



**CITY OF MERRILL**  
**CITY PLAN COMMISSION**  
**AGENDA • TUESDAY JUNE 6, 2017**

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**Regular Meeting**

**City Hall Council Chambers**

**5:45 PM**

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- I. Call to Order
- II. Minutes of previous meeting(s):
  1. Minutes of February 7, 2017 meeting
- III. Agenda items for consideration:
  1. Site Plan for garden shed at Trinity Lutheran School, 611 West Main Street.
  2. Site Plan for Northcentral Technical College (NTC) Transportation Center, near the NTC Public Safety Center of Excellence.
  3. Extraterritorial Certified Survey Map (Town of Scott) for land owned by Pete Borchardt.
- IV. Public Hearing (will begin at 6:00 P.M.):
  1. Public hearing on a request from the City of Merrill to rezone (Industrial to Public) a parcel between West Taylor Street and Commerce Street.
- V. Public Comment Period
- VI. Establish date, time and location of next meeting
- VII. Adjournment



CITY OF MERRILL  
CITY PLAN COMMISSION  
MINUTES • TUESDAY FEBRUARY 7, 2017

Regular Meeting City Hall Council Chambers 5:45 PM

I. Call to Order

Mayor Bialecki called the meeting to order at 5:45 P.M.

Attendee Name	Title	Status	Arrived
Tim Meehean	Aldersperson - Eighth District	Present	
Bill Bialecki	Mayor	Present	
Mike Willman	Chairman - Park & Rec	Present	
Ralph Sturm		Present	
Melissa Schroeder		Present	
Ken Maule		Excused	
Robert Reimann		Present	

Also in attendance: City Attorney Tom Hayden, Public Works Director/City Engineer Rod Akey, Building Inspector/Zoning Administrator Darin Pagel, Alderwoman Kandy Peterson, Alderwoman Mary Ball. Randy Wixson and City Clerk Bill Heideman.

II. Minutes of previous meeting(s):

1. Minutes of November 1, 2016 meeting

Motion (Willman/Meehean) to approve.

**RESULT: APPROVED**

III. Agenda items for consideration:

1. Site Plan for a sign at Tall Pines Community Garden, on the corner of East Sixth Street and Memorial Drive.

Building Inspector/Zoning Administrator Pagel explained that a site plan for the sign is required because the site is in a public zone. He has no concerns with the application as submitted.

Motion (Willman/Sturm) to approve.

**RESULT: APPROVED & SENT TO COUNCIL Next: 2/14/2017 7:00 PM**

2. Certified Survey Map (extraterritorial) for Natzke Lands, LLC for parcel located in the Northeast 1/4 of the Southwest 1/4, in Section 18, Township 31 North, Range 7 East, Town of Scott.

Building Inspector/Zoning Administrator Pagel provided information on the Certified Survey Map.

If approved by the City Plan Commission, the Certified Survey Map will be considered by resolution at the February 14<sup>th</sup>, 2017 Common Council meeting.

Attachment: 2017-02-07 City Plan Commission Minutes (2517 : Minutes of February 7, 2017 meeting)

Motion (Meehean/Schroeder) to approve.

<b>RESULT:</b>	<b>APPROVED</b>
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IV. Public Hearing (will begin at 6:00 P.M.)

At 5:48 P.M., Mayor Bialecki announced a recess until 6:00 P.M., the time scheduled for the public hearing. At 6:00 P.M., Mayor Bialecki called the meeting back to order.

1. Public hearing on a request from Randy Wixon, RC-N-DI Investments, to amend a Conditional Use Permit for the property at 1106 W. Main Street, to create separate lots for the office building and self-storage units.

City Attorney Hayden read the public hearing notice.

Motion (Willman/Meehean) to open the public hearing. Carried.

Randy Wixson provided details on the application and answered a question.

Motion (Meehean/Schroder) to close the public hearing. Carried.

Building Inspector/Zoning Administrator Pagel has no concerns with the application as submitted.

If approved by the City Plan Commission, the Conditional Use Permit amendment application will be considered by resolution at the February 14<sup>th</sup>, 2017 Common Council meeting.

<b>RESULT:</b>	<b>APPROVED</b>
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V. Public Comment Period

