

1408120

**City of Merrill
Board of Public Works
Wednesday, July 23, 2014 at 4:00 P.M.
City Hall Basement Conference Room, 1004 East First Street**

Members Present (5 of 5): Mayor Bill Bialecki (Chairperson), Street Commissioner Richard Lupton, Alderman Ryan Schwartzman, Alderman Rob Norton and Alderman Peter Lokemoen (departed at 5:48 P.M.)

Others Present Included: City Administrator Dave Johnson, City Attorney Tom Hayden, Building Inspector/Zoning Administrator Darin Pagel, Finance Director Kathy Unertl, City Hall Maintenance Supervisor Ramona Vanderkam, Parks and Recreation Director Dan Wendorf, Alderman Dave Sukow, Alderman John Burgener (arr. 4:40 P.M.), Jeremy Ratliff, Darryl Landeau, Sharon Schmidt, Collin Lueck, Rob Livingston, Faye Maschke, Joe Maschke, Rebecca Becker, Thomas Anderson, Delores Kleinhans, Mike Kleinhans, Duane Pfister and City Clerk Bill Heideman (arrived at 4:15 P.M.). A student was in attendance to videotape the meeting for the Cable Access Channel.

Call to order

Mayor Bialecki called the meeting to order at 4:00 P.M.

Vouchers

The vouchers were in the meeting packet.

Motion (Lokemoen/Lupton) to approve the vouchers, as presented. Carried.

Change order of agenda items

Mayor Bialecki requested that he be allowed to change the order of agenda items and consider the relocation of the sign in the St. Francis Cemetery next. Without objection, it was so ordered.

Consider relocation of Veteran's Memorial sign at St. Francis cemetery

Mayor Bialecki placed this item on the agenda.

On behalf of the St. Francis Cemetery, Tim Caylor requested that St. Francis Cemetery be allowed to relocate, closer to Memorial Drive, the sign in their cemetery.

Building Inspector/Zoning Administrator Pagel noted that the relocation being requested could pose "vision triangle" concerns.

After discussion it was decided that St. Francis Cemetery would work with the Street Department to relocate the sign closer to Thielman Street, rather than closer to Memorial Drive.

No formal action was taken.

Consider condemnation orders for 101 North Park Street

Building Inspector/Zoning Administrator Pagel had requested that this item be placed on the agenda.

Building Inspector/Zoning Administrator Pagel provided a verbal history of the property. Condemnation orders have been written on the property.

Mike Kleinhans stated that all the issues that were to be addressed at the property have now been addressed and resolved. Building Inspector/Zoning Administrator Pagel disagreed with that statement.

Motion (Lokemoen/Schwartzman) to authorize Building Inspector/Zoning Administrator Pagel to provide the property owner, Delores Kleinhans, with a list of issues that need to be resolved by August 20th, 2014. If all those issues are not resolved to the satisfaction of Building Inspector/Zoning Administrator Pagel by that date, condemnation is to proceed immediately. Carried.

No Common Council action is necessary.

Consider condemnation orders for 1008 East Seventh Street

Building Inspector/Zoning Administrator Pagel had requested that this item be placed on the agenda. The meeting packet included related information, including pictures.

Building Inspector/Zoning Administrator Pagel provided a verbal history of the property, which is a rental unit. Between back taxes and special assessments, the owner currently owes more than \$6,000 on the property. Building Inspector/Zoning Administrator Pagel has made numerous attempts to do an internal inspection, but the property owner has instructed the tenants to prohibit an interior inspection.

Rebecca Becker, one of the tenants, stated that the family has been seeking another place to live, but has been unsuccessful to date. She is afraid that condemnation would displace her family of three.

Faye Maschke, 707 Spruce Street, who lives in the neighborhood, stated that the property has been a blighting influence on the neighborhood for some time.

Mayor Bialecki urged proceeding with the condemnation.

Thomas Anderson commented that the City should seek to make an effort to create housing on some of the lots that are currently vacant. Jeremy Radloff responded that the City is actively seeking development opportunities.

Motion (Lokemoen/Schwartzman) to proceed with the condemnation orders for the property at 1008 East Seventh Street. Carried.

No Common Council action is necessary.

Presentation on Hwy 64/Pine Ridge study (North Central Wis. Regional Planning)

City Administrator Johnson had requested that this item be placed on the agenda.

Representing the North Central Wisconsin Regional Planning Commission (NCWRPC), Darryl Landeau distributed information related to a study done on the State Highway 64/Pine Ridge area. He then gave a presentation on the study. The study contained three main recommendations, along with several minor recommendations.

Mayor Bialecki requested that Darryl Landeau attend the Board of Public Works meeting in August. This would allow time for Board of Public Works to review the documents associated with the study, and then bring any concerns, comments or questions to that meeting. Mr. Landeau agreed to attend that meeting.

Discussion on the study will continue at the August meeting.

Discuss ordinance related to natural lawns

Mayor Bialecki placed this item on the agenda. Information was in the meeting packet.

