



**CITY OF MERRILL
BOARD OF PUBLIC WORKS**

MINUTES • WEDNESDAY FEBRUARY 24, 2016

Regular Meeting

City Hall Council Chambers

5:30 PM

1. Call to Order

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

Attendee Name	Title	Status	Arrived
Pete Lokemoen	Aldersperson - Second District	Present	
Ryan Schwartzman	Aldersperson - Third District	Present	
Rob Norton	Aldersperson - Seventh District	Present	
Bill Bialecki	Mayor	Present	

Also in attendance: City Administrator Dave Johnson, Public Works Director/City Engineer Rod Akey, Utility Superintendent Kim Kriewald, City Attorney Tom Hayden, Finance Director Kathy Unertl, Police Chief Ken Neff, Parks and Recreation Director Dan Wendorf, Alderman Dave Sukow, Alderwoman Kandy Peterson, Joseph Florian, Stephanie Yonke, Erik Pfantz, Kyle Gulke, Joe Gehin (Becher Hoppe) and City Clerk Bill Heideman.

Hearings attendees included: Roger Brandt, Gerane Brandt, Kathy Seubert, Ned Seubert, Garth Swanson, Kurt Helmstadter, Isaac Donn, Brenda Mamer, Dale Rasmussen, Nate Stenberg, Seth Gryskiewicz, Dave Stenberg and Luke Pfungsten.

2. Preliminary items:

1. Vouchers

Motion (Schwartzman/Lokemoen) to approve.

RESULT:	APPROVED
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3. Other agenda items for consideration:

1. Consider appeal from Joseph Florian on bill he received for Street Dept. weed & grass cutting at 207 N. State St.

Joseph Florian, the property owner at 207 N. State Street, has received a special assessment charge of \$168.80 as a result of the Street Department removing tall grass and weeds at that resident. Mr. Florian is appealing that charge.

Joseph Florian addressed the board. He contends that he was not given adequate and proper notification, questioning whether certified mail is the proper way of notification. He suggested e-mail or cell phones as alternate avenues of notification. In his opinion, the policy is selective and unfair. He also claims that a \$168 charge is excessive.

City Attorney Hayden suggested that a decision on this be delayed until the next meeting. In the meantime, City Attorney Hayden will conduct research related to this issue and appeal.

No action was taken at this time.

2. Discuss speed limit, signage and road markings on East Main Street (Court Street to Mill Street).

This item was also discussed at the February 24th, 2016 Health and Safety Committee meeting. At that meeting, no action was taken.

Erik Pfantz and Kyle Gulke are suggesting that, with the implementation of angle parking, there are increased safety concerns related to pedestrians. They are suggesting lowered the speed limit to 15 mph in this area, as well as adding signage and street markings.

Police Chief Neff stated that he has not received any official complaints on this issue. Alderman Schwartzman and Alderman Lokemoen stated that they do not see any need for any action at this time. Alderman Norton responded that he would be in favor of increased signage.

No action was taken at this time.

3. Consider Bike Route Designation proposals as recommended by the Parks & Recreation Commission.

Parks and Recreation Director Wendorf explained that the Parks and Recreation Commission has approved bike routes. Information related to those routes was in the meeting packet.

Alderman Norton stated that he would be in favor of even more bike routes. Parks and Recreation Director Wendorf responded that approving these routes would be a good starting point, and that additional routes could be planned and added later.

Motion (Lokemoen/Norton) to approve the concept of the bike routes, as submitted.

RESULT: APPROVED

4. Continue discussion of policies related to parking on unimproved services, including memo from City Attorney Hayden.

Note: This was the first agenda item considered after the public hearings were concluded. The remaining agenda items then followed in order.

A memo from City Attorney Hayden was in the meeting packet.

City Attorney Hayden explained that numerous complaints have been received relating to people parking on unimproved surfaces. He suggested that the best way to approach this issue would be provide advance notice that the ordinance would be enforced, followed by actual ordinance enforcement. A preliminary step in that process would be to determine whether gravel is considered an improved surface. Most municipalities have an ordinance prohibits parking on unimproved surfaces, including gravel.

Alderman Lokemoen requested that City Attorney Hayden submit an ordinance to the next meeting, for discussion and revision.

No action was taken at this time.

5. Review Code of Ordinances 32.91(c) related to placing snow on streets.

Interim Street Superintendent Drewek had requested that this item be placed on the agenda.

