



CITY OF MERRILL
COMMON COUNCIL
AGENDA • TUESDAY JANUARY 10, 2023

Regular Meeting

City Hall Council Chambers

7:00 PM

To attend remotely phone 443-424-3898 PIN 651 780 232 #

- I. Call to Order
- II. Invocation
 1. Pastor Mike Southcombe - St Stephens UCC
- III. Pledge of Allegiance
- IV. Roll Call
- V. Public Comment
- VI. Minutes of previous Common Council meeting:
 1. Consider placing the minutes from the December 13th Common Council meeting on file.
- VII. Revenue & Expense Reports:
 1. Revenue & Expense reports for period ending December 31, 2022 will be provided with the February Common Council agenda packet
- VIII. Committee of the Whole:
 1. Potential action on Committee of the Whole matter relating to Airport property.
 2. Potential action on Committee of the Whole matter relating to the Social Media Specialist agreement.
- IX. City Plan Commission:
 1. Discuss and consider the request from the January 3rd City Plan meeting.
- X. Marketing & Communications:
 1. Consider the revised tagline for Merrill; "Experience more to life". The Marketing & Communications Committee recommends approval.
- XI. Place Committee reports on file:
 1. Consider placing the following committee reports on file: TB Scott Library Board, Merrill Enrichment Center, Transit Commission and Marketing & Communications Committee
- XII. Mayor's Communications
- XIII. Adjournment

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
Tuesday, December 13, 2022 MINUTES
Regular Meeting City Hall Council Chambers 7:00 p.m.**

- I. **Call to Order:** Mayor Hass called the meeting to order at 7:00 p.m. The following elected officials, department heads and residents were in attendance:

Elected Officials and Department Heads present: Mayor Hass, City Attorney Hayden, City Clerk Anderson-Malm, Finance Director Unertl, Fire Department Leiskau, Fire Chief Klug, Police Chief Bennett, Operations Manager Steinagel, Street Superintendent Bonack, Public Works Director/City Engineer Akey, Enrichment Center Director Mrachek (remote) and Library Director Ollhoff.

Building Inspector/Zoning Administrator Pagel and Park & Recreation Director Wendorf were excused.

Others in attendance: Sister Celine and Sister Kathy from Holy Cross Sisters, Al Wix, Paul Kienitz, Brandon Wilde and Merrill Productions.

- II. **Invocation** by Sister Celine from the Holy Cross Sisters

- III. **Pledge of Allegiance** was recited.

- IV. **Roll Call** was taken and the following alderperson's were in attendance:

Paul Russell – First District	Present
Michael “Gus” Caylor – Second District	Present
Rick Blake – Third District	Present
LaDonna Fermanich – Fourth District	Present
Dick Lupton – Fifth District	Excused
Mike Rick - Sixth District	Remote
Mark Weix – Seventh District	Present
Steve Sabatke – Eighth District	Present

- V. **Public Comment** – There was no public comment.

- VI. **Minutes of previous Common Council meeting** – November 9, 2022
Aldersperson Blake made a motion to place the minutes from the November 9th, 2022 Common Council meeting on file. Aldersperson Weix seconded and the motion carried.

- VII. **Revenue & Expense Reports:**
Aldersperson Russell motioned to place the November 2022 Revenue & Expense reports on file. Aldersperson Caylor seconded and the motion carried.

- VIII. **General Agenda Items:**

1. Employee Years of Service Recognition:

City Clerk Anderson-Malm read the employee years of service recognition for:

John Kraegenbrink II, 20 years (Fire Department)

Steven Landwehr, 25 years (Merrill Utility)

Mayor Hass thanked John and Steven for their service to the city.

2. Consider an alcohol beverage retail license for Riverside Athletic Club, Inc.

Police Chief Bennett mentioned there are no issues in issuing this beverage license. Brandon Wilde from Riverside Athletic Club stated this would run with limited hours and would primarily be used in conjunction with the golf simulator. Patrons would be able to have a beverage after using the simulator.

Alderson Caylor made a motion to approve the alcohol beverage retail license for Riverside Athletic Club, Inc. Alderson Blake seconded and the motion carried.

IX. Board of Public Works:

1. Consider selling a piece of city property between W 5th Street and W 6th Street.

Alderson Rick motioned to approve selling a piece of city property between W 5th Street and W 6th Street. Alderson Weix seconded the motion.

Public Works Director/City Engineer Akey explained the process and steps need to provide a clean survey and provide a transfer to interested property owners.

Alderson Sabatke questioned the process and stated a homeowner had issues with this property. City Engineer Akey stated the adjacent property owners were contacted approximately 3 months ago regarding this property. Formal letters will be sent after the survey is conducted.

After further discussion the motion carried on a 6/1 voice vote.

2. Consider adjustment of 2023 Utility Service Fees.

Alderson Rick motioned to approve the adjustment of 2023 Utility Service Fees. Alderson Blake seconded and the motion carried.

X. Place Committee Reports on File:

Alderson Russell motioned to place committee reports on file. Alderson Weix seconded and the motion carried.

XI. Ordinances:

1. An Ordinance amending Chapter 38 Division 2, Section 38-152 Septic/holding tank and leachate rate

City Attorney Hayden gave the ordinance a first reading by title only, followed by a synopsis.

Alderson Caylor motioned to suspend the rules and give the ordinance a second and third reading by title only. Alderson Russell seconded and the motion carried.

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

Alderson Caylor motioned to adopt the ordinance. Alderson Blake seconded. The motion carried on a 7-0 roll call vote.

XII. Resolutions:

1. A Resolution authorizing a revised development agreement by and between the City of Merrill, Wisconsin and S.C. Swiderski, LLC (Webster St.) (Resolution #2743)

WHEREAS, the Common Council of the City of Merrill created Tax Increment District (TID) 8 on September 27, 2011 and the development site is within TID No. 8; and,

WHEREAS, the Common Council of the City of Merrill adopted Resolution No. 2706 on September 14, 2021 for construction of duplexes and single-family homes; and

WHEREAS, S.C. Swiderski, LLC has proposed revised Webster Street rental housing development plans for 64 units and the City Plan Commission and Common Council approved a Conditional Use Permit (CUP); 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, expanded property tax will be generated and additional new residential units created from this revised development project; and,

WHEREAS, S.C. Swiderski, LLC has negotiated the development agreement to provide for transfer of property ownership of about 12.154 acres (between Alexander St., Heldt St., and Eugene St.) to facilitate the revised development project;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 13th day of December, 2022, that the Mayor and City Clerk are authorized to sign the development agreement by and between the City of Merrill and S.C. Swiderski, LLC and to facilitate the implementation thereof.

