



CITY OF MERRILL
CITY PLAN COMMISSION
AGENDA • MONDAY OCTOBER 8, 2018

Regular Meeting

City Hall Council Chambers

5:30 PM

- I. Call to Order
- II. Minutes of previous meeting(s):
 1. Minutes of August 20, 2018 meeting
- III. Agenda items for consideration:
 1. Site Plan for sign at Bible Presbyterian Church, 1605 Highway G.
 2. Certified Survey Map for Highway G Industrial Park.
 3. Ordinance amending Code of Ordinances Chapter 111, Article II, Section 111-116, related to procedures for approving a Certified Survey Map (CSM).
 4. Ordinance amending Code of Ordinances Chapter 113, Article II, Section 113-44 related to principal permitted uses and requirements for Public Use/Park and Recreation districts.
- IV. Public Hearing (6:00 P.M.):
 1. Petition for direct annexation from Ritchie Oil for property located in the Town of Merrill.
- V. Public Comment Period
- VI. Establish date, time and location of next meeting
- VII. Adjournment



CITY OF MERRILL
CITY PLAN COMMISSION
MINUTES • MONDAY AUGUST 20, 2018

Regular Meeting City Hall Council Chambers 5:30 PM

I. Call to Order

Mayor Woellner called the meeting to order at 5:30 P.M.

Attendee Name	Title	Status	Arrived
Ryan Schwartzman	Aldersperson - Third District & Council President	Excused	
Mike Willman	Chairman - Park & Rec	Present	5:50 PM
Ralph Sturm		Present	
Melissa Schroeder		Present	
Ken Maule		Present	
Robert Reimann		Excused	
Derek Woellner	Mayor	Present	

Also in attendance: City Administrator Dave Johnson, City Attorney Tom Hayden, Public Works Director/City Engineer Rod Akey, Building Inspector/Zoning Administrator Darin Pagel, Alderman Dave Sukow, Michael Ravn, Lori Anderson Malm, Andrew Wallace, Delores Preisinger, George Preisinger, Chelsea Gedamke, Jason Gedamke, Ron Burrow and City Clerk Bill Heideman. A student was in attendance to tape the meeting for Merrill Productions.

II. Minutes of previous meeting(s):

1. Minutes of June 27, 2018 meeting

Motion (Schroeder/Sturm) to approve.

RESULT: APPROVED

III. Agenda items for consideration:

1. Merrill Community Homeless Center exterior review.

Code of Ordinances Section 113-14 (Commercial Design Guidelines) was in the meeting packet. Building Inspector/Zoning Administrator Pagel explained that this ordinance is applicable in this case, because a building permit is required for the work being done at the Merrill Community Homeless Center building, 407 West Main Street.

Attachment: 2018-08-20 City Plan Commission Minutes (3624 : Minutes of August 20, 2018 meeting)

Representing the Merrill Community Homeless Center, Mike Ravn explained that the building will house a warming shelter on the first floor and a homeless shelter on the second floor. The outside east wall (brick) of the building is currently exposed. The commercial design guidelines ordinance specifies that the buildings shall have colors that are “low-reflective, subtle, neutral or earth tone”. The Merrill Community Homeless Center is seeking authorization to place a blue border on the outside east wall, with the center painted white. They would also like to place a sign or their logo on that wall. Mr. Ravn distributed examples of their logo and letterhead.

Motion (Maule/Sturm) to approve allowing the exception to the ordinance, per the request from the Merrill Community Homeless Center.

Motion (Woellner) to amend by specifying that the blue border and off-white brick be approved, but that the colors remain “earth tone”. Motion failed due to lack of a second.

The original motion was approved. No Common Council action is necessary.

At 5:53 P.M., Mayor Woellner announced a recess until 6:00 P.M., the scheduled start time for the public hearing.

At 6:00 P.M., Mayor Woellner called the meeting back to order.

IV. Public Hearing (will begin at 6:00 P.M.)

1. Public hearing on request from Andrew and Heather Wallace to rescind the historic designation of their property at 506 N. Center Ave.

City Attorney Hayden read the public hearing notice.

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

Lori Anderson Malm noted that the Historic Residential Building Repair Guidelines were enacted in the year 2000, and suggested that they should be updated.

