CITY OF MERRILL

COMMON COUNCIL

AGENDA ● TUESDAY JUNE 9, 2020

Regular Meeting | **City Hall Council Chambers** | **6:00 PM**

1. Call to Order
2. Silent Prayer
3. Pledge of Allegiance
4. Roll Call
5. Public Comment Period
6. Minutes of previous Common Council meeting(s):
   1. Minutes of May 13, 2020 meeting
7. Revenue & Expense Reports(s):
   1. Revenue and Expense Report for the period ending May 31, 2020
8. Communications and Petitions:
   1. Discussion of City and State Small Business Programs
9. General agenda items:
   1. Employee Years of Service Recognition:

      Brenda L. Grefe, 25 years (Clerk/Treasurer office)

      James D. Yates, 20 years (Parks & Recreation)
10. Health and Safety Committee:
    1. 2020-2021 Liquor License Renewal Applications. On May 18th, 2020, the Health and Safety Committee referred the license applications to the Common Council.
    2. Request for extension of premises from In and Out Beer and Liquor, LLC, 701 East Second Street, to accommodate an alcohol sampling event on Friday, June 19, 2020. Alderman Osness is bringing this request directly to the Common Council.
11. Personnel and Finance Committee:
    1. Consider action(s) on any potential recommendation(s) from the June 9, 2020 Personnel & Finance Committee meeting, related to the Festival Grounds Manager contract.
12. Placing Committee Reports on File:
    1. Consider placing the following committee reports on file: Board of Public Works, City Plan Commission, Committee of the Whole, Health & Safety Committee, Library Board, Parks & Recreation Commission, Redevelopment Authority, Water & Sewage Disposal Committee and Zoning Board of Appeals.

13. Mayor's Appointments:
    1. Mayor's Citizen Appointments (per list)
14. Ordinances:
    1. An Ordinance amending the District Zoning Map of the City to change the zoning from Thoroughfare Commercial to Planned Until Development for the property at East 14th Street and North Sales Street. The City Plan Commission recommends approval.
    2. An Ordinance amending Code of Ordinances Chapter 113, Article II, Section 113-46(m), to make revisions to the wellhead protection ordinance. The Water and Sewer Committee recommends approval.
    3. An Ordinance amending Code of Ordinances Chapter 2, Article IV, Section 2-85, related to the scope of authority to call special meetings. At a meeting on May 19, 2020, the Committee of the Whole referred this ordinance to the Common Council.
15. Resolutions:
    1. A Resolution approving a Conditional Use Permit to establish an auto repair shop and used car dealership at 209 North Pine Street. The City Plan Commission recommends disapproving the application and resolution.
    2. A Resolution approving a Conditional Use Permit to establish a communication tower at 3200 East Main Street. The City Plan Commission recommends approval.
    3. A Resolution authorizing a Development Agreement by and between the City and SCS - S.C. Swiderski LLC. The Redevelopment Authority recommends approval.
    4. A Resolution approving the 2019 Compliance Maintenance Annual Report for the Wastewater Treatment Plant. The Water & Sewer Committee recommends approval.
    5. A Resolution honoring Rob Norton for his extended service and great contribution to the City of Merrill.
16. Mayor's Communications
17. Adjournment

William N. Heideman, CMC, WCMC
City Clerk

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

CITY OF MERRILL

COMMON COUNCIL

MINUTES • WEDNESDAY MAY 13, 2020

Regular Meeting | **City Hall Council Chambers** | **6:00 PM**

1. Call to Order

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

Attendee Name	Title	Status	Arrived
Paul Russell	Alderperson - First District	Present	
Steve Hass	Alderperson - Second District	Present	
Rick Blake	Alderperson - Third District	Present	
Steve Osness	Alderperson - Fourth District	Present	
John M. Van Lieshout	Alderperson - Fifth District	Present	
Mike Rick	Alderperson - Sixth District	Present	
Mark Weix	Alderperson - Seventh District	Present	
Steve Sabatke	Alderman - Eighth District	Present	
Derek Woellner	Mayor	Present	

2. Silent Prayer
3. Pledge of Allegiance
4. Roll Call
5. Public Comment Period

Steve Sabatke spoke on "closing" and "reopening" as they relate to the COVID-19 pandemic. He cited an informal Facebook poll he conducted recently, in which 73% of the responders favored reopening with no exceptions. He urged the Common Council to take the necessary steps to reopen so that events can be scheduled.

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

1. Minutes of April 14, 2020 meeting and April 21, 2020 meeting

Alderman Osness suggested that the Committee of the Whole meet soon to discuss the Mayor's Proclamation declaring a State of Emergency for the City. That proclamation was approved by the Common Council on April 14th and is due to expire on May 19th.

Motion (Rick/Van Lieshout) to approve the minutes.

RESULT: **APPROVED**

7. Revenue & Expense Reports(s):

1. Revenue and Expense for the period ending April 30, 2020

Motion (Osness/Blake) to approve.

Attachment: 2020-05-13 Council Minutes (5065 : Minutes of May 13, 2020 meeting)

RESULT: **APPROVED**

8. Committee of the Whole:

1. The Committee of the Whole recommends deferring the following 2020 capital items: Dock-Riverside ($15,000), Streets Garage Parking Lot ($100,000), Concrete - Sidewalk ($75,000), Black Dirt Screening ($12,500), Poplar & Court Streets project ($150,000), Mill St. (East Main Street to East First Street) project ($60,000) and West St. Paul Street (curb, gutter & paving) project ($150,000).

Motion (Hass/Osness) to defer all the projects listed in the Committee of the Whole recommendation, with the exception of the Blake Dirt Screening ($12,500).

RESULT: **APPROVED**

2. The Committee of the Whole recommends removing $40,000 from Festival Grounds Cattle Barn repair/renovation fund.

Motion (Hass/Rick) to approve.

RESULT: **APPROVED**

3. Consider budget amendment to approve $70,000 for street lighting for the M2020-01 Grand Ave. project. At the April 14th Common Council meeting, this item was referred to the Committee of the Whole. At a meeting on April 22nd, the Committee of the Whole recommended approval.

Motion (Russell/Van Lieshout) to approve.

RESULT: **APPROVED**

9. Personnel and Finance Committee:

1. The Personnel and Finance Committee has directed City Administrator Johnson, Community Development Program Coordinator Shari Wicke and City staff to prepare revisions to the Small Business Emergency Support Program policy and submit those revisions to the May Common Council meeting.

City Administrator Johnson reported that, after discussion with City staff, no changes were made to the program policies.

No action was necessary, requested or taken.

2. The Personnel and Finance Committee recommends implementing a hiring freeze for all hires, and to review the freeze at the November, 2020 Personnel and Finance Committee meeting. The Police Department, Fire Department and the T. B. Scott Free Library would be exempt from the hiring freeze.

Motion (Hass/Van Lieshout) to approve.

Attachment: 2020-05-13 Council Minutes (5065 : Minutes of May 13, 2020 meeting)

RESULT:	**APPROVED**

3. Consider furloughing of Festival Grounds Manager position, in light of the COVID-19 pandemic. The Personnel and Finance Committee has directed City Attorney Hayden to research the legal ramifications of a furlough for a contracted position. City Attorney Hayden is to report his findings at the May Common Council meeting.

Motion (Hass/Russell) to refer to the Committee of the Whole.

RESULT:	**REFERRED TO COMM. OF THE WHOLE**

4. Consider implementing policy that unused capital project funds be returned to the Debt Service Fund. The Personnel and Finance Committee recommends approval.

Motion (Rick/Sabatke) to approve.

RESULT:	**APPROVED**

10. Placing Committee Reports on File:

1. Consider placing the following committee reports on file: Airport Commission, Committee of the Whole, Community Development Committee, Health &Safety Committee, Library Board, Parks & Recreation Commission, Personnel & Finance Committee, Redevelopment Authority and Tourism Commission.

Motion (Hass/Blake to place on file.

RESULT:	**PLACED ON FILE**

11. Ordinances:

1. An Ordinance amending Chapter 16, Section 16-1 Schedules of licenses and fees, Chapter 4 Alcohol Beverages for the license year of July 1, 2020 to June 30, 2021 (Ordinance #2020-08).

City Attorney Hayden gave the ordinance a first reading by synopsis.

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

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

Attachment: 2020-05-13 Council Minutes (5065 : Minutes of May 13, 2020 meeting)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Steve Hass, Alderperson - Second District
SECONDER:	Rick Blake, Alderperson - Third District
AYES:	Russell, Hass, Blake, Osness, Van Lieshout, Rick, Weix, Sabatke

2. An Ordinance amending Chapter 2, Article IV, Section 2-84 Meetings of the Common Council, related to allowable start time for Common Council meetings (Ordinance #2020-09).

City Attorney Hayden gave the ordinance a first reading by synopsis.

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

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

RESULT:	**APPROVED [7 TO 1]**
MOVER:	Paul Russell, Alderperson - First District
SECONDER:	John M. Van Lieshout, Alderperson - Fifth District
AYES:	Russell, Blake, Osness, Van Lieshout, Rick, Weix, Sabatke
NAYS:	Hass

12. Resolutions:

None.

13. Mayor's Communications

Mayor Woellner thanked everyone who helped with the May 12th election. He also thanked Lincoln County District Attorney Galen Bayne-Allison for providing information earlier in the meeting.

Mayor Woellner also issued a reminder that, in light of the COVID-19 pandemic, the Center for Disease Control (CDC) is recommending that people wear protective masks in public.

14. Adjournment

Motion (Van Lieshout/Blake) to adjourn. Carried. Adjourned at 6:35 P.M.

Attachment: 2020-05-13 Council Minutes (5065 : Minutes of May 13, 2020 meeting)

City of Merrill

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

Date: June 3rd, 2020

To: Mayor Derek Woellner
Alderpersons

From: Kathy Unertl, Finance Director Kathy Unertl

RE: May 2020 - Revenue & Expense Reports

Revenues – General Fund:

Generally consistent with budgeted amounts – especially with Parks & Recreation Commission decision not to open aquatic center and hold summer playground.

The fiscal impact on Merrill Festival Grounds (Fund 24) for the 1st quarter of Room Tax (January to March 2020) was $946.57.

Expenses – General Fund:

Consistent with budgeted amounts.

There will be reduced Personnel Services expenses (i.e. related to summer seasonal employees in Parks & Recreation Department).

There will also be reduced City operational expense at some facilities (such as Merrill Festival Grounds and Bierman Building).

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Non-Departmental					
Taxes (or Utility Rev.)	4,472,229.00	268,692.89	3,434,844.82	76.80	1,037,384.18
Intergovernmental	4,335,605.78	41,372.24	486,410.50	11.22	3,849,195.28
Licenses and Permits	40,018.00	8,185.00	12,883.00	32.19	27,135.00
Fines, Forfeits, & Pen.	116,500.00	1,913.38	56,315.86	48.34	60,184.14
Public Charges-Services	7,650.00	910.00	3,050.66	39.88	4,599.34
Miscellaneous Revenues	129,650.00	7,028.95	75,469.98	58.21	54,180.02
TOTAL Non-Departmental	9,101,652.78	328,102.46	4,068,974.82	44.71	5,032,677.96
Municipal Court					
Intergov Charges (Misc.)	7,990.00	0.00	1,292.50	16.18	6,697.50
TOTAL Municipal Court	7,990.00	0.00	1,292.50	16.18	6,697.50
City Attorney					
Intergov Charges (Misc.)	11,000.00	0.00	1,919.00	17.45	9,081.00
Miscellaneous Revenues	15,329.00	0.00	0.00	0.00	15,329.00
TOTAL City Attorney	26,329.00	0.00	1,919.00	7.29	24,410.00
City Administrator					
Miscellaneous Revenues	30,318.00	0.00	0.00	0.00	30,318.00
TOTAL City Administrator	30,318.00	0.00	0.00	0.00	30,318.00
Personnel - HR					
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL Personnel - HR	0.00	0.00	0.00	0.00	0.00
Clerk/Treasurer Staff					
Miscellaneous Revenues	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL Clerk/Treasurer Staff	1,000.00	0.00	0.00	0.00	1,000.00
Elections - AVERAGED					
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL Elections - AVERAGED	0.00	0.00	0.00	0.00	0.00
Treasurer/Finance Dir.					
Intergovernmental	0.00	884.51	884.51	0.00	(884.51)
Licenses and Permits	400.00	66.05	1,819.41	454.85	(1,419.41)
Miscellaneous Revenues	28,750.00	0.00	0.00	0.00	28,750.00
TOTAL Treasurer/Finance Dir.	29,150.00	950.56	2,703.92	9.28	26,446.08
Over-Collected Taxes					
Miscellaneous Revenues	75.00	105.76	264.45	352.60	(189.45)
TOTAL Over-Collected Taxes	75.00	105.76	264.45	352.60	(189.45)

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Police					
Intergovernmental	15,700.00	0.00	0.00	0.00	15,700.00
Public Charges-Services	7,525.00	262.55	1,414.32	18.79	6,110.68
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)
TOTAL Police	33,225.00	262.55	11,123.54	33.48	22,101.46
Traffic Control					
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL Traffic Control	0.00	0.00	0.00	0.00	0.00
Fire Protection					
Intergovernmental	0.00	0.00	0.00	0.00	0.00
Public Charges-Services	8,275.00	659.43	3,669.43	44.34	4,605.57
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
TOTAL Fire Protection	230,173.59	659.43	3,669.43	1.59	226,504.16
Ambulance/EMS					
Intergovernmental	1,091,000.00	78,849.07	337,823.73	30.96	753,176.27
TOTAL Ambulance/EMS	1,091,000.00	78,849.07	337,823.73	30.96	753,176.27
Bldg. Inspection/Zoning					
Licenses and Permits	32,500.00	4,585.00	10,537.50	32.42	21,962.50
Miscellaneous Revenues	12,500.00	0.00	0.00	0.00	12,500.00
TOTAL Bldg. Inspection/Zoning	45,000.00	4,585.00	10,537.50	23.42	34,462.50
Public Works/Engineer					
Miscellaneous Revenues	83,204.00	0.00	0.00	0.00	83,204.00
TOTAL Public Works/Engineer	83,204.00	0.00	0.00	0.00	83,204.00
Street Superintendent					
Miscellaneous Revenues	7,500.00	0.00	0.00	0.00	7,500.00
TOTAL Street Superintendent	7,500.00	0.00	0.00	0.00	7,500.00
Garage Maintenance					
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL Garage Maintenance	0.00	0.00	0.00	0.00	0.00
Operations Support (M&E)					
Intergovernmental	353,500.00	16,240.17	111,614.01	31.57	241,885.99
Miscellaneous Revenues	0.00	675.00	1,389.50	0.00	(1,389.50)
TOTAL Operations Support (M&E)	353,500.00	16,915.17	113,003.51	31.97	240,496.49

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2020

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Roads					
Intergovernmental	78,000.00	6,000.00	6,000.00	7.69	72,000.00
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
TOTAL Roads	80,500.00	6,000.00	6,000.00	7.45	74,500.00
Snow and Ice					
Public Charges-Services	10,000.00	1,838.73	1,838.73	18.39	8,161.27
TOTAL Snow and Ice	10,000.00	1,838.73	1,838.73	18.39	8,161.27
Stormwater Maintenance					
Intergovernmental	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL Stormwater Maintenance	0.00	0.00	0.00	0.00	0.00
Street Painting-Marking					
Intergovernmental	0.00	0.00	0.00	0.00	0.00
TOTAL Street Painting-Marking	0.00	0.00	0.00	0.00	0.00
Street Lighting					
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL Street Lighting	0.00	0.00	0.00	0.00	0.00
Stormwater Plan/Const.					
Licenses and Permits	750.00	0.00	0.00	0.00	750.00
TOTAL Stormwater Plan/Const.	750.00	0.00	0.00	0.00	750.00
Airport					
Public Charges-Services	25,500.00	2,160.00	15,820.86	62.04	9,679.14
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL Airport	25,500.00	2,160.00	15,820.86	62.04	9,679.14
Transit					
Specials (Utility Rev.)	242,500.00	0.00	48,072.76	19.82	194,427.24
Intergovernmental	82,500.00	17,308.00	17,308.00	20.98	65,192.00
Public Charges-Services	126,000.00	1,573.00	31,284.55	24.83	94,715.45
Miscellaneous Revenues	24,000.00	0.00	3,019.00	12.58	20,981.00
TOTAL Transit	475,000.00	18,881.00	99,684.31	20.99	375,315.69
Garbage Collection					
Miscellaneous Revenues	6,000.00	242.00	1,488.00	24.80	4,512.00
TOTAL Garbage Collection	6,000.00	242.00	1,488.00	24.80	4,512.00
Recycling					
Intergovernmental	32,500.00	0.00	0.00	0.00	32,500.00
Miscellaneous Revenues	5,000.00	65.00	665.00	13.30	4,335.00
TOTAL Recycling	37,500.00	65.00	665.00	1.77	36,835.00

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Weed & Nuisance Control					
Public Charges-Services	5,000.00	0.00	0.00	0.00	5,000.00
Miscellaneous Revenues	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL Weed & Nuisance Control	6,000.00	0.00	0.00	0.00	6,000.00
MEC - Enrichment					
Public Charges-Services	11,766.00	0.00	0.00	0.00	11,766.00
TOTAL MEC - Enrichment	11,766.00	0.00	0.00	0.00	11,766.00
Library					
Intergovernmental	449,305.00	0.00	227,652.50	50.67	221,652.50
Public Charges-Services	13,500.00	56.15	3,072.13	22.76	10,427.87
Miscellaneous Revenues	0.00	0.00	3,106.00	0.00	(3,106.00)
TOTAL Library	462,805.00	56.15	233,830.63	50.52	228,974.37
Parks					
Public Charges-Services	19,500.00	(565.00)	2,902.43	14.88	16,597.57
Miscellaneous Revenues	0.00	0.00	50.00	0.00	(50.00)
TOTAL Parks	19,500.00	(565.00)	2,952.43	15.14	16,547.57
Recreation Programs					
Public Charges-Services	81,000.00	(87.00)	1,332.00	1.64	79,668.00
TOTAL Recreation Programs	81,000.00	(87.00)	1,332.00	1.64	79,668.00
Decorations & Banners					
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL Decorations & Banners	0.00	0.00	0.00	0.00	0.00
Outside Agencies					
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL Outside Agencies	0.00	0.00	0.00	0.00	0.00
Cable Franchise Adm					
Licenses and Permits	6,000.00	0.00	0.00	0.00	6,000.00
TOTAL Cable Franchise Adm	6,000.00	0.00	0.00	0.00	6,000.00
MARC - Smith Center					
Public Charges-Services	70,500.00	352.00	20,514.50	29.10	49,985.50
TOTAL MARC - Smith Center	70,500.00	352.00	20,514.50	29.10	49,985.50
Aquatic Center					
Public Charges-Services	105,000.00	(45.00)	1,811.89	1.73	103,188.11
TOTAL Aquatic Center	105,000.00	(45.00)	1,811.89	1.73	103,188.11
TOTAL REVENUE	12,437,938.37	459,327.88	4,937,250.75	39.70	7,500,687.62

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
EXPENDITURES					
Common Council					
Personnel Services	32,900.00	3,795.62	12,573.92	38.22	20,326.08
Contractual Services	4,876.00	0.00	387.97	7.96	4,488.03
Supplies & Expenses	7,149.00	790.34	3,573.98	49.99	3,575.02
TOTAL Common Council	44,925.00	4,585.96	16,535.87	36.81	28,389.13
Municipal Court					
Personnel Services	89,284.00	9,558.34	37,036.67	41.48	52,247.33
Contractual Services	500.00	0.00	114.08	22.82	385.92
Supplies & Expenses	4,750.00	61.79	1,300.94	27.39	3,449.06
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
TOTAL Municipal Court	101,034.00	9,620.13	44,205.69	43.75	56,828.31
City Attorney					
Personnel Services	215,230.00	21,334.20	86,788.34	40.32	128,441.66
Contractual Services	3,700.00	680.00	3,980.47	107.58	(280.47)
Supplies & Expenses	7,000.00	850.00	1,668.45	23.84	5,331.55
Technology	0.00	0.00	0.00	0.00	0.00
TOTAL City Attorney	225,930.00	22,864.20	92,437.26	40.91	133,492.74
Mayor					
Personnel Services	13,780.00	1,565.10	5,738.68	41.64	8,041.32
Supplies & Expenses	825.00	0.00	40.00	4.85	785.00
TOTAL Mayor	14,605.00	1,565.10	5,778.68	39.57	8,826.32
City Administrator					
Personnel Services	123,525.00	13,585.95	51,683.05	41.84	71,841.95
Contractual Services	675.00	42.26	169.28	25.08	505.72
Supplies & Expenses	550.00	0.00	67.20	12.22	482.80
Technology	0.00	0.00	285.00	0.00	(285.00)
TOTAL City Administrator	124,750.00	13,628.21	52,204.53	41.85	72,545.47
Personnel - HR					
Contractual Services	4,500.00	260.45	1,356.80	30.15	3,143.20
Supplies & Expenses	250.00	0.00	0.00	0.00	250.00
TOTAL Personnel - HR	4,750.00	260.45	1,356.80	28.56	3,393.20
City Clerk					
Personnel Services	79,565.00	8,802.30	33,480.30	42.08	46,084.70
Supplies & Expenses	4,550.00	128.07	1,679.40	36.91	2,870.60
Technology	4,500.00	6,251.18	6,251.18	138.92	(1,751.18)
TOTAL City Clerk	88,615.00	15,181.55	41,410.88	46.73	47,204.12

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Clerk/Treasurer Staff					
Personnel Services	170,900.00	14,092.44	62,803.17	36.75	108,096.83
Supplies & Expenses	1,100.00	48.19	1,155.37	105.03	(55.37)
Technology	0.00	0.00	0.00	0.00	0.00
TOTAL Clerk/Treasurer Staff	172,000.00	14,140.63	63,958.54	37.19	108,041.46
Elections - AVERAGED					
Personnel Services	25,250.00	9,561.17	31,665.10	125.41	(6,415.10)
Contractual Services	13,000.00	0.00	0.00	0.00	13,000.00
Supplies & Expenses	1,525.00	15.69	1,824.45	119.64	(299.45)
Fixed Charges	0.00	497.00	704.58	0.00	(704.58)
TOTAL Elections - AVERAGED	39,775.00	10,073.86	34,194.13	85.97	5,580.87
Treasurer/Finance Dir.					
Personnel Services	112,435.00	12,763.87	47,205.36	41.98	65,229.64
Contractual Services	6,250.00	157.33	947.89	15.17	5,302.11
Supplies & Expenses	25,300.00	1,467.47	17,096.68	67.58	8,203.32
Technology	0.00	0.00	310.93	0.00	(310.93)
TOTAL Treasurer/Finance Dir.	143,985.00	14,388.67	65,560.86	45.53	78,424.14
Information Technology					
Personnel Services	72,150.00	5,809.24	26,968.66	37.38	45,181.34
Technology	122,100.00	8,997.35	45,026.29	36.88	77,073.71
TOTAL Information Technology	194,250.00	14,806.59	71,994.95	37.06	122,255.05
Assessment of Property					
Contractual Services	28,825.00	0.00	13,300.00	46.14	15,525.00
Supplies & Expenses	0.00	0.00	0.00	0.00	0.00
TOTAL Assessment of Property	28,825.00	0.00	13,300.00	46.14	15,525.00
Independent Auditing					
Contractual Services	15,500.00	112.50	13,503.19	87.12	1,996.81
Technology	1,250.00	0.00	1,218.00	97.44	32.00
TOTAL Independent Auditing	16,750.00	112.50	14,721.19	87.89	2,028.81
City Maintenance					
Personnel Services	133,607.00	11,541.97	51,911.15	38.85	81,695.85
Contractual Services	69,400.00	3,477.86	26,887.36	38.74	42,512.64
Supplies & Expenses	17,050.00	1,737.98	7,709.02	45.21	9,340.98
Fixed Charges	0.00	1,681.24	2,823.43	0.00	(2,823.43)
Capital Outlay	7,000.00	2,281.17	5,303.77	75.77	1,696.23
Technology	0.00	0.00	0.00	0.00	0.00
TOTAL City Maintenance	227,057.00	20,720.22	94,634.73	41.68	132,422.27

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
City Maint-Library					
Personnel Services	0.00	14,855.42	14,855.42	0.00	(14,855.42)
Supplies & Expenses	0.00	0.00	0.00	0.00	0.00
TOTAL City Maint-Library	0.00	14,855.42	14,855.42	0.00	(14,855.42)
City Maint-Fire Station					
Personnel Services	0.00	0.00	0.00	0.00	0.00
TOTAL City Maint-Fire Station	0.00	0.00	0.00	0.00	0.00
Over-Collected Taxes					
Supplies & Expenses	350.00	0.00	1,439.35	411.24	(1,089.35)
TOTAL Over-Collected Taxes	350.00	0.00	1,439.35	411.24	(1,089.35)
Insurance/Employee					
Personnel Services	0.00	0.00	0.00	0.00	0.00
Fixed Charges	343,750.00	124,520.10	311,678.43	90.67	32,071.57
TOTAL Insurance/Employee	343,750.00	124,520.10	311,678.43	90.67	32,071.57
Police					
Personnel Services	2,452,928.00	255,674.87	987,234.75	40.25	1,465,693.25
Contractual Services	47,900.00	851.72	34,338.17	71.69	13,561.83
Supplies & Expenses	67,100.00	2,508.34	22,479.21	33.50	44,620.79
Fixed Charges	0.00	257.51	1,481.97	0.00	(1,481.97)
Capital Outlay	11,000.00	0.00	0.00	0.00	11,000.00
Technology	13,000.00	1,001.99	12,500.88	96.16	499.12
TOTAL Police	2,591,928.00	260,294.43	1,058,034.98	40.82	1,533,893.02
Traffic Control					
Personnel Services	13,345.00	2,686.24	3,559.84	26.68	9,785.16
Supplies & Expenses	17,500.00	839.00	9,312.59	53.21	8,187.41
TOTAL Traffic Control	30,845.00	3,525.24	12,872.43	41.73	17,972.57
Fire Protection					
Personnel Services	1,509,328.00	148,269.02	587,215.56	38.91	922,112.44
Contractual Services	21,800.00	1,854.00	11,471.01	52.62	10,328.99
Supplies & Expenses	54,500.00	5,469.48	23,142.77	42.46	31,357.23
Fixed Charges	0.00	316.90	3,114.92	0.00	(3,114.92)
Capital Outlay	0.00	0.00	0.00	0.00	0.00
Technology	5,000.00	356.42	1,771.72	35.43	3,228.28
TOTAL Fire Protection	1,590,628.00	156,265.82	626,715.98	39.40	963,912.02
Fire Protection-Hydrants					
Contractual Services	125,160.00	31,290.00	62,580.00	50.00	62,580.00
TOTAL Fire Protection-Hydrants	125,160.00	31,290.00	62,580.00	50.00	62,580.00

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Ambulance/EMS					
Personnel Services	971,548.00	93,041.66	391,244.42	40.27	580,303.58
Contractual Services	27,700.00	1,853.97	11,470.93	41.41	16,229.07
Supplies & Expenses	86,752.00	2,304.26	28,523.43	32.88	58,228.57
Fixed Charges	0.00	352.89	2,722.43	0.00	(2,722.43)
Technology	5,000.00	356.42	1,771.72	35.43	3,228.28
TOTAL Ambulance/EMS	1,091,000.00	97,909.20	435,732.93	39.94	655,267.07
Bldg. Inspection/Zoning					
Personnel Services	149,135.00	17,228.81	65,080.64	43.64	84,054.36
Contractual Services	450.00	8.77	35.08	7.80	414.92
Supplies & Expenses	4,280.00	165.90	1,346.68	31.46	2,933.32
Technology	0.00	0.00	0.00	0.00	0.00
TOTAL Bldg. Inspection/Zoning	153,865.00	17,403.48	66,462.40	43.20	87,402.60
City Sealer					
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
Public Works/Engineer					
Personnel Services	113,541.00	8,342.97	31,218.68	27.50	82,322.32
Contractual Services	1,500.00	0.00	0.00	0.00	1,500.00
Supplies & Expenses	2,000.00	42.98	163.31	8.17	1,836.69
Technology	1,500.00	0.00	0.00	0.00	1,500.00
TOTAL Public Works/Engineer	118,541.00	8,385.95	31,381.99	26.47	87,159.01
Street Commissioner					
Personnel Services	2,690.00	310.53	1,138.61	42.33	1,551.39
Contractual Services	250.00	17.55	70.20	28.08	179.80
Supplies & Expenses	810.00	70.15	70.15	8.66	739.85
TOTAL Street Commissioner	3,750.00	398.23	1,278.96	34.11	2,471.04
Street Superintendent					
Personnel Services	89,460.00	10,112.63	36,463.22	40.76	52,996.78
Supplies & Expenses	1,490.00	12.54	473.40	31.77	1,016.60
Technology	0.00	0.00	245.92	0.00	(245.92)
TOTAL Street Superintendent	90,950.00	10,125.17	37,182.54	40.88	53,767.46
Garage Maintenance					
Personnel Services	976.00	0.00	0.00	0.00	976.00
Contractual Services	34,000.00	2,302.83	14,994.76	44.10	19,005.24
Supplies & Expenses	12,500.00	2,769.62	12,500.90	100.01	(0.90)
Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL Garage Maintenance	47,476.00	5,072.45	27,495.66	57.91	19,980.34

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Operations Support (M&E)					
Personnel Services	207,139.00	20,956.93	77,390.06	37.36	129,748.94
Contractual Services	3,250.00	0.00	3,024.00	93.05	226.00
Supplies & Expenses	376,850.00	10,756.12	130,963.30	34.75	245,886.70
Technology	575.00	0.00	0.00	0.00	575.00
TOTAL Operations Support (M&E)	587,814.00	31,713.05	211,377.36	35.96	376,436.64
Roads					
Personnel Services	206,338.00	43,807.98	99,036.07	48.00	107,301.93
Supplies & Expenses	91,000.00	7,959.59	29,659.30	32.59	61,340.70
TOTAL Roads	297,338.00	51,767.57	128,695.37	43.28	168,642.63
Street Cleaning					
Personnel Services	45,542.00	5,260.81	14,441.64	31.71	31,100.36
Supplies & Expenses	1,250.00	494.38	754.59	60.37	495.41
TOTAL Street Cleaning	46,792.00	5,755.19	15,196.23	32.48	31,595.77
Snow and Ice					
Personnel Services	225,954.00	5,708.06	126,441.89	55.96	99,512.11
Contractual Services	1,350.00	0.00	1,142.52	84.63	207.48
Supplies & Expenses	60,250.00	0.00	33,456.79	55.53	26,793.21
TOTAL Snow and Ice	287,554.00	5,708.06	161,041.20	56.00	126,512.80
Stormwater Maintenance					
Personnel Services	37,930.00	5,732.35	20,829.34	54.92	17,100.66
Contractual Services	2,000.00	0.00	0.00	0.00	2,000.00
Supplies & Expenses	20,500.00	6,020.25	10,597.19	51.69	9,902.81
TOTAL Stormwater Maintenance	60,430.00	11,752.60	31,426.53	52.00	29,003.47
Street Painting-Marking					
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
TOTAL Street Painting-Marking	43,000.00	0.00	0.00	0.00	43,000.00
Street Leave Expenses					
Personnel Services	73,313.00	1,591.95	9,774.53	13.33	63,538.47
TOTAL Street Leave Expenses	73,313.00	1,591.95	9,774.53	13.33	63,538.47
Street Lighting					
Contractual Services	158,775.00	12,204.51	52,360.31	32.98	106,414.69
Capital Outlay	5,000.00	0.00	0.00	0.00	5,000.00
TOTAL Street Lighting	163,775.00	12,204.51	52,360.31	31.97	111,414.69
Stormwater Plan/Const.					
Contractual Services	7,250.00	0.00	1,500.00	20.69	5,750.00
TOTAL Stormwater Plan/Const.	7,250.00	0.00	1,500.00	20.69	5,750.00