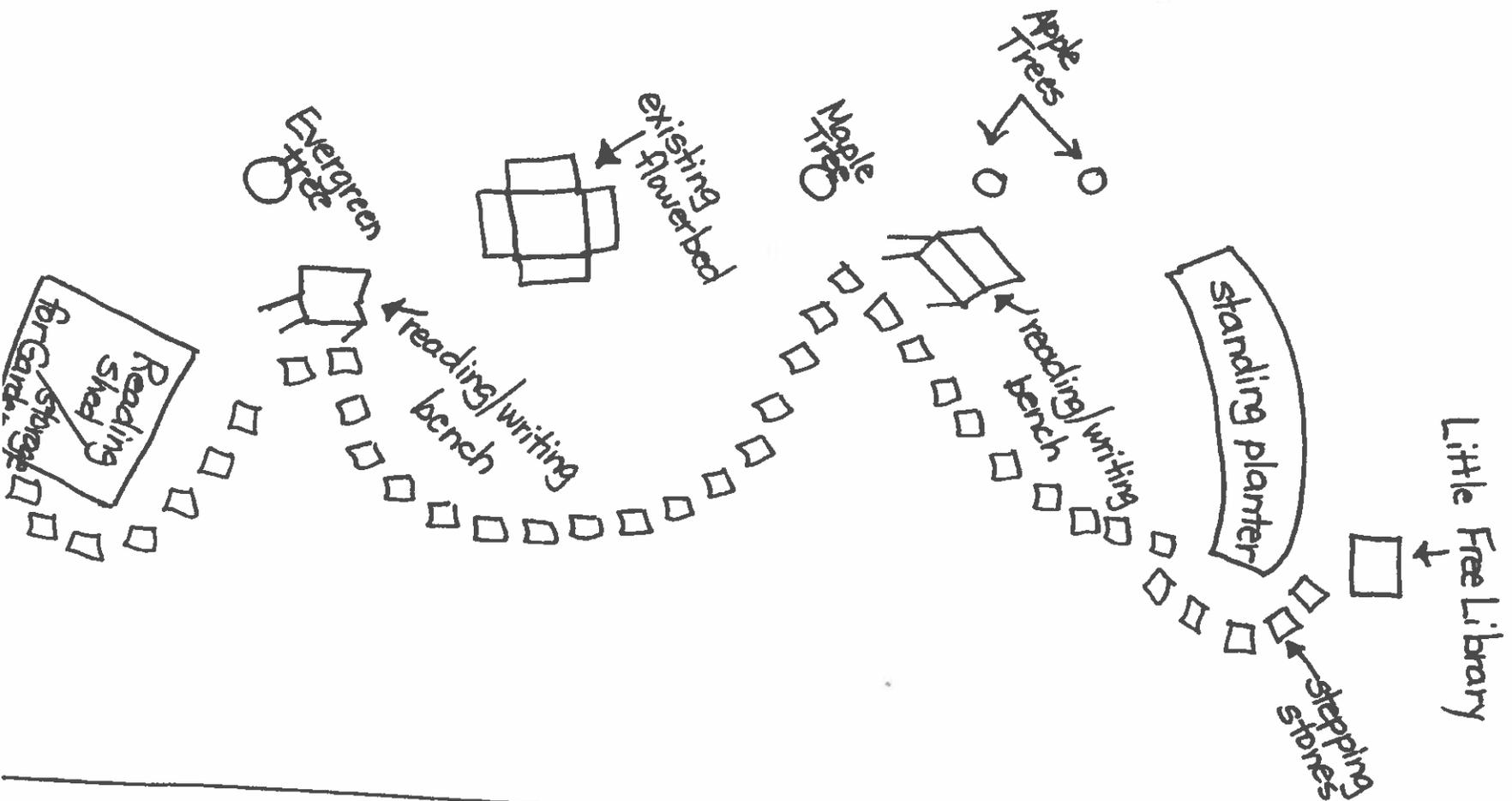
None.

VI. Establish date, time and location of next meeting

Tuesday, March 7<sup>th</sup>, 2017 in the City Hall Common Council Chambers. The time of the meeting is yet to be determined.

VII. Adjournment

Motion (Sturm/Willman) to adjourn. Carried. Adjourned at 6:03 P.M.





Attachment: Site Plan Info - Trinity Lutheran School (2535 : Site Plan for Trinity Lutheran School Garden

**NORTHCENTRAL TECHNICAL COLLEGE  
DISTRICT BOARD OF TRUSTEES  
TOPIC SUMMARY SHEET**

**MEETING DATE:** January 10, 2017

**TOPIC:** Antigo - City of Merrill Land Acquisition

**POLICY:** Wisconsin Statute 38 – Technical College System, 38.14 District Board Powers – (2) Buildings and Equipment. (a) For the use of the district schools the district board may: 2. Purchase or lease suitable land and buildings....

**TCS 5.04 (2) (a)** A resolution of the district board approving the additional or new facilities.

**INTERPRETATION:** Purchasing or leasing suitable land and buildings requires board approval.

**DATA/RESULTS:** At the January 3, 2017 City of Merrill Redevelopment Authority meeting, the committee approved the purchase of two lots currently owned by Russ Davis Warehouse with the intent of selling the land to Northcentral Technical College for the purpose of constructing a future CDL Truck Driver Training Center. The 4.56 acre property is located near NTC’s Merrill Public Safety Center of Excellence with access to both Taylor St. and Commerce St. This property would allow NTC students in the CDL training program to practice on our existing EVOC course before driving on public roads. The College will be asking the WTCS State Board for approval at its March Board meeting. The board is requested to approve the proposed land acquisition at a cost of \$1.00, commit to constructing a future CDL Training building planned in the 2017-2018 Capital Budget, and request the WTCS State Board to do the same. A packet evidencing compliance with statutes will be submitted to the state board with the application.

**AGENDA CATEGORY:**  
Voting Agenda

**PROPOSED MOTION:**  
1. BE IT RESOLVED that the Northcentral Technical College Board approve the acquisition of the City of Merrill Land at a cost not to exceed \$1.00, commit to constructing a future CDL Training building planned in the 2017-2018 Capital Budget, and request the WTCS State Board do the same.