There is currently an ordinance that allows the placing on snow in the streets. Public Works Director/City Engineer Akey stated that he believe the ordinance was to allow businesses to remove snow in the vicinity of their business, but that the ordinance was not intended to allow private residents to place snow in the streets.

Alderman Lokemoen requested that City Attorney Hayden prepare and submit a revised ordinance to the next meeting.

No action was taken at this time.

6. Discuss curb & gutter installation and Special Assessments on Eugene Street.

Public Works Director/City Engineer Akey had requested this agenda item. He is proposed that the installation of curb and gutter be excluded from a 350 foot "fill" section of Eugene Street, as part of that upcoming project. He believes that the section will not be developed in the near future.

Alderman Lokemoen stated that he has reservations about reversing a 40-year old policy. Alderman Sukow remarked that he also is against granting a "waiver" to policy. Alderman Lokemoen suggested taking no action on the "waiver" request at this time.

No action was taken.

7. Public information/discussion of Edgewater Drive/Highland Drive 2017 Improvements.

Alderman Lokemoen stated that the property owners should be aware that this project will eventually be approved and completed. The project will be subject to a public hearing in 2017.

Public Works Director/City Engineer Akey provided an overview of the project.

Garth Swanson suggested the possibility of TIF funding to help pay for this project. He also asked whether the amount of the charges could vary dramatically from the estimates. Alderman Lokemoen responded that normally the actual charges do not vary dramatically from estimates.

Jody Lokemoen asked and received answers to several questions related to the project.

No action was taken.

4. Public Hearings (6:00 P.M.):

Note: Because the public hearings were scheduled to begin at 6:00 P.M, the hearings began immediately after the agenda item related to bicycle route designations.

City Attorney Hayden read the public hearings notice.

1. Project related to sidewalk inspection pursuant to the City sidewalk inspection policy. Sidewalk maintenance area is generally confined to the Third District, west of Pier Street and South of East Third Street.

Public Works Director/City Engineer Akey provided a project overview.

Motion (Schwartzman/Lokemoen) to open the public hearing. Carried.

Nobody spoke for or against the project.

Motion (Schwartzman/Lokemoen) to close the public hearing. Carried.

A recommendation to approve this project was part of a motion made after all five public hearings.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 3/8/2016 7:00 PM
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2. Project related to reconstruction of Blaine Street from East Fifth Street, north to dead end.

Public Works Director/City Engineer Akey provided a project overview.

Representing the Haunted Sawmill, Evelyn Lee expressed concern that the special assessment for the Haunted Sawmill would be significant. She expressed surprise that they would be assessed for sidewalk.

A recommendation to approve this project was part of a motion made after all five public hearings.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 3/8/2016 7:00 PM
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3. Project related to the reconstruction of East Sixth Street from Blaine Street to North Mill Street.

Public Works Director/City Engineer Akey provided a project overview.

Nobody spoke for or against the project.

A recommendation to approve this project was part of a motion made after all five public hearings.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 3/8/2016 7:00 PM
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4. Project related to the reconstruction of Hendricks Street from East Sixth Street to East Eighth Street.

Public Works Director/City Engineer Akey provided a project overview.

Nobody spoke for or against the project.

A recommendation to approve this project was part of a motion made after all five public hearings.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 3/8/2016 7:00 PM
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5. Project related to the reconstruction of East Eighth Street from Pier Street to Hendricks Street.

Public Works Director/City Engineer Akey provided a project overview.

Nobody spoke for or against the project.

Motion (Lokemoen/Schwartzman) to recommend approving all five project as presented.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 3/8/2016 7:00 PM
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5. Monthly Reports:

1. Building Inspector/Zoning Administrator Pagel

The report was in the meeting packet.

2. Consider placing monthly report on file

Motion (Lokemoen/Schwartzman) to place the monthly report on file.

RESULT:	PLACED ON FILE
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6. Establish date, time and location of next regular meeting

Wednesday, March 23rd, 2016 at 4:00 P.M. in the City Hall Common Council Chambers.

7. Public Comment Period

Kurt Helmstadter reminded everyone that the City already has ordinances related to parking on unimproved surfaces and related to placing snow in the streets. He suggested that no more ordinances be passed if they are not going to be enforced.

8. Adjournment

Motion (Schwartzman/Lokemoen) to adjourn. Carried. Adjourned at 7:48 P.M.