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Airport					
Personnel Services	1,250.00	90.89	249.95	20.00	1,000.05
Contractual Services	116,419.00	6,862.84	36,021.70	30.94	80,397.30
Supplies & Expenses	27,325.00	1,998.77	8,472.73	31.01	18,852.27
TOTAL Airport	144,994.00	8,952.50	44,744.38	30.86	100,249.62
Transit					
Personnel Services	382,575.00	38,880.40	148,606.35	38.84	233,968.65
Contractual Services	3,000.00	167.45	1,298.05	43.27	1,701.95
Supplies & Expenses	127,775.00	3,424.00	19,291.97	15.10	108,483.03
Fixed Charges	33,350.00	0.00	16,944.75	50.81	16,405.25
Technology	4,795.00	122.85	3,011.40	62.80	1,783.60
TOTAL Transit	551,495.00	42,594.70	189,152.52	34.30	362,342.48
Garbage Collection					
Personnel Services	122,065.00	10,878.53	47,642.27	39.03	74,422.73
Supplies & Expenses	97,150.00	9,891.95	34,192.24	35.20	62,957.76
Capital Outlay	24,000.00	1,502.48	12,738.93	53.08	11,261.07
TOTAL Garbage Collection	243,215.00	22,272.96	94,573.44	38.88	148,641.56
Recycling					
Personnel Services	144,495.00	15,317.78	65,866.31	45.58	78,628.69
Supplies & Expenses	95,050.00	7,855.42	43,200.24	45.45	51,849.76
TOTAL Recycling	239,545.00	23,173.20	109,066.55	45.53	130,478.45
Weed & Nuisance Control					
Personnel Services	16,859.00	504.24	504.24	2.99	16,354.76
Contractual Services	250.00	0.00	0.00	0.00	250.00
Supplies & Expenses	1,250.00	0.00	74.00	5.92	1,176.00
TOTAL Weed & Nuisance Control	18,359.00	504.24	578.24	3.15	17,780.76
Health Officer					
Personnel Services	3,660.00	0.00	1,830.06	50.00	1,829.94
Supplies & Expenses	100.00	0.00	0.00	0.00	100.00
TOTAL Health Officer	3,760.00	0.00	1,830.06	48.67	1,929.94
MEC - Enrichment					
Personnel Services	134,617.00	13,515.23	51,888.11	38.54	82,728.89
Contractual Services	500.00	47.36	237.97	47.59	262.03
Supplies & Expenses	3,275.00	29.94	513.28	15.67	2,761.72
Technology	0.00	0.00	534.85	0.00	(534.85)
TOTAL MEC - Enrichment	138,392.00	13,592.53	53,174.21	38.42	85,217.79
Library					
Personnel Services	755,995.00	68,782.83	300,404.69	39.74	455,590.31
Contractual Services	49,000.00	5,638.37	18,317.29	37.38	30,682.71
Supplies & Expenses	47,885.00	1,059.39	17,364.80	36.26	30,520.20
Fixed Charges	9,400.00	1,677.20	3,559.20	37.86	5,840.80
Capital Outlay	0.00	0.00	0.00	0.00	0.00

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Print Media - Library	51,000.00	565.40	11,599.84	22.74	39,400.16
Non-Print Media-Library	17,855.00	627.80	3,724.92	20.86	14,130.08
Technology	46,315.00	16,866.25	20,083.08	43.36	26,231.92
TOTAL Library	977,450.00	95,217.24	375,053.82	38.37	602,396.18
Parks					
Personnel Services	238,828.00	22,368.47	86,115.35	36.06	152,712.65
Contractual Services	34,250.00	1,837.67	6,707.28	19.58	27,542.72
Supplies & Expenses	37,150.00	1,291.19	9,350.90	25.17	27,799.10
Capital Outlay	24,000.00	251.94	2,944.76	12.27	21,055.24
TOTAL Parks	334,228.00	25,749.27	105,118.29	31.45	229,109.71
Athletic Park Lights					
Contractual Services	1,800.00	99.57	432.76	24.04	1,367.24
Supplies & Expenses	200.00	0.00	0.00	0.00	200.00
TOTAL Athletic Park Lights	2,000.00	99.57	432.76	21.64	1,567.24
Ott's Park Lights					
Contractual Services	1,400.00	91.04	444.36	31.74	955.64
Supplies & Expenses	100.00	0.00	0.00	0.00	100.00
TOTAL Ott's Park Lights	1,500.00	91.04	444.36	29.62	1,055.64
Recreation Programs					
Personnel Services	217,311.00	15,755.33	60,671.58	27.92	156,639.42
Contractual Services	5,650.00	455.51	3,449.20	61.05	2,200.80
Supplies & Expenses	38,900.00	105.67	5,119.87	13.16	33,780.13
TOTAL Recreation Programs	261,861.00	16,316.51	69,240.65	26.44	192,620.35
Marketing - PR					
Personnel Services	2,905.00	153.81	153.81	5.29	2,751.19
Supplies & Expenses	18,345.00	0.00	319.00	1.74	18,026.00
TOTAL Marketing - PR	21,250.00	153.81	472.81	2.22	20,777.19
Decorations & Banners					
Personnel Services	2,775.00	0.00	548.31	19.76	2,226.69
Contractual Services	300.00	0.00	0.00	0.00	300.00
Supplies & Expenses	1,000.00	0.00	0.00	0.00	1,000.00
Capital Outlay	1,500.00	0.00	0.00	0.00	1,500.00
TOTAL Decorations & Banners	5,575.00	0.00	548.31	9.84	5,026.69
Outside Agencies					
Supplies & Expenses	46,500.00	0.00	39,500.00	84.95	7,000.00
TOTAL Outside Agencies	46,500.00	0.00	39,500.00	84.95	7,000.00
MARC - Smith Center					
Personnel Services	36,550.00	2,694.27	15,835.54	43.33	20,714.46
Contractual Services	54,250.00	2,698.10	25,857.40	47.66	28,392.60
Supplies & Expenses	17,700.00	497.76	5,858.49	33.10	11,841.51
Capital Outlay	5,000.00	613.80	2,746.84	54.94	2,253.16
TOTAL MARC - Smith Center	113,500.00	6,503.93	50,298.27	44.32	63,201.73

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

10 -General Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Aquatic Center					
Personnel Services	88,325.00	0.00	181.32	0.21	88,143.68
Contractual Services	24,300.00	375.67	1,131.02	4.65	23,168.98
Supplies & Expenses	41,250.00	29.94	173.40	0.42	41,076.60
Technology	2,500.00	0.00	0.00	0.00	2,500.00
TOTAL Aquatic Center	156,375.00	405.61	1,485.74	0.95	154,889.26
Economic Development					
Contractual Services	20,200.00	3,200.00	20,200.00	100.00	0.00
TOTAL Economic Development	20,200.00	3,200.00	20,200.00	100.00	0.00
Transfers					
Transfers	0.00	0.00	0.00	0.00	0.00
TOTAL Transfers	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	12,467,759.00	1,251,313.60	5,067,291.12	40.64	7,400,467.88
REVENUES OVER/(UNDER) EXPENDITURES	(29,820.63)	(791,985.72)	(130,040.37)	0.00	100,219.74

*** END OF REPORT ***

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

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

20 -Remedial Action-Landfill

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
EXPENDITURES					
Remediation Action					
Personnel Services	7,825.00	953.19	3,947.01	50.44	3,877.99
Contractual Services	19,750.00	135.68	6,051.23	30.64	13,698.77
Supplies & Expenses	0.00	0.00	0.00	0.00	0.00
TOTAL Remediation Action	27,575.00	1,088.87	9,998.24	36.26	17,576.76
TOTAL EXPENDITURES	27,575.00	1,088.87	9,998.24	36.26	17,576.76
REVENUES OVER/(UNDER) EXPENDITURES	(27,575.00)	(1,088.87)	(9,998.24)	0.00	(17,576.76)

*** END OF REPORT ***

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

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

21 -Police - SRO

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Police-SRO					
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
TOTAL Police-SRO	122,643.00	0.00	59,572.00	48.57	63,071.00
TOTAL REVENUE	122,643.00	0.00	59,572.00	48.57	63,071.00
EXPENDITURES					
Police-SRO					
Personnel Services	119,768.00	11,170.76	46,443.66	38.78	73,324.34
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
TOTAL Police-SRO	122,643.00	11,170.76	46,443.66	37.87	76,199.34
TOTAL EXPENDITURES	122,643.00	11,170.76	46,443.66	37.87	76,199.34
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(11,170.76)	13,128.34	0.00	(13,128.34)

*** END OF REPORT ***

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

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

24 -Merrill Festival Grounds

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Merrill Festival Grounds					
Taxes (or Utility Rev.)	36,000.00	0.00	36,000.00	100.00	0.00
Public Charges-Services	11,750.00	(250.00)	13,461.25	114.56	(1,711.25)
Miscellaneous Revenues	44,400.00	0.00	0.00	0.00	44,400.00
TOTAL Merrill Festival Grounds	92,150.00	(250.00)	49,461.25	53.67	42,688.75
Room Tax					
Taxes (or Utility Rev.)	97,500.00	13,110.36	36,407.29	37.34	61,092.71
TOTAL Room Tax	97,500.00	13,110.36	36,407.29	37.34	61,092.71
Bierman Building					
Public Charges-Services	12,500.00	0.00	2,300.00	18.40	10,200.00
Miscellaneous Revenues	20,000.00	0.00	0.00	0.00	20,000.00
TOTAL Bierman Building	32,500.00	0.00	2,300.00	7.08	30,200.00
TOTAL REVENUE	222,150.00	12,860.36	88,168.54	39.69	133,981.46
EXPENDITURES					
Merrill Festival Grounds					
Personnel Services	6,445.00	0.00	0.00	0.00	6,445.00
Contractual Services	35,669.00	1,774.80	7,106.35	19.92	28,562.65
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
TOTAL Merrill Festival Grounds	89,814.00	1,774.80	7,106.35	7.91	82,707.65
Room Tax					
Supplies & Expenses	76,525.00	0.00	16,214.95	21.19	60,310.05
TOTAL Room Tax	76,525.00	0.00	16,214.95	21.19	60,310.05
Bierman Building					
Personnel Services	18,305.00	175.64	4,650.53	25.41	13,654.47
Contractual Services	22,500.00	1,705.73	7,213.92	32.06	15,286.08
Supplies & Expenses	4,875.00	0.00	940.98	19.30	3,934.02
Capital Outlay	20,000.00	0.00	300.00	1.50	19,700.00
TOTAL Bierman Building	65,680.00	1,881.37	13,105.43	19.95	52,574.57
TOTAL EXPENDITURES	232,019.00	3,656.17	36,426.73	15.70	195,592.27
REVENUES OVER/(UNDER) EXPENDITURES	(9,869.00)	9,204.19	51,741.81	0.00	(61,610.81)

*** END OF REPORT ***

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

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CITY OF MERRILL

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2020

25 -Community Development

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
CDBG Grants/Loans					
Miscellaneous Revenues	165,300.00	1,553.11	264,375.88	159.94	(99,075.88)
TOTAL CDBG Grants/Loans	165,300.00	1,553.11	264,375.88	159.94	(99,075.88)
Community Development					
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
TOTAL REVENUE	192,485.00	1,553.11	278,375.88	144.62	(85,890.88)
EXPENDITURES					
CDBG Grants/Loans					
Special Services	150,500.00	52,680.20	126,891.84	84.31	23,608.16
TOTAL CDBG Grants/Loans	150,500.00	52,680.20	126,891.84	84.31	23,608.16
Community Development					
Personnel Services	24,810.00	3,102.15	10,710.28	43.17	14,099.72
Contractual Services	400.00	8.77	35.08	8.77	364.92
Supplies & Expenses	1,975.00	75.00	292.24	14.80	1,682.76
Technology	0.00	0.00	0.00	0.00	0.00
TOTAL Community Development	27,185.00	3,185.92	11,037.60	40.60	16,147.40
TOTAL EXPENDITURES	177,685.00	55,866.12	137,929.44	77.63	39,755.56
REVENUES OVER/(UNDER) EXPENDITURES	14,800.00	(54,313.01)	140,446.44	0.00	(125,646.44)

*** END OF REPORT ***

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

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

27 -Merrill Airport Fuel

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Aviation Fuel					
Public Charges-Services	88,900.00	5,416.33	18,317.45	20.60	70,582.55
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
Other Financing Sources	100.00	0.00	150.00	150.00	(50.00)
TOTAL Aviation Fuel	89,000.00	5,416.33	18,467.45	20.75	70,532.55
TOTAL REVENUE	89,000.00	5,416.33	18,467.45	20.75	70,532.55
EXPENDITURES					
Aviation Fuel					
Contractual Services	3,425.00	293.93	2,005.24	58.55	1,419.76
Special Services	83,250.00	98.81	18,624.85	22.37	64,625.15
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
TOTAL Aviation Fuel	88,300.00	392.74	20,630.09	23.36	67,669.91
TOTAL EXPENDITURES	88,300.00	392.74	20,630.09	23.36	67,669.91
REVENUES OVER/(UNDER) EXPENDITURES	700.00	5,023.59	(2,162.64)	0.00	2,862.64

*** END OF REPORT ***

*** END OF REPORT ***

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

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CITY OF MERRILL

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2020

30 -Debt Sevice

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Debt Service					
Taxes (or Utility Rev.)	2,333,005.44	0.00	1,552,201.00	66.53	780,804.44
Miscellaneous Revenues	519.00	0.00	0.00	0.00	519.00
Other Financing Sources	11,500.00	0.00	13,668.00	118.85	(2,168.00)
TOTAL Debt Service	2,345,024.44	0.00	1,565,869.00	66.77	779,155.44
TOTAL REVENUE	2,345,024.44	0.00	1,565,869.00	66.77	779,155.44
EXPENDITURES					
Debt Service					
Debt Service	1,628,123.68	0.00	258,679.69	15.89	1,369,443.99
TOTAL Debt Service	1,628,123.68	0.00	258,679.69	15.89	1,369,443.99
TID - Debt Service					
Debt Service	806,914.44	0.00	39,881.91	4.94	767,032.53
TOTAL TID - Debt Service	806,914.44	0.00	39,881.91	4.94	767,032.53
TOTAL EXPENDITURES	2,435,038.12	0.00	298,561.60	12.26	2,136,476.52
REVENUES OVER/(UNDER) EXPENDITURES	(90,013.68)	0.00	1,267,307.40	0.00	(1,357,321.08)

*** END OF REPORT ***

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

43 -TID #3 - East Side

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
TID #3 - East Side					
Taxes (or Utility Rev.)	949,641.37	61,867.64	865,441.81	91.13	84,199.56
Specials (Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Intergovernmental	47,397.00	34,621.52	75,035.60	158.31	(27,638.60)
TOTAL TID #3 - East Side	997,038.37	96,489.16	940,477.41	94.33	56,560.96
TID #3 -Festival Grounds					
Taxes (or Utility Rev.)	150,000.00	0.00	0.00	0.00	150,000.00
TOTAL TID #3 -Festival Grounds	150,000.00	0.00	0.00	0.00	150,000.00
TID #3 - Idle Sites Grant					
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
TOTAL TID #3 - Idle Sites Grant	0.00	0.00	0.00	0.00	0.00
TID #3 - Wal-Mart Dev.					
Miscellaneous Revenues	0.00	0.00	89,409.13	0.00	(89,409.13)
TOTAL TID #3 - Wal-Mart Dev.	0.00	0.00	89,409.13	0.00	(89,409.13)
TOTAL REVENUE	1,147,038.37	96,489.16	1,029,886.54	89.79	117,151.83
EXPENDITURES					
TID #3 - East Side					
Personnel Services	24,975.00	1,796.00	1,796.00	7.19	23,179.00
Contractual Services	18,400.00	0.00	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	150.48	150.48	0.25	59,849.52
Transfers	110,000.00	0.00	0.00	0.00	110,000.00
TOTAL TID #3 - East Side	1,010,430.00	1,946.48	3,596.48	0.36	1,006,833.52
TID #3 -Festival Grounds					
Personnel Services	7,225.00	0.00	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
TOTAL TID #3 -Festival Grounds	157,225.00	0.00	48.56	0.03	157,176.44

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

43 -TID #3 - East Side

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
TID #3 - Idle Sites Grant					
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
TID #3 - Wal-Mart Dev.					
Capital Outlay	0.00	0.00	89,409.13	0.00	(89,409.13)
TOTAL TID #3 - Wal-Mart Dev.	0.00	0.00	89,409.13	0.00	(89,409.13)
TOTAL EXPENDITURES	1,167,655.00	1,946.48	93,054.17	7.97	1,074,600.83
REVENUES OVER/(UNDER) EXPENDITURES	(20,616.63)	94,542.68	936,832.37	0.00	(957,449.00)

*** END OF REPORT ***

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

44 -TID #4 - Thielman/P Ridge

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
TID #4 -Thielman/P Ridge					
Taxes (or Utility Rev.)	208,266.60	0.00	0.00	0.00	208,266.60
Intergovernmental	23,916.00	10,716.17	10,716.17	44.81	13,199.83
TOTAL TID #4 -Thielman/P Ridge	232,182.60	10,716.17	10,716.17	4.62	221,466.43
TOTAL REVENUE	232,182.60	10,716.17	10,716.17	4.62	221,466.43
EXPENDITURES					
TID #4 -Thielman/P Ridge					
Personnel Services	10,973.00	0.00	0.00	0.00	10,973.00
Contractual Services	9,900.00	750.00	2,400.00	24.24	7,500.00
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	24,740.50	24,740.50	82.47	5,259.50
Transfers	50,000.00	0.00	0.00	0.00	50,000.00
TOTAL TID #4 -Thielman/P Ridge	219,775.00	25,490.50	27,140.50	12.35	192,634.50
TOTAL EXPENDITURES	219,775.00	25,490.50	27,140.50	12.35	192,634.50
REVENUES OVER/(UNDER) EXPENDITURES	12,407.60	(14,774.33)	(16,424.33)	0.00	28,831.93

*** END OF REPORT ***

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

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CITY OF MERRILL

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2020

45 -TID #5 - Hwy 107/Taylor

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
TID #5 - Hwy 107/Taylor					
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
TOTAL TID #5 - Hwy 107/Taylor	17,882.30	0.00	17,322.30	96.87	560.00
TOTAL REVENUE	17,882.30	0.00	17,322.30	96.87	560.00
EXPENDITURES					
TID #5 - Hwy 107/Taylor					
Personnel Services	1,645.00	0.00	0.00	0.00	1,645.00
Contractual Services	650.00	500.00	650.00	100.00	0.00
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
TOTAL TID #5 - Hwy 107/Taylor	39,743.00	500.00	650.00	1.64	39,093.00
TOTAL EXPENDITURES	39,743.00	500.00	650.00	1.64	39,093.00
REVENUES OVER/(UNDER) EXPENDITURES	(21,860.70)	(500.00)	16,672.30	0.00	(38,533.00)

*** END OF REPORT ***

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

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

46 -TID #6 - Downtown

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
TID #6 - Downtown					
Taxes (or Utility Rev.)	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
TOTAL TID #6 - Downtown	81,536.72	0.00	41,796.72	51.26	39,740.00
TOTAL REVENUE	81,536.72	0.00	41,796.72	51.26	39,740.00
EXPENDITURES					
TID #6 - Downtown					
Personnel Services	2,985.00	0.00	0.00	0.00	2,985.00
Contractual Services	6,150.00	500.00	1,150.00	18.70	5,000.00
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
TOTAL TID #6 - Downtown	90,620.00	500.00	11,150.00	12.30	79,470.00
TOTAL EXPENDITURES	90,620.00	500.00	11,150.00	12.30	79,470.00
REVENUES OVER/(UNDER) EXPENDITURES	(9,083.28)	(500.00)	30,646.72	0.00	(39,730.00)

*** END OF REPORT ***

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

47 -TID #7 - N Center Ave

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
TID #7 - N Center Ave					
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
TOTAL TID #7 - N Center Ave	57,241.32	0.00	18,501.32	32.32	38,740.00
TOTAL REVENUE	57,241.32	0.00	18,501.32	32.32	38,740.00
EXPENDITURES					
TID #7 - N Center Ave					
Personnel Services	2,674.00	0.00	0.00	0.00	2,674.00
Contractual Services	900.00	750.00	1,400.00	155.56	(500.00)
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
TOTAL TID #7 - N Center Ave	85,781.07	750.00	30,346.07	35.38	55,435.00
TOTAL EXPENDITURES	85,781.07	750.00	30,346.07	35.38	55,435.00
REVENUES OVER/(UNDER) EXPENDITURES	(28,539.75)	(750.00)	(11,844.75)	0.00	(16,695.00)

*** END OF REPORT ***

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

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

48 -TID #8 - West Side

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
TID #8 - West Side					
Taxes (or Utility Rev.)	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	36,688.00	0.00	0.00	0.00	36,688.00
TOTAL TID #8 - West Side	655,710.70	0.00	40,347.70	6.15	615,363.00
TOTAL REVENUE	655,710.70	0.00	40,347.70	6.15	615,363.00
EXPENDITURES					
TID #8 - West Side					
Personnel Services	19,562.00	3,875.93	3,875.93	19.81	15,686.07
Contractual Services	2,400.00	750.00	1,400.00	58.33	1,000.00
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	540,000.00	6,472.68	6,472.68	1.20	533,527.32
TOTAL TID #8 - West Side	654,825.00	11,098.61	11,748.61	1.79	643,076.39
TOTAL EXPENDITURES	654,825.00	11,098.61	11,748.61	1.79	643,076.39
REVENUES OVER/(UNDER) EXPENDITURES	885.70	(11,098.61)	28,599.09	0.00	(27,713.39)

*** END OF REPORT ***

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

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

49 -TID#9 -WI River/S Center

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
TID #9-WI River/S Center					
Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Intergovernmental	4,775.00	0.00	0.00	0.00	4,775.00
Miscellaneous Revenues	47,840.00	234.96	1,174.80	2.46	46,665.20
TOTAL TID #9-WI River/S Center	52,615.00	234.96	1,174.80	2.23	51,440.20
TID #9-Idle Sites (Page)					
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
TOTAL TID #9-Idle Sites (Page)	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	52,615.00	234.96	1,174.80	2.23	51,440.20
EXPENDITURES					
TID #9-WI River/S Center					
Personnel Services	2,315.00	0.00	0.00	0.00	2,315.00
Contractual Services	31,650.00	0.00	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	0.00	0.00	0.00	0.00	0.00
TOTAL TID #9-WI River/S Center	52,615.00	0.00	1,650.00	3.14	50,965.00
TID #9-Idle Sites (Page)					
Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL TID #9-Idle Sites (Page)	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	52,615.00	0.00	1,650.00	3.14	50,965.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	234.96	(475.20)	0.00	475.20

*** END OF REPORT ***

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CITY OF MERRILL

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2020

40 -TID No. 10 - Fox Point

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
TID #10-Fox Point					
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
TOTAL REVENUE	1.00	0.00	0.00	0.00	1.00
EXPENDITURES					
TID #10-Fox Point					
Personnel Services	4,575.00	0.00	0.00	0.00	4,575.00
Contractual Services	10,400.00	0.00	486.00	4.67	9,914.00
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	0.00	486.00	1.39	34,513.81
TOTAL EXPENDITURES	34,999.81	0.00	486.00	1.39	34,513.81
REVENUES OVER/(UNDER) EXPENDITURES	(34,998.81)	0.00	(486.00)	0.00	(34,512.81)

*** END OF REPORT ***

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

41 -TID No. 11- Apartments

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
TID #11 - Apartments					
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	16,304.81	16,304.81	100.00	0.19
Public Charges-Services	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL TID #11 - Apartments	379,364.95	16,304.81	129,364.76	34.10	250,000.19
TOTAL REVENUE	379,364.95	16,304.81	129,364.76	34.10	250,000.19
EXPENDITURES					
TID #11 - Apartments					
Personnel Services	3,435.00	0.00	0.00	0.00	3,435.00
Contractual Services	8,150.00	1,000.00	2,400.00	29.45	5,750.00
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
TOTAL TID #11 - Apartments	363,264.00	1,000.00	2,400.00	0.66	360,864.00
TOTAL EXPENDITURES	363,264.00	1,000.00	2,400.00	0.66	360,864.00
REVENUES OVER/(UNDER) EXPENDITURES	16,100.95	15,304.81	126,964.76	0.00	(110,863.81)

*** END OF REPORT ***

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

6-03-2020 05:26 PM

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

42 -TID # 12 - Weinbrenner

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
TID #12 - Weinbrenner					
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
TOTAL REVENUE	20,970.36	0.00	20,970.36	100.00	0.00
EXPENDITURES					
TID #12 - Weinbrenner					
Personnel Services	6,625.00	0.00	0.00	0.00	6,625.00
Contractual Services	400.00	250.00	900.00	225.00	(500.00)
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	250.00	900.00	0.64	139,045.00
TOTAL EXPENDITURES	139,945.00	250.00	900.00	0.64	139,045.00
REVENUES OVER/(UNDER) EXPENDITURES	(118,974.64)	(250.00)	20,070.36	0.00	(139,045.00)

*** END OF REPORT ***

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

6-03-2020 05:29 PM

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

52 -Capital Projects

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Non-Departmental					
Taxes (or Utility Rev.)	1,231,000.00	3.98	153,198.52	12.45	1,077,801.48
Specials (Utility Rev.)	30,000.00	0.00	950.40	3.17	29,049.60
Intergovernmental	1,220,855.00	0.00	0.00	0.00	1,220,855.00
Public Charges-Services	0.00	0.00	540.00	0.00	(540.00)
Miscellaneous Revenues	0.00	0.00	1,000.00	0.00	(1,000.00)
Other Financing Sources	0.00	0.00	0.00	0.00	0.00
TOTAL Non-Departmental	2,481,855.00	3.98	155,688.92	6.27	2,326,166.08
Streets - Sealcoat					
Taxes (or Utility Rev.)	52,385.00	0.00	0.00	0.00	52,385.00
TOTAL Streets - Sealcoat	52,385.00	0.00	0.00	0.00	52,385.00
Streets - Resurfacing					
Taxes (or Utility Rev.)	100,000.00	0.00	0.00	0.00	100,000.00
TOTAL Streets - Resurfacing	100,000.00	0.00	0.00	0.00	100,000.00
TOTAL REVENUE	2,634,240.00	3.98	155,688.92	5.91	2,478,551.08
EXPENDITURES					
Streets - Sealcoat					
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
TOTAL Streets - Sealcoat	52,385.00	0.00	0.00	0.00	52,385.00
Streets - Resurfacing					
Personnel Services	23,000.00	0.00	0.00	0.00	23,000.00
Supplies & Expenses	77,000.00	252.00	252.00	0.33	76,748.00
TOTAL Streets - Resurfacing	100,000.00	252.00	252.00	0.25	99,748.00
Capital Outlay/Projects					
Personnel Services	0.00	0.00	0.00	0.00	0.00
Capital Outlay	2,625,464.60	67,867.11	347,507.64	13.24	2,277,956.96
TOTAL Capital Outlay/Projects	2,625,464.60	67,867.11	347,507.64	13.24	2,277,956.96
Financing Costs					
Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL Financing Costs	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	2,777,849.60	68,119.11	347,759.64	12.52	2,430,089.96
REVENUES OVER/(UNDER) EXPENDITURES	(143,609.60)	(68,115.13)	(192,070.72)	0.00	48,461.12

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

62 -Water Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Non-Departmental					
Taxes (or Utility Rev.)	111,276.00	13,201.56	41,408.71	37.21	69,867.29
Specials (Utility Rev.)	(1,438.00)	0.00	0.00	0.00	(1,438.00)
Public Charges-Services	1,509,660.00	62,851.38	585,671.18	38.79	923,988.82
Intergov Charges (Misc.)	23,775.00	416.87	7,489.40	31.50	16,285.60
Miscellaneous Revenues	7,500.00	13.78	691.46	9.22	6,808.54
Other Financing Sources	0.00	0.00	0.00	0.00	0.00
TOTAL Non-Departmental	1,650,773.00	76,483.59	635,260.75	38.48	1,015,512.25
TOTAL REVENUE	1,650,773.00	76,483.59	635,260.75	38.48	1,015,512.25
EXPENDITURES					
Non-Departmental					
Work Orders - Utility	280,000.00	87,813.94	88,074.58	31.46	191,925.42
TOTAL Non-Departmental	280,000.00	87,813.94	88,074.58	31.46	191,925.42
Pumping Expenses					
	79,750.00	2,421.36	23,732.17	29.76	56,017.83
TOTAL Pumping Expenses	79,750.00	2,421.36	23,732.17	29.76	56,017.83
Water Treatment Expenses					
	67,750.00	2,160.50	28,145.22	41.54	39,604.78
TOTAL Water Treatment Expenses	67,750.00	2,160.50	28,145.22	41.54	39,604.78
Trans & Distribution Exp					
	286,250.00	22,445.82	102,762.29	35.90	183,487.71
TOTAL Trans & Distribution Exp	286,250.00	22,445.82	102,762.29	35.90	183,487.71
Customer Accts Expenses					
	85,250.00	10,308.91	41,149.34	48.27	44,100.66
TOTAL Customer Accts Expenses	85,250.00	10,308.91	41,149.34	48.27	44,100.66
Admin & General Expenses					
	759,206.00	29,049.67	136,613.74	17.99	622,592.26
TOTAL Admin & General Expenses	759,206.00	29,049.67	136,613.74	17.99	622,592.26
Contract Work					
	3,500.00	76.56	187.52	5.36	3,312.48
TOTAL Contract Work	3,500.00	76.56	187.52	5.36	3,312.48

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

62 -Water Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Taxes					
	409,000.00	3,409.49	386,314.56	94.45	22,685.44
TOTAL Taxes	409,000.00	3,409.49	386,314.56	94.45	22,685.44
Debt Service					
	25,019.00	11,670.38	15,499.92	61.95	9,519.08
TOTAL Debt Service	25,019.00	11,670.38	15,499.92	61.95	9,519.08
TOTAL EXPENDITURES	1,995,725.00	169,356.63	822,479.34	41.21	1,173,245.66
REVENUES OVER/(UNDER) EXPENDITURES	(344,952.00)	(92,873.04)	(187,218.59)	0.00	(157,733.41)

*** END OF REPORT ***

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

63 -Sewer Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Non-Departmental					
Taxes (or Utility Rev.)	20,000.00	263.54	5,665.10	28.33	14,334.90
Intergov Charges (Misc.)	8,000.00	(3.81)	1,168.91	14.61	6,831.09
Miscellaneous Revenues	2,650.00	13.77	544.14	20.53	2,105.86
Other Financing Sources	8,500.00	0.00	0.00	0.00	8,500.00
Public Charges-Services	1,523,000.00	75,289.68	598,680.32	39.31	924,319.68
Other Charges-Services	125,000.00	16,530.49	57,300.66	45.84	67,699.34
TOTAL Non-Departmental	1,687,150.00	92,093.67	663,359.13	39.32	1,023,790.87
TOTAL REVENUE	1,687,150.00	92,093.67	663,359.13	39.32	1,023,790.87
EXPENDITURES					
Non-Departmental					
Work Orders - Utility	420,000.00	53,981.02	86,438.44	20.58	333,561.56
TOTAL Non-Departmental	420,000.00	53,981.02	86,438.44	20.58	333,561.56
Contract Work	500.00	0.00	40.08	8.02	459.92
TOTAL Contract Work	500.00	0.00	40.08	8.02	459.92
Taxes - SS/Medicare	33,500.00	4,129.01	14,837.76	44.29	18,662.24
TOTAL Taxes - SS/Medicare	33,500.00	4,129.01	14,837.76	44.29	18,662.24
Operations	278,750.00	14,471.62	116,183.75	41.68	162,566.25
TOTAL Operations	278,750.00	14,471.62	116,183.75	41.68	162,566.25
Maintenance	286,072.00	18,563.53	110,673.70	38.69	175,398.30
TOTAL Maintenance	286,072.00	18,563.53	110,673.70	38.69	175,398.30
Customer Accts Expenses	103,500.00	11,185.54	48,567.93	46.93	54,932.07
TOTAL Customer Accts Expenses	103,500.00	11,185.54	48,567.93	46.93	54,932.07
Admin & General Expenses	451,650.00	30,008.40	143,566.25	31.79	308,083.75
TOTAL Admin & General Expenses	451,650.00	30,008.40	143,566.25	31.79	308,083.75

Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

6-03-2020 05:30 PM

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

63 -Sewer Fund

SUMMARY	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Taxes & Depreciation					
	325,500.00	0.00	0.00	0.00	325,500.00
TOTAL Taxes & Depreciation	325,500.00	0.00	0.00	0.00	325,500.00
Transfers					
	2,750.00	0.00	3,005.98	109.31	(255.98)
TOTAL Transfers	2,750.00	0.00	3,005.98	109.31	(255.98)
TOTAL EXPENDITURES	1,902,222.00	132,339.12	523,313.89	27.51	1,378,908.11
REVENUES OVER/(UNDER) EXPENDITURES	(215,072.00)	(40,245.45)	140,045.24	0.00	(355,117.24)

*** END OF REPORT ***

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Attachment: May 2020 - Revenue & Expense Reports (5061 : Revenue and Expense Report for the period ending May 31, 2020)

Wicke, Shari

From: Wicke, Shari
Sent: Friday, May 01, 2020 9:05 AM
To: Aldermen
Cc: Johnson, David; Pagel, Darin; Woellner, Derek; Unertl, Kathy; Hayden, Tom
Subject: CDBG Funding

I want to update you on the CDBG Funding. I believe the State of WI will be receiving $16 million in CDBG funding. The money was awarded, but I believe the State has not yet received these funds. The State is working with the lead counties (7 Regions), to see who is willing to administer these funds. All the details are being worked out at this time.