**CERTIFICATION OF ACCURACY:** I, your CEO, certify that the information contained in this report is true as of this date.

Signed Lori A. Weyman Dated January 4, 2017

**Local Impact and Return on Investment**

Northcentral Technical College (NTC) plans to build a Transportation Center near the Public Safety Center of Excellence in Merrill. Merrill's consideration to support this project is vital to the success of this project. Projections indicated that Merrill will receive full return on its investment within the first year of programming.

The facility will house NTC's new CDL program and other transportation-related training. It will include a classroom with advanced technology and a large learning lab housing equipment. At full capacity, the CDL program is estimated to generate over \$100,000 of annual direct and indirect economic development for the Merrill area.

In addition, incumbent training for the current trucking workforce is anticipated to occur for 400 workers annually at full capacity, generating approximately \$46,000 more.

Beyond the base figures noted above, additional economic growth and development will result from program faculty and staff working in Merrill and supplies/services needed from Merrill vendors (e.g., parts, maintenance of tractors and trailers), as well as an increased skilled workforce to meet the immediate demands of local transportation companies.

There is a projected 11.3% growth in the transportation industry through 2022 (BLS). In central WI, there were 9,489 total transportation related job postings in July 2015 of which 1,184 were unique (EMSI). Demands of manufacturers in northcentral WI has increased, however ability to move products to customers has been limited by lack of skilled workers in the workforce pool. In fall 2016, NTC surveyed local business leaders to determine their need for a skilled transportation workforce over the next 10 years to replace retirees and grow their companies. In Lincoln County, responses anticipated 106 new positions and 53 saved positions which would include over \$17 million of company investment for additional vehicles, maintenance staff, facilities, etc.; throughout NTC's 10 county service district, this total increased to 411 new jobs, 358 saved jobs, and an estimated private investment of nearly \$63 million. Access to a robust transportation sector can be a great equalizer for smaller, rural communities.

The City's past support of the Public Safety Center of Excellence has led to statewide training contracts and potential national exercises in the near future. The ability to provide the full CDL program in Merrill will complement and strengthen these opportunities. Construction of the facility is anticipated in summer 2017 with full program offerings beginning in fall 2017.

Estimated Annual Economic Impact Generated from CDL Participants					
	Days	Attendees	Direct*	Indirect**	Total
CDL training (per cohort)	42	1	\$ 1,752	\$ 1,156	\$ 2,907
		11	\$ 5,891	\$ 3,888	\$ 9,778
Fuel (per cohort)		12	\$ 4,500	\$ -	\$ 4,500
Totals per cohort			\$ 12,142	\$ 5,044	\$ 17,186
x 6 cohorts per year			x 6	x 6	x 6
<b>Total</b>			<b>\$ 77,852</b>	<b>\$ 30,262</b>	<b>\$ 103,114</b>

\*Direct--Meals & Incidental Expenses: \$51/day; Lodging: \$91/night. Source: U.S. General Services Administration, FY 2017 Per Diem Rates for Merrill, WI

\*\*Indirect--\$.66 per \$1. Source: Economic Research - University Arkansas, College of Charleston, Rochester COC

Cohort assumptions:

- 12 participants per cohort; 6 cohorts per year
- Out of town participants = 5% (1) with one overnight stay per week (\$91 for hotel); 1 M&IE allowance for 1 day; 1/4 M&IE allowance for 4 days
- Local participants = 95% (12) will spend 1/4 M&IE allowance per day (\$51 / 4 = \$12.75 for food and gas) each day
- \$375 per student for fuel needed for driving lab scenarios (Fall 2016 costs)

