE</b>	<b>122,643.00</b>	<b>0.00</b>	<b>59,572.00</b>	<b>48.57</b>	<b>63,071.00</b>
<b>EXPENDITURES</b>					
<b>Police-SRO</b>					
Personnel Services	119,768.00	8,907.71	27,268.48	22.77	92,499.52
Supplies & Expenses	725.00	0.00	0.00	0.00	725.00
Fixed Charges	2,150.00	0.00	0.00	0.00	2,150.00
<b>TOTAL Police-SRO</b>	<b>122,643.00</b>	<b>8,907.71</b>	<b>27,268.48</b>	<b>22.23</b>	<b>95,374.52</b>
<b>TOTAL EXPENDITURES</b>	<b>122,643.00</b>	<b>8,907.71</b>	<b>27,268.48</b>	<b>22.23</b>	<b>95,374.52</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>0.00</b>	<b>( 8,907.71)</b>	<b>32,303.52</b>	<b>0.00</b>	<b>( 32,303.52)</b>

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## 24 -Merrill Festival Grounds

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<b>-----</b>					
<u>Tractor Pull</u>					
Public Charges-Services	4,835.00	0.00	0.00	0.00	4,835.00
Miscellaneous Revenues	0.00	0.00	8,392.95	0.00	( 8,392.95)
<b>TOTAL Tractor Pull</b>	<b>4,835.00</b>	<b>0.00</b>	<b>8,392.95</b>	<b>173.59</b>	<b>( 3,557.95)</b>
<u>Merrill Festival Grounds</u>					
Taxes (or Utility Rev.)	76,000.00	0.00	36,000.00	47.37	40,000.00
Public Charges-Services	11,750.00	1,500.00	13,961.25	118.82	( 2,211.25)
Miscellaneous Revenues	4,400.00	0.00	0.00	0.00	4,400.00
<b>TOTAL Merrill Festival Grounds</b>	<b>92,150.00</b>	<b>1,500.00</b>	<b>49,961.25</b>	<b>54.22</b>	<b>42,188.75</b>
<u>Room Tax</u>					
Taxes (or Utility Rev.)	97,500.00	11,040.92	20,662.68	21.19	76,837.32
<b>TOTAL Room Tax</b>	<b>97,500.00</b>	<b>11,040.92</b>	<b>20,662.68</b>	<b>21.19</b>	<b>76,837.32</b>
<u>Bierman Building</u>					
Public Charges-Services	12,500.00	0.00	2,750.00	22.00	9,750.00
Miscellaneous Revenues	20,000.00	0.00	0.00	0.00	20,000.00
<b>TOTAL Bierman Building</b>	<b>32,500.00</b>	<b>0.00</b>	<b>2,750.00</b>	<b>8.46</b>	<b>29,750.00</b>
<b>TOTAL REVENUE</b>	<b>226,985.00</b>	<b>12,540.92</b>	<b>81,766.88</b>	<b>36.02</b>	<b>145,218.12</b>
<b>-----</b>					
<b>EXPENDITURES</b>					
<b>-----</b>					
<u>Tractor Pull</u>					
Personnel Services	3,585.00	0.00	0.00	0.00	3,585.00
Contractual Services	0.00	0.00	0.00	0.00	0.00
Supplies & Expenses	0.00	0.00	0.00	0.00	0.00
Capital Outlay	1,250.00	0.00	0.00	0.00	1,250.00
<b>TOTAL Tractor Pull</b>	<b>4,835.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,835.00</b>
<u>Merrill Festival Grounds</u>					
Personnel Services	6,445.00	0.00	0.00	0.00	6,445.00
Contractual Services	35,669.00	1,379.51	3,989.48	11.18	31,679.52
Supplies & Expenses	6,000.00	0.00	0.00	0.00	6,000.00
Capital Outlay	41,700.00	0.00	0.00	0.00	41,700.00
<b>TOTAL Merrill Festival Grounds</b>	<b>89,814.00</b>	<b>1,379.51</b>	<b>3,989.48</b>	<b>4.44</b>	<b>85,824.52</b>

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24 -Merrill Festival Grounds

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>Room Tax</b>					
Supplies & Expenses	76,525.00	16,214.95	16,214.95	21.19	60,310.05
TOTAL Room Tax	76,525.00	16,214.95	16,214.95	21.19	60,310.05
<b>Bierman Building</b>					
Personnel Services	18,305.00	1,081.99	4,133.02	22.58	14,171.98
Contractual Services	22,500.00	1,420.04	3,859.12	17.15	18,640.88
Supplies & Expenses	4,875.00	450.80	790.38	16.21	4,084.62
Capital Outlay	20,000.00	0.00	300.00	1.50	19,700.00
TOTAL Bierman Building	65,680.00	2,952.83	9,082.52	13.83	56,597.48
<b>TOTAL EXPENDITURES</b>	<b>236,854.00</b>	<b>20,547.29</b>	<b>29,286.95</b>	<b>12.36</b>	<b>207,567.05</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 9,869.00)</b>	<b>( 8,006.37)</b>	<b>52,479.93</b>	<b>0.00</b>	<b>( 62,348.93)</b>

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## 25 -Community Development

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<b>-----</b>					
<u>CDBG Grants/Loans</u>					
Miscellaneous Revenues	165,300.00	255,059.77	261,411.56	158.14	( 96,111.56)
TOTAL CDBG Grants/Loans	165,300.00	255,059.77	261,411.56	158.14	( 96,111.56)
<u>Community Development</u>					
Taxes (or Utility Rev.)	14,000.00	0.00	14,000.00	100.00	0.00
Intergov Charges (Misc.)	13,185.00	0.00	0.00	0.00	13,185.00
TOTAL Community Development	27,185.00	0.00	14,000.00	51.50	13,185.00
<b>TOTAL REVENUE</b>					
	192,485.00	255,059.77	275,411.56	143.08	( 82,926.56)
<b>EXPENDITURES</b>					
<b>-----</b>					
<u>CDBG Grants/Loans</u>					
Special Services	150,500.00	1,260.00	1,835.00	1.22	148,665.00
TOTAL CDBG Grants/Loans	150,500.00	1,260.00	1,835.00	1.22	148,665.00
<u>Community Development</u>					
Personnel Services	24,810.00	1,902.01	5,706.06	23.00	19,103.94
Contractual Services	400.00	8.77	17.54	4.39	382.46
Supplies & Expenses	1,975.00	4.19	116.63	5.91	1,858.37
Technology	0.00	0.00	0.00	0.00	0.00
TOTAL Community Development	27,185.00	1,914.97	5,840.23	21.48	21,344.77
<b>TOTAL EXPENDITURES</b>					
	177,685.00	3,174.97	7,675.23	4.32	170,009.77
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>					
	14,800.00	251,884.80	267,736.33	0.00	( 252,936.33)

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## 27 -Merrill Airport Fuel

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<b>Aviation Fuel</b>					
Public Charges-Services	88,900.00	5,214.57	10,414.73	11.72	78,485.27
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
Other Financing Sources	100.00	150.00	150.00	150.00	( 50.00)
<b>TOTAL Aviation Fuel</b>	<b>89,000.00</b>	<b>5,364.57</b>	<b>10,564.73</b>	<b>11.87</b>	<b>78,435.27</b>
<b>TOTAL REVENUE</b>	<b>89,000.00</b>	<b>5,364.57</b>	<b>10,564.73</b>	<b>11.87</b>	<b>78,435.27</b>
<b>EXPENDITURES</b>					
<b>Aviation Fuel</b>					
Contractual Services	3,425.00	515.43	1,459.18	42.60	1,965.82
Special Services	83,250.00	18,289.51	18,446.15	22.16	64,803.85
Fixed Charges	1,625.00	0.00	0.00	0.00	1,625.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Aviation Fuel</b>	<b>88,300.00</b>	<b>18,804.94</b>	<b>19,905.33</b>	<b>22.54</b>	<b>68,394.67</b>
<b>TOTAL EXPENDITURES</b>	<b>88,300.00</b>	<b>18,804.94</b>	<b>19,905.33</b>	<b>22.54</b>	<b>68,394.67</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>700.00</b>	<b>( 13,440.37)</b>	<b>( 9,340.60)</b>	<b>0.00</b>	<b>10,040.60</b>

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30 -Debt Service  
Debt Service

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<b>Taxes (or Utility Rev.)</b>					
40000-41027 Transfer from Airport	1,625.00	0.00	0.00	0.00	1,625.00
40000-41041 Transfer from TID	806,914.44	0.00	0.00	0.00	806,914.44
40000-41110 Tax Levy - Debt Service	1,524,466.00	0.00	1,552,201.00	101.82	( 27,735.00)
<b>TOTAL Taxes (or Utility Rev.)</b>	<b>2,333,005.44</b>	<b>0.00</b>	<b>1,552,201.00</b>	<b>66.53</b>	<b>780,804.44</b>
<b>Miscellaneous Revenues</b>					
40000-48110 Interest - Debt Service Fund	0.00	0.00	0.00	0.00	0.00
40000-48250 Fed Stimulus - BAB	519.00	0.00	0.00	0.00	519.00
<b>TOTAL Miscellaneous Revenues</b>	<b>519.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>519.00</b>
<b>Other Financing Sources</b>					
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
40000-49125 Fund 30-Offset	0.00	0.00	0.00	0.00	0.00
40000-49200 Transfer-Prior Service DS	11,500.00	13,668.00	13,668.00	118.85	( 2,168.00)
<b>TOTAL Other Financing Sources</b>	<b>11,500.00</b>	<b>13,668.00</b>	<b>13,668.00</b>	<b>118.85</b>	<b>( 2,168.00)</b>
<b>TOTAL REVENUES</b>	<b>2,345,024.44</b>	<b>13,668.00</b>	<b>1,565,869.00</b>	<b>66.77</b>	<b>779,155.44</b>
<b>EXPENDITURES</b>					
<b>Debt Service</b>					
50000-06-11755 STL 2009-2 Equip	0.00	0.00	0.00	0.00	0.00
50000-06-11800 STL 2010-1 Prin BAB	42,087.35	0.00	42,087.35	100.00	0.00
50000-06-11900 GO 2013A - Fire Primarily	180,000.00	0.00	0.00	0.00	180,000.00
50000-06-11905 GO 2013B - Various	400,000.00	0.00	0.00	0.00	400,000.00
50000-06-11913 Series GO2016A-Variou	70,000.00	0.00	0.00	0.00	70,000.00
50000-06-11916 Series GO2016B-Variou	110,649.00	0.00	0.00	0.00	110,649.00
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
50000-06-11927 GO 2018A Notes-Prin.	120,000.00	0.00	0.00	0.00	120,000.00
50000-06-11928 GO 2018B-Bonds Princ	35,000.00	0.00	0.00	0.00	35,000.00
50000-06-12045 SIB Prin.-W. Main St.	10,186.85	0.00	2,527.69	24.81	7,659.16
50000-06-12050 STL 2005 Prin.-Streets	17,437.35	0.00	17,437.35	100.00	0.00
50000-06-12065 STF 2011-1 BAB-10 Year	41,966.29	0.00	0.00	0.00	41,966.29
50000-06-18075 STL 2004 Prin.- Pension	0.00	0.00	0.00	0.00	0.00
50000-06-19033 GO 2019A - Bonds	94,221.00	0.00	0.00	0.00	94,221.00
50000-06-20000 Intrest - to be Allocated	0.00	0.00	0.00	0.00	0.00
50000-06-21755 STL 2009-2 Int Equip	661.38	0.00	0.00	0.00	661.38
50000-06-21800 STL 2010-1 BAB Int.	1,582.51	0.00	1,582.51	100.00	0.00
50000-06-21900 GO2013 A - Fire Interest	111,580.00	0.00	0.00	0.00	111,580.00
50000-06-21905 GO 2013B - Various Int.	22,700.00	0.00	0.00	0.00	22,700.00
50000-06-21913 GO 2016A Int - Various	29,497.50	14,748.75	14,748.75	50.00	14,748.75
50000-06-21914 GO 2016B Int-Airport	1,625.00	812.50	812.50	50.00	812.50

Attachment: Revenue &amp; Expense - March 2020 (4904 : Revenue &amp; Expense for the period ending March 31, 2020)

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30 -Debt Service  
Debt Service

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
50000-06-21916 GO 2016B Int-Various	59,124.62	29,896.46	29,896.46	50.57	29,228.16
50000-06-21923 GO 2017C - Int	44,100.00	22,050.00	22,050.00	50.00	22,050.00
50000-06-21925 GO 2017D - Int	13,132.50	6,566.25	6,566.25	50.00	6,566.25
50000-06-21927 GO 2018A Notes Int.	29,888.76	14,944.38	14,944.38	50.00	14,944.38
50000-06-21928 GO 2018B-Bonds Int	30,022.50	15,011.25	15,011.25	50.00	15,011.25
50000-06-22045 SIB Int.-W. Main St.	127.66	0.00	50.93	39.90	76.73
50000-06-22050 STL 2005 Int.-Streets	5,950.81	208.06	6,158.87	103.50	( 208.06)
50000-06-22065 STF 2011-1 Int BAB-10 YR	1,582.60	0.00	0.00	0.00	1,582.60
50000-06-28075 STL 2004 Int.- Pension	0.00	0.00	0.00	0.00	0.00
50000-06-29033 GO 2019A - Bonds Int	0.00	13,086.77	13,086.77	0.00	( 13,086.77)
50000-06-38087 GO 2013A	0.00	0.00	0.00	0.00	0.00
50000-06-38090 GO 2013B	0.00	0.00	0.00	0.00	0.00
50000-06-38091 GO 2016A	0.00	400.00	400.00	0.00	( 400.00)
50000-06-38092 GO 2016B	0.00	400.00	400.00	0.00	( 400.00)
50000-06-38093 GO 2017C	0.00	0.00	0.00	0.00	0.00
50000-06-38094 GO 2017D	0.00	0.00	0.00	0.00	0.00
50000-06-38095 GO 2018A	0.00	0.00	0.00	0.00	0.00
50000-06-38096 GO 2018B	0.00	0.00	0.00	0.00	0.00
50000-06-38097 GO 2019A	0.00	400.00	400.00	0.00	( 400.00)
50000-06-38100 BAB Fed Paperwork	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Debt Service</b>	<b>1,628,123.68</b>	<b>118,524.42</b>	<b>188,161.06</b>	<b>11.56</b>	<b>1,439,962.62</b>
<b>TOTAL EXPENDITURES</b>	<b>1,628,123.68</b>	<b>118,524.42</b>	<b>188,161.06</b>	<b>11.56</b>	<b>1,439,962.62</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>716,900.76</b>	<b>( 104,856.42)</b>	<b>1,377,707.94</b>	<b>0.00</b>	<b>( 660,807.18)</b>

Attachment: Revenue &amp; Expense - March 2020 (4904 : Revenue &amp; Expense for the period ending March 31, 2020)

CITY OF MERRILL  
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30 -Debt Service  
 TID - Debt Service

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>EXPENDITURES</b>					
<b>Debt Service</b>					
54000-06-14006 GO2018B - TID6 Princ	5,000.00	0.00	0.00	0.00	5,000.00
54000-06-14008 GO2018B - TID8 Princ	20,000.00	0.00	0.00	0.00	20,000.00
54000-06-14080 GO2017C-TID4 Prin.	25,000.00	0.00	0.00	0.00	25,000.00
54000-06-14085 GO2013A - TID #5 Prin	1,489.36	0.00	0.00	0.00	1,489.36
54000-06-14090 GO2013A - TID #6 Prin	8,510.64	0.00	0.00	0.00	8,510.64
54000-06-14821 GO2017C-TID 11	25,000.00	0.00	0.00	0.00	25,000.00
54000-06-14827 GO2017C-TID 7	5,000.00	0.00	0.00	0.00	5,000.00
54000-06-14828 GO2017C-TID 8	5,000.00	0.00	0.00	0.00	5,000.00
54000-06-14829 GO2017C-TID 9	10,000.00	0.00	0.00	0.00	10,000.00
54000-06-14916 GO 2016B-TID3	54,025.00	0.00	0.00	0.00	54,025.00
54000-06-14917 GO 2016B-TID6	9,151.00	0.00	0.00	0.00	9,151.00
54000-06-14918 GO 2016B-TID8	5,000.00	0.00	0.00	0.00	5,000.00
54000-06-14973 TID3 2017 Rev Bond-Princ	163,000.00	0.00	0.00	0.00	163,000.00
54000-06-14974 TID4 2017 Rev Bond-Princ	48,000.00	0.00	0.00	0.00	48,000.00
54000-06-14975 TID3 2018 Rev Bond-Princ	197,000.00	0.00	0.00	0.00	197,000.00
54000-06-24006 GO2018B - TID6 Int	3,040.00	1,520.00	1,520.00	50.00	1,520.00
54000-06-24008 GO2018B - TID8 Int	14,112.50	7,056.25	7,056.25	50.00	7,056.25
54000-06-24080 GO 2017C Int. -TID #4	6,000.00	3,000.00	3,000.00	50.00	3,000.00
54000-06-24085 GO 2013A Int. -TID #5	958.03	0.00	0.00	0.00	958.03
54000-06-24090 GO 2013A Int. -TID #6	5,474.47	0.00	0.00	0.00	5,474.47
54000-06-24821 GO2017C Int - TID 11	17,750.00	8,875.00	8,875.00	50.00	8,875.00
54000-06-24827 GO2017C Int - TID 7	5,025.00	2,512.50	2,512.50	50.00	2,512.50
54000-06-24828 GO2017C Int - TID 8	3,925.00	1,962.50	1,962.50	50.00	1,962.50
54000-06-24829 GO2017C Int - TID 9	8,650.00	4,325.00	4,325.00	50.00	4,325.00
54000-06-24916 GO 2016B Int-TID 3	7,578.50	3,789.25	3,789.25	50.00	3,789.25
54000-06-24917 GO 2016B Int-TID 6	2,809.84	1,404.92	1,404.92	50.00	1,404.92
54000-06-24918 GO 2016B Int-TID 8	1,825.00	912.50	912.50	50.00	912.50
54000-06-24919 GO2019A - TID 12	0.00	1,307.75	1,307.75	0.00	( 1,307.75)
54000-06-24927 NAN Series 2016C-TID 7	3,236.33	0.00	0.00	0.00	3,236.33
54000-06-24940 NAN Series 2016C-TID 10	20,024.81	0.00	0.00	0.00	20,024.81
54000-06-24941 NAN Series 2016C-TID 11	20,429.36	0.00	0.00	0.00	20,429.36
54000-06-24973 TID3 2017 Rev Bond-Int	36,412.40	0.00	0.00	0.00	36,412.40
54000-06-24974 TID4 2017 Rev Bond-Int	14,902.20	0.00	0.00	0.00	14,902.20
54000-06-24975 TID3 2018C Rev Bond	53,585.00	0.00	0.00	0.00	53,585.00
<b>TOTAL Debt Service</b>	<b>806,914.44</b>	<b>36,665.67</b>	<b>36,665.67</b>	<b>4.54</b>	<b>770,248.77</b>
<b>TOTAL EXPENDITURES</b>	<b>806,914.44</b>	<b>36,665.67</b>	<b>36,665.67</b>	<b>4.54</b>	<b>770,248.77</b>
<b>FUND TOTAL REVENUES</b>	<b>2,345,024.44</b>	<b>13,668.00</b>	<b>1,565,869.00</b>	<b>66.77</b>	<b>779,155.44</b>
<b>FUND TOTAL EXPENDITURES</b>	<b>2,435,038.12</b>	<b>155,190.09</b>	<b>224,826.73</b>	<b>9.23</b>	<b>2,210,211.39</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 90,013.68)</b>	<b>( 141,522.09)</b>	<b>1,341,042.27</b>	<b>0.00</b>	<b>( 1,431,055.95)</b>

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43 -TID #3 - East Side

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<b>TID #3 - East Side</b>					
Taxes (or Utility Rev.)	949,641.37	79,647.89	694,356.97	73.12	255,284.40
Specials (Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Intergovernmental	47,397.00	0.00	0.00	0.00	47,397.00
<b>TOTAL TID #3 - East Side</b>	<b>997,038.37</b>	<b>79,647.89</b>	<b>694,356.97</b>	<b>69.64</b>	<b>302,681.40</b>
<b>TID #3 -Festival Grounds</b>					
Taxes (or Utility Rev.)	150,000.00	0.00	0.00	0.00	150,000.00
<b>TOTAL TID #3 -Festival Grounds</b>	<b>150,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150,000.00</b>
<b>TID #3 - Idle Sites Grant</b>					
Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
<b>TOTAL TID #3 - Idle Sites Grant</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TID #3 - Wal-Mart Dev.</b>					
Miscellaneous Revenues	0.00	89,409.13	89,409.13	0.00	( 89,409.13)
<b>TOTAL TID #3 - Wal-Mart Dev.</b>	<b>0.00</b>	<b>89,409.13</b>	<b>89,409.13</b>	<b>0.00</b>	<b>( 89,409.13)</b>
<b>TOTAL REVENUE</b>	<b>1,147,038.37</b>	<b>169,057.02</b>	<b>783,766.10</b>	<b>68.33</b>	<b>363,272.27</b>
<b>EXPENDITURES</b>					
<b>TID #3 - East Side</b>					
Personnel Services	24,975.00	0.00	0.00	0.00	24,975.00
Contractual Services	18,400.00	150.00	1,650.00	8.97	16,750.00
Special Services	254,500.00	0.00	0.00	0.00	254,500.00
Fixed Charges	542,555.00	0.00	0.00	0.00	542,555.00
Capital Outlay	60,000.00	0.00	0.00	0.00	60,000.00
Transfers	110,000.00	0.00	0.00	0.00	110,000.00
<b>TOTAL TID #3 - East Side</b>	<b>1,010,430.00</b>	<b>150.00</b>	<b>1,650.00</b>	<b>0.16</b>	<b>1,008,780.00</b>
<b>TID #3 -Festival Grounds</b>					
Personnel Services	7,225.00	48.56	48.56	0.67	7,176.44
Contractual Services	0.00	0.00	0.00	0.00	0.00
Capital Outlay	150,000.00	0.00	0.00	0.00	150,000.00
<b>TOTAL TID #3 -Festival Grounds</b>	<b>157,225.00</b>	<b>48.56</b>	<b>48.56</b>	<b>0.03</b>	<b>157,176.44</b>

