

1409120

**City of Merrill
Board of Public Works
Wednesday, August 27, 2014 at 4:00 P.M.
City Hall Common Council Chambers, 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, Alderman Dave Sukow, Alderwoman Kandy Peterson, Steve Hass, Bea Lebal, Larry Lebal, Vince Conrad, Phynette Conrad, Ron Peterson, RoseMarie Peterson, John Natzke, Madelyn Natzke, Jeremy Ratliff, Tonia Speener, Darryl Landeau 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/Norton) to approve the vouchers, as presented.
Carried.

Consider condemnation orders for 101 North Park Street

Building Inspector/Zoning Administrator Pagel had requested that this item be placed on the agenda. He noted that the item was on the agenda only for the purpose of providing an update.

At a meeting on July 23rd, 2014, the Board of Public Works passed a motion authorizing Building Inspector/Zoning Administrator Pagel to provide the property owner of 101 North Park Street, 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.

Building Inspector/Zoning Administrator Pagel now reports that none of the issues listed were resolved by the August 20th deadline. Per the motion passed on July 23rd, condemnation will proceed.

No action necessary, requested or taken.

Consider condemnation orders for 122 South Prospect 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 at 122 South Prospect Street. The property is currently unoccupied and is owned by a bank. Building Inspector/Zoning Administrator Pagel has written exterior maintenance orders, but to date those orders have not been addressed or resolved.

Alderman Lokemoen reported that he has been contacted by several property owners in that neighborhood. These property owners have expressed several concerns related to the condition and upkeep of the property.

Motion (Lokemoen/Schwartzman) to inform the property owner at 122 South Prospect Street that, on or before October 24th, 2014, all exterior maintenance concerns at that property, as ordered by the Building Inspector/Zoning Administrator, shall be addressed and rectified. Also, prior to September 29th, 2014, the property owner is to allow the Building Inspector/Zoning Administrator access to the interior of the premises, in order to inspect and assess the structural integrity of the building and compliance with the City of Merrill Housing Code. Any orders issued by the Building Inspector/Zoning Administrator as a result of that inspection/assessment are to also be addressed and rectified, by the property owner, on or before October 24th, 2014. At the October Board of Public Works meeting, the Building Inspector/Zoning Administrator is directed to provide a report indicating compliance/non-compliance with all orders issued and, if necessary, make a recommendation on whether condemnation shall proceed. Carried.

No Common Council action is necessary.

Continue discussion on Hwy 64/Pine Ridge study (NCWRP)

At the July 23rd, 2014 Board of Public Works meeting, Darryl Landeau, representing the North Central Wisconsin Regional Planning Commission (NCWRPC), gave a presentation on a study related to the State Highway 64/Pine Ridge area. At that meeting, Mayor Bialecki requested that Mr. Landeau attend the August meeting in order to continue discussion on the study as well as answer questions related to the study.

Darryl Landeau distributed information related to the study. He then asked if there were any questions related to the study.

Alderman Lokemoen stated that, although he has some questions, none of the questions are related to potential projects that are scheduled in the near future.

No action was necessary, requested or taken.

Consider right-of way lease transfer to Clark Cup-N-Cone

City Attorney Hayden had requested that this item be placed on the agenda.

City Attorney Hayden reported that John S. Rell D/B/A Cup n' Cone of Merrill, Inc., has sold the business at 2802 East Main Street to Clark Cup-N-Cone LLC. John Rell had a right-of-way lease with the City at the time of the sale. A new right-of-way lease with the new owner is already in place, and this item was on the agenda simply to notify the public of the change.

No action was necessary, requested or taken.

Consider load limit signs for both sides of Taylor Street

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

City Administrator Johnson reported on the pending reconstruction of Taylor Street project. The possibility of installing load limit signs on that street was discussed. The City of Merrill has jurisdiction on the south side of the street, but the Town of Merrill has jurisdiction on the north side. Therefore, if signs are to be installed on both sides, an agreement with the Town of Merrill would be necessary.

