CITY OF MERRILL

COMMON COUNCIL

AGENDA • WEDNESDAY, AUGUST 12, 2026

Regular Meeting | **City Hall Council Chambers** | **6:30 PM**

To attend remotely call 475-441-8706 PIN 601 481 858 #

I. Call to Order

II. Invocation - Pastor Justin Smoot - Our Saviors Lutheran Church

III. Pledge of Allegiance

IV. Roll Call

V. Common Council Meeting Expectations - The City of Merrill respects the role of our elected officials. Alderpersons and Department Heads are committed to working in collaboration to provide our citizens with the best decision-making for our city's future. This meeting is a formal event and professional conduct is the expectation of all in attendance.

VI. Public Comment

VII. Minutes from Previous Meeting

1. Consider placing the minutes from the July 14th meeting on file.

VIII. General Agenda Items for Consideration

1. Discuss and consider a temporary Class "B" beer license for VFW Post 1638, on August 29th from 9:00 am - 11:00 pm at the Merrill Fairgrounds in conjunction with a Northern Wisconsin Dirt Track Racing event. Mayor Hass is bringing this directly to the Common Council.

IX. Health & Safety

1. Consider a change of agent for Kwik Trip store #386, 2311 E Main St, to Allen Kuehl. The Health & Safety Committee recommends approval.

X. Acknowledge Committee Reports

1. Acknowledge and discuss the following committee reports: Library Board, Zoning Board of Appeals, Merrill Housing Authority, Transit Commission, Airport Commission, Merrill Enrichment Center, Police & Fire Commission, Health & Safety, Personnel & Finance, Board of Public Works, City Plan Commission.

XI. Resolutions

1. A resolution honoring Dawn Smith, for her long-time service to the City of Merrill.

XII. Mayor's Communications

XIII. Adjournment

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

CITY OF MERRILL
COMMON COUNCIL
TUESDAY, JULY 14, 2026 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 7:00 PM

I. **Call to Order** Mayor Hass called the meeting to order at 7:00 pm.
Present: D1 Alderperson A. Caylor, D2 Alderperson M. Caylor, D3 Alderperson Meyer, D4 Alderperson Fermanich, D5 Alderperson Holdorf, D6 Alderperson Sukow, D7 Alderperson Weix Jr., D8 Alderperson Rutkowski
Present Not Voting: City Administrator Akey, Finance Director Ley, City Clerk Anderson-Malm, Fire Chief Klug, Police Chief Bennett, Library Director Ollhoff, Utility Operations Manager Steinagel, Transit Director Brummond (remote), Enrichment Center Director Mrachek (remote), Heidi Weidenhof (remote), Cindy Christensen (Fair Board), Sue Kunkel (Fair Board), The Night Owl rep.
Excused: Building Inspector/Zoning Administrator Pagel, Street Superintendent Bonack, Park & Recreation Director Wendorf

II. **Invocation - Silent Prayer**

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

IV. **Roll Call** Roll call was taken with all eight Alderpeople in attendance.

V. **Common Council Meeting Expectations** The Council expectations were not included on the agenda in error.

VI. **Public Comment** Heidi Wiedenhof made a public comment remotely. She spoke about air pollutants that happen when burning and how it effects your health according to publications. She also mentioned a neighbor burns almost everyday.

VII. **Minutes from Previous Meeting**

1. **Consider placing the minutes from the June 9th meeting on file. -** (D7 Alderperson Weix Jr./D8 Alderperson Rutkowski) motion/second to place minutes on file. The motion passed.

VIII. **Revenue and Expense Reports**

1. **Discuss and consider the June Revenue and Expense Report. -** (D3 Alderperson Meyer/D1 Alderperson A. Caylor) motion/second to approve. The motion passed.

IX. **General Agenda Items for Consideration**

1. **Employee Recognition:**
Brad Becker - Police Department - 30 years
Kevin Wendt - T.B. Scott Library - 10 years - The employees were recognized and will receive certificates.

2. **2027 Budget Timeline -** Finance Director Ley presented the timeline which was included in the packet. It was the Council's decision to keep the timeline as presented.

X. Board of Public Works

1. **Consider the State Municipal Financial Agreement. The Board of Public Works recommends approval. -** CA Akey explained the agreement that was provided in the packet. After discussion, (D8 Alderperson Rutkowski/D7 Alderperson Weix) motion/second to approve the $100,000 for the State project. The motion passed.

2. **Consider the rebuild of the Clarifier Thickener. The Board of Public Works recommends approval. -** CA/Akey and US Steinagel explained the reasoning for the rebuild and additional funds needed. The additional $65,000 will come out of the Sewer Replacement Fund. Following discussion (D8 Alderperson Rutkowski/ D1 Alderperson A. Caylor) motion/second to approve the rebuild and additional funds coming out of the Sewer Replacement Fund. The motion passed.

XI. Health & Safety

1. **Consider a temporary Class "B" beer license for the Lincoln County Fair Association from August 5th through August 9th at the Merrill Fairgrounds from 6:00 am - 12:00 midnight, in conjunction with the Lincoln County Fair. The Health & Safety Committee recommends approval. -** The original request stated 6:00 am start. The request was amended to have a start time of 12:00 pm (noon) and run until 12:00 am (midnight). (D7 Alderperson Weix/D8 Alderperson Rutkowski) motion/second to approve the revision. The motion passed. (D7 Alderperson Weix/D8 Alderperson Rutkowski) motion/second to approve the license request. The motion passed. D3 Alderperson Meyer recused himself from voting.

2. **Consider a temporary Class "B" beer license for Trinity Lutheran Church for August 16th at Normal Park, from 9:00 am - 3:00 pm, in conjunction with a Trinity Block Party event. The Health & Safety Committee recommends approval. -** (D3 Alderperson Meyer/D2 Alderperson M. Caylor) motion/second to approve. The motion passed.

3. **Consider an alcohol beverage license application for The Night Owl KH LLC, 129 N Prospect St. The Health & Safety Committee recommends approval. -** (D2 Alderperson M. Caylor/D7 Alderperson Weix Jr.) motion/second to approve. The motion passed.

XII. Acknowledge Committee Reports

1. **Acknowledge and discuss the following committee reports: T.B. Scott Library Board, Merrill Housing Authority, Airport Commission, Marketing & Communications, Enrichment Center, Health & Safety, Personnel & Finance, Board of Public Works and City Planning Commission. -** The reports were acknowledged. There were no additional questions.

XIII. Ordinances

1. **Consider a change in wording to the City's open burning ordinance, Section 20-52. Health & Safety recommends approval. -** City Clerk Anderson-Malm read the Ordinance. D2 Alderperson M. Caylor, motioned to suspend the rules and give the second and third readings by title only. D8 Alderperson Rutkowski seconded and the motion carried. City Clerk Anderson-Malm gave the Ordinance the second and third readings by title only. (D3 Alderperson Meyer/D8 Alderperson Rutkowski) motion/second to approve. The motion carried on an 8/0 roll call vote.

XIV. Resolutions

1. **Consider revising Resolution 1804 in regards to the vacation and discontinuation of the alley in block 16 of Mathew's and McCord's addition in accordance with Section 66.296, Wisconsin Statutes. -**

RESOLUTION NO. 1804

A RESOLUTION AUTHORIZING THE VACATION OF THE EAST/WEST ALLEY IN BLOCK 16 OF MATHEWS AND MCCORD'S ADDITION

WHEREAS, a petition was filed by adjourning property owners (collectively referred herein as the "Petitioner") requesting the vacation of the east/west alley in Block 16 of the Mathews and McCord's Addition; and,

WHEREAS, the east/west alley to be vacated is more particularly described as Block 16 of the Mathews and McCord's Addition. (west boundary of the block is N. Center Avenue, east boundary is Cedar Street, north boundary is E. 9th Street and the south boundary is E. 8th Street); and,

WHEREAS, the Common Council referred the petition and this resolution to the City Plan Commission to hold a public hearing pursuant to the requirements of Wis. Stats., Sec. 6 6.296; and,

WHEREAS, the Plan Commission held a hearing on September 3, 2002 at 7:00 p.m., due public notice having been given and those interested having been given the opportunity to speak on the issues before the Commission; and,

WHEREAS, the Plan Commission has recommended that the vacation of the alley be approved because the alley has never been used as an alley and the abutting property owners are currently using the alley for residential and business use and wish to provide for legal use of the alley.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 14th day of July 2026, that the east/west alley in Block 16 of Mathews and McCord's Addition be vacated because it has never been used as an alley and the abutting property owners wish to provide for legal use of the alley.