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43 -TID #3 - East Side

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
<u>TID #3 - Idle Sites Grant</u>					
Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL TID #3 - Idle Sites Grant	0.00	0.00	0.00	0.00	0.00
<hr/>					
<u>TID #3 - Wal-Mart Dev.</u>					
Capital Outlay	0.00	89,409.13	89,409.13	0.00	( 89,409.13)
TOTAL TID #3 - Wal-Mart Dev.	0.00	89,409.13	89,409.13	0.00	( 89,409.13)
<hr/>					
TOTAL EXPENDITURES	1,167,655.00	89,607.69	91,107.69	7.80	1,076,547.31
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	( 20,616.63)	79,449.33	692,658.41	0.00	( 713,275.04)
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\*\*\* END OF REPORT \*\*\*

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40 -TID No. 10 - Fox Point

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<u>=====</u>					
<u>TID #10-Fox Point</u>					
Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenues	1.00	0.00	0.00	0.00	1.00
TOTAL TID #10-Fox Point	1.00	0.00	0.00	0.00	1.00
<hr/>					
TOTAL REVENUE	1.00	0.00	0.00	0.00	1.00
<u>=====</u>					
<b>EXPENDITURES</b>					
<u>=====</u>					
<u>TID #10-Fox Point</u>					
Personnel Services	4,575.00	0.00	0.00	0.00	4,575.00
Contractual Services	10,400.00	150.00	150.00	1.44	10,250.00
Fixed Charges	20,024.81	0.00	0.00	0.00	20,024.81
Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL TID #10-Fox Point	34,999.81	150.00	150.00	0.43	34,849.81
<hr/>					
TOTAL EXPENDITURES	34,999.81	150.00	150.00	0.43	34,849.81
<u>=====</u>					
REVENUES OVER/(UNDER) EXPENDITURES	( 34,998.81)	( 150.00)	( 150.00)	0.00	( 34,848.81)
<u>=====</u>					

\*\*\* END OF REPORT \*\*\*

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41 -TID No. 11- Apartments

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<u>TID #11 - Apartments</u>					
Taxes (or Utility Rev.)	363,059.95	0.00	113,059.95	31.14	250,000.00
Specials (Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Intergovernmental	16,305.00	0.00	0.00	0.00	16,305.00
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
<b>TOTAL TID #11 - Apartments</b>	<b>379,364.95</b>	<b>0.00</b>	<b>113,059.95</b>	<b>29.80</b>	<b>266,305.00</b>
<b>TOTAL REVENUE</b>	<b>379,364.95</b>	<b>0.00</b>	<b>113,059.95</b>	<b>29.80</b>	<b>266,305.00</b>
<b>EXPENDITURES</b>					
<u>TID #11 - Apartments</u>					
Personnel Services	3,435.00	0.00	0.00	0.00	3,435.00
Contractual Services	8,150.00	150.00	1,400.00	17.18	6,750.00
Special Services	130,000.00	0.00	0.00	0.00	130,000.00
Fixed Charges	63,179.00	0.00	0.00	0.00	63,179.00
Capital Outlay	158,500.00	0.00	0.00	0.00	158,500.00
<b>TOTAL TID #11 - Apartments</b>	<b>363,264.00</b>	<b>150.00</b>	<b>1,400.00</b>	<b>0.39</b>	<b>361,864.00</b>
<b>TOTAL EXPENDITURES</b>	<b>363,264.00</b>	<b>150.00</b>	<b>1,400.00</b>	<b>0.39</b>	<b>361,864.00</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>16,100.95</b>	<b>( 150.00)</b>	<b>111,659.95</b>	<b>0.00</b>	<b>( 95,559.00)</b>

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42 -TID # 12 - Weinbrenner

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<u>TID #12 - Weinbrenner</u>					
Taxes (or Utility Rev.)	20,970.36	0.00	20,970.36	100.00	0.00
TOTAL TID #12 - Weinbrenner	20,970.36	0.00	20,970.36	100.00	0.00
<hr/>					
TOTAL REVENUE	20,970.36	0.00	20,970.36	100.00	0.00
<b>EXPENDITURES</b>					
<u>TID #12 - Weinbrenner</u>					
Personnel Services	6,625.00	0.00	0.00	0.00	6,625.00
Contractual Services	400.00	150.00	650.00	162.50	( 250.00)
Fixed Charges	7,920.00	0.00	0.00	0.00	7,920.00
Capital Outlay	125,000.00	0.00	0.00	0.00	125,000.00
TOTAL TID #12 - Weinbrenner	139,945.00	150.00	650.00	0.46	139,295.00
<hr/>					
TOTAL EXPENDITURES	139,945.00	150.00	650.00	0.46	139,295.00
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REVENUES OVER/(UNDER) EXPENDITURES	( 118,974.64)	( 150.00)	20,320.36	0.00	( 139,295.00)

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44 -TID #4 - Thielman/P Ridge

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<u>TID #4 -Thielman/P Ridge</u>					
Taxes (or Utility Rev.)	208,266.60	0.00	0.00	0.00	208,266.60
Intergovernmental	<u>23,916.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>23,916.00</u>
TOTAL TID #4 -Thielman/P Ridge	232,182.60	0.00	0.00	0.00	232,182.60
<hr/>					
TOTAL REVENUE	<u>232,182.60</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>232,182.60</u>
<b>EXPENDITURES</b>					
<u>TID #4 -Thielman/P Ridge</u>					
Personnel Services	10,973.00	0.00	0.00	0.00	10,973.00
Contractual Services	9,900.00	150.00	1,650.00	16.67	8,250.00
Special Services	25,000.00	0.00	0.00	0.00	25,000.00
Fixed Charges	93,902.00	0.00	0.00	0.00	93,902.00
Capital Outlay	30,000.00	0.00	0.00	0.00	30,000.00
Transfers	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>
TOTAL TID #4 -Thielman/P Ridge	219,775.00	150.00	1,650.00	0.75	218,125.00
<hr/>					
TOTAL EXPENDITURES	<u>219,775.00</u>	<u>150.00</u>	<u>1,650.00</u>	<u>0.75</u>	<u>218,125.00</u>
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	<u>12,407.60</u>	<u>( 150.00)</u>	<u>( 1,650.00)</u>	<u>0.00</u>	<u>14,057.60</u>

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense - March 2020 (4904 : Revenue &amp; Expense for the period ending March 31, 2020)

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45 -TID #5 - Hwy 107/Taylor

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<u>TID #5 - Hwy 107/Taylor</u>					
Taxes (or Utility Rev.)	17,322.30	0.00	17,322.30	100.00	0.00
Intergovernmental	560.00	0.00	0.00	0.00	560.00
<b>TOTAL TID #5 - Hwy 107/Taylor</b>	<b>17,882.30</b>	<b>0.00</b>	<b>17,322.30</b>	<b>96.87</b>	<b>560.00</b>
<hr/>					
<b>TOTAL REVENUE</b>	<b>17,882.30</b>	<b>0.00</b>	<b>17,322.30</b>	<b>96.87</b>	<b>560.00</b>
<b>EXPENDITURES</b>					
<u>TID #5 - Hwy 107/Taylor</u>					
Personnel Services	1,645.00	0.00	0.00	0.00	1,645.00
Contractual Services	650.00	150.00	150.00	23.08	500.00
Fixed Charges	2,448.00	0.00	0.00	0.00	2,448.00
Capital Outlay	35,000.00	0.00	0.00	0.00	35,000.00
<b>TOTAL TID #5 - Hwy 107/Taylor</b>	<b>39,743.00</b>	<b>150.00</b>	<b>150.00</b>	<b>0.38</b>	<b>39,593.00</b>
<hr/>					
<b>TOTAL EXPENDITURES</b>	<b>39,743.00</b>	<b>150.00</b>	<b>150.00</b>	<b>0.38</b>	<b>39,593.00</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 21,860.70)</b>	<b>( 150.00)</b>	<b>17,172.30</b>	<b>0.00</b>	<b>( 39,033.00)</b>

\*\*\* END OF REPORT \*\*\*

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46 -TID #6 - Downtown

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<b>TID #6 - Downtown</b>					
Taxes (or Utility Rev.)	41,796.72	0.00	41,796.72	100.00	0.00
Intergovernmental	2,845.00	0.00	0.00	0.00	2,845.00
Miscellaneous Revenues	36,895.00	0.00	0.00	0.00	36,895.00
<b>TOTAL TID #6 - Downtown</b>	<b>81,536.72</b>	<b>0.00</b>	<b>41,796.72</b>	<b>51.26</b>	<b>39,740.00</b>
<b>TOTAL REVENUE</b>	<b>81,536.72</b>	<b>0.00</b>	<b>41,796.72</b>	<b>51.26</b>	<b>39,740.00</b>
<b>EXPENDITURES</b>					
<b>TID #6 - Downtown</b>					
Personnel Services	2,985.00	0.00	0.00	0.00	2,985.00
Contractual Services	6,150.00	150.00	650.00	10.57	5,500.00
Special Services	45,000.00	0.00	10,000.00	22.22	35,000.00
Fixed Charges	33,985.00	0.00	0.00	0.00	33,985.00
Capital Outlay	2,500.00	0.00	0.00	0.00	2,500.00
<b>TOTAL TID #6 - Downtown</b>	<b>90,620.00</b>	<b>150.00</b>	<b>10,650.00</b>	<b>11.75</b>	<b>79,970.00</b>
<b>TOTAL EXPENDITURES</b>	<b>90,620.00</b>	<b>150.00</b>	<b>10,650.00</b>	<b>11.75</b>	<b>79,970.00</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 9,083.28)</b>	<b>( 150.00)</b>	<b>31,146.72</b>	<b>0.00</b>	<b>( 40,230.00)</b>

\*\*\* END OF REPORT \*\*\*

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47 -TID #7 - N Center Ave

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<b>TID #7 - N Center Ave</b>					
Taxes (or Utility Rev.)	18,501.32	0.00	18,501.32	100.00	0.00
Intergovernmental	36,712.00	0.00	0.00	0.00	36,712.00
Miscellaneous Revenues	2,028.00	0.00	0.00	0.00	2,028.00
<b>TOTAL TID #7 - N Center Ave</b>	<b>57,241.32</b>	<b>0.00</b>	<b>18,501.32</b>	<b>32.32</b>	<b>38,740.00</b>
<b>TOTAL REVENUE</b>	<b>57,241.32</b>	<b>0.00</b>	<b>18,501.32</b>	<b>32.32</b>	<b>38,740.00</b>
<b>EXPENDITURES</b>					
<b>TID #7 - N Center Ave</b>					
Personnel Services	2,674.00	0.00	0.00	0.00	2,674.00
Contractual Services	900.00	150.00	650.00	72.22	250.00
Special Services	28,946.07	0.00	28,946.07	100.00	0.00
Fixed Charges	13,261.00	0.00	0.00	0.00	13,261.00
Capital Outlay	40,000.00	0.00	0.00	0.00	40,000.00
<b>TOTAL TID #7 - N Center Ave</b>	<b>85,781.07</b>	<b>150.00</b>	<b>29,596.07</b>	<b>34.50</b>	<b>56,185.00</b>
<b>TOTAL EXPENDITURES</b>	<b>85,781.07</b>	<b>150.00</b>	<b>29,596.07</b>	<b>34.50</b>	<b>56,185.00</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 28,539.75)</b>	<b>( 150.00)</b>	<b>( 11,094.75)</b>	<b>0.00</b>	<b>( 17,445.00)</b>

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48 -TID #8 - West Side

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<b>TID #8 - West Side</b>					
Taxes (or Utility Rev.)	615,347.70	0.00	40,347.70	6.56	575,000.00
Intergovernmental	3,675.00	0.00	0.00	0.00	3,675.00
Miscellaneous Revenues	<u>36,688.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>36,688.00</u>
TOTAL TID #8 - West Side	655,710.70	0.00	40,347.70	6.15	615,363.00
<b>TOTAL REVENUE</b>					
	<u>655,710.70</u>	<u>0.00</u>	<u>40,347.70</u>	<u>6.15</u>	<u>615,363.00</u>
<b>EXPENDITURES</b>					
<b>TID #8 - West Side</b>					
Personnel Services	19,562.00	0.00	0.00	0.00	19,562.00
Contractual Services	2,400.00	150.00	650.00	27.08	1,750.00
Special Services	43,000.00	0.00	0.00	0.00	43,000.00
Fixed Charges	49,863.00	0.00	0.00	0.00	49,863.00
Capital Outlay	<u>540,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>540,000.00</u>
TOTAL TID #8 - West Side	654,825.00	150.00	650.00	0.10	654,175.00
<b>TOTAL EXPENDITURES</b>					
	<u>654,825.00</u>	<u>150.00</u>	<u>650.00</u>	<u>0.10</u>	<u>654,175.00</u>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>					
	<u>885.70</u>	<u>( 150.00)</u>	<u>39,697.70</u>	<u>0.00</u>	<u>( 38,812.00)</u>

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49 -TID#9 -WI River/S Center

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<u>TID #9-WI River/S Center</u>					
Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Intergovernmental	4,775.00	0.00	0.00	0.00	4,775.00
Miscellaneous Revenues	<u>47,840.00</u>	<u>234.96</u>	<u>704.88</u>	<u>1.47</u>	<u>47,135.12</u>
TOTAL TID #9-WI River/S Center	52,615.00	234.96	704.88	1.34	51,910.12
<u>TID #9-Idle Sites (Page)</u>					
Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TID #9-Idle Sites (Page)	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<u>52,615.00</u>	<u>234.96</u>	<u>704.88</u>	<u>1.34</u>	<u>51,910.12</u>
<b>EXPENDITURES</b>					
<u>TID #9-WI River/S Center</u>					
Personnel Services	2,315.00	0.00	0.00	0.00	2,315.00
Contractual Services	31,650.00	150.00	1,650.00	5.21	30,000.00
Special Services	0.00	0.00	0.00	0.00	0.00
Fixed Charges	18,650.00	0.00	0.00	0.00	18,650.00
Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TID #9-WI River/S Center	52,615.00	150.00	1,650.00	3.14	50,965.00
<u>TID #9-Idle Sites (Page)</u>					
Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TID #9-Idle Sites (Page)	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>52,615.00</u>	<u>150.00</u>	<u>1,650.00</u>	<u>3.14</u>	<u>50,965.00</u>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<u>0.00</u>	<u>84.96</u>	<u>( 945.12)</u>	<u>0.00</u>	<u>945.12</u>

\*\*\* END OF REPORT \*\*\*

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## 52 -Capital Projects

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<b>Non-Departmental</b>					
Taxes (or Utility Rev.)	1,231,000.00	50.58	153,148.92	12.44	1,077,851.08
Specials (Utility Rev.)	30,000.00	742.50	742.50	2.48	29,257.50
Intergovernmental	1,220,855.00	0.00	0.00	0.00	1,220,855.00
Public Charges-Services	0.00	540.00	540.00	0.00	( 540.00)
Miscellaneous Revenues	0.00	1,000.00	1,000.00	0.00	( 1,000.00)
Other Financing Sources	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Non-Departmental</b>	<b>2,481,855.00</b>	<b>2,333.08</b>	<b>155,431.42</b>	<b>6.26</b>	<b>2,326,423.58</b>
<b>Streets - Sealcoat</b>					
Taxes (or Utility Rev.)	52,385.00	0.00	0.00	0.00	52,385.00
<b>TOTAL Streets - Sealcoat</b>	<b>52,385.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>52,385.00</b>
<b>Streets - Concrete</b>					
Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Specials (Utility Rev.)	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Streets - Concrete</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Streets - Resurfacing</b>					
Taxes (or Utility Rev.)	100,000.00	0.00	0.00	0.00	100,000.00
<b>TOTAL Streets - Resurfacing</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>
<b>TOTAL REVENUE</b>	<b>2,634,240.00</b>	<b>2,333.08</b>	<b>155,431.42</b>	<b>5.90</b>	<b>2,478,808.58</b>
<b>EXPENDITURES</b>					
<b>Streets - Sealcoat</b>					
Personnel Services	18,135.00	0.00	0.00	0.00	18,135.00
Supplies & Expenses	34,250.00	0.00	0.00	0.00	34,250.00
<b>TOTAL Streets - Sealcoat</b>	<b>52,385.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>52,385.00</b>
<b>Streets - Concrete</b>					
Personnel Services	0.00	0.00	0.00	0.00	0.00
Supplies & Expenses	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Streets - Concrete</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Streets - Resurfacing</b>					
Personnel Services	23,000.00	0.00	0.00	0.00	23,000.00
Supplies & Expenses	77,000.00	0.00	0.00	0.00	77,000.00
<b>TOTAL Streets - Resurfacing</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>

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## 52 -Capital Projects

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>Capital Outlay/Projects</b>					
Personnel Services	0.00	0.00	0.00	0.00	0.00
Capital Outlay	<u>2,605,464.60</u>	<u>55,896.46</u>	<u>171,295.48</u>	<u>6.57</u>	<u>2,434,169.12</u>
TOTAL Capital Outlay/Projects	2,605,464.60	55,896.46	171,295.48	6.57	2,434,169.12
<b>Financing Costs</b>					
Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Financing Costs	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>2,757,849.60</u>	<u>55,896.46</u>	<u>171,295.48</u>	<u>6.21</u>	<u>2,586,554.12</u>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<u>( 123,609.60)</u>	<u>( 53,563.38)</u>	<u>( 15,864.06)</u>	<u>0.00</u>	<u>( 107,745.54)</u>

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue &amp; Expense - March 2020 (4904 : Revenue &amp; Expense for the period ending March 31, 2020)

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62 -Water Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<b>Non-Departmental</b>					
Taxes (or Utility Rev.)	111,276.00	6,650.00	19,370.36	17.41	91,905.64
Specials (Utility Rev.)	( 1,438.00)	0.00	0.00	0.00	( 1,438.00)
Public Charges-Services	1,509,660.00	128,135.46	359,947.15	23.84	1,149,712.85
Intergov Charges (Misc.)	23,775.00	493.41	6,635.86	27.91	17,139.14
Miscellaneous Revenues	7,500.00	165.38	514.46	6.86	6,985.54
Other Financing Sources	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Non-Departmental</b>	<b>1,650,773.00</b>	<b>135,444.25</b>	<b>386,467.83</b>	<b>23.41</b>	<b>1,264,305.17</b>
<b>TOTAL REVENUE</b>	<b>1,650,773.00</b>	<b>135,444.25</b>	<b>386,467.83</b>	<b>23.41</b>	<b>1,264,305.17</b>
<b>EXPENDITURES</b>					
<b>Non-Departmental</b>					
Work Orders - Utility	280,000.00	0.00	0.00	0.00	280,000.00
<b>TOTAL Non-Departmental</b>	<b>280,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>280,000.00</b>
<b>Pumping Expenses</b>					
<b>TOTAL Pumping Expenses</b>	<b>79,750.00</b>	<b>1,794.41</b>	<b>13,251.80</b>	<b>16.62</b>	<b>66,498.20</b>
<b>Water Treatment Expenses</b>					
<b>TOTAL Water Treatment Expenses</b>	<b>67,750.00</b>	<b>1,479.92</b>	<b>13,561.00</b>	<b>20.02</b>	<b>54,189.00</b>
<b>Trans &amp; Distribution Exp</b>					
<b>TOTAL Trans &amp; Distribution Exp</b>	<b>286,250.00</b>	<b>10,292.47</b>	<b>53,894.97</b>	<b>18.83</b>	<b>232,355.03</b>
<b>Customer Accts Expenses</b>					
<b>TOTAL Customer Accts Expenses</b>	<b>85,250.00</b>	<b>7,605.27</b>	<b>21,853.20</b>	<b>25.63</b>	<b>63,396.80</b>
<b>Admin &amp; General Expenses</b>					
<b>TOTAL Admin &amp; General Expenses</b>	<b>759,206.00</b>	<b>21,542.80</b>	<b>81,729.47</b>	<b>10.77</b>	<b>677,476.53</b>
<b>Contract Work</b>					
<b>TOTAL Contract Work</b>	<b>3,500.00</b>	<b>75.71</b>	<b>75.71</b>	<b>2.16</b>	<b>3,424.29</b>

Attachment: Revenue & Expense - March 2020 (4904 : Revenue & Expense for the period ending March 31, 2020)