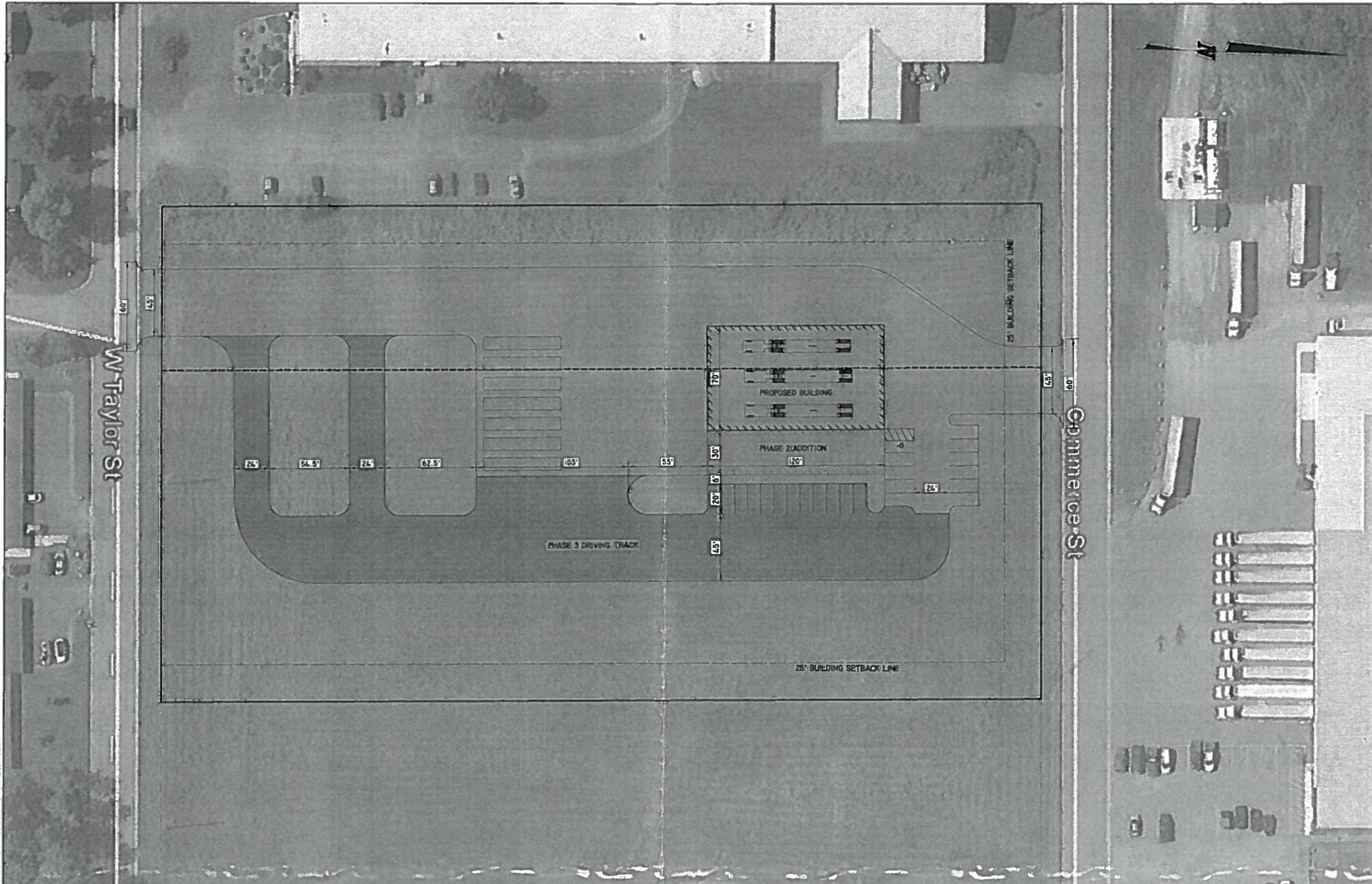
Estimated Annual Economic Impact Generated from Incumbent Training					
	Days	Attendees	Direct*	Indirect**	Total
Transportation training (per 15 member cohort)	2	5	\$ 455	\$ 300	\$ 755
		15	\$ 383	\$ 252	\$ 635
Fuel (per cohort)		15	\$ 450	\$ -	\$ 450
Totals per cohort			\$ 1,288	\$ 553	\$ 1,840
x 25 cohorts per year			x 25	x 25	x 25
<b>Total</b>			<b>\$ 32,188</b>	<b>\$ 13,810</b>	<b>\$ 46,006</b>

\*Direct--Meals & Incidental Expenses: \$51/day; Lodging: \$91/night. Source: U.S. General Services Administration, FY 2017 Per Diem Rates for Merrill, WI

\*\*Indirect--\$.66 per \$1. Source: Economic Research - University Arkansas, College of Charleston, Rochester COC

Cohort assumptions:

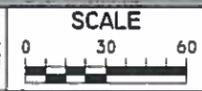
- 25 participants per cohort; 25 cohorts per year
- Out of town participants = 30% (5) with one overnight stay (\$91 for hotel)
- Local participants = 70% (10) will spend quarter M&IE allowance per day (\$51 / 4 = \$12.75 for food and gas)
- \$15 per participant per day for fuel needed for driving lab scenarios (Fall 2016 costs)



DRAWING FILE: P:\5379D\5379D-NTC Shooting Range\5379D-Concept Draw\Layout\_Concept  
 PLOTTED: 01/10/17 10:53:10 AM BY: REI

**REI Engineering, Inc.**  
 4080 N. 20TH AVENUE  
 WAUSAU, WISCONSIN 54401  
 PHONE: 715.675.9784 FAX: 715.675.4060  
 EMAIL: MAIL@REIENGINEERING.COM