A motion was made by Alderperson Russell to approve the resolution. Alderperson Weix seconded and the motion carried.

2. A Resolution ratifying the January 1, 2022 to December 31, 2023 contract between the City of Merrill and the International Association of Firefighters Local 847 (Resolution #2744)

WHEREAS, negotiations between the City of Merrill and the International Association of Firefighters Local 847 have culminated a tentative contract agreement.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 13th day of December, 2022, that the City of Merrill accept the terms and conditions for the January 1, 2022 to December 31, 2023 employment years according to the terms of the contract between the City of Merrill and the International Association of Firefighters Local 847 on file in the City Clerk's office. Said changes and amendments in the terms and conditions to the January 1, 2022 to December 31, 2023 contract shall be effective January 1, 2022. The existing agreement shall be modified accordingly.

Alderperson Caylor motioned to approve the resolution. Alderperson Fermanich seconded and the motion carried.

3. A Resolution honoring Dave Johnson for this long-time service to the City of Merrill (Resolution #2745)

WHEREAS, Dave Johnson has served the City of Merrill for over 10 years, from April 24, 2012 to October 4, 2022; and,

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

WHEREAS, Dave Johnson has earned the admiration and respect of his fellow employees by the way in which he has carried out his duties; and

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 13th day of December, 2022, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the dedicated and faithful service Dave Johnson has given the City of Merrill and commends him for those 10 years of service; and

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

Aldersperson Russell motioned to approve the resolution. Aldersperson Blake seconded and the motion carried.

4. A Resolution honoring Scott Krause for his extended service and great contribution to the City of Merrill (Resolution #2746)

WHEREAS, Scott Krause has served the City of Merrill as a Firefighter, Lieutenant, Interim Fire Chief, and Battalion Chief from October, 1990 to November, 2022; and,

WHEREAS, Scott Krause's dedication to Fire service and to the City of Merrill and his hard work in virtually every area in which he was involved will be greatly missed by the Fire Department and Merrill's citizens; and

WHEREAS, Scott Krause has earned the admiration and respect of his fellow employees by the way in which he has carried out his duties; and,

WHEREAS, Scott Krause's skills and experience, will be missed at the City of Merrill Fire Department;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 13th day of December, 2022, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the faithful service Scott Krause has given the City of Merrill Fire Department and commends him for those 32 years of service; and

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

Aldersperson Blake motioned to approve the resolution. Aldersperson Caylor seconded and the motion carried.

XIII. Mayor's Appointments:

Aldersperson Blake made a motion to approve the Mayor's Appointments of Paul Russell to Chairman of Personnel & Finance Committee effective January 23, 2023 and Aldersperson

Michael Caylor from Chairman of Personnel & Finance to committee member effective January 23, 2023. Alderperson Fermanich seconded and the motion carried.

XIV. Mayor's Communications:

Mayor Hass spoke about the following events:

Enrichment Center will offer walking Monday through Friday from 11-4 for no fee.

Enrichment Center will have a Christmas Joy Meal on December 22; the Washington School Choir will provide entertainment.

Park & Recreation will offer open skate during the Christmas break.

TB Scott Library has the following events: Holiday Music will be provided on December 22, there will be an Author Chat with Greta Kurth, December 28th there will be a Critic's Choice movie, December 14th has Family Story Time, Thursday at 10:30 Wiggle, Giggle & Shake for ages 0-5. The library will be closed December 23, 24, 25 and 26 for Christmas.

Mayor Hass also wished everyone a Merry Christmas and a Happy New Year

XV. Adjournment

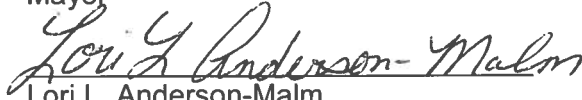
Alderperson Rick motioned to adjourn. Alderperson Caylor seconded and the motion carried. The meeting was adjourned at 7:29 PM.

Minutes respectfully submitted by Lori L Anderson-Malm – City Clerk

The complete Ordinance is available on the City of Merrill website: <https://www.ci.merrill.wi.us/>

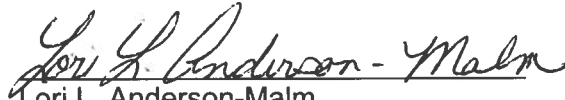


Steve Hass
Mayor



Lori L. Anderson-Malm
City Clerk

I, Lori L. Anderson-Malm, City Clerk of the City of Merrill, Wisconsin, do hereby certify that the Mayor approved the above action of the Common Council on December 14th, 2022.



Lori L. Anderson-Malm
City Clerk

PROPOSED BUYER

Marie zoa

2117 W 18th Street

Sioux Falls, SD 57105

605-254-1086

RESPONSE TO 113-103**Physical Address 300 2nd Street, Merrill WI 54452**

- A-** We feel that not only will the new use (coffee shop/ gift shop storage units) be a safe and healthy and moral but will be a positive addition to Merrill WI. I believe having a nice coffee shop would be a great addition to any town or neighborhood.
- B-** We feel that (coffee shop/ gift shop and storage units would not impair or diminish other businesses in the area but would enhance due to our business drawing new clientele that can potentially do business with the neighboring companies. Plus we might add that our proposed use is a wholesome company. We would like to think that people would be happy that we are there, and would use our services.
- C-** Both a coffee shop/ gift shop and storage units are good clean wholesome businesses. Which add convenience to businesses and home owners as well. When you go to sell a business or home they most always list different entities that are in a close proximity, we believe that our establishment would be on a positive list and that people would consider us as an asset.
- D-** I can only assume that the bank had proper drainage and driveways. We will not be changing much elevation of the property and very little other changes will be made except location of approaches which we would work with local building and zoning to assure that no problems would arise in this

area of concern. Also the utilities which are in place are more than adequate for our purposed use.

- E- You can see attached drawing of lot layout, it will show lot egress and ingress that will be needed. Our traffic will be much less than what a bank would produce, we feel it the property traffic congestion worked for the bank than it would be more than adequate for our usage.
- F- From start to finish we will comply with all building and zoning rules and regulations. All permits will be obtained and all requirements met!
- G- As I said before that the topology of this lot will not change, so I can only assume that the bank met these requirements and we would continue to do so also.

Zoning administrator
DARIN 715-536-4880

Description:

Certified survey map being lots 1,2 & 3 of block I of T. B. Scotts Lumber company add. & lots 1 & 2 & part of lot 3 & 4 of block 14 of V. R. Willards add. Located in the SE ¼ of the SE ¼ & the NE ¼ Of the SE ¼ of section II T 31 N, R6E, city of Merrill, Lincoln County, Wisconsin

FINAL THOUGHT

Our proposed used would be a coffee shop/ imported chocolate, gift shop in the front of the building facing 2nd street and remainder of the building would be inside controlled storage units with outside storage to be placed in the rear of the lot (surrounded by a fence) we feel that the convenience of both these items in this neighborhood would be a welcoming experience for who both lives their and have businesses there, our plan is to repurpose the building into a upper scale coffee shop with several fire places and sitting areas. Which would present a warm and cozy atmosphere with good food and coffee and goodies.