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62 -Water Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
<u>Taxes</u>					
	409,000.00	1,906.38	380,749.86	93.09	28,250.14
TOTAL Taxes	409,000.00	1,906.38	380,749.86	93.09	28,250.14
<u>Debt Service</u>					
	25,019.00	3,586.63	3,725.29	14.89	21,293.71
TOTAL Debt Service	25,019.00	3,586.63	3,725.29	14.89	21,293.71
<hr/>					
TOTAL EXPENDITURES	1,995,725.00	48,283.59	568,841.30	28.50	1,426,883.70
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	( 344,952.00)	87,160.66	( 182,373.47)	0.00	( 162,578.53)
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63 -Sewer Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<b>Non-Departmental</b>					
Taxes (or Utility Rev.)	20,000.00	1,401.15	4,135.90	20.68	15,864.10
Intergov Charges (Misc.)	8,000.00	331.32	1,172.72	14.66	6,827.28
Miscellaneous Revenues	2,650.00	165.37	380.37	14.35	2,269.63
Other Financing Sources	8,500.00	0.00	0.00	0.00	8,500.00
Public Charges-Services	1,523,000.00	149,496.97	375,673.64	24.67	1,147,326.36
Other Charges-Services	125,000.00	10,032.24	23,495.15	18.80	101,504.85
<b>TOTAL Non-Departmental</b>	<b>1,687,150.00</b>	<b>161,427.05</b>	<b>404,857.78</b>	<b>24.00</b>	<b>1,282,292.22</b>
<b>TOTAL REVENUE</b>	<b>1,687,150.00</b>	<b>161,427.05</b>	<b>404,857.78</b>	<b>24.00</b>	<b>1,282,292.22</b>
<b>EXPENDITURES</b>					
<b>Non-Departmental</b>					
Work Orders - Utility	420,000.00	0.00	31,846.74	7.58	388,153.26
<b>TOTAL Non-Departmental</b>	<b>420,000.00</b>	<b>0.00</b>	<b>31,846.74</b>	<b>7.58</b>	<b>388,153.26</b>
<b>Contract Work</b>					
	500.00	0.00	40.08	8.02	459.92
<b>TOTAL Contract Work</b>	<b>500.00</b>	<b>0.00</b>	<b>40.08</b>	<b>8.02</b>	<b>459.92</b>
<b>Taxes - SS/Medicare</b>					
	33,500.00	2,680.91	8,257.67	24.65	25,242.33
<b>TOTAL Taxes - SS/Medicare</b>	<b>33,500.00</b>	<b>2,680.91</b>	<b>8,257.67</b>	<b>24.65</b>	<b>25,242.33</b>
<b>Operations</b>					
	278,750.00	12,757.43	73,218.40	26.27	205,531.60
<b>TOTAL Operations</b>	<b>278,750.00</b>	<b>12,757.43</b>	<b>73,218.40</b>	<b>26.27</b>	<b>205,531.60</b>
<b>Maintenance</b>					
	286,072.00	12,074.76	76,953.14	26.90	209,118.86
<b>TOTAL Maintenance</b>	<b>286,072.00</b>	<b>12,074.76</b>	<b>76,953.14</b>	<b>26.90</b>	<b>209,118.86</b>
<b>Customer Accts Expenses</b>					
	103,500.00	9,265.24	28,095.04	27.14	75,404.96
<b>TOTAL Customer Accts Expenses</b>	<b>103,500.00</b>	<b>9,265.24</b>	<b>28,095.04</b>	<b>27.14</b>	<b>75,404.96</b>
<b>Admin &amp; General Expenses</b>					
	451,650.00	22,759.27	85,061.02	18.83	366,588.98
<b>TOTAL Admin &amp; General Expenses</b>	<b>451,650.00</b>	<b>22,759.27</b>	<b>85,061.02</b>	<b>18.83</b>	<b>366,588.98</b>

Attachment: Revenue & Expense - March 2020 (4904 : Revenue & Expense for the period ending March 31, 2020)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2020

63 -Sewer Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
<u>Taxes &amp; Depreciation</u>					
	<u>325,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>325,500.00</u>
TOTAL Taxes & Depreciation	325,500.00	0.00	0.00	0.00	325,500.00
<hr/>					
<u>Transfers</u>					
	<u>2,750.00</u>	<u>2,463.92</u>	<u>2,935.77</u>	<u>106.76</u>	<u>( 185.77)</u>
TOTAL Transfers	2,750.00	2,463.92	2,935.77	106.76	( 185.77)
<hr/>					
TOTAL EXPENDITURES	<u>1,902,222.00</u>	<u>62,001.53</u>	<u>306,407.86</u>	<u>16.11</u>	<u>1,595,814.14</u>
<hr/>					
REVENUES OVER/ (UNDER) EXPENDITURES	<u>( 215,072.00)</u>	<u>99,425.52</u>	<u>98,449.92</u>	<u>0.00</u>	<u>( 313,521.92)</u>
<hr/>					

\*\*\* END OF REPORT \*\*\*

Attachment: Revenue & Expense - March 2020 (4904 : Revenue & Expense for the period ending March 31, 2020)

## REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Common Council

Date of Meeting: Tuesday, 4/14/2019

Request by: Kathy Unertl, Finance Director

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

### Review and discuss 2019 Room Tax Reports

- The SL-304 WI Department of Revenue report is attached.

**70% of the Room Tax was transferred to the Merrill Tourism Commission** which has provided the 2019 Tourism Report and list of their payments over \$1,000 (i.e. State requirement for the SL-304 report).

- Balance of the room tax was expended for:
  - MARC – Public Relations/Marketing
  - Merrill Festival Grounds
- There is spreadsheet summary of Room Tax collected and how allocated from 2015 through 2019.

Fiscal Note for 2020:

Due to COVID-19 State of Emergency, there will be reduced Room Tax as of mid-March 2020. Since Merrill Festival Grounds/Bierman Building is shut down, there will be minimal fiscal impacts to City of Merrill. The Tourism Commission may need to adjust 2020 expenditures.

Signed: 

Date: 4/6/2020

Form  
SL-304**2019 Room Tax Report**WI Dept  
of Revenue**Municipality**

Co-muni code 35251	Municipality CITY OF MERRILL	County LINCOLN	Due date May 1, 2020	Report type ORIGINAL
-----------------------	---------------------------------	-------------------	-------------------------	-------------------------

**Section A: Room Tax Collection**

1. Room tax collected in 2019	\$101,621
2. Room tax rate imposed as of December 31, 2019	6.00 %
3. Did your municipality change your room tax rate during 2019?	No
4. If yes above, provide your municipality's prior room tax rate	%

**Section B: Room Tax Revenue Distributions**

1. During 2019, did your municipality forward room tax revenues to a tourism entity or commission for tourism development?	Yes
2. List each tourism entity and commission that received room tax revenues from your municipality	
<b>Tourism Entity or Commission</b>	<b>Revenues Distributed to Entity or Commission</b>
1. Merrill Tourism Commission	\$71,135

**Section C: Tourism Entity/Commission Members**

For each tourism entity and commission reported in Section B, you must provide member information including any related business entities.

- For a tourism commission - list each member
- For a tourism entity - list each member of its governing body
- Related business entity - includes a business the member owns, operates or is employed by. Select "None" to indicate the member has no related business entity.

<b>1. Merrill Tourism Commission</b>		
<b>First Name</b>	<b>Last Name</b>	<b>Related Business Entity</b>
Rebecca	Roberts	None
Ernie	Stender	AmericInn Hotel
John	VanLieshout	None
Dan	Wendorf	None

Attachment: Room Tax-Tourism 2019 (4902 : Review and discuss 2019 Room Tax Reports)

Form  
SL-304**2019 Room Tax Report**WI Dept  
of Revenue**Section D: Tourism Promotion/Development Expenditures**

1. Of the room tax revenue forwarded for tourism promotion and tourism development, report all expenditures of \$1,000 or more made by a tourism commission and tourism entity.

To report your expenditures, you must:

- Attach an expenditure report as a PDF, and/or
- Enter each expenditure below

Note: These expenditures are provided to your municipality by a tourism entity and tourism commission.

Date	Recipient Name	Amount	Description (optional)
01/04/2019	MCC/GrowthZone	\$1,680	Website Fee - 1/2
01/04/2019	Merrill Area Chamber of Commerce	\$5,000	Administrator Fee - 1/2
01/04/2019	GrouVe Marketing	\$1,350	Video/photo marketing package
03/15/2019	Close Publication	\$1,200	Fun in WI marketing ad
05/03/2019	Ballyhoos	\$1,000	Lobsterfest Market Grant
06/01/2019	Merrill Area Chamber of Commerce	\$5,000	Administrator Fee - 1/2
07/03/2019	WI River Pro Rodeo	\$5,000	Pro Rodeo Marketing Grant
07/03/2019	Merrill Parks & Recreation	\$1,000	Black Squirrel Scurry Triathlon Marketing Grant
07/15/2019	Merrill Ice Dragers	\$2,500	Ice Drag Races Marketing Grant
09/08/2019	Merrill Chamber of Commerce	\$2,000	Pork in the Park Rib Fest Marketing Grant
11/22/2019	Merrill Parks & Recreation	\$2,500	Lincoln Lager Barleyfest Marketing Grant

Attachments:

**Section E: 1994 Documentation**

1. Did your municipality collect room tax on May 13, 1994?	No
2. You must attach (PDF files), unless provided in a prior year:	
Room tax ordinance in effect on May 13, 1994	
Municipality's financial statement closest to May 13, 1994 showing the percentage of room tax revenues retained by the municipality for purposes other than tourism promotion and development	

Attachment: Room Tax-Tourism 2019 (4902 : Review and discuss 2019 Room Tax Reports)

Form  
SL-304**2019 Room Tax Report**WI Dept  
of Revenue**Preparer/Contact Information**

Preparer name Kathy Unertl	Preparer title Finance Director	Preparer phone (715) 536-5594	Preparer email kathy.unertl@ci.merrill.wi.us
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**Contact Information**

Contact name Kathy Unertl	Contact title Finance Director	Contact phone (715) 536-5594	Contact email kathy.unertl@ci.merrill.wi.us
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**Comments****Submission Information**

You successfully submitted your report. Save and/or print a copy for your records.

Co-muni code: 35251

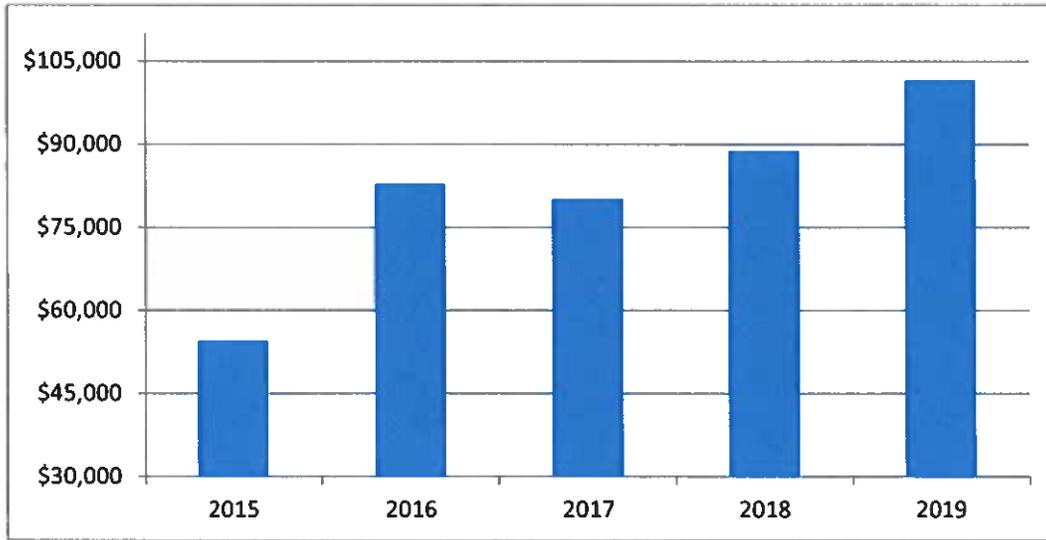
Submission date: 04-04-2020 12:07 PM

Confirmation: RT20190929O1586018718585

Submission type: ORIGINAL

Attachment: Room Tax-Tourism 2019 (4902 : Review and discuss 2019 Room Tax Reports)

**City of Merrill - Total Room Tax (6.00% as of 10/1/2015)**



	Total Collected	Tourism <sup>^</sup> Commission	MARC Marketing	City - MFG <sup>**</sup>	
2015	\$54,502	\$40,855	\$6,809	\$6,838	4.0% till 9/30/2015
2016	\$82,857	\$58,000	\$7,022	\$17,835	
2017	\$80,174	\$56,117	\$6,794	\$17,262	
2018	\$88,789	\$62,152	\$7,524	\$19,112	
2019	\$101,621	\$71,135	\$8,612	\$21,874	

\* Tourism Commission receives 70% (per WI Stats)

\*\*Merrill Festival Grounds & Bierman Building/Expo

Attachment: Room Tax-Tourism 2019 (4902 : Review and discuss 2019 Room Tax Reports)

## Tourism Report

January 1, 2019 – December 31, 2019

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Once again, we have been very aggressive with marketing. We increased the number of guides and magazines that we advertise in for 2019 and increased our capacity for bigger ads in some publications. Those include Fun in Wisconsin Magazine – 2 times per year, Wisconsin Journeys Magazine - quarterly, Harley Dealers Go Guide - annually, Snowmobile & ATV Guide - seasonally, Biking Wisconsin Guide - annually, Fall Ride Guide - annually, Chicago Daily Herald – 2 times a year, Daily Herald (Chicago land) – 2 times year, Motorcycle Map - annually, Antigo Activity Guides - seasonally, Harley Motorcycle Map - annually, the Art Guide Map - annually, JCV website banners for snowmobile/ATV and Travel Wisconsin – seasonally, Up North Magazine – 3 times a year, Lincoln Count Snowmobile Map – annually, Underdown brochure – annually, TREK Guide – annually, Merrill Visitor Guide – annually, and Association of WI Snowmobile Clubs - annually. We also advertised in several regional shoppers. We received great placement, opening our regional sections in both the Snowmobile & ATV Guides and the Biking Guide. We also increased our ad to a full-size page in Journey's. We also advertise tourism events on Tomahawk's WJJQ Radio.

In addition, we also sponsored Channel 12 TV, What's Happening in Merrill for a week of showcase ads. WE signed up with GrouVe, a video and photo marketing app company. People are able to sign on and take photo's at events that get sent to our folder for review and use. We are building a catalog of 'people' action shots for future marketing ads.

Tourism Shows: ITBEC Sport Shows – 2 times a year, Discover Wisconsin and ROKU. Television: Discover Wisconsin – 2009, 2012, 2015, 2016, ROKU 2018. Websites: Travel Wisconsin, Wisconsin Network, Merrill Chamber, WSAU, WAOW, WIFC Calendars, Discover Wisconsin, Northwood's of Wisconsin, Snowtracks, Up North, Local Dirt, Rummage Wisconsin, River Bend Trail, TREK, Fun in Wisconsin, FOX Wausau, Northwoods Fishing, Association of WI Snowmobile Clubs, and ITBEC.

The Chamber's web/calendar/events from January thru December received direct inquires of 114,149 compared to 104,267 inquiries for all of 2018. Our Northwoods of Wisconsin website received 1000+ inquires and our ITBEC site received 400 inquiries for 2019.

We have disbursed visitor guides/information to 29,431 individuals thus far compared to 28,019 individuals during the 2018 season. Our information foyer is open 24/7. July through September is the busiest for the hotels, but they have been busy year-round. There were a handful of weekends that all the hotels were full at the same time. Factors included area businesses, NTC and of course the variety of tourism related events and activities.

The 2019 grantees were: Labor Day Car Show, Lincoln Lager Barleyfest, Lincoln County Fair, Concertina Festival, Merrill Airport Day, Wisconsin Pro Rodeo, Dog Sled Races, Gleason Heritage Days, Merrill Ice Dragers, Lobsterfest, Black Squirrel Scurry Triathlon, Haven Golf Event and Pork in the Park Ribfest. The total amount allocated for grants during the 2019 season was \$19,990. The tourism budget was approved at a total budget of \$50,080.00. This was the largest budget in our tourism history until the 2020 budget.

The Tourism Commission met on October 22 to review grant applications and to set the 2020 budget. The commission agreed to fund fourteen events for 2020 in the amount of \$24,451 with a total tourism budget of \$63,591. The events being funded in 2020 include: Winterfest Dog Sled Races, Merrill Airport Days, Merrill Lion's Labor Day Car Show, Lincoln County Fair, Gleason Heritage Days, Wisconsin River Pro Rodeo, Central Wisconsin Concertina Festival, Merrill Ice Drags, Lincoln Lager Barleyfest, Pork in the Park Ribfest, Haven Golf Event, Lobsterfest, Merrill Tractor Pull and Black Squirrel Scurry Triathlon.

The Department of Tourism will release the tourism impact in Lincoln County for 2019 in April. The 2018 Lincoln County impact release in April 2019 were:

**Tourism Report continued****Page 2**

- Total business sales** in Lincoln County were \$93.4 million an increase from \$87.5 million in 2018.
- 735 jobs** with a total personal income of \$16.3 were supported by visitors to Lincoln County.
- Visitors to Lincoln County generated \$6.0 million in state and local tax revenue** during 2018.
- Direct visitor spending** in Lincoln County was \$59.3 million in 2018, an increase of 8.14% from 2017.

Due in part to Merrill Chamber's aggressive marketing; we have seen increases every year for the past nine reporting years in business sales, tax revenue and direct visitor spending. Direct visitor spending over this period:

- \$39 million in 2010
- \$48.9 million in 2011 and 2012
- \$50.72 million in 2013
- \$52.8 million in 2014
- \$53.2 million in 2015
- \$53.8 million in 2016
- \$54.9 million in 2017
- \$59.0 million in 2018

Most of our largest events and festivals reported high numbers of attendance. Those include the WI River Pro Rodeo, Concertina Festival/Conference, Lincoln County Fair, Airport Days, Pork in the Park and Barleyfest.

Our information and tourism center is located in the foyer of our building. This center has grown immensely over the past few years. The center is open 24hours/7 days a week. The center is divided into easy to locate sections which include: Merrill information and business cards; visitor guides from all over the state; county information and maps; and state information and maps.

We currently host 89 visitor guides from chambers and CVB's all over the state; 24 state guides put out by the Dept. of Tourism and other government agencies; 18 County guides and maps; 18 tourism guides/magazines put out by private media; 46 Merrill informational brochures; 65 Merrill business cards; and currently 12 miscellaneous event posters. This totals 272 pieces of information. The previous Dept. of Tourism Secretary Stephanle Klett has said that the amount of information in our small center rivals some of the state's designated tourism centers. We get compliments from tourists weekly, with many waiting to come to the Merrill center before heading further north. All of this information has to be ordered and is restocked weekly and many times daily during busy tourism seasons.

Our annual visitor guide is also mailed to over 85 different chamber and CVB locations within the state. In addition, we also send out, on average, 25,000 guides and Merrill information to individuals annually.

In addition, we participated in the Greater Wausau Region Economic Development Plan and have populated their new Recruitment website with information, photos and video of everything Merrill. We have also started making marketing videos and more than eight have already been completed and place on social media and our website.

In 2020 we are pursuing a grant that will allow us to come up with a marketing logo and tagline for Merrill that will be used not only for tourism, but for marketing Merrill and our businesses.

Again, we have had a very success 2019 tourism season in Merrill. We will continue an aggressive marketing strategy focusing on advertising that give us the biggest bang for the buck and targeting the visitor 'types' and profiles that are of interest in communities like Merrill and the great Northwood's.

Report by Debbe Kinsey, Tourism Administrator

## Fiscal Status – Capital Equipment and Investments

**E-Mail Sent on Friday, April 3<sup>rd</sup>, 2020 – to Mayor Derek Woellner:**

Mayor Woellner – The 2019 tax bills (which the City will be collecting through the first week of July) are based upon 1/1/2019 assessments. Lincoln County will settle the 2019 tax roll and make the City of Merrill 100% whole on real estate taxes. In addition to the 4/7<sup>th</sup> election, City staff continue collection efforts on Personal Property taxes. The City is under State Levy Limits and needs the Expenditure Restraint Aid – so there isn't going to be a 10% tax increase for 2021.

**Without City investments, the surviving/open businesses will be even more fiscally impacted.** Attached are overviews of 2019 borrowed funds and planned 2020 capital. My recommendations for deferring some items are listed. Even buying a new police squad locally in 2020 will help Merrill's economic recovery.

Unfortunately, some City functions will probably need to continue to shut down most of 2020 (including recreation programs/aquatic center). This will result in tax levy savings this year.

"Safer at Home"!

Kathy Unertl, Finance Director  
City of Merrill

**From:** Woellner, Derek  
**Sent:** Thursday, April 2, 2020 10:20 PM  
**To:** Unertl, Kathy  
**Cc:** Johnson, David; Hayden, Tom  
**Subject:** Fwd: spending halt

Kathy,

Can I get your opinion on what impact we'll see on our taxes this year? Please read Alderman Sabatke's concerns below.

Thank you

Begin forwarded message:

**From:** "Sabatke, Steve" <[Steve.Sabatke@ci.merrill.wi.us](mailto:Steve.Sabatke@ci.merrill.wi.us)>  
**Date:** April 2, 2020 at 8:02:38 PM CDT  
**To:** Aldermen <[Aldermen@ci.merrill.wi.us](mailto:Aldermen@ci.merrill.wi.us)>  
**Subject:** Fwd: spending halt

Sent from my iPad

Begin forwarded message:

**From:** steve sabatke <[stevesabatke@hotmail.com](mailto:stevesabatke@hotmail.com)>  
**Date:** April 2, 2020 at 7:55:42 PM CDT  
**To:** "Sabatke, Steve" <[Steve.Sabatke@ci.merrill.wi.us](mailto:Steve.Sabatke@ci.merrill.wi.us)>  
**Subject:** spending halt

"Dark stores" or closed business are entitled to a lower tax rate. Just a matter of time before Merrill businesses figure this out. Other city tax revenues will be reduced as well like room taxes and non-payment of private property taxes.er

Looking ahead, I propose all spending (even budgeted) come to a halt. We should cancel all planned projects and capital expenditures. There may be some exemptions depending on contracts and loan commitments.

