

1407120

**City of Merrill  
Board of Public Works  
Wednesday, June 25, 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, Alderman Dave Sukow, Alderwoman Kandy Peterson, Roger Paul, Rod Akey, Gary Schwartz, 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. Street Commissioner Lupton answered questions related to the vouchers.

Motion (Schwartzman/Norton) to approve the vouchers, as presented.  
Carried.

**Consider bid(s) on M-2-2014 Sidewalk Project**

Building Inspector/Zoning Administrator Pagel had requested that this item be placed on the agenda. He reported that five bid packages were distributed to various companies, but that only one bid was received. That bid, from Pember Companies, Inc., was for \$94,071.

Building Inspector/Zoning Administrator Pagel noted that the bid amount was approximately 30% higher than the bid received in 2013 for sidewalk work. In his opinion, the bid is unacceptable. He recommended that the bid be rejected and that the project be rebid in 2015. He noted that, if the project is delayed until 2015, work will still need to be finished on the streets that are "pending" completion.

**1407121**

Motion (Lokemoen/Schwartzman) to reject the bid of \$94,071 from Pember Companies, Inc., on the M-2-2014 Sidewalk Project. Carried.

**Consider bid(s) on Thielman Street culvert replacement**

Street Commissioner Lupton had requested that this item be placed on the agenda. Rod Akey, Akey Engineering, reported that only one bid was received. He has estimated that the bids would be approximately \$60,000, but the lone bid received, from Merrill Gravel and Construction, was for \$82,293.

Rod Akey stated his opinion that the culvert should remain stable for another year, and he suggested that the project be delayed until 2015.

**1407122**

Motion (Norton/Schwartzman) to reject the bid of \$82,293 from Merrill Gravel and Construction, on the Thielman Street Culvert Replacement Project. Carried.

**Consider Roger Paul request to pave strip on East Fifth Street, east of East Street**

Mayor Bialecki placed this item on the agenda. He has received a verbal request from Roger Paul, 206 West Firth Street. Mr. Paul is asking permission to pave a 60' x 22' strip of West Fifth Street, east of East Street.

The Board did not indicate any objections to the request.

Motion (Schwartzman/Lupton) to approve the verbal request from Roger Paul to allow him to pave a 60' x 22' strip of West Fifth Street, east of East Street. Carried.

No Common Council action on the motion is necessary.

**Consider lease agreement with Carkelsy - State Highway 64 right-of-way**

Carkelsy Inc., has submitted a request for a right-of-way lease agreement with the City, to occupy and use a portion of right-of-way on State Highway 64 for parking, convenience store operations and the sale of propane.

City Attorney Hayden noted that an agreement has been prepared and was included in the meeting packet. The lease amount is based on the standard formula used by the City to calculate right-of-way leases.

**1407123**

Motion (Schwartzman/Lokemoen) to approve, as presented, the lease agreement with Carkelsy, Inc., to grant the right to occupy and use a portion of right-of-way on State Highway 64 for parking, convenience store operations and the sale of propane. Based on the standard formula used by the City to calculate right-of-way leases, the prorated lease amount for the remainder of 2014 (July through December) would be \$223.71. Carried.

**Condemnation of DC Motors, 2200 Sturdevant Street**

No information was in the meeting packet. Building Inspector/Zoning Administrator Pagel distributed information on the ongoing discussions/meetings with the owner of the former DC Motors property. The owner has not submitted a plan for the property and is not taking action on it. As a result, the building has become a safety hazard.

Motion (Lokemoen/Norton) to authorize City Attorney Hayden to send a letter to the owner of the former DC Motors property, 2200 Sturdevant Street. The letter is to inform 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 is not submitted, condemnation orders will proceed immediately. Carried.

No Common Council action is necessary at this time.

**Consider options on disposal of former Anson-Gilkey, 401 South Kyes Street**

Mayor Bialecki reported that Resolution #2365, adopted by the Common Council on May 13<sup>th</sup>, 2014, authorizes acceptance, by the City, of the former Anson-Gilkey property from Development and Leasing Corporation. The resolution also stipulates that the remainder of that property not to be used by the River District Development Foundation shall be redeveloped and sold by the Redevelopment Authority. Therefore, no action on this agenda item is necessary.

**Continue discussion of parking issues on Martin Street**

This issue was initially discussed at the May 28<sup>th</sup>, 2014 Board of Public Works meeting. At that meeting, a motion was passed to erect some signs, and then continue discussion of the issue at the next regular Board of Public Works meeting.

Alderman Norton reported that the signage installation appears to have resolved the situation and related concerns. No action was taken.

**Discuss garbage and recycling rules**

Alderman Schwartzman had requested that this item be discussed. It was originally on the May 28<sup>th</sup>, 2014 Board of Public Works meeting agenda. At that meeting, Alderman Schwartzman requested that consideration be delayed until the next regular Board of Public Works meeting, and it was so ordered.

Alderman Schwartzman reported that several residents living in multi-unit structures have concerns because they can only put out one bag of garbage weekly. Street Commissioner Lupton responded that, since the new recycling program has been implemented, the number of complaints related to garbage/recycling has dramatically reduced.

No action was taken.

**Monthly report - Street Commissioner**

The report was in the meeting packet.

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

The report was in the meeting packet. Building Inspector/Zoning Administrator Pagel has been addressing several exterior maintenance issues.

**Monthly report – City Hall Maintenance Supervisor**

No written report was submitted, so City Hall Maintenance Supervisor Vanderkam reported verbally. Air conditioning issues are being addressed as necessary. Probation and Parole are in the process of leasing additional space on the City Hall second floor. City Hall Maintenance Supervisor Vanderkam is currently attempting to get an assessment on the condition of the City Hall steam pipes.

**Monthly report from contracted engineering firms**

No report(s) submitted. Rod Akey reported that the Taylor Street project is scheduled to begin in July.

**Next meeting**

Wednesday, July 23<sup>rd</sup>, 2014 at 4:00 P.M.

**Public Comment**

Alderman Sukow suggested that, although the recommendation was made to delay the bid on the sidewalk project, the bids received next year could be just as high or even higher.

Building Inspector/Zoning Administrator Pagel stated that the Capital Improvements hearings have tentatively been scheduled for August 15<sup>th</sup>.

**Adjournment**

Motion (Schwartzman/Norton) to adjourn. Carried. Adjourned at 5:52 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC  
City Clerk