Andrew Wallace, the owner of the property, agreed with Lori Anderson Malm on updating the guidelines. He noted that construction techniques have changed considerably since 2000, and suggested that the guidelines could be updated to be more appropriate and more accommodating to property owners. He added that his goal is to preserve the building.

Speaking as a board member of the Merrill Historical Society, Dave Johnson spoke in favor of the request to rescind. He would prefer preserving buildings over prohibiting restoration.

Ron Burrow stated that he owns property across the street from the property being discussed. In his opinion, because the property being discussed is within a historic district, he is not in favor of the request to rescind.

Upon being asked, Andrew Wallace stated that he would consider reapplying for historic designation for the building after the restoration project is complete.

Motion (Schroeder/Sturm) to close the public hearing. Carried.

Motion (Maule/Schroeder) to approve the request to rescind the historic designation. If approved, no Common Council action is necessary.

RESULT: APPROVED

V. Public Comment Period

None.

VI. Establish date, time and location of next meeting

Building Inspector/Zoning Administrator Pagel reported that, at this time, there are no agendas items for a September meeting. Based on that, the next meeting will be at the call of the chairperson.

VII. Adjournment

Motion (Willman/Woellner) to adjourn. Carried. Adjourned at 6:16 P.M.



D&L Signs
5906 Saxon Avenue, Weston WI
Online: dlsignsinc.com

Note: This artwork is the sole property of D&L Signs Inc. No use of this design, or part of, is permitted by anyone other than D&L Signs Inc. Anyone using this design, or part of, for any reason including replicating or building will be charged and agrees to pay \$1,000.00 design fee. The below has read this agreement.

Proof 3

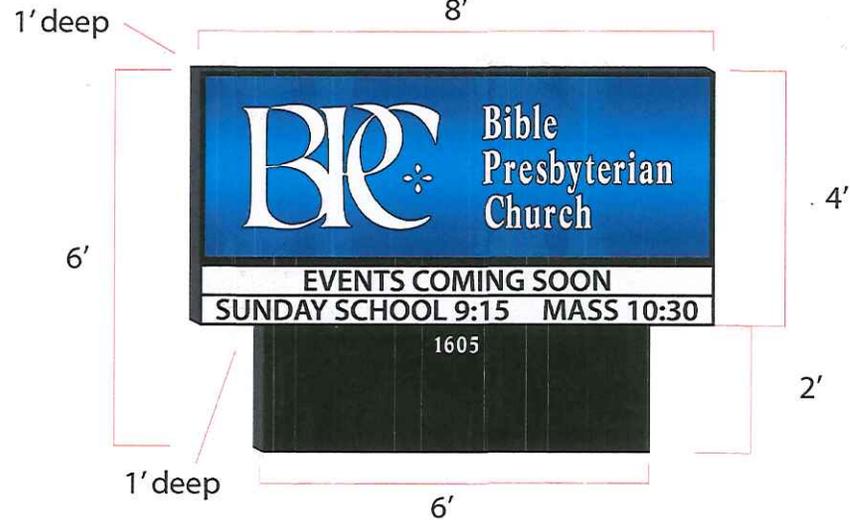
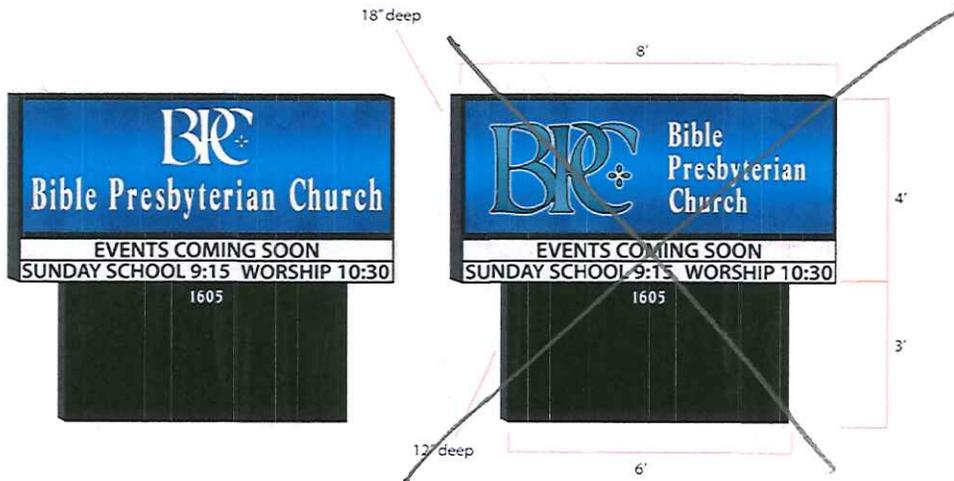
BPC_Monument Sign_Engineer
Qty: 1 _ Double Faced Sign _ OD Size: 6' x 8'
Black aluminum structure _ Vinyl: transparent gloss _
2 lines of 4" letters manual reader board _
top acrylic panel illuminated 3' x 8'
D & L Signs to build & install