We would hate to get to the end of the year and find out we have to jack taxes 10% on top of all the other hardships our citizens will have to endure.

City of Merrill - 2019 Capital Carryover & 2020 Capital Budget

PRELIMINARY

	Budget	Expended	3/27/2020 Balance		2020 New Borrowing
Parks - 2019 Athletic Park - Tuck-pointing	\$20,000.00	\$0.00	\$20,000.00	Defer	
Parks - 2019 Dock - Riverside	\$15,000.00	\$0.00	\$15,000.00	Defer	
Engineering MS-4 Stormwater (City 50% Match)	\$68,855.00	\$750.00	\$68,105.00	Contract Awarded	\$68,855.00
City Hall Roof Sections (STF 2020 Loan)	\$80,000.00	\$0.00	\$80,000.00	Contract Awarded	
Library Roof Sections	\$75,000.00	\$0.00	\$75,000.00	Contract Awarded	\$75,000.00
City Hall Police Flooring	\$23,500.00	\$0.00	\$23,500.00	End of lifespan	
Police Squad Replacement	\$30,000.00	\$0.00	\$30,000.00	End of lifespan	
Transit Buses (City 20% Match)	\$268,000.00	\$0.00	\$268,000.00	Contract - 2019	\$268,000.00
Parks Mower & Infield Dragger Motor	\$32,000.00	\$0.00	\$32,000.00	End of lifespan	
Parks Parks Parking Lot - Crack Sealing	\$10,000.00	\$0.00	\$10,000.00	Investment - extending lifespan	
Parks Dump Truck	\$50,000.00	\$0.00	\$50,000.00	Ordered - Delivered	\$50,000.00
Streets Dump Truck & Paint Truck	\$100,000.00	\$31,827.50	\$68,172.50	Ordered - Delivered	\$100,000.00
Streets Streets Loader Tractor	\$95,000.00	\$0.00	\$95,000.00	Ordered	\$95,000.00
Streets Streets Garage Parking Lot	\$100,000.00	\$0.00	\$100,000.00	Defer	
Streets Seal Coating	\$52,385.00	\$0.00	\$52,385.00	Investment - extending lifespan	\$52,385.00
Streets Streets Resurfacing	\$100,000.00	\$0.00	\$100,000.00	Investment - extending lifespan	\$100,000.00
Streets Concrete - Sidewalk	\$75,000.00	\$0.00	\$75,000.00	Defer	
Streets Black Dirt Screening	\$12,500.00	\$0.00	\$12,500.00	Defer	
Streets Crushing	\$50,000.00	\$0.00	\$50,000.00	Contract Awarded	\$50,000
Streets Popular & Court Streets	\$150,000.00	\$0.00	\$150,000.00	Defer	
Streets Grand Ave/N Prospect/S Genesse	\$1,361,454.00	\$0.00	\$1,361,454.00	Contract Awarded	\$1,361,454.00
This is total project - need Water & Sewer breakdown					
Streets Streetlighting - Grand Ave Major Project	\$70,000.00	\$0.00	\$70,000.00		TID No. 8 \$70,000.00
TID No. 5 MARC Dr. LED Streetlight	\$35,000.00	\$0.00	\$35,000.00		TID No. 5 Cash
TID No. 7 Water/Sewer - Mill St. (FreMarq)	\$30,000.00	\$0.00	\$30,000.00	Need to verify need	
TID No. 3 MFG - Paving	\$150,000.00	\$0.00	\$150,000.00	by mid-Sept. 2020	TID No. 3 \$150,000.00
TID No. 3 Mill St. (E. Main St. - E. 1st St.)	\$60,000.00	\$0.00	\$60,000.00	Defer	
TID No. 11 W. St. Paul St. (Curb, gutter, & paving)	\$150,000.00	\$0.00	\$150,000.00	Defer	
<b>Total</b>	<b>\$3,263,694.00</b>	<b>\$32,577.50</b>	<b>\$3,231,116.50</b>		<b>\$2,440,694</b>
			<b>\$582,500.00</b>	<b>Proposed Defer</b>	

Attachment: Fiscal Status - 2020 Capital (4909 : Fiscal Status Report - Capital)

**City of Merrill - Borrowed Proceeds (As of 12/31/2019)**

**Fund 52 & TID No. 12**

	Borrowed	2019 Expended	12/31/2019 Balance	2020 Expended	3/31/2020 Balance	
Series 2019A TID No. 12 - Logan Ave./E. 6th St. Project deferred into 2020 - weather	\$125,000.00	\$10,000.00	\$115,000.00	\$0.00	\$115,000.00	Funding-this project
Series 2019A Parks - Athletic Park Parking Lot Project deferred into 2020 - weather	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	Funding-this project
Series 2019A Library - HVAC Improvements	\$160,000.00	\$158,610.60	\$1,389.40	\$0.00	\$1,389.40	- Library Bldg Only
Series 2018A City Hall - Improvements STF 2019	\$260,000.00	\$255,166.10	\$4,833.90	\$4,833.90	\$0.00	
Series 2018A Fire - Parking Lot Series 2019A Paving deferred - weather	\$73,236.37	\$53,968.12	\$19,268.25	\$0.00	\$19,268.25	Funding-this project
Series 2018A Street Garage Rehab Series 2019A	\$235,000.00	\$84,495.40	\$150,504.60	\$124,261.86	\$26,242.74	Pending Final Work - Streets Bldg Only
Series 2018A City Facility Fiber Project STF 2019	\$467,001.00	\$381,744.70	\$85,256.30	\$1,142.50	\$84,113.80	Pending Final Work
<b>Total</b>	<b>\$1,370,237.37</b>	<b>\$943,984.92</b>	<b>\$426,252.45</b>	<b>\$130,238.26</b>	<b>\$296,014.19</b>	

Attachment: Fiscal Status - 2020 Capital (4909 : Fiscal Status Report - Capital)

**A DECLARATION OF A STATE OF EMERGENCY  
FOR THE CITY OF MERRILL**

Whereas, a novel strain of the coronavirus, named COVID-19 has spread throughout numerous countries including the United States; and

Whereas, the World Health Organization has declared a Public Health Emergency of International Concern; and

Whereas the United States Department of Health and Human Services has declared a Public Health Emergency; and

Whereas, the State of Wisconsin has declared a Public Health Emergency; and

Whereas, the conditions created by the proclamation of these public health emergencies pose a continuing and substantial threat to the public order, life, health and safety of the citizens of the City of Merrill; and

Whereas, the City of Merrill in cooperation with the local, state and federal governmental entities desires to take action to prevent exposure to and spread of the COVID-19 coronavirus; and;

Whereas, during periods of emergency, the City Administrator and Mayor, shall have the authority to issue all such orders as they deem necessary to protect public life, health and safety including, but not limited to, carrying out the following duties:

- (1) The power to direct emergency response activities by City departments.
- (2) The power to execute contracts for the emergency construction or repair of public improvements, when the delay of advertising and public bidding might cause serious loss or injury to the City.
- (3) The power to purchase or lease goods and services deemed necessary to the City's emergency response or for the repair of City facilities, or both.
- (4) The power to lease real property, or structures, or both, that are deemed necessary for the continued operation of City government.
- (5) The power to promulgate rules and orders to implement and clarify the proclamation exercising emergency power.
- (6) The power to delegate any or all of these duties to appropriate City personnel.

Now, therefore, pursuant to the directive made by Governor Tony Evers on March 17, 2020, I direct as follows:

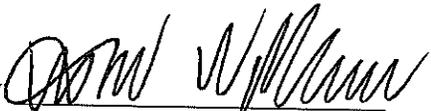
That the initial period for this emergency shall be sixty (60) days from the date of this Declaration.

That those City Officials/Department Heads who have charge and control of city facilities are hereby authorized and directed to take such actions, including but not limited to, the rescheduling and cancelling of events and limiting public access to portions of their facilities, as they deem reasonable and necessary to prevent exposure to and/or spread of the COVID-19 coronavirus.

That actions taken pursuant to the grant of authority contained in this ordinance shall be subject to ratification, alteration, modification or repeal by the Common Council as soon as that body can meet, but the subsequent action taken by the Common Council shall not affect the prior validity of the action taken.

**THIS DECLARATION OF A STATE OF EMERGENCY** is effective this 20th day of March 2020.

CITY OF MERRILL

By   
Derek Woellner, Mayor

Attachment: Proclamation - State of Emergency (4907 : Proclamation on state of emergency)

**EXECUTIVE DECLARATION  
UNDER CITY OF MERRILL PROCLAMATION OF STATE OF EMERGENCY  
PURSUANT TO WIS. STAT. §323.14(4)(b)**

***RELATING TO CITY OF MERRILL POLICY FOR EMPLOYEES WITH SYMPTOMS  
OR EXPOSURE OF NOVEL COVID-19 FLU (CORONAVIRUS)***

**WHEREAS**, on the 20<sup>th</sup> day of March, 2020, the undersigned Mayor of Merrill proclaimed a State of Emergency pursuant to Wis. Stat. §§323.11 and 323.14(4)(b) (“Proclamation”); and

**WHEREAS**, such Proclamation, among other things provides that it is necessary and expedient for the health, safety, and protection of the City to temporarily suspend or modify applicable ordinances or resolutions to allow immediate response to meet the needs of the extraordinary existing conditions for as long as the emergency public health emergency remains in effect in this state; and

**WHEREAS**, the State of Wisconsin, Department of Health Services, under the authority of Wis. Stat. §252.02(3) and (6) and powers vested pursuant to Executive Order #72, and at the direction of Governor Tony Evers has issued Emergency Order #12 Safer at Home Order (“Safer at Home Order”) on March 24, 2020; and,

**WHEREAS**, on March 18, 2020, Congress passed, and President Trump signed, the Families First Coronavirus Response Act (“FFCRA”); and,

**WHEREAS**, the passage of the FFCRA and issuance of the Safer at Home Order, as well as other considerations important to the maintenance of municipal services to citizens and protection of City employees, require modifications to be made to the Original Policy, the undersigned hereby declares that the Original Policy is modified and superseded by the attached revised Policy for Employees with Symptoms or Exposure of Novel COVID-19 (Coronavirus).

This declaration will be submitted to the Common Council for ratification at its next meeting.

Dated this 6<sup>th</sup> day of April, 2020.

Issued and declared by:

Derek Woellner  
Mayor of Merrill

**CITY OF MERRILL**  
**POLICY FOR EMPLOYEES WITH SYMPTOMS OR EXPOSURE OF NOVEL COVID-19 (CORONAVIRUS)**

Effective: April 6, 2020

**BACKGROUND**

The Centers for Disease Control is responding to an outbreak of respiratory disease caused by novel (new) coronavirus that has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”). On January 30, 2020 the International Health Regulations Emergency Committee of the World Health Organization (WHO) declared the outbreak of COVID-19 a “public health emergency of international concern” (PHEIC). On January 31, Health and Human Services declared a public health emergency (PHE) for the United States to aid the nation’s healthcare community in responding to COVID-19. On March 11, the WHO characterized COVID-19 as a pandemic. On March 13, the President of the United States declared the COVID-19 outbreak a national emergency.

The City of Merrill will take appropriate measures to limit or slow any further spread of this disease in our workplace, schools and community. People who are actively sick with COVID-19 can spread the illness to others; therefore it is important that employees with symptoms consistent with COVID-19 minimize their exposure to others. This policy addresses employment considerations in relationship to the exclusion, either voluntary or mandatory, of City employees from employment based on possible COVID-19.

The City of Merrill is still determining the most effective way to respond to the developing COVID-19 challenge. The health and wellbeing of our employees and the citizens of Merrill are of utmost importance to the City. The content of this policy may be revised by the City Administrator, with approval from the Mayor and/or Council as appropriate, as procedures and public health recommendations change. City staff continues to monitor progress of federal legislation governing COVID-19 responses, and will continue to update this policy as needed.

**COVID-19 SYMPTOMS**

People who are sick with influenza-like illness (fever plus at least cough or shortness of breath) should stay home and minimize contact with others, including avoiding travel, for at least 72 hours after your fever is gone and at least 7 days have passed since symptoms first appear, except to get medical care or for other necessities. (Your fever should be gone without the use of fever-reducing medicine.) You can leave the home when you no longer have a fever, other symptoms have improved,

Employees who exhibit influenza-like symptoms as described above, or suspect an exposure to someone suffering from COVID-19, are required to report that information to their Department Head before returning to work. Suspected exposures should contact the Lincoln County Health Department at 715-536 -0307 or your healthcare provider for guidance.

## **PREVENTION**

The health of staff and the community is the highest priority within the City of Merrill. As such, all employees are expected to follow CDC, Wisconsin Health Department and Lincoln County Health Department recommendations regarding the COVID-19 virus.

Individuals have an important role in protecting themselves and their families.

- Stay informed. Health officials will provide additional information as it becomes available.
- Employees should take these everyday steps to protect your health and lessen the spread of this new virus:
  - Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
  - Wash your hands often with soap and water for at least 20 seconds, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective and will be available in your department.
  - Avoid touching your eyes, nose or mouth. Germs spread this way.
  - Clean and disinfect high-touch surfaces in your home, and to the extent possible avoid touching high-touch surfaces in public places.
  - If you are sick, you may be sick for a week or longer. You should stay home and keep away from others as much as possible, including avoiding travel and not going to work or school, for at least 72 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of over-the-counter fever-reducing medicine.) If you leave the house to seek medical care, call ahead and wear a facemask, if available and tolerable, and cover your coughs and sneezes with a tissue. In general, you should avoid contact with other people as much as possible to keep from spreading your illness, especially people at increased risk of severe illness from influenza. Stay in a specific “sick room” and limit contact with people and pets.
  - Employees are expected to follow the CDC prevention guidelines found at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html> and <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
  - For more information, visit the CDC website at <https://www.cdc.gov/coronavirus>

As a prevention technique, the CDC recommends that individuals perform routine environmental cleaning.

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- No additional disinfection beyond routine cleaning is recommended at this time.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

All departments are strongly encouraged to establish appropriate in-house environmental cleaning procedures.

## **GOVERNOR'S STAY AT HOME ORDER**

On Tuesday, March 24, 2020 Governor Evers issued a Safer at Home order, to be effective from March 25, 2020 until Friday, April 24, 2020. Under this order, individuals are ordered to stay at home or place of residence, although individuals may leave their home or residence to perform essential activities of daily living. The order goes on to state that individuals may leave their homes or residences to perform essential government functions.

To comply with this order, the City of Merrill designated all employees based on operational need into three categories:

1. Required employees: Required employees are critical to business operations and must report to work or work in the field to perform their required duties. These employees may be required to report on a modified schedule according to department needs.
2. Required remote employees: Required remote employees are critical to business operations but can perform all or part of their duties remotely. Those employees are required to follow the guidance under "Alternate Work Arrangements and Telecommuting" below.
3. Non-required employees: Non-required employees shall not report to work unless instructed to do so by their Department Head. All employees on salary continuation are "on-call" at the discretion of their Department Head.

Any employee may be re-designated as the COVID-19 virus continues to impact the City's operations. Also, employees may be assigned to perform essential work in other units for which they may be qualified and/or can safely perform the work. If an employee is reassigned to perform other essential work, they will continue to be paid according to their regular pay rate. Reasonable exemptions from reassignment based on high-risk status may apply, as determined by the Mayor or City Administrator. An employee who fails to report during his/her regular work hours, or refuses a work reassignment, may be subject to discipline up to and including discharge, and will not be eligible for pay during the time period where work was offered and available.

The City of Merrill issues the following guidance in response to the Safer at Home order:

- Employees shall suspend any non-essential meetings, or replace with virtual meetings.
- Whenever possible, ridership in City vehicles shall be limited to one person. This may require temporary reassignment of City vehicles.
- All City equipment and work places shall be sanitized by the operator/employee at the start of each shift.
- Lunch or break room access is restricted to food storage and food prep wherever possible. If not possible, the space shall be sanitized frequently and employees must practice appropriate social distancing protocol.

## **TELECOMMUTING**

In an effort to slow the transmission of the disease, and in response to hardships developing from school closures, employees may request permission to work from home. Normally, these arrangements are heavily restricted. However, in response to the Governor's Safer at Home order, departments

that are able to have employees work from home are authorized to do so. This accommodation will not be possible for all employees, and may only be possible for a limited number of employees. The Department Head must determine what is appropriate for each individual situation. Department Heads should work with our IT Manager to ensure that telecommuting options are possible with the current technology available to the City, and that proper information security protocols are observed. Employees who are granted a telecommuting accommodation under this policy should be aware that this accommodation is temporary in nature, and may be revoked by the City. All telework accommodations granted under this policy will end when public health conditions related to the COVID-19 virus no longer require these extraordinary measures. City-owned equipment remains the property of the City of Merrill and must be returned to the workplace at the end of the temporary telecommunicating assignment.

Barring authorization from the Mayor, City Administrator, or Council, all departments are expected to maintain service to the citizens of Merrill. Any decisions related to closure of departments or services require the approval of the Mayor, City Administrator, or action by the Common Council. Salary continuation is subject to change by Common Council action.

### **ALTERNATE WORK ARRANGEMENTS**

Another effort to slow the transmission of the disease is alternate work arrangements. Department Heads may establish schedules designed to limit employee contact, and to attempt to preserve the health of employees as required to maintain department operations. All alternate work schedules must be approved by the Mayor or City Administrator, in writing, prior to implementation.

If an employee is assigned a reduced or altered schedule because of the emergency, that employee shall be guaranteed 100% of their normal bi-weekly base pay (see below for the exclusions to this guarantee.) Payroll or the Finance Director should be contacted to the appropriate pay codes.

Salary continuation for alternate work schedules does NOT guarantee that an employee under quarantine order, out sick, or caring for a covered relative will maintain 100% pay. Employees will not maintain their current salary if the City of Merrill institutes a furlough or layoff. This policy only guarantees continued pay if a Department Head reduces an employee's schedule based on the needs of the City, and does not prohibit the City from amending or ending this guarantee based on future needs.

Alternate work arrangements resulting in lost time, and any pay practices affected or changed by an alternate work arrangement must be approved by the Mayor or City Administrator prior to implementation and are subject to change.

### **TRAVEL RESTRICTIONS AND POST-TRAVEL QUARANTINE**

The City of Merrill is restricting all work travel to locations with widespread or ongoing community spread of COVID-19, and is prohibiting all non-essential work travel outside of Lincoln County. Employees are required to report all out-of-state work and non-work travel to their Department Head before their date of departure.

The CDC has issued travel guidelines and recommendations regarding travel on their website at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>. The City of Merrill is requiring employees follow CDC, Wisconsin Health Department, and Lincoln County Health Department recommended guidelines for quarantine after travel. In other words, if you travel to an area where the

CDC, Wisconsin Health Department or Lincoln County Health Department is recommending a 14 day quarantine, the City of Merrill will not allow you to return to work until 14 days after your return. As of March 17, 2020, the CDC and Wisconsin Health Department are recommending a 14 day quarantine after travel to a country with a Level 3 Travel notice (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>) or states with sustained community transmission (<https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html>).

Effective April 1, 2020, an employee subject to quarantine after travel may be eligible for protection and pay under the Families First Coronavirus Response Act.

### **EXCLUSION FROM THE WORK PLACE**

The City of Merrill will take appropriate action to prevent, suppress and control COVID-19 and other communicable diseases. In order to maintain a safe work environment, the City of Merrill may exclude certain employees from the work place if they are experiencing symptoms similar to COVID-19. The City of Merrill may also exclude employees from the work place if they are subject to a quarantine order by a local, state or federal health official. Employees should first be given the opportunity to voluntarily leave the workplace and utilize sick or other paid leave balances. If the employee refuses, the City will then exclude him/her from the work place. Leave under the FFCRA may be utilized if available, otherwise other accrued leave must be used.

Individuals who are excluded from the work place under this protocol will be directed to go home and will not be allowed to return to their worksite until one of the following conditions is met:

- At least 72 hours after his/her fever is gone has elapsed, other symptoms have improved, and at least 7 days have passed since symptoms first appeared. (Employee fever should be gone without the use of fever-reducing medicine.)
- Fever is gone (without use of fever-reducing medicine), other symptoms have improved, and receipt of two negative tests in a row 24 hours apart.
- A medical provider or a local, state, or federal health official or their representative has declared the employee may return to work in writing.

The CDC provides guidance regarding return-to-work requirements at <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/hcp-return-work.html>.

No disciplinary action will result from an employee's use of sick leave based on this exclusion. Employees who are excluded from the work place are eligible to use sick leave for the period of exclusion, and may be eligible for Emergency Paid Sick Leave or Emergency Responder Sick Leave.