The State of WI is divided into 7 regional consortium for CDBG, with each region having a lead county. The City of Merrill including all of Lincoln County is part of the "Northwoods Housing Region" and our lead county in this group is Langlade County. Our group consist of Langlade, Oneida, Vilas, Forest, Florence, Menominee, Oconto and Lincoln. Landglade County (as lead county and contact for State) has expressed we are needing these funds for Northwoods Housing Region. I am the representative for the City of Merrill/Lincoln County with the Northwoods Housing Region. As I learn more, I will keep you informed.

Shari Wicke
Community Development Program Coordinator/ Building & Zoning Assistant
1004 E. First Street
Merrill, WI 54452
(715) 536-4880

Attachment: Information on Small Business Programs (5073 : Discussion of City and State Small Business Programs)

MERRILL Wisconsin

State announces application period for small business grants opens June 15

Monday, June 1, 2020

The state will begin taking applications this month for $75 million in grants to small businesses hurt by the coronavirus pandemic and associated government-mandated shutdowns, with the goal of helping some 30,000 businesses with grants worth $2,500.

The Wisconsin Economic Development Corp. will begin accepting applications online for the We're All In Small Business Grant program beginning at 8 a.m. on June 15, the agency announced Monday. The application period ends at 11:59 p.m. on June 21. The program is designed to help small businesses get back on their feet amid the COVID-19 pandemic while also encouraging them to adopt best practices to keep employees, customers and communities safe, the agency said in a news release.

Funded primarily by the federal Coronavirus Aid, Relief, and Economic Security Act, the grants will help small businesses with the costs of business interruption or health and safety improvements, wages and salaries, rent, mortgages and inventory.

Businesses may apply for the grants if they:

- Were in business as of February.
- Are Wisconsin-based and for-profit.
- Employ 20 or fewer full-time equivalent employees, including the owner.
- Have more than $0 but less than $1 million in annual revenues.

Businesses that are part of a national chain are ineligible unless they are third-party franchises. Agriculture industries and landlords covered by other CARES Act-funded programs are not eligible.

Attachment: Information on Small Business Programs (5073 : Discussion of City and State Small Business Programs)

LIQUOR AND BEER LICENSE APPLICATIONS
CITY OF MERRILL, LINCOLN COUNTY, WISCONSIN
JULY 1, 2020 TO JUNE 30, 2021 LICENSE PERIOD

CLASS B COMBINATION LICENSE

All Aboard LLC Marion L. Clark, Agent	All Aboard	315 E. 2nd Street
Eggers, Shirley	Avenue Bar	405 Grand Avenue
M & C Entertainment LLC Cheryl Fick, Agent	Ballyhoo's	124 N. Prospect Street
Merrill Hotel Group, LLC Brian Wogernese, Agent	Boarders Inn & Suites by Cobblestone	3209 E. Main Street
Caylors Trophy Bar LLC Michael J Caylor, Agent	Caylors Trophy Bar	808 E. Main Street
M & C Entertainment LLC Cheryl Fick, Agent	Club 107	2410 State Rd 107
Schultz, Stephen Allen	Collin's Bar & Grill	2501 W. Main St
Shidell Sr., Allen J	El Mariachi	608 E 2nd Street (C)
***Erickson, Craig	Ericksons Westside Tap	116 N Prospect Street
Fraternal Order of Eagles Aerie 584 Scott Doerr, Agent	Fraternal Order of Eagles	1205 N. Lake Street
Kort LLC Ardis K. Kort, Agent	Gesundheit	1300 E. Main Street
JWM-CO LLC Merkel, James	Jimbo's	1007 E. Main St
Hinz, Calvin L.	Kathy & Cal's Club 64	2405 W. Main Street
***Kickback Lounge & Pub, LLC Nathan R. Woller, Agent	Kickback Lounge & Pub LLC	116 N Prospect Street
Lincoln Lanes, Inc. Mark M. Bares, Agent	Lincoln Lanes	1208 N. Center Ave.
V-F Inc Valeria Melendez, Agent	Los Mezcales	3340 E. Main Street
Texas Recreational Center, Inc. Michael Malinowski, Agent	Merrill Public Golf Course	1604 O'Day Street

*** Explanation will be given at Council Meeting

Attachment: Liquor License List (4993 : 2020-2021 Liquor License Applications (per list))

Kim's Wisconsin LLC Qemal Alimi, Agent	New Pine Ridge Restaurant	1302 N. Center Ave
Plautz's Pub LLC David R Plautz, Agent	Plautz's Pub	310 E. 2nd Street
Merrill Social & Sick Benefit Society Amanda Lepsch, Agent	S & S Bar	418 Grand Avenue
Jesperson, Flori A.	Salvo's Restaurant	201 E. 2nd Street
Sawmill Brewing Company Inc Zach Kubichek, Agent	Sawmill Brewing Co.	1110 E 10th Street
Sutton's Wine Bar, LLC Vanessa Lazarz, Agent	Sutton's Wine Bar, LLC	129 N Prospect
Schmitt-Manecke-Donner VFW Post 1638 Michael Porath, Agent	VFW Post 1638	205 N Cleveland Street
Scantlin, Brent Alan	Wild Badger Sports Bar	1404 W. Main Street

CLASS A COMBINATION LICENSE

Bonnell's, Inc. David J. Bonnell Jr., Agent	Dave's County Market	300 E. 1st Street
Dolgencorp, LLC John Greene, Agent	Dollar General Store #21051	710 E 2nd Street
Applegreen Midwest LLC Gail Closser, Agent	Holiday #71	702 N. Center Avenue
In & Out Beer and Liquor LLC Eric W Dayton, Agent	In & Out Beer and Liquor LLC	701 E. 2nd Street
Krist Oil Company Mariah Schuster, Agent	Krist Food Mart #88	105 S. Center Avenue
Kwik Trip, Inc. Heather Elizabeth Timm, Agent	Kwik Trip #386	2311 E. Main Street
Kwik Trip, Inc Angela Rae Grefe, Agent	Kwik Trip #241	300 S. Pine Ridge Ave
Lotter II LLC Daniel Nicholson, Agent	Lotter's Merrill Mobil	1201 Grand Avenue
River Country Cooperative Becky Guite, Agent	Merrill Cenex	1300 N. Center Avenue

Attachment: Liquor License List (4993 : 2020-2021 Liquor License Applications (per list))

Merrill Shell LLC Melissa J Wagner, Agent	Merrill Shell	604 S. Center Avenue
Carkelsy, Inc Gary L. Schwartz, Agent	Pine Ridge Convenience Store	3350 E. Main Street
Walgreen Co. Jane Zipperer, Agent	Walgreens #10574	101 N. Center Avenue
Wal-Mart Stores East, LP Jill Hanson, Agent	Walmart #1366	505 S. Pine Ridge Avenue
Raymer's Westside Market LLC Mark Raymer, Agent	Westside Market	1504 W. Main Street

CLASS B BEER LICENSE

Hugo's Pizza Inc Colleen Bostrom, Agent	Hugo's Pizza	1213 E Main Street
Merrill Hockey, Inc. Carmen Klug, Agent	Merrill Hockey	1100 Marc Drive
PH Hospitality Group LLC Brenda Blixt, Agent	Pizza Hut	901 N. Center Avenue

CLASS A BEER LICENSE

Pier 2 Citgo LLC Jennifer Gremler, Agent	Pier 2 Cenex	504 E 2nd Street

CLASS A BEER LICENSE WITH CIDER

Indianhead Oil Co LLC Mary Hofele, Agent	Holiday Stationstore #482	1312 W Main Street

CLASS B BEER AND CLASS C WINE

DSwan, LLC Dawn R. Swan, Agent	First Street Coffee Station	501 S. Pine Ridge Avenue
DSwan LLC Dawn R Swan, Agent	First Street Coffee Station	809 E. 1st Street

William N. Heideman, CMC, WCMC
City Clerk

Updated 6/1/2020

Attachment: Liquor License List (4993 : 2020-2021 Liquor License Applications (per list))

Grefe, Brenda

From: Bennett, Corey
Sent: Monday, June 1, 2020 8:58 AM
To: Grefe, Brenda; Heideman, Bill; Hayden, Tom; Johnson, David
Subject: Kickback Lounge
Attachments: Kickback.JPG

Importance: High

Regarding Kickback Lounge and their liquor license renewal:

I left a message with Mr. Woller on Friday informing him the license is issued to the individual/corporation AND the premise to which they are licensed to operate. He is currently lacking the latter now that he has vacated the licensed premises. I have not heard back from him despite my desire to have a clean break in license applications for the one premise. I even went so far as to suggest I would attempt to get him (not guarantee) a pro-rated refund of his license fees for the remainder of the licensing period if he were to rescind his current renewal application and vacate the current one in writing to me. That would make it "cleaner" in my mind. Among the issues with renewing his license are the following:

- He has since vacated the premises by his own admission to myself and the property owner. He has broadcasted this on Facebook publicly as well (image attached).

- He is trying to retain the license without a premise or with a premise that does not belong to him anymore. Simply stated, we do not consider applications absent a premise or those who don't lawfully occupy the premise they make application for.

- Until recently he was at a Level 1 violation status with our Dept. for violations occurring on the licensed premise. A citation prior to the Safer at Home order would have evolved this into Level 2 status and I believe the citation is still pending in municipal court. Another recent series of incidents at the premise would have easily taken this to a Level 3 violation and a recommendation by the Chief of Police to suspend, revoke, or not renew their license.

Given all of the circumstances at hand, I would recommend we do not consider the application for renewal of the liquor license for Kickback Lounge at 116 N Prospect St. We should consider any new application for a licensed premise at the same location.

Corey Bennett, Chief of Police

Attachment: Information on Kickback Lounge from Chief Corey Bennett (4993 : 2020-2021 Liquor License Applications (per list))

Kickback Lounge & Pub

Send Message

Like

Wisconsin 54452

Kickback Lounge & Pub is now open! We have 6 TVs available to watch your favorite sports, lots of entertainment options and new faces to meet. We are open 3:30-to bar close 7 days a week. Come check out what all the talk is about.

426 people like this including 7 of your friends

438 people follow this

119 people checked in here

(715) 722-1020

Send Message

Price Range · $

kickbackpub@gmail.com

Closed Now

3:30 PM - 2:00 AM

Kickback Lounge & Pub

May 28 at 2:44 PM

Due to unforeseen circumstances we found it necessary to close the doors at our current location. We really appreciate everyone that supported our business and enjoyed making many new friends. We are currently looking for a new location to relocate our business so we can continue to grow and build a place people can come relax and enjoy each other's company. We hope to see you all soon.

7 2 Comments 2 Shares

Like Comment Share

Most Relevant

Write a comment...

View comments

Kickback Lounge & Pub

May 25 at 4:28 PM

We are now open on Mondays 😁 stop by and say hi to our new bartender Dee. All current and retired military members receive their first drink free for Memorial day.

Attachment: Information on Kickback Lounge from Chief Corey Bennett (4993 : 2020-2021 Liquor License

City of Merrill Wisconsin

June 2, 2020

1004 East First Street

Merrill, Wisconsin 54452

To Whom It May Concern,

I, Allen Shidell Sr. would like to give an update on El Mariachi Mexican Restaurant Grill and Cantina. Last year we had a difficult time trying to put together staff to run this business. We are still planning on opening, in fact would like to expand from 2500 square feet to 5000 square feet. As you already know the Covid19 crisis has had a toll on the economy and we are also feeling that burn. Banks are having a hard time financing all the businesses that desperately need their help and are not eager to lend money for new projects. The protesting and riots are not helping this situation. I am also still feeling the burden of the loss of one of my laundromats in Wausau from an arsonist. I am not a quitter and I plan to move ahead with El Mariachi. We are hoping to be up and running by late July or early August. Please let me know if this time frame is acceptable to the City of Merrill so I can get the liquor license renewed. This part of the building has been vacant for about two years with no other interest in this facility and I believe this restaurant will be a good fit for both myself and the community of Merrill.

Sincerely,

6-2-20

Allen Shidell Sr.

Allen Shidell Sr.

Attachment: El Mariachi Liquor License - Letter of Intent to Open (4993 : 2020-2021 Liquor License Applications (per list))

Heideman, Bill

From: Bennett, Corey
Sent: Tuesday, June 2, 2020 4:04 PM
To: Osness, Steve; Heideman, Bill; Grefe, Brenda
Subject: In and Out extension of premise
Attachments: SKM_C30820060216040.pdf; 3106Sampling.pdf

I spoke with Eric Dayton today to finalize the premise description and his request for an extension of premises for In and Out Liquor Store for June 19, 2020. His request for an extension of premises will be on June 19, 2020 for a tasting event. He intended on running it between noon and 9pm but I believe the regulations limit it between 11am and 7pm. I have attached the mapped description of the premises (outlined in black sharpie) for In and Out Liquor Store. This will be his premise description for his license renewal and moving forward. It includes his newer cooler and the apron space on the north side of the building in front of the old vacuum stands. I believe Steve Osness is bringing this to the Council for consideration at the next meeting?

Corey Bennett,
Chief of Police

Attachment: Map for In and Out sampling event (5066 : Extension of premises for In and Out for tasting event)

Wisconsin Department of Revenue

Alcohol Beverage Sampling

Alcohol Beverage Laws
Fact Sheet 3106 **revenue.wi.gov**

This fact sheet provides information about offering taste samples of alcohol beverages to the general public at licensed or permitted premises.

Sampling at Class A Licensed Premises (Liquor, Grocery, or Convenience Stores)

Class A retail licensees (retail sales for off premises consumption) are authorized to offer taste samples of alcohol beverages as follows:

"Class A" (Intoxicating Liquor) Licensees

- Samples must be provided free of charge
- Two samples of wine per person per day not to exceed three fluid ounces per sample
- One sample of distilled spirits per person per day not to exceed one half ounce
- Samples may only be provided between the hours of 11 a.m. and 7 p.m.
- Samples may not be provided to underage persons
- Samples must be purchased from a permitted wholesaler(includes a small winery cooperative wholesaler)
- Samples must be served by licensed operators (bartenders) or servers under the immediate supervision of a licensed operator, the licensee, or an agent of a retail corporation or LLC licensee

Class "A" (Fermented Malt Beverage) Licensees

- Samples must be provided free of charge
- Two samples of fermented malt beverages per person per day not to exceed three fluid ounces per sample
- Samples may only be provided between the hours of 11 a.m. and 7 p.m.
- Samples may not be provided to underage persons
- Samples must be purchased from a permitted wholesaler, or purchased from a brewer/brewpub authorized to make sales directly to retailers
- Samples must be served by licensed operators (bartenders) or servers under the immediate supervision of a licensed operator, the licensee, or an agent of a retail corporation or LLC licensee

Note: A Class "A" licensee may allow a brewer to provide samples on the licensed premises under the restrictions above, if the brewer purchased the fermented malt beverages from the licensee at its premises.

Caution: A municipality may further restrict or prohibit taste samples by Class A retail licenses. Check with your local municipality as to whether or not this activity is allowed.

Sampling at Class B Licensed Premises (Restaurants, Taverns, Hotels, Resorts)

Class B retail licensees (retail sales for on or off premises consumption) are authorized to offer taste samples of alcohol beverages as follows:

"Class B" (Intoxicating Liquor) and Class "B" (Fermented Malt Beverage) Licensees

- Samples must be purchased from a permitted wholesaler (includes a small winery cooperative wholesaler) or purchased from a brewer/brewpub authorized to make sales directly to retailers
- Samples must be served by licensed operators (bartenders) or servers under the immediate supervision of a licensed operator, the licensee or an agent of a retail corporation or LLC licensee
- Samples may not be provided to underage persons
- Samples may not be provided after closing hours

Sampling at Wineries, Liquor Manufacturers, Rectifiers, and Breweries

Wineries

- If the winery only has a winery permit:
  - Samples of wine manufactured on the winery premises may be provided
  - Samples must be provided free of charge
  - Samples may not be provided to underage persons
- If the winery also has a "Class A" or "Class B" retail license on the winery premises, the requirements described above for serving samples on "Class A" or "Class B" premises apply

Liquor Manufacturers and Rectifiers

- Samples of liquor manufactured/rectified on the manufacturer/rectifier premises may be provided
- Samples must be provided free of charge
- Samples may not exceed one and one-half fluid ounces to any one person per day
- Samples may not be provided to underage persons
- Samples must be served by licensed operators (bartenders) or servers under the immediate supervision of a licensed operator, the licensee, or agent of a retail corporation or LLC licensee

Breweries

- Samples may be provided on the brewery premises or at on an off-site retail outlet established by the brewer

  Note: Brewers may also provide samples at Class "A" retail licensed premises as described above.
- Samples must be provided free of charge
- Samples may not be provided to underage persons

Any Questions?

If you are unable to find an answer to your question about alcohol beverage sampling on the department's website, email, write, or call the department.

Visit our website: revenue.wi.gov

Email: DORAlcoholTobaccoEnforcement@wisconsin.gov

Write: Wisconsin Department of Revenue
Alcohol & Tobacco Enforcement
P.O. Box 8933
Madison, WI 53708-8933

Telephone: 608-266-6701

Fax: 608-261-6240

Last updated April 1, 2019

CITY OF MERRILL FESTIVAL GROUNDS MANAGER AGREEMENT

THIS AGREEMENT, made and entered into by and between the City of Merrill, a municipal corporation ("City") and Richard Bjorklund ("Festival Grounds Manager"), is subject to the terms and conditions set forth herein:

I. DUTIES AND RESPONSIBILITIES

The FESTIVAL GROUNDS MANAGER, is generally being contracted to plan, organize, lead and administer all activities for the City of Merrill Festival Grounds in accordance with State Laws and City Ordinances. He shall positively promote and coordinate events utilizing the City of Merrill Festival Grounds facilities, and ensure the effective and efficient use of labor, funds, material and time.

EXAMPLES OF DUTIES: Plans, organizes, directs, coordinates, and administers the City of Merrill Festival Grounds; develops and recommends goals, objectives and policies; prepares and administers the budget recommended by the City of Merrill Common Council; controls fiscal expenditures and revenues; formulates rules and regulations for lessees and the public; rents commercial exhibit space; prepares and administers bid processes for carnivals, vendors, and other contract services; negotiates contracts and agreements; arranges for special attractions and events; plans and carries out the Festival Grounds programs; selects and contracts for judges, when necessary; makes arrangements for adequate police, fire, first aid, and sanitary facilities; promotes and advertises for City of Merrill Festival Grounds activities through a variety of media, including the press and radio; participates in community activities or civic groups; encourages and arranges for the use of the City of Merrill Festival Grounds and buildings on a year-round basis; ensures proper maintenance of fiscal and other records in accordance with applicable regulations; cooperates with a variety of State, County, and local agencies.

II HOURS OF WORK

The parties understand and agree that this contract is for part time services. It occasionally requires the Festival Grounds Manager to work before and beyond scheduled business hours, and on weekends and holidays.

III COMPENSATION

For the services rendered pursuant to this agreement the City will provide the Festival Grounds Manager with a monthly compensation of One Thousand Dollars ($1,000.00) which will be paid bi-monthly about the 15th of and the end of the month.

Attachment: FGM Contract (5069 : Consider recommendation on FGM contract)

IV TERM/TERMINIATION

This agreement is effective March 1, 2016, and will continue in full force and effect until either party gives the other party at least two (2) months prior written notice of termination.

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands and seals the day and year so noted.

CITY OF MERRILL

Dated: April 8, 2016

BY: William R. Bialecki
William R. Bialecki, Mayor

BY: William N. Heideman
William N. Heideman, City Clerk

Dated: April 8, 2016

By: Richard Bjorklund
Richard Bjorklund

Attachment: FGM Contract (5069 : Consider recommendation on FGM contract)

CITY OF MERRILL

BOARD OF PUBLIC WORKS

MINUTES • WEDNESDAY MAY 27, 2020

Regular Meeting | **City Hall Council Chambers** | **5:30 PM**

1. Call to Order

Mayor Woellner called the meeting to order at 5:30 P.M.

Attendee Name	Title	Status	Arrived
John M. Van Lieshout	Alderperson - Fifth District	Present	
Derek Woellner	Mayor	Present	
Steve Sabatke	Alderman - Eighth District	Present	
Mike Rick	Alderperson - Sixth District	Present	

Others in attendance: City Administrator Dave Johnson, Public Works Director/City Engineer Rod Akey, Street Superintendent Dustin Bonack, Street & Weed Commissioner Ron Liberty, Building Inspector/Zoning Administrator Darin Pagel, City Attorney Tom Hayden, Alderman Mark Weix, Bill Bialeck, Joseph Breaman and City Clerk Bill Heideman.

2. Preliminary items:

1. Vouchers

The vouchers were in the meeting packet.

Public Works Director/City Engineer Akey answered a question on the vouchers.

Motion (Van Lieshout/Rick) to approve.

RESULT: APPROVED

3. Other agenda items for consideration:

1. Review Breaman Ford site plan to satisfy Cedar Street Vacation

Information was in the meeting packet.

On June 12th, 2018, the Common Council adopted Resolution #2567. The resolution authorizes the vacation of a portion of Cedar Street for commercial development by Breaman Investments, LLC. The resolution stipulates that no construction or development, on, over or under the vacated street area shall commence until the Board of Public Works has approved a final development plan submitted to it by Breaman Investments LLC. The plan has now been submitted and was included in the meeting packet.

Joseph Breaman provided information and answered questions. Breaman Investments, LLC will be purchasing the former Murphy's Mini-Mart.

Motion (Van Lieshout/Rick) to approve the plan.

2. Discussion on 2020 Exterior Maintenance Program

Attachment: Committee Reports (5062 : File Committee Reports)

Building Inspector/Zoning Administrator Pagel reported that he was seeking input from the Board on the 2020 Exterior Maintenance Program. He is proposing that his department "back off" on the enforcement of exterior maintenance compliance orders, in light of the COVID-19 pandemic. He stressed the garbage concerns would still be enforced, but there are costs associated with painting.

There was no objection to the proposal. No formal action was taken.

3. Discussion and potential action on City owner property in the 400 block of West Riverside Avenue.

A map was in the meeting packet.

The City owns a large piece of property behind several homes on Riverside Avenue. The land is in a floodplain and is undevelopable. There has been some interest by the adjoining property owners to acquire the land, so this item was on the agenda to determine the Board's position.

Motion (Van Lieshout/Sabatke) to contact the adjoining property owners to discuss their potential acquisition.

RESULT:	**APPROVED**

4. Alley inprovements of 1300 block, between East Eighth Street and East Ninth Street (this will be on the June meeting agenda).

Public Works Director/City Engineer reported that this would be on the June meeting agenda. Prior to that meeting, letters will be sent to the property owners in that area to inform them of the meeting.

4. Monthly Reports:

1. Building Inspector/Zoning Administrator Pagel

The report was in the meeting packet.

Building Inspection/Zoning Administrator Pagel reported that the department is busy with permits and garbage issues.

2. Public Works Director/City Engineer Akey

The report was in the meeting packet.

Public Works Director/City Engineer Akey reported that the Grand Avenue project is on schedule. The three-arch bridge may be paved by the Fourth of July.

3. Street Superintendent Bonack

The report was in the meeting packet.

Street Superintendent Bonack reported that the Street Department was able to begin crack-sealing early this year. He also shared information on the status of the Grand Avenue project.

Attachment: Committee Reports (5062 : File Committee Reports)

4. Street & Weed Commissioner Liberty

The report was in the meeting packet.

Street and Weed Commissioner Liberty reviewed the report. He noted that, with the advent of warmer weather, lawn-related issues are occurring more frequently.

5. Consider placing monthly reports on file

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

RESULT:	**PLACED ON FILE**

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

Wednesday, June 24th, 2020 at 5:30 P.M. in the City Hall Common Council Chambers.

6. Public Comment Period

None.

7. Adjournment

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

Attachment: Committee Reports (5062 : File Committee Reports)

CITY OF MERRILL

CITY PLAN COMMISSION

MINUTES • TUESDAY JUNE 2, 2020

Regular Meeting | **City Hall Council Chambers** | **6:00 PM**

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Ralph Sturm		Present	
Melissa Schroeder		Absent	
Ken Maule		Present	
Robert Reimann		Present	
Derek Woellner	Mayor	Present	
Steve Hass	Alderperson - Second District	Present	
Kyle Gulke		Present	

Others in attendance: City Administrator Dave Johnson, City Attorney Tom Hayden, Public Works Director/City Engineer Rod Akey, Building Inspector/Zoning Administrator Darin Pagel, Alderman Steve Sabatke, Alderman Mark Weix, Kelly Zagrzebski, Cody Hoffman, Richard Ryan, Judy Ryan, Tom Grones, Tyler Splindler, Ryan Schwartzman and City Clerk Bill Heideman. A representative from Merrill Productions was present to videotape the meeting.

II. Public Hearings:

1. Application from Cody Hoffman for a Conditional Use Permit for an auto repair shop and used car dealership at 209 N. Pine St.

Information was in the meeting packet.

Motion (Schroeder/Hass) to open the public hearing. Carried.

Building Inspector/Zoning Administrator Pagel reported that City ordinances prohibit auto repair shops and/or used car lots in an area zoned residential. However, applications for Conditional Use Permits can be submitted to the City Plan Commission for consideration.

Richard Ryan spoke against the application. He lives across the street and has concerns with noise as well as potential damage to vehicles.

Ryan Schwartzman spoke against the application, citing concerns with traffic congestion.

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

Building Inspector/Zoning Administrator Pagel reported that he had received several phone calls from neighbors expressing their concerns with the application. He added his opinion that approval would set a dangerous precedence and that these types of businesses do not belong in a residential area.

Motion (Hass/Schroeder) to disapprove. Motion to disapprove carried.

Attachment: Committee Reports (5062 : File Committee Reports)

The application and recommendation to disapprove will be considered by resolution at the June 9th, 2020 Common Council meeting.

2. Application from Wisconsin Public Service for a Conditional Use Permit for construction of a telecommunications tower at 3200 E. Main St.

Information was in the meeting packet.

Motion (Hass/Schroeder) to open the public hearing. Carried.

Representing Wisconsin Public Service, Kelly Zagrzebksi provided details on the application and answered questions. She stated that, at this time, Wisconsin Public Service is not planning on leasing space on the tower.

Motion (Hass/Reimann) to close the public hearing. Carried.

Motion (Hass/Gulke) to approve, with the condition that Common Council approval is necessary prior to Wisconsin Public Service entering into a lease agreement with any third party for space on the tower.

3. Application from the City of Merrill for a Planned Unit Development at the former Fox Point site (1905 E. 14th St.) for an apartment development.

Information was in the meeting packet.

Hass/Schroder to open the public hearing. Carried.

Ryan Schwartzman spoke in favor of the planned unit development.

Alderman Sabatke reported that the local snowmobile club is willing to work with the City to redirect the snowmobile trail in the area of the proposed development.

Motion (Hass/Reimann) to close the public hearing. Carried.

Building Inspector/Zoning Administrator Pagel reported that the applications complies with all setback and parking requirements.

Motion (Hass/Schroeder) to approve.