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Proof 2

BPC_Monument Sign_Engineer
Qty: 1 _ Double Faced Sign _ OD Size: 6' x 8'
Black aluminum structure _ Vinyl: transparent gloss _
2 lines of 4" letters manual reader board _
top acrylic panel illuminated 3' x 8'
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Proof 4

BPC_Monument Sign_Engineer
Qty: 1 _ Double Faced Sign _ OD Size: 7' x 8'
Black aluminum structure _ Vinyl: transparent gloss _
2 lines of 4" letters manual reader board _
Top acrylic panel illuminated 3' x 8'
D & L Signs to build & install

D&L Signs
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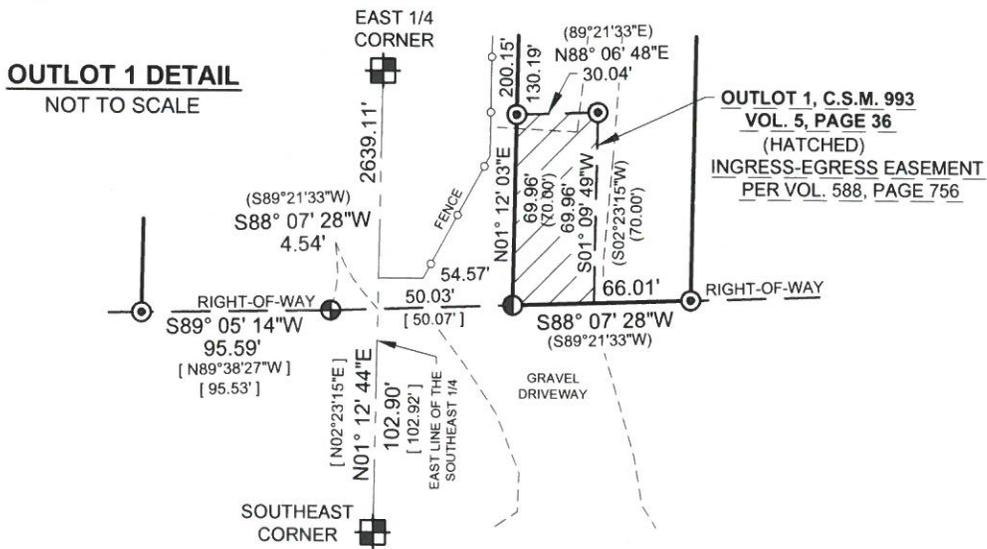
Proof 2

BPC_Monument Sign_Engineer
Qty: 1 _ Double Faced Sign _ OD Size: 6' x 8'
Painted aluminum structure _ Vinyl: transparent gloss _
2 lines of 4" letters manual reader board _
top acrylic panel illuminated 3' x 8'
D & L Signs to build & install