City Clerk Anderson-Malm read the Resolution. CA Akey explained this was approved in 2002 and the errors were not noticed. This revision cleans up the description, so the resolution can be recorded properly. Following discussion (D2 Alderperson M. Caylor/D8 Alderperson Rutkowski) motion/second to approve the revision. The motion passed.

2. **A Resolution adopting the Merrill Sewer Service Area Plan update for 2025-2050. The City Plan Commission recommends approval. - RESOLUTION NO. ________**

ADOPTING THE MERRILL SEWER SERVICE AREA PLAN UPDATE FOR 2025-2050

WHEREAS, The City of Merrill adopted its current Sewer Service Area Plan in 1996 as required by Federal Clean Water Act legislation and State Administrative Code N.R. 121 to protect water quality; and

WHEREAS, in order to continue compliance with these regulations the City of Merrill, with assistance from the North Central Wisconsin Regional Planning Commission, has undertaken the necessary planning process to update the Merrill Sewer Service Area Plan; and

WHEREAS, through meetings of the Merrill Sewer Service Area Policy Advisory Committee and City of Merrill Plan Commission, including a public hearing, information was provided, analyzed, and considered for inclusion in the Plan update; and

WHEREAS, the Plan update identifies environmentally sensitive areas and proposes environmentally sound sewer service extension goals, objectives, and policies that will protect water quality within the sewer service area boundary; and

WHEREAS, the Plan update also identifies policies and procedures to make future amendments to this Plan;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 14th day of July, 2026, having considered the recommendation of the City Plan Commission, hereby adopts the Merrill Sewer Service Area Plan Update, 2025-2050.

City Clerk Anderson-Malm read the title of the resolution. (D1 Alderperson A. Caylor/D3 Alderperson Meyer) motion/second to approve. CA/Akey explained the resolution. This is required by the DNR every 25 years. Following discussion, the motion passed.

3. **A Resolution honoring Cheryl Plautz for her service to the City of Merrill. - RESOLUTION NO.**

A RESOLUTION HONORING CHERYL L. PLAUTZ, FOR HER LONG-TIME SERVICE TO THE CITY OF MERRILL

WHEREAS, Cheryl Plautz, has served the City of Merrill as an Administrative Assistant for over 8 years, from November 27, 2017 to June 5, 2026; and,

WHEREAS, these years of service have been marked by dedication to the best interests of our community and citizens; and
WHEREAS, Cheryl Plautz has earned the admiration and respect of her fellow employees by the way in which she has carried out her duties; and
WHEREAS, Cheryl Plautz's skills and experience will be missed at the City of Merrill;
NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 14th day of July, 2026, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the dedicated and faithful service Cheryl Plautz has given the City of Merrill and commends her for those 8 years of service; and
BE IT FURTHER RESOLVED, that we hereby commend the meritorious and dedicated service of Cheryl Plautz, congratulate her upon the occasion of her retirement from the City of Merrill, and extend our warmest wishes for her enjoyment of continued prosperity in the years that lie ahead.

City Clerk Anderson-Malm read the resolution. (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to approve. The motion passed.

4. **A Resolution honoring Richard Sparks for his contribution to the City of Merrill. - RESOLUTION NO.**

A RESOLUTION HONORING RICHARD J. SPARKS FOR HIS EXTENDED SERVICE AND GREAT CONTRIBUTION TO THE CITY OF MERRILL
WHEREAS, Richard Sparks served the City of Merrill as a Firefighter-EMT from January 5, 1995, to May 9, 2026; and,
WHEREAS, Richard Spark'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, Richard Sparks has earned the admiration and respect of his fellow employees by the way in which he has carried out his duties; and,
WHEREAS, Richard Sparks' skills and experience will be missed by the City of Merrill Fire Department;
NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 14th day of July, 2026, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the faithful service Richard Sparks has given the City of Merrill Fire Department and commends him for those 31 years of service; and
BE IT FURTHER RESOLVED, that we hereby commend the meritorious and dedicated service of Richard Sparks, 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.

City Clerk Anderson-Malm read the resolution. (D2 Alderperson M.

Caylor/D7 Alderperson Weix) motion/second to approve. The motion passed.

XV. **Mayor's Communications** Mayor Hass read the following communications: July 19th, the EAA Airventure Cup race ends at the Merrill Municipal Airport. This is from 9:00 am until 4:00 pm at the terminal area on 1701 Champagne St. There will be a food truck onsite. Bring lawn chairs and blankets to watch the event.

August 5th - 9th is the Lincoln County Fair

August 14th there will be a ribbon cutting at the new maintenance hangar at 3:30 pm at the Airport. Lifelink helicopters will be present, weather permitting.

September 7th following the parade, events at the fairgrounds include the Lions Club car show. VFW is having a pin-up contest and the City of Merrill will announce the winner of the home/business decorating contest for the 250th Celebration of the United States. We are also considering the best dressed patriotic contest at the Labor Day celebration.

The City Band concerts are at Normal Park in the gazebo on Wednesdays and Gazebo Nights are on Thursdays through August.

The Merrill Enrichment Center and the T.B. Scott Library have numerous programs and activities throughout the year.

Mayor Hass thanked Bluejay 96.3 WJMT for the July 3rd Downtown Event and the UTube coverage of the fireworks. He received positive feedback for their fireworks coverage.

XVI. **Adjournment** (D3 Alderperson Meyer/D1 Alderperson A. Caylor) motion/second to adjourn. The motion passed. The meeting adjourned at 7:30 pm.

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

The minutes are in draft form until approved at the next scheduled meeting. Meeting minutes are available in the City Clerk's office and on the City of Merrill website. Complete Ordinances are 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 July 17th, 2026.

Lori L. Anderson-Malm
City Clerk

Form **AB-220**

Temporary Alcohol Beverage License

Municipality

License(s) Requested	Fees	
☐ Temporary "Class B" Wine ☒ Temporary Class "B" Beer	License Fees	$ 10 —
	Background Check	$
	Total Fees	$ 10 — pd

Part A: Organization Information			
1. Organization Name VFW Post 1638			
2. Organization Permanent Address 601 Johnson ST			
3. City Merrill		4. State WI	5. Zip Code 54452
6. Mailing Address (if different from permanent address)			
7. FEIN 23-7209470	8. Date of Organization/Incorporation	9. State of Organization/Incorporation	
10. Phone	11. Email		

12. Organization type *(check one)*

☐ Bona Fide Club ☐ Church ☐ Fair Association/Agricultural Society ☒ Veteran's Organization

☐ Lodge/Society ☐ Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.

13. Is this organization required to hold a Wisconsin Seller's permit? ☐ Yes ☐ No

14. Wisconsin Seller's Permit Number (if applicable)
456-00000 21131-02

Part B: Individual Information

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
Palazzo	Dennis	SV Commander	[redacted]
Burkhardt	Brian	JV Commander	[redacted]
Schultz	Codey	Quarter Master	
Dornbrack	Corey	Commander	

Continued →

Part C: Event Information

1. Name of Event (if applicable)
Northern Wisconsin Dirt Track Racing

2. Dates of Operation	3. Hours of Operation
29 Aug 2026	900 AM - 11:00 PM

4. Premises Address
1004 East First St

5. City	6. State	7. Zip Code
Merrill	WI	54452

8. County	9. Governing Municipality ☑ City ☐ Town ☐ Village of:	10. Aldermanic District
Lincoln	Merrill	

11. Organizer of Event (If not the named applicant)	12. Email and/or Phone Number for Organizer of Event
Northern Wisconsin Dirt Track Racing	NWDTracing@gmail.com

13. Organizer Website	14. Event Website

15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

VFW Beer Stand and Festival Grounds

Part D: Attestation

Who must sign this application?

- one officer or director of the nonprofit organization

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Dornbrack	Corey	S

Title	[redacted]	Phone
Commander	[redacted]	[redacted]

Signature	Date
	8-6-2026

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number
8/6/26	1052
Date License Granted	**Date License Issued**

Signature of Clerk/Deputy Clerk

pa #10

Form **AB-101**

Alcohol Beverage Appointment of Agent

Date:

Agent Type *(check one)*

Original (no fee) [x] Successor ($10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)
Kwik Trip, Inc.