RESULT:	**APPROVED & SENT TO COUNCIL**	**Next: 6/9/2020 6:00 PM**

III. Minutes of previous meeting(s):

1. Minutes of Febuary 4, 2020 meeting

The minutes were in the meeting packet.

Motion (Hass/Schroeder) to approve.

Attachment: Committee Reports (5062 : File Committee Reports)

RESULT:	**APPROVED**

IV. Other agenda items:

1. Oral report from Building Inspector/Zoning Administrator Pagel on Certified Survey Maps

Building Inspector/Zoning Administrator Pagel had nothing to report at this time.

V. Establish date, time and location of next meeting

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

VI. Public Comment Period

None.

VII. Adjournment

Motion (Hass/Reimann) to adjourn. Carried. Adjourned at 6:19 P.M.

Attachment: Committee Reports (5062 : File Committee Reports)

CITY OF MERRILL

COMMITTEE OF THE WHOLE

MINUTES • TUESDAY MAY 19, 2020

Regular Meeting | **City Hall Council Chambers** | **6:00 PM**

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Paul Russell	Alderperson - First District	Present	
Steve Hass	Alderperson - Second District	Present	
Rick Blake	Alderperson - Third District	Present	
Steve Osness	Alderperson - Fourth District	Present	
John M. Van Lieshout	Alderperson - Fifth District	Present	
Mike Rick	Alderperson - Sixth District	Present	
Mark Weix	Alderperson - Seventh District	Present	
Steve Sabatke	Alderman - Eighth District	Present	
Derek Woellner	Mayor	Present	

Also in attendance: City Administrator Dave Johnson, City Attorney Tom Hayden, Public Works Director/City Engineer Rod Akey, Utility Operations Manager Gabe Steinagel, Information Technology Manager Dustin Brown, Fire Chief Josh Klug, Library Director Stacy Stevens, Police Chief Corey Bennett, Facilities Maintenance Manager Nick Wszalek (arr. 6:05), Brad Becker and City Clerk Bill Heideman. Several department heads attended the meeting remotely.

II. Silent Prayer

III. Pledge of Allegiance

IV. Public Comment Period

Representing the Lincoln County Fair Board and the Festival Grounds Committee, Brad Becker stated his opinion that the efforts of Festival Grounds Manager Bjorklund have brought money into the City.

V. Agenda Items for Consideration:

1. Timeline and procedures for opening closed departments and City Hall

City Administrator Johnson reviewed the timetable for reopening various City departments.

City Hall and the Transit Department will be reopening on Tuesday, May 26th.

At this point, it is doubtful that the Aquatic Center will open in 2020, although no final decision has been made. The Parks and Recreation Department is holding discussions with neighboring municipalities on pool openings. To prevent overcrowding at open pools, the decision will likely be that either all pools in the area open this year or all pools remain closed for 2020.

Attachment: Committee Reports (5062 : File Committee Reports)

The Merrill Enrichment Center will be reopening soon, although the reopening will be "slower" because many of their clients are considered vulnerable to COVID-19.

The T.B. Scott Library continues to work on reopening. Their reopening will be more "complicated" due to the number of children who normally visit the library.

Municipal Court will be reopening soon.

After City Hall reopens, the wearing of masks at City Hall will be encouraged but not required.

Access to playground equipment was discussed. At this time, the use of playground equipment is prohibited.

2. Review COVID-19 fiscal impact and consider any budget saving ideas

An article from the Wisconsin Policy Forum was in the meeting packet. Mayor Woellner reviewed the highlights of the article.

Finance Director Unertl then addressed the impact that COVID-19 has had on the Room Tax budget.

The fiscal impact of COVID-19 will be a continuing concern.

No action was taken.

3. Update on current financial status of Transit Department, in light of it being closed due to the COVID-19 pandemic.

Information was in the meeting packet.

Finance Director Unertl reported that having the Transit Department closed has resulted in savings and is therefore fiscally positive for the City.

No action was taken.

4. Consider furlough for the Festival Grounds Manager position. At a meeting on May 13th, 2020, the Common Council referred this to the Committee of the Whole.

Alderman Hass asked whether the Festival Ground Manager contract could be amended. City Attorney Hayden suggested that the first step might be to sit down with the Festival Grounds Manager and discuss the current contract.

Alderman Russell stated his opinion that we need to evaluate all positions. He also stated that July 1st is a realistic deadline to make a decision on having or cancelling the 2020 Lincoln County Fair.

Attachment: Committee Reports (5062 : File Committee Reports)

At some future meeting, the Personnel and Finance Committee will continue discussion on the Festival Grounds Manager contract.

No action was taken at this time.

5. Consider ordinance amending Chapter 18, Article II, Section 18-21, related to policy to limit tax rate increase in annual City budgets. At a meeting on January 14th, 2020, the Common Council referred this ordinance to the Committee of the Whole.

The ordinance, which was originally introduced in January, was in the meeting packet. The intent of the ordinance is to limit the annual tax levy increase to less than the Social Security Cost-of-Living Adjustment for that levy year.

Alderman Blake stated that he is not in favor of including "hard and fast" annual tax adjustments in ordinances.

Mayor Woellner will have the ordinance redrafted for consideration at a future meeting. No action was taken at this time.

6. Ordinance on scope of authority to call special meetings

Chapter 2, Article IV, Section 2-85 stipulates that only the mayor can schedule special meetings, which would include Committee of the Whole meetings.

The meeting packet contained two prospective ordinance amendments. The first option would allow any two Common Council members to schedule special meetings. The second option would also allow two Common Council members to schedule special meetings, but would require that one of the two be the Common Council President.

Motion (Osness/Van Lieshout) to refer the second ordinance option to the Common Council for consideration.

RESULT:	**REFERRED TO COUNCIL**	**Next: 6/9/2020 6:00 PM**

7. Discussion on Common Council orientation

Alderman Russell raised the question of which day(s) and date(s) would work best for a Committee of the Whole meeting to include Common Council orientation. There appeared to be a preference to schedule the meeting on a Friday, and to provide adequate notice to the alderpersons (a couple of weeks) prior to the meeting. Times suggested included 8:00 A.M. to 2:00 P.M. and 8:00 A.M. to 3:00 P.M.

Robert's Rules of Order and a Budget Overview were among the several suggestions to include on the orientation meeting agenda.

The question of Department Head attendance at the meeting was asked. City Administrator Johnson suggested that it was important for all Department Heads to be invited and to attend.

Attachment: Committee Reports (5062 : File Committee Reports)

Alderman Russell announced that he would be sending an e-mail to gather more information from the alderman before the meeting is scheduled.

No action was taken at this time.

VI. Adjournment

Motion (Osness/Rick) to adjourn. Carried. Adjourned at 7:35 P.M.

Attachment: Committee Reports (5062 : File Committee Reports)

CITY OF MERRILL

HEALTH AND SAFETY COMMITTEE

MINUTES • MONDAY MAY 18, 2020

Regular Meeting | **City Hall Council Chambers** | **5:15 PM**

I. Call to Order

Alderman Russell called the meeting to order at 5:16 P.M.

Attendee Name	Title	Status	Arrived
Rick Blake	Alderperson - Third District	Remote	
Paul Russell	Alderperson - First District	Present	
Mark Weix	Alderperson - Seventh District	Present	

Others in attendance: City Administrator Dave Johnson, Fire Chief Josh Klug, Police Chief Corey Bennett, Deputy Health Officer Norbert Ashbeck (Remote), City Attorney Tom Hayden, Lincoln County Health Department Director Shelley Hersil (Remote), Lincoln County Emergency Management Director September Murphy (Remote), Alderman Mike Rick Jr. and City Clerk Bill Heideman.

II. COVID-19 Updates:

1. Lincoln County Health Director Shelley Hersil

Lincoln County Health Department Director Hersil noted that the "Safer at Home" order has now been rolled back and is no longer in effect. At this time, most counties are not issuing county orders, and for now Lincoln County is not planning to issue any order.

The Lincoln County Health Department is still encouraging best practices, in order to minimize the possibility of an outbreak.

The number of tests is increasing, but the Lincoln County Health Department is hoping for even more testing.

Lincoln County Health Department Director Hersil then answered questions related to COVID-19.

2. Lincoln County Emergency Planning Manager September Murphy

Lincoln County Emergency Planning Manager Murphy reported that work continues on ensuring an adequate supply of Personal Property Equipment.

Meetings with various entities continue as necessary.

Lincoln County Emergency Planning Manager Murphy then answered questions related to COVID-19.

III. Nuisance Complaints and Vouchers:

1. Nuisance Complaints

The nuisance complaint summary report was in the meeting packet.

Attachment: Committee Reports (5062 : File Committee Reports)

Deputy Health Officer Ashbeck stated that he has nothing new to report at this time.

2. Vouchers

The vouchers were in the meeting packet.

Police Chief Bennett answered a question on a voucher.

Motion (Blake/Weix) to approve.

RESULT:	**APPROVED**

IV. Picnic and/or Liquor License Applications:

1. 2020-2021 Liquor License Applications (per list)

The list of license applications and related information was in the meeting packet. The packet information states that Jimbo's has not yet submitted a renewal application. City Clerk Heideman reported that Jimbo's has now submitted an application.

Although the packet information indicated that fire inspections have been suspended, licensees with current violations will need to achieve compliance to receive their license.

The question arose as to the length of time a licensee can retain a license without doing business. It was noted that El Mariachi has not yet opened, although they have held a license since December 18th, 2018. It was suggested that letter(s) be sent and call(s) made to determine the status and possible opening date for El Mariachi.

Motion (Weix/Blake) to approve all the license renewal applications, with the exception of El Mariachi, and to refer the applications to the June 9th, 2020 Common Council meeting.

RESULT:	**APPROVED & SENT TO COUNCIL**	**Next: 6/9/2020 6:00 PM**

V. Other agenda items to consider:

1. Update and discussion on ATV/UTV Ordinance

Police Chief Bennett had requested that this item be placed on the agenda. He said that, at this time, he requested it only to exchange information. He suggested that is is probably time to revisit the ordinance and evaluate it.

Police Chief Bennett stated that, since the ordinance was first adopted, the use of ATV/UTV vehicles for transportation has increased dramatically.

City Administrator Johnson suggested that, at some point, a public meeting be held to provide information as well as obtain input from the public on this subject.

It was suggested that the City website could be used to provide/obtain information.

Attachment: Committee Reports (5062 : File Committee Reports)

This item will be on the June agenda. No action was necessary, requested or taken at this time.

VI. Minutes,Annual Reports & Monthly Reports:

1. Minutes of April 27, 2020 meeting

Before the minutes were considered, discussion was held on the opening of City Hall and various City departments.

City Administrator Johnson reported that City Hall will be reopening on May 26th. Municipal Court sessions are scheduled to resume June 8th.

The Aquatic Center will only open if Phase 3 of the Badger Bounce Back Plan is reached, or if mass gathering are again allowed.

Alderman Blake, a member of the Transit Commission, provided an update on the Transit Department. That department will be reopening and services resumed on May 26th.

The Enrichment Center will be reopening soon, probably on a limited basis to start.

Discussion was then held on the status of upcoming events. Alderman Russell reported that a decision on whether to have the 2020 Lincoln County Fair will need to be made by July 1st. The annual rodeo and the Relay for Life have already been cancelled for 2020. A decision on the fireworks will need to be made soon.

The minutes were in the meeting packet.

Motion (Blake/Weix) to approve the minutes.

RESULT:	**APPROVED**

2. 2019 Annual Report - Fire Department

Fire Chief Klug reviewed the annual report.

3. Monthly Report - Fire Chief Klug

The monthly report was in the meeting packet. Fire Chief Klug reviewed the report. Webinars related to COVID-19 are being watched regularly to receive timely information.

Fire Chief Klug then answered questions related to the report.

4. Monthly Report - Police Chief Bennett

The monthly report was in the meeting packet.

Police Chief Bennett reviewed the report. He noted that the Police Department is currently working on an annual report. April was a "slow" month in the department.

Police Chief Bennett then answered questions related to the report.

Attachment: Committee Reports (5062 : File Committee Reports)

It was noted that, at this time, both the Police Department and the Fire Department have adequate supplies of Personal Protective Equipment.

5. Monthly Report - Lincoln County Humane Society (Not submitted yet this month)

City Clerk Heideman reported that the Humane Society monthly report has now been received, but it was not received in time to be included in the meeting packet. He reminded everyone that, due to Memorial Day, this Health and Safety Committee meeting is a week earlier than normal. The June meeting packet should contain two Humane Society reports.

City Administrator Johnson reported that the shelter is currently not open for "foot " traffic or walk-in adoptions.

6. Consider placing monthly reports on file

Motion (Blake/Weix) to place on file.

RESULT:	**PLACED ON FILE**

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

Monday, June 22nd, 2020 at 5:15 P.M. in the City Hall Common Council Chambers.

VIII. Public Comment Period

None.

IX. Adjournment

Motion (Blake/Weix) to adjourn. Adjourned (without vote) at 6:24 P.M.

Attachment: Committee Reports (5062 : File Committee Reports)

T. B. Scott Free Library Board of Trustees
REGULAR MEETING
May 20th, 2020
Minutes

1. Opening

President Mike Geisler called the Regular Meeting of the Board of Trustees to order at 4:00 p.m. virtually facilitated through BlueJeans. Present: Katie Breitenmoser, Darcy Dalsky, Paul Gilk, Audrey Huftel, Richard Mamer, Tim Meehean and Jim Wedemeyer. Excused: Gene Bebel. Also present: Diane Peterson (Lincoln County Representative on the WVLS Board), Laurie Ollhoff and Nick Wszalek.

A thank you card was received from WVLS Staff for the funding received for the OverDrive Advantage Account. A letter was received from Susan Hass, Contracted Program Coordinator, indicating she will be resigning after the completion of her current contract.

There was no public comment.

2. Consent Items

M Meehean/S Huftel/C to approve the minutes of the April meeting as printed.

M Meehean/S Wedemeyer/C to accept the Monthly Revenue and Expense Report for April.

3. Reports/Discussion Items/Action Items

A. Update on COVID-19 Building Closure, Curbside Pickup and Plans for Reopening: Ms. Stevens gave an update on curbside pickup, online programming, and other current staff activity. At this time, the plan is to open the library on June 1st with the understanding that guidelines are coming from the Lincoln County Health Department and State Department of Public Instruction. Ms. Stevens will continue to work closely with Mr. Geisler to review the current situation and, together, they will make the final determination of opening. Mr. Wszalek has acquired the necessary cleaning & sanitizing products and will be training staff on building cleaning procedures prior to opening. Board members instructed Ms. Stevens to continue to keep the public informed via various means-newspaper, radio, social media regarding library closure, status, and current services.

B. Policy: Standard of Conduct for Library Patrons COVID-19 Restrictions/Protocols:
M Meehean/S Breitenmoser/C to accept the policy presented with the revisions as discussed. Board members stressed the need to continue to keep the public informed regarding the reasons for decisions made, which follow the most current public health guidelines.

C. Strategic Plan Progress: Goal #3: Updates to Goal #3 were provided.

D. Status of Church Property: Ms. Stevens updated board members on the new ownership of the church property. Ms. Stevens introduced herself to the new property owner and Mr. Bebel has been attempting to make contact by phone.

E. Wisconsin Trustee Essential #21-the Library Board and Accessible Services: Ms. Stevens provided copies of Trustee Essential #21.

F Reports from Friends and WVLS Representative: A copy of the WVLS Director's Report for April was included in the board packet.

4. Forthcoming Events & Library Director Report

- April Monthly Statistical Report was provided.
- This year's Summer Library Program will be facilitated through an online platform called Beanstack, in conjunction with the traditional paper format for both youth and adult.
- Ms. Stevens discussed her efforts towards partnering with MAPS concerning internet access and the use of hotspots.
- Ms. Ollhoff has coordinated a donation through the Wisconsin Face Mask Warrior Zone 6 Group, to provide cloth masks for all interested staff to wear at work allowing the library to realize the cost savings related to the purchase of disposable masks for staff.
- Ms. Maerz conducted the Short Story Group virtually via BlueJeans.

Attachment: Committee Reports (5062 : File Committee Reports)

- Ms. Forde has been approved to provide USDA Summer Meals and we are now awaiting further instructions/guidelines.
- Ms. Stevens and Mr. Greenwood were scheduled to attend the next Kettering Initiatives for Democratic Practices Exchange in Ohio this week. That session is now being held virtually.
- Ms. Stevens gave a brief update on work being done by Mr. Greenwood regarding continuing progress with the AAC and other civic engagement initiatives.
- Ms. Stevens and Mr. Wszalek gave an update on the bathroom update project.

5. Adjournment

M Meehean/S Dalsky/C to adjourn the meeting at 5:05 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on June 17th at 4:00 p.m. in the Library Board room.

Stacy D. Stevens, Secretary

Attachment: Committee Reports (5062 : File Committee Reports)

MAY '20 MEETING MINUTES
Merrill Enrichment Center Committee
Meeting was held on May 21st, 2020 at 3:15pm
Merrill Enrichment Center Conference Room – 303 N. Sales Street

Present: Laura Bertagnoli (Chair), Paul Russell (Alderperson) Gene Bebel, Rose Akey, Sharon Harvey, Rev. Lucas Williams, Jennifer Clark (ADRC Representative)

1. **Opening**
   a. Russell called the meeting to order.
2. **Public Comment** – no public comment
3. **COVID-19**
   a. Director discussed MEC's response/Return to Work plan. (See attached document for details of the plan). Bebel voiced his concern, which has been discussed at length prior, as to the expectation on the MEC to contribute to the general fund of the City given the fact that we have been closed for months. Russell added there will be other committee meetings in which this will be discussed and communicated back to us. Director will add this topic to next month's agenda.
4. **ADRC**
   a. Jennifer discussed the ADRC's current state as following all guidelines from the State of WI, the CDC, and local health departments regarding COVID-19. Their front desk is staffed daily from 8-4:30 for calls. The staff is not meeting face-to-face yet but rather phone and video meetings.
   b. Home-Delivery of Meals is still active.
   c. Scott Seeger is the ADRC's new Dementia Care Specialist. At this time he is working virtually. Our community is fortunate to have this important resource available.
   d. The Senior Farmers Market Voucher program is available after June 1st, but will look different in how it is administered. Criteria to receiver vouchers are age 60+ /55+ if Native American, resident of Lincoln county, monthly income guidelines. Residents can call the ADRC for more information.
   The steps are as follows:
      1. ADRC mails application to recipient
      2. Recipient mails the application form back to the ADRC
      3. ADRC mails the vouchers to the recipient

   MEC and St. Stephens church will advertise this on our respective Facebook pages.
5. **Discussion**
   a. Director and Bebel discussed the MEC and other city organizations and churches keeping in touch with home bound elderly population, especially now during this crisis. This is a problem to begin with and is even more critical to the health and well-being of this group of citizens. Director informed the committee that a representative from UHC (United Health Care) reached out to the MEC regarding their outreach effort of providing crafts and activities for our participants. We will use this material, as well as adding more of our own, as part of our efforts to reach our at home group. Pastor Lucas shared that St. Stephens is doing the same program to reach their parishneers and have supplies they can add to our care packages.
   We also discussed how to reach more people by involving many area organizations. The MEC staff will begin working on this immediately.
   b. Russell shared the Health & Safety committee may get COVID-19 testing in Merrill. He also shared there will be a meeting July 30th with Ascension's regional manager regarding the future of the Scott Mansion.
   c. Mr. Bebel shared the urgency of the future of St. Vincent De Paul. The roof need to be fixed, a note needs to be paid as well as pay for employees. Immediate future fundraising possibilities were discussed. This is a valuable organization which provides dental, medical, and mental health services to our community.
6. **Adjournment**
   a. Motion to adjourn made by Akey second by Russell.

The next meeting date is **June 18th at 3:15pm in the MEC Conference room.**
Public invited to call in: 470-326-6598 PIN: 404904254

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

Respectfully submitted,

TMrachek

Tammie Mrachek
MEC Director

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

Attachment: Committee Reports (5062 : File Committee Reports)

MEC (COVID-19) Return to Work Plan

What MEC staff has been doing up to this point;

The first few weeks prior to shut down were spent on administrative tasks such as rescheduling activities, cancelling events, Center organization – the long lists of things to do that we rarely had time for.

Once the MEC doors closed we have been scheduling times to go to the Center individually to work. Director has been making calls to participants to socialize and check on them. These calls have been very well received. We will continue to do this. Work on the newsletters and scheduling with instructors continues. Facebook page has been a great way to stay connected.

Crafts and craft shop purchases are being offered with curbside pickup.

Return to Work – May/June 2020 - COVID-19 Response

The following is a response plan put together by MEC staff (Tammie, Vicki, Stephanie). Most of these will be per Evers Phased plan. *(We will need to plan on how to avoid walk-ins during Phase One. Doors may need to have signs stating scheduled entry only?)*

1. Will be offering Virtual Craft classes. Participants will pick up materials on a specific day/time at the Center. Directions will be given but online instruction will also be available for certain classes. We will have them post their completed projects to our Facebook page if they are able or send us pictures directly so we can post them.
2. Curb side pick-up for Craft Shop sales. We will post pictures of items in our Craft Shop and allow people to message us or call to purchase. *Starting June 1st, we will allow people to shop in the store with a scheduled time.*
3. Constant interaction on our Facebook page focused on Mind & Body Wellness; brain games, fitness at home and links to live workouts (Gigi is already offering this for us), healthy recipes, and more.
4. Our June newsletter is published in print, on our City website and our Facebook page with details on Center operations – our 'New Normal'.
    a. Face masks required for entry and exiting the building as well as shopping our craft store
    b. Keep 6 feet between each other
    c. Bring in your own water bottle
    d. No use of push buttons on water fountain
    e. Coffee and tea will not be served until phase 2
    f. Phase 2 - Use only push dispenser coffee makers (no pots with handles)
    g. When class/activity is complete participants will be leaving the building.
5. Check-in will look different. We will *no longer require people to sign in* at the desk but rather simply check-in. Participants will be allowed to check in 10 minutes prior to the activity. Bus trips will be cancelled until August. We threw out the idea of having just 8 people allowed on the bus (plus one staff and one driver) starting in June or July however we need more time to coordinate trips which takes a fair amount of time. In addition, we are not sure if the locations we were going to visit will even be open.
6. Card playing will not happen until Phase Two of Evers plan.
7. Book Club, Mah Jongg, art classes will all be allowed in Phase One as we can control the 10 and under rule. ***One question is if we can have 10 people in the Enrichment Center area and 10 people in the Expo area at the same time.* Dave Johnson confirmed this would be acceptable.
8. Exercise classes will be scheduled with a limit of 9 people (instructor makes 10) in Phase One. Because we have 50+ people attending these classes we will have people call and pick a day/time with intention of allowing everyone to exercise at least once during the week. Walking will follow the same 10 people max and we will have day/time schedules.
9. Support groups will not run in Phase One. Each organization has specific timeframes for returning. We will work closely with them as to when we will be able to offer these groups.

Attachment: Committee Reports (5062 : File Committee Reports)

SPECIAL PARKS AND RECREATION COMMISSION

May 13, 2020

The Merrill Parks and Recreation Commission met virtual on Wednesday, May 13, 2020 at 4:15 p.m.

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

Novitch stated that agenda item number one and number two will be skipped.

The next item on the agenda was discussion and recommendation on Aquatic Center and certain recreation program potential openings/closings for 2020 season. Wendorf stated that he has been working with neighboring communities to come up with a plan on working together. Wendorf stated that he has been meeting with Wausau/Marathon County, Stevens Point, Weston, Rothschild/Schofield, Marshfield, Wisconsin Rapids and Thorp. Wendorf stated that all surrounding communities want to cooperatate with each other. Wendorf stated that there concern is that if one pool opens and the rest close, the pool that remains open will be packed from people coming from surrounding communities. Wendorf stated that all the pools would like to open at the same time, using the time line of meeting phase 3 of the Badger Bounce Back. Wendorf stated that the surrounding communities all agreed that trying to open after July 1st would pose challenges for their pools and to operate for less than half of the season would be costly and could potentially be difficult due to staff shortages by making seasonal employees wait to see what happens. In order to open by July 1st it would take several weeks and that is why June 15th was used as a time frame to activate a decision. Wendorf stated that Phase III allows for mass gatherings again, and trying to run the Aquatic Center with severely restricted numbers would cost the department and City a significant amount of money without any solid revenue returns. Wendorf stated that all the communities are working on a press release that will go out at the same time with the same information.

***Motion by Vanlieshout, seconded by Ravn to consider only opening the Aquatic Center under Phase 3 of the Badger Bounce Back or updated guidelines that are ordered (and allow for mass gatherings). Phase III (or mass gatherings) must be declared/allowed by June 15th in order to allow time for July 1st deadline to consider opening for the season.

*** Carried unanimously.

Discussion was also held on the recreational programs. Wendorf stated that recreational programs is also a gray area. Wendorf stated that we have to follow state guidelines. Wendorf stated that at the moment there is simply not enough information to make a recommendation. We need to know what type of gathering numbers we can use, physical distancing, disinfecting, as well as registration requirements to name a few. Wendorf said the timing is not very good due to the fact that people are asking what our plans are, but without concrete details to use it is important to wait until we have clarity. Discussion was held and it was decided to revisit recreational programs at the Park and Recreation Commission meeting on June 3, 2020.

Attachment: Committee Reports (5062 : File Committee Reports)

The next regular meeting is scheduled for Wednesday, June 3, 2020 at 4:15 p.m. at the Merrill City Hall.

***Motion by Artac, seconded by Vanlieshout to adjourn at 5:00 p.m.

***Carried unanimously.

Dawn Smith
Recording Secretary

Attachment: Committee Reports (5062 : File Committee Reports)

PARKS AND RECREATION COMMISSION

June 3, 2020

The Merrill Parks and Recreation Commission met on Wednesday, June 3, 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, Mark Weix

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

***Carried unanimously.
Dan Novitch stated that the minutes from the Special May 13 meeting were not included in the packets and should be included in next month's packets.

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

Gulke questioned what the cornerstone cost was for. Wendorf stated it was for the drain tile and straw. Gulke also questioned why they are paying Jumpline for a website and not doing it themselves. Wendorf stated it was for Barleyfest and someone donates their time to keep the website updated. Novitch questioned what the charge for the meter install was. Wendorf stated it was for the water department. We rent all the meters and they install them when we need them.

***Carried unanimously.

Public Comment: None

The next item on the agenda was to discuss Lions Park Stairs. Wendorf stated that he was contacted by Alderperson Osness in regards to the shape of the stairs. Wendorf stated that the cost to repair or replace those stairs would be over $100,000 and in his opinion aren't used enough to put that much money into repairing or replacing them. Wendorf also stated that they are not ADA accessible so they would probably need to be ADA accessible. Wendorf stated that he did not think the stairs were a worthy investment to replace or repair. Artac questioned the cost to remove and Wendorf stated they would do the work themselves. Novitch suggested that Wendorf do a drawing of a path up Lions Hill with ADA assessablity and bring it back to the commission. Artac suggested putting a sign up to use stairs at your own risk. Will revisit the agenda item in August or when a plan is ready for another path.

The next item on the agenda was discussion and update on COVID-19 issues or updates. Wendorf stated that he has been talking with Shelly from the Health Department at least every other day. Wendorf stated that he will open bathrooms and shelters when the Health Department feels it will be safer for large gatherings and when we will not need to clean every hour or two hours. Wendorf stated that we don't have the staff for that. Wendorf stated that the Health Department will update accordingly and change recommendations accordingly. The Merrill Park and Recreation Department will continue to follow the guidelines provided by the Health Department.

Attachment: Committee Reports (5062 : File Committee Reports)

The next item on the agenda was monthly reports. Wendorf asked if anyone had any questions. Wendorf stated that the summer crew has been working on some park projects and trail projects. Wendorf also stated that the much needed projects at the Smith Center are also being completed. We will be running some smaller programs in July and August with a limited amount of kids, as well as starting a YouTube Channel for alternative programming.

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

Public Comment: Mark Weix stated that he is very supportive of the Park and Recreation Department and looks forward to being a Council person.

***Motion by Ravin, seconded by Artac to adjourn at 5:00 p.m.

***Carried unanimously.

Dawn Smith
Recording Secretary

Attachment: Committee Reports (5062 : File Committee Reports)

City of Merrill
Meeting of Redevelopment Authority (RDA)

Wednesday, March 4th, 2020 at 8:00 a.m. - **Closed**
City Hall Common Council Chambers

RDA Present: Ken Maule, Clyde Nelson, Tony Kusserow, Steve Sabatke, Sheila Polak, Lori Anderson-Malm, and Derek Woellner

Others: Alderperson Rick Blake, City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, and Bill Bialecki from Lincoln County Economic Development Corp

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

a. Consider approval of closed session RDA meeting minutes from October 2nd, 2019 and February 20th, 2020

b. Consider negotiation of City purchase of property/properties for proposed new restaurant site in Tax Increment District (TID) No. 3 (East Side) and negotiation of potential TID cash development incentive to facilitate proposed restaurant development

Motion (Maule/Sabatke) to move into closed session. Carried 7-0 on roll call vote at 8:05 a.m.

Motion (Woellner/Kusserow) to approve the closed session meeting minutes from October 2nd, 2019. Carried.

Motion (Kusserow/Polak) to approve the closed session meeting minutes from February 20th, 2020. Carried.

Bill Bialecki from Lincoln County Economic Development Corp. provided an update on two potential new restaurant sites. **RDA Commissioner Kusserow left at 8:25 a.m.**

RDA Commissioners provided negotiation direction on the development site options, including potential additional $10,000 for TID No. 3 cash development incentive for potential site acquisition. Specific closed session motions included:

Motion (Woellner/Maule) to authorize $160,000 instead of $150,000 as the maximum TID No. 3 cash development incentive for site #1 (Wal-Mart) acquisition. Carried on 6-0 vote.

Motion (Nelson/Woellner) to authorize up to $150,000 as TID No. 3 cash development incentive for potential site #2 development. Carried on 5 - 1 vote. There would be additional expenses (such as retaining wall, fill, parking easement, and environmental regulatory approvals) required to facilitate potential site #2 development.

Adjournment: (Polak/Anderson-Malm) to adjourn at 8:35 a.m. Carried.

Minutes prepared by RDA Secretary Kathy Unertl

Attachment: Committee Reports (5062 : File Committee Reports)

City of Merrill
Meeting of Redevelopment Authority (RDA)

Wednesday, May 6th, 2020 at 8:00 a.m.
City Hall Common Council Chambers

RDA Present: Clyde Nelson, Tony Kusserow, Steve Sabatke, Sheila Polak, Lori Anderson-Malm, Derek Woellner, and Val Mindak (via phone)

Others: City Clerk Bill Heideman, Alderpersons Rick Blake and Steve Hass, City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl (via phone), Bill Bialecki from Lincoln County Economic Development Corp., and Ryan Ott from Ryan Ott Development

Call to Order: Chair Nelson called the meeting to order at 8:00 a.m. and welcomed new RDA Commissioner Val Mindak.