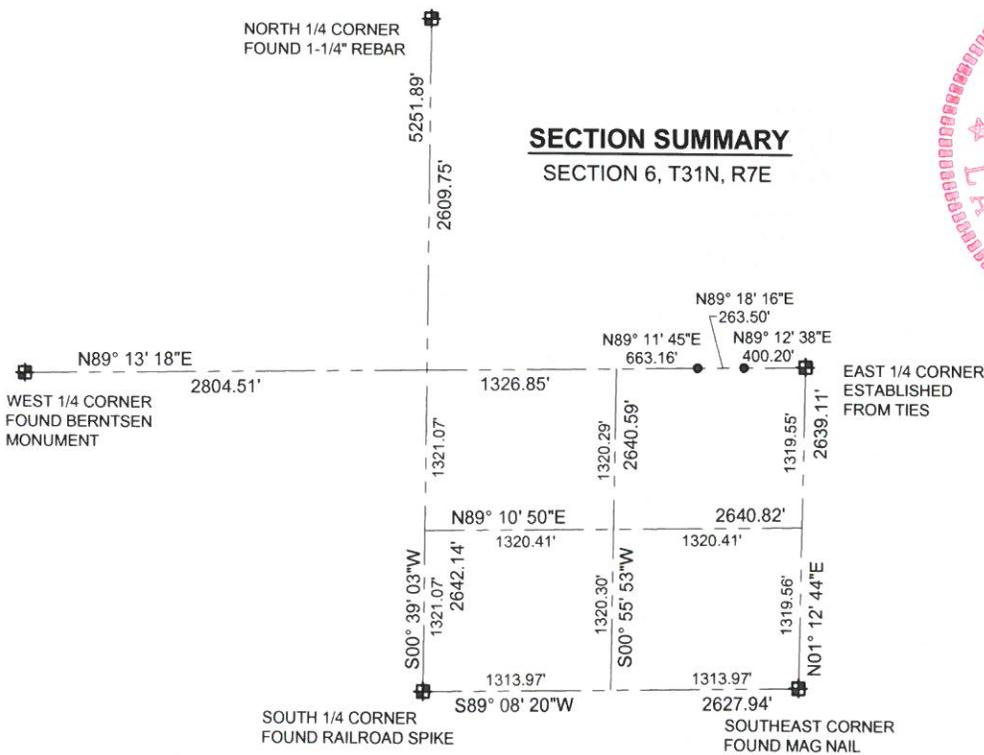
Attachment: Bible Presbyterian Church Sign Info (3667 : Site Plan for Bible Presbyterian Church sign)

LINCOLN COUNTY CERTIFIED SURVEY MAP NO. _____

Of Lot 1 of Certified Survey Map Number 2621 recorded in Volume 15 of Certified Survey Maps on Page 114 located in part of the Northwest 1/4 of the Southwest 1/4 and part of the Southwest 1/4 of the Southwest 1/4 of Section 5, part of the Northeast 1/4 of the Southeast 1/4 and part of the Southeast 1/4 of the Southeast 1/4 of Section 6, Township 31 North, Range 7 East, City of Merrill, Lincoln County, Wisconsin.



CURVE TABLE							
CURVE	ARC LENGTH	RADIUS	CENTRAL ANGLE	CHORD BEARING	CHORD LENGTH	TANGENT BEARING IN	TANGENT BEARING OUT
1 - 3	1703.67'	3567.81'	27°21'34"	S32°09'42"E	1687.53'	S45°50'29"E	S18°28'55"E
1 - 2	57.40'	3567.81'	00°55'18"	S45°22'50"E	57.40'	S45°50'29"E	S44°55'11"E
2 - 3	1646.27'	3567.81'	26°26'16"	S31°42'03"E	1631.71'	S44°55'11"E	S18°28'55"E
4 - 5	238.96'	60.00'	228°11'23"	S64°51'08"E	109.54'	N01°03'10"E	S49°14'33"W
4 - 2	140.35'	60.00'	134°01'39"	N68°04'00"E	110.47'	N01°03'10"E	S44°55'11"E
2 - 5	98.61'	60.00'	94°09'44"	S02°09'41"W	87.88'	S44°55'11"E	S49°14'33"W



SHEET 3 OF 5



RIVERSIDE LAND SURVEYING LLC
 6304 KELLY PLACE WESTON, WI 54476 PH 715-241-7500 - FAX 715-355-6894
 email - mail@riversidelandsurveying.com

DRAWN BY M.F.L.	DATE SEPTEMBER 18, 2018
CHECKED BY N.J.W.	PROJECT NO. 2664
PREPARED FOR: CITY OF MERRILL	

LINCOLN COUNTY CERTIFIED SURVEY MAP NO. _____

Of Lot 1 of Certified Survey Map Number 2621 recorded in Volume 15 of Certified Survey Maps on Page 114 located in part of the Northwest 1/4 of the Southwest 1/4 and part of the Southwest 1/4 of the Southwest 1/4 of Section 5, part of the Northeast 1/4 of the Southeast 1/4 and part of the Southeast 1/4 of the Southeast 1/4 of Section 6, Township 31 North, Range 7 East, City of Merrill, Lincoln County, Wisconsin.

