



**CITY OF MERRILL**  
**PERSONNEL AND FINANCE COMMITTEE**  
**AGENDA • TUESDAY SEPTEMBER 8, 2020**

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**Special Meeting**

**City Hall Council Chambers**

**5:15 PM**

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- I. Call to Order
- II. Public Comment Period
- III. Agenda Items:
  1. Request from Fire Chief Klug to sell Engine 61 via Wisconsin Surplus Auctions, dispose of miscellaneous equipment and trade in the rescue squad.
  2. Presentation on and discussion of 2020 borrowing and refinancing plan
  3. Discuss potential 2020 budget meetings and dates
- IV. Adjournment

**Heideman, Bill**

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**From:** Hass, Steve  
**Sent:** Wednesday, September 2, 2020 4:10 PM  
**To:** Heideman, Bill  
**Cc:** Klug, Josh; Hayden, Tom  
**Subject:** P&F agenda special meeting

Bill, please include on the agenda request from Fire Chief Klug to dispose of equipment, trade in the rescue squad and sell Engine 61 using Wisconsin Surplus Auction site, maybe check the wording with what we used for the Police Department last month and check with Tom on wording for the trade in.

Thank you  
Steve Hass

Sent from my iPad

Attachment: Agenda request for disposal of Fire Department things (5288 : Request from Fire Chief Klug to dispose of equipment and vehicles)

## City of Merrill - 2020 Borrowing/Capital

### Key Points:

Brian Reilly from Ehlers & Associates will be at the Special Personnel & Finance Committee meeting on Tuesday, 9/8th at 5:15 p.m. to present and discuss the 2020 borrowing plan. This includes new borrowing; refinancing of existing tax levy debt; fiscal impacts on future tax levy debt service; and future refinancing of Tax Increment District No. 3 TID Revenue Bonds.

Transit buses can't be financed directly through General Obligation (GO) Bonds under WI Statutes. The GO Promissory Note will be short-term (i.e. maturity date of 4/1/2021) through mBank. However, it is anticipated that the \$266,000 will be included within the Bond refinancing.

There are ten (10) borrowing resolutions on the Common Council agenda. There are two-steps to the GO Bond borrowing approval process. After bid process, there will be consideration of awarding the GO Bond bids at the October 13th Common Council meeting.

The following summary of 2020 Borrowing/Capital is by the Bond Categories allowed under WI Statutes. The debt service schedules provided by Ehlers & Associates will show the repayment distribution by the various City of Merrill accounting funds.

Prepared by: Finance Director Kathy Unertl

City of Merrill - 2020 Borrowing/Capital

Series 2020 - Bonds

By Bond Categories under WI Statutes

			Budget Amount	Projected 2020	Difference	Borrowing Bonds		
Streets	Seal Coating		\$52,385.00	\$55,000.00	\$2,615.00	\$55,000		
Streets	Resurfacing		\$100,000.00	\$100,000.00	\$0.00	\$100,000		
Streets	Crushing	Recycling asphalt/concrete	\$50,000.00	\$50,000.00	\$0.00	\$50,000		
Streets	M2020 - Grand Ave. Project		\$350,000.00	\$350,000.00	\$0.00	\$350,000		
Streets	M2020 - Grand Ave. Project	TID No. 8	\$540,000.00	\$540,000.00	\$0.00	\$540,000	TID No. 8	
Storm	MS-4 Stormwater	Planning-Engineering - 50%*	\$68,855.00	\$68,855.00	\$0.00	\$68,500		
Streets	Dump Truck	Replacement	\$50,000.00	\$48,577.50	(\$1,422.50)	\$48,500		
Streets	Paint Truck	Replacement	\$50,000.00	\$50,000.00	\$0.00	\$50,000		
Streets	Loader Tractor	Replacement	\$95,000.00	\$89,650.00	(\$5,350.00)	\$89,500	\$1,351,500	
							Streets	
Parks	Dump Truck	Replacement	\$50,000.00	\$48,668.50	(\$1,331.50)	\$48,500	Parks	
Library	Roofs	Replacements	\$75,000.00	\$75,000.00	\$0.00	\$75,000	Library	
<b>Total - GO Tax-Levy</b>			<b>\$1,481,240.00</b>	<b>\$1,475,751.00</b>	<b>(\$5,489.00)</b>	<b>\$1,475,000.00</b>		

