



**CITY OF MERRILL
BOARD OF PUBLIC WORKS**

MINUTES • WEDNESDAY DECEMBER 20, 2017

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	

Also in attendance: City Administrator Dave Johnson, Finance Director Kathy Unertl, Public Works Director/City Engineer Rod Akey, Street Superintendent Dustin Bonack, Building Inspector/Zoning Administrator Darin Pagel, City Attorney Tom Hayden, Alderwoman Mary Ball, Jody Malsack, Sameer Dardouk, (arr. 4:16 P.M.) and City Clerk Bill Heideman.

2. Preliminary items:

1. Vouchers

Motion (Schwartzman/Norton) to approve.

RESULT: APPROVED

3. Other agenda items for consideration:

1. Request from Corey Zellner to discuss Street Department storm damage cleanup policies and procedures.

Historic information was in the meeting packet. At the November 18th, 2015 Board of Public Works meeting, in response to a request from Corey Zellner, the Street Department policy related to charges for pickup of limbs/branches was discussed. Mr. Zellner submitted this request in response to a special assessment charge he had received for limb/braches pickup.

Mayor Bialecki reported that he has recently discussed this issue with Mr. Zellner. Mayor Bialecki asked for clarification on the current code/policies related cleanup after storms.

Street Superintendent Bonack responded that these types of materials are handled similar to other garbage, and are tagged accordingly if there is a violation. He added that the Street Department has now scheduled spring and fall cleanup days for disposal of this type of material.

Alderman Lokemoen suggested that granting a waiver for just one or two people might be questionable.

Mayor Bialecki recommended that the Public Works Director/City Engineer and Street Superintendent be allowed to use their discretion when assessing charges for Street Department cleanup after storms.

No action was taken.

2. Request from Jody Malsack to discuss her concerns regarding snow removal on East First Street.

Jody Malsack distributed information, including pictures, and then addressed the Board. She has concerns related to the procedures and timing of Street Department snow plowing and removal on December 13th, in the downtown areas of East Main Street and East First Street. She contends that, when plowing and removing snow, the Street Department gave preferential treatment to the businesses on East Main Street. She requested that, in the future, the areas of East Main Street and East First Street be given equal consideration during snow plowing/removal.

Street Superintendent Bonack responded that the snow was plowed and removed based on his decisions.

Alderman Lokemoen remarked that it appears that this situation was an anomaly rather than a regular occurrence, and it did not appear that anyone was treated unfairly.

No action was taken.

3. Request from Alderman Ball to discuss uncontrolled intersections in City.

Alderwoman Ball distributed information.

City Administrator Johnson reported that stop sign placement and location are based on need for signage, traffic flow and citizen requests. Any requests for additional stop signs are initially considered by the Police Department and the Street Department.

Alderman Lokemoen suggested that sometimes what appears to be safety compromises due to lack of stop sign(s) may in fact be isolated incidents.

No action was necessary, requested or taken.

4. Consider proceeding with lease option to T-Mobile for a cell tower on City-owned water tank at 401 East Street.

City Attorney Hayden reported that negotiations with T-Mobile are ongoing. He and Public Works Director/City Engineer Akey have no concerns at this time, except for the fact that T-Mobile has not yet submitted structural plans. City Attorney Hayden and Public Works Director/City Engineer Akey are seeking authorization to continue negotiations.

Motion (Norton/Schwartzman) to proceed with negotiations, after structural plans have been submitted.

RESULT: APPROVED

5. Consider installation of curb and gutter on S. Alexander Street and paving 1,300 lineal feet of Heldt Street (west of Alexander Street) to facilitate development. The Board of Public Works recommends approval.

Public Works Director/City Engineer Akey reported that this proposed project would provide water and sewer to Precision Companies, whose water system has begun failing. The project could also serve potential expansion of the S.W. Swiderski apartments.

Finance Director Unertl noted that this would be a TID #8 project.

The Redevelopment Authority has already recommended approval of water and sewer installation, contingent upon Board of Public Works recommendation(s).

Motion (Norton/Schwartzman) to approve.

RESULT: APPROVED & SENT TO COUNCIL **Next: 1/9/2018 7:00 PM**

6. Continue discussion of garbage collection policy for multiunit dwellings and commercial properties.

Although consideration of this has been ongoing, no definite decision has yet been made on the number of garbage bags allowable for multiunit and commercial properties.

Alderman Lokemoen stated that it is difficult to make a decision just by discussing it. He would prefer that an ordinance be drafted and considered.

It was suggested other municipalities to be contacted to obtain information on their policies and procedures. Street Superintendent Bonack will contact neighboring municipalities to obtain this information, and then report it at a future meeting.

No action was taken at this time.

7. Consider five-year road project plan.

A copy of the plan was in the meeting packet.

Public Works Director/City Engineer Akey reported that, in order to ensure eligibility for grants, a five-year project plan must be approved.

Motion (Lokemoen/Norton) to approve.

RESULT:	APPROVED
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8. Discuss previously approved jurisdictional transfer (Lincoln County to City of Merrill) of S. State Street, from Joe Snow Road to Tannery Road.

Public Works Director/City Engineer Akey reported that on the status of a jurisdictional transfer. This was placed on the agenda for information only. A portion of State Street has not been annexed to the City.

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

9. Discussion and possible action on permit fees.

Information was in the meeting packet, including data on permit fees charged by several other municipalities.

Building Inspector/Zoning Administrator Pagel expressed his opinion that the current City residential fees seem reasonable, but that commercial fees appear to be low when compared with other municipalities. He recommended increasing all commercial permits to a minimum charge to \$200, plus 10 cents per square foot.

Any change to the fee schedule would be considered by the Common Council in an ordinance.

Motion (Lokemoen/Schwartzman) to approve a minimum charge of \$200, plus 10 cents per square foot, for all commercial permits.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 1/9/2018 7:00 PM
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4. Monthly Reports:

1. Building Inspector/Zoning Administrator Pagel

The report was in the meeting packet.

2. Public Works Director/City Engineer Akey

The report was in the meeting packet.

Public Works Director/City Engineer Akey provided a verbal update on the lighting portion of the ongoing Grand Avenue project.

3. Consider placing monthly reports on file

Motion (Schwartzman/Lokemoen) to place on file.

RESULT:	PLACED ON FILE
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5. Establish date, time and location of next regular meeting

Wednesday, January 24th, 2018 at 5:30 P.M. in the City Hall Common Council Chambers. The meeting will included public hearings. The public hearings will began at 6:00 P.M.

6. Public Comment Period

Sameer Dardouk stated that, for several reasons, he would like to file a complaint against the City Administrator and the Building Inspector/Zoning Administrator.

7. Closed session(s):

1. The Board of Public Works may convene in closed session per Wisconsin State Statutes Section 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to consider potential development options on Pine Ridge Avenue.

Motion (Schwartzman/Lokemoen) to convene in closed session. Carried 3-1 on roll call vote. Voting No - Alderman Norton.

Convened in closed session at 4:51 P.M. Attending: Bialecki, Lokemoen, Schwartzman, Norton, Johnson, Unertl, Akey, Hayden and Ball.

Various development options in the Pine Ridge Avenue area were discussed. The Board will continue to receive updates. No action was taken at this time.

8. Open session:

1. The Board of Public Works may reconvene in open session for potential action(s) on closed session issue(s).

The Board opted to not reconvene in open session.

9. Adjournment

Motion (Schwartzman/Norton) to adjourn. Carried. Adjourned (from closed session) at 5:03 P.M.