**REI** CIVIL & ENVIRONMENTAL  
 ENGINEERING, SURVEYING

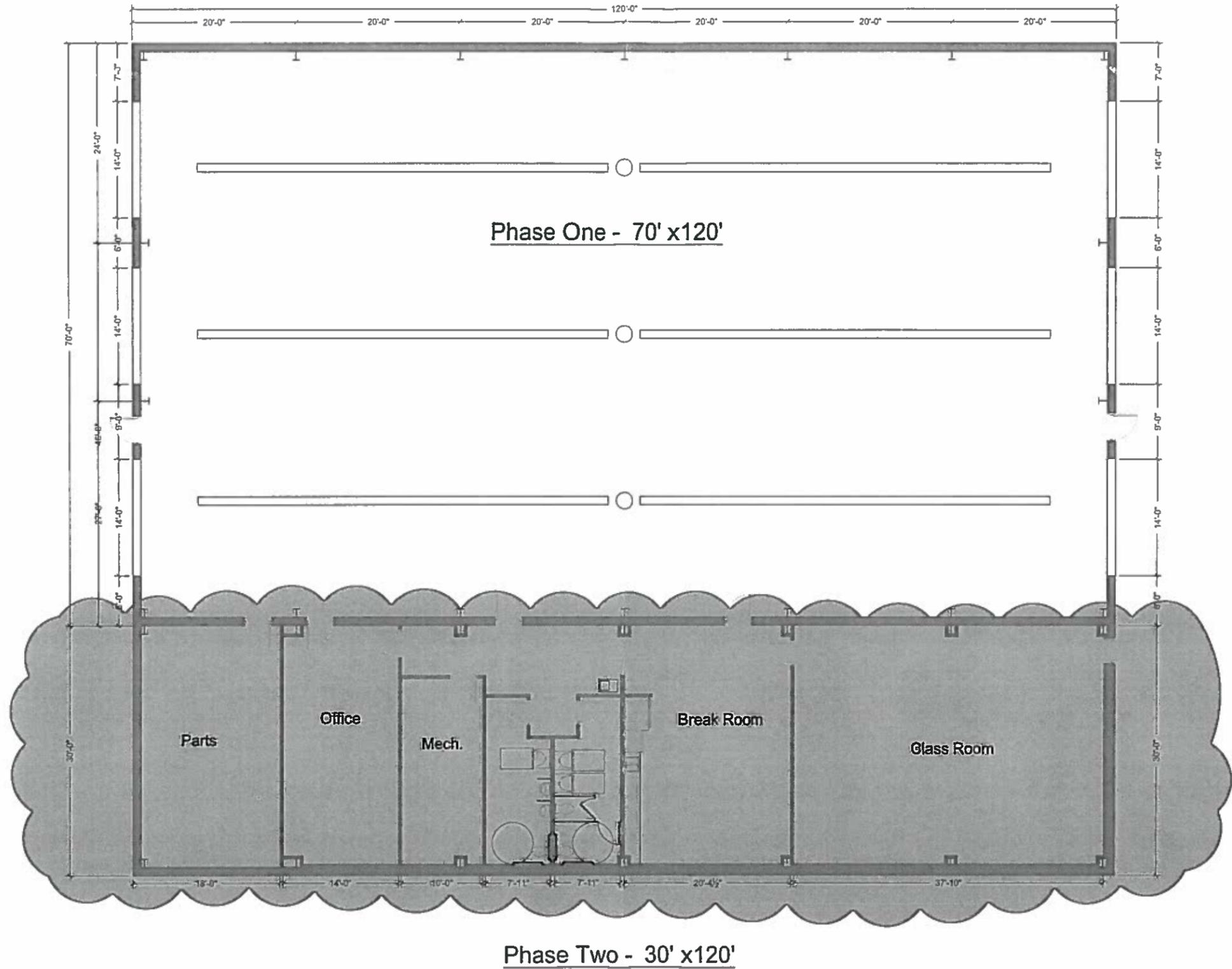


DATE	REVISION	BY	CHK'D

DESIGNED BY: MEM	CHECKED BY: TAE
SURVEYED BY: REI	APPROVED BY: MEM
DRAWN BY: TAW	DATE: 01/10/17

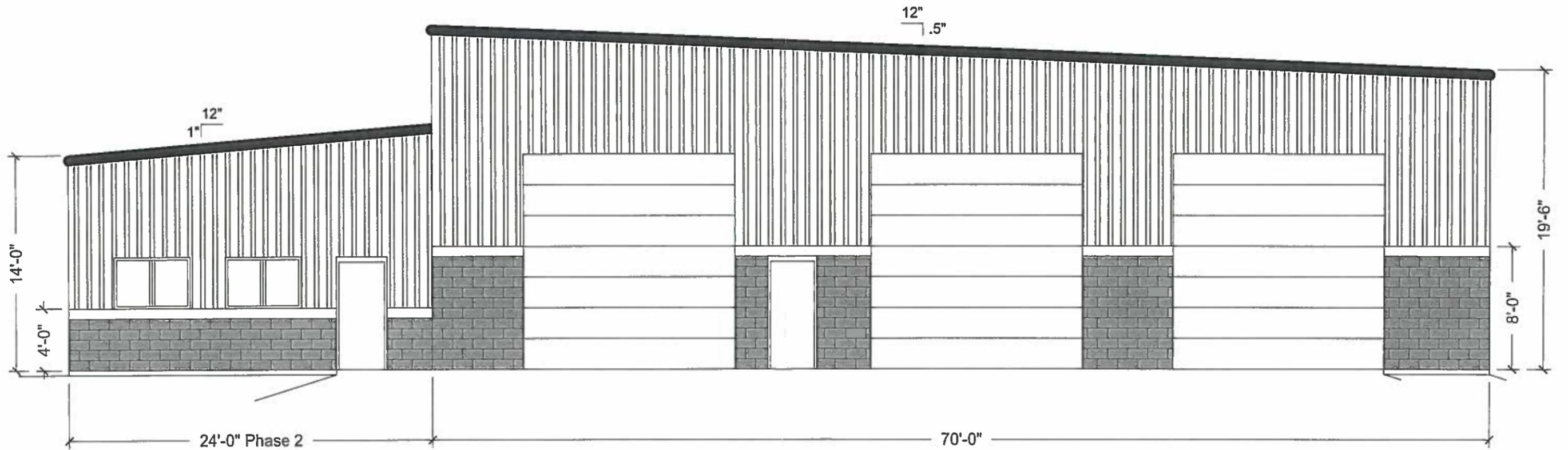
**CDL TRAINING BUILDING**  
 NORTHCENTRAL TECHNICAL COLLEGE  
 HERRILL, WISCONSIN