2. Business Trade Name or DBA
Kwik Trip 386

3. Entity Type *(check one)* [ ] Limited Liability Company [x] Corporation [ ] Nonprofit Organization

4. Alcohol Beverage Business Authorization *(check one)* [x] Municipal Retail License [ ] State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

New manager assigned to oversee the store.

Part B: Agent Information

1. Last Name
Kuehl

2. First Name
Allen

3. M.I.
J.

4. Email
LicensingDept@kwiktrip.com

[redacted]

[redacted]

7. City

[redacted]

8. State 9. Zip Code 10. Date of Birth

[redacted]

11. Drivers License/State ID Number
[redacted]

12. Drivers License/State ID State of Issuance
[redacted]

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion. [x] Yes [ ] No

2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? [x] Yes [ ] No

3. Have you been a Wisconsin resident for at least 90 continuous days? See instructions for exceptions. [x] Yes [ ] No

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Zietlow	Scott	P.

Title	Email	Phone
CEO/President	LicensingDept@kwiktrip.com	608-791-7385

Signature	Date
Scott P. Zietlow	7/6/26

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Kuehl	Allen	J.

Signature	Date
Allen Kuehl	7-9-2026

CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, MAY 20, 2026 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM

I. Opening

1. **Call to order and roll call -** A. Huftel called the meeting to order at 4PM. Present: K. Breitenmoser, C. Grunenwald, A. Huftel, E. McCrank, T. Osness, B. Rothlisberg. Excused: M. Geisler, R. Martinovici. Absent: M. Weix. Also present were: Jill Indrebo, WVLS Board Representative; Gary Meyer, community member; L. Ollhoff; A. Bennett.

2. **Correspondence -** Thank you letter from the Community Food Pantry of Merrill for the staff monetary donation and the Merrill Area Chamber of Commerce Foundation for the staff monetary donation for the Hanging Flower Basket Project. No further correspondence.

3. **Public Comment -** Gary Meyer, community member and meeting guest, spoke about the wonderful service the library staff has provided to his mother at Pine Crest. No further discussion.

II. Consent Items

1. **Minutes of regular meeting on April 15, 2026 -** E. McCrank/T. Osness/C C to approve the Minutes of the regular meeting on April 15, 2026. No discussion.

2. **Vouchers for April 2026 -** K. Breitenmoser/E. McCrank/C to approve the Vouchers for April 2026. E. McCrank inquired about the Northwinds Renewable Energy voucher request. L. Ollhoff explained the expense and income that occurs in relationship to the Solar Array Lease and the energy generated. E. McCrank also inquired about the Rib Mountain Glass voucher request. L. Ollhoff explained that it was the bill to cover the cost of the shattered window replacement in the Atrium and how the damage occurred. No further discussion.

3. **Unaudited Monthly Income & Expense Report for April 2026 -** T. Osness/B. Rothlisberg/C to approve the Unaudited Monthly Income & Expense Report for April 2026. No discussion.

4. **Monthly Statistical Report for April 2026 -** E. McCrank/K. Breitenmoser/C to approve Monthly Statistical Report for April 2026. E. McCrank commented on the increase in the Children's Non-fiction collection. L. Ollhoff explained the renovation to the non-fiction area that included moving books from shelving to browsing bins that allows individuals to view the front cover of the books has made a significant impact in the interest of our readers resulting in the increased circulation of the collection. No further discussion.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approve Copyright Compliance Policy -** E. McCrank/T. Osness/C to approve the Copyright Compliance Policy. E. McCrank shared an anecdote from the past related to a patron and copyright compliance. No further discussion.
2. **Action Item: Review and approve Conflict of Interest Policy -** K. Breitenmoser/T. Osness/C to approve Conflict of Interest Policy. L. Ollhoff explained there were minor changes. L. Ollhoff asked Board members to sign the Conflict of Interest Statement mentioned in the approved policy before they left the meeting. No further discussion.

3. **Discussion Item: Strategic Goals & Action Steps #4: Collections -** L. Ollhoff presented Strategic Goals & Action Steps #4: Collections highlights. E. McCrank commented on the reduction of the Adult Nonfiction collection and inquired about the procedure that was followed to complete the reduction. L. Ollhoff explained the process to include the MUSTIE (Misleading, Ugly, Superseded, Trivial, Irrelevant, and Elsewhere)and the CREW Method. No further discussion.
4. **Discussion Item: Wisconsin Trustee Essential #7 The Library Board and Library Personnel -** A. Huftel presented Wisconsin Trustee Essential #7: The Library Board and Library Personnel. No discussion.

IV. Library Director's Report L. Ollhoff referenced her submitted report highlighting the summer reading program, some new adult programming over the summer months, and a new Spanish Club that a staff member will facilitate. WVLS Director Search Committee made their recommendation to the WVLS Board of Trustees. J. Ingersol added that the Board wished to meet with the two recommended candidates before making that final decision on Tuesday, May 26, 2026. A review of WVLS library membership fees has been completed and a proposed fee distribution schedule is currently being drafted. L. Ollhoff stated that the Library Directors for the member libraries have requested that WVLS review the future budgets to determine if there are some items that can be eliminated from the budget and reevaluate the distribution schedule that was first proposed. L. Ollhoff highlighted WAPL Conference sessions, particularly the sessions on Generative AI. L. Ollhoff discussed the generation of Generative AI Policies for the library and the city related to the use of AI by staff with recommendations for more reliable and safer Generative AI applications. E. McCrank inquired about types of policy. L. Ollhoff indicated it is a work in progress. E. McCrank inquired about a policy that includes how the library collection is developed, and the impact Generative AI has on that process, i.e. books written completely by Generative AI—will those types of books be purchased for the library. E. McCrank inquired about a policy example. L. Ollhoff said that could be provided. E. McCrank inquired about the Carnegie Gift status and the decisions being made on the expenditure. L. Ollhoff indicated staff have been involved in the decision-making process at ongoing staff meetings, and they will continue to be as we thoughtfully make decisions on how the gift money is spent. There is no deadline or date by which the gift money is to be spent; it is at the discretion of the library.

L. Ollhoff shared with the Board that a portion of the roof on the historical Carnegie Library portion of the building is in need of replacement. T. Brunett, City Maintenance Supervisor, is working with contractors to obtain bids. The necessary documentation has been submitted to the Wisconsin Historical Preservation Committee, which is a 30-day process in which the Committee will respond with their recommendations. In the meantime, the library team will continue to evaluate options. An area contractor gave an estimate for shingles as replacement in the amount of approximately $15,000, which would require the project to go to RFP possibly dependent upon the Committee's recommendation. E. McCrank that we research and locate contractors that will install clay tiles should the Committee require that the replacements be clay tiles to maintain our historical designation status. L. Ollhoff indicated meetings with the Building and Grounds Committee would most likely take place as things progress. B. Rothlisberg stated the Committee may have recommendations and inquired if they would recommend contractors. E. McCrank stated that contractors are typically not suggested. L. Ollhoff confirmed that the Committee makes recommendations on how to proceed not with whom the work should be done. Nothing further to report and no further discussion.

V. **President's Remarks** No remarks made by the President.

VI. **Date and Time of Next Meeting** Wednesday, June 17, 2026, @4PM

VII. **Closed Session**

1. **The Library Board of Trustees may convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(f) considering financial, medical, social, or personal histories or disciplinary data of a specific person, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where paragraph (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; to discuss the annual review of personnel. -** E. McCrank/T. Osness/Individual Member Roll Call Taken which passed unanimously to move into Closed session.

VIII. **Reconvene in Open Session** No discussion was had after reconvening into Open Session.

IX. **Adjournment** T. Osness/B. Rothlisberg/C to adjourn at 5:36PM

CITY OF MERRILL
ZONING BOARD OF APPEALS
TUESDAY, JUNE 2, 2026 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 6:00 PM

I. **Call to Order** The meeting was called to order at 6:00 pm
Present: Jeremy Thompson, Jim Koebe, Ryan Schwartzman, Eric Dayton, Mark Scott
Present Not Voting: City Administrator Akey, Mayor Hass, Rebecca and Brian Rutkowski, Shirley Ryan
Excused: Zoning Administrator Pagel, Ron Burrow

II. **Roll Call** Roll call was taken with five members present.

III. **Public Comment** None.

IV. **Minutes from Previous Meeting**

1. **Consider placing the minutes from the May 13, 2024 meeting on file. -** (Koebe/Schwartzman) motion/second to place minutes on file. The motion passed.