Our storage units would be nice clean units with paved lot (no mess) and have cameras to help with any security issues. We would work with city on any and all issues to make this place a positive safe and fun place and we are hoping that it would be a place Merrill WI would consider an asset to their community. Thank you for considering our proposal we look forward to this new fun venture!

APPLICATION FOR CONDITIONAL USE PERMIT CITY OF MERRILL

DATE 12-5-2022

APPLICANT'S NAME: MARIE ZOA
 BUSINESS NAME: USA STORAGE
 PHONE #: (605) 254-1086 EMAIL: ZOA MARIE ANGE @ Yahoo. Cn
 PROPERTY ADDRESS: 300 E 2nd St MERRILL, WI.
 PROPERTY OWNER'S NAME: _____

TAX ROLL#: 34- PIN #: 251-EXISTING USE: WAS A BANK.PROPOSED USE: INSIDE/OUTSIDE STORAGE + COFFEE SHOP.

REASON FOR REQUESTING A USE PERMIT CHANGE: BANK HAS CLOSED
AND HAS SET IN PLACE FOR THIS PROPERTY
NOT TO OPERATE AS A BANK. ! IT NEEDS
A NEW USE.

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: 300 E 2nd St (9507 : Discuss and consider the request from the January 3rd City Plan meeting.)

- 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 of 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.

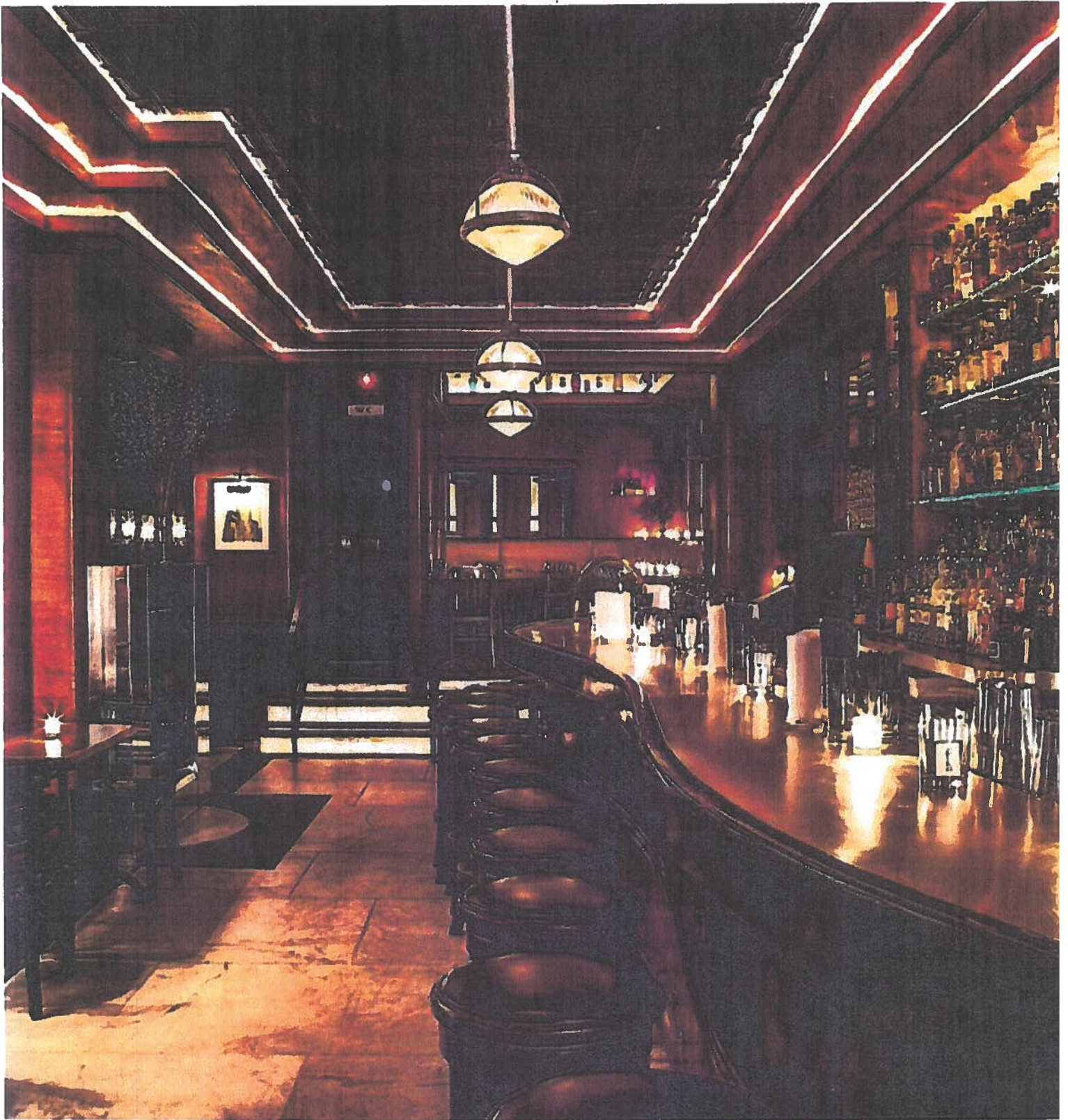
The information submitted with this application is true and accurate to the best of my knowledge and belief.

