

1406120

**City of Merrill  
Board of Public Works  
Wednesday, May 28, 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.

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, Police Chief Neff, Alderman John Burgener, Alderman Dave Sukow, Alderwoman Kandy Peterson, Julie Gehrman, Dave Marnholtz, Diane Marnholtz, Karen Karow, Mike Neumann, Kathy Neumann, Don Heyel, Dee Olsen, Corey Bennett, Mike Wahoske, Melissa Schroeder, Lynn Zentner, Collin Lueck, Duane Pfister and City Clerk Bill Heideman. 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 (Schwartzman/Lokemoen) to approve the vouchers, as presented.  
Carried.

**Request to plant and maintain perennials/annuals in the roundabout**

Lynn Zentner, Master Gardener Class and Park City Gardens are requesting that they be allowed to plant and maintain perennials and annuals in the roundabout. A copy of the request was in the meeting packet.

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Motion (Norton/Lupton) to approve the request from Lynn Zentner, Master Gardener Class and Park City Gardens to plant and maintain perennials and annuals in the roundabout. Carried.

### **Consider placing yield and/or stop signs @ intersections on Liberty Street**

This was originally discussed by the Health and Safety Committee at a meeting on May 19<sup>th</sup>, 2014. At that meeting, the Health and Safety Committee passed a motion recommending placing yield and/or stop signs east/west along Liberty Street at intersections, at the discretion of Street Commissioner Lupton and Police Chief Neff, and referred that recommendation to the Board of Public Works.

Police Chief Neff reported on input he has received via social media Nextdoor. The input requested sign installation to address safety concerns. Police Chief Neff has suggested the option of installing signs at the Liberty Street/West Fourth Street intersection and the Liberty Street/West Fifth Street intersection, and that consideration also be given to installing a sign at the end of Liberty Street, at the intersection with West Seventh Street.

Street Commissioner Lupton stated that he observed the area on multiple occasions. He reported seeing three children walking but no vehicular traffic. In his opinion, signage is not necessary.

Alderman Lokemoen stated that vision at the intersections does not seem to be a problem and therefore he does not see a need for signage.

No action was taken. Therefore, sign placement will continue to be at the discretion of the Police Chief and the Street Commissioner.

### **Consider sale of trailer that was formerly used for recycling**

Street Commissioner Lupton reported that the Street Department no longer has any use for their trailer that was formerly used for recycling. Therefore, he is seeking authorization to sell it.

**1406122**

Motion (Lokemoen/Norton) to approve the request from Street Commissioner Lupton to sell the Street Department trailer that was formerly used for recycling. Carried.

### **Consider street dedication request from Development & Leasing**

Representing Development and Leasing Corporation, Alan Malm has submitted a petition to extend Kyes Street. The petition was originally discussed at the April 23<sup>rd</sup>, 2014 Board of Public Works meeting.

At that meeting, Mayor Bialecki reported that Alan Malm has requested that this item be delayed until the May Board of Public Works meeting, and it was so ordered.

City Attorney Hayden now reports that this has been resolved via an easement. Therefore, Board of Public Works consideration and action is no longer necessary.

No action was taken.

### **Health & Safety Committee recommendation to create City warming center**

For the last two years, several organizations in the community have been researching and addressing the issue of ensuring safety for the homeless in the area. These groups are now attempting to establish a warming center in the City. They are currently exploring the possibility of using a portion of the old East Side Fire Station #1, 701 East First Street, as a warming center.

This issue was initially discussed at the April 28<sup>th</sup>, 2014 Health and Safety Committee meeting. At that meeting, the Health and Safety Committee passed a motion endorsing the concept of creating a warming center in the City, and referred that endorsement to the Board of Public Works.

City Clerk Heideman distributed copies of a letter from LaDonna Fermanich, Executive Director of the City of Merrill Housing Authority. The letter addresses several concerns she has related to the possible location of a warming center at the old fire station.

Melissa Schroeder explained that research has been conducted on the homeless situation in Merrill, and the results of that research seem to warrant establishing some type of center. Current plans are to have the center open from November 1<sup>st</sup> to April 15<sup>th</sup>, from 7 P.M. to 7 A.M. daily. The warming center would be manned by volunteers.