V. **Public Hearing**

1. **Brian and Rebecca Rutkowski, 309 Lake Street, requesting a variance to M.M.C. Sec. 113-317, maximum square footage of an accessory building in a Residential District. -** (Schwartzman/Koebe) motion/second to open the public hearing. The motion passed.

   Shirley Ryan - 314 N. Nast St - spoke against the variance.
   Brian and Rebecca Rutkowski - 309 Lake St - spoke for the variance.

   (Schwartzman/Koebe) motion/second to close the public hearing. The motion passed.

   The committee discussed the variance. Following discussion (Dayton/Schwartzman) motion/second to approve the variance as presented. The motion passed.

VI. **Adjournment** (Koebe/Schwartzman) motion/second to adjourn. The motion passed.

Minutes submitted by CA Akey and published by City Clerk Anderson-Malm

HOUSING AUTHORITY OF MERRILL WISCONSIN

SECTION 8 HOUSING

PARK PLACE & JENNY TOWERS

BOARD OF COMMISSIONERS

MEETING MINUTES

Regular Meeting @ 7:00am **June 16, 2026** **701 E Main St (Main Office)**

1. Call to Order: Ian Cohrs called the meeting to order at 7:02am
2. Present: Sue Norenberg, Ian Cohrs, Jim Finucan, Jeff Schneider, Jessica Mudgett, Tom Hayden, Mark Weix
3. Approval of the Agenda: Norenberg and Schneider made a motion to approve the agenda. Motion carried with all present voting aye.
4. Finucan and Schneider made a motion to approve the minutes of the May 19, 2026, meeting. Motion carried with all present voting aye.
5. Norenberg and Schneider made a motion to approve the financials for May. Motion carried with all present voting aye.
6. Bylaws were presented, no changes to be made at this time.
7. Motion made by Hayden to appoint Ian as Chair. Motion was seconded by Finucan. Roll Call vote was taken. Motion carried with all present voting aye.
8. Motion made by Hayden to appoint Jeff as Vice Chair. Motion was seconded by Norenberg. Roll call vote was taken. Motion carried with all present voting aye.
9. Jessica provided the vacancy report, current occupancy is 97%.
10. Director Updates: Jessica provided updates on staffing, tenant appreciation cookouts that are coming up, and the MOR at Jenny Towers coming up.
11. Items for future consideration: Tenant Selection Plan, Future Project, Spectrum Updates
12. Next Meeting scheduled for July 21, 2026
13. Adjournment: Motion made by Finucan and Schneider to adjourn at 7:58 a.m. Motion carried with all members present voting aye.

HOUSING AUTHORITY OF MERRILL WISCONSIN

PUBLIC MEETING NOTICE

HOUSING AUTHORITY OF MERRILL WISCONSIN

TUESDAY, JULY 21, 2026, AT 7:00 A.M.

701 E 1ST STREET MERRILL, WI

1. Call meeting to order
2. Roll Call
3. Approve the Agenda
4. Members of the Public Wishing to be Heard
5. Approval of Minutes of the June 16, 2026 meeting
6. Approval of Financials for June
7. Spectrum Update for Jenny Towers – waiting for approval with Spectrum's construction department before installation can begin
8. Vacancy Report: 99% occupancy
9. Maintenance Updates:
10. Director Updates:
11. Discussion on future project
12. Agenda items for future consideration: Executive Director's One Year Review
13. Schedule next meeting date – August 18, 2026
14. Adjournment

Persons needing additional accommodations should contact Jessica Mudgett at 715-722-1081 Ext. 106

EQUAL HOUSING OPPORTUNITY

This institution is an Equal Opportunity Employer and Housing Provider

CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, JUNE 17, 2026 MINUTES
REGULAR MEETING 3RD FLOOR BOARD ROOM 4:00 PM

I. Opening

1. **Call to order and roll call -** M. Geisler called the meeting to order at 4PM. Present: K. Breitenmoser, C. Grunenwald, A. Huftel, E. McCrank, T. Osness, B. Rothlisberg. Excused: R. Martinovici, M. Weix. Also present were: Laurie Ollhoff, Andrea Bennett, Gary Meyer.
2. **Correspondence -** No correspondence.
3. **Public Comment -** No public comment.

II. Consent Items

1. **Minutes of regular meeting on May 20, 2026 -** A. Huftel//T. Osness/C to approve the Minutes of the regular meeting on May 20, 2026. No discussion.
2. **Vouchers for May 2026 -** E. McCrank/K. Breitenmoser/C to approve the Vouchers for May 2026. E. McCrank expressed a concern related to a request for payment to R. Waldburger that contained a notation that the request was removed by the City as a W-9 had not been received. E. McCrank asked that we look into other avenues for payment when an individual does cannot complete a W-9. L. Ollhoff will look into alternative payment methods, but is not aware of any at this time. No further discussion.
3. **Unaudited Monthly Income & Expense Report for May 2026 -** A. Huftel/T. Osness/C to approve the Unaudited Monthly Income & Expense Report for May 2026. No discussion.
4. **Monthly Statistical Report for May 2026 -** T. Osness/B. Rothlisberg/C to approve the Monthly Statistical Report for May 2026. M. Geisler commented on Chess Club attendance. No further discussion.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approve the 2027 Library Budget -** B. Rothlisberg/A. Huftel/C to approve the 2027 Library Budget. No discussion.
2. **Discussion Item: Strategic Goals & Action Steps #5: Facilities -** L. Ollhoff presented Strategic Goals & Action Steps #5: Facilities. E. McCrank inquired about the Survey mentions throughout the document and if a timeline was in place to complete. L. Ollhoff relayed to the Board that the Library administration team is currently reviewing shared resources from Wisconsin Department of Public Instruction and other state libraries that have recently completed facility-focused surveys. We intend to have a survey prepared for distribution in October. B. Rothlisberg inquired about

Survey Monkey and paper vs. digital survey options. L. Ollhoff explained that the Library utilized Google Forms in the past and intends to do so for future surveys. No further discussion.

3. **Discussion Item: Wisconsin Trustee Essential #8: Developing the Library Budget -** L. Ollhoff presented the Wisconsin Trustee Essential #8: Developing the Library Budget. Discussion included committee appointments and the Personnel & Finance Committee. L. Ollhoff did explain that the Wisconsin Department of Public Instruction recommends that there be a separate Personnel committee and Finance committee and that they should not be combined committees. That will be revisited at a future board meeting. L. Ollhoff will review the Bylaws to determine if revisions will need to be made and approved to move forward in that direction. E. McCrank inquired about the deposit of library funds with the city finance department and the additional report the Finance Director provides for non-lapsing funds which are library funds held for library expenditures only according to state statutes. No further discussion.

IV. Library Director's Report L. Ollhoff briefly reviewed the written report submitted in the packet and highlighted the following: a) Summer youth services program attendance has been phenomenal. b) Hiring of Katie Zimmerman as the new Library System Director and WVLS board meeting highlights. c) The Lincoln County Social-Connectedness survey highlighted the library's collaborative efforts with the ADRC and the 60+ Dining Site. d) Library collaboration with the Lincoln County 4-H Program and the upcoming programs to be held at the library this summer. e) The completion of the WLA Leadership Development Institute in June with a Certificate of Completion and special note from program mentor, Marla Sepnafski; f) Highlighted efforts with the Lincoln County Health Department and Tomahawk Public Library to enhance the communication of county programs, etc., with the community by designating a specific space in each of the libraries for that purpose. g) Staff review of safety measures when the library experiences inclement weather announcements. h) Reviewed upcoming staff training, and upcoming library closure dates. i) Handouts included with report are: Updated Board Roster, Trustee Training Week handout, and the 2027 Library Closure Dates. No further discussion.

V. President's Remarks No remarks.

VI. Date and Time of Next Meeting Wednesday, July 15, 2026, @4PM

VII. Closed Session

1. **The Library Board of Trustees may convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(f) considering financial, medical, social, or personal histories or disciplinary data of a specific person, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where paragraph (b) applies, which if discussed in public, would be likely to have a**

substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; to discuss the annual review of personnel. - E. McCrank/T. Osness/unanimous consent to move into Closed Session by Roll Call vote by K. Breitenmoser, A. Huftel, C. Grunenwald, B. Rothlisberg, T. Osness, E. McCrank, and M. Geisler.