**REI**  
 REI No. 5379D  
 SHEET DESIGN




**FLOOR PLAN**  
 SCALE 1/8" = 1'-0"

# NTC CDL Training Center



**NORTH ELEVATION – COMMERCE STREET**  
SCALE 3/16" = 1'-0"

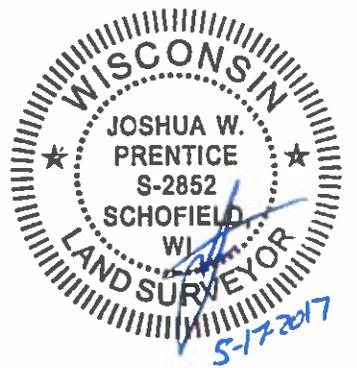
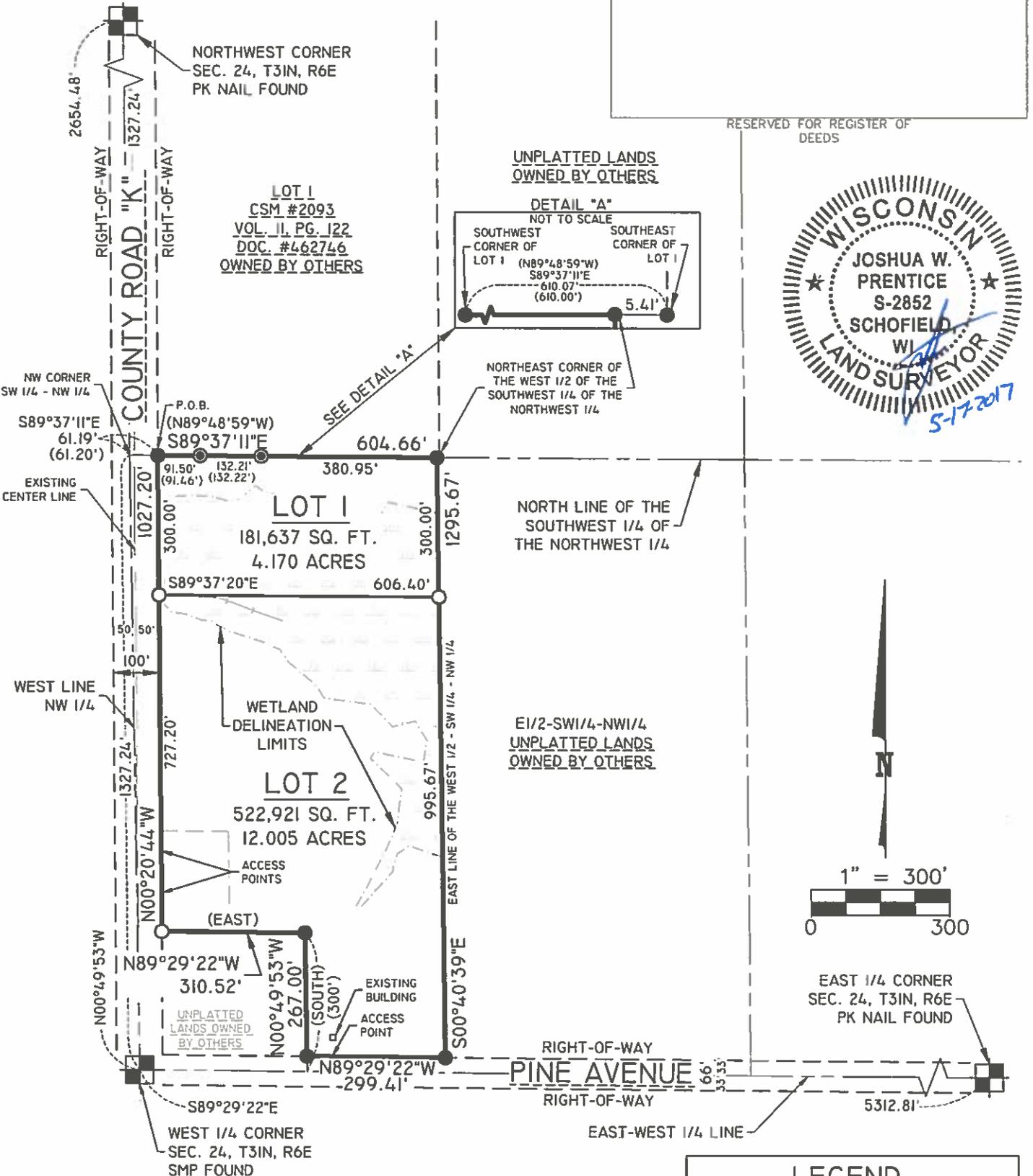
# **NTC CDL Training Center**

# R.E.I. 4080 N. 20th AVE WAUSAU, WI 54401 (715)675-9784 LINCOLN CO. CERTIFIED SURVEY MAP

MAP NO. \_\_\_\_\_ VOLUME \_\_\_\_\_ PAGE \_\_\_\_\_

PREPARED FOR: PETE BORCHARDT  
LAND OWNER: PETE BORCHARDT

OF PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4,  
IN SECTION 24, TOWNSHIP 31 NORTH, RANGE 6 EAST,  
TOWN OF SCOTT, LINCOLN COUNTY, WISCONSIN.