X 
 Signature of Applicant

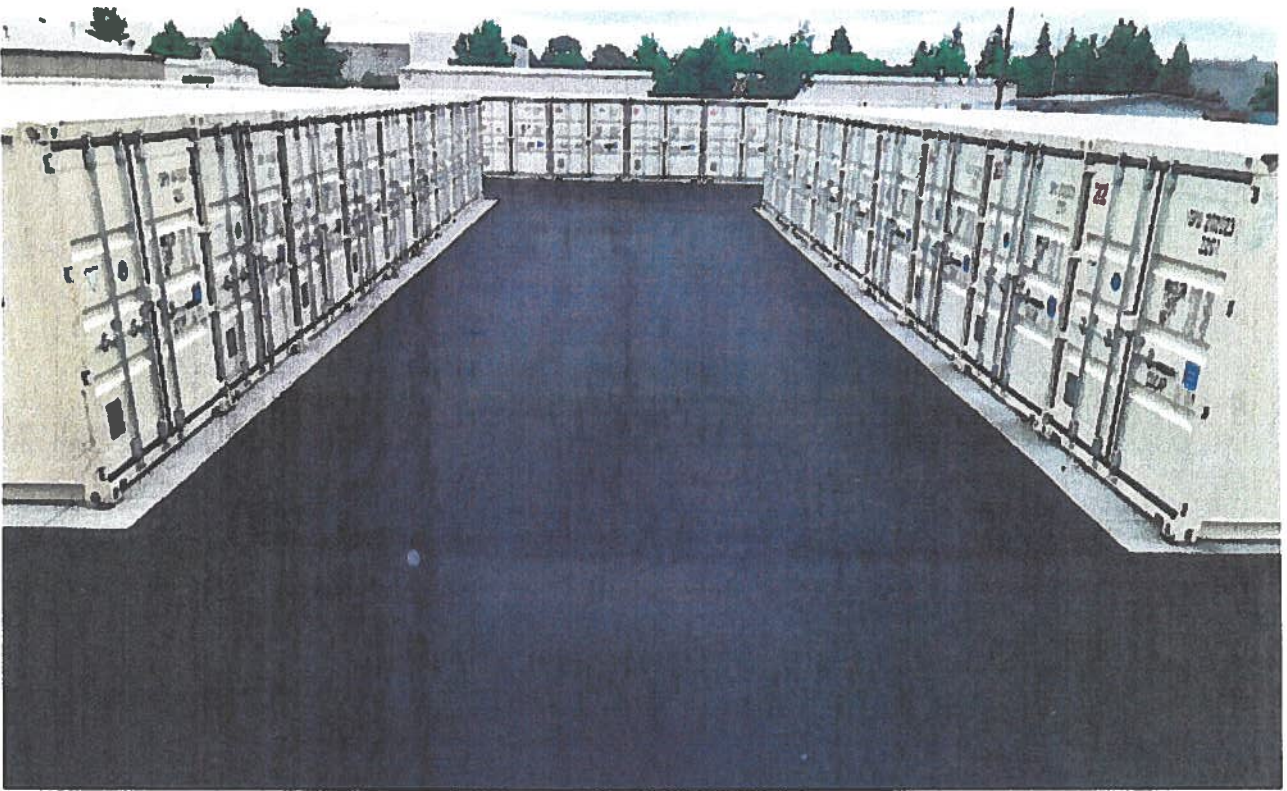
 Signature of Applicant



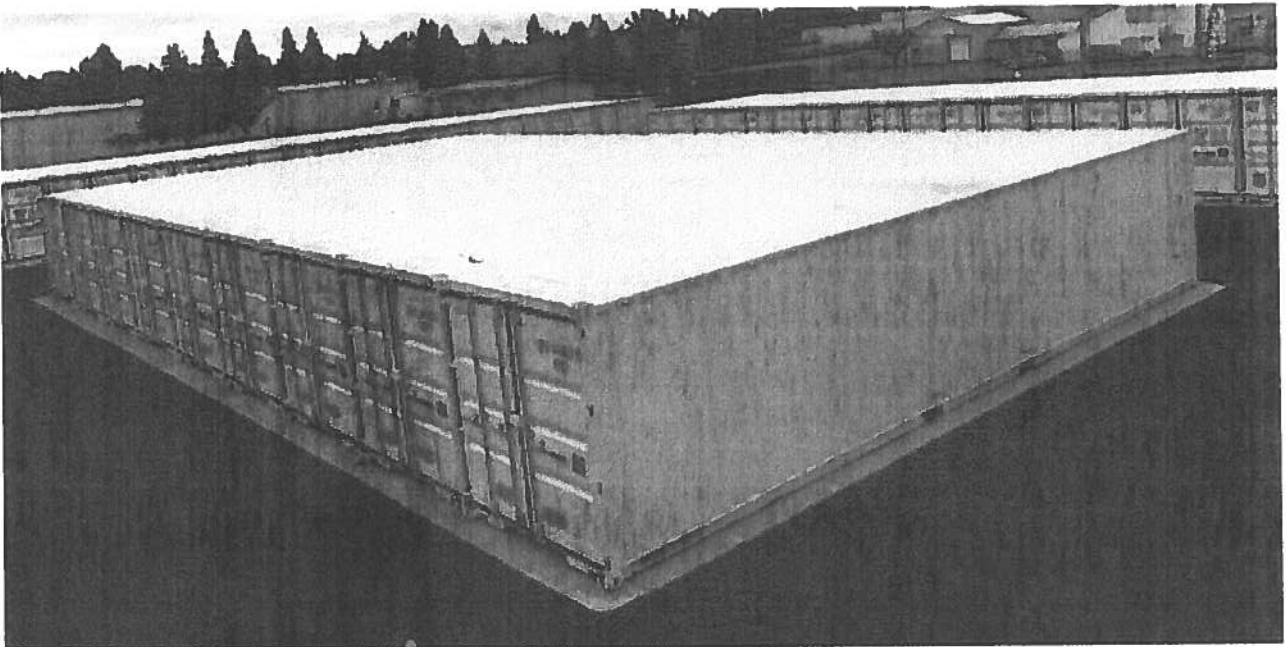
Attachment: 300 E 2nd St (9507 : Discuss and consider the request from the January 3rd City Plan meeting.)