VIII. Adjournment Upon return from Closed Session, T. Osness/E. McCrank/C to adjourn at 5:12PM.

CITY OF MERRILL
TRANSIT COMMISSION
MONDAY, JULY 20, 2026 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 4:00 PM

I. Call to Order Roll Call:
Present: Kunkel, Ziech, Weber, Zastrow, Loos
Present Not Voting: Transit Administrator Brad Brummond
Excused:
Absent:

II. Public Comment

1. *** -** Char Seetan - Jenny Towers. Commented that there are 2 mobility device locations available on the bus and that only one is being used. The seating configurations should be rearranged to better accommodate two devices.

III. Approval of previous meeting minutes

1. **Minutes -** (Loos/ Kunkel) motion/second to approve. The motion Passed.

IV. Administrator's Report

1. **report -** review on June and first quarter

V. General Agenda Items for Consideration

1. **Veterans Rides -** No additions to use the veteran funding
   regular of up to 5 riders for veterans coffee and conversation
2. **Magnets -** magents look good samples were given out and will be used at the community night out and back to school bash
3. **Bus configuration and seating -** Discussions of bus seating configuration and retrofitting to better accommodate multiple mobility devices.
   Based on the needs, things will remain the same and once the full-time driver position is filled and trained, that will help with the up tick in mobility device riders.

VI. Agenda Items for Next Meeting

1. *** -** community night out
2. *** -** Back to school bash
3. *** -**

VII. Date and Time of Next Meeting

1. **August 17, 2026 City Hall Council Chambers at 4:00pm -**

VIII. Adjournment (Kunkel/ Weber) motion/second to adjourn. The motion Passed.

CITY OF MERRILL
AIRPORT COMMISSION
WEDNESDAY, JULY 15, 2026 MINUTES
REGULAR MEETING MERRILL AIRPORT TERMINAL 7:00 PM

I. Call to Order Roll Call: Gary Schwartz called the meeting to order at 7:00 pm
Present: Lyle Banser, Joe Malsack, Gary Schulz, Gary Schwartz, D7 Alderperson Mark Weix Jr.
Present Not Voting: Rich McCullough (Airport Manager), Larry Wenning

II. Consider approving minutes from the previous meeting

1. **Minutes from the June 17th meeting -** Joe Malsack made a motion to approve June minutes with corrections needed on VII. 1. Malsack spelled incorrectly, VII. 3. Weeks should be weeds. Seconded by Lyle Banser. Motion passed.

III. Approval of Vouchers

1. **Consider the vouchers and reports. -** Reviewed and signed vouchers to get paid. Lyle Banser made a motion to pay vouchers. Seconded by Mark Weix. Motion passed. Reviewed financial reports and discussed. We are currently on track at 50% for the year. Insurance claim went out, insurance payment came in.

IV. General Agenda Items for Consideration

1. **Discussion Runway 16/34 Project -** Gary, and Karl Kemper of Becker Hoppe had a meeting at BOA in Madison on June 30th. Purpose was 16/34 project layout. BOA had received Becker Hoppe ALP submittal prior to the meeting, and was in process of reviewing the 20,000 data points. BOA will approve the adjusted ALP and submit to FAA for final approval.
2. **Maintenance Hangar Project Status - Open -** Painting door and should be installing next week. Electric issues causing change orders with the State. ADS-B antenna will be installed on roof along with 2 camera covering Runway 7/25 and 1 camera covering the fuel farm and ramp. Gary has asked for a more detailed check off list as we are getting close to completing the project. The ribbon cutting will take place August 14.
3. **Discussion/Decision to power wash the T-Hangar -**
4. **Update on current FBO Maintenance Hangar -** No report at this time. No leads from ads.
5. **Airport Standards (policy and operations) -** Gary has been updating and still working on.
6. **Update-F-84 Monument -** Rich sent an email on returning the aircraft.
7. **Discussion/Decision-Airport General Maintenance - Joe -**

a. **General Maintenance on the field -** Spraying weeds on 16/34 started and 7/25 done. ADS-B set up temporarily in window until can be installed on roof. New blades for Zero turn ordered and will be installed soon. Dead man switch on Jet -A fuel system is not working, called to have M&M come in to fix. 7/25 needs crack sealing and will contact city before 3rd party. Joe reported cutting grass and working on lights. Weed killer and will be testing 30% vinegar and salt. Joe will be looking into and test.

b. **Status of deer ramps and deer ingress to the field -** Rich has been in contact with Dustin and they have been storing dirt on the airport to use at a later date.

c. **Trees growing through the security fence - update -** No report, too hot to work.

d. **Status of Flag Pole -** Joe installed the pole. The light is to be installed.

V. **Chairman's Report**

1. **16/34 potential time frame -** 16/34 potential time frame: working on. The City has moved black dirt on to the airport for future projects, including improving the 7/25 turf runway. Rod has secured permission from the land owner to remove trees that have penetrated the approach slope to 25, and shut down our LPV approach. Gary reported that Gus Caylor has visited with the med flight service, and has asked to have a Medivac present at ribbon cutting in August. Possible have PC 12 and Medivac both present. This will be an outstanding addition to the ribbon cutting. Swift fuel will now meet about 50 percent of aircraft needs.

VI. **Airport Department Manager Reports**

1. **Event Coordinator - Joe Mulsack -** Getting ready for the Air Venture cup race. Advertising is out. The Fire Dept. will try to bring up a Fire Truck during the race as a safety precaution. Parking will be inside the fence and blocked off taxiways, holes and markers on the field.
2. **ASO - Aviation Safety Officer - Steve Krueger -** No report.
3. **Turf Runway, Support and Ops - RAF type functions - Lyle Banser and Larry Wenning -** New markers can be seen, Joe sprayed for weeds to keep clean. Larry donated 2 bikes, runway end concrete markers and, fire ring. Lyle did some work on the bikes for use by pilots who fly into Merrill. Lyle installed the fire ring out by aircraft parking.
4. **RRL Website - Tom O'Neal -** Tom has been working on the website. No report.

VII. **Aviation Happenings** A airshow was discussed. Insurance is usually the biggest problem. Swift fuel will now meet 50% of aviation fleet. We are moving closer to 100LL replacement. Cirrus is coming out with new 3 place aircraft.

VIII. Public Comment None.

IX. Agenda Items for Next Meeting Should we have a Carpet rug to cover the 20 ft by 6 ft gap between the mats inside the terminal currently. Quote approx. $800.

X. Date and Time of Next Meeting - Wednesday, August 19th at 7:00 pm

XI. Adjournment Joe Malsack made a motion to adjourn, Mark Weix seconded, the motion passed.

Minutes prepared by Joe Malsack and published by City Clerk Anderson-Malm

Minutes are in draft form until approved at the next scheduled meeting.

Merrill Enrichment Center Committee
Thursday July 16th, 2026 MEETING MINUTES
MEC Conference Room 303 N. Sales Street 2:15pm
Present*:* Laura Bertagnoli (Chair), Mark Weix (Alderperson), Gene Bebel, Sharon Harvey, Carol Holz, Jay Tlusty, **(Excused)** Elizabeth McCrank

Agenda

I. **Opening** (2:15)
Bertagnoli called the meeting to order and welcomed public/church members to the meeting to discuss the future of the annual Thanksgiving meal.

II. **Consent Items**
1. Motion by Tlusty second by Harvey to approve June meeting minutes. Motion carried.
2. Motion by Holz second by Weix to approve vouchers.