- NOTES:
1. BEARINGS ARE BASED ON THE LINCOLN COUNTY COORDINATE SYSTEM, NAD 83(2011) DATUM AND REFERENCED TO THE WEST LINE OF THE NORTHWEST 1/4 OF SECTION 24, TOWNSHIP 31 NORTH, RANGE 6 EAST, MEASURED TO BEAR NORTH 00°49'53" WEST.
  2. FIELD WORK WAS COMPLETED ON 05-10-2017.
  3. A PORTION OF THE LANDS WITHIN THE CERTIFIED SURVEY MAP WERE PREVIOUSLY SURVEYED BY REI ENGINEERING DATED 02/12/2013 AND SHOW THE SECTION BREAKDOWN USED TO DETERMINE THE BOUNDARY LINES.
  4. RIGHT-OF-WAY REFERENCE LINE IS NOT ON THE SECTION LINE.
  5. WETLANDS SHOWN WERE DELINEATED BY STAR ENVIRONMENTAL, MAY 2017.

LEGEND	
●	- 1 IN. BAR FOUND
●	- 1-1/4 IN. O.D. IRON PIPE FOUND
○	- 1-1/4 IN. O.D. X 18 IN. IRON PIPE WEIGHING 1.68 LBS/LIN. FT. SET
(126')	- RECORDED BEARING/LENGTH
126.00'	- MEASURED BEARING/LENGTH

Attachment: CMS - Town of Scott (P. Borchardt) (2537 : Extraterritorial Certified Survey Map (Town of Scott) for Pete Borchardt)

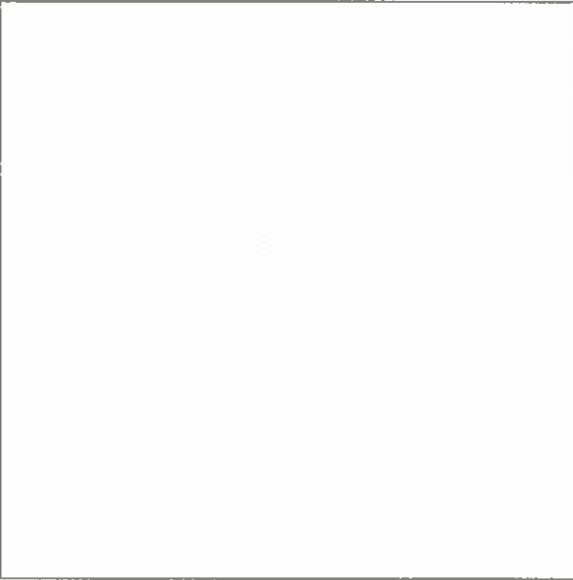
R.E.I. 4080 N. 20th AVE WAUSAU, WI 54401 (715)675-9784  
LINCOLN CO. CERTIFIED SURVEY MAP

MAP NO. \_\_\_\_\_ VOLUME \_\_\_\_\_ PAGE \_\_\_\_\_

PREPARED FOR: PETE BORCHARDT

LAND OWNER: PETE BORCHARDT

OF PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4,  
IN SECTION 24, TOWNSHIP 31 NORTH, RANGE 6 EAST,  
TOWN OF SCOTT, LINCOLN COUNTY, WISCONSIN.