Dee Olsen reported that the organizations advocating the center would like to establish it in the old fire station building. Because their group has no funds to purchase, rent or lease a building, the group would be seeking a "gift" from the City to use a portion of the building.

Mayor Bialecki stated that, because the future use of the old fire station is unknown at this time, it would be premature for the Board of Public Works to make any recommendation and/or commitment regarding the building. He suggested that the future of the building should be discussed by the Committee of the Whole. Alderman Lokemoen agreed that the Committee of the Whole should discuss this.

Finance Director Unertl noted that the building has deteriorated considerably, and, as a result, it would be cheaper to demolish the building completely rather than attempt rehabilitation.

No action was taken at this time. Mayor Bialecki announced that this would be on a Committee of the Whole meeting agenda in the near future.

### **Discuss parking issues on Martin Street**

Alderman Norton had requested that this item be placed on the agenda.

Concerns have been raised regarding vehicles parking on Martin Street. These concerns are related to possible safety hazards.

Discussion then evolved into speeding in the Martin Street/Golf Drive area. Several residents on Golf Drive would like to see a reduction in the speed limit on Golf Drive as well as the installation of a stop sign at the end of Golf Drive.

Dave Marnholtz had in his possession a three page petition on this issue. He stated that a business is using the street as their private parking lot, and that this needs to be discontinued.

Police Chief Neff distributed several pictures taken in the area. He stated that the Police Department would be doing speed checks on Golf Drive.

Building Inspector/Zoning Administrator Pagel issued a reminder that the zoning code provides for off-street parking. He suggests that parking be prohibited on Martin Street.

Mike Neumann provided verbal information on the history of parking in the area being discussed.

Alderman Schwartzman suggested delaying further consideration of this item until the next regular Board of Public Works meeting.

Motion (Lokemoen/Schwartzman) to erect some signs now, and then continue discussion of the issue at the next regular Board of Public Works meeting. Carried.

### **North Central Wisconsin Stormwater Coalition Agreement & Resolution**

Street Commissioner Lupton had requested that this item be placed on the agenda. He reported that the proposed resolution is necessary for the City to continue membership and participation in the North Center Wisconsin Stormwater Coalition. The resolution was in in the meeting packet.

Motion (Lokemoen/Schwartzman) to recommend adopting the resolution. Carried.

The proposed resolution will be on the June 10<sup>th</sup>, 2014 Common Council meeting agenda.

### **Discuss garbage and recycling rules**

Alderman Schwartzman had requested that this item be placed on that agenda. He now requested that consideration of this item be delayed until the next regular Board of Public Works meeting. Without objection, it was so ordered.

### **Ordinance limiting disposal of garbage to only on-site generated garbage**

A proposed ordinance was in the meeting packet. The ordinance would allow for the collection of only garbage generated on site. It would prohibit a property owner from placing garbage for collection at a site in which the garbage was not generated. Mayor Bialecki had requested that this ordinance be placed on the agenda.

Motion (Norton/Schwartzman) to recommend adopting the ordinance.  
Carried.

The proposed ordinance will be on the June 10<sup>th</sup>, 2014 Common Council meeting agenda.

### **Monthly report - Street Commissioner**

The report was in the meeting packet. Street Commissioner Lupton reported that the new recycling program seems to be going well. Lids for the blue recycling bins can be obtained from the Street Department.

### **Monthly report – Building Inspector/Zoning Administrator**

The report was in the meeting packet. Bids on the 2014 sidewalk project will be submitted for consideration at the next meeting.

### **Monthly report – City Hall Maintenance Supervisor**

The report was in the meeting packet. Summer-related issues are being addressed.

### **Monthly report from contracted engineering firms**

No report(s) submitted.

City Administrator Johnson reported that there are still issues related to the roof at the new fire station. The City is currently waiting for the results of an inspection of that roof by an independent roof inspector. It appears that the problems are related to a faulty installation of the roof.

### **Place monthly reports on file**

Motion (Schwartzman/Norton) to place the monthly reports on file. Carried.

**Next meeting**

Wednesday, June 25<sup>th</sup>, 2014 at 4:00 P.M.

**Public Comment**

None.

**Adjournment**

Motion (Lokemoen/Schwartzman) to adjourn. Carried. Adjourned at 5:08 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC  
City Clerk