Consider approval of RDA meeting minutes from March 4th, 2020:

Motion (Kusserow/Woellner) to approve the meeting minutes from March 4th. Carried.

Public Comment: None.

Status update on overall Merrill manufacturers and businesses due to COVID-19:

Bill Bialecki from Lincoln County Economic Development Corp. (LCEDC) reported that all manufacturers within City of Merrill continue with operations.

Dave Johnson highlighted the status of Small Business grants and loans. As of May 5th, there have been 64 grants of up to $1,500 each and 26 loans of up to $1,500 each – for total of about $100,000. Additional Community Development funding is available to facilitate the future reopening of Merrill small businesses after lifting of Wisconsin Governor Tony Ever's "Safer at Home" Order.

Status update on pending developments and consideration of modifications of previous development agreement terms:

a) Ryan Ott Development – Single-Family Homes on West St. Paul St. (TID No. 11):

The draft development agreement was not executed by early March 2020 and then the COVID-19 public health emergency was declared in mid-March 2020. Ott advised that he needed to secure basement contractor commitment and expressed concerns about the potential interest in spec-housing.

Mindak emphasized based upon her financial institution experience that there should be a strong demand for new home construction in Merrill. Polak concurred that home mortgage interest rates will remain low. Bialecki reported that there is huge demand for workforce housing in Merrill.

Attachment: Committee Reports (5062 : File Committee Reports)

Ryan Ott Development – Single-Family Homes on West St. Paul St. (TID No. 11) - Continued:

After extensive discussion with Ryan Ott regarding timing, **Motion (Polak/Mindak) to extend the first spec-house construction starting timeframe to July 31st for foundation or signed construction contract.** Carried.

b) Proposed new restaurant development east of Park City Credit Union (TID No. 3):

Bialecki reported that with the impacts of COVID-19, the potential developer is not interested in proceeding at this time. Unertl advised that she will bring back an alternative plan to keep the potential development option available after the 9/13/2020 TID No. 3 new expenditure deadline.

Background on City of Merrill acquisition and investment in former Fox Point site (TID No. 10): Nelson advised that the fiscal report was prepared in response to an e-mail request from Commissioner Sabatke.

The City of Merrill purchased the vacant site for $445,505 (i.e. after demolition of the previous building by the former property owner) on July 7th, 2016. Though 12/31/2019, there has been City Tax Increment District (TID) investment of $551,620.

Unertl reported that previous borrowing includes a Note Anticipation Note (NAN) for $495,000 which has a balloon payment due on 11/1/2021. Unertl is working with the City's independent financial consultant on refinancing options which will be presented to the RDA and Common Council later in 2020.

Sabatke commented that the property is no longer generating property tax. The 2015 (i.e. 2016 collection) tax bill was for $8,557.

Unertl advised that TID No. 10 is a "blighted area" TID with a 27-year lifespan. The TID was created 9/22/2015 and potentially could extend to 9/22/2042.

Next RDA meeting: Scheduled for Wednesday, June 3rd at 8:00 a.m.

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

a. Consider approval of closed session RDA meeting minutes from March 4th, 2020

b. Consider potential negotiation terms for proposed residential redevelopment of former Fox Point site (TID No. 10)

Motion (Kusserow/Sabatke) to move into closed session. Carried 6-1 on roll call vote at 8:41 a.m.

Attachment: Committee Reports (5062 : File Committee Reports)

Motion (Kusserow/Woellner) to approve the closed session meeting minutes from March 4th. Carried.

Two responses were received to the City's TID No. 10 Request for Proposals: Prairie River View Community from Cardinal Capital Management, Inc. and SCS Fox Point Multi-Family Housing Proposal from S.C. Swiderski LLC.

RDA Commissioners provided negotiation direction to City staff regarding the S.C. Swiderski LLC's SCS Fox Point Multi-Family Housing Proposal.

Adjournment: (Polak/Anderson-Malm) to adjourn at 9:07 a.m. Carried.

Minutes prepared by RDA Secretary Kathy Unertl

Attachment: Committee Reports (5062 : File Committee Reports)

City of Merrill
Meeting of Redevelopment Authority (RDA)

Wednesday, May 6th, 2020 at 8:00 a.m. - **Closed**
City Hall Common Council Chambers

RDA Present: Clyde Nelson, Tony Kusserow, Steve Sabatke, Sheila Polak, Lori Anderson-Malm, Derek Woellner, and Val Mindak (via phone)

Others: Alderpersons Rick Blake and Steve Hass, City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl (via phone), Bill Bialecki from Lincoln County Economic Development Corp.,

Closed Session:

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

a. Consider approval of closed session RDA meeting minutes from March 4th, 2020

b. Consider potential negotiation terms for proposed residential redevelopment of former Fox Point site (TID No. 10)

Motion (Kusserow/Sabatke) to move into closed session. Carried 6-1 on roll call vote at 8:41 a.m.

Motion (Kusserow/Woellner) to approve the closed session meeting minutes from March 4th. Carried.

Two responses were received to the City's TID No. 10 Request for Proposals: Prairie River View Community from Cardinal Capital Management, Inc. and SCS Fox Point Multi-Family Housing Proposal from S.C. Swiderski LLC.

RDA Commissioners provided negotiation direction to City staff regarding the S.C. Swiderski LLC's SCS Fox Point Multi-Family Housing Proposal.

Adjournment: (Polak/Anderson-Malm) to adjourn at 9:07 a.m. Carried.

Minutes prepared by RDA Secretary Kathy Unertl

Attachment: Committee Reports (5062 : File Committee Reports)

City of Merrill
Meeting of Redevelopment Authority (RDA)

Wednesday, June 3rd, 2020 at 8:00 a.m.
City Hall Common Council Chambers

RDA Present: Derek Woellner, Tony Kusserow, Steve Sabatke, Sheila Polak, Lori Anderson-Malm, Val Mindak, and Clyde Nelson (who arrived at 8:15 a.m.)

Others: City Clerk Bill Heideman, Alderpersons Rick Blake and Steve Hass, City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl (via phone), Public Works Director/City Engineer Rod Akey, Bill Bialecki from Lincoln County Economic Development Corp., and camera operator from Merrill Productions

Call to Order: Mayor Woellner called the meeting to order at 8:00 a.m.

Consider approval of RDA meeting minutes from May 6th, 2020:

Motion (Kusserow/Sabatke) to approve the meeting minutes from May 6th. Carried.

Public Comment: Bill Bialecki from LCEDC recommended including presentation on potential workforce housing endowment program at the July RDA meeting. Bialecki will also invite representatives from City of Tomahawk to attend the housing presentation.

Review and consideration of resolution authorizing a development agreement by and between the City of Merrill, Wisconsin and SCS – S.C. Swiderski LLC for market-rate multi-family housing redevelopment on former Fox Point site (TID No. 10):

The S.C. Swiderski proposal is for four apartment buildings, including total of 56 apartments:

1 bedroom	24
2 bedroom	12
3 bedroom	20

Unertl highlighted the proposed development including information on comparable multi-family improved assessments in Merrill; projected future tax increment from proposed four new apartment buildings (i.e. about $2.5 million over TID No. 10 lifespan); and preliminary TID No. 10 cash flow. There will be adequate tax increment to cover City debt service related to 2016 property acquisition; the $250,000 cash development incentive; and potential future infrastructure improvements to the area.

Besides sale of the City-owned land for $1.00, there will be a TID No. 10 cash development incentive total of $250,000 which will be paid per the following payment schedule:

$50,000 upon construction start of first apartment building; and

$50,000 upon completion (State Occupancy Permit) for each of the four apartment buildings.

Attachment: Committee Reports (5062 : File Committee Reports)

Review and consideration of resolution authorizing a development agreement by and between the City of Merrill, Wisconsin and SCS – S.C. Swiderski LLC for market-rate multi-family housing redevelopment on former Fox Point site (TID No. 10) - Continued:

Motion (Kusserow/Mindak) to recommend the resolution authorizing a development agreement by and between the City of Merrill, Wisconsin and SCS – S.C. Swiderski LLC for market-rate multi-family housing redevelopment on former Fox Point site (TID No. 10). Carried.

Follow-up on proposed Ryan Ott Construction single-family home development on West St. Paul Street (TID No. 11):

Kusserow recommended development of property covenants that would limit to owner-occupied homes (i.e. not rentals). There will be further discussion at the next RDA meeting.

Next RDA meeting: Scheduled for Wednesday, July 8th at 8:00 a.m.

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

a. Consider approval of closed session RDA meeting minutes from May 6th, 2020

b. Consider potential negotiation terms for acquisition of property located along Wisconsin River (TID No. 9)

Motion (Sabatke/Kusserow) to move into closed session. Carried 7-0 on roll call vote at 8:27 a.m.

Motion (Anderson-Malm/Kusserow) to approve the closed session meeting minutes from May 6th. Carried.

RDA Commissioners provided negotiation direction to City staff regarding potential property acquisition along Wisconsin River (TID No. 9). There will be future RDA discussion on potential vision for redevelopment options.

This would be a multi-year redevelopment project. Various potential Wisconsin Economic Development Corp. (WEDC) grant funding opportunities will be explored by City staff.

Adjournment: (Polak/Anderson-Malm) to adjourn at 9:22 a.m. Carried.

Minutes prepared by RDA Secretary Kathy Unertl

Attachment: Committee Reports (5062 : File Committee Reports)

CITY OF MERRILL

WATER & SEWAGE DISPOSAL COMMITTEE

MINUTES • WEDNESDAY MAY 27, 2020

Regular Meeting | **City Hall Council Chambers** | **5:00 PM**

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Steve Osness	Alderperson - Fourth District	Present	
Mike Rick	Alderperson - Sixth District	Present	
Mark Weix	Alderperson - Seventh District	Present	

Also in attendance: City Administrator Dave Johnson (arr. 5:01), Utility Operations Manager Gabe Steinagel, Public Works Director/City Engineer Rod Akey, Street & Weed Commissioner Ron Liberty and City Clerk Bill Heideman.

II. Preliminary Items

1. February Vouchers

The vouchers for February, March and April were in the meeting packet.

Motion (Rick/Weix) to approve the February, March and April vouchers.

RESULT: APPROVED

2. March Vouchers

See "February Vouchers" agenda item.

3. April Vouchers

See "February Vouchers" agenda item.

III. Agenda Items for Consideration

1. Review & Approval of 2019 Compliance Maintenance Annual Report (CMAR)

The report and related resolution were in the meeting packet.

Utility Operations Manager Steinagel cited the highlights of the report.

Motion (Rick/Weix) to recommend approving the resolution on the 2019 Compliance Maintenance Report for the Wastewater Treatment Plant, and referring this recommendation to the Common Council.

RESULT: APPROVED & SENT TO COUNCIL **Next: 6/9/2020 6:00 PM**

2. Discussion & Recommendation on change to Wellhead Protection Ordinance

Proposed amendments to Code of Ordinances Section 113-46 (m) were in the meeting packet. This section of code is related to Wellhead Protection. Utility Operations Manager Steinagel reported that the amendments would bring the ordinances in compliance with code already included in the Wisconsin Administrative Code.

Attachment: Committee Reports (5062 : File Committee Reports)

Motion (Osness/Rick) to recommend approving the ordinance amendments and referring this recommendation to the Common Council.

RESULT:	**APPROVED & SENT TO COUNCIL**	**Next: 6/9/2020 6:00 PM**

IV. Monthly Report

1. Operations Report

The report was in the meeting packet.

Utility Operations Manager Steinagel reviewed the report and provided additional verbal information.

V. Public Comment Period

None.

VI. Establish date, time and location of next meeting

Wednesday, June 24th, 2020 at 5:00 P.M. in the City Hall Common Council Chambers.

VII. Adjournment

Motion (Rick/Weix) to adjourn. Carried. Adjourned at 5:08 P.M.

Attachment: Committee Reports (5062 : File Committee Reports)

ZONING BOARD OF APPEALS MINUTES
May 26, 2020, 7:00 p.m.

PRESENT: Chairman Steve Hass, Alderman Mike Rick, Ron Burrows, Dean Haas, James Koebe, Jeremy Thompson, and Zoning Administrator Darin Pagel
Guests: Alderman Weix, Alderman Sabatke, Gary Schulz

Motion to approve November 18, 2019 minutes Mr. Rick, second Mr. Haas, carried.

Chairman Hass read the meeting notice and explained procedure.

First item on agenda is a variance request from Gary Schulz, 2100 Logan Ave. to construct a 6' high side yard fence. ZA Pagel explained the variance request.

Motion to open hearing Mr. Rick, second Mr. Haas, carried.
Alderman Sabatke spoke in favor of the variance stating it would improve the neighborhood and would give the owner privacy from the trail and he also read notes from the neighbors in support. No one spoke in opposition. Mr. Burrow asked how many people used the trail in that location. Mr. Schulz and Alderman Sabatke said it was very busy on the weekends.

Motion to close hearing Mr. Koebe, second Mr. Haas, carried.

Motion to approve variance by Mr. Koebe, second Mr. Haas, motion carried unanimously.

No public comment.

With no other business, Motion to adjourn Mr. Rick, second Mr. Haas, carried.

Meeting adjourned 7:06pm

Darin Pagel, Recording Secretary.

Attachment: Committee Reports (5062 : File Committee Reports)

Heideman, Bill

From: Woellner, Derek
Sent: Monday, June 8, 2020 1:54 PM
To: Heideman, Bill
Subject: Mayor's Appointments Amended

There are four amendments to the previous list of appointments. Amendments are starred (*) and in bold.

***Darcy Dalsky to Library Board, term to expire 6-30-23.**
***Jim Wedemeyer to Library Board, term to expire 6-30-23.**

Melissa Schroeder to City Plan Commission, term to expire 5-1-23.
***Ryan Schwartzman to City Plan Commission, term to expire 5-1-23.**
Ralph Sturm to the City Plan Commission, replacing Ken Maule, term to expire 5-1-21.

***Amanda Groth to Parks and Recreation Commission, replacing Kate Baker, term to expire 5-1-22.**

Norm Hanson to Police and Fire Commission, term to expire 5-1-25.

Rose Akey to Enrichment Center Commission, term to expire 5-1-21.
Pastor Luke Williams to Enrichment Center Commission, term to expire 5-1-21.
Sharon Harvey to Enrichment Center Commission, term to expire 5-1-21.
Gene Bebel to Enrichment Center Commission, term to expire 5-1-21.
Laura Bertagnoli to Enrichment Center Commission, term to expire 5-1-21.

James Koebe to Board of Appeals, term to expire 5-1-23.
Dean Haas to Board of Appeals, term to expire 5-1-23.

Steve Willis to Transit Commission, term to expire 5-1-23.

Landis Holdorf to Community Development Committee, term to expire 5-1-23.
Nancy Kwiesielewicz to Community Development Committee, term to expire 5-1-23.
Betsy Wiesneski to Community Development Committee, term to expire 5-1-23.
Pete Koblitz to Community Development Committee, replacing Adam Rekau, term to expire 5-1-21.

Bea Lebal to Historic Preservation Committee, term to expire 5-1-23.

Rebecca Roberts to Tourism Commission, term to expire 5-1-21.
Ryan Schwartzman to Tourism Commission, term to expire 5-1-21.
Ernie Stender to Tourism Commission, term to expire 5-1-21.

Attachment: Mayor's Appointments Amended (5071 : Mayor's Citizen Appointments (per list))

CITY OF MERRILL

1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: City Plan Commission

Re: Amending the District Zoning Map of the City of Merrill to change the zoning from Thoroughfare Commercial to Planned Unit Development for the property located at E 14th Street and N Sales Street.

ORDINANCE NO. 2020-
Introduced: June 9, 2020
1st Reading:
2nd Reading:
3rd Reading:
Committee/Commission Action:
RECOMMENDED FOR PASSAGE

AN ORDINANCE

The Common Council of the City of Merrill, Wisconsin, does ordain as follows:

Section 1. The District Zoning Map of the City of Merrill, Wisconsin is hereby amended by changing the zoning of the following described property located at E 14th Street and N Sales Street in the City of Merrill from Thoroughfare Commercial to Planned Unit Development, said parcel more particularly described as follows:

Lot One (1) and Two (2) of Certified Survey Map Number 426, recorded March 21, 1985, in Volume 2 of Certified Surveys, page 210, as Document No. 281397, in the Office of the Register of Deeds, Lincoln County, Wisconsin, being a part of A.P. 193, located in the NE ¼ of the NE ¼, Section 12, Township 31 North, Range 6 East, City of Merrill, Lincoln County, Wisconsin.

Section 2. **PUD Plan.** The PUD Plan for the project, dated June 2, 2020 and prepared by S.C. Swiderski LLC reviewed and found to be in compliance with the criteria for approval found at §13-1-63(c) of the Code of Ordinances of the City of Merrill by the City Plan Commission is hereby adopted, subject to revisions in the final development plan as outlined in Section 3 below (hereinafter referred to as the "PUD Plan")

Section 3. **Development Plan.** The rezoning authorized by this ordinance is contingent on the City of Merrill and the applicant, S.C. Swiderski, LLC, to complete and execute a final development plan for the Planned Unit Development approved herein. Said development plan shall comply with all provisions of §§ 13-1-62 and 13-1-63(g) of the Code of Ordinances of the City of Merrill. The final development plan shall be effective only after approval by the Common Council after review and recommendation by the City Plan Commission. The applicant for this zoning amendment shall record the final development plan with the Lincoln County Register of Deeds in accordance with Sec. 13-1-63 of the Code of Ordinances of the City of Merrill. No development contemplated by the development plan and this zoning amendment shall occur until this ordinance and the development plan shall be placed of record and evidence of the recording filed with the City of Merrill.

Attachment: Ordinance on PUD for Swiderski (5072 : Ordinance on Swiderski PUD)

Section 4. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 5. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. Section 2, 3, 4, and 5 of this ordinance shall take effect from and after its passage and publication. Section 1 shall take effect after approval by the Common Council of the Final Development Plan required by Section 3.

Approved:

Moved by: _____

Adopted: _____

Approved: _____

Published: _____

_____
Derek Woellner, Mayor

Attest:

_____
William N. Heideman, City Clerk

Attachment: Ordinance on PUD for Swiderski (5072 : Ordinance on Swiderski PUD)

SCS Fox Point
Multi-Family Housing Proposal

S.C. SWIDERSKI LLC

401 Ranger St., Mosinee, WI 54455
715-693-9522
Jacqui McElroy
jmiller@scswiderski.com

Attachment: Background Info - Fox Point PUD (5072 : Ordinance on Swiderski PUD)

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The images shown are for illustrative purposes only, and designed only to be a representation of the project

Attachment: Background Info - Fox Point PUD (5072 : Ordinance on Swiderski PUD)

April 10, 2020

Mr. David Johnson
City Administrator
1004 East First Street
Merrill, WI 54452

Dear Mr. Johnson:

S.C. Swiderski, LLC is excited to present our proposal for the planning, construction, and management of the development at 1905 East 14th Street, Merrill that we have named SCS Fox Point. SCS Fox Point will capitalize on the prime location and proximity to schools, recreational opportunities, and numerous employers.

Our vision for the redevelopment of this commercial site is to build quality rental housing with great service. The area is challenged with aging housing stock, a shortage of housing options, and high occupancy rates of main level apartments. Adding new, quality housing is an important goal of the City that we will help fulfill with this project. By utilizing two new building prototypes designed by S.C. Swiderski based on extensive knowledge of the local market, the site will offer apartment homes with six modern floor plans offering a variety of sizes and price points. This should help meet demand for market rate rental housing with rent rates appropriate for those earning 60 to 120% of the area median income, commonly referred to as workforce housing.

Our plan provides an economic benefit to the City and its residents by expanding the City's tax base. It also has the added benefit of providing more opportunities for those employed in Merrill to live in the area. The plan will return the City's investment and will offer a much-needed housing option.

We are committed to providing quality housing and great service to our tenants. S.C. Swiderski has twenty eight years of experience building and managing multi-family properties in the area including two other apartment locations in Merrill. Upfront, the project will be handled by the development team which has a seamless transition to the construction department. Completed buildings are leased out and maintained by our comprehensive property management department.

We believe the experienced team we have assembled on this proposal will deliver the right project to meet the City's objectives. The credentials of the team and the company's financial capacity for the project, combined with the vision of the City, will make this project a success for generations to come.

Attachment: Background Info - Fox Point PUD (5072 : Ordinance on Swiderski PUD)

Project Summary

S.C. Swiderski is excited to propose building four new multi-family buildings for a total of 56 apartment homes along with a property management office on the site. S.C. Swiderski will work closely with the city to ensure the key objectives and goals of all involved are met.

Project Summary

Unit Mix

1 bedroom= 24

2 bedroom= 12

3 bedroom= 20

56 units in two building types

Two 20 unit Fulton buildings

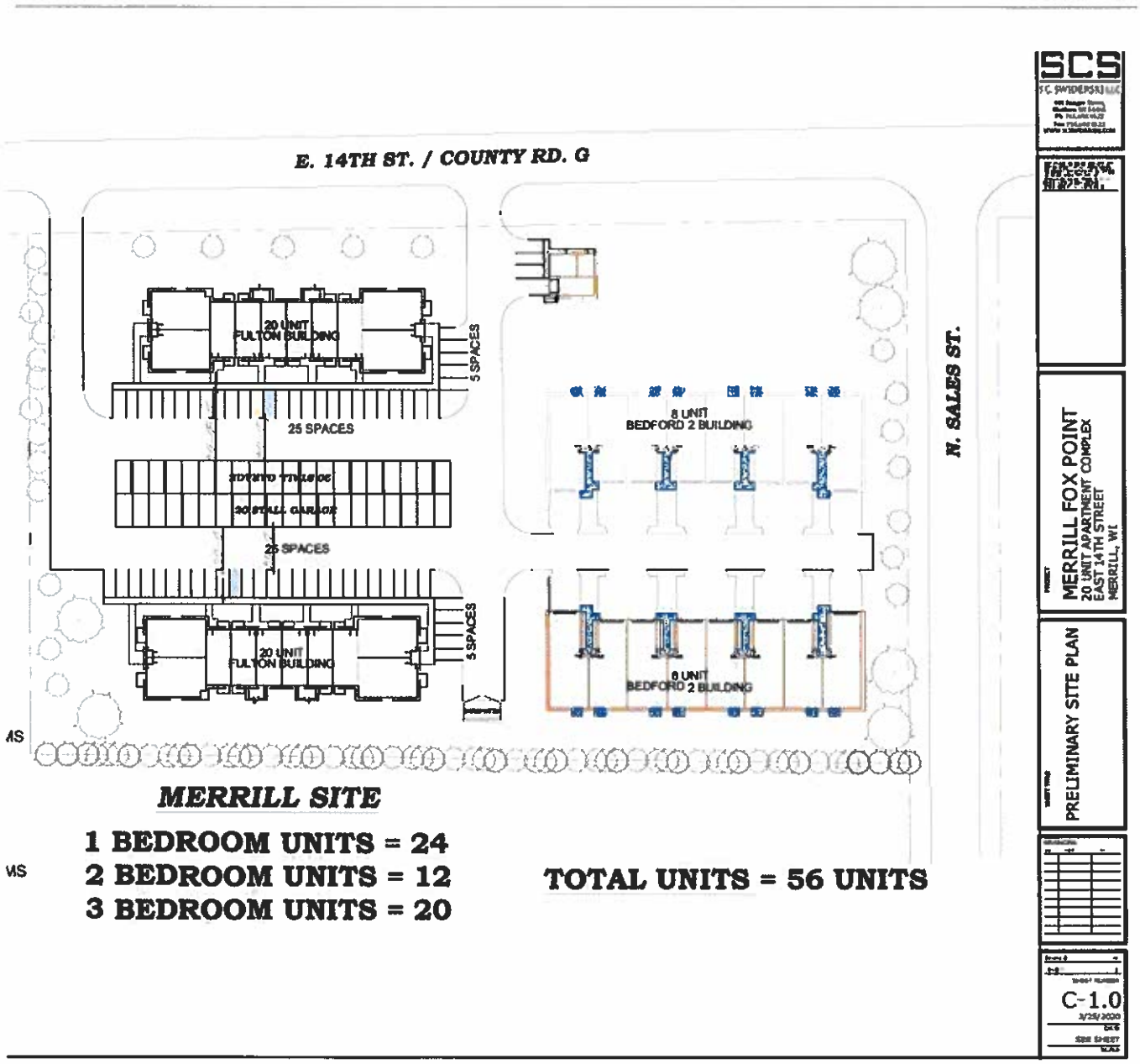
- 24 one bedroom apartments
- 16 three bedroom apartments
- All units have private entrance and a deck or patio
- Each unit includes a one stall detached garage
- Lower and upper level units
- 700-1175 square feet

Two 8 unit Bedford buildings

- One level buildings with attached two stall garages
- 12 two bedroom apartments
- 4 three bedroom apartments
- 1050-1250 square feet

Attachment: Background Info - Fox Point PUD (5072 : Ordinance on Swiderski PUD)

Concept Site Plan



Attachment: Background Info - Fox Point PUD (5072 : Ordinance on Swiderski PUD)

Conceptual Renderings

View from East 14th Street on east side of site

View from East 14th Street
on west side of site

View from East 14th Street
into entrance of site

Attachment: Background Info - Fox Point PUD (5072 : Ordinance on Swiderski PUD)

Fulton 20 Unit

Attachment: Background Info - Fox Point PUD (5072 : Ordinance on Swiderski PUD)

Bedford 8 Unit

Attachment: Background Info - Fox Point PUD (5072 : Ordinance on Swiderski PUD)

Financial Analysis

Initial projections indicate a project value of $5 million. These numbers are subject to change as we work with the City through the design process to create the optimal project for the site.

S.C. Swiderski will fund the project through owner equity contribution and construction financing.

Project Timeline

Summer 2020	Proposal Selection
Fall- Winter 2020	Site Engineering & Approvals
May 2021-December 2021	Fulton 20 Unit Building
June 2021- February 2022	Fulton 20 Unit Building
June 2021- January 2022	Office Building
June 2021- March 2022	Bedford 8 Unit Building
July 2021- April 2022	Bedford 8 Unit Building

This is a preliminary timeline subject to change.

Attachment: Background Info - Fox Point PUD (5072 : Ordinance on Swiderski PUD)

Developer Qualifications & Organizational Overview

S.C. Swiderski, LLC is a real estate, construction, and property management company specializing in multifamily projects. The Real Estate Division manages the company's real estate portfolio handling acquisitions, sales, project design, planning, and development. The Construction Division oversees project budgets and scheduling, contract procurement, project management, and construction management. The Property Management Division provides professional leasing, management, grounds keeping, and maintenance for the real estate portfolio. All areas of the company work together to proudly deliver quality housing with great service known as the SCS Difference.

S.C. Swiderski was formed in 1992 and is a privately held company with corporate headquarters in Mosinee, Wisconsin. The company has a sound business model and is unique in that it designs, plans, constructs, owns and operates its real estate portfolio. The company attributes its success to their ability to listen to tenants, focus on continuous improvement, develop their team, and operate with integrity.

S.C. Swiderski has apartment locations throughout the state and the company continues to expand by investing in its people, processes, and properties. S.C. Swiderski demonstrates innovation, quality, and pride that one can expect from a Made in Wisconsin certified company. The company embraces its Wisconsin roots and is committed to the communities and tenants that it serves.

The company has extensive experience in collaborating with cities and completing desirable multi-family projects.

Registered Corporations: The company consists of four LLCs under private ownership of Shane and Sheila Swiderski.

S.C. Swiderski, LLC created on July 31, 1998

S.C. Swiderski Management Corporation created on January 12 2015

S.C. Swiderski Construction, LLC created on January 12, 2015

S.C. Swiderski Land Company, LLC created on January 12, 2015

To date, there have been no debarments, suspensions bankruptcies or loan defaults for any of the four entities.

Attachment: Background Info - Fox Point PUD (5072 : Ordinance on Swiderski PUD)

Completed Multi-Family Projects

ANTIGO

Prosser Place Estates

EAGLE RIVER

Mill Street Estates

EDGAR

Hilltop Apartments

KRONENWETTER

Pine View Estates

MARATHON CITY

Blue Stone Estates

MERRILL

SCS Merrill

Northside Estates

MOSINEE

Westhaven Apartments

PLOVER

Willow Estates

RICE LAKE

Moon Lake Estates

STEVENS POINT

River View Apartments

STURGEON BAY

SCS Sturgeon Bay

WAUPACA

Timber Ridge Apartments

WAUSAU

Urban West

WESTON

River Trail Estates

WISCONSIN RAPIDS

Birchwood Apartments

Countryside Apartments

Countryside Estates

Woodland Estates

Attachment: Background Info - Fox Point PUD (5072 : Ordinance on Swiderski PUD)

Multi-Family Projects Under Construction

KRONENWETTER

Village Estates

MARSHFIELD

SCS Marshfield

PLOVER

Willow Estates II

WAUSAU

Westwood Estates

Attachment: Background Info - Fox Point PUD (5072 : Ordinance on Swiderski PUD)

Development Team

Jacqui Miller, Business Development Manager
jmiller@scswiderski.com
715-693-7823

Education:
Bachelor of Science in Marketing
St. Cloud State University
WI Real Estate Salesperson License

Jacqui has 23 years of experience in real estate and marketing. She began her career as a Realtor in the Twin Cities; she was named Top 30 Under 30 in the nation. She joined S.C. Swiderski in 2016. Jacqui oversees real estate acquisitions and dispositions, development, project planning and approval along with the company's growth objectives and strategic marketing direction.

Nathanael Popp, Operations Manager
npopp@scswiderski.com
715-693-7808

Education:
Bachelor of Science in Industrial Management
University of Wisconsin- Stout

Nathanael oversees all divisions of the company and is responsible for implementing the vision of the owners. He has 16 years of construction and management experience. He works closely with the owners and the development team to bring new projects to fruition and secures project financing.

Attachment: Background Info - Fox Point PUD (5072 : Ordinance on Swiderski PUD)

Development Team

Kortni Wolf
Real Estate Development Administrator

Carrie Babiash
Construction Coordinator

Kimberly Fischer
Architectural Drafter

April Pankow
Development Project Manager

Amber Keller
Project Manager

Tom Woller
Construction Manager

Attachment: Background Info - Fox Point PUD (5072 : Ordinance on Swiderski PUD)

Financial Viability & City Participation

S.C. Swiderski will be the developer and sole owner of the project. They have fostered strong, long-standing relationships with local and national lenders throughout the last twenty eight years and have demonstrated the ability to secure financing for their projects. The company has successfully funded similar projects and this project would represent only a small portion of their funding capacity.

Financial statements and other documents presenting the financial condition of the company can be provided upon selection.

This proposal includes economic development assistance from the City of Merrill to the Developer.