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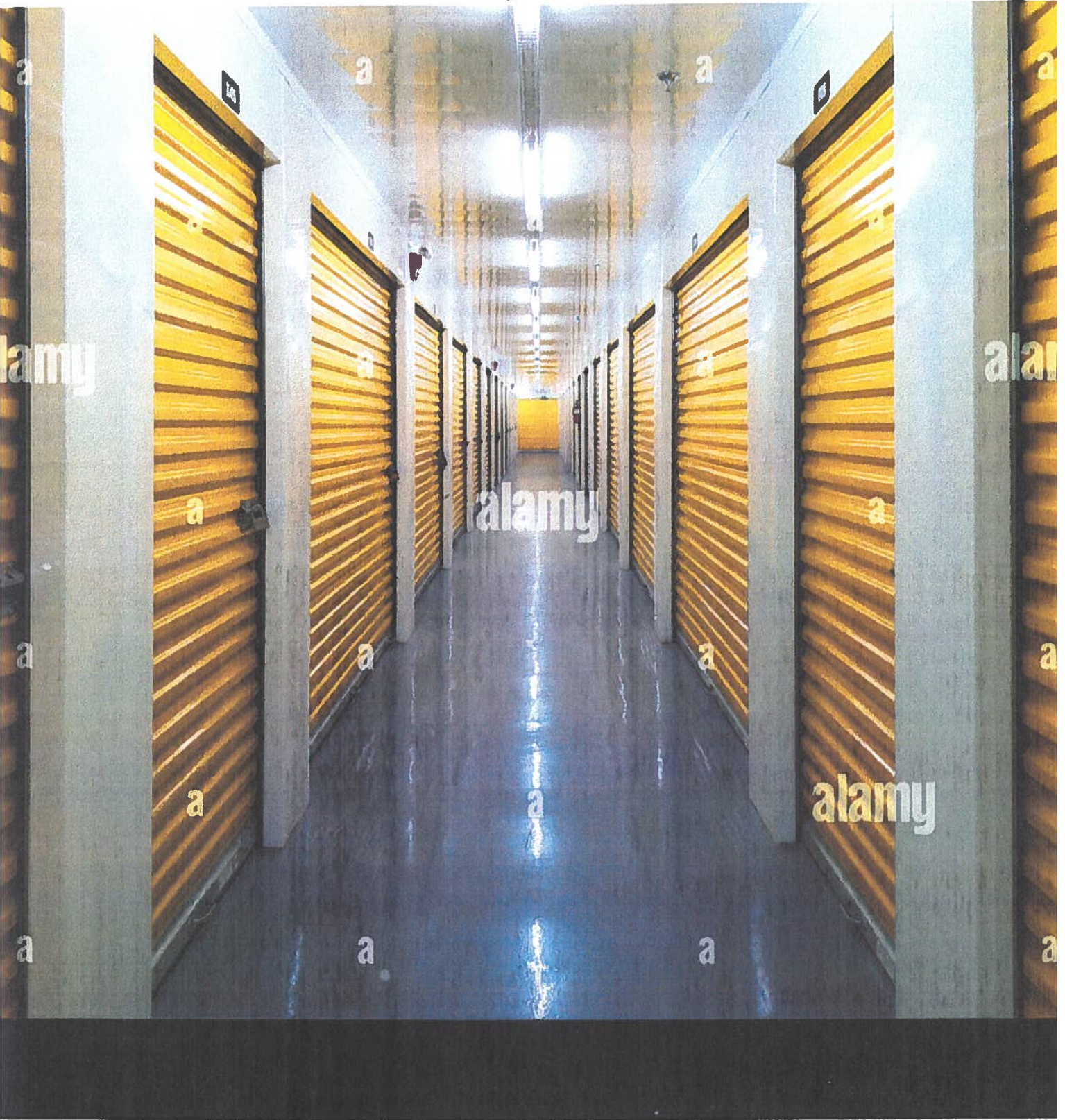


Example



"Example"

SAMPLE



Attachment: 300 E 2nd St (9507 : Discuss and consider the request from the January 3rd City Plan meeting.)



Inside building
where storage units
would be "sample"



INTERIOR SAMPLE.

17 of 19

PHOTOS

MAP



Aerial

Attachment: 300 E 2nd St (9507 : Discuss and consider the request from the January 3rd City Plan meeting.)

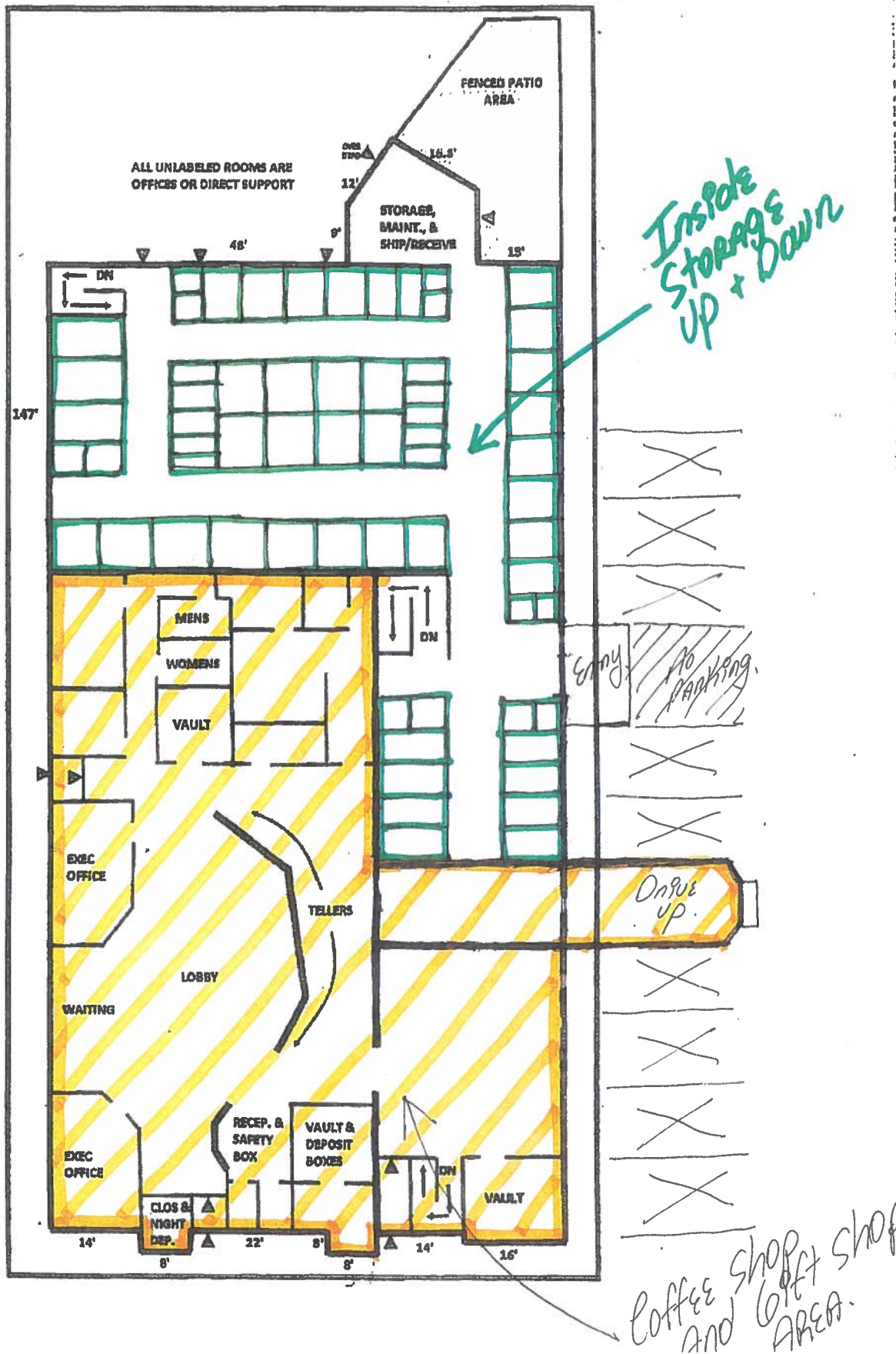
CERTIFIED SURVEY MAP BEING LOTS 1, 2, & 3 OF
BLOCK 1 OF T. B. SCOTT'S LUMBER COMPANY ADD. &
LOTS 1 & 2 & PART OF LOTS 3 & 4 OF BLOCK 14
OF V.R. WILLARDS ADD. LOCATED IN THE SE 1/4 OF
THE SE 1/4 & THE NE 1/4 OF THE SE 1/4 OF
SECTION 11, T31N, R6E, CITY OF MERRILL, LINCOLN
COUNTY, WISCONSIN.