### **LEAVE BENEFITS**

**SICK LEAVE:** The City of Merrill has a generous sick leave policy already in place to protect employees who need to miss work due to illness. An employee may use sick leave when, due to sickness or temporary disability, the employee is unable to perform the duties of employment. Employees may also use sick leave to attend medical appointments, and to care for a member of his/her family's serious health condition. This policy temporarily adjusts sick leave requirements so that an

employee under a “recommended quarantine” (per CDC and Health department guidelines) is eligible to use sick leave for the quarantine period, even if the employee is asymptomatic, except as established under “Travel Restrictions and Post-Travel Quarantine” above. Please see the policy below for information on the Emergency Paid Sick Leave benefit under the FFCRA and the Emergency Responder Paid Sick Leave benefit.

FMLA: Seasonal flu and colds do not normally qualify for FMLA; however, depending upon the severity of symptoms and complications an employee may be eligible for FMLA because of a COVID-19 illness, or to care for a family member suffering from COVID-19. The Families First Coronavirus Response Act has also temporarily expanded FMLA coverage. If you think you may be eligible for FMLA, or for more information on FMLA benefits, please contact Payroll.

UNPAID LEAVES OF ABSENCE: Employees may request leave without pay. Leaves shall not exceed 30 days without approval by the City Administrator. During an unpaid leave of absence longer than 5 days, no benefits shall accrue. Participation in group insurance plans can be maintained provided the employee pays the full cost.

### **FAMILIES FIRST CORONAVIRUS RESPONSE ACT**

On March 18, 2020 President Trump signed the Families First Coronavirus Response Act (FFCRA) into law. This law is effective April 1, 2020 and ends no later than December 31, 2020. The law provided:

1. Emergency Paid Sick Leave
2. Emergency Family and Medical Leave Act Expansion

These are separate and distinct benefits, but they may overlap. For example, an employee may be able to use Emergency Paid Sick Leave during the first two weeks of his/her Emergency FMLA.

Note: If the City of Merrill institutes a furlough or layoff, affected employees are not eligible for Emergency Paid Sick Leave or Emergency Family and Medical Leave Act Expansion coverage.

Under the FFCRA, an employer may exclude emergency responders from coverage. The Department of Labor has stated, “For the purposes of employees who may be excluded from paid sick leave or expanded family and medical leave by their employer under the FFCRA, an emergency responder is an employee who is necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or whose services are otherwise needed to limit the spread of COVID-19. This includes but is not limited to military or national guard, law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technicians, paramedics, emergency management personnel, 911 operators, public works personnel, and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility. This also includes any individual that the highest official of a state or territory, including the District of Columbia, determines is an emergency responder necessary for that state’s or territory’s or the District of Columbia’s response to COVID-19.”

Following this guidance from the Department of Labor, the City of Merrill is excluding employees who are responsible for responding to medical, fire, and police emergencies, as well as those

employees necessary to respond to public health emergencies related to the City's water, wastewater and streets infrastructure, as well as garbage/recycle collection. The following is a list of employees currently considered as emergency responders (the City may revise this list as needed as the COVID-19 emergency continues):

- All Fire and Police personnel
- All Wastewater and Water staff required to maintain and operate facilities
- All Street Department staff required to maintain infrastructure and equipment, and staff required to collect garbage/recycle

### **EMERGENCY PAID SICK LEAVE**

Emergency paid sick leave may be used when an employee is unable to work for one of the following reasons:

#### Self-care

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

#### Care of Others

4. The employee is caring for an individual who is subject to an order described above, or has been advised to self-quarantine as described above.
5. The employee is caring for his/her child (as defined by the FMLA) because the child's school or place of care has been closed or is unavailable due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Full-time employees receive 80 hours of Emergency Paid Sick Leave, or VTO, and part-time employees receive Emergency Paid Sick Leave equivalent to the number of hours that employee would work on average over a two-week period. Emergency Paid Sick Leave is paid at 100% the employee's regular rate of pay up to \$511/day and \$5,110 total for reasons included under "self-care." Emergency Paid Sick leave is paid at 2/3 of an employees' regular rate of pay up to \$200/day and \$2,000 total for reasons included under "care of others." Employees may elect to utilize accrued leave to make up the 1/3 difference in pay.

Note: If telecommuting work is available and offered, an employee is not eligible for pay under this section of the FFCRA.

### **EMERGENCY FAMILY MEDICAL LEAVE ACT**

The FFCRA also temporarily expanded employees FMLA rights and benefits. Effective April 1, 2020 and ending no later than December 31, 2020, all employees with at least 30 days of employment are covered by the Emergency Family Medical Leave Act.

Emergency Family Medical Leave can be used when the employee is unable to work in order to care for his/her son/daughter (as defined by the Family Medical Leave Act) who is under 18 years of age if the child's school or place of care has been closed or is unavailable due to COVID-19 precautions. The employee must provide notice of leave to the City of Merrill as soon as practicable.

The FFCRA did not expand the amount of leave provided under FMLA. The normal 12 week FMLA leave limit applies.

The first 10 days of leave under the Emergency Family Medical Leave Act is unpaid. An employee can elect to use paid leave including vacation, personal, sick leave or Emergency Sick Leave during the first ten days of leave. All subsequent days of Emergency Leave under the FMLA is paid at 2/3 or the employee's normal regular rate for the number of hours the employee would otherwise have worked, up to \$200 per day and a \$10,000 maximum. Employees may elect to utilize accrued leave to make up the 1/3 difference in pay.

### **WORKERS COMPENSATION**

Exposure to COVID-19 that arose from the employee's work may be eligible for Worker's Compensation. However, to be eligible for Worker's Compensation the exposure must be proven to have occurred while the employee was performing work. Employees who believe their exposure to COVID-19 is eligible for Worker's Compensation should follow established Worker's Compensation policies and procedures.

**CITY OF MERRILL  
EXCLUSION FROM THE WORK PLACE NOTIFICATION  
(EFWPF) FITNESS FOR DUTY/RETURN TO WORK MEDICAL  
RELEASE COVID-19 (Coronavirus)**

*Instructions: This form is to be used when Merrill City employees are excluded from the work place in accordance with the aforementioned policy.*

***This section to be completed by Department Head or Authorized Designee***

In accordance with the City of Merrill Policy for Employees with Symptoms or Exposure of COVID-19 Flu (Coronavirus).

\_\_\_\_\_ has been excluded from employment  
(Employee Name)

Effective \_\_\_\_\_ a.m./p.m. on \_\_\_\_\_, \_\_\_\_\_, 2020  
(Time) (Day) (Month) (Date)

Individuals who are excluded from the work place under this protocol will be directed to go home and will not be allowed to return to work until either:

- At least 72 hours after his/her fever is gone has elapsed, other symptoms have improved, and at least 7 days have passed since symptoms first appeared. (Employee fever should be gone without the use of fever-reducing medicine.)
- Fever is gone (without use of fever-reducing medicine), other symptoms have improved, and receipt of two negative tests in a row 24 hours apart.
- A medical provider or a local, state, or federal health official or their representative has declared the employee may return to work.

Employees will be expected to return to work as soon as the exclusion period ends. Employees requesting additional time off once the exclusion period ends must follow the City’s leave rules and policies.

\_\_\_\_\_  
(Department)

\_\_\_\_\_  
(Signature of Department Head or Authorized Designee)

Attachment: Proclamation - Employee policy on Covid-19 (4908 : Proclamation on Employee Policy related to COVID-19)

## CORONAVIRUS DISEASE 2019 (COVID-19) SCREENING TOOL FOR CITY OF MERRILL EMPLOYEES

The symptoms of COVID-19 include fever, cough, and shortness of breath. For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low. Older adults and people of any age with underlying health conditions, such as diabetes, lung disease, or heart disease, are at greater risk of severe illness from COVID-19. Use the following checklist or the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> to help decide if you or someone in your family may have COVID-19:

- Yes  No Do you have a fever of 100.4° F or greater using an oral thermometer?
- Yes  No Do you have a cough?
- Yes  No Do you have shortness of breath?

Seek medical advice if you

- Develop any of the above symptoms

### **AND**

- Have been in close contact with a person known to have COVID-19 or live in or have recently traveled from an area with ongoing spread of COVID-19. Call ahead before you go to a doctor's office or emergency room. Tell them about your recent travel and your symptoms.

### **SHOULD I STAY HOME FROM WORK?**

If you checked yes to a fever you should stay home at least 72 hours after your fever and any other symptoms are gone. People with COVID-19 should stay home until 72 hours after your fever is gone, other symptoms have improved, and seven days have passed since symptoms first appeared. Your fever and other symptoms should be gone without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). During this time:

- Stay home except to get medical care, if needed
- Avoid public areas
- Avoid public transportation
- Stay away from others
- Limit contact with pets & animals

If you think you have been exposed to COVID-19 and develop a fever and symptoms, such as coughing and difficulty breathing, call your healthcare provider for medical advice.

# CITY OF MERRILL COVID-19 APPLICATION FOR LEAVE OF ABSENCE FAMILY AND MEDICAL LEAVE ACT (FMLA)

## TO ENSURE CONFIDENTIALITY COMPLETE THIS FORM AND RETURN DIRECTLY TO THE CITY ADMINISTRATOR

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Address: \_\_\_\_\_

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Phone Number: \_\_\_\_\_

Position/Job Title: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Expected Leave Start Date: \_\_\_\_\_ Expected Return Date: \_\_\_\_\_

**Reason for Leave:**

Self  Spouse/Domestic Partner  Child (DOB: \_\_\_\_\_)  Parent  Other

Name: \_\_\_\_\_

Relationship to employee: \_\_\_\_\_

Please state the reason: \_\_\_\_\_

\_\_\_\_\_

- Employee caring for someone in quarantine.
- Employee caring for their son or daughter due to school/daycare COVID-19 related closure.
- Employee experiencing "any other substantially similar condition specified by the Secretary of Health and Human Services".
- Employee's own COVID-19-related quarantine order from local/state/federal government.
- Employee's own COVID-19- related self-quarantine recommended by health care provider.
- Employee has COVID-19 symptoms and is seeking a medical diagnosis.
- Other (please explain): \_\_\_\_\_

**While I am on leave, I would like to substitute the following paid time provided by the City.**

**Please circle your choice:** Sick Leave (City)    Vacation (City)    Emergency Paid Sick Leave (if available)  
Personal Holiday    Comp.

Leave based on the serious health condition of the employee or employee's qualified family member will require completion of a medical certification form by the attending Health Care Provider.

*\* Wisconsin leave is allowed for same-sex and opposite-sex domestic partners who qualify under Wisconsin law.*

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Attachment: Proclamation - Employee policy on Covid-19 (4908 : Proclamation on Employee Policy related to COVID-19)

**CITY OF MERRILL FOR EMPLOYEES WITH SYMPTOMS OR EXPOSURE OF COVID-19  
(CORONAVIRUS)  
FREQUENTLY ASKED QUESTIONS (FAQ) March 16,  
2020**

**1. How do I know if an employee needs to be excluded from employment?**

An employee should be excluded from the workplace if he/she meets any one of the following:

- is currently experiencing symptoms consistent with COVID-19 (Coronavirus) as defined by the CDC
- is diagnosed by a healthcare provider as having COVID-19

**2. What do I do if an employee needs to be excluded from the work place?**

Supervisors should use prudent judgement when considering excluding an employee from work. Please read and familiarize yourself with the COVID-19 symptoms. CDC guidelines on COVID-19 can be found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Supervisors who have concerns or questions about employees must consult with the City Administrator or a Lincoln County Health Department Representative before considering sending the employee home and excluding him/her from the workplace. If, after careful consideration and consultation, it is determined that the employee should be excluded from the work place, the Department Head or authorized designee should complete the Exclusion from the Work Place Notification Form (EFWPF) and give a copy to the employee. The original EFWPF should be provided to the City Administrator and placed in the employee medical file. Explain to the employee that he/she is being excluded from employment until he/she meets the criteria to be allowed to return.

**3. What if the employee calls in sick, or voluntarily goes home because he/she suspects COVID-19?**

The employee can go/stay home if he/she has the symptoms. The employee may use sick or other paid leave and should follow all departmental leave rules and policies.

Perfect Attendance Leave eligibility will not be affected by absences resulting from exclusion from employment or consistent with COVID-19 symptoms. In order to avoid PAL ineligibility, the employee and their supervisor must certify to HR that the sick leave usage met the above criteria. The employee may also be eligible for Emergency Paid Sick Leave or Emergency Responder Sick Leave, or Emergency FMLA expansion coverage. Please complete the COVID-19 Application for Leave of Absence and Payroll will guide you through the process.

**4. What if an employee calls in sick, or voluntarily goes home, and claims the illness is something other than COVID-19 (i.e back spasms, migraines, asthma attack, etc.)?**

Do not assume that every employee who calls in sick has symptoms of COVID-19. If, when he/she reports back to work, he/she displays symptoms consistent with COVID-19, the protocol for exclusion should then be followed.

All City and departmental policies and procedures regarding requesting and receiving approval for sick leave will apply. Most call-in policies should require that the employee speak directly with the supervisor or designated person and provide a general description of their illness.

Employees absent for reasons unrelated to COVID-19 must follow standard policies and procedures.

**5. What do I do when an employee says that someone in their family, or living in their household, has COVID-19?**

You should call 715-536-0307 and consult with someone from the Lincoln County Health Department.

If your employee is requesting an absence to care for a family member who has been diagnosed with a confirmed or presumptive case of COVID-19, all City and departmental policies and procedures regarding requesting and receiving approval for sick leave will apply. Per City policy, an employee may use sick leave for a member of his/her family's serious health condition, where the serious health condition is certifiable under FMLA or where the immediate family member requires the constant attention of the employee. Immediate family is defined as the employee's spouse, child, parent or relative living in the same household as the employee.

**6. What do I tell other employees when someone has been excluded?**

Supervisors should never discuss an employee's health with any other employee. If other employees ask, you should simply state, "Just as I don't discuss your health status with other employees, I am not going to discuss his/hers with you. The employee (name) is out on leave." If employees are expressing concern about their own health safety, you should tell them that the department is following CDC and public health protocols and taking appropriate measures to ensure the safety of all employees.

**7. How do I know when the employee is to be allowed to return to work?**

Individuals who are excluded from employment under this protocol will not be allowed to return to work until either:

- At least 72 hours after his/her fever is gone, other symptoms have improved, and at least 7 days have passed since symptoms first appeared. (Employee fever should be gone without the use of fever-reducing medicine.)
- Fever is gone (without use of fever-reducing medicine), other symptoms have improved, and receipt of two negative tests in a row 24 hours apart.

The employee is expected to return to work immediately once one of the above criteria has been met, unless otherwise directed by the department. If he/she chooses to remain at home because still not feeling well, all regular City and departmental sick leave policies and procedures should be followed.

**8. Should I call an employee at home to get information about his/her symptoms, or an update as to his/her health status?**

No. Once the employee has been excluded, it is up to the employee and/or his/her health care provider to determine his/her ability to return to the workplace.

If the employee voluntarily requests time off related to COVID-19 illness, he/she should follow all regular City sick leave policies and procedures, included calling in sick for each scheduled shift, unless a medical professional or health department personnel has removed the individual from work for an established period of time.

**9. Is this a violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA)?**

No. HIPAA provides protection of personal health information. It does not prohibit an employee from providing information to his/her employer. It is the healthcare provider's responsibility to obtain consent from the employee prior to releasing any protected health information.

**10. How is the employee who has been excluded from the work place to be compensated?**

Employees who are excluded from the work place under this policy can use sick or other accrued leave for all time away from work. Accrued leave time must be exhausted prior to taking leave without pay. The employee may also be eligible for Emergency Paid Sick Leave or Emergency Responder Sick Leave, or Emergency FMLA expansion coverage.

**11. What if the employee does not have any/enough sick leave accrued?**

Employees may use other paid leave benefits according to established City policies. Employees may also request an unpaid leave of absence. City policies regarding pro-rated benefit accruals/contributions may apply for employees on unpaid leaves of absence.

**12. Can a healthy employee refuse to come to work, or perform job duties because of a belief that by doing so, he or she would be at increased risk of catching COVID-19?**

No. If the employee refuses, he/she may face disciplinary action as a result of refusing to work. Each situation should be reviewed on a case-by-case basis in consultation with the City Administrator.

**13. Can an employee who is exposed to, or diagnosed with, COVID-19 file a Worker's Compensation claim?**

If an employee becomes ill because of a direct workplace exposure, he/she may be eligible for Worker's Compensation. The supervisor should report the claim, and all other Worker's Compensation protocol should be followed.

**14. What if an employee requests to work from home during the period of exclusion?**

An employee has been excluded from work because they are ill. They should be encouraged to focus on their recovery and not work.

**15. What if an employee requests to work from home either to avoid exposure, to care for sick family members or to care for dependent children when schools/daycares are closed during the pandemic?**

For many jobs, this is not possible. For some jobs, especially in management, there are things that the employee can accomplish from home. The City must determine what is appropriate for each individual situation.

**16. What pay can an employee use for absences caused by child care needs because schools have been closed due to COVID-19?**

If an employee's child is asymptomatic, any absences related to child care remain ineligible for sick leave usage. The employee may use any paid leave other than sick leave for these absences, provided the absence is duly approved according to department rules. Starting April 1, employees are able to use EFMLEA (Emergency Family Medical Leave Expansion Act) time to stay home with their child whose school or day care is closed due to COVID-19. Please complete the COVID-19 Application for Leave of Absence.

**17. Can an employee receive FMLA because of COVID-19?**

Eligibility for FMLA will depend upon the severity of the symptoms and each individual situation. FMLA may be concurrently approved or designated in accordance with State and Federal laws and City of Merrill FMLA policy. The employee is required to provide the appropriate medical certification to document the serious health condition of him/herself or a qualifying family member, and must give appropriate notice according to the laws and policy.

**18. During a COVID-19 outbreak can my supervisor cancel my vacation time off request that has already been approved?**

Yes, your supervisor has the authority to cancel any pre-approved vacation request, especially in situations where there are serious staff shortages as a result of illness.

**19. Will my healthcare plan cover medical expenses associated with treatment for influenza?**

You will have the same coverage that is currently available for any emergency or non-emergency illness. Deductibles and copays will apply. Tests to diagnose COVID-19 should be covered 100%.

**20. What assistance is available to help me cope with the emotional impact of an influenza outbreak?**

The City of Merrill provides resources to help employees and eligible dependents cope with these and other types of life events through its Employee Assistance Program (EAP). The EAP provides confidential, short-term counseling at no cost to the employee. **Aspirus EAS (Employee Assistance Services) Helpline: 715-847-2772 or 1-800-236-4457**

**21. I missed work because I got sick with flu-like symptoms. My pay is guaranteed at 100% and I don't have to use my balances, right?**

No. The salary guarantee only protects employees whose Department Head assigned an alternate schedule which is less hours than their normal schedule. However, you may qualify for Emergency Paid Leave. Please complete the COVID-19 Application for Leave of Absence.

**22. I am home caring for my child because their school/day care is closed. What do I do?**

First, make sure you notify your employer of your need to be absent according to your department's call-in procedures. Then complete the COVID-19 Application for Leave of Absence (attached) and provide it to the City Administrator.

**23. I already used my allotted amount of FMLA, but now I want to use my expanded FMLA benefits. How do I do that?**

The Families First Coronavirus Response Act did not expand the amount of leave available to an employee. If you have exhausted your FMLA leave, you are ineligible for more time off under the FMLA expansion. If you only used a portion of your allotted FMLA leave, you may be eligible for the remainder of your time under the FMLA expansion. Complete the COVID-19 Application for Leave of Absence and provide it to the City Administrator.

**24. How do I know if I am experiencing a substantially similar condition as COVID-19 and eligible for extra Paid Sick Leave?**

Good question! At this point, the Secretary of Health and Human Services, the Secretary of the Treasury and the Secretary of Labor have not specified any additional conditions under this portion of the law. If they do, this policy will be updated and shared with employees.

**25. Do I get to stay home under Governor's Evers Safer at Home order?**

Not necessarily. Your Department Head or should have told you if you are a required employee, required remote employee, or non-required employee. Only non- required employees and required remote employees are to stay home under the governor's order, and required remote employees may be required to physically report to work for a portion of their normal shift.

**26. I have been reassigned to another department and I don't feel safe with the new assignment. What do I do?**

Please share your safety concerns with your Department Head or City Administrator. The City of Merrill is only reassigning staff to duties they are able to safely perform.

However, your reassignment will not be ended if your only concern regarding the new assignment is risk of exposure to COVID-19 unless you meet the following criteria: you are at higher risk for severe illness according to the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>), if a member of your household is high risk, or you are the primary and regular caregiver for a high risk individual. An employee who misrepresents themselves in response to those

questions in an effort to avoid reassignment will be subject to disciplinary action up to and including discharge. An employee who fails to report during his/her regular work hours, or refuses a work reassignment, may be subject to discipline up to and including discharge, and will not be eligible for pay during the time period where work was offered and available.

**27. If I am home with my child because his or her school or place of care is closed, or child care provider is unavailable, do I get paid sick leave, expanded family and medical leave, or both—how do they interact?**

You may be eligible for both types of leave, but only for a total of twelve weeks of paid leave. You may take both paid sick leave and expanded family and medical leave to care for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons. The Emergency Paid Sick Leave Act provides for an initial two weeks of paid leave. This period thus covers the first ten workdays of expanded family and medical leave, which are otherwise unpaid under the Emergency and Family Medical Leave Expansion Act unless you elect to use existing vacation, personal, holiday, or sick leave under your employer's policy. After the first ten workdays have elapsed, you will receive 2/3 of your regular rate of pay for the hours you would have been scheduled to work in the subsequent ten weeks under the Emergency and Family Medical Leave Expansion Act.