- Sell the parcel of 5.43 acres of land known as 1905 E. 14th Street in Merrill, WI to S.C. Swiderski for $1.
- Provide an incentive payment of $250,000 toward the site costs and development of the site from the Tax Increment District or other source. The incentive will be utilized toward asphalt removal, water and sewer lateral connections and costs related to re-development of the site.

The requested assistance will allow the project to achieve the goal of providing market rate rental housing from a private investor. S.C. Swiderski is open to negotiations with the City upon selection on these requests.

The proposed project would increase the property value with an estimated value of $5 million.

Attachment: Background Info - Fox Point PUD (5072 : Ordinance on Swiderski PUD)

S.C. SWIDERSKI LLC

SCS FOX POINT

Contact: Jacqui McElroy, Business Development Manager
S.C. Swiderski, LLC
401 Ranger Street
Mosinee, WI 54455
715-693-9522

Response to Request for Proposals – 1905 E. 14th Street, Merrill, WI

Attachment: Background Info - Fox Point PUD (5072 : Ordinance on Swiderski PUD)

CITY OF MERRILL

1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: By Water and Sewar
Re: Amending Chapter 113, Article II, Section 113-46(m) revisions to the wellhead protection ordinance.

ORDINANCE NO. 2020-
Introduced: June 9, 2020
1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Committee/Commission Action:
RECOMMENDED FOR PASSAGE

AN ORDINANCE

The Common Council of the City of Merrill, Wisconsin, does ordain as follows:

Section 1. Chapter 113, Article II, Section 113-46(m) of the Code of Ordinances for the City of Merrill is amended to as follows:

(a) *Statement of intent.* This district is intended to protect from contamination the groundwater recharge zone of the existing and planned municipal groundwater wells, which supply potable water to water utility customers and users.

(b) *Purpose.* In the city area, users of water, whether provided by private wells or municipal supplies, depend upon groundwater for a safe drinking water supply. Certain land use practices and activities can seriously threaten or degrade groundwater quality. The purpose of wellhead protection is to institute land use regulations in order to protect the water supplies of the city by managing land use activities that store, handle, or produce regulated substances. Its purpose is also to establish a framework to cooperatively work with neighboring communities for adequate protection of resource areas extending across jurisdictional boundaries, in order to achieve joint benefit.

(c) *Authority.* These provisions are adopted pursuant to the authority granted by the state statutes and the state administrative code, including, but not limited to, Wis. Stats. § 62.23(7)(c), and Wis. Admin. Code § NR 811.16(5); and any amendments to either. These provisions further take note of the dual authority that the county and surrounding towns and municipalities have and the actions they may or may not take, relating to the protection of natural resources.

(d) Jurisdiction.

(1) *Applicability.* The regulations within this wellhead protection section shall apply to the areas that lie within the recharge areas of municipal water supply wells. Its area extent, boundary, is delineated and becomes an overlay district, which when superimposed over an underlying zoning district, depicts the area within which there are certain additional regulatory restraints, which may or may not also have the effect of modifying the underlying district regulations.

(2) *Other regulations superseded.* The regulations of this overlay district shall supersede the regulations of all other districts, including county, township and any other

Attachment: Ordinance on Wellhead Protection (5067 : Ordinance on Wellhead Protection)

local zoning requirements or covenants, occupying the same geographic area. The city may, from time to time, alter, supplement, or change the wellhead protection boundaries and these regulations.

(3) *Map.* The boundaries depicted on the wellhead protection overlay district are based upon sections 1.0 through 4.0 (Part 2) and shown on Map 2 of the city, county and state wellhead protection plan, prepared by the north central state regional planning commission, December 1998. Note, the map was actually dated October 1996, and there are three districts needing legal descriptions of overlay districts.

(e) Regulation of underlying uses.

(1) Permitted uses.

a. All uses permitted by the underlying basic or other overlay districts are permitted subject to review of the building, site and operational plans of such uses by the plan commission, as outlined in subsections (f), (i) and (k) of this section, whether required or not by the underlying and other overlay districts, except the uses listed in subsection (h) of this section, which are specifically prohibited by this district.

b. All uses that existed in the district prior to the enactment of this section are deemed permitted, as long as these uses are, compliant with all current rules and regulations. The city plan commission shall review proposed expansions of these permitted existing uses to see that the expansion is consistent with the use of the property as of the effective date of the ordinance from which this section is derived.

(2) *Permitted accessory uses.* All accessory uses permitted by the underlying basic or other overlay zones are permitted, subject to review of the building, site and operational plans of such uses by the plan commission pursuant to section 113-405, whether required or not by the underlying and other overlay districts, except those uses prohibited in subsection (h) of this section, which are hereby prohibited whether judged to be principal or accessory uses.

(3) Permitted uses by conditional use.

a. Any class of uses prohibited by this district may become a use permitted by right, or an individual use within a class potentially may be permitted by conditional use pursuant to subsection (f) of this section.

b. However, the plan commission shall not favorably recommend to the common council a petition to remove a use from the prohibited list of this district, nor favorably process a petition for conditional use status, notwithstanding any of the provisions of subsection (e) of this section, without being sure beyond a reasonable doubt, that the action will not materially violate the intent of this district, resulting in exposure of the public water supply to pollution.

(f) Conditional use application requirements.

(1) *Permit requests.* All requests for a conditional use permit shall be submitted in writing to the city zoning administrator, and shall include:

a. A site plan map with the building and structure footprints, driveways, sidewalks, parking lots, stormwater management structures, groundwater monitoring wells, and two-foot ground elevation contours.

b. Documentation which describes in detail the use, activities, and structures proposed.

c. An environmental assessment report prepared by a licensed environmental engineer which details the risk to, and potential impact of, the proposed use, activities, and structures on groundwater quality.

d. An operational safety plan which details the operational procedures for material processes and containment, best management practices, stormwater runoff management, and groundwater monitoring.

e. A contingency plan which addresses in detail the actions that will be taken should a contamination event caused by the proposed use, activities, or structures occur.

(2) *Reimbursement.* The person making the request may be required to reimburse the city for consultant fees and technical review committee expenses associated with this review at the invoiced amount.

(3) *Monitoring.* All existing uses and any new conditional use permits granted shall be subject to conditions that will include environmental and safety monitoring determined necessary to afford adequate protection of the public water supply.

(g) MSDS reporting.

(1) *Generally.* The requirements of this subsection apply to any facility that is required to prepare or have available a Material Safety Data Sheet (MSDS) for hazardous chemical under the Occupational Safety and Health Act of 1970 and regulations promulgated under that Act.

(2) *Basic requirements.* The owner or operator of a facility subject to this subsection shall submit an MSDS for each hazardous chemical present at the facility according to the minimum threshold schedule to the plan commission and the fire department with jurisdiction over the facility.

(3) *Alternative reporting.* In lieu of the submission of an MSDS for each hazardous chemical under subsection (g)(1) of this section, the owner or operator may submit the following:

a. A list of the hazardous chemicals for which the MSDS is required, grouped by hazard category;

b. The chemical or common name of each hazardous chemical as provided on the MSDS; and

c. Except for reporting of mixtures, any hazardous component of each hazardous chemical as provided on the MSDS.

(4) *Supplemental reporting.* The owner or operator of a facility that has submitted an MSDS under this subsection shall provide a revised MSDS to the plan commission, and the fire department with jurisdiction over the facility within three months after discovery of significant new information concerning the hazardous chemical for which the MSDS was submitted.

(5) *Submission of MSDS upon request.* The owner or operator of a facility that has not submitted the MSDS for a hazardous chemical present at the facility shall submit the MSDS for any such hazardous chemical to the committee upon its request. The MSDS shall be submitted within 30 days of the receipt of such request.

(6) *Additional conditions.* These conditions shall include, but not be limited to:

a. Provide current copies of all federal, state and local facility operation approval or certificates and on-going environmental monitoring results to the city.

b. Establish environmental or safety structures/monitoring to include an operational safety plan, material processes and containment, operations monitoring, best management practices, stormwater runoff management, and groundwater monitoring.

c. Replace equipment or expand in a manner that improves the environmental and safety technologies being utilized.

d. Prepare, file and maintain a current contingency plan which details the response to any emergency which occurs at the facility, including notifying municipal, county and state officials. Provide a current copy to the city.

(h) Prohibited uses within the wellhead protection overlay district.

(1) *Determination.* The uses prohibited by this district have been identified in geologic surveys as risks for groundwater contamination. This method of regulation by a complete prohibition is employed to provide the greatest assurance that inadvertent discharge of pollutants into the groundwater supply will not occur, since groundwater cleanup is often prohibitively expensive, and liability for such cleanup is often hard or impossible to establish.

(2) *Prohibited uses; chemicals.* Manufacturing and production of hazardous materials is prohibited, excluding production for on-site uses only. These materials include any hazardous substance or hazardous waste as listed in the following federal regulations:

a. Superfund Amendments and Reauthorized Act (SARA) of 1986, section 302 Extremely Hazardous Substances List, 40 CFR 300 apps. A and B;

b. Comprehensive Environmental Response Compensation and Liability Act Superfund (CERCLA) of 1980. Hazardous Substances List, 40 CFR 302, Table 203.4;

c. SARA of 1986, section 313, Toxic Chemicals List, 40 CFR 372.45; and

d. Resource Conservation and Recovery Act (RCRA) of 1976 and 1984 Amendments, Hazardous Wastes Lists, P and U Categories, 40 CFR 261.33(e) and (f).

Note: The lists referenced are summarized in the Title III Lists of Lists—Chemicals Subject to Reporting Under Title III of the Superfund Amendments and Reauthorization Action (SARA) of 1986, first published July 1987, U.S. EPA and are updated from time to time.

(3) Specific prohibited uses.

a. Bulk plants for hazardous materials including petroleum refining;

b. Permanent storage or disposal of hazardous wastes, as defined under the Federal Resource Conservation and Recovery Act, subpart D, 40 CFR 261.30, 261.31, 261.32 and 261.33, industrial or municipal sludge, or radioactive materials, including solid waste landfills;

c. Collection and transfer facilities for hazardous wastes, solid wastes that contain hazardous materials from off-site sources, and radioactive materials;

d. Wood-preserving operations using formulations of chrome-copper-arsenate (CCA), pentachlorophenol (PENTA), and creosote and related chemicals;

e. Battery recycling and reprocessing;

f. Retail gas stations and truck stops;

g. Agricultural applications of halogenated volatile liquid organic pesticides, for example, ethylene dibromide (EDB) and dibromochloropropane (DBCP), related chemicals and their commercial formulations;

h. Processing, reprocessing, storage and disposal of PCB containing oils;

i. Manufacturing and production of paving, roofing, and other construction materials, using asphaltic and petroleum-based coating and preserving materials;

j. Primary and secondary metal industries that produce, smelt or refine ferrous and nonferrous metals; and

k. Nuclear or radioactive materials or wastes.

(4) *List not exhaustive.* The uses prohibited by this district represent the state of present knowledge and most common descriptions of said uses. As other polluting uses are discovered, or other terms of description become necessary, it is the intention to add them to the list of uses prohibited by this district. To screen for such other uses or terms for uses, no use shall be permitted in this district without first submitting its building, site and operational plans for plan commission review and approval under section 113-405.

(5) *Changing technology.* The uses prohibited by this district are prohibited based upon the combined pollution experience of many individual uses, and the technology generally employed by that class of uses, which technology causes the uses as a class to be groundwater pollution risks. As the technology of identified use classes changes to non-risk materials or methods, upon petition for such a use, and after conferring with expert geological and other opinion, it is the intention to delete from the prohibited list, or allow conditionally, uses which demonstrate convincingly that they no longer pose a pollution hazard.

(6) *Substitution of hazards prohibited.* In dealing with uses or classes of uses which attempt to become permissible, under the terms of this district, by continuing to utilize pollutant materials but altering their methods of storage or handling, for example, transferring materials storage from leak-prone but explosion resistant underground tanks, to leak-resistant but explosion vulnerable above-ground vessels, it is not the intention to accept such alternate hazards as the basis for making a use permissible. It is the intention to continue the ban on such uses until the technology of the class of uses removes reliance upon the pollutant materials or processes.

(i) Approval of building, site and operational plans.

(1) *Plan commission review.* There are permitted, accessory, or conditional uses not included on the prohibited use list above whose building, site and/or operational plans may cause adverse impacts to the wellhead protection zone. Such uses, existing or proposed, shall be subject to building, site and operational plan and practice review by the plan commission as a qualifying condition to their continued or future permissibility. Unless specifically exempt from review as listed in subsection (i)(2) of this section, all other existing and proposed uses shall be required to be reviewed for compliance with this section.

(2) *Special exceptions and limited exclusions.* Special exceptions and limited exclusions provide for mechanisms to handle uses and activities that are unique and incidental to other uses. For example, the transportation of hazardous materials on

roads in a wellhead protection overlay zone is excluded from the governance of this section. The use of household products containing hazardous substances in the wellhead protection area is also addressed. While limited exclusions are normally exempt from administrative review, special exceptions require an application and demonstration of compliance with the provisions of this section. The special exceptions and limited exclusions are for the private, on-site use of the approved entity. The criteria for determining the relief through a special exception is as follows:

a. Limited exclusions. Limited exclusions from the provisions of permitted, accessory, or conditional uses are authorized for:

1. Nonroutine maintenance or repair of property or equipment. The use, storage, handling, and/or production of regulated substances under this exclusion shall be limited to:

(i) The aggregate of regulated substances in use, storage, handling, and/or production may not exceed 50 gallons or 400 pounds at any time.

(ii) The total use, storage, handling, and/or production of regulated substances may not exceed 100 gallons or 800 pounds in any 12-month period.

2. Medical and research laboratory uses. Excluded regulated substances shall be stored, handled, or used in containers not to exceed five gallons or 40 pounds of each substance and the aggregate inventory of regulated substances shall not exceed 250 gallons or 2,000 pounds.

3. Cleaning agents. Excluded regulated substances which are cleaning agents shall be packaged for personal or household use or be present in the same form and concentration as a product packaged for use by the general public. The aggregate inventory of such cleaning agents shall not exceed 100 gallons or 800 pounds at any time. In no case shall regulated substances claimed under exclusion include hydrocarbon or halogenated hydrocarbon solvents.

4. Construction materials. Regulated substances associated with construction for which a permit has been issued, paving or the pouring of concrete shall be excluded from regulation while present on the construction site provided such regulated substances do not pose a real and present danger of contaminating surface water and/or groundwater.

5. Office supplies. Office supplies that are used solely for the operation of on-site administrative offices, provided such supplies are prepackaged in a form ready for use.

b. Special exceptions. The following activities or uses are exempt from the provisions of this subsection; provided, however, that the city may at its option delete, in whole or in part, any of the following described exemptions, but in no case shall the plan commission include any additional exemptions in an ordinance adopted pursuant to this section, unless otherwise approved by the common council:

1. The transportation of any hazardous substance through the wellhead protection zone, provided the transporting vehicle is in transit.

2. Agricultural uses, including mosquito control, except as regulated by other federal or state laws or administrative regulations.

3. The use of any hazardous substance solely as fuel in a vehicle fuel tank or as a lubricant in a vehicle.

4. Fire, police, emergency medical services, emergency management center facilities, and public utilities.

5. Retail and wholesale sales establishments that store and handle hazardous substances for resale in their original unopened containers.

6. Office uses, except for the storage, handling or use of hazardous substances as provided for in applicable administrative rules.

7. Repair or maintenance of any existing facility or improvement on lands within the wellhead protection zone.

8. Storage tanks which are constructed and operated in accordance with other applicable laws and regulations.

9. Geotechnical borings.

10. Residential activities.

11. Public utility emergency generating facilities except, that permanently installed fuel storage facilities shall have secondary containment.

12. Public or private utility uses as follows:

(i) Electric and telephone substations and transmission towers and structures;

(ii) Natural gas transmission lines and related appurtenances and structures;

(iii) Water distribution and sanitary sewer collection and stormwater systems.

13. Exclusions from the provisions of permitted, accessory or conditional uses are authorized for all uses that exist in the district prior to the enactment of this section, as long as they remain compliant with all federal, state and local rules and regulations and approval by the plan commission.

Note: Notwithstanding the above enumerated exceptions and exemptions, existing or proposed uses may, in the judgment of the plan commission, be subject to compliance with selected performance standards applicable to wellhead protection, as outlined in subsection (j) of this section.

(j) Performance standards.

(1) Intent.

a. This section sets forth allowed uses, or general classes of uses, permitted by this section in each district, based upon commonly accepted expectancies existent at the time of original adoption of this section, of the impact those specific classes of uses normally have upon their own land, on surrounding properties, and in some cases on the neighborhood or community at large.

b. However, it is the intent of this section that no new use be granted a zoning permit, even if a listed permitted use, unless the use is also able to comply with all of the following performance standards, which are hereby imposed upon all land, water and air uses within the jurisdiction of this section.

(2) Compliance.

a. The performance standards enumerated in this section are designed to limit, restrict, and prohibit the adverse effects of uses, in most cases outside their premises, or the district line if so regulated by certain zoning districts, but in matters related to soil erosion or potential pollution of surface water or groundwater also the premises of the use.

b. The use of all buildings, structures, lands, air and waters shall hereafter, in addition to complying with the use and area regulations of each district and other regulations of this section, also comply with the performance standards in this section.

(k) Zoning permit procedure.

(1) *Application.* Any applicant for a new zoning permit under this section shall be supplied with a copy of this section, and said applicant, as part of the permit process, shall certify by sworn statement contained within the application that the use subject to the permit application will be operated in accordance with the performance standards set forth hereinafter in this section.

(2) *Review—Plan commission.* Uses which are subject to plan commission review of their building, site and operational plans pursuant to subsection (i) of this section, or uses subject to issuance of a conditional use permit if so requested by the plan commission shall supply specific additional information in the way of plans, specifications, data, or reports, such as by disinterested professionally qualified persons, addressing any specific standard about which the commission has concern, to assure the plan commission, beyond the certification required, that the use will in fact be able to meet the certification.

(3) Same—Application.

a. The city plan commission shall review all requests for approval and all determinations shall be made by the city plan commission within 30 days of any request for approval; provided, however, the 30-day period of limitation may be extended by the plan commission for good cause, with approval from the common council.

b. Upon reviewing all requests for approval, the city plan commission shall consider the following factors:

1. The city's responsibility, as a public water supplier, to protect and preserve the health, safety and welfare of its citizens.

2. The degree to which the proposed land use practice, activity or facility may seriously threaten or degrade groundwater quality in the city or the city recharge area.

3. The economic hardship which may be faced by the landowner if the application is denied.

4. The availability of alternative options to the applicant, and the cost, effect, and extent of availability of such alternative options.

5. The proximity of the applicant's property to other potential sources of contamination.

6. The then-existing condition of the city's groundwater public water wells and wellfields, and the vulnerability to further contamination.

7. The direction of flow of groundwater and other factors in the area of the applicant's property which may affect the speed of the groundwater flow, including topography, depth of soil, extent of aquifer, depth to water table and location of private wells.

8. Any other hydrogeological data or information which is available from any public or private agency or organization.

9. The potential benefit, both economic and social, from the approval of the applicant's request for a permit.

c. Any exemptions granted will be made conditional and may include environmental and/or safety monitoring which indicates whether the facility may be emitting any releases or harmful contaminants to the surrounding environment. The facility will be held financially responsible for all environmental cleanup costs.

(l) Violations.

(1) *Determination.* The zoning administrator shall investigate any observed or reported violation of the performance standards and shall reach a conclusion whether a violation is present or not at the time of inspection. If no violation is observable at inspection time, due to the periodic nature of the operation, the zoning administrator may require the operator of the use to announce a reasonable opportunity when the zoning administrator may be present to observe or to conduct tests to ascertain compliance or violation of the standards. In case of suspected contamination of the underground waters, the zoning administrator may require the owner or operator to conduct a soil probe or similar test and to share the test report results with the zoning administrator.

(2) *Termination.* All violations as ascertained in subsection (l)(1) of this section shall be terminated upon notice. Violations not terminated as noticed shall be deemed a separate violation for each day of existence and subject to forfeitures as set forth in section 113-407.

(3) *Imminent danger.* Notwithstanding the protection extended to uses existing before the adoption of this section by article V of this chapter, nonconforming uses, structures, and lots, and the provisions of subsection (l)(5) of this section, uses which are found to be violating performance standards related to soil erosion, where the erosion is substantial and extends off the offending property, especially into public waterways or drainage facilities, or uses are found to be violating standards related to surface water or groundwater pollution where the zoning administrator believes the danger is substantial to private or public personal health, safety and welfare, the zoning administrator is hereby empowered to treat such specific violations under the terms of subsections (l)(4) and (5) of this section, uses which are found to be violating performance standards related to soil erosion, where the erosion is substantial and extends off the offending property, especially into public waterways or drainage facilities, or uses are found to be violating standards related to surface water or groundwater pollution where the zoning administrator believes the danger is substantial to private or public personal health, safety and welfare, the zoning administrator is hereby empowered to treat such specific violations under the terms of subsection (l)(1) of this section, subject to the following:

a. Rapid compliance. Where the zoning administrator finds that the violation is posing a progressively more dangerous threat to personal or public health, safety, or welfare the longer the violation continues, the zoning administrator may require immediate corrective action, including temporary stop-gap measures to lessen the rate of pollution, to be followed later by more permanent solutions.

b. Mitigation versus compliance. Where an existing use is legal and nonconforming under this section as set forth in article V of this chapter, to be committing an imminent danger violation, and full compliance, result in mitigating the violation out of the imminent danger category.

c. Point of measurement. No land or building in any district shall be operated in such a manner so as to create any dangerous, injurious, noxious or otherwise objectionable fire, explosive or other hazard; water pollution; or other substance, condition or element, referred to herein as "dangerous or objectionable elements", in such amount as to adversely affect the surrounding wellhead protection zone or premises; provided that any use permitted by this section may be undertaken and maintained if it conforms to the regulations of this subsection limiting dangerous and objectionable elements at the specified points of the determination of their existence.

(4) *Performance standards—Soil capacity regulations.* In addition to any other applicable use, site, or sanitary regulation, the following restrictions or regulations shall apply to the following soils as shown on the operation soil survey maps prepared by the USDA Natural Resources Conservation Service for Lincoln County, Wisconsin, and which are on file with the zoning administrator:

a. Erodible land regulations. In addition to any applicable use, site or sanitary regulation, the following soils listed below shall not be used for crop production and grazing, unless such lands make use of conservation management practices as specified by said USDA Natural Resources Conservation Service, on file with the zoning administrator.

b. Farm drainage systems. Such systems may be installed on the following soils, which soils are subject to a flooding hazard and which have generally unsuitable soil characteristics for an operative drainage system, only if installed in accordance with sound conservation practices as set forth by the USDA Natural Resources Conservation Service, on file with the zoning administrator.

(5) Same—Water quality protection.

a. Surface and subsurface waters protected. No activity shall locate, store, discharge or permit the discharge of any treated, untreated or inadequately treated liquid, gaseous or solid materials of such nature, quantity, obnoxiousness, toxicity or temperature that would be likely to run off, seep, or percolate or wash into surface or subsurface waters so as to contaminate, pollute or harm such waters or cause nuisances, such as objectionable shore deposits, floating or submerged debris, oil or scum, color, odor, taste or unsightliness or be harmful to human, animal, plant or aquatic life.

b. Minimum standards. In addition to the above restrictions, no activity shall discharge any liquid, gaseous or solid materials so as to exceed or contribute toward the exceeding of the minimum standards and the application of those standards set forth in Wis. Admin. Code ch. NR 102 and amendments thereto, for all navigable waters in the city. No activity shall discharge materials or liquids exceeding the groundwater standards and the application of those standards set forth in Wis. Admin. Code ch. NR 140 for all subsurface waters, or groundwaters, in the city.

c. Animal waste and grazing practices. Spreading of manure or fertilizer on frozen ground and establishment of concentrated outdoor animal confinements shall be prohibited where such activities would cause direct runoff into a drainageway or watercourse. In any case, grazing animals shall not be permitted within 50 feet of such waterways.

(m) *Separation distances.* The following minimum separation distances as specified in Wis. Admin. Code ch. NR 811 shall be maintained and may not be exempted:

(1) Ten feet between a well and an emergency or standby power system that is operated by the same facility which operates the well and that has a double wall above ground storage tank with continuous electronic interstitial leakage monitoring. These facilities

shall meet the installation requirements of s. ATCP 93.260 and receive written approval from the department of safety and professional services or its designated Local Program Operator under s. ATCP 93.110.

(2) Fifty feet between a well and a storm sewer main or a sanitary sewer main where the sanitary sewer main is constructed of water main class materials and joints. Gravity sanitary sewers shall be successfully air pressure tested in place. The air pressure test shall meet or exceed the requirements of the 4 psi low pressure air test for plastic gravity sewer lines found in the latest edition of Standard Specifications for Sewer & Water Construction in Wisconsin. Force mains shall be successfully pressure tested with water to meet the AWWA C600 pressure and leakage testing requirements for one hour at 125% of the pump shut-off head.

(3) Two hundred feet between a well field and any sanitary sewer main not constructed of water main class materials, sanitary sewer manhole, lift station, one or two family residential heating fuel oil underground storage tank or above ground storage tank or private onsite wastewater treatment system (POWTS) treatment tank or holding tank component and associated piping.

(4) Three hundred feet between a well field and any farm above ground storage tank system or other underground storage tank system with double wall and with electronic interstitial monitoring for the system, which means the tank and any piping connected to it. These installations shall meet the most restrictive installation requirements of s. ATCP 93.260 and receive written approval from the department of safety and professional services or its designated Local Program Operator under s. ATCP 93.110 Wis. Admin. Code. These requirements apply to tanks containing gasoline, diesel, bio-diesel, ethanol, other alternative fuel, fuel oil, petroleum product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances.

(5) Three hundred feet between a well field and any farm above ground storage tank with double wall, or single wall tank with other secondary containment and under a canopy; other above ground storage tank system with double wall, or single wall tank with secondary containment and under a canopy with electronic interstitial monitoring for a double wall tank or electronic leakage monitoring for a single wall tank secondary containment structure. These installations shall meet the most restrictive installation requirements of s. ATCP 93.260, Wis. Admin. Code, and receive written approval from the department of commerce or its designated Local Program Operator under s. ATCP 93.110, Wis. Admin. Code. These requirements apply to tanks containing gasoline, diesel, bio-diesel, ethanol, other alternative fuel, fuel oil, petroleum, product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances.

(6) Four hundred feet between a well field and a POWTS dispersal component with a design capacity of less than 12,000 gallons per day, a cemetery or a storm water retention or detention pond.

(7) Six hundred feet between a well field and any farm underground storage tank system or other underground storage tank system with double wall and with electronic interstitial monitoring for the system, which means the tank and any piping connected to it; any farm above ground storage tank with double wall, or single wall tank with other secondary containment and under a canopy or other above ground storage tank system with double wall, or single wall tank with secondary containment and under a canopy; and with electronic interstitial monitoring for a double wall tank or electronic leakage monitoring for a single wall tank secondary containment structure. These installations shall meet the standard double wall tank or single wall tank secondary containment installation requirements of s. ATCP 93.260 and receive written approval from the department of safety and professional services or its designated Local Program

Operator under s. ATCP 93.110. These requirements apply to tanks containing gasoline, diesel, bio-diesel, ethanol, other alternative fuel, fuel oil, petroleum, product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances.

(8) One thousand feet between a well field and land application of municipal, commercial, or industrial waste; the boundaries of a land spreading facility for spreading of petroleum-contaminated soil regulated under state administrative regulations while that facility is in operation; agricultural, industrial, commercial or municipal waste water treatment plant treatment units, lagoons, or storage structures; manure stacks or storage structures; or POWTS dispersal component with a design capacity of 12,000 gallons per day or more.

(9) Twelve hundred feet between a well field and any solid waste storage, transportation, transfer incineration, air curtain destructor, processing, wood burning, one time disposal or small demolition facility; sanitary landfill; any property with residual groundwater contamination that exceeds ch. NR 140 enforcement standards; coal storage area; salt or deicing material storage area; any single wall farm underground storage tank or single wall farm above ground storage tank or other single wall underground storage tank or above ground storage tank that has or has not received written approval from the department of safety and professional services or its designated Local Program Operator under s. ATCP 93.110, Wis. Admin. Code, for a single wall tank installation. These requirements apply to tanks containing gasoline, diesel, bio-diesel, ethanol, other alternative fuel, fuel oil, petroleum product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances; and bulk pesticide or fertilizer handling or storage facilities.

~~(1) Fifty feet between a well and a storm sewer main.~~

~~(2) Two hundred feet between a well and any sanitary sewer main, life station or single-family residential fuel oil tank. A lesser separation distance may be allowed for sanitary sewer main materials and joints and pressure rated to meet current AWWA 600 specifications. In no case may the separation distance between a well and a sanitary sewer main be less than 50 feet.~~

~~(3) Four hundred feet between a well and a septic tank receiving less than 8,000 gallons per day, a cemetery or stormwater drainage pond.~~

~~(4) Six hundred feet between a well and any gasoline or fuel oil storage tank installation that has received written approval from the department of commerce or its designated agent under Wis. Admin. Code § COMM 10.10.~~

~~(5) One thousand feet between a well and land application of municipal, commercial or industrial waste; industrial, commercial or municipal wastewater lagoons or storage structures; manure stacks or storage structures; and septic tanks or soil absorption units receiving 8,000 gallons per day or more.~~

~~(6) One thousand two hundred feet between a well and any solid waste storage, transportation, transfer, incineration, air curtain destructor, processing, wood burning, one-time disposal or small demolition facility; sanitary landfill; coal storage areas; salt or de-icing material storage area; gasoline or fuel oil storage tanks that have not received written approval from the department of commerce or its designated agent under Wis. Admin. Code § COMM 10.10; bulk fuel storage facilities; and pesticide or fertilizer handling or storage facilities.~~

Section 2 **Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by

any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3 Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

Moved by: _____

Adopted: _____

Approved: _____

Published: _____

_____
Derek Woellner, Mayor

Attest:

_____
William N. Heideman, City Clerk

CITY OF MERRILL

1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: Personnel and Finance Committee

Re: Amending Chapter 2, Article IV, Section 2-85 Special Meetings.

ORDINANCE NO. 2020-
Introduced: June 9, 2020
1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Committee/Commission Action:
REFERRED TO COMMON COUNCIL

AN ORDINANCE

The Common Council of the City of Merrill, Wisconsin, does ordain as follows:

Section 1. Chapter 2, Article IV, Section 2-85 of the Code of Ordinances for the City of Merrill is amended to read as follows:

Special meetings may be called by the mayor or two Common Council Members, one who shall be president of the Common Council, upon written notice of the time and purpose thereof to each member of the council delivered to him or her personally or left at ~~his~~ their usual place of abode at least six hours before the meeting. The city clerk shall cause an affidavit of service of such notice to be filed in his office prior to the time fixed for such special meetings.