BASIC FLOOR PLAN

OF THE BUILDINGS:

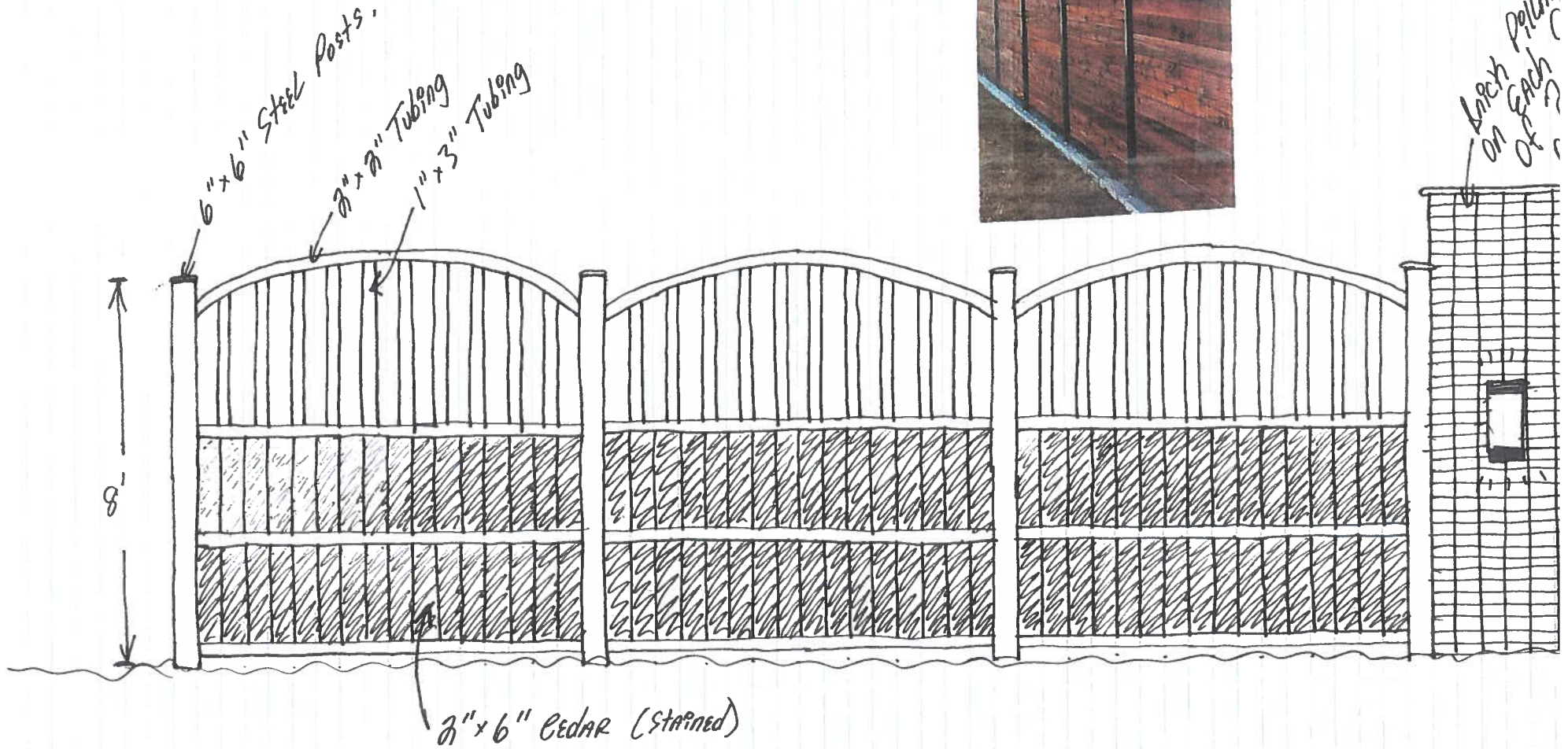
Existing Building Schematic





fence (Around Outdoor Storage)

9.1.a



Attachment: 300 E 2nd St (9507 : Discuss and consider the request from the January 3rd City Plan

T. B. Scott Free Library · Board of Trustees
Minutes of the Regular Meeting November 16, 2022

Opening

President Mike Geisler called the regular meeting of the Board of Trustees to order at 4:00 p.m. in the Library Community Room. Present: Rick Blake, Audrey Huftel, Richard Mamer, Elizabeth McCrank, Ryan Martinovici, and Jim Wedemeyer. Excused: Katie Breitenmoser and Darcy Dalsky. Also present: Laurie Ollhoff, Andrea Bennett, and camera operator.

The Board reviewed a thank-you notes to staff from the American Red Cross United Way, and the Tree of Hope Committee for the generous donations derived from Friday is Jean Day donations made by staff members.

Consent items

E. McCrank/J. Wedemeyer /C to approve the minutes of the regular meeting of October 19, 2022.
R. Blake/A. Huftel /C to accept the monthly Revenue and Expense Report for October 2022.

Reports/discussion items/action items

- A. Endowment Fund Request-Professional Development.** This item was tabled to the December Board meeting in order for the Library Director to do further research and provide a request with more detail and focus on funding for professional development opportunities for non-Admin staff.
- B. Endowment Fund Request-Advertising/Marketing.**
E. McCrank/R. Blake/C to approve a stipend of \$1000 to fund additional support for the advertising of library events and programs.
 - Discussion included how advertising costs have seen a substantial increase. This has prevented the Library from announcing events and programs in the local newspapers. The amount of the stipend will be revisited from time to time to determine if additional funding is necessary.
- C. Space Needs Study-MSR Design Revit 3D Model Additional Funding Request.**
E. McCrank/A. Huftel/C to approve the additional payment of \$5,800 to MSR Design for the 3D design utilizing Revit 3D Modeling. Discussion included a status update and the significance in having a 3D model rendering to base future decisions upon.
- D. Library Parking Lot Pavement Project Payment.** L. Ollhoff was contacted by City Financial Director Kathy Unertl to verify that the Library Endowment Fund was able to apply the payment they approved for the Library Parking Lot Repavement approved at the November 25, 2020, Board of Trustees Meeting as it was now complete and payment required. This was confirmed by the Board through the review of the Minutes from the November 25, 2020, meeting.
- E. Outdoor Sign/Church Mutual Grant Application Status.** L. Ollhoff reported that the Library had been awarded the Church Mutual CM Cares Grant in the amount of \$2500 that will be applied to the purchase of the new electronic advertisement sign from Graphic House, Wausau, Wisconsin.
- F. Strategic Plan Goals and Objectives #3.** L. Ollhoff provided updates on Strategic Plan Goal #3.
- G. Wisconsin Trustee Essential #22: Freedom of Expression and Inquiry.** L. Ollhoff provided copies of Trustee Essential #22 for review and questions.

