



**CITY OF MERRILL  
BOARD OF PUBLIC WORKS**

**MINUTES • WEDNESDAY OCTOBER 28, 2015**

**Regular Meeting**

**City Hall Council Chambers**

**4:00 PM**

1. Call to Order

Mayor Bialecki called the meeting to order at 4:00 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	
Dick Lupton	Street Commissioner	Present	

Other attendees included: City Administrator Dave Johnson, City Attorney Tom Hayden, Building Inspector/Zoning Administrator Darin Pagel, Finance Director Kathy Unertl, Utility Superintendent Kim Kriewald, Alderman Dave Sukow, Kortney Pike, Roger Drewek, Tonia Speener, Andre Galella, Ned Seubert, Duane Pfister and City Clerk Bill Heideman.

2. Preliminary items:

1. Vouchers

Because the Board of Public Works did not meet in September, the meeting packet included two months of vouchers.

Motion (Schwartzman/Norton) to approve the vouchers.

**RESULT: APPROVED**

3. Other agenda items for consideration:

1. Consider appeal from Andre Galella for special assessment charges (\$295.40) as a result of Street Department lawn mowing at property he owns at 2606 East Main Street.

Information was in the meeting packet.

Andre Galella explained his recollections of the circumstances leading to his appeal and his reasons for appealing. Street Commissioner Lupton then explained his recollections of the circumstances that resulted in the appeal. He also circulated photographs related to the appeal.

Motion (Schwartzman/Lokemoen) to deny the appeal.

**RESULT: CARRIED**

2. Request for traffic signage at the intersection of East Eighth Street and Hollywood Drive.

A copy of the request was in the meeting packet.

Alderman Schwartzman stated that he does not have sufficient information at this time to make a decision.

<b>RESULT:</b>	<b>REFERRED TO NEXT MEETING</b>	<b>Next: 11/18/2015 4:00 PM</b>
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3. Discuss policies related to mobile restaurants.

No information was in the meeting packet.

Mayor Bialecki stated that he placed this on the agenda because several area restaurant owners have concerns related to “mobile” restaurants. Some of these mobile restaurants are licensed by the county. One of them prepares the food in a licensed facility, so they are exempt from being licensed by the county.

Discussion was held on the possibility of establishing a license/fee policy for this type of business. An ordinance will be drafted for consideration at the next meeting.

<b>RESULT:</b>	<b>REFERRED TO NEXT MEETING</b>	<b>Next: 11/18/2015 4:00 PM</b>
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4. Discuss future of former landfill site on Mathews Street (Wire Products property).

No information was in the meeting packet.

City Attorney Hayden reported that Wire Products Manufacturing Corporation has property on Mathews Street that was formerly a dump. The City had some type of connection to the dump. Research is still being done to determine the exact relationship that the City had with this land.

Wire Products has raised the possibility of offering this land to the City. At this time, it is unclear whether it would be in the City’s best interests to accept such an offer.

City Attorney Hayden requested that further consideration be delayed until the next meeting.

<b>RESULT:</b>	<b>REFERRED TO NEXT MEETING</b>	<b>Next: 11/18/2015 4:00 PM</b>
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5. Consider potential 2016 public hearing on proposed improvements to Edgewater Drive and Highland Drive in 2017.

Information was in the meeting packet.

Alderman Lokemoen stated that, in his opinion, it is time to proceed with this project. Mayor Bialecki added that several property owners in that area have been requesting this project for several years.

Alderman Lokemoen stated that he would not be in favor of doing sidewalks as part of the project, stating that to do so would result in a large financial burden on the property owners receiving special assessments.

Motion (Lokemoen/Schwartzman) to refer this project to the 2016 Capital Improvements Hearings, for consideration as a 2017 project.

**RESULT: CARRIED**

**6. Discussion and recommendation(s) on Five-Year Street Improvement Plan.**

The proposed plan was in the meeting packet. Street Commissioner Lupton explained that the plan was drafted to ensure the receipt of matching funds. He explained that the plan is a framework only and that the plan can be changed as future circumstances dictate. Alderman Lokemoen agreed, stating that the state allows flexibility in the plan and projects could be added to or deleted from the plan later.

Motion (Lokemoen/Schwartzman) to approve the Five-Year Plan.

**RESULT: APPROVED**

**7. Discuss Special Assessment Analysis Report and Special Assessment Policies.**

Finance Director Unertl reported that she had requested this agenda item in order to begin discussion on potential changes to the special assessment policies. Information on special assessment policies in several municipalities was in the meeting packet.

Alderman Lokemoen stated that he was satisfied with the current policies, although he added that the payment plan policies should be updated. Finance Director Unertl will create a draft of updated payment plan policies, for consideration at a future meeting.

No action was necessary, requested or taken at this time.

**8. Discussion and recommendation(s) on future Public Works management structure and functions.**

City Administrator Johnson stated his opinion, that, with the pending retirement of Street Commissioner Lupton, it is time to again consider eliminating the elected Street Commissioner position. The position does not exist anywhere else in the state. He is also proposing that two new positions be created. One position would be Public Works Director/City Engineer. This person would also oversee the stormwater program. The other position would be a Street Superintendent, who would oversee the day-to-day operations in the Street Department.

Alderman Lokemoen and Alderman Schwartzman stated that they were in favor of this restructuring. City staff was directed to formulate a restructuring plan.

Motion (Norton/Schwartzman) to recommend approval of the Street Department restructuring, and to refer this recommendation to a future Committee of the Whole meeting.

**4. Monthly Reports:**

**1. Street Commissioner Lupton**

Because the Board of Public Works did not meet in September, the meeting packet contained two monthly reports.

Street Commissioner Lupton reported that the liner on Thielman Street has been installed.

## 2. Building Inspector/Zoning Administrator Pagel

Because the Board of Public Works did not meet in September, the meeting packet contained two monthly reports.

Exterior sidewalk marking is ongoing.

Building Inspector/Zoning Administrator Pagel noted that the City seems to be receiving fewer and fewer bids on street projects. He asked the Board members to begin thinking about which sidewalk projects should be done in 2016.

Work on several house demolitions continues.

## 3. Consider placing monthly reports on file

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

<b>RESULT:</b>	<b>PLACED ON FILE</b>
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## 5. Establish date, time and location of next regular meeting

Wednesday, November 18<sup>th</sup>, 2015 at 4:00 P.M. in the City Hall Common Council Chambers.

## 6. Public Comment Period

There was no public comment.

## 7. Adjournment

Motion (Schwartzman/Lokemoen) to adjourn. Carried. Adjourned at 4:45 P.M.