Please note that you can only receive the additional ten weeks of expanded family and medical leave under the Emergency Family and Medical Leave Expansion Act for leave to care for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons. (<https://www.dol.gov/agencies/whd/pandemic/ffera-question>)

**City of Merrill - WI Department of Corrections**

**City Hall - Second Floor Lease Renewal**

	Monthly Amount	Annual Amount	Sq. Ft. Amount
Current Lease	\$5,778	\$69,333	\$15.35
Proposed 6/1/2020	\$5,648	\$67,770	\$15.00
<b>Difference</b>	<b>(\$130)</b>	<b>(\$1,563)</b>	<b>(\$0.35)</b>

With 1.75% Increase	Monthly Amount	Annual City Budget Amount
6/1/21 - 5/31/22	\$5,746	\$68,462
6/1/22 - 5/31/23	\$5,847	\$69,660
6/1/23 - 5/31/24	\$5,949	\$70,879
6/1/24 - 5/31/25	\$6,053	\$72,119
6/1/25 - 5/31/26	\$6,159	\$73,381

Attachment: Lease for City Hall space - D.O.C. (4906 : Lease agreement with Probation and Parole - City Hall space)

**GROSS LEASE**

**THIS LEASE**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between, City of Merrill (the "Lessor"), whose address is 1004 East 1st Street, Merrill, Wisconsin 54452 and the STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION (the "Lessee");

**WITNESSETH**, the parties hereto for the considerations hereinafter mentioned covenant and agree as follows:

**1. PREMISES.** Lessor hereby leases to Lessee and Lessee leases from Lessor the following (the "Premises"):

Approximately 4,518 square feet of office space in Lessor's building, together with all appurtenances and access to common areas, located at 1004 East 1st Street in the City of Merrill, Wisconsin (the "Building"), which Premises are further described in Exhibits A (aerial photo / site plan) & B (floor plan) attached.

**2. USE OF PREMISES.** Except as otherwise authorized in writing by Lessor, Lessee shall use the Premises as space for the Department of Corrections or such other agency that may be designated by Lessee (collectively, the "Tenant").

**3. TERM.** The lease term hereunder shall begin on June 1, 2020 and end on May 31, 2025 (5 years). In addition, the Lease includes two 5-year renewal options. Note: Lease Number 410-066 shall terminate upon the commencement date of this Lease.

- a) If the actual Commencement Date differs from the stated lease term beginning date, the Lessor and Lessee shall execute a 'letter of addendum' which shall designate the exact Rent Commencement Date/Lease Term Begin Date and the Termination Date of this Lease, such that it shall be a full 5-year term.
- b) Intentionally left blank.

**4. INITIAL TERM RENTAL.** The Lessee shall pay the Lessor rent for the Premises during the first year of the initial 5-year Lease term at the following rate: The sum of Sixty-seven Thousand Seven Hundred Seventy And 00/100 Dollars (\$67,770.00) per annum, in equal monthly installments of Five Thousand Six Hundred

Attachment: Lease for City Hall space - D.O.C. (4906 : Lease agreement with Probation and Parole - City Hall space)

Forty-seven And 50/100 Dollars (\$5,647.50). The annual rental rate for the first and each subsequent year of the initial term shall be in accordance with the following schedule. Annual increases of 1.75% shall apply to Annual Rent.

**Initial Lease Term Rental Rate Schedule**

Begin Date	End Date	Annual Rent	Monthly Rent
June 1, 2020	May 31, 2021	\$67,770.00	\$5,647.50
June 1, 2021	May 31, 2022	\$68,955.98	\$5,746.33
June 1, 2022	May 31, 2023	\$70,162.70	\$5,846.89
June 1, 2023	May 31, 2024	\$71,390.55	\$5,949.21
June 1, 2024	May 31, 2025	\$72,639.89	\$6,053.32

The annual rent throughout the entire lease term, including optional extensions, shall be payable in advance in monthly installments as shown above on the first day of each month, except for the month of July during which the monthly installment is not due until the 15<sup>th</sup> day. Said rental payments shall be made to Lessor at the address for notices hereinafter set forth.

- 5. **RENEWAL RENTALS.** Provided that the Lessee is not then in default, this Lease may, at the option of the Lessee, be renewed for two successive 5-year periods from and after June 1, 2025 subject to the availability of funds for the payment of rentals, upon the same terms and conditions herein specified, provided written notice be given to Lessor at least 60 days before the Lease would otherwise expire. The annual rental rate for the first and then each subsequent year of the renewal terms, if exercised, shall be in accordance with the following schedule. Annual increases of 1.75% shall apply to each year of the renewal term if exercised.

**If Exercised, First Renewal Term Rental Rate Schedule**

Begin Date	End Date	Annual Rent	Monthly Rent
June 1, 2025	May 31, 2026	\$73,911.08	\$6,159.26
June 1, 2026	May 31, 2027	\$75,204.53	\$6,267.04
June 1, 2027	May 31, 2028	\$76,520.61	\$6,376.72
June 1, 2028	May 31, 2029	\$77,859.72	\$6,488.31
June 1, 2029	May 31, 2030	\$79,222.26	\$6,601.86

**If Exercised, Second Renewal Term Rental Rate Schedule**

Begin Date	End Date	Annual Rent	Monthly Rent
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June 1, 2030	May 31, 2031	\$80,608.65	\$6,717.39
June 1, 2031	May 31, 2032	\$82,019.30	\$6,834.94
June 1, 2032	May 31, 2033	\$83,454.64	\$6,954.55
June 1, 2033	May 31, 2034	\$84,915.10	\$7,076.26
June 1, 2034	May 31, 2035	\$86,401.11	\$7,200.09

6. **ASSIGNMENTS, SUBLETTING.** Lessee shall not assign this Lease in any event, and shall not sublet the demised Premises, and will not permit the use of said Premises by anyone other than the Lessee, and the agents, contractors, grantors and grantees, and servants of the Lessee, without prior written approval of the Lessor, which shall not be unreasonably withheld.

7. **COVENANTS OF LESSOR.** Lessor hereby covenants and agrees with Lessee as follows:

- a) Lessor warrants that Lessee shall have quiet use and enjoyment of the Premises; that Lessor has complete interest, right in and title to the Premises so as to enable Lessor to enter into this Lease; and that the Premises is not encumbered in any way so as to hinder or obstruct Lessee's proposed use thereof, including no encumbrance or obstruction due to existing easements, zoning ordinances or building restrictions. Lessor shall obtain a certificate of occupancy or any other authorizations required by local ordinance to regulations prior to Lessee's occupancy.
- b) The Lessor shall duly carry out the various obligations and duties imposed upon it at the time and in the manner called for by this Lease.
- c) Lessor shall furnish during the term of this Lease the goods, services and other items listed on Schedule I attached hereto and incorporated by reference.
- d) Lessor shall be responsible for the costs of all improvements necessary to meet and maintain the standards and specifications set forth in Schedule I and Exhibits A and B. Lessor shall maintain, at Lessor's expense, the Premises so as, to comply with all federal, state and local codes applicable to the Premises.

Attachment: Lease for City Hall space - D.O.C. (4906 : Lease agreement with Probation and Parole - City Hall space)

Lessor agrees to complete, at Lessee's sole cost and expense, any reasonable improvements to the Premises which the Lessee requests to improve the health, safety and security of the Premises, which are in excess, of code requirements and not required by Schedule I.

- e) In connection, with the performance of work under this Lease, the Lessor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), sexual orientation, or national origin. This provision shall include, but not be limited to, the following; employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship. Except with respect to sexual orientation, the Lessor further agrees to take affirmative action to ensure equal employment opportunities. The Lessor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Lessee, setting forth the provisions of the non-discrimination clause.
- f) Pursuant to 2019 Wisconsin Executive Order 1, Lessor agrees it will hire only on the basis of merit and will not discriminate against any persons performing under a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.
- g) Lessor is required to provide a written Affirmative Action Plan acceptable under Wisconsin Statutes and Administrative Code if the rent is fifty thousand dollars (\$50,000) or more per year and the Lessor employs fifty (50) or more employees. The Lessor must have a plan on file or submit a plan for approval, within fifteen (15) working days after the execution of this Lease, to the Department of Administration, Division of Enterprise Operations, whose address and phone number are listed at the bottom of the enclosed Form DOA-3269. Instructions and technical assistance in preparing the plan are available from the Department of Administration, Division of Enterprise Operations and will be forwarded to the Lessor upon presentation of State of Wisconsin Form DOA-3269 attached hereto. Failure to comply with the conditions of this Item may result in the Lease being declared "Null and Void," the Lessor being declared "ineligible," or the withholding of rental payment until such time, as the above cited plan is accepted.

- h) The Lessor as part of this Lease certifies that to the best of its knowledge both the Premises and the Building of which the Premises are a part do not contain any asbestos bearing material which is unsafe or which is not encapsulated. If during the Lessee's occupancy of the Premises such asbestos bearing material is found, and the Lessor has been notified by the Lessee that such asbestos bearing material exists, the Lessor shall within fourteen (14) days after receipt of such notice, be required to take such action as may be necessary to encapsulate or remove the asbestos bearing material. Upon determination that unsafe or un-encapsulated asbestos bearing material exists, the Lessee may at its option vacate the Premises until such time as the material has been encapsulated or removed to the satisfaction of the Lessee. If the Lessee vacates the Premises during the encapsulation or removal process, the Lessor shall reimburse the Lessee for all move related costs. No rent shall accrue to the Lessor during the period of time the Lessee is not in occupancy of the Premises. In the event the Lessor fails to encapsulate or remove the asbestos bearing material within the time specified, this Lease may be cancelled by the Lessee and the Lessor shall thereafter not have any claim against the Lessee on account, of the cancellation of this lease.
- i) The Lessor attests that space covered by this Lease is not owned by a state public official or state employee as defined in section 19.45, Wisconsin Statutes and Chapter ER-MRS 24 of the Wisconsin Administration Code, nor is the Lessor a business in which a state public official or state employee has any ownership, monetary or fiduciary interest.
- j) For the purposes of this Lease, "Hazardous Materials, Substances, or Air Pollutants" shall include, but not be limited to any, and all substances, materials, waste, or air pollutants determined currently or in the future as hazardous or capable of posing a risk of injury to health, safety, or property by any Federal, State, or local statute, law, ordinance, code, rule, regulation, order, or decree. The Lessor attests that the Premises are free of any hazardous materials, substances, or air pollutants as defined above, and the Lessor will now and forever after the termination of this Lease, hold Lessee harmless and indemnify the Lessee from and against any, and all claims, liability, damages or costs arising from or due to the presence of hazardous materials, substances, or air pollutants as defined above, except liability resulting from Lessee's use and occupancy of the Premises.

If during the Lessee's occupancy of the Premises such hazardous materials, substances, or air pollutants are found, the Lessor shall as soon as possible after receipt of notice take such action as may be necessary to render the Premises safe.

Upon determination by the Lessee that unsafe hazardous materials, substances, or air pollutants as defined above affecting the Lessee's quiet enjoyment of the Premises exists, the Lessee may vacate the Premises until such time, as the hazardous materials, substances, or air pollutants have been repaired or remediated to the satisfaction of the Lessee. If the Lessee vacates the Premises during the repair or remediation process, the Lessor shall reimburse the Lessee for all related or relocation costs and rent shall abate during the period of time the Lessee is not in occupancy of the Premises. In the event the Lessor fails to repair or remediate the hazardous materials, substances, or air pollutants as soon as practicable as determined by the Lessee, the Lease may by written notice to the Lessor be cancelled by the Lessee and the Lessor shall thereafter not have any claim against the Lessee due to the cancellation of this Lease.

Lessor will immediately advise Lessee in writing of any actions or claims relating to any hazardous materials, substances, or air pollutants on the Premises. If the Lessor has conducted or conducts any testing for hazardous materials, substances, or air pollutants on the Premises before or during the term of the Lease, then the Lessor shall provide a copy of any test results to the Lessee. The Lessee, at its own expense, may also conduct such testing as it deems appropriate on the Premises.

- k) In the event of any water damage to the Premises and/or common areas, Lessor agrees to begin the process of addressing the damage within twelve (12) hours of discovery or notification, and shall cause any water damaged (saturated, water spotted and/or dirty) materials to be dry within forty-eight (48) hours of the time of discovery of such damage. If such materials are not completely dry by the end of the 48-hour period, the Lessee may require that the saturated materials (i.e. carpet, drywall, ceiling tiles, etc.) shall be removed from the premises and immediately replaced with new materials of identical quality or better quality.
- l) Lessor agrees to provide prior notification and provision of Safety Data Sheets (SDS) if applicable to the Tenant on-site staff when any construction, renovation, maintenance, repairs, remodeling or cleaning

work will be done within the building of which the Premises are a part of by the Lessor, contractors or other representative of the Lessor. The project notification and SDS documents should be provided to the on-site staff no less than five (5) workdays before the anticipated start of the actual work.

- m) The default by Lessor of any covenant or agreement contained in any paragraph or provision of this Lease, shall constitute a material default of the Lease, and shall entitle the Lessee to terminate this lease, PROVIDED, that prior to such termination, the Lessee shall notify the Lessor in writing of the nature of the default and shall grant the Lessor a period of thirty (30) days from the date of service of such notice to remedy or cease such act of default, and upon such remedy or cessation by the Lessor within said thirty (30) days, the Lessee shall waive the right to terminate for such default. In the event the act of default is such that it cannot be remedied within said thirty (30) day period, the Lessee shall waive the right to terminate for such default if corrective actions are commenced within such period and diligently pursued to completion by the Lessor.
- n) Lessor shall be responsible for paying to taxing authority the real estate taxes and any assessments on the Premises.

**8. COVENANTS OF LESSEE.** Lessee hereby covenants and agrees with Lessor as follows:

- a) Lessee does hereby covenant, promise, and agree to pay the rent in the manner hereinbefore specified, and to duly comply with all other provisions of this Lease at the time and in the manner herein provided.
- b) At the expiration of this Lease or any renewal thereof, the Lessee will return the Premises to the Lessor in as good condition as they were at the time the Lessee went into possession, ordinary wear, damage by the elements and fire excepted. It is mutually agreed, in consideration of the rent to be paid and other conditions of this Lease, that the Lessee shall not be responsible for damage to the Premises by fire.
- c) The Lessee's Tenant will not make or permit anyone to make any alterations, improvements or additions in or to the Premises, without the prior written consent of the Department of Administration, as Lessee, and the Lessor.
- d) The default by Lessee: (a) If Lessee shall be late in the payment of any rent or any other sum of money payable by Lessee to Lessor and if Lessee shall fail to cure said late payment within (30) days after receipt of notice of said late payment from Lessor, or (b) if Lessee shall be late in the performance or

observance of any other agreement or condition in the Lease to be performed or observed and if Lessee shall fail to cure said late performance or observance within thirty (30) days after receipt of notice from Lessor of said late performance or observance (unless Lessee commences to cure said late performance or observance within (30) days after receipt of notice thereof and expedite the curing of the same to completion with due diligence), then, in any of said cases and without waiving any claims for breach of agreement, Lessor may send written notice to Lessee of the termination of the term of this Lease, and, on the fifth (5<sup>th</sup>) day next following the date of the sending of the notice, the term of this Lease shall terminate, Lessee hereby waiving all rights of redemption.

- e) Lessee agrees that any Improvements to the Premises made by Lessor for the benefit of Lessee shall be the property of Lessor. Such improvements exclude any of Lessee's system furniture, conventional furniture and all other Lessee personal property.

9. **INSURANCE.** Lessor agrees to procure and maintain, during the term of this lease, property and casualty insurance for the building containing the Premises. Lessor also agrees to procure and maintain, during the term of this lease, commercial general liability insurance in the amount of not less than **\$1.0 million each occurrence and \$2.0 million general aggregate**. Under all conditions noted above, general aggregate limits are to apply on a per location basis. In addition, Lessor shall provide upon signing of the lease and thereafter annually, a Certificate of Insurance to Lessee evidencing such coverage by date of occupancy. When coverage requirements are \$2.0 million or greater, Lessee shall also be named as additional insured. The State of Wisconsin Self-Funded Liability and Property Programs protect the Lessee. Wisconsin Statutes provide funds to pay property and liability claims.

10. **HOLD HARMLESS.** Lessor agrees to protect, indemnify and save the State of Wisconsin harmless from and against any, and all claims, and against any and all loss, cost, damage or expense, including without limitation reasonable attorneys' fees, arising out of any negligent acts of Lessor its invitees or agents, or any failure of Lessor in any respect to comply with and perform all the requirements and provisions of this Lease.

**11. MAINTENANCE.** The Lessor shall maintain the Premises in good repair and tenantable condition, and as required by s. 704.07, Wis. Stats., throughout the term of the Lease, except in case of damage arising from a willful act or the negligence of the Lessee's agents or employees. For the purpose, of so maintaining the Premises, the Lessor reserves the right at reasonable times to enter and inspect the Premises and to make any necessary repairs thereto.

**12. DAMAGE OR DESTRUCTION.** In the event the Premises are partially damaged or destroyed by fire or other casualty or happening such that Lessee may continue to use a part of the Premises, Lessor shall promptly repair such damage and restore the Premises to its condition immediately prior to said damage or destruction. In such event, the rental and any other obligations of Lessee payable hereunder shall abate proportionally by the ratio that the damaged area bears to the total area of the Premises. Should Lessor fail to complete said restoration within 60 days of the partial damage or destruction, Lessee may terminate this Lease.

In the event the Premises are damaged or destroyed such that Lessee is unable to occupy the Premises (untenantable) without undue hardship and/or disruption of its business, Lessee may elect to terminate this Lease by providing Lessor written notice of such termination within 14 days after such damage or destruction, and, in that event, all rent and other obligations of the Lessee hereunder shall terminate as of the date of such damage or destruction. In the event the Premises are untenable and Lessee does not elect to terminate this Lease, Lessor shall proceed immediately to rebuild and restore the Premises to its condition immediately prior to said damage or destruction. In the case of Lessee's election not to terminate, all rent and other obligations of the Lessee hereunder shall abate from the date of untenability until the date Lessee retakes possession of the Premises. In the event Lessor fails to complete the restoration within 120 days of the untenability, Lessee may terminate this Agreement.

**13. NOTICES.** Notice in writing referred to herein shall not be construed to mean personal notice, but such notice shall be given in writing, by mail, by depositing the same in the post office or letter-box, in a postpaid envelope, addressed to the Lessor at Lessor's last known address, and such notice shall be deemed to be given at the time when the same shall be thus mailed. Such notices provided hereunder shall be addressed as follows:

If to Lessor: Tom Hayden  
City of Merrill  
1004 East 1st Street  
Merrill, Wisconsin 54452

Rent sent to: Same as above

If to Lessee: State Leasing Officer  
Wisconsin Department of Administration  
101 E. Wilson Street, 7<sup>th</sup> Floor  
P.O. Box 7866  
Madison, WI 53707-7866

14. **FUNDING.** The payment of rents under this Lease is subject to the availability of funds that may lawfully be used for such payment. As a result, the Lease does not constitute the contracting of public debt under Article VIII, Section 4 of the Wisconsin Constitution. The continuation of this Lease beyond the limits of the funds already available is contingent upon the future availability of funds to support the payment of rent for the programs housed in the facility covered by this Lease. In the event, such funding is not made available to the program or programs involved, the Lessee may at its option and upon sixty (60) days prior written notice to the Lessor, terminate this Lease. Use beyond the limits of the funds already available is contingent upon the future availability of funds.

15. **RIGHT TO LEASE ADJACENT SPACE.** Lessee may lease any available adjacent space at any time during the term of this Lease or renewal options. Improvements for such space will be of the same nature and quality as that of the space contained herein. Such additional space shall be made available under mutually agreeable terms, conditions, and rental rate as mutually agreed upon.

16. **BROKERS.** Lessor and Lessee represent and warrant to each other that they have had no dealings with any broker or agent in connection with this Lease and Lessor agrees to pay and hold Lessee harmless from any claims made by anyone for any compensation, commissions and charges claimed with respect to this Lease or the negotiations thereof.

Attachment: Lease for City Hall space - D.O.C. (4906 : Lease agreement with Probation and Parole - City Hall space)

- 17. HOLDING OVER.** If Lessee holds over after the term hereof, with or without the express written consent of Lessor, such tenancy shall be from month to month only, with no renewal hereof or an extension for any further term, and in such case basic monthly rent, excluding amortization, shall be payable at the rate during the last month of the term hereof. Such month-to-month tenancy shall be subject to every other term, covenant and agreement contained herein.
- 18. SUBORDINATION.** This Lease shall be subordinate to any and all mortgages hereafter placed against the Premises by Lessor, provided that any such mortgage (or a separate written agreement, in recordable form, from the mortgagee in favor of and delivered to the Lessee) contains provisions to the effect that, so long as this Lease shall remain in force, in any action to foreclose the mortgage, Lessee will not be made a party defendant, that Lessee's possession of the Premises will not be disturbed and that Lessee's Leasehold estate will not be affected, impaired, or terminated by any such action or proceeding or by any judgement, order, sale or conveyance made or rendered therein or pursuant thereto, so long as (at the time of commencement of such action or foreclosure proceeding or during the pendency thereof) Lessee is not in default under the terms, covenants, and conditions of this Lease beyond any grace period provided in this Lease for curing same.
- 19. FORCE MAJEURE.** In the event either party hereto shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason of strikes, lockouts, labor troubles, inability to procure materials, failure of power, riots, insurrection, war, acts of God, inclement weather, or other reason beyond that party's reasonable control, then performance of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.
- 20. EMINENT DOMAIN.** In the event the entire Premises shall be appropriated or taken under the power of eminent domain by any public or quasi-public authority, this Lease shall terminate and expire as of the date of such taking, and Lessee shall then be released from any liability thereafter accruing under this Lease.