Attachment: committee reports (9509 : Consider placing the following committee reports on file:)

Library Director's Report

- Critic's Choice Movies continue with increased attendance. It's a popular program at the library and patrons are happy to see its return.
- Edible houses are all the rage these days. Youth Services added a Spooky Halloween version in October and have registration filling up for the ever-popular Gingerbread House version in December.
- The Sheriff Forum was well attended with over 100 area residents in attendance.
- The search for an Assistant Director/Head of Adult Services is underway. We have one viable application to date and will continue to accept applications until the position is filled.

President's remarks

- No additional remarks.

E. McCrank /R. Martinovici/C moved to adjourn the meeting at 4:40 p.m. The next regular business meeting of the Board of Trustees is scheduled for December 21, 2022, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,
Laurie Ollhoff, Secretary

Attachment: committee reports (9509 : Consider placing the following committee reports on file:)

NOVEMBER '22 MEETING MINUTES**Merrill Enrichment Center Committee**

Meeting was held on Nov.17th, 2022 at 2:15pm

Merrill Enrichment Center Conference Room – 303 N. Sales Street

Present: Rick Blake (Alderpersion), Laura Bertagnoli (Chair), Gene Bebel,

Sharon Anderson, Teresa Baker, Sharon Harvey, Rose Akey

Absent: Jennifer Clark

1. Opening

- a. Bertagnoli called the meeting to order.

2. Consent Items

- a. Motion by Blake second Harvey to approve October '22 minutes. Motion carried.
- b. Motion by Akey second by Baker to approve Oct/Nov '22 vouchers. Motion carried.

3. Public Comment

- a. Director shared comments received throughout the month from many participants who complimented the MEC staff for the wonderful offerings we have for the community. One comment was how fortunate Merrill is to have a facility like the MEC as many smaller communities do not. Another comment was about our bus trips to Appleton and how nice it is for people who are not wanting or able to drive. They further commented on how well organized the trips are.

4. Operations

- a. Director shared final budget numbers for the MEC. Rather than have our extra 50 hours for our 3 employees cut from the budget, Director offered to pay \$5000 out of our non-lapsing account to cover the cost. Blake offered further overall budget information including the Council's concern to overspend ARPA funds in case of unforeseen issues. The Police held off on the 23rd officer and the Fire Dept. held off on a promotion of a Battalion Chief. Blake also added the funding for our Social Media position comes from the States cable franchise fees. This also funds our MP3 team.
 - i. Committee had questions on the status of the City Administrator position. Blake shared the recruiting process will begin Dec. 6th.
- b. Director shared our numbers for Thanksgiving which were 166 and Christmas which were 21. These numbers are low compared to the past few years. MEC staff believes this is due to people getting together now that the pandemic has slowed. In addition, the MEC generally gets quite a few calls past the deadline.
 - i. Bertagnoli asked about the MEC's participation in O'Tannenbaum. The MEC volunteers will once again be making the decorations and tree skirt for our donation to the event.
- c. The Committee shared their input on questions for the survey the MEC will be sending out in the New Year. The purpose of this survey is to reach people in our community who do not, or are not able to make it to the Center for activities and offerings. Suggestions on distribution were to churches, ADRC meals on wheels participants, our Library, and the MEC Staff and Committee distributing to locations.
 - i. Questions recommended were: * Have you visited the MEC? *Do you need help with transportation? * How can the MEC improve/enhance your quality of life? * What activities would bring you to the MEC? * Best time of day to attend? * What is an affordable fee amount for you?
 - ii. Further discussion was to keep the survey to 5 questions and to keep wording simple.

5. ADRC

- a. Clark shared the ADRC's updates with the Director. They are as follows:
 - i. ADRC is accepting applications for Advisory Committee members willing to represent adults (age 60+), adults with disabilities (age 18+) or caregivers. Advisory community members will share their ideas and be an ADRC-CW liaison with the community. We are currently in need of Advisory Committee members in Lincoln, Marathon and Wood Counties. If interested, call: 888-486-9545.
 - ii. There have been some position changes at the ADRC. One of our Health Educators has taken on the role of volunteer coordinator. This will be a full time position focused on supporting the many, wonderful volunteers that we have across our 4-county region. The other Health Educator Role (Jennifer Clark) will primarily be focusing on fall prevention efforts among our 4-counties. This is important as we continue to see a large increase in the number of older adult falls within our communities. Wisconsin is also ranked #1 in deaths related to falls. We will continue to focus our efforts on offering more Stepping On programs, build relationships with our Fire Departments/EMS/Emergency Department staff to address falls and continue to provide one-time presentations around falls/fall prevention.

Attachment: committee reports (9509 : Consider placing the following committee reports on file:)

6. Discussion

- a. Marketing Meeting/Town Hall will take place on Nov. 17th at 5:15 & 6:00 respectively. Blake shared the Mayor will provide opening statement focused on public comment and proper etiquette. Statements are limited to 3 minutes. Scott Steele, Church Mutual executive will present to the public the how, why, and what of the committee, logo and branding. Anderson stated how great the logo looked in the Foto News. Blake added the Logo needs to attract outsiders to visit and move to our location.
- b. Open discussion from Committee was to keep up all of the topics important to our population.
- c. Motion by Bebel second by Akey to forgo a December meeting.

7. Adjournment

- a. Motion to adjourn by Baker second by Blake.

The next meeting date is **January 19th 2023 at 2:15pm at the MEC.**
Vouchers will be available for review 10 minutes prior to meeting time.

Respectfully submitted

TMrachek

Tammie Mrachek, MEC Director

Attachment: committee reports (9509 : Consider placing the following committee reports on file:)

Transit Commission Meeting November 21, 2022 Minutes

Present; Rick Blake – Chairperson, Mr. Steve Willis, Ms. Sue Kunkel (remote), Ms. Katie Swope, Ms. Denise Ziech and Brad Brummond – Transit Administrator

- 1) Call to order: 4:00pm
- 2) Public Comment – None
- 3) Approval of October, 2022 minutes

A motion to approve minutes of the August 2022 meeting with corrections was made by Ms. Sue Kunkel and seconded by Ms. Katie Swope. All ayes, motion approved unanimously.