\*There is also WI DNR grant for \$68,855

Fund	Description	Projected 2020	Bonds
<b>Fund 62 - Water Infrastructure</b>	M2020 - Grand Ave. Project	\$350,000	\$350,000 Water
<b>Fund 63 - Sewer Infrastructure</b>	M2020 - Grand Ave. Project	\$200,000	\$200,000 Sewer
<b>Fund 41 - Tax Increment District No. 11</b>	Rock Ridge Phase II (2019 and 2020 annual development incentive)	\$200,000	\$200,000 Community Dev - TID No. 11
<b>Fund 48 - Tax Increment District No. 8</b>	M2020 - Grand Ave. Project - within Streets Bond Category - \$540,000		
	Streetlight - Grand Ave. Project	\$70,000	\$70,000 Community Dev - TID No. 8
		<u>\$70,000</u>	
<b>Total - GO</b>			<b>\$2,295,000.00</b>

Series 2020 - Notes	Total Cost	Projected 2020 - 2021	Borrowing Notes
<b>Transit Buses - 20% Local</b>			
Three Buses - 2020	\$1,328,712 *	\$265,742	\$266,000 Transit

\*Wisconsin DOT reimbursement of \$1,062,970 will take 4 to 6 weeks (after proof of City payment of entire cost)

Attachment: Borrowing 2020 by Categories (5289 : Presentation on and discussion of 2020 borrowing

## City of Merrill - 2020 Budget Meetings

Preliminary Draft - 2020-09-03

The following budget meetings are suggested for discussion purposes:

**Wednesday 9/23rd 5:15 p.m. Joint Redevelopment Authority (RDA) & Committee of Whole meeting**

-Review and discussion of Tax Increment Districts (TIDs) including upcoming TID Plan Amendments and refinancing of Tax Increment District No. 3 Revenue Bonds

**Week of 9/28th 5:15 p.m. What night?**

-Garbage and Recycling (from Board of Public Works - 8/26/2020)

-If contracting and only serving residential properties, what is needed for Garbage Fee and Recycling Fee on Utility Bill?

-Consideration of new position requests

**Week of 10/5th 5:15 p.m. What night?**

-Consideration of 2021 Capital equipment/projects

-Infrastructure investments

-Utility (Landfill, Water, and Sewer)

-Tax Increment Districts (TIDs)

**Friday 10/16th Wisconsin Department of Revenue**

-WI Department of Revenue Assessment & Fair Market Ratio should be available about Friday, 10/16th - Needed to calculate Tax Rate which is the % shown on tax bills.

**Week of 10/19th All day? Night meeting?**

-Operational budgets - tax-levy supported departments

**Tuesday 10/27th 5:15 p.m. at regular Personnel & Finance Committee meeting**

-Any budget follow-up issues?

**Tuesday 11/10th 6:00 p.m. at regular Common Council meeting**

-Public Hearing and consideration of 2021 Budget Adoption and Tax Levy Ordinance

**Hayden, Tom**

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**From:** Unertl, Kathy  
**Sent:** Sunday, August 23, 2020 7:15 PM  
**To:** Hass, Steve; Woellner, Derek; Russell, Paul  
**Cc:** Johnson, David; Hayden, Tom  
**Subject:** 2021 Budget - Needed Policy Direction & Timeframe Suggestions

P&F Chair Hass: A number of policy discussions and decisions would assist in development of the 2021 budgets. Specifically:

-Garbage & recycling - continued Streets Department or private-sector contractor?

-Potential Garbage Fee and potential Recycling Fee (through Utility Bills)?

-Fiscal status of Tax Increment Districts (TIDs); potential refinancing options; and future directions? Recommend joint Redevelopment Authority (RDA) and Committee of Whole (COW) - target timeframe is second half of September with presentation from Ehlers & Associates.

-Capital Plan (for 2021 through 2025) which needs to be coordinated with Borrowing Plan and Borrowing Capacity? Recommend later in September (after TID joint meeting info).

-Operational Budgets - typically has been mid-October. Need to include discussions and decisions on following new position requests:

Wastewater Treatment Plant - fourth full-time Utility Operator

Fire Inspector - part-time Non-Union

Parks Laborer - third full-time position

Streets Department - decisions on garbage & recycling existing four employees?

Streets Department - need additional employee for concrete maintenance (deferred from 2020 due to COVID-19 uncertainty)

-Preliminary calculation of Tax Rate - Wisconsin Department of Revenue equated valuation information should be available about October 15th (or so).

-Common Council public hearing and adoption of 2021 budget ordinance - Tuesday, November 10th.

Look forward to everyone's assistance.

Kathy Unertl, Finance Director  
 City of Merrill