Section 2. **Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. **Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

Moved by: _____

Adopted: _____

Approved: _____

Published: _____

_____
Derek Woellner, Mayor

Attest:

_____
William N. Heideman, City Clerk

Attachment: Ordinance on authorization to call special meetings (5064 : Ordinance on who can call special meetings)

RESOLUTION NO. _____

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ESTABLISH AN AUTO REPAIR SHOP AND USED CAR DEALERSHIP AT 209 N. PINE STREET, MERRILL

WHEREAS, Cody R. Hoffman, has requested a conditional use permit pursuant to the Merrill Zoning Code Chapter 113, Section 113-97 through 113-106, 113-111 for the purpose of establishing an auto repair shop and used car dealership at the following described property:

JM Smith & Company's 3rd Addition Lots 2 & 3, Block 5, City of Merrill, Lincoln County, Wisconsin, Pin # 251-3106-104-0047,

Commonly known as 209 N. Pine Street, herein referred to as the "Premises"; and,

WHEREAS, the City Plan Commission scheduled a hearing on the application on June 2, 2020, due public notice having been given and opportunity given to those interested to speak on the application; and,

WHEREAS, the City Plan Commission has reviewed the Application, found that it does meet the requirements of Merrill Zoning Code, Chapter 113, Section 113-97 through 113-106, 113-111, and has recommended approval of said application;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 9th day of June, 2020, that a conditional use permit shall be issued to Cody R. Hoffman for the purpose of establishing an auto repair shop and used car dealership on the aforesaid described premises.

Recommended by: City Plan Commission

Moved: _____

Passed: _____

CITY OF MERRILL, WISCONSIN

_____
Derek Woellner
Mayor

_____
William N. Heideman
City Clerk

Attachment: Resolution on Cody Hoffman CUP (5074 : Resolution on Cody Hoffman CUP)

APPLICATION FOR CONDITIONAL USE PERMIT
CITY OF MERRILL

DATE 3-3-2020

APPLICANT'S NAME: Cody Hoffman

BUSINESS NAME:

PHONE #: 715-250-3508 EMAIL: CodyHoffman0626@gmail.com

PROPERTY ADDRESS: 209 N Pine St

PROPERTY OWNER'S NAME: Cody R Hoffman

TAX ROLL#: 34- PIN #: 251-31061040047

EXISTING USE: Personal residence

PROPOSED USE: Use garge for office and showroom

REASON FOR REQUESTING A USE PERMIT CHANGE: looking to open a used Car lot.

PLEASE PROVIDE A SEPARATE ATTACHMENT WITH A RESPONSE TO EACH OF THE FOLLOWING ITEMS

(Required per Section 113-100 of the Zoning Code)

1. A statement, in writing by applicant, that describes how the proposed conditional use(s) shall conform to the standards set forth in Section 113-103 hereinafter.

   a) The establishment, maintenance or operation of the conditional use will not be detrimental or endanger public health, safety, morals, comfort or general welfare.

   b) That the uses, values, and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use and the proposed use is compatible with use of adjacent land (describe mitigating features to be part of the operations of the proposed use).

   c) Describe how the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the Zoning District.

   d) Describe if adequate utilities, access roads, drainage, and other required site improvements have been or will be provided.

   e) Describe what adequate measures have been taken to provide ingress and egress and how designed as to minimize traffic congestion in public streets.

Attachment: Background Info - Cody Hoffman CUP (5074 : Resolution on Cody Hoffman CUP)

f) Explain how the conditional use shall conform to all applicable regulations of the district in which it is located.

g) Explain how the conditional use will not violate flood plain regulations governing the site.

h) That when applying the above standards to any new construction or placing an addition on an existing building, the Plan Commission and Common Council shall bear in mind the statement of purposes for the zoning district such that the proposed building or addition at the proposed location, does not defeat the purpose and objective or the Zoning District.

i) In addition to passing the Conditional use Permit, the Plan Commission and Common Council shall also evaluate the effect of the proposed use upon:

I) The maintenance of safe and healthful conditions;

II) The prevention of water pollution including sedimentation;

III) Existing topography, drainage features and vegetative cover on the site;

IV) The location of the site with respect to floodplains and floodways of rivers and streams;

V) The erosion potential of the site based upon the degree and direction of slope, soil type, and vegetative cover;

VI) The location of the site with respect to existing or future access roads;

VII) The need of the proposed use for a shoreline location;

VIII) The compatibility with uses on adjacent land;

IX) The amount of liquid waste to be generated and the adequacy of the proposed disposal system.

2. Include the Names and Addresses of the architect, professional engineer, and contractor (if appropriate), and all property owners of record within 100 feet of the applicant. Note: Zoning Administrator will provide list of property owners to be included in the submittal.

3. Description of the subject site by lot, block, and recorded subdivision or by metes and bounds description address of the subject site; type of structure; proposed operation or use of the structure of site; number of employees and the Zoning District within which the subject site lies.

4. Plat of Survey prepared by a registered land surveyor showing property lines, buildings, improvements, landscaping, and all of the information required for a building permit.

5. Additional information as may be required by the Plan Commission of Common Council, or Officers of the City.

6. **A fee of $175.00 must accompany the application.**

7. **A copy of Deed is required of proposed property.**

The information submitted with this application is true and accurate to the best of my knowledge and belief.

Attachment: Background Info - Cody Hoffman CUP (5074 : Resolution on Cody Hoffman CUP)

To whom it may concern,

I am looking to start a used car dealership in Merrill. Due to circumstances we would like to use our personal garage on our property for inspections and a office space. Our address will be our temporary address for our auto sales license. The use of the garage will not change any concerns listed in section 113-103 part "A". The use of the property will not diminish or impair any current activities or enjoyment of the neighbor hood described in part "B". There will be no effect on surrounding properties future development. Due to we will not be changing any structures on property nor be adding anything The property will function and look the same as it does now. We will not be washing cars or anything of this nature so there will be no change in utility usage or drainage onto surround areas. Expressed in part "C&D". There will be no excessive use of streets or congestion caused due to we will not be having cars put for sale or having a huge customer base coming to our property that is expressed in part "E". We are not looking to turn 209 N pine st into a car lot. We will not have more than one non personal vehicle on the property at a time as we do have another property secured to store and put cars for sale. We are just looking to use our current residence as business address and office space until we can acquire adequate funds to purchase a commercial property. In Wisconsin to apply and get your auto retail license it is require to have a certain size show room and office space which our garage meets those requirements.

Thank you,

Cody Hoffman

209 N pine St

Merrill, Wi 54452

Attachment: Background Info - Cody Hoffman CUP (5074 : Resolution on Cody Hoffman CUP)

RESOLUTION NO. _____

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ESTABLISH A COMMUNICATION TOWER AT 3200 E. MAIN STREET, MERRILL

WHEREAS, Wisconsin Public Service Corporation by Aaron Kenealy and Tom Grones has requested a conditional use permit pursuant to the Merrill Zoning Code Chapter 113, Section 113-97 through 113-106, 113-111 for the purpose of establishing a communication tower at the following described property:

Lot 3 Certified Survey Map 1740 V8 P319 D0428428, City of Merrill, Lincoln County, Wisconsin, Pin # 251-3106-182-0172,

Commonly known as 3200 E. Main Street herein referred to as the "Premises"; and,

WHEREAS, the City Plan Commission scheduled a hearing on the application on June 2, 2020, due public notice having been given and opportunity given to those interested to speak on the application; and,

WHEREAS, the City Plan Commission has reviewed the Application, found that it does meet the requirements of Merrill Zoning Code, Chapter 113, Section 113-97 through 113-106, 113-111, and has recommended approval of said application. Wisconsin Public Service Corporation shall receive Common Council approval prior to leasing any space on the tower for commercial use;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 9th day of June, 2020, that a conditional use permit shall be issued to Wisconsin Public Service Corporation for the purpose of establishing a communication tower on the aforesaid described premises.

Recommended by: City Plan Commission

Moved: _____

Passed: _____

CITY OF MERRILL, WISCONSIN

_____
Derek Woellner
Mayor

_____
William N. Heideman
City Clerk

Attachment: Resolution on Wisconsin Public Service CUP (5075 : Resolution on Public Service CUP)

APPLICATION FOR CONDITIONAL USE PERMIT
CITY OF MERRILL

DATE 4/13/20

APPLICANT'S NAME: Aaron Kenealy(Edge Consulting); Tom Grones (WPS)

BUSINESS NAME: Wisconsin Public Service Corporation

PHONE #: Office: 608-644-1449 Mobile: 920.763.7269 EMAIL: akenealy@edgeconsult.com

PROPERTY ADDRESS: 3200 E. Main Street Merrill, WI 54452

PROPERTY OWNER'S NAME: Wisconsin Public Service Corporation

TAX ROLL#: 34-0001000000890514 PIN #: 251-31061820172

EXISTING USE: Material and equipment yard for utility company

PROPOSED USE: Communication Tower

REASON FOR REQUESTING A USE PERMIT CHANGE:

Installation of communication tower

PLEASE PROVIDE A SEPARATE ATTACHMENT WITH A RESPONSE TO EACH OF THE FOLLOWING ITEMS

(Required per Section 113-100 of the Zoning Code)

1. A statement, in writing by applicant, that describes how the proposed conditional use(s) shall conform to the standards set forth in Section 113-103 hereinafter.

   a) The establishment, maintenance or operation of the conditional use will not be detrimental or endanger public health, safety, morals, comfort or general welfare.

   b) That the uses, values, and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use and the proposed use is compatible with use of adjacent land (describe mitigating features to be part of the operations of the proposed use).

   c) Describe how the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the Zoning District.

   d) Describe if adequate utilities, access roads, drainage, and other required site improvements have been or will be provided.

   e) Describe what adequate measures have been taken to provide ingress and egress and how designed as to minimize traffic congestion in public streets.

Attachment: Background Info - Wisconsin Public Service CUP (5075 : Resolution on Public Service CUP)

f) Explain how the conditional use shall conform to all applicable regulations of the district in which it is located.

g) Explain how the conditional use will not violate flood plain regulations governing the site.

h) That when applying the above standards to any new construction or placing an addition on an existing building, the Plan Commission and Common Council shall bear in mind the statement of purposes for the zoning district such that the proposed building or addition at the proposed location, does not defeat the purpose and objective or the Zoning District.

i) In addition to passing the Conditional use Permit, the Plan Commission and Common Council shall also evaluate the effect of the proposed use upon:

I) The maintenance of safe and healthful conditions;

II) The prevention of water pollution including sedimentation;

III) Existing topography, drainage features and vegetative cover on the site;

IV) The location of the site with respect to floodplains and floodways of rivers and streams;

V) The erosion potential of the site based upon the degree and direction of slope, soil type, and vegetative cover;

VI) The location of the site with respect to existing or future access roads;

VII) The need of the proposed use for a shoreline location;

VIII) The compatibility with uses on adjacent land;

IX) The amount of liquid waste to be generated and the adequacy of the proposed disposal system.

2. Include the Names and Addresses of the architect, professional engineer, and contractor (if appropriate), and all property owners of record within 100 feet of the applicant. Note: Zoning Administrator will provide list of property owners to be included in the submittal.

3. Description of the subject site by lot, block, and recorded subdivision or by metes and bounds description address of the subject site; type of structure; proposed operation or use of the structure of site; number of employees and the Zoning District within which the subject site lies.

4. Plat of Survey prepared by a registered land surveyor showing property lines, buildings, improvements, landscaping, and all of the information required for a building permit.

5. Additional information as may be required by the Plan Commission of Common Council, or Officers of the City.

6. A fee of $175.00 must accompany the application.

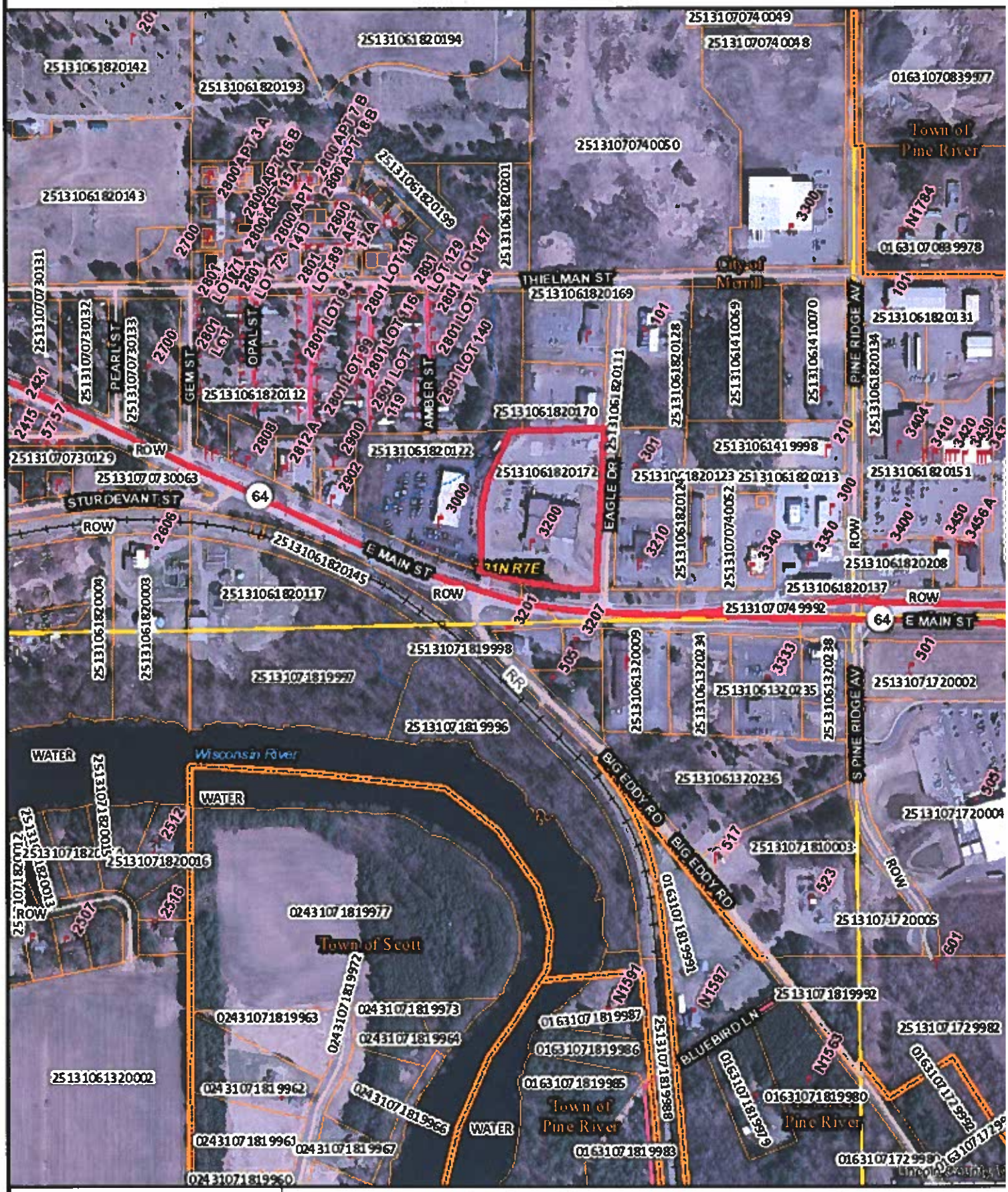
The information submitted with this application is true and accurate to the best of my knowledge and belief.

Signature of Applicant

Signature of Applicant

Attachment: Background Info - Wisconsin Public Service CUP (5075 : Resolution on Public Service CUP)

Lincoln County Public Access Land Records Viewer



Author: Public
Date Printed: 4/13/2020

The information depicted on this map is a compilation of public record information including aerial photography and other bas maps. No warranty is made, express or implied, as to the accuracy of the information used. The data layers are a representation of current data to the best of our knowledge and may contain errors. It is not a legally recorded map and cannot be substituted for field-verified information. Map may be reproduced with permission of the Lincoln County Land Services Department. Errors should be reported to Land Services Department, 801 North Sales St, Merrill, WI, 54452. Copyright © 2015 Phon

Attachment: Background Info - Wisconsin Public Service CUP (5075 : Resolution on Public Service CUP)

SITE LOCATION MAPS

Wisconsin Public Service

MERRILL SC
MERRILL, WISCONSIN
EXHIBIT DRAWINGS
150' MONOPOLE

SHEET INDEX:

NO.:	PAGE TITLE:
G-001	TITLE SHEET
-	SURVEY *
C-101	SITE PLAN
C-102	ENLARGED SITE PLAN
T-201	SITE ELEVATION

* PREPARED BY OTHERS

PROJECT DIRECTORY:

CLIENT:
WISCONSIN PUBLIC SERVICE
700 NORTH ADAMS STREET
GREEN BAY, WI 54307
CONTACT: TOM GRONES
PHONE: 920.433.5504

ENGINEERING COMPANY:
EDGE CONSULTING ENGINEERS, INC
624 WATER STREET
PRAIRIE DU SAC, WI 53578
CONTACT: AARON KENEALY
PHONE: 608.844.1449
FAX: 608.844.1549
EDGE PROJECT #: 24397

SURVEYOR:
MERIDIAN SURVEYING
N8774 FIRELANE 1
MENASHA, WI 54952
CONTACT: CRAIG KEACH
PHONE: 920.993.0881

PROJECT INFO:

SITE LOCATION:
3200 E. MAIN STREET
MERRILL, WI 54452

PROPERTY OWNER:
WISCONSIN PUBLIC SERVICE
700 N. ADAMS ST.
GREEN BAY, WI 54307

1A INFORMATION (NAD 83/91)
-TOWER BASE-
LAT: XX°-XX'-XX"
LONG: XX°-XX'-XX"

PLSS INFORMATION:
PART OF SE1/4 OF THE SE1/4
SECTION 7, T.31N, R.7E
CITY OF MERRILL
LINCOLN COUNTY
WISCONSIN

TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN

CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE

FAX A LOCATE 1-800-338-3860
TDD(FOR HEARING IMPAIRED) 1-800-542-2289

WIS. STATUTE 182.0175 (1974)
REQUIRES MIN. OF 3 WORK DAYS
NOTICE BEFORE YOU EXCAVATE.

ENGINEER SEAL:

PRELIMINARY
NOT FOR CONSTRUCTION

I HEREBY CERTIFY THAT THIS PLAN SET WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF WISCONSIN.

SIGNATURE: _____

DATE: _____

REVISIONS

DATE: 03/19/2020
DESIGNED BY: BKS
REVIEWED BY: APK
ENGINEER: MRM

Edge Consulting Engineers, Inc.

ENGINEERING STAMP

DATE: 3/19/2020
SCALE: SEE DRAWINGS
DESIGNED BY: BKS
REVIEWED BY: AK
ENGINEER: MRM

TITLE SHEET
MERRILL SC

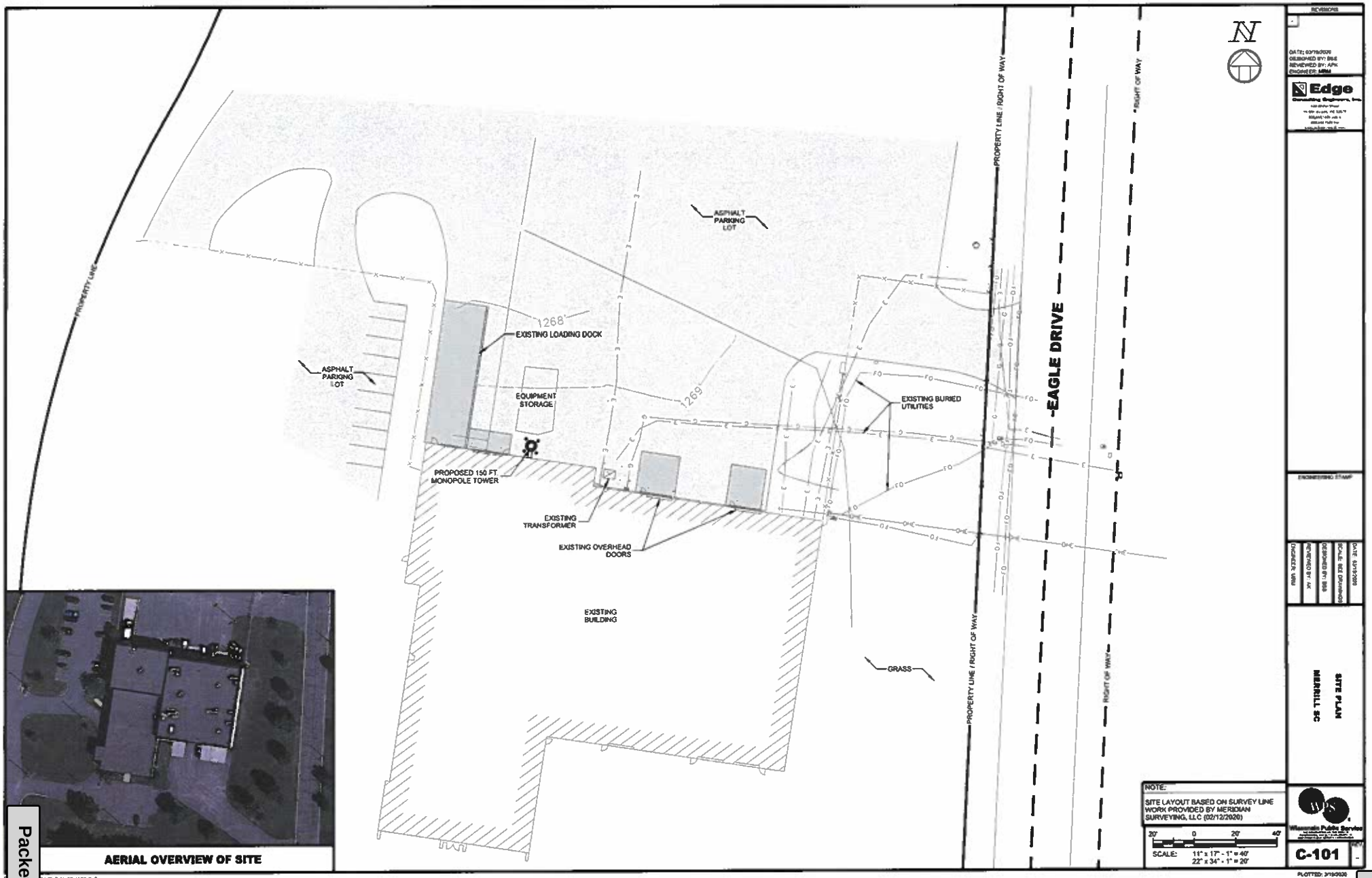
Wisconsin Public Service

G-001

REV -

PLOTTED: 3/19/2020

MERRILL ENGINEERS, INC



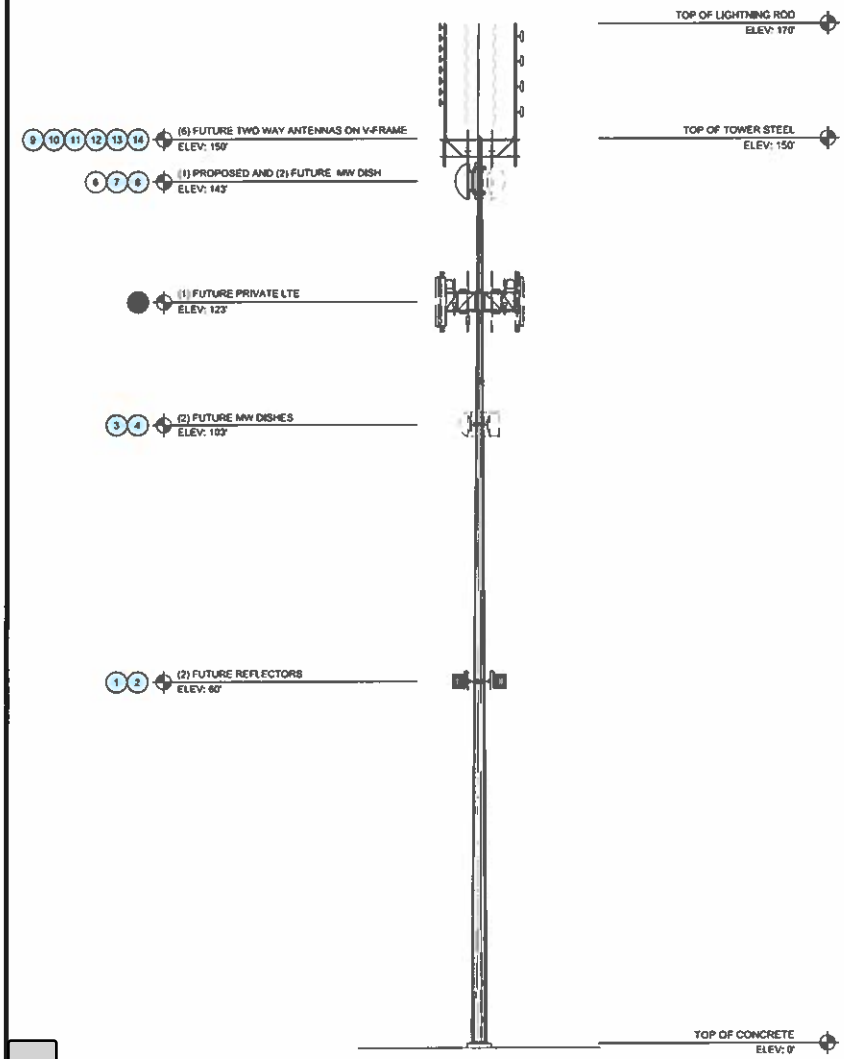
AERIAL OVERVIEW OF SITE

N
EXISTING STORM SEWER
EXISTING LOADING DOCK
ASPHALT
EQUIPMENT STORAGE
EXISTING BURIED UTILITIES
ASPHALT
30' -10"
PROPOSED CONCRETE-FILLED BOLLARD; TYP.
PROPOSED 150 FT. MONOPOLE TOWER
6' -5"
PROPOSED CABLE ENTRY PORT
PROPOSED ICE BRIDGE BETWEEN MONOPOLE TOWER AND EXISTING BUILDING
EXISTING TRANSFORMER
EXISTING GAS METER
VEHICLE AND MATERIAL STORAGE AREA
PROPOSED CABLE ROUTE
EXISTING MEZZANINE
EXISTING TELCO ROOM
VEHICLE AND MATERIAL STORAGE AREA
OFFICE AREA
NOTE:
SITE LAYOUT BASED ON SURVEY LINE WORK PROVIDED BY MERIDIAN SURVEYING, LLC (02/12/2020)
10' 0 10' 20'
SCALE: 11" x 17" - 1" = 20'
22" x 34" - 1" = 10'
Edge
ENLARGED SITE PLAN
MERRILL SC
Wisconsin Public Service
C-102
PROPOSED TOWER LOCATION

NOTES:

1. ALL DIMENSIONS SHOWN ARE REFERENCED FROM THE TOP OF CONCRETE

2. CONTRACTOR TO VERIFY HEIGHT AND DIRECTION OF ANTENNA WITH PROJECT MANAGER.



A TOWER PROFILE

SCALE: 11" x 17" - 1" = 20'
22" x 34" - 1" = 10'

TOWER LOADING LEGEND

ANTENNA ID	ANTENNA TYPE	QUANTITY	ANTENNA MODEL	ANTENNA MOUNT	MOUNTING HEIGHT	ANTENNA AZIMUTH	TX LINE SIZE	COAX QUANTITY	COMMENTS
1	Corner Reflector	1	SV302-HF15AM 39 lbs 60" x 23" x 30"	(1) Universal Pipe Mount Kit with 2-3/8" O.D. Mast Pipe	60'	0°	7/8" Heliax	1	Future
2	Corner Reflector	1	SV302-HF15AM	(1) Universal Pipe Mount Kit with 2-3/8" O.D. Mast Pipe	60'	180°	7/8" Heliax	1	Future
3	MW Dish	1	4 ft 5.8 GHz solid dish w radome	(1) Universal Pipe Mount Kit with 4.5" O.D. Mast Pipe	103'	180°	7/8" Heliax	2	Future
4	MW Dish	1	4 ft 6 GHz solid dish w dish	(1) Universal Pipe Mount Kit with 4.5" O.D. Mast Pipe	103'	0°	EWS3	1	Future
5	Panel Antenna	6	8' Panel Antenna 30 lbs. 8' X 12" x 6"	(3) 14' V-Frame (Include Mast Pipes Separately)	123'	TBD	1-1/4" Hybrid	2	Future Private LTE
	Surge Suppressor	2	Surge Suppressor 20 lbs. 20" x 20" x 8"	* Wind Area: 40 sqft. (Cafra) * Mount Weight: 1700 lbs w/no Mast Pipes * No Additional Shielding is Allowed * Assume Symmetrical Placement			1-5/8" Coax	6	
	Remote Radio Unit	9	Remote Radio Unit 55 lbs. 16" x 16" x 7"						
6	MW Dish	1	6 ft 5.8 GHz solid dish w radome	(1) Universal Pipe Mount Kit with 4.5" O.D. Mast Pipe	143'	0°	EWS3	1	Future
7	MW Dish	1	6 ft 5 GHz solid dish w radome	(1) Universal Pipe Mount Kit with 4.5" O.D. Mast Pipe	143'	120°	EWS3	1	Future
8	MW Dish	1	4 ft 5.8 GHz solid dish w radome	(1) Universal Pipe Mount Kit with 4.5" O.D. Mast Pipe	143'	240°	7/8" Heliax	2	Future
9	3 Sq. Ft. 2 Way Antenna	1	TBD	V-Frame	150'	0°	7/8" Heliax	1	Future
10	3 Sq. Ft. 2 Way Antenna	1	TBD	V-Frame	150'	60°	7/8" Heliax	1	Future
11	3 Sq. Ft. 2 Way Antenna	1	TBD	V-Frame	150'	120°	7/8" Heliax	1	Future
12	3 Sq. Ft. 2 Way Antenna	1	TBD	V-Frame	150'	180°	7/8" Heliax	1	Future
13	3 Sq. Ft. 2 Way Antenna	1	TBD	V-Frame	150'	240°	7/8" Heliax	1	Future
14	3 Sq. Ft. 2 Way Antenna	1	TBD	V-Frame	150'	300°	7/8" Heliax	1	Future

B TOWER LOADING LEGEND

REVISIONS

DATE: 03/19/2020
DESIGNED BY: BBS
REVIEWED BY: APK
ENGINEER: MRM

Edge Consulting Engineers, Inc.

ENGINEERING STAMP

DATE: 03/19/2020
SCALE: SEE DRAWING
DESIGNED BY: BBS
REVIEWED BY: AK
ENGINEER: MRM

SITE ELEVATION
MERRILL SC

WPS Wisconsin Public Service

T-201

PLOTTED: 3/19/2020

RESOLUTION NO. ____

A RESOLUTION AUTHORIZING A DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF MERRILL, WISCONSIN AND SCS - S.C. SWIDERSKI LLC

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

WHEREAS, SCS – S.C. Swiderski LLC has proposed construction of up to four multi-family apartment buildings through a phased construction timeframe; and,

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

WHEREAS, additional property tax will be generated and new market-rate residential units created from this development project; and,

WHEREAS, SCS – S.C. Swiderski LLC has negotiated the development agreement to provide for transfer of ownership of the City-owned property located at the corner of Lincoln County Highway G and Sales Street and an incentive payment not to exceed $250,000 to facilitate the multi-family housing development project.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 9th day of June, 2020, that the Mayor and City Clerk are authorized to sign the development agreement by and between the City of Merrill and SCS – S.C. Swiderski LLC and to facilitate the implementation thereof.