City Administrator Johnson reported that a citizen had requested that the ordinance be discussed. Although an ordinance to allow and regulate natural lawns is “on the books” (Code of Ordinances Section 14-35) , nobody could recall an instance when someone actually applied to install such a lawn.

City Attorney Hayden stated that he would contact neighboring municipalities to determine what type of regulations and/or ordinances they have related to natural lawns.

This item will be placed on a future agenda, after City Attorney Hayden has assembled and prepared information.

No action was taken at this time.

Consider Park & Rec. Commission recommendation on bicycle route designation

Information was in the meeting packet.

Parks and Recreation Director Wendorf reported that the bicycle route, as presented in the meeting packet, has already been approved by the Parks and Recreation Commission.

Rob Livingston, Park City Cyclery, spoke in favor of the bicycle route as presented. He urged that it be accompanied by education for children as well as correct and complete markings on the route.

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Motion (Lokemoen/Norton) to approve the bicycle route designation, as presented and recommended by the Parks and Recreation Commission.
Carried.

Consider installation of bicycle racks in the downtown area

Alderman Norton had requested that this item be placed on the agenda. He is requesting that bicycle racks be installed in the downtown area. He mentioned that this was initially discussed in 2013, but at the time there was no funding available.

Alderman Lokemoen reported that there have been downtown racks in the past, but that they were not used regularly.

Sharon Schmidt distributed samples of various types of racks, and urged the Board to proceed with installing racks.

Alderman Norton and Mayor Bialecki will formulate a plan on this. The possibility of businesses advertising on the racks was discussed.

No action was taken at this time.

Recess

At 5:03 P.M., Mayor Bialecki announced a recess so that the Water and Sewage Committee meeting could be held.

Call meeting back to order

At the conclusion of the Water and Sewage Committee meeting, Mayor Bialecki called the Board of Public Works meeting back to order at 5:38 P.M.

Consider resolution on Street Department fee schedule for grass & weed mowing

Street Commissioner Lupton had requested that this item be placed on the agenda. He explained the resolution would clarify the amount that the Street Department will charge for cutting grass, weeds or lawn, when a property owner fails to do so. The change will be as follows: \$100 for the first hour or part thereof and \$20 for every additional 15 minutes or portion thereof after the first hour, plus applicable taxes.

Motion (Lokemoen/Norton) to approve the resolution. Carried.

The proposed resolution will be on the August 13th, 2014 Common Council meeting agenda.

Consider resolution on Street Department fee schedule for snow & ice removal

Street Commissioner Lupton had requested that this item be placed on the agenda. He explained that the resolution would clarify the amount that the Street Department will charge for removing snow and ice from the sidewalk, when a property owner fails to do so. The change will be as follows: \$100 for the first hour or part thereof and \$20 for every additional 15 minutes or portion thereof after the first hour.

Motion (Lokemoen/Schwartzman) to approve the resolution. Carried.

The proposed resolution will be on the August 13th, 2014 Common Council meeting agenda.

Consider bids for first phase of River Trail construction project

This was part of an amended agenda.

Two bids were received for the first phase of the River Trail construction project. The lower bid was from Musson Brothers, Rhinelander, WI, for \$208,932.20. Becher-Hoppe Engineering and City Administrator Johnson both recommend approving that bid.

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Motion (Norton/Lokemoen) to approve the bid of \$208,932.20 from Musson Brothers for the first phase of the River Trail construction project. Carried.

Discuss pending condemnation orders on DC Motors, 2200 Sturdevant Street

This was part of an amended agenda.

At the June 25th, 2014 Board of Public Works meeting, the Board authorized City Attorney Hayden to send a letter to the owner of the former DC Motors property, 2200 Sturdevant Street. The letter informed the owner that, before the next Board of Public Works meeting, the owner must submit a plan on the property, and the plan must be acceptable to both City staff and the Board of Public Works. If an acceptable plan was not submitted, condemnation orders would proceed immediately.

The owner responded via a letter, which was read at the meeting by City Administrator Johnson. In the letter, the owner requested an extension until the end of the current year to address the ongoing concerns with the property.

City Attorney Hayden explained that the City has been communicating by mail with the owner on this issue since January, 2013. City Attorney Hayden recommended that the extension not be granted.

Motion (Schwartzman/Lokemoen) to proceed with the condemnation orders for the property at 2200 Sturdevant Street. Carried.

No Common Council action is necessary.

Monthly report - Street Commissioner

The report was in the meeting packet. Street Commissioner Lupton reported that he will be seeking bids on Street Department wood piles.

Monthly report – Building Inspector/Zoning Administrator

The report was in the meeting packet.

Monthly report – City Hall Maintenance Supervisor

The report was distributed at the meeting.

Monthly report from contracted engineering firms

No report(s) submitted.

Next meeting

Wednesday, August 27th, 2014 at 4:00 P.M.

Public Comment

Jeremy Ratliff questioned whether the three motions passed that were related to condemnation orders would be considered by the Common Council. He was told that none of those motions required Common Council consideration.

Adjournment

Motion (Schwartzman/Norton) to adjourn. Carried. Adjourned at 5:51 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC
City Clerk

Thomas Hayden
City Attorney