III. **Public Comment**
No public comment

IV. **Operations**
1. Director discussed the first two weeks of Augusts schedule. The MEC will be closed the first week due to the fair setup and opening day. *Our yoga classes will be offered at the VFW for both the first and second weeks of August, as the second week elections will be held in the expo as well.* We are thankful for the VFW's willingness to allow our participants a place to exercise during these two weeks. The MEC will provide the VFW a monetary donation as a gesture of appreciation.
2. The future of the community Thanksgiving Meal was discussed at great length in this meeting. A bit of history - for over 35 years, area churches, along with the Merrill Enrichment Center collaborated to provide a Thanksgiving meal for our community. The main purpose was to *gather people together*; families, friends, and those who *may be spending the holiday alone*. When Covid hit the meals were picked up or delivered, thus losing the community connection intention. Many families were ordering upward to 12 meals for their family gathering. During this time, other churches began offering a thanksgiving meal as well. Recently, our local VFW is also providing a meal on Thanksgiving Day. It was mentioned that the VFW was the organization that started this meal may years ago. Kathy Peterson and Trina Johnson from Our Saviors Lutheran Church attended for the discussion as they would be the next church in line to make the meal. In summary, they shared that many of our area churches are becoming smaller with current parishioners aging. This affects the number of volunteers to help. Funding is also a huge challenge. These factors make it impossible for many parishes to handle the Thanksgiving outreach program. Harvey mentioned that local churches do donate to the VFW for the meal.
Brainstorming ideas resulted in the following suggestion;
   i. Bebel mentioned Ed & Sharons as an option. They are temporarily closed but plan to reopen in September.
   ii. Tlusty recommended capping the delivery meals to 2 per household so people didn't take advantage of the outreach programs original intention and focusing on people who are home bound.
   iii. Kathy and Trina will reach out to the VFW to determine if they would be willing to take on making the sit down meals. In addition the will reach out to Mergets Mouthwatering Mayhem, who had cooked for the meal at the VFW for the past few years, to see if he is willing and able to provide for more people.
   The MEC would be willing to manage the signups, coordinate volunteer drivers for delivery, etc. Bebel recommended the Chamber for volunteers for meal driving as well. Director shared that we have many regular volunteers who really enjoy delivery.
   iv. Bertagnoli recommend that we revisit this topic in our August meeting. All agreed.
3. MEC Workshops are becoming a bit more challenging to schedule. Director asked the committee to brainstorm alternate offerings. Bertagnoli recommended providing a handout to our participants for ideas. Holz stated that retirement is now a new career where you are asked to volunteer for everything. Organizations are short staffed and looking for volunteers. This may be why our workshops are exhausted. Tlusty mentioned that when you retire you receive a large volume of medical information and that it may be helpful to have an opportunity for men and women to discuss, in separate groups, how to consider this information. Committee recommended having separate workshops for men and women. Bertagnoli suggested providing handouts to participants for ideas.
4. Budget timeline created by Finance Director Ley was shared with the committee. The MEC does not have any capital requests. Director is currently working on MEC's numbers for future budget meetings. As recommended by committee, charts and graphs will be included.

V. **Adjournment**
Motion by Bebel second by Holtz.

The next meeting will take place on August 20th at 2:15pm in the MEC Conference room. Public attendance is encouraged.

Respectfully submitted,

TMrachek **- MEC Director**

Enrichment Center Mission *To improve lives through social, physical, and educational opportunities.*

CITY OF MERRILL
TRANSIT COMMISSION
MONDAY, JULY 20, 2026 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 4:00 PM

I. Call to Order Roll Call:
Present: Kunkel, Ziech, Weber, Zastrow, Loos
Present Not Voting: Transit Administrator Brad Brummond
Excused:
Absent:

II. Public Comment

1. *** -** Char Seetan - Jenny Towers. Commented that there are 2 mobility device locations available on the bus and that only one is being used. The seating configurations should be rearranged to better accommodate two devices.

III. Approval of previous meeting minutes

1. **Minutes -** (Loos/ Kunkel) motion/second to approve. The motion Passed.

IV. Administrator's Report

1. **report -** review on June and first quarter

V. General Agenda Items for Consideration

1. **Veterans Rides -** No additions to use the veteran funding
regular of up to 5 riders for veterans coffee and conversation

2. **Magnets -** magents look good samples were given out and will be used at the community night out and back to school bash

3. **Bus configuration and seating -** Discussions of bus seating configuration and retrofitting to better accommodate multiple mobility devices.
Based on the needs, things will remain the same and once the full-time driver position is filled and trained, that will help with the up tick in mobility device riders.

VI. Agenda Items for Next Meeting

1. *** -** community night out

2. *** -** Back to school bash

3. *** -**

VII. Date and Time of Next Meeting

1. **August 17, 2026 City Hall Council Chambers at 4:00pm -**

VIII. Adjournment (Kunkel/ Weber) motion/second to adjourn. The motion Passed.

CITY OF MERRILL
POLICE AND FIRE COMMISSION
TUESDAY, JULY 21, 2026 MINUTES
REGULAR MEETING   CITY HALL COUNCIL CHAMBERS   5:30 PM

I. **Call to Order** Chair Jeremy Thompson called the meeting to order at 5:30 pm
Present: Jeremy Thompson, Mark Zulliger, Mark Bares, Emily Gibson
Present Not Voting: Police Chief Bennett
Excused: Eric Malm

II. **Consider approving minutes from the previous meeting**

   1. **Minutes from the May 19th meeting. -**

III. **General Agenda Items for Consideration**

   1. **Discuss a procedural issue regarding a citizen complaint. -** A citizen complaint regarding the Merrill Police Department was reviewed. It was determined that the complaint related to a procedural issue and was outside the authority of the Police and Fire Commission.

IV. **Closed Session** A motion was made to go into closed session to interview candidates. (Bares/Zulliger) motion/second. The motion passed. The Commission entered into closed session at 5:42 pm.

   1. **The Commission may convene in closed session pursuant to Wisconsin State Statutes Chapter 19.85 (1)(c), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; to discuss the potential promotion of a Patrol Lieutenant. -**
   2. **The Commission may convene in closed session pursuant to Wisconsin State Statutes Chapter 19.85 (1)(c), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsiblity; to conduct Police Officer candidate interviews. -**

V. **Reconvene in Open Session**

   1. **The Commission may reconvene in open session for possible action related to the closed session items. -** (Thompson/Gibson) motion/second to go into open session. The motion passed. The commission went into open session at 7:00 pm. (Zulliger/Gibson) motion/second to approve the promotion to Patrol Lieutenant for Officer Jonathan Sass. The motion passed.
   (Bares/Zulliger) motion/second to approve the police department eligibility list as presented. The motion passed.

VI. Adjournment (Zulliger/Gibson) motion/second to adjourn. The motion passed. The meeting was adjourned at 7:02 pm.

Minutes prepared by Mark Bares and published by City Clerk Anderson-Malm

CITY OF MERRILL
HEALTH AND SAFETY COMMITTEE
MONDAY, JULY 27, 2026 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 5:15 PM

I. **Call to Order** Roll Call: Chair Weix called the meeting to order at 5:15 pm
Present: D7 Alderperson Weix Jr., D8 Alderperson Rutkowski, D6 Alderperson Sukow
Present Not Voting: Police Chief Corey Bennett, Fire Chief Josh Klug, Norb "Nubs" Ashbeck

II. **Public Comment** None.

III. **Minutes from Previous Meeting**

1. **Consider placing the minutes from the June 22nd meeting on file. -** (D8 Alderperson Rutkowski/D6 Alderperson Sukow) motion/second to place minutes on file. The motion passed.

IV. **Nuisance Complaints and Vouchers**

1. **Nuisance Complaints -** The nuisance complaints were discussed.
2. **Discuss and consider approving the vouchers -** (D8 Alderperson Rutkowski/D6 Alderperson Sukow) motion/second to approve. Questions were asked and answered by FC Klug and PC Bennett. Following discussion, the motion passed.

V. **General Agenda Items for Consideration**

1. **Consider a change of agent for Kwik Trip, Store 386, 2311 E Main Street, to Allen Kuehl. -** (D8 Alderperson Rutkowski/D6 Alderperson Sukow) motion/second to approve. The motion passed.

VI. **Monthly Reports**

1. **Monthly Report - Fire Chief Klug -** FC Klug highlighted some items. Chair Weix asked who was on the negotiating committee for the EMS contract. The members of the City of Merrill are Mayor Hass, City Administrator Akey, Finance Director Ley and Fire Chief Klug. The members of the County are County Administrator Krueger, their Finance Director, Corporation Counsel and Supervisor Cummings.
2. **Monthly Report - Police Chief Bennett -** Police Chief Bennett highlighted some items from the report. The Police & Fire Commission approved four candidates to move forward. There were 31 applications received in total.
3. **Monthly Report - Lincoln County Humane Society -** The report was included in the packet.
4. **Consider placing monthly reports on file -** (D6 Alderperson Sukow/D8 Alderperson Rutkowski) motion/second to place monthly reports on file. The motion passed.

VII. Date and Time of Next Meeting - Monday, August 24th at 5:15 pm.

VIII. Adjournment (D8 Alderperson Rutkowski/D6 Alderperson Sukow) motion/second to adjourn. The motion passed. The meeting adjourned at 5:32 pm.

Minutes respectfully submitted by City Clerk Anderson-Malm
Minutes are in draft form until approved at the next scheduled meeting.

CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
TUESDAY, JULY 28, 2026 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 6:00 PM

I. Call to Order Roll Call: Chair M. Caylor called the meeting to order at 6:00 pm
Present: D2 Alderperson M. Caylor, D4 Alderperson Fermanich, D3 Alderperson Meyer
Present Not Voting: Mayor Hass, City Administrator Akey, Finance Director Ley, City Clerk Anderson-Malm, Library Director Ollhoff, Fire Chief Klug, various Fire Department staff

II. Approval of Vouchers

1. **Discuss and consider approving the vouchers -** (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to approve. D2 Alderperson M. Caylor had a question regarding the cost of cleanup at the Airport. CA Akey said this will be looked into. The motion passed.

III. Consider approving minutes from the previous meeting

1. **Minutes from the June 23rd meeting. -** (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to place minutes on file. The motion passed.

IV. General Agenda Items for Consideration

1. **Consider the 2027 budgets for submission to Lincoln County: Ambulance/EMS**
   T.B. Scott Free Public Library - Finance Director Ley included information regarding the Ambulance/EMS budget in the packet. She placed a 10% increase in health insurance placeholder in the budget. The presented budget, Page 47, has 4 additional personnel included. Following discussion, (D2 Alderperson M. Caylor/D4 Alderperson Fermanich) motion/second to forward the Ambulance/EMS 2027 budget submission as presented to Lincoln County. The motion passed.

   Finance Director Ley included information regarding the T.B. Scott Library budget in the packet and also included a 10% increase in health insurance placeholder in the budget. D2 Alderperson M. Caylor questioned a $10,000 contingency amount and stated this was removed in last year's budgets from other departments. FD Ley indicated if this amount is not used at the end of the year, it goes into a fund for the Library to use and does not go back to the General Fund. Library Director Ollhoff said this is sometimes used for equipment, items that have been needed in past years or furnishings. Some funds can be carried over and some cannot; depends on the budget line in the fund. The Endowment Fund is utilized for special projects or catastrophic costs. D3 Alderperson Meyer and D4 Alderperson Fermanich agreed with a contingency fund but would like oversight. In further discussion, the proportion of the County was brought up. The county portion is 45% and the city portion is 55%; this is based on a formula determined by address/township/city. Following discussion, D2 Alderperson M. Caylor motioned to remove the $10,000 for a computer contingency. There was no second, so the motion died. (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to cut the computer contingency fund to $5,000 and forward it to the county. The motion passed. There was a contingency that was not included in the motion to have the Library Director come back to the committee with what the $15,000 was used for.

2. **Consider 2027 Preliminary Personnel/Payroll Budget Information -** Finance Director included information in the packet. A 2.5% cost of living adjustment (COLA) was included in the budget. Following discussion, (D4 Alderperson Fermanich/D3 Alderperson Meyer) motion/second to submit the personnel/payroll budget as presented to the budget Committee of the Whole. The motion passed.

3. **Discuss the City's Grant Policy -** City Administrator Akey said the policy states, upon approval, it comes to Personnel & Finance and asked as to how to change the policy? D2 Alderperson M. Caylor indicated recurring grants do not come to Personnel & Finance as previously discussed and decided. He also stated that at the county, unless approved by a committee, the grant doesn't move forward. Following further discussion, a copy of the grant policy from the County will be obtained. This will be included in the August meeting for further discussion.

4. **Discuss and consider the grant request submitted to the State for four additional staff members at the Merrill Fire Department. -** Fire Chief Klug discussed the grants and a link was sent to the committee members to review the grants. D2 Alderperson M. Caylor had concerns regarding adding four employees on a four-year grant and who would cover the remaining costs after the four years are finished. Per FC Klug, these are new grants that have not been administered before. One grant is through the Department of Workforce Development and the other is through the Department of Homeland Security (Community Health Worker grant). Following discussion, (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to approve to continue the application process for the grants through DHS and DWD. The motion passed.

V. Monthly Reports

1. **Monthly Report - Mayor Hass -** Report in packet; no questions.

2. **Monthly Report - City Administrator Akey -** Report in packet; provided an update on sever development projects.

3. **Monthly Report - Finance Director Ley -** Report in packet; no questions.

4. **Monthly Report - City Clerk Anderson-Malm -** Report in packet; answered questions regarding mailing time for ballot.

5. **Monthly Report - City Attorney -** Report in packet.
6. **Monthly Report - Municipal Court -** Report in packet.
7. **Consider placing monthly reports on file -** (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to place monthly reports on file. The motion passed.

VI. **Public Comment** None.

VII. **Date and Time of Next Meeting - Tuesday, August 25th at 6:00 pm.**

VIII. **Closed Session**

1. **The Committee may convene in closed session pursuant to Wisconsin State Statutes 19.85(1)(e) to deliberate or negotiate 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 discuss and receive an update of contract negotiations regarding the EMS contract. -** D2 Alderperson M. Caylor read the closed session language. (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to go into a closed session. The motion passed on a 3/0 roll call vote. The committee entered into closed session at 7:14 pm with the following including the committee; Mayor Hass, City Administrator Akey, Finance Director, City Clerk Anderson-Malm recorded minutes without objection.
   The committee received an update regarding the negotiations for the EMS contract.

IX. **Reconvene in Open Session**

1. **The Committee may reconvene in open session for possible action related to the closed session item. -** There was no action from the closed session.

X. **Adjournment** (D3 Alderperson Meyer/D4 Alderperson Fermanich) motion/second to adjourn. The motion passed. The meeting was adjourned at 7:31 pm.

Minutes respectfully submitted by City Clerk Anderson-Malm
Minutes are in draft form until approved at the next scheduled meeting.

CITY OF MERRILL
BOARD OF PUBLIC WORKS
WEDNESDAY, JULY 29, 2026 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 5:15 PM

I. Call to Order Roll Call: Mayor Hass called the meeting to order at 5:15 pm
Present: Mayor Hass, D1 Alderperson A. Caylor, D8 Alderperson Rutkowski, D6 Alderperson Sukow
Present Not Voting: City Administrator/Public Works Director/City Engineer Rod Akey, Street Superintendent Dustin Bonack, Utility Superintendent Gabe Steinagel, Finance Director Ley, City Clerk Anderson-Malm, City Engineer Novitch
Excused: Building/Zoning Administrator Darin Pagel

II. Consider approving minutes from the previous meeting

1. **Minutes from the June 24th meeting. -** (D8 Alderperson Rutkowski/D6 Alderperson Sukow) motion/second to place minutes on file. The motion passed.

III. General Agenda Items for Consideration

1. **Consider revisions to the Monthly Voucher Reports -** Finance Director Ley explained the reasoning for revising the monthly voucher reports. They will be a more efficient way to show the monthly transactions.

IV. Water and Sewer Agenda Items

1. **Discuss and approve the Water & Sewer Vouchers -** (D1 Alderperson A. Caylor/D8 Alderperson Rutkowski) motion/second to approve. The motion passed.
2. **Water & Sewer Operation Monthly Report - Utility Superintendent Steinagel -** Utility Superintendent Steinagel highlighted some items from the report.
3. **Review of 2027 Capital Projects: Filter Valves, Loader Replacement, Aerial Photo Project, South Center Generator, Digester Pump, Water Utility filter roof replacement -** US Steinagel explained the following 2027 Capital Projects which were included in the packet.
   1. Aerial photo project - this is a joint project with the County and is done every 3 years for GIS. The city's portion is $17,000. A question was asked if this could be done every 6 years instead. US Steinagel will research that request before the budget meeting.
   2. Filter valves - this would be replacing 2 valves. Pressure release valves are replaced every 7-8 years.
   3. Loader replacement - the loader was received from the Street Department and is now beyond its useful life. They will be looking for a used larger unit. The old loader will be listed on an auction site.
   4. S. Center generator - this has been a problem for 5 years. The parts are hard to find and something more reliable is needed.

5. Digester pump - there are 3 pumps in the digester building. One pump would be replaced. The old pump would be kept for parts.
6. Water Utility filter roof replacement - this roof was put in 2012 and is leaking in one area. The east part of the roof would be replaced with a rubber roof without rock.
Following discussion, (Mayor Hass/D8 Alderperson Rutkowski) motion/second to forward the 2027 capital projects to the budget meeting. The motion passed.