In the event a portion of the Premises shall be so appropriated or taken and the remainder of the property shall not be suitable for the use then being made of the property by the Lessee, or if the remainder of the property is not one undivided parcel of property, Lessee shall have the right to terminate this Lease as of the date of the taking on giving to Lessor written notice of termination within thirty (30) days after Lessor has notified Lessee in writing that the property has been so appropriated or taken.

In the event of the termination of this Lease by reason, of the total or partial taking of the Premises by eminent domain, then in any such condemnation proceedings, Lessor and Lessee shall be free to make claim against the condemning or taking authority for the amount of any damage done to them, respectively, as a result of the condemning or taking.

21. **CONSTRUCTION OF IMPROVEMENTS.** Intentionally left blank.
22. **LESSEE COSTS.** Lessee shall be responsible for the monthly phone and data costs for the Premises.
23. **CAPTIONS.** The item captions contained herein are for convenience only and do not define, limit, or construe the contents of such items, paragraphs, or sections.
24. **AUTHORIZATION, BINDING EFFECT.** This Lease, together with all amending instructions subsequent thereto (collectively, the "Lease"), is not valid or effective for any purpose until approved by the Governor or his delegate, the Secretary of the Department of Administration, and no work is authorized until the Lease is fully executed.
25. **WAIVER.** The rights and remedies of either party under this Lease, as well as those provided or accorded by law, shall be cumulative, and none shall be exclusive of any other rights or remedies hereunder or allowed by law. A waiver by either party of any breach or breaches, default or defaults, of the other party hereunder shall not be deemed or construed to be a continuing waiver of such breach or default nor as a waiver of or permission, expressed or implied, for any subsequent breach or default.

26. **CHOICE OF LAW.** This Lease shall be governed by and construed and interpreted in accordance with the laws of the State of Wisconsin.
27. **EXECUTED LEASE.** This Lease when fully executed shall be binding upon the respective heirs, executors, administrators, successors, and assigns of the parties hereto.
28. **MISCELLANEOUS PROVISIONS.** Intentionally left blank.
29. **ENTIRE AGREEMENT.** This Lease constitutes the entire agreement between the parties with respect to its subject matter and constitutes and supersedes all prior agreements, representations and understandings of the parties, written or oral.

DRAFT

IN WITNESS WHEREOF, the parties have hereunto subscribed their names as of the date of the last signature below.

LESSOR:

City of Merrill

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

Dated: \_\_\_\_\_

LESSEE:

State of Wisconsin, Department of Administration

By: \_\_\_\_\_

CHRIS PATTON  
DEPUTY SECRETARY  
DEPARTMENT OF ADMINISTRATION

Dated: \_\_\_\_\_

File No. 410-095

Attachment: Lease for City Hall space - D.O.C. (4906 : Lease agreement with Probation and Parole - City Hall space)

Schedule I

The Lessor, **at Lessor's cost**, shall furnish to the Lessee during the term of this Lease, as part of the rental consideration, the following:

- 1. The environmental control system shall maintain a comfortable humidity level and temperatures for an estimated use of 60 hours per week as follows:

Summer	Winter
76 Degrees (+/- 2 <sup>o</sup> )	70 Degrees (+/- 2 <sup>o</sup> )
50% Humidity Level (+/- 10%)	25% Humidity Level (+/- 5%)

The temperature range during unoccupied times (generally 6 p.m. to 6 a.m.) may be varied by up to +/- 10<sup>o</sup> of the above temperatures.

- 2. Provide, maintain and service heating, air conditioning, plumbing and ventilating equipment as per manufacturers and/or installers recommendations.

Must be compliant with State of Wisconsin Administrative Codes SPS 363 and 364, and ASHRAE 62.1-2016, in addition to all other applicable Federal, State and local codes. Relative to ventilation codes, where SPS 364 and ASHRAE 62.1-2016 conflict, apply SPS 364 to existing HVAC and ASHRAE 62.1-2016 to new HVAC equipment selections ensuring in all circumstances, that HVAC ventilation requirements will always meet or exceed State of Wisconsin Administrative Code SPS 364 minimum guidelines.

Lessor shall meet the following requirements:

- a) All new HVAC units and equipment installed shall be high-efficiency type; gas-fired heating is required in all new construction.
- b) All rooms shall have sufficient air movement to meet the Wisconsin code for air exchanges and CFM for office space and have adequate zoning in order to maintain the humidity and temperatures as listed above.
- c) HVAC supply and return system "as is".
- d) All new exterior walls and ceilings must meet minimum insulation code requirements.
- e) Provide perimeter heating for exterior walls if required to meet seasonal set-points.
- f) Provide space heating for airlocks and lobbies, if necessary.
- g) Change air-handling equipment filters quarterly.
- h) Provide automatic temperature adjustment capability for unoccupied modes.
- i) Provide separate venting/fans for restrooms.
- j) Placement of thermostats "as is".

- 3. Install and maintain fire extinguishers according to any governmental building code and Underwriters Laboratories (UL) recommendations.
- 4. Provide safe drinking water with hot and cold running water for restrooms, counter sinks and janitorial facilities. Such drinking water shall meet minimum State of Wisconsin Drinking Water Quality Standards.
- 5. Lighting "as is".
- 6. Provide Water and Sewer & Heat and Air conditioning.

Attachment: Lease for City Hall space - D.O.C. (4906 : Lease agreement with Probation and Parole - City Hall space)

7. Provide electricity for lights and other electrical equipment necessary for operation of the Premises.
8. Furnish, install and replace during the term of this Lease and any extension thereof, light bulbs, fluorescent tubes, starters, ballasts or transformers.
9. All demised and common areas of the facility and exterior areas, including parking, utilized under this lease, including restrooms and any elevator(s) **must meet all requirements of new construction** for accessibility, health and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332, 361-365, and the ANSI A117.1. ANSI Regulations will take precedence over Wisconsin Administrative Codes, except when such codes shall be equal to or exceed the ANSI Regulations. All elevators shall meet the Wisconsin Administrative Codes, SPS 318 and SPS 362 and ANSI A117.1.
10. Furnish building occupancy or use permit(s) if required.
11. Provide walk-off mats at each entrance. Replace as needed when worn.
12. Furnish all necessary janitorial and maintenance equipment and supplies for restrooms including soap, towels and toilet tissue.
13. Lessor is to provide all services, supplies and equipment required to clean and keep clean all areas of the building, sidewalks, parking areas, and grounds. This includes, but is not limited to, the plowing and removal of snow, ice removal and salting, removal of trash, pest control and the proper disposal of recyclable materials separated by Lessee. Proper disposal of materials shall comply with sections 16.15(3) and 287 Wis. Stats., which require recycling the following items: aluminum containers, corrugated paper or other container board, foam polystyrene packaging, glass containers, magazines, newspaper, office paper, plastic containers, steel containers, and waste tires. Lessor shall provide a central collection area and separate collection containers as require for the deposit of all such recyclable and non-recyclable waste generated at the leased premises. Lessor and Lessee further agree to comply with all applicable municipal recycling requirements adopted under section 287.13, Wis. Stats.
14. Lessee shall retain the right to do background checks at any time and reserves the right to approve or disapprove permission to enter the Premises of any vendor, contractor or others.
15. Janitorial Services: The following is a list of required activities to be performed at least as often as indicated. While this list may omit some minor activities, it is the intent of this list to promote a building with a High Standard of Cleanliness.

AREA AND FREQUENCY INDICATION:

DAILY

- a) All Common Areas (Entrances/ Hallways/ Stairways/Snack or Break Area/Janitor Closet/Storeroom/etc.) - Clean glass in doors and metal framework; Empty/clean exterior ashtrays, waste containers and replace can liners; Sweep, mop floor, steps, landings, etc.; Vacuum carpet and walk-off mats and remove spots/stains; Clean, de-scale and polish water fountains; and spot clean walls and doors.
- b) Restrooms - Clean and disinfect dispensers, sinks, toilets, urinals and polish bright work.

- c) Office Areas - Empty waste containers and replace can liners, if used; Dust and/or damp wipe accessible furnishings, fixtures, vents and sills; Spot clean doors, walls and sidelights; Sweep/mop floors; and vacuum carpet and remove spots/stains.

#### ONCE-WEEKLY

- a) Restrooms - Clean inside toilet bowls and urinals; and damp wipe walls.
- b) Offices - Common Areas - Dust and/or damp wipe furnishings, moldings, handrails, fixtures, etc. Clean/disinfect and polish brightwork.
- c) Offices - Vacuum upholstered furniture; and edge-vacuum carpet

#### SEMI-ANNUAL

- a) Resilient/Hard floor Areas - Strip, seal and refinish floors in spring and fall.
- b) Carpet Areas - Wet extract carpet and apply soil retardant in spring and fall.
- c) Restrooms - Wash walls, ceilings, doors and partitions in winter and summer.
- d) Windows - Wash windows and storms both inside and outside and vacuum screens in spring and fall.
- e) Light Fixtures - Clean fixtures and diffusers.
- f) Air Vents - Clean supply air diffusers and return air grilles.

- 16. Provide sufficient onsite parking, which is understood by the parties hereto to include 24/7 parking for staff and client owned vehicles.
- 17. Provide snow and ice control and removal. Snow and ice will be removed from designated walking surfaces on Lessor controlled parking lots and sidewalks on building grounds by 6:30 AM each working day and 9:00 AM on non-working days. These walk areas shall be maintained in a reasonably slip resistant condition and passable for people with disabilities (i.e. individuals who use walkers, canes, crutches, wheelchairs, etc.). Walking surfaces will be maintained snow and ice free during working hours. Particular attention shall be paid during on-going snowfalls, ice storms or when melting snow and ice re-freezes on walking surfaces. Parking lots shall be cleared within 24 hours of a 2-inch or greater snowfall (or sooner if weather permits).

In the event that the Lessor fails to remove the snow and ice from the leased facility in accordance with the terms of the paragraph above, the Lessee may cause the same to be done and deduct the cost of such snow and ice removal from the rent due the Lessor.

Lessee's removal of snow and ice shall not release Lessor of liability or obligation under the provisions of this lease or any law or regulation.

- 18. Lessor agrees to construct and/or remodel and equip the building in accordance with State and local building codes, in accordance with mutually agreed upon plans attached hereto.
- 19. Upon Lessee's execution of the first renewal option under paragraph 5 of the Lease, Lessor will at Lessor's cost, repaint and re-carpet the Premises. Lessor shall complete the repainting and re-carpeting by a mutually agreed upon date, but not later than twelve (12) months from the date of Lessee's execution of the first renewal option. Lessor at Lessor's sole cost is responsible for moving Tenant's furniture and equipment to accommodate the repainting and re-carpeting of the Premises. Carpet and paint color selections must be mutually agreed to by Lessor and Lessee, in writing.

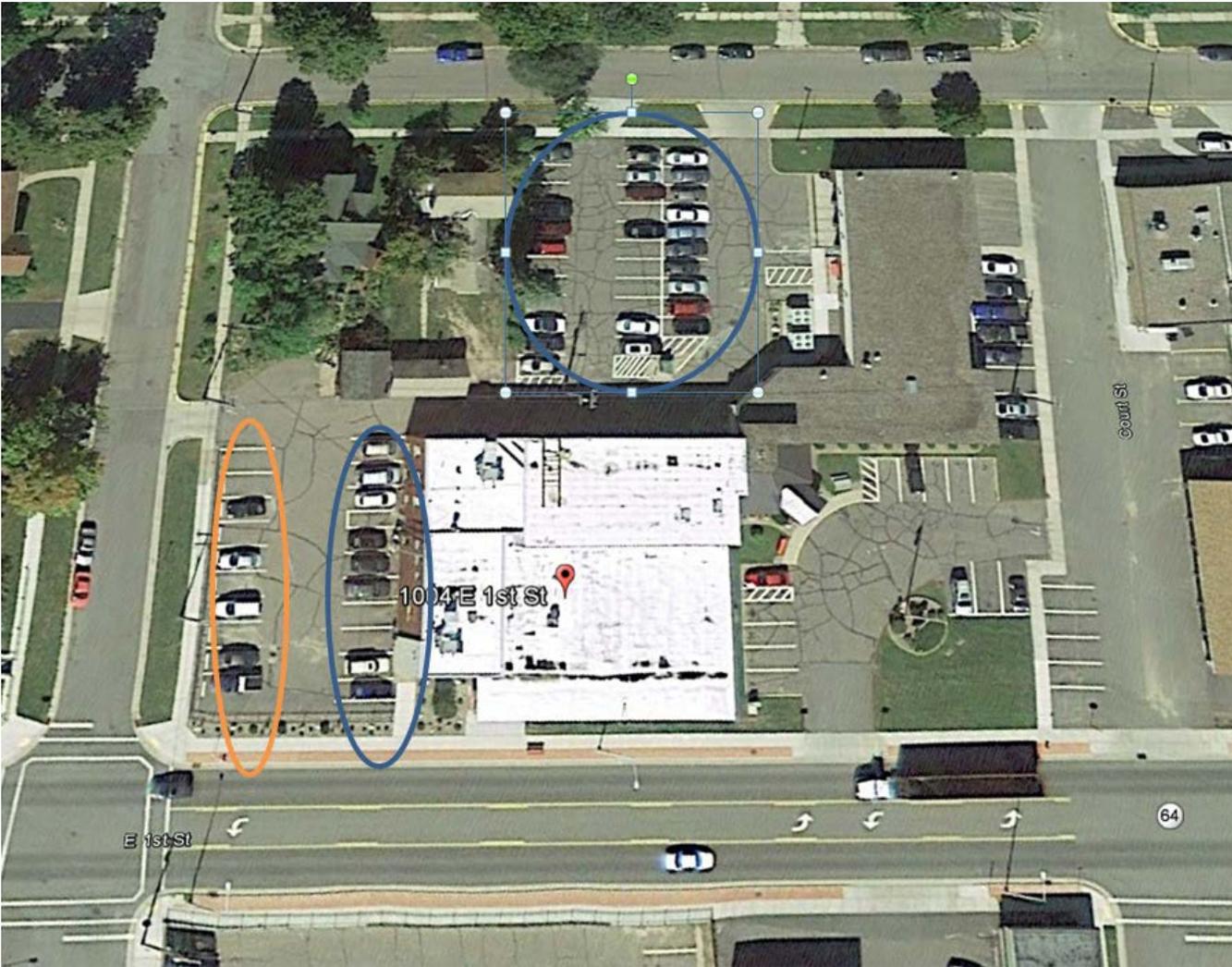
If for any reason the Premises is not re-carpeted and/or repainted as provided herein, the Lessor shall provide the Lessee with a rent credit for these avoided costs. The credit shall be equal to the sum of \$5.00

per square foot for re-carpeting and \$1.50 per square foot for repainting, subject to annual increases of 1.75% beginning with the second year of the initial lease term. In the event, that Lessor partially re-carpets or repaints the Premises, as provided herein, the credit shall be reduced by any actual costs incurred. This credit shall be applied against Lessee's monthly rent beginning in the thirteenth month following Lessee's execution of the renewal option under paragraph 5 of the Lease. Lessor may not choose on its own to not perform the above work in order to avoid Lessor's obligation. The credit calculation above does not limit Lessor's cost of this work.

20. Provide the Premises with a fire alarm and detection system that complies with all State building codes, International building code (IBC) and Local building codes. In the event the Premises are not required to have a fire alarm and detection system by any code, Lessor shall install and maintain a fire detection system consisting of automatic detection (heat and smoke detectors), audio/visual notification devices and pull stations in accordance with the National Fire Protection Association (NFPA) under NFPA 72 and National Electric Code NEC 760. The fire alarm and detection system shall be inspected, maintained and tested in accordance with NFPA 72, by licensed contractors and fully documented. Documentation shall be made available to Lessee, within ten (10) days of Lessee's written request.
21. In the event the Lessor does not furnish the aforementioned services and items in this Schedule or the demised Premises are un-tenantable for any other reason which is not due to the negligence of the Lessee, the Lessee may provide such services and items at its own expense and deduct these expenses from rental payments, provided Lessee notifies Lessor thirty (30) days in advance of any deduction, and provides an itemized statement listing the services and items not being furnished.

DRAFT

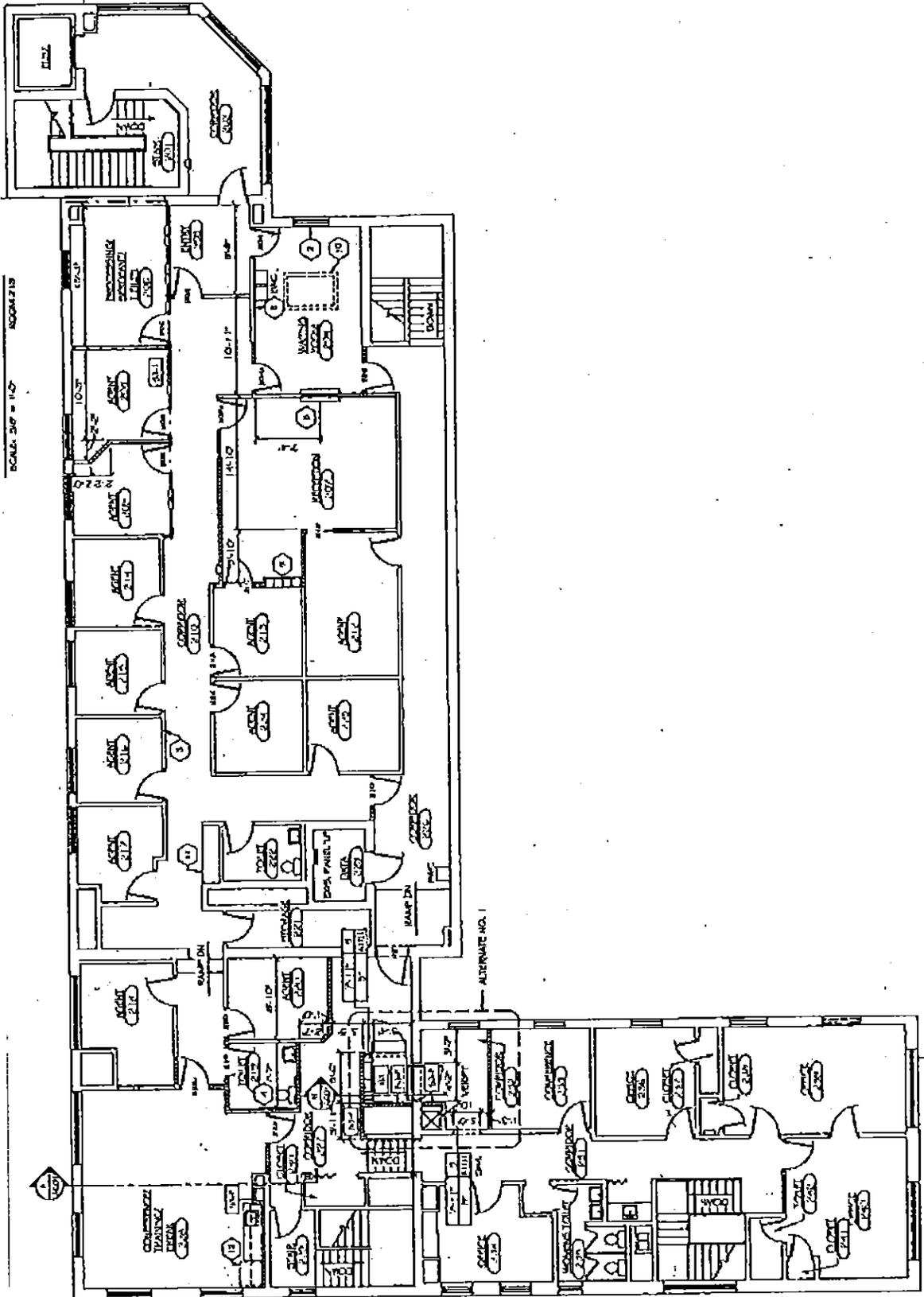
**EXHIBIT A – AERIAL PHOTO / SITE PLAN**



**NOTE:** Orange area indicates where State of Wisconsin vehicles are allowed to park and blue areas indicate where State of Wisconsin employees are allowed to park.

Attachment: Lease for City Hall space - D.O.C. (4906 : Lease agreement with Probation and Parole - City Hall space)

EXHIBIT B - FLOOR PLAN



Attachment: Lease for City Hall space - D.O.C. (4906 : Lease agreement with Probation and Parole - City Hall space)

**Heideman, Bill**

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**From:** Akey, Rod  
**Sent:** Friday, March 20, 2020 2:55 PM  
**To:** Heideman, Bill  
**Cc:** Johnson, David; Unertl, Kathy; Bonack, Dustin  
**Subject:** P&F Agenda Item

Bill,

Please include the following as an agenda item for P&F.

-Consider budget amendment to approve \$70,000 for street lighting for the M2020-01 Grand Ave. project.