Recommended by:
Redevelopment Authority (RDA)

Moved: _____

Passed: _____

CITY OF MERRILL, WISCONSIN

_____
Derek Woellner
Mayor

_____
William N. Heideman
City Clerk

Attachment: Resolution and background on Swiderski Development Agreement (5070 : Resolution on Swiderski Development Agreement)

City of Merrill – TIF Development Incentive Overview

TID No. 10 (Former Fox Point site)

Property Owner: City of Merrill will be transferring property ownership title to the 5.43 acre site to the Developer for $1.00.

Location: Corner of Lincoln County Highway G and Sales Street

Development: Four market-rate multi-family apartment buildings and a rental office/maintenance building. For details, please see Request for Proposal (RFP) response information.

Total of 56 planned apartments:

1 bedroom	24
2 bedroom	12
3 bedroom	20

Investment: Estimate at over $5 million for planning, design, and phased construction (including connections to City water, sanitary storm sewer, and storm water infrastructure).

Infrastructure: Future City steetlighting improvements along Lincoln County G and Sales Street.

TID Cash Development Incentive:

City staff recommendation:

Total of $250,000 with the following payment schedule:

$50,000 upon construction start of first apartment building

$50,000 upon completion (State Occupancy Permit) for each of the four apartment buildings

TID Lifespan Tax Increment:

Spreadsheet provided – projected about $2.5 million and likely to be higher than conservative estimates.

Attachment: Resolution and background on Swiderski Development Agreement (5070 : Resolution on Swiderski Development Agreement)

City of Merrill - Tax Increment District No. 10 (Highway G/Sales Street)

There are three fiscal analysis spreadsheets, including:

Page 2 Existing City of Merrill multi-family improved assessments
Based upon Request for Proposal (RFP) timeframes, projected improved valuations provided

Page 3 Projected TID No. 10 Tax Increment (i.e. Revenues) by year

Page 4 Projected TID No. 10 Cash Flow and project year-end fiscal
Without future streetlighting improvements

Attachment: Resolution and background on Swiderski Development Agreement (5070 : Resolution on Swiderski Development Agreement)

City of Merrill - Tax Increment District No. 10 (Highway G/Sales Street)

Existing multi-family residential Improved Assessments:

	Owner	Location	Buildings	Units Per Building	Total Apartments	Improved Valuation	Valuation Per Unit
251-3107-072-0067	SC Swiderski LLC	By Football Field	3	4	12	$1,086,000	$90,500
251-3106-152-0272	SCS Jackson Estate	Jackson St.	5	16	80	$2,914,900	$36,436
251-3106-152-0271	SCS County Meadows LLC	Jackson St.	5	16	80	$2,768,700	$34,609
251-3106-101-0211	LMH Rock Ridge LLC	Rock Ridge - 1	3	12	36	$1,973,700	$54,825
251-3106-101-0210	Premier Merrill Apartments II LLC	Rock Ridge - 2	3	12	36	$1,908,000	$53,000
				Total	244	$10,651,300	$43,653

Projected Assessment - Land:

	Projected Valuation
2015	$43,400
2021 Est	$174,900
New Tax Increment	$131,500

SCS Fox Point - S.C. Swiderski LLC

-Preliminary construction estimate of about $5,000,000. If using 85% for Improved Valuation = $4,250,000

Projected Assessment - Improvements:

		Preliminary Timeframes Starting	Completion	Completed Assessment - 1/1st	Tax Revenue Year	Projected Per Unit	Projected Valuations
Fulton	20-Unit Building	May-21	Dec-21	2022	2023	$45,000	$900,000
Fulton	20-Unit Building	Jun-21	Feb-22	2023	2024	$45,000	$900,000
Office/Maintenance		Jun-21	Jan-22	2022	2023		$50,000
Bedford	8-Unit Building	Jun-21	Mar-22	2023	2024	$60,000	$1,200,000
Bedford	8-Unit Building	Jul-21	Apr-22	2023	2024	$60,000	$1,200,000
						Total	$4,250,000

Attachment: Resolution and background on Swiderski Development Agreement (5070 : Resolution on Swiderski Development Agreement)

City of Merrill - Tax Increment District No. 10 (Highway G/Sales Street)

Projected Tax Increment for proposed multi-family housing - SCS Fox Point - S.C. Swiderski LLC

Const. Year	Value Year	Revenue Year	Land Tax Increment	Tax Increment Fulton/Office	Tax Increment Fulton - 20 Units	Tax Increment Bedfords - 8 Units	TID Value Increment	Tax Rate	Projected Tax Increment
2020	2021	2022	$174,900				$174,900	$31.08	$5,436
2021	2022	2023	$174,900	$950,000			$1,124,900	$31.08	$34,962
2022	2023	2024	$174,900	$950,000	$900,000	$2,400,000	$4,424,900	$31.08	$137,526
2023	2024	2025	$174,900	$950,000	$900,000	$2,400,000	$4,424,900	$31.08	$137,526
2024	2025	2026	$174,900	$950,000	$900,000	$2,400,000	$4,424,900	$31.08	$137,526
2025	2026	2027	$174,900	$950,000	$900,000	$2,400,000	$4,424,900	$31.08	$137,526
2026	2027	2028	$174,900	$950,000	$900,000	$2,400,000	$4,424,900	$31.08	$137,526
2027	2028	2029	$174,900	$950,000	$900,000	$2,400,000	$4,424,900	$31.08	$137,526
2028	2029	2030	$174,900	$950,000	$900,000	$2,400,000	$4,424,900	$31.08	$137,526
2029	2030	2031	$174,900	$950,000	$900,000	$2,400,000	$4,424,900	$31.08	$137,526
2030	2031	2032	$174,900	$950,000	$900,000	$2,400,000	$4,424,900	$31.08	$137,526
2031	2032	2033	$174,900	$950,000	$900,000	$2,400,000	$4,424,900	$31.08	$137,526
2032	2033	2034	$174,900	$950,000	$900,000	$2,400,000	$4,424,900	$31.08	$137,526
2033	2034	2035	$174,900	$950,000	$900,000	$2,400,000	$4,424,900	$31.08	$137,526
2034	2035	2036	$174,900	$950,000	$900,000	$2,400,000	$4,424,900	$31.08	$137,526
2035	2036	2037	$174,900	$950,000	$900,000	$2,400,000	$4,424,900	$31.08	$137,526
2036	2037	2038	$174,900	$950,000	$900,000	$2,400,000	$4,424,900	$31.08	$137,526
2037	2038	2039	$174,900	$950,000	$900,000	$2,400,000	$4,424,900	$31.08	$137,526
2038	2039	2040	$174,900	$950,000	$900,000	$2,400,000	$4,424,900	$31.08	$137,526
2039	2040	2041	$174,900	$950,000	$900,000	$2,400,000	$4,424,900	$31.08	$137,526
									$2,515,864

Attachment: Resolution and background on Swiderski Development Agreement (5070 : Resolution on Swiderski Development Agreement)

City of Merrill - Tax Increment District No. 10 (Highway G/Sales Street)

Projected TID No. Cash Flow for proposed multi-family housing - SCS Fox Point - S.C. Swiderski LLC

*Balloon due 10/1/2021

Const. Year	Value Year	Revenue Year	Projected Tax Increment	Projected Expenses (Without future streetlighting improvements): Advance & Administration	NAN 2016C Interest	Cash Dev. Incentive	NAN 2016C Balloon*	Refinancing* & New Borrowing	Series 2021 Debt Service	Fiscal Status 12/31st
As of 12/31/2019 - General Fund Advance				($31,517)						($31,517)
	2020	2021	$0	($5,000)	($20,025)	($100,000)				($125,025)
2020	2021	2022	$5,436	($5,000)	($20,025)	($150,000)	$495,000	$250,000		$575,411
2021	2022	2023	$34,962	($3,000)					($52,750)	($20,788)
2022	2023	2024	$137,526	($3,000)					($52,750)	$81,776
2023	2024	2025	$137,526	($3,000)					($52,750)	$81,776
2024	2025	2026	$137,526	($3,000)					($52,750)	$81,776
2025	2026	2027	$137,526	($3,000)					($52,750)	$81,776
2026	2027	2028	$137,526	($3,000)					($52,750)	$81,776
2027	2028	2029	$137,526	($3,000)					($52,750)	$81,776
2028	2029	2030	$137,526	($3,000)					($52,750)	$81,776
2029	2030	2031	$137,526	($3,000)					($52,750)	$81,776
2030	2031	2032	$137,526	($3,000)					($52,750)	$81,776
2031	2032	2033	$137,526	($3,000)					($52,750)	$81,776
2032	2033	2034	$137,526	($3,000)					($52,750)	$81,776
2033	2034	2035	$137,526	($3,000)					($52,750)	$81,776
2034	2035	2036	$137,526	($3,000)					($52,750)	$81,776
2035	2036	2037	$137,526	($3,000)					($52,750)	$81,776
2036	2037	2038	$137,526	($3,000)					($52,750)	$81,776
2037	2038	2039	$137,526	($3,000)					($52,750)	$81,776
2038	2039	2040	$137,526	($3,000)					($52,750)	$81,776
2039	2040	2041	$137,526	($3,000)					($52,750)	$81,776
		Total	$2,515,866	($98,517)	($40,050)	($250,000)	$495,000	$250,000	($1,002,250)	$1,870,049

Attachment: Resolution and background on Swiderski Development Agreement (5070 : Resolution on Swiderski Development Agreement)

Attachment: Resolution and background on Swiderski Development Agreement (5070 : Resolution on Swiderski Development Agreement)

DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF MERRILL, WISCONSIN AND SCS – S.C. SWIDERSKI LLC

THE DEVELOPMENT AGREEMENT (the "Agreement") is entered into as of _____ ___, 2020 by and between the City of Merrill, Wisconsin, (the "City") a political subdivision of the State of Wisconsin and SCS – S.C. Swiderski LLC, a Wisconsin Limited Liability Company, (the "Developer").

RECITALS

A. The City desires to encourage economic development, the development of underutilized land, expand its tax base and create new jobs within the City.

B. Wis. Stat. §66.1105 (the "Tax Increment Law") provides the authority and establishes procedures by which the City may exercise powers necessary and convenient to carry out the purposes of the Tax Increment Law, cause project plans to be prepared, approve such plans, implement provisions and effectuate the purposes of such plans and finance such development through the use of tax incremental financing.

C. Wis. Stat. §66.1333 (the "Redevelopment Law") provides the authority and establishes the procedures by which the City acting through and by the Redevelopment Authority of the City of Merrill (the "RDA") may exercise powers necessary and convenient to carry out the purposes of the Redevelopment Law, cause redevelopment plans to be prepared, approve such plans, borrow money and issue bonds, implement provisions and effectuate the purposes of such plans and finance redevelopment through the Redevelopment Law.

D. The City of Merrill has acquired and will be selling to the Developer land for $1 by January 1st, 2021.

Lot of Certified Survey Map No. [Pending Legal Description]

E. The Developer proposes to construct four, multi-family apartment building, located within the Development Area (the "Project").

F. As an inducement to Developer to undertake the Development in TID 10 and to construct or cause to construct the Development, the City and the RDA intend to provide

an incentive to Developer by making an incentive payment to the Developer, for project costs incurred, to construct multi-family apartments within TID 10.

G. The City and RDA finds incentives to be necessary to encourage the Development in the Development Area and for Developer to undertake the Development in such a manner as to accomplish the City goals.

H. The City finds that the redevelopment and the fulfillment generally of the terms and conditions of this Agreement are in the vital and best interest of the City, RDA and City residents by expanding the tax base, creating new jobs and causing the redevelopment of underutilized property thereby serving a public purpose in accordance with state and local law.

I. If the development construction is not underway by July 31, 2021, lot ownership shall revert to the City of Merrill and Developer agrees to sign the necessary documents therefore.

NOW THEREFORE, in consideration of the promises and mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I

Section 1.01 Initial Undertaking of the City of Merrill

The City has:

a. Included the Development Area within TID #10, which was created by the Merrill Common Council on September 22, 2015.
b. Purchased the property and arranged for necessary survey services and preparation of certified survey map.
c. Will hold a City Plan Commission Public hearing on the future Planned Unit Development (PUD).

Following Execution of this Agreement, the City agrees that it shall cooperate with Developer to facilitate Developer's performance under this Agreement.

Section 1.02 Initial Undertakings of the Developers

a. Will raise equity and arrange for financing necessary for the Project.
b. File site plan and permit applications with the City and/or State.
c. Contract for construction of four multi-family apartment buildings with occupancy planned in phases. The new tax increment would be generated beginning with 2022 (to the extent of improvements completed as of January 1, 2022) property tax (2023 collection).

Attachment: Resolution and background on Swiderski Development Agreement (5070 : Resolution on Swiderski Development Agreement)

RESOLUTION NO. _____

A RESOLUTION APPROVING THE 2019 COMPLIANCE MAINTENANCE ANNUAL REPORT FOR THE CITY OF MERRILL WASTEWATER TREATMENT PLANT

WHEREAS, the City of Merrill is required by the Wisconsin Department of Natural Resources (WDNR) to complete a Compliance Maintenance Annual Report on its Wastewater Treatment Plant; and

WHEREAS, the Water and Sewage Committee, of the City of Merrill, has reviewed the Compliance Maintenance Report for the year 2019, and has determined that it reflects the performance of the Wastewater Treatment Plant during 2019; and

WHEREAS, the report indicates a need for continued improvements at the Wastewater Treatment Plant and its operations to meet the requirements set forth by the WDNR;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN, this 9th day of June, 2020, that:

1. The Compliance Maintenance Annual Report for 2019 is hereby approved and authorized to be filed with the WDNR.

2. That the Compliance Maintenance Annual Report for 2019 is an accurate indication of the performance of the City of Merrill Wastewater Treatment Plant for the year 2019.

Recommended by Water and Sewage Committee

Moved: _____

Passed: _____

CITY OF MERRILL, WISCONSIN

_____
Derek Woellner, Mayor

_____
William N. Heideman, City Clerk

Attachment: Resolution on 2019 CMAR Report for WWTP (5060 : Resolution on 2019 CMAR Report for WWTP)

Compliance Maintenance Annual Report

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Last Updated: 5/5/2020 Reporting Fo-- **2019**

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	1.1082	x	166	x	8.34	=	1,536
February	1.1275	x	145	x	8.34	=	1,361
March	1.4220	x	145	x	8.34	=	1,722
April	2.1266	x	107	x	8.34	=	1,906
May	2.0303	x	108	x	8.34	=	1,836
June	1.5834	x	145	x	8.34	=	1,910
July	1.2958	x	151	x	8.34	=	1,637
August	1.1493	x	149	x	8.34	=	1,423
September	1.2705	x	136	x	8.34	=	1,443
October	1.3706	x	150	x	8.34	=	1,715
November	1.1743	x	159	x	8.34	=	1,561
December	1.1803	x	160	x	8.34	=	1,575

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	3.6	x	90	=	3.24
		x	100	=	3.6
Design BOD, lbs/day	2800	x	90	=	2520
		x	100	=	2800

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					**0**

0

Attachment: 2019 CMAR Report for WWTP (5060 : Resolution on 2019 CMAR Report for WWTP)

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3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

○ Yes Enter last calibration date (MM/DD/YYYY) 2019-11-20

● No

If No, please explain:

We have a flow meter after are primary effluent tanks.

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

● Yes

○ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

○ Yes

● No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks	Holding Tanks	Grease Traps
○ Yes	● Yes	○ Yes
● No	○ No	● No

5.2 Did you receive septage at your faclity? If yes, indicate volume in gallons.

Septic Tanks

○ Yes gallons

● No

Holding Tanks

● Yes 9,920,400 gallons

○ No

Grease Traps

○ Yes gallons

● No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

No problems were reported.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

○ Yes

● No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Attachment: 2019 CMAR Report for WWTP (5060 : Resolution on 2019 CMAR Report for WWTP)

Compliance Maintenance Annual Report

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- ● Yes
- ○ No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

We received 395,925 gallons of leachate from Lincoln County and IP landfills.
We also received 90,000 gallons of waste from Goetsch's Welding from their powder coating paint line.

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

Attachment: 2019 CMAR Report for WWTP (5060 : Resolution on 2019 CMAR Report for WWTP)

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Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	25	22.5	5	1	0	0
February	25	22.5	6	1	0	0
March	25	22.5	6	1	0	0
April	25	22.5	5	1	0	0
May	25	22.5	3	1	0	0
June	25	22.5	3	1	0	0
July	25	22.5	4	1	0	0
August	25	22.5	3	1	0	0
September	25	22.5	2	1	0	0
October	25	22.5	2	1	0	0
November	25	22.5	2	1	0	0
December	25	22.5	3	1	0	0
* Equals limit if limit is <= 10						
Months of discharge/yr				12		
Points per each exceedance with 12 months of discharge					7	3
Exceedances					0	0
Points					0	0
Total number of points						**0**

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

○ Yes Enter last calibration date (MM/DD/YYYY)

2019-11-20

● No

If No, please explain:

We have a flow meter after are primary effluent tanks.

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

○ Yes

● No

Attachment: 2019 CMAR Report for WWTP (5060 : Resolution on 2019 CMAR Report for WWTP)

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If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

- ○ Yes
- ● No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

- ○ Yes
- ○ No
- ● N/A

Please explain unless not applicable:

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

Attachment: 2019 CMAR Report for WWTP (5060 : Resolution on 2019 CMAR Report for WWTP)

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Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	9	1	0	0
February	30	27	9	1	0	0
March	30	27	7	1	0	0
April	30	27	8	1	0	0
May	30	27	6	1	0	0
June	30	27	9	1	0	0
July	30	27	9	1	0	0
August	30	27	7	1	0	0
September	30	27	6	1	0	0
October	30	27	6	1	0	0
November	30	27	7	1	0	0
December	30	27	6	1	0	0
* Equals limit if limit is <= 10						
Months of Discharge/yr				12		
Points per each exceedance with 12 months of discharge:					**7**	**3**
Exceedances					0	0
Points					0	0
Total Number of Points						

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

None

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

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Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.647	1	0
February	1	0.820	1	0
March	1	0.707	1	0
April	1	0.636	1	0
May	1	0.645	1	0
June	1	0.782	1	0
July	1	0.780	1	0
August	1	0.650	1	0
September	1	0.646	1	0
October	1	0.724	1	0
November	1	0.800	1	0
December	1	0.621	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				**10**
Exceedances				0
Total Number of Points				**0**

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

None

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

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Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- ☒ Land applied under your permit
- ☐ Publicly Distributed Exceptional Quality Biosolids
- ☐ Hauled to another permitted facility
- ☐ Landfilled
- ☐ Incinerated
- ☐ Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

552.70 acres

2.1.2 How many acres did you use?

100 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year? **0**

- ○ Yes (30 points)
- ● No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

- ● Yes
- ○ No (10 points)
- ○ N/A

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 002 - ANAEROBIC SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75				4										0	0
Cadmium		39	85				1.1										0	0
Copper		1500	4300				430										0	0
Lead		300	840				18										0	0
Mercury		17	57				.64										0	0
Molybdenum	60		75				8.5									0		0
Nickel	336		420				27									0		0
Selenium	80		100				0									0		0
Zinc		2800	7500				1700										0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- ● 0 (0 Points)

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- ○ 1-2 (10 Points)
- ○ > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- ○ Yes
- ○ No (10 points)
- ● N/A - Did not exceed limits or no HQ limit applies (0 points)
- ○ N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- ● 0 (0 Points)
- ○ 1 (10 Points)
- ○ > 1 (15 Points)

0

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- ○ Yes (20 Points)
- ● No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	
Sample Dates:	01/01/2019 - 12/31/2019
Density:	
Sample Concentration Amount:	
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	MCRT of the biosolids is calculated daily and maintained greater than 15 days. Digester temperature is recorded daily and is maintained at greater than 35 Degrees C.

Outfall Number:	**002**
Biosolids Class:	B
Bacteria Type and Limit:	
Sample Dates:	04/01/2019 - 12/31/2019
Density:	
Sample Concentration Amount:	
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	MCRT of the biosolids is calculated daily and maintained greater than 15 days. Digester temperature is recorded daily and is maintained at greater than 35 Degrees C.

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4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.
4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?
- ○ Yes (40 Points)
- ● No

If yes, what action was taken?

0

5. Vector Attraction Reduction (per outfall):
5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	**002**
Method Date:	12/02/2019
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>=38
Results (if applicable):	64.90

Outfall Number:	**002**
Method Date:	12/02/2019
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>=38
Results (if applicable):	64.90

0

5.2 Was the limit exceeded or the process criteria not met at the time of land application?
- ○ Yes (40 Points)
- ● No

If yes, what action was taken?

6. Biosolids Storage
6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?
- ● >= 180 days (0 Points)
- ○ 150 - 179 days (10 Points)
- ○ 120 - 149 days (20 Points)
- ○ 90 - 119 days (30 Points)
- ○ < 90 days (40 Points)
- ○ N/A (0 Points)

6.2 If you checked N/A above, explain why.

0

7. Issues
7.1 Describe any outstanding biosolids issues with treatment, use or overall management:

None

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Total Points Generated	
Score (100 - Total Points Generated)	
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Staffing and Preventative Maintenance (All Treatment Plants)

1. Plant Staffing

1.1 Was your wastewater treatment plant adequately staffed last year?

- ● Yes
- ○ No

If No, please explain:

Could use more help/staff for:

1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?

- ● Yes
- ○ No

If No, please explain:

2. Preventative Maintenance

2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?

- ● Yes (Continue with question 2) ☐☐
- ○ No (40 points)☐☐

If No, please explain, then go to question 3:

2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?

- ● Yes
- ○ No (10 points)

2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?

- ● Yes
  - ○ Paper file system
  - ○ Computer system
  - ● Both paper and computer system
- ○ No (10 points)

0

3. O&M Manual

3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?

- ● Yes
- ○ No

4. Overall Maintenance /Repairs

4.1 Rate the overall maintenance of your wastewater plant.

- ● Excellent
- ○ Very good
- ○ Good
- ○ Fair
- ○ Poor

Describe your rating:

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

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

● Yes (0 points)

○ No (20 points)

Name: STEVEN B LANDWEHR

Certification No: 32016

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	NA	NA

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2019; subclass SS is basic level only.)

○ Yes (0 points)

○ No (20 points)

0

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

☒ One or more additional certified operators on staff

☐ An arrangement with another certified operator

☐ An arrangement with another community with a certified operator

☐ An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year

☐ A consultant to serve as your certified operator

☐ None of the above (20 points)

If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

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

OIT and Basic Certification:

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

Advanced Certification:

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

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

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Financial Management

1. Provider of Financial Information

Name: Gabe Steinagel

Telephone: 715-536-6561 (XXX) XXX-XXXX

E-Mail Address (optional): gabriel.steinagel@ci.merrill.wi.us

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

- ● Yes (0 points) ☐☐
- ○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?

Year: 2019

- ● 0-2 years ago (0 points) ☐☐
- ○ 3 or more years ago (20 points)☐☐
- ○ N/A (private facility)

2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

- ● Yes (0 points)
- ○ No (40 points)

0

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year: 2019

- ● 1-2 years ago (0 points)☐☐
- ○ 3 or more years ago (20 points)☐☐
- ○ N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR		$ 1,032,007.33
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	$ 22,215.97
3.2.3 Adjusted January 1st Beginning Balance		$ 1,054,223.30
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	$ 240,000.00

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) - $ 53,428.96

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year $ 1,240,794.34

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Replaced primary effluent pump and MCC in grit building.

3.3 What amount should be in your Replacement Fund? $ 1,189,933.00

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- ● Yes
- ○ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- ○ Yes - If Yes, please provide major project information, if not already listed below.
- ● No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	projects to be determined based from the results of Operation and Needs Review.		2018
2	Biological Phosphorus Removal	900000	2024
3	Conversion to UV disinfection	802000	2026

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 9

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	8,090	6
February	8,462	5
March	8,364	4
April	7,467	4
May	6,152	7
June	3,787	3
July	2,607	11
August	2,599	27
September	2,675	5
October	2,945	5
November	5,793	7
December	7,676	5
Total	**66,617**	**89**
Average	**5,551**	**7**

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☐ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☒ Self-Priming Pumps
- ☒ Submersible Pumps
- ☐ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- ● No
- ○ Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Replacing some of the older pumps

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/ Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/ Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	64,320	34.35	1,872	47.62	1,351	3,413
February	61,360	31.57	1,944	38.11	1,610	3,635
March	56,640	44.08	1,285	53.38	1,061	2,644
April	59,200	63.80	928	57.18	1,035	1,530
May	60,320	62.94	958	56.92	1,060	624
June	52,160	47.50	1,098	57.30	910	340
July	53,840	40.17	1,340	50.75	1,061	36
August	59,760	35.63	1,677	44.11	1,355	60
September	60,160	38.12	1,578	43.29	1,390	79
October	48,640	42.49	1,145	53.17	915	496
November	68,720	35.23	1,951	46.83	1,467	2,514
December	68,000	36.59	1,858	48.83	1,393	3,572
Total	**713,120**	**512.47**		**597.49**		**18,943**
Average	**59,427**	**42.71**	**1,470**	**49.79**	**1,217**	**1,579**

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☐ Aerobic Digestion
- ☒ Anaerobic Digestion
- ☐ Biological Phosphorus Removal
- ☐ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☒ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☐ Influent Pumping
- ☐ Mechanical Sludge Processing
- ☐ Nitrification
- ☒ SCADA System
- ☐ UV Disinfection
- ☒ Variable Speed Drives
- ☐ Other:

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7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

Replacing lighting with LED lighting
Replacing grit blowers

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

- ○ No
- ● Yes

If Yes, how is the biogas used (Check all that apply):

- ☒ Flared Off
- ☒ Building Heat
- ☒ Process Heat
- ☐ Generate Electricity
- ☐ Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

- ○ No
- ● Yes

☒ Entire facility

Year: 2002

By Whom: Focus on Energy

Describe and Comment:

It was done at the wastewater treatment plant.

☐ Part of the facility

Year:

By Whom:

Describe and Comment:

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Score (100 - Total Points Generated)	
Section Grade	

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ● Yes
- ○ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ● Yes
- ○ No (30 points)
- ○ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Continue to televise private laterals and sanitary mains. Inspect sump pumps in houses while we are changing the water meter.

Did you accomplish them?

- ● Yes
- ○ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)]☐☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2/20/2018

Does your sewer use ordinance or other legally binding document address the following:

- ☐ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection
- ☒ Rehabilitated sewer and lift station installation, testing and inspection
- ☐ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- ☒ Equipment and replacement part inventories
- ☒ Up-to-date sewer system map

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☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
☒ A description of routine operation and maintenance activities (see question 2 below)
☒ Capacity assessment program
☒ Basement back assessment and correction
☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)]☐☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
☐ Construction, Inspection, and Testing
☐ Others:

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)]☐☐

Does your emergency response capability include:

☒ Responsible personnel communication procedures
☒ Response order, timing and clean-up
☒ Public notification protocols
☐ Training
☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]☐☐

☐ Special Studies Last Year (check only those that apply):

☐ Infiltration/Inflow (I/I) Analysis
☐ Sewer System Evaluation Survey (SSES)
☐ Sewer Evaluation and Capacity Managment Plan (SECAP)
☐ Lift Station Evaluation Report
☐ Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	49.8	% of system/year
Root removal	.69	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	10	% of system/year
Manhole inspections	28.3	% of system/year
Lift station O&M	9	# per L.S./year
Manhole rehabilitation	.96	% of manholes rehabbed
Mainline rehabilitation	0	% of sewer lines rehabbed
Private sewer inspections	1.54	% of system/year

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Private sewer I/I removal	.01	% of private services
River or water crossings	100	% of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

42.88	Total actual amount of precipitation last year in inches
32.21	Annual average precipitation (for your location)
62.3	Miles of sanitary sewer
9	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
4	Number of basement backup occurrences
17	Number of complaints
1.403	Average daily flow in MGD (if available)
2.127	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.06	Basement backups (number/sewer mile)
0.27	Complaints (number/sewer mile)
1.5	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

	Date	Location	Cause	Estimated Volume (MG)
None reported				

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

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- ● Yes
- ○ No

If Yes, please describe:

When the river rises there is an increase in I/I.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- ● Yes

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○ No

If Yes, please describe:

During heavy precipitation the plant would experience hydraulic loading.

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

Continue to rehab manholes and televise sanitary sewer mains.

5.4 What is being done to address infiltration/inflow in your collection system?

We are televising private sewer laterals and enforcing improper sump pump connections.

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Score (100 - Total Points Generated)	
Section Grade	

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Grading Summary

WPDES No: 0020150

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent				
BOD/CBOD				
TSS				
Phosphorus				
Biosolids				
Staffing/PM				
OpCert				
Financial				
Collection				
TOTALS			**0**	**0**
GRADE POINT AVERAGE (GPA) =				

Notes:
A = Voluntary Range (Response Optional)
B = Voluntary Range (Response Optional)
C = Recommendation Range (Response Required)
D = Action Range (Response Required)
F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing Body or Owner:

Date of Resolution or Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade =

Effluent Quality: BOD: Grade =

Effluent Quality: TSS: Grade =

Effluent Quality: Phosphorus: Grade =

Biosolids Quality and Management: Grade =

Staffing: Grade =

Operator Certification: Grade =

Financial Management: Grade =

Collection Systems: Grade =
(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS
(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)
G.P.A. =

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RESOLUTION NO.

A RESOLUTION HONORING ROB NORTON FOR HIS EXTENDED SERVICE AND GREAT CONTRIBUTION TO THE CITY OF MERRILL

WHEREAS, Rob Norton is retiring as Seventh District Alderperson and Council President of the City of Merrill; and,

WHEREAS, Rob Norton has served as an alderperson for the City of Merrill since April 17, 2012; and,

WHEREAS, the personal commitment and unselfish dedication Rob Norton has put forth has contributed greatly to the growth, progress and stability of the City of Merrill; and,

WHEREAS, the City of Merrill offers a solid and stable community environment for all of its citizens in part because of Rob Norton's dedicated service; and,

WHEREAS, Rob Norton's cheerful manner and hard work will be missed at the Merrill City Hall;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 9th day of June, 2020, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the dedicated and faithful service Rob Norton has given the City of Merrill and commends him for those years of service.

Recommended: Common Council

CITY OF MERRILL, WISCONSIN

Moved:_____

_____
Derek Woellner
Mayor

Passed:_____

_____
William N. Heideman
City Clerk

Attachment: Resolution honoring Rob Norton (5063 : Resolution honoring Rob Norton)