RESERVED FOR REGISTER OF DEEDS

SURVEYOR'S CERTIFICATE

I, JOSHUA W. PRENTICE, WISCONSIN PROFESSIONAL LAND SURVEYOR S-2852, DO HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF: THAT I HAVE SURVEYED, MAPPED AND DIVIDED PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4, IN SECTION 24, TOWNSHIP 31 NORTH, RANGE 6 EAST, TOWN OF SCOTT, LINCOLN COUNTY, WISCONSIN, MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE WEST 1/4 CORNER OF SAID SECTION 24; THENCE NORTH 00°49'53" WEST, COINCIDENT WITH THE WEST LINE OF SAID NORTHWEST 1/4, 1327.24 FEET TO THE NORTHWEST CORNER OF SAID SOUTHWEST 1/4 OF THE NORTHWEST 1/4; THENCE SOUTH 89°37'11" EAST, COINCIDENT WITH THE NORTH LINE OF SAID SOUTHWEST 1/4 OF THE NORTHWEST 1/4, 61.19 FEET TO THE EAST RIGHT-OF-WAY LINE OF COUNTY ROAD "K", THE SOUTHWEST CORNER OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER 2093, RECORDED IN VOLUME 11, ON PAGE 122, AS DOCUMENT NUMBER 462746, FILED IN THE LINCOLN COUNTY REGISTER OF DEEDS OFFICE, AND THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 89°37'11" EAST, COINCIDENT WITH SAID NORTH LINE OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 AND THE SOUTH LINE OF SAID LOT 1 OF CERTIFIED SURVEY MAP NUMBER 2093, 604.66 FEET TO THE NORTHEAST CORNER OF THE WEST 1/2 OF SAID SOUTHWEST 1/4 OF THE NORTHWEST 1/4; THENCE SOUTH 00°40'39" EAST, COINCIDENT WITH THE EAST LINE OF SAID WEST 1/2 OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4, 1295.67 FEET TO THE NORTH RIGHT-OF-WAY LINE OF PINE AVENUE; THENCE NORTH 89°29'22" WEST, COINCIDENT WITH SAID NORTH RIGHT-OF-WAY LINE OF PINE AVENUE, 299.41 FEET; THENCE NORTH 00°49'53" WEST, 267.00 FEET; THENCE NORTH 89°29'22" WEST, 310.52 FEET TO SAID EAST RIGHT-OF-WAY LINE OF COUNTY ROAD "K"; THENCE NORTH 00°20'44" WEST, COINCIDENT WITH SAID EAST RIGHT-OF-WAY LINE OF COUNTY ROAD "K", 1027.20 FEET TO SAID NORTH LINE OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4, SAID SOUTHWEST CORNER OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER 2093 AND THE POINT OF BEGINNING.

THAT THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 704,558 SQUARE FEET, 16.175 ACRES, MORE OR LESS.

THAT I HAVE MADE THIS SURVEY, DIVISION AND MAP THEREOF AT THE DIRECTION OF PETE BORCHARDT, OWNER OF SAID PARCEL.

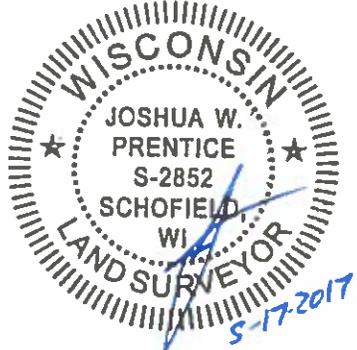
THAT SAID PARCEL IS SUBJECT TO EASEMENTS, RESTRICTIONS, AND RIGHT-OF-WAYS OF RECORD.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF SECTION 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE CITY OF MERRILL, TOWN OF SCOTT AND LINCOLN COUNTY.

THAT THIS MAP IS A CORRECT AND ACCURATE REPRESENTATION OF THE EXTERIOR BOUNDARIES OF SAID PARCEL, AND OF THE DIVISION THEREOF MADE.

DATED THIS 17<sup>TH</sup> DAY OF MAY 2017

REI  
JOSHUA W. PRENTICE  
WI P.L.S. S-2852



CITY OF MERRILL EXTRATERRITORIAL APPROVAL CERTIFICATE  
RESOLVED, THAT THIS CERTIFIED SURVEY MAP IS WITHIN THE EXTRATERRITORIAL AREA OF THE CITY OF MERRILL AND IS HEREBY APPROVED.  
  
DATE \_\_\_\_\_ APPROVED \_\_\_\_\_  
  
DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

LINCOLN COUNTY LAND SERVICES DEPARTMENT APPROVAL CERTIFICATE  
THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED BY THE LINCOLN COUNTY LAND SERVICES DEPARTMENT  
  
ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_  
  
\_\_\_\_\_  
LAND SERVICES ADMINISTRATOR  
  
\_\_\_\_\_  
DATE

Attachment: CMS - Town of Scott (P. Borchardt) (2537 : Extraterritorial Certified Survey Map (Town of Scott) for Pete Borchardt)

**CITY OF MERRILL**  
1004 EAST FIRST STREET  
MERRILL, WI 54452

**NOTICE OF PUBLIC HEARING**

All persons interested will be given an opportunity to be heard at a public hearing to be held by and before the City Plan Commission of the City of Merrill, Wisconsin, commencing at **6:00 p.m., on Tuesday, June 6, 2017**, in the City Hall Council Chambers, 1004 East First Street, Merrill, Wisconsin, on the following proposed matter, to wit;

- 1.) City of Merrill requesting rezoning from Industrial to Public for a parcel of land located between W Taylor and Commerce Streets. Legally described as: Lots One (1) and Two (2) of Certified Survey Map No. 1344, recorded December 16, 1999, in Volume 6 of Certified Surveys, page 268, as Document No. 383279, in the Office of the Register of Deeds, Lincoln County, Wisconsin, being Lot I of Certified Survey Map No. 804, being located in a part of the SE 1/4 of the SE 1/4, Section 3, Township 31 North, Range 6 East, City of Merrill, Lincoln County, Wisconsin.

Anyone having any questions regarding the hearing should contact Zoning Administrator, Darin Pagel at 536-4880.

Dated: May 16, 2017

CITY OF MERRILL, WISCONSIN

By: \_\_\_\_\_  
William N. Heideman  
City Clerk

Attachment: Pulice Hearing Notice - Rezoning on West Taylor Street (2536 : Public Hearing on rezoning on West Taylor Street)