Thank you,

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

Attachment: Budget adjustment request for street lighting (4892 : Consider budget amendment to approve \$70,000 for street lighting)

City of Merrill  
 Commission Meeting Minutes  
 Wednesday, March 18, 2020  
 Merrill Airport Terminal

Members Present: Gary Schwartz (Chairman), Lyle Banser, Joe Malsack, Rich McCullough (Airport Manager), Mike Rich (Alderman) – via phone

Public Present: Larry Wenning, Steve Krueger

1. Call to Order – Meeting called to order by Chairman Schwartz at 19:00.
2. Approval of Meeting Minutes from February 19, 2020 – Minutes read. Motion by Malsack for approval of Minutes as presented (one page was missing); second by Banser. All ayes. Motion carried. The missing page of February's Minutes will be approved at next April's meeting.
3. Approval of Vouchers – Vouchers reviewed and initialed. Motion to pay vouchers by Rich; second by Malsack. All ayes. Motion carried.
4. Runway 16/34 Project Status – Chairman Schwartz has seen some movement but is still working with entities dealing with the AWOS errors.
5. Entitlement Projects – Schwartz reported that entitlement projects are being reviewed for approval. We have done our due diligence. Working to have a specific runway coating approved. AWOS corrections are being slowed at the Bureau of Aeronautics (BOA). There is potentially a 8-10 degree error involved.
6. Young Eagles Day – Will be held June 13, weather permitting. Registration for flights will be online only. EAA will cover insurance for the event. Will be advertised on Facebook and in Foto News. There will also be a video presentation on drones to educate attendees on air space.
7. Manager's Report – Airport Manager McCullough reported we have continued brush cutting. As weather warms and the ground softens, we will discontinue. NTC is building an access road to a parcel on East end of their property. They agreed to put a gate in so we can access a portion of Airport property for brush cutting in the future. Rich got an estimate for the north side of the door on the FBO hangar. Motion by Lyle to replace door; second by Malsack.

8. Airport General Maintenance – Fuel prices are coming down so we are hoping to be able to use up existing supply by lowering the price slightly. We would then be positioned to buy a full load when prices are down.

Airport Lighting Outside – McCullough reported runway identifier lights are now working. Also, other outside LED lights are going to be changed on warranty.

Airport Lighting Inside – New Terminal. Rich reported lights in the vestibules are installed and have another ordered.

Airport Signage – Nothing new.

Fiber Optic Project – McCullough reported Airport fiber optic is installed; and we are waiting for some final connecting by PerMar to make the gates operable. City fiber optic and Airport fiber optic will be energized at the same time.

9. Chairman's Report – Schwartz reported on a document from the State that deals with drones. McCullough reported he did find a drone inside the Airport fence, which causes concern for pilots. He will post information on Airport Website regarding drone operations around Airport.
10. Aviation Happenings – Sun and Fun is canceled for this year. So far, Oshkosh is still on.
11. Public Comment – None
12. Agenda Items for Next Meeting – No new Agenda items.
13. Adjournment – Motion by Rich to adjourn; second by Malsack. All ayes. Motion carried.

Minutes prepared by Lyle Banser

## Strategic Plan 3/10/2020

Call to order: Mayor called to order at 6:00 p.m.

### Pledge of Allegiance

Paul Russell, Steve Hass, Rick Blake, Steve Osness, Mike Rick Jr., Rob Norton, Steve Sabatke, Mayor Woellner in attendance.

Others in attendance: Public Works Director/City Engineer Rod Akey, Transit Director Brad Brummond, City Attorney Tom Hayden, City Administrator Dave Johnson, Building Inspector/Zoning Administrator Darin Pagel, Library Director Stacy Stevens, Finance Director Kathy Unertl, Park & Recreation Director Dan Wendorf, Facilities Maintenance Manager Nick Wszalek, Allen Wix, Mike Ravn (Meeting Facilitator), Bill Bialecki, Debbie Kinsey, Gary Broesch, Gene Bebel, and Krista Mitchell. Hunter Lane in attendance videotaping for Merrill Productions.

Discussion and potential action on 2020-2024 Merrill Strategic Plan.

Mike Ravn began the meeting by speaking out about the stroke he had. He commended Chief Klug and Chief Bennett for their excellent service. He then introduced the draft of the Strategic Plan and gave a brief overview of the packet. Included in the packet are:

Primary Core Values, Mission Statement, Vision Statement, Community Vision Statement, SWOT analysis, Strategic Issue Prioritization, Strategic Issues #1-4, and Success on Merrill's Strategic Plan Implementation.

There are a lot of recommendations to do more reporting to the council and to the public, as well as marketing. For accountability purposes, we need to look a little harder into naming people, which is why the last bullet point was added to the Implementation page. The Common Council, City Government and the community all need to be involved in order for this to be successful.

Mike recommends to take this as a suggestion and to pass on it in April. Everyone should take this home and look it over.

Alderman Steve Hass recommends that we look the packet over and email Mike with any suggestions, no later than March 23<sup>rd</sup>. Agreed upon by the council.

Public Works Director/City Engineer Rod Akey asked if we should have a committee assigned to each goal. Mike Ravn asked Rod to email him with his suggestions. A discussion ensued about having a committee or a person responsible for each item.

Alderman Paul Russell said that the review process/target completion action plans need to have dates otherwise nothing will get done. Mike suggested that if you have a

committee working on the task, have that committee come up with a date for completion.

Paul Russell stated that we have a challenge of getting citizens onto the boards/committees. We need to have committee leaders work on getting civic involvement. Mike Ravn pointed out that the Mayor, City Administrator, and Council President should be the ones on the front line getting people and the community involved.

Mayor Woellner likes how we have a “who” on these plans. He asked if we should review them every year. Every 2-3 years? Rod Akey suggested that March or April would be a good time to have this reported. Hass stated that we could establish a COW every March for review of the Strategic Plan documents. Mayor agrees.

Bill Bialecki suggests we look at the SWOT report. He doesn't think it should be in there, because it has a lot of negativity. We should keep the strengths and opportunities in. Tone down the weaknesses and threats a bit. So there's not so much negativity on it for the public to see.

Debbie Kinsey stated that the chamber also did a SWOT analysis, but did not put it in the strategic plan.

Gary Broesch stated that he is discouraged by a lack of actions of “next steps”. He thinks that we should have quarterly reporting on this. We need to begin moving forward. Keep the Strategic Plan active so you don't lose the momentum. Mike Ravn thinks that might work if we go with Rod's idea to have different committees working on them.

Gene Bebel suggested we take some of the weaknesses and threats and put them under opportunities.

Paul Russell motioned to approve forwarding the Strategic Plan, with the amendments that are sent to Mike, to the council for the April meeting. Steve Hass seconded. All ayes. Motion carried.



**CITY OF MERRILL**  
**FESTIVAL GROUNDS COMMITTEE**  
**MINUTES • THURSDAY MARCH 5, 2020**

**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
Michael Caylor	Food Vendor Rep.	Absent	
Rob Norton	Aldersperson - Seventh District	Present	
Steve Sabatke	Alderman - Eighth District	Present	
John M. Van Lieshout	Aldersperson - Fifth District	Excused	
Derek Woellner	Mayor	Present	
Bryan Bloch	Rodeo Assn. Rep.	Present	
Brad Becker	Fair Assn. Rep.	Present	

Others in attendance: City Administrator Dave Johnson, Festival Grounds Manager Richard Bjorklund, Krista Mitchell, Public Works Director/City Engineer Rod Akey, Dave Buck, Jerry Leopold and City Clerk Bill Heideman. Hunter Lane was present to videotape the meeting for Merrill Productions.

II. Minutes of previous meeting(s):

1. Minutes of February 5, 2020 meeting

Motion (Woellner/Bloch) to approve.

<b>RESULT:            APPROVED</b>
------------------------------------

III. Agenda items for consideration:

1. Cattle Barn

Information was in the meeting packet. Additional information was distributed at the meeting.

City Administrator Johnson suggested that method(s) and funding for maintaining the cattle barn should be based on how long we anticipate keeping the barn.

Alderman Norton suggested that, at some point, consideration should be given to erecting a new facility that could be used for multiple events. Obviously, this would require fundraising.

Alderman Sabatke stated his opinion that this historic building, for its age, is in remarkably good condition. He suggested that razing the structure would not be a popular decision.

City Administrator Johnson reported that a quote of \$40,000 to paint the structure has been received.

Rodeo Association Rep. Bloch remarked that, although the building may be structurally sound, it is not user-friendly. He urged the committee to focus on the future when considering options related to the cattle barn.

Mayor Woellner requested that the next meeting agenda include consideration of the 10-year capital plan for the Festival Grounds.

Motion (Woellner/Sabatke) to request and receive Request for Proposal documents for structural repairs to the cattle barn. Carried 5-0 on roll call vote.

## 2. Discussion on pavement options

A map of the Festival Grounds was distributed. The map illustrates four options (1,2,3 and 4) for paving at the grounds in 2020. Public Works Director/City Engineer stressed that it is imperative to pave all areas shown "in red" on the map. The funded amount for 2020 Festival Grounds paving is \$150,000.

Motion (Norton/Bloch) to approve the proposed 2020 paving areas, excluding option #4 and the "diagonal" portion in option #1.

<b>RESULT:</b>	<b>APPROVED</b>
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## 3. Fair update

Fair Association Rep. Becker reported that, to date, preparations for the 2020 fair are going smoothly. Axe throwing and an escape room are among the additions being planned. The tractor pulls may result in a reduction in the parking area.

## 4. Rodeo update

Rodeo Association Rep. Bloch reported that preparations for the 2020 rodeo seem to be going well. The dates for the 2020 rodeo are June 12-14.

This year there will be eight events, including the addition of an girls-only event.

The Sunday of the rodeo (June 14<sup>th</sup>) will be family day. Rodeo representatives are looking for groups to provide games and entertainment that day.

No permanent stands will be allowed to open for the rodeo this year. That is a change from previous rodeos.

## 5. Calendar of Events

The calendar of events was in the meeting packet. Krista Mitchell reviewed the calendar.

## IV. Monthly Reports:

### 1. Festival Grounds Manager Bjorklund

The monthly report was in the meeting packet.

### 2. Food Vendor Rep. Caylor (No meetings until April)

No report, because the Food Vendor Committee did not meet.

V. Public Commnet Period

None.

VI. Establish date, time & location of next meeting

Thursday, April 2<sup>nd</sup>, 2020 at 6:00 P.M. in the Bierman Building.

VII. Adjournment

Motion (Woellner/Sabatke) to adjourn. Carried. Adjourned (without vote) at 7:13 P.M.

A handwritten signature in blue ink, appearing to be "W. H. Sabatke", is written over the text of the adjournment section.

**T. B. Scott Free Library Board of Trustees**  
**REGULAR MEETING**  
**March 17<sup>th</sup>, 2020**  
**Minutes**

**1. Opening**

President Mike Geisler called the Regular Meeting of the Board of Trustees to order at 3:00 p.m. in the Library Community Room. Present: Gene Bebel, Katie Breitenmoser, Darcy Dalsky, Paul Gilk, Audrey Huftel, and Tim Meehean. Excused: Richard Mamer and Jim Wedemeyer. Also present: Laurie Ollhoff and Draco F. from MP3.

There was no correspondence. There was no public comment.

**2. Consent Items**

M Meehean/S Huftel/C to approve the minutes of the February meeting as printed. M Meehean/S Breitenmoser/C to accept the Monthly Revenue and Expense Report for February.

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

A. Closure of the Library as a Prevention of Spread of COVID-19: There was much discussion as to the unprecedented events and closures that are occurring due to the COVID-19 public health pandemic. Merrill City Administrator Johnson contacted Ms. Stevens at 8am Monday 3/16 requesting that the library be closed to the public. Board President Geisler was notified and the library did not open. Ms. Stevens shared a recommendation dated 3/17/20 from the American Library Association Executive Board that libraries close to the public. M Meehean/S Gilk/C approved the closure of the library for the prevention of spread of COVID-19 and to reopen at the call of the Library Director and Board President when it is considered prudent to do so by health and/or government authorities.

M Meehean/S Breitenmoser/C that it is the direction of the library board during the library closure that employees will make every effort to continue to work and as such will continue to be paid, utilizing sick leave, vacation or unpaid leave to care for themselves, their children and/or other family members as needed and that if Federal/State funding/assistance would become available that the library avail itself of those funds.

B. Visioning Session Update: The Visioning Session has been postponed until a later date.

C. D. E. Policy Review: Smoking, Loaning of A-V Equipment and Temporary Card Holder:

M Meehean/S Dalsky/C to approve all policies are presented.

F. Strategic Plan Progress: Goal #1: Updates to Goal #1 were provided.

G. Status of Church Property: Ms. Stevens is not aware of any developments regarding the property.

H. Wisconsin Trustee Essential #19-Library Director Certification: Ms. Stevens provided copies of Trustee Essential #19.

I. Reports from Friends and WVLS Representative: The Friends Spring booksale was scheduled for early April but has been postponed.

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

- February Monthly Statistical Report was provided.
- Mr. Wszalek discussed the plan to upgrade several toilets in the building with automatic flush mechanisms and to replace the bathroom stalls with PVC partitions.
- Ms. Stevens and Mr. Wszalek discussed the status of several trees on the property that are dead and need to be removed. While city workers are available to perform this work, they will be doing so now.
- City workers were here grinding the main entrance sidewalk concrete to even out areas that have shifted during the winter months.

**5. Adjournment**

M Bebel/S Meehean/C to adjourn the meeting at 3:45 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on April 15<sup>th</sup> at 4:00 p.m. in the Library Board room.

Stacy D. Stevens, Secretary

**PARKS AND RECREATION COMMISSION**

March 11, 2020

The Merrill Parks and Recreation Commission met on Wednesday, March 11, 2020 at 4:15 p.m. at the Merrill City Hall.

Members Present: Kyle Gulke, Jean Ravn, Joan Tabor, Brian Artac, Dan Novitch and John Vanlieshout.

Members Excused Absent:

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: City Administrator Dave Johnson, Hunter Lane from MP3, Ryan Bartz, Dakoda Branski, Heather O'Neil, Nathan Brzornowski, Patrick Perra, Kurt Perra

\*\*\*Motion by Artac, seconded by Ravn to approve the minutes from the February meeting.

\*\*\*Carried unanimously.

\*\*\*Motion by Ravn, seconded by Vanlieshout, to approve the claims from February.

Artac questioned what the Tree keeper subscription was. Wendorf stated that is what he uses to keep track of the trees in the city and works well. Vanlieshout questioned what the surveillance cameras were for. Wendorf stated that they were for the Agra building because of all the vandalism there. Wendorf stated the city paid half and the River Bend Trail paid for half.

\*\*\*Carried unanimously.

Public Comment: None

The next item on the agenda was to discuss potential tree planting requirements for new developments/construction. Wendorf stated that Kyle brought this agenda item up and thought it was a good idea. The requirements would be to replace some of the trees that were removed for construction. Vanlieshout stated that Wendorf should work on a resolution that pertains more for the City of Merrill and bring it back to the commission.

The next item on the agenda was a continued discussion on the 10 year Capital Plan. Wendorf stated that this is something that will continue to be on the agenda and if anyone has ideas, suggestions or changes to voice their opinion.

The next item on the agenda was to review/potentially approve Skate Park Design. Wendorf stated that they have been working with Spohn Ranch on a design and went over the designs. Wendorf stated that the park would be 22,000 square feet and will be located west of the Smith Center. Mayor Woellner questioned if the pictures were to scale and also that one of shaded areas is facing directly at the sun so it should be moved. Vanlieshout questioned if the fence was going to cause some problems with snow removal. Wendorf stated that they will have to move the fence in a little. Vanlieshout also questioned what the cost would be. Wendorf stated around one million to one and a half million. Heather O'Neil stated that she thought the design was great and would bring in people from different communities.

\*\*\*Motion by Vanlieshout, seconded by Artac to approve the design for the skate park.

\*\*\*Carried unanimously.

The next item on the agenda was monthly reports. Wendorf asked if anyone had any questions. Wendorf stated that the weather has been perfect and hopefully with the slow snow melt it will be easier to get the fields ready. Wendorf also encouraged people who are looking for seasonal jobs to apply for the Park and Recreation seasonal jobs.

The next regular meeting is scheduled for Wednesday, April 1, 2020 at 4:15 p.m. at the Merrill City Hall.

\*\*\*Motion by Artac, seconded by Ravn to adjourn at 5:05 p.m.

\*\*\*Carried unanimously.

Dawn Smith  
Recording Secretary



**CITY OF MERRILL**  
**PERSONNEL AND FINANCE COMMITTEE**  
**MINUTES • TUESDAY MARCH 24, 2020**

**Regular Meeting**

**City Hall Council Chambers**

**5:00 PM**

**I. Call to Order**

Alderman Russell called the meeting to order at 5:03 P.M.

Attendee Name	Title	Status	Arrived
Rick Blake	Aldersperson - Third District	Present	
Paul Russell	Aldersperson - First District	Present	
Steve Osness	Aldersperson - Fourth District	Present	

Other meeting attendees: Mayor Derek Woellner, City Administrator Dave Johnson, City Attorney Tom Hayden, Public Works Director/City Engineer Rod Akey, Police Chief Corey Bennett and City Clerk Bill Heideman.

The following participated remotely via phone: Finance Director Unertl, Lincoln County Emergency Management Director September Murphy and Lincoln County Health Department Director Shelly Hersil.

**II. Opening Comments:**

Alderman Russell reported that both the City of Merrill and Lincoln County are working on methods to ensure that the public can remotely participate in meetings.

Alderman Osness thanked Alderman Russell for scheduling this meeting, suggesting that having a meeting at this time demonstrates leadership.

Alderman Russell mentioned that Lincoln County Health Department Director Hersil and Lincoln County Emergency Management Director Murphy are participating in the meeting remotely via phone. Mayor Woellner thanked them both for their willingness to participate.

**III. Vouchers:**

**1. Vouchers**

Motion (Osness/Blake) to approve.

<b>RESULT:</b>	<b>APPROVED</b>
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**IV. Agenda items for consideration:**

1. Question and Answer session on COVID 19 (Lincoln County Health Director Shelley Hersil and Lincoln County Emergency Planning Manager September Murphy.

Lincoln County Health Department Director Hersil explained that the goals of the Lincoln County Health Department are prevention and control, as well as providing guidelines related to state statutes and regulations. She noted that, to date, there are no confirmed cases of COVID-19 in Lincoln County. She noted that Governor Evers has instituted a "Safer at Home" initiative. She pledged that the Health Department would provide information and updates to the public in a timely manner.

Anyone wanting to be tested for COVID-19 needs to contact their health care provider.

Mayor Woellner stated that he will be working on public service announcements encouraging people to stay home.

Lincoln County Health Department Director Hersil then answered questions.

Lincoln County Emergency Management Director Murphy explained that her department provides support and helps coordinate efforts in addressing this issue. They also help obtain and connect resources.

Mayor Woellner thanked Lincoln County Emergency Management Director Murphy for holding a meeting earlier in the day. Several agencies participated in that meeting.

Lincoln County Emergency Management Director Murphy then answered questions.

No action was taken.

**2. Consider delinquent tax status of 2210 Heldt St.**

An installment payment of \$4,303.00 (rather than \$4,306.82) was received. This resulted in penalty and interest charges of \$645.57. A letter was received requesting a waiver of the penalty and interest charges.

Motion (Osness/Blake) to approve the request for waiver of the penalty and interest charges.

<b>RESULT:</b>	<b>APPROVED</b>
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**3. Consider budget amendment to approve \$70,000 for street lighting for the M2020-01 Grand Ave. project.**

Motion (Osness/Blake) to approve the budget amendment.

<b>RESULT:</b>	<b>APPROVED &amp; SENT TO COUNCIL</b>	<b>Next: 4/14/2020 7:00 PM</b>
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**4. Follow-up on 2021 budget discussion items**

Information was in the meeting packet.

2021 budget discussions will continue. The budget picture will be clearer in the future. No action was taken at this time.

#### 5. Availability of services at City Hall

City Administrator Johnson reported that, at the present time, City Hall is only open to the public for absentee voting or by appointment. No payments will be accepted in person at City Hall. Online payments can be made.

#### 6. Review of City Administrator and Finance Director job descriptions.

Copies of the job descriptions for the City Administrator and Finance Director were in the meeting packet.

Alderman Blake had requested that this item be placed on the agenda. He explained that he did not think the job descriptions for the two positions should include a requirement that the people in these positions be required to lift 50 pounds.

No action was taken.

#### 7. Schedule annual evaluation of City Administrator

It was mentioned that City Administrator Johnson and City Attorney Hayden are participating daily on conference calls with the Governor's office. The calls are related to COVID-19 issues.

Alderman Osness suggested that, when retirement(s) of City employees are pending, plans for the "transition" period should be made in advance.

Alderman Russell reported that he has now received all City Administrator evaluations back from the Common Council members. He will compile this information.

### V. Monthly Reports:

#### 1. Municipal Court

The report was in the meeting packet.

#### 2. Finance Director Unertl

The report was in the meeting packet.

#### 3. City Attorney Hayden

The report was in the meeting packet.

#### 4. City Clerk Heideman

The report was in the meeting packet.

#### 5. City Administrator Johnson

The report was in the meeting packet.

#### 6. Consider placing monthly reports on file

Motion (Osness/Blake) to place on file.

**RESULT: PLACED ON FILE**

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

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

VII. Public Comment Period

None.

VIII. Adjournment

Motion (Blake/Osness) to adjourn. Adjourned (without vote) at 5:50 P.M.

A handwritten signature in blue ink, appearing to be "W. J. H.", is written across the page.