4) Administrator's Report:

- A. Ridership – 4890 for month
- B. Employee Status – no change
- C. MPR – going to be on radio December 1

A motion to approve Administrators report was made by Ms. Sue Kunkel and seconded by Ms. Katie Swope. All ayes, motion approved unanimously.

- 5) Consider changing service to fixed route adding bus stop shelters and benches. – Alderperson Sabatke suggested at budget meeting
- 6) Glen Drive service – lengthy discussions regarding expanding service areas
- 7) Student book policy – Discussion about student rules regarding items out of backpacks
- 8) Election Days – Discussion regarding a policy for election days as to free rides and locations
- 9) Future Agenda Items: Admin Report, Election Policy
- 10) Next meeting date will be December 19, 2022 at 4:00pm. Meeting will be held at the Council Chambers in City Hall, 1004 E 1st St, Merrill, WI 54452.
- 11) Adjournment - A motion to adjourn was made by Mr. Steve Willis and seconded by Ms. Katie Swope. All ayes, motion approved unanimously.

Respectfully submitted by:

Brad Brummond
Transit Administrator

Attachment: committee reports (9509 : Consider placing the following committee reports on file:)

**CITY OF MERRILL
MARKETING & COMMUNICATIONS COMMITTEE
THURSDAY, December 19, 2022 - MINUTES
Regular Meeting City Hall Council Chambers 5:15 p.m.**

Present: Alderpersons Rick Blake (Chair), Mark Weix, and LaDonna Fermanich,
Communications Specialist - Chantel Kuczmarski, Chamber of Commerce – Sarah Sturm,
Business rep – Renea Frederick, Interim Library Director Ollhoff, John Greenwood (remote)

Absent: Gene Bebel, Dan Wendorf, Tammie Mrachek

Also Present: Scott Steele from Church Mutual Insurance City Clerk Anderson-Malm, City
Attorney Hayden, Finance Director Unertl (remote) and Merrill Productions Camera Operator.

I. Chair Blake called the meeting to order at 5:15 PM.

II. **Minutes of previous meeting** – Nov.17 regular meeting & Nov. 7 Town Hall:

Aldersperson Weix motioned to approve the November 17th regular meeting minutes.
Aldersperson Fermanich seconded and the motion carried. Aldersperson Weix motioned to
approve the November 17th Town Hall meeting minutes. Aldersperson Fermanich
seconded and the motion carried.

III. **General Agenda Items:**

1. Consider end-of-year spending for Marketing for 2022

Scott Steele spoke about spending areas in larger cities on different social media
platforms. He contacted a marketing service out of Madison called The Digital Ring.
Information was not received by all the committee members so a decision could not be
made regarding the marketing service.

Aldersperson Fermanich made a motion to refer this to the January Marketing &
Communications meeting because information was not provided to committee members.
Aldersperson Weix seconded and the motion carried.

IV. **Merrill's Logo and Branding:**

Communications Specialist Kuczmarski discussed the logo and branding. She put
together information that will be emailed to the committee members regarding the logo
and possible revision of the tagline.

It was decided since the tagline needs to be revised to "Experience More to Life" the logo
will be displayed in the Chamber's Visitor's Guide without the tagline. The tagline
consideration will be on the January Common Council agenda for possible approval.

V. **Marketing & Communications Update and Monthly Reports:**

Communications Specialist Kuczmarski stated her reports were in the packet. She briefly
discussed some of the highlights of each report and answered the committee's questions.

VI. **Public Comment**

There was no public comment.

Marketing & Communications – December 19, 2022

Attachment: committee reports (9509 : Consider placing the following committee reports on file:)

VII. Next meeting date and time:

The next regular meeting will be Thursday, January 19 at 5:15 pm.

IX. Closed Session:

Chair Blake read the closed session statement: The Committee may convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(c): Considering employment, promotion or compensation data of any public employee over which the governmental body has jurisdiction or exercise responsibility, to consider the applicants for and recommend the hiring of a Social Media Specialist.

Aldersperson Weix made a motion to go into closed session. Aldersperson Fermanich seconded and the motion carried on a unanimous vote.

The committee entered into closed session at 6:02 pm with the following in attendance: Chair Blake, Aldersperson Weix, Aldersperson Fermanich, City Attorney Hayden, City Clerk Anderson-Malm, Scott Steele, Renea Frederick, Sarah Sturm, Communication Specialist Kuczmarski, and Laurie Ollhoff.

Without objection, City Clerk Anderson-Malm recorded the minutes.

The Committee discussed the applicants and interview process for the Social Media Specialist. A decision was made regarding the Social Media Specialist position.

The Committee did not reconvene in open session. Aldersperson Fermanich made a motion to adjourn from closed session. Aldersperson Weix seconded and the motion carried.

The meeting was adjourned at 6:36 pm.

Minutes respectfully submitted by,

City Clerk – Lori Anderson-Malm

Attachment: committee reports (9509 : Consider placing the following committee reports on file:)

Transit Commission Meeting
December 19, 2022
Minutes

Present; Rick Blake – Chairperson, Mr. Steve Willis, Ms. Sue Kunkel, Ms. Katie Swope, Ms. Denise Ziech and Brad Brummond – Transit Administrator

1) Call to order: 4:00pm

2) Public Comment – Sue Kunkel commented on the November 24 Photo News letter to the editor about the Merrill Transit System.

3) Approval of November, 2022 minutes

A motion to approve minutes of the November 2022 meeting was made by Ms. Sue Kunkel and seconded by Ms. Katie Swope. All ayes, motion approved unanimously.

4) Administrator's Report:

- A. Ridership – Steady
- B. Employee Status – no change
- C. Tour of Lights –buses full, rescheduled to the 21st due to weather

5) Election Days –adopted policy

A motion to approve Administrators report was made by Ms. Sue Kunkel and seconded by Mr. Steve Willis. All ayes, motion approved unanimously.

6) Future Agenda Items: Admin Report, 4qtr report, bus behavior update

7) Next meeting date will be January 16, 2023 at 4:00pm. Meeting will be held at the Council Chambers in City Hall, 1004 E 1st St, Merrill, WI 54452.

8) Adjournment - A motion to adjourn was made by Ms. Sue Kunkel and seconded by Mr. Steve Willis. All ayes, motion approved unanimously.

Respectfully submitted by:

Brad Brummond
Transit Administrator

Attachment: committee reports (9509 : Consider placing the following committee reports on file:)