V. **Street Department Agenda Items**

1. **Discuss and approve the Street Department Vouchers -** (D1 Alderperson A. Caylor/D8 Alderperson Rutkowski) motion/second to approve. The motion passed.

2. **Review Capital Equipment Requests: 10 year Capital Plan, Single Axle Plow Truck, Manhole Cutter Request -** The 10 year Capital Plan was included in the packet. Street Superintendent Bonack explained the following 2027 capital requests:
1. Single axle plow truck - these trucks are from 2006. They are looking to replace this truck with one with wings to better clean-up snow. The current truck does not have the hydraulic capabilities to have wings attached. There is a 2-year lead time for this type of vehicle. A question was asked if it would be possible to replace one at a time. SS Bonack said this could be a possiblity.
2. Manhole cutter request - SS Bonack explained the process and how this piece of equipment would be beneficial. Plover will be bringing their manhole cutter to Merrill to work on the Taylor Street project.
3. N. Center Avenue street lights - this request would remove the public service lights and replace them with city owned lights. There would be 4-5 lights replaced.
Following discussion, (Mayor Hass/D6 Alderperson Sukow) motion/second to forward the Capital requests to the budget meeting. The motion passed.

3. **Consider a resolution authorizing the vacation of an alley located north of lots thirteen and fourteen of block three of VR Willards addition (south of E 6th St, east of Blaine St, north of E 5th St) -** (Mayor Hass/D8 Alderperson Rutkowski) motion/second to approve and forward to City Plan. The motion passed.

4. **Consider a resolution authorizing the vacation of a (ROW) right of way located at the south-west corner of G.R. Sturdevant's addition (Logan Ave). -** (D8 Alderperson Rutkowski/D1 Alderperson A. Caylor) motion/second to approve and forward to City Plan. The motion passed.

5. **Consider a resolution authorizing the vacation of a portion of land in Mary Poor's addition (by S Nast St and Logan Ave). -** (D1 Alderperson A. Caylor/D8 Alderperson Rutkowski) motion/second to approve and forward to City Plan. The motion passed.

VI. **Monthly Reports**

1. **Monthly Report - Building Inspector/Zoning Administrator Pagel -** The report was included in the packet.
2. **Monthly Report - City Administrator/Public Works Director/City Engineer Akey -** CA Akey highlighted the infrastructure projects.
3. **Monthly Report - Street Superintendent Bonack -** SS Bonack highlighted some items from his report.
4. **Consider placing monthly reports on file -** (D8 Alderperson Rutkowski/D6 Alderperson Sukow) motion/second to place monthly reports on file. The motion passed.

VII. **Date and Time of Next Meeting - Wednesday, August 26th at 5:15 pm.**

VIII. **Public Comment** None.

IX. **Adjournment** (D1 Alderperson A. Caylor/D6 Alderperson Sukow) motion/second to adjourn. The motion passed. The meeting adjourned at 5:43 pm.

Minutes respectfully submitted by City Clerk Anderson-Malm
Minutes are in draft form until approved at the next scheduled meeting

CITY OF MERRILL
CITY PLAN COMMISSION
TUESDAY, AUGUST 4, 2026 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 6:30 PM

I. Call to Order Mayor Hass called the meeting to order at 6:36 pm
Present: Mayor Hass, Melissa Schroeder, Alli Henkelman, Chad Krueger, D8 Alderperson Rutkowski, Jim Finucan
Present Not Voting: Building/Zoning Administrator Darin Pagel, City Administrator/Public Works Director/City Engineer Rod Akey, City Clerk Anderson-Malm, Brian Hoffman
Absent: Ralph Sturm

II. Minutes from Previous Meeting

1. **Consider placing the minutes from the July 7th meeting on file**
- (Schroeder/Henkelman) motion/second to place minutes on file. The motion passed.

III. General Agenda Items for Consideration

1. **Discuss and consider a petition to vacate the alley on the 500 block of Blaine Street. The Board of Public Works recommends approval.**
- (Henkelman/Schroeder) motion/second to approve for discussion. CA Akey explained the reason for the petition. Brian Hoffman, one of the property owners, was given floor privileges, and spoke to the petition to vacate the alley. Following discussion, (Mayor Hass/D8 Alderperson Rutkowski) motion/second to approve. The motion passed.
2. **Discuss and consider a resolution authorizing the vacation of a (ROW) right of way located at the south-west corner of G.R. Sturdevant's addition (Logan Ave). The Board of Public Works recommends approval. -** (D8 Alderperson Rutkowski/Schroeder) motion/second to approve. The motion passed.
3. **Discuss and consider a resolution authorizing the vacation of a portion of land in Mary Poor's addition (by S. Nast St and Logan Ave). The Board of Public Works recommends approval.**
- (Schroeder/Henkelman) motion/second to approve. The motion passed.

IV. Public Comment There was no public comment.

V. Adjournment (Finucan/Krueger) motion/second to adjourn. The motion passed. The meeting adjourned at 6:43 pm.

Minutes respectfully submitted by City Clerk Anderson-Malm
Minutes are in draft form until approved at the next scheduled meeting.

CITY OF MERRILL
ZONING BOARD OF APPEALS
TUESDAY, AUGUST 4, 2026 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 6:00 PM

I. Call to Order The meeting was called to order at 6:00 pm by Ryan Schwartzmann, filling in for Chair Thompson.
Present: James Koebe, Ryan Schwartzman, Ron Burrow, Eric Dayton, Mark Scott
Present Not Voting: Building/Zoning Administrator Darin Pagel, Nancy Arndorfer, Benjamin Cadwallader, and others
Excused: Jeremy Thompson

II. Public Comment Nancy Arndorfer - introduced a former exchange student that is visiting the area with his family.

III. Minutes from Previous Meeting

1. **Consider placing the minutes from the June 2nd meeting on file. -** (Burrow/Dayton) motion/second to place minutes on file. Motion passed.

IV. Public Hearing

1. **Benjamin Cadwallader, 800 E 6th Street, requesting a variance to M.M.C. Sec. 113-38, minimum rear yard setback in a Residential District. Legally described in PIN # 251-3106-122-0035. -** (Burrow/Koebe) motion/second to open the public hearing. Mr. Cadwallader, explained from his research, that he did not believe he needed a permit for a deck that was close to the ground. ZA Pagel asked where he had gotten his information, he answered online. ZA Pagel explained he was incorrect, that permits are required for all decks per the City Code and the code was readily available on the City website. Mr. Scott asked why he had not contacted ZA Pagel prior to starting his project, he said he wasn't sure. A discussion ensued with the Board on different options and requirements. Nancy Arndorfer, the neighboring property owner, spoke in favor of the variance, stating she had gotten a variance several years ago for her deck. Her variance was granted prior to construction and she had gotten the proper permits. ZA Pagel explained the statutory requirements for granting a variance, and in this case the hardship is self-imposed. (Dayton/Burrow) motion/second to close the public hearing. Burrow motioned to grant the variance. The motion died for a lack of a second. (Schwartzman/Koebe) motion/second to deny the variance. The motion passed with one no-vote.

V. Adjournment (Schwartzman/Koebe) motion/second to adjourn. Motion passed. The meeting adjourned at 6:35 pm.
Minutes recorded by ZA Pagel and published by City Clerk Anderson-Malm

RESOLUTION NO.

A RESOLUTION HONORING DAWN SMITH, FOR HER LONG-TIME SERVICE TO THE CITY OF MERRILL

WHEREAS, Dawn Smith, has served the City of Merrill Parks & Recreation department from September 22, 2004 to August 1, 2026; and,

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

WHEREAS, Dawn has earned the admiration and respect of her fellow employees by the way in which she has carried out her duties; and

WHEREAS, Dawn's skills and experience will be missed at the City of Merrill Parks & Recreation department;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 12th day of August, 2026, that the Common Council, and the people of Merrill officially acknowledge with deep appreciation the dedicated and faithful service Dawn has given the City of Merrill Parks & Recreation department and commends her for those nearly 22 years of service; and

BE IT FURTHER RESOLVED, that we hereby commend the meritorious and dedicated service of Dawn Smith, congratulate her upon the occasion of her retirement from the City of Merrill Parks & Recreation department, and extend our warmest wishes for her enjoyment of continued prosperity in the years that lie ahead.

Recommended: Common Council　　CITY OF MERRILL, WISCONSIN

Moved:________________________　　______________________________

Steve J. Hass
Mayor

Passed:________________________　　______________________________

Lori Anderson-Malm
City Clerk