Street Commissioner Lupton will contact Town of Merrill officials and businesses in the project vicinity to get their input on the potential installation of signs.

Discussion on this issue will continue at the September Board of Public Works meeting. No action was necessary, requested or taken at this time.

Consider welcome signs for east and west entrances to City

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

City Administrator Johnson reported that the current welcome signs at the east and west entrances to the City are weathered and need of replacement. Based on that, he has applied for and received a \$15,000 donation from the Bierman Family Foundation. The signs would look similar to the sign currently installed at the Merrill Area Recreational Complex (MARC).

1409121

Motion (Lokemoen/Lupton) to accept a \$15,000 donation from the Bierman Family Foundation to be used for installing new welcome signs at the east and west entrances to the City. Carried.

Consider resolution authorizing the dedication of a portion of East Tenth Street

City Administrator Johnson had requested that this item be placed on the agenda. He reported that the purpose of the resolution was to ensure that the City retains a portion of East Tenth Street in anticipation of the pending City sale of the former Ranger Station property.

Motion (Schwartzman/Norton) to recommend approving the dedication and the related resolution, and referring the recommendation to the City Plan Commission. Carried.

The recommendations will be considered by the City Plan Commission at their meeting on September 2nd, 2014.

Review & discuss draft Capital Plan 2015-2024 for City Hall

Finance Director Unertl had requested that this item be placed on the agenda. Information was in the meeting packet.

Finance Director Unertl and City Administrator Johnson reviewed the proposed 2015 capital requests for City Hall. The total cost of the 2015 capital requests for City Hall is \$342,000.

Review & discuss draft Capital Plan 2015-2024 for Street Department

Finance Director Unertl had requested that this item be placed on the agenda. Information was in the meeting packet.

Finance Director Unertl and Street Commissioner Lupton reviewed the proposed 2015 capital requests for the Street Department. The total cost of the 2015 capital requests for the Street Department is \$554,000.

It was noted that Becher-Hoppe will be submitting a report to the City in the near future. The report will include a cost estimate on the City Garage roof replacement.

Review & discuss draft Capital Plan 2015-2024 for Community

Finance Director Unertl had requested that this item be placed on the agenda. Information was in the meeting packet.

Finance Director Unertl reviewed the proposed 2015 capital requests for Community. She raised the question on whether a decision had ever been made on the potential purchase and location of a third outdoor warning siren. The total cost of the 2015 capital requests for Community is \$100,000.

Review & discuss draft Capital Plan 2015-2024 for Infrastructure

Finance Director Unertl had requested that this item be placed on the agenda. Information was in the meeting packet.

Finance Director Unertl reviewed the proposed 2015 capital requests for Infrastructure. The first two items on the list, Street Sealcoat and Sidewalk Maintenance, are standard annual items. The total cost of the 2015 capital requests for Infrastructure is \$370,500.

Potential utility/street projects were then reviewed and discussed.

Review & discuss draft Capital Plan 2015-2024 for Tax Increment Districts

Finance Director Unertl had requested that this item be placed on the agenda. Information was in the meeting packet.

Finance Director Unertl reviewed the proposed 2015 capital requests for Tax Increment Districts. The total cost of the 2015 capital requests for Tax Increment Districts is \$275,000.

Monthly report - Street Commissioner

The report was in the meeting packet. Street Commissioner Lupton reported that the fence near the former Walmart facility has been removed.

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, September 24th, 2014 at 4:00 P.M.

Public Comment

Bea Lebal thanked the Board for their action on the property at 122 South Prospect Street. She also provided pictorial documentation of animals that appear to be living in/under the house at that property.

Steve Hass spoke on the potential location of a third warning siren. He stated that, to the best of his recollection, Gebert Park was selected as the location for the third siren. Mr. Hass also urged that City meetings begin no earlier than 5:00 P.M., in order to make it easier for the working public to attend meetings.

Adjournment

Motion (Schwartzman/Lupton) to adjourn. Carried. Adjourned at 4:53 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC
City Clerk