I, Nathan J. Wincentsen, Professional Land Surveyor S-2539, hereby certify to the best of my knowledge and belief: That I have surveyed, mapped and divided Lot 1 of Certified Survey Map Number 2621 recorded in Volume 15 of Certified Survey Maps on Page 114 located in part of the Northwest 1/4 of the Southwest 1/4 and part of the Southwest 1/4 of the Southwest 1/4 of Section 5, part of the Northeast 1/4 of the Southeast 1/4 and part of the Southeast 1/4 of the Southeast 1/4 of Section 6, Township 31 North, Range 7 East, City of Merrill, Lincoln County, Wisconsin, described as follows:

Commencing at the Southeast corner of said Section 6; Thence North 01°12'44" East along the East line of said Southeast 1/4, 102.90 feet to the North right-of-way line of County Road "G"; Thence South 88°07'28" West along said North right-of-way, 4.54 feet; Thence South 89°05'14" West along said North right-of-way line of County Road "G", 95.59 feet to the point of beginning; Thence continuing South 89°05'14" West along said North right-of-way line, 394.40 feet to the East line of Lot 3 of said Certified Survey Map Number 1864; Thence North 00°55'24" East along said East line, 300.11 feet to the North line of said Lot 3 of said Certified Survey Map Number 1864; Thence South 89°00'57" West along said North line, 219.86 feet to the East line of Lot 2 of said Certified Survey Map Number 1864; Thence North 00°55'24" East along said East line, 391.19 feet to the Northeast corner of said Lot 2; Thence North 07°27'25" East, 531.96 feet to the Southeast corner of the West 1/2 of said Northeast 1/4 of the Southeast 1/4; Thence North 01°02'51" East along the monumented East line of said West 1/2 of the Northeast 1/4 of the Southeast 1/4, 1320.20 feet to the North line of said Southeast 1/4 as monumented; Thence North 89°18'16" East along said North line as monumented, 263.50 feet to the West right-of-way line of U.S.H. "51"; Thence South 45°50'39" East along said West right-of-way line, 685.04 feet to the beginning of a non-tangential curve to the right; Thence along said West right-of-way line, 1703.67 feet along the arc of said curve, said curve having a radius of 3567.81 feet, a central angle of 27°21'34" and a chord that bears South 32°09'42" East for a distance of 1687.53 feet to the North line of Lot 1 of Certified Survey Map Number 2257 recorded in Volume 12 of Certified Survey Maps on Page 190; Thence South 37°10'37" West along said North line, 412.59 feet to the North line of Lot 2 of said Certified Survey Map Number 2257; Thence South 88°08'02" West along said North line, 428.98 feet to the Northeast corner of Lot 1 of Certified Survey Map Number 992 recorded in Volume 5 of Certified Survey Maps on Page 34; Thence South 88°08'04" West along the North line of said Lot 1, 243.86 feet to the West line of said Lot 1 of Certified Survey Map Number 992; Thence South 01°09'49" West along said West line, 269.95 feet to said North right-of-way line of County Road "G"; Thence South 88°07'28" West along said North right-of-way line, 66.01 feet to the East line of Lot 1 of Certified Survey Map Number 993 recorded in Volume 5 of Certified Survey Maps on Page 36; Thence North 01°12'03" East along said East line, 200.15 feet to the North line of of said Lot 1 of Certified Survey Map Number 993; Thence South 88°46'07" West along said North line, 150.15 feet to the West line of said Certified Survey Map Number 993; Thence South 01°11'58" West along said West line, 200.23 feet to the point of beginning.

That the above described parcel of land contains 2,824,060 square feet or 64.831 acres, more or less;

That said parcel is subject to all easements, restrictions and right-of-ways of record including an existing 80' wide power line easement described in Document Number 333249, an existing ANR gas line easement per Document Number 192342 and an Ingress-Egress easement described in Volume 588, Page 756;

That I have made this survey, division and map thereof at the direction of the City of Merrill, Owner of said parcel;

That I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes, Chapter A-E7 of the Wisconsin Administrative Code and the subdivision regulations of the City of Merrill in Surveying, Mapping and Dividing the same.

That said map is a correct and accurate representation of the exterior boundaries of said parcel and the division thereof.

Dated this 24th day of SEPTEMBER 2018

Nathan J. Wincentsen
Riverside Land Surveying LLC
Nathan J. Wincentsen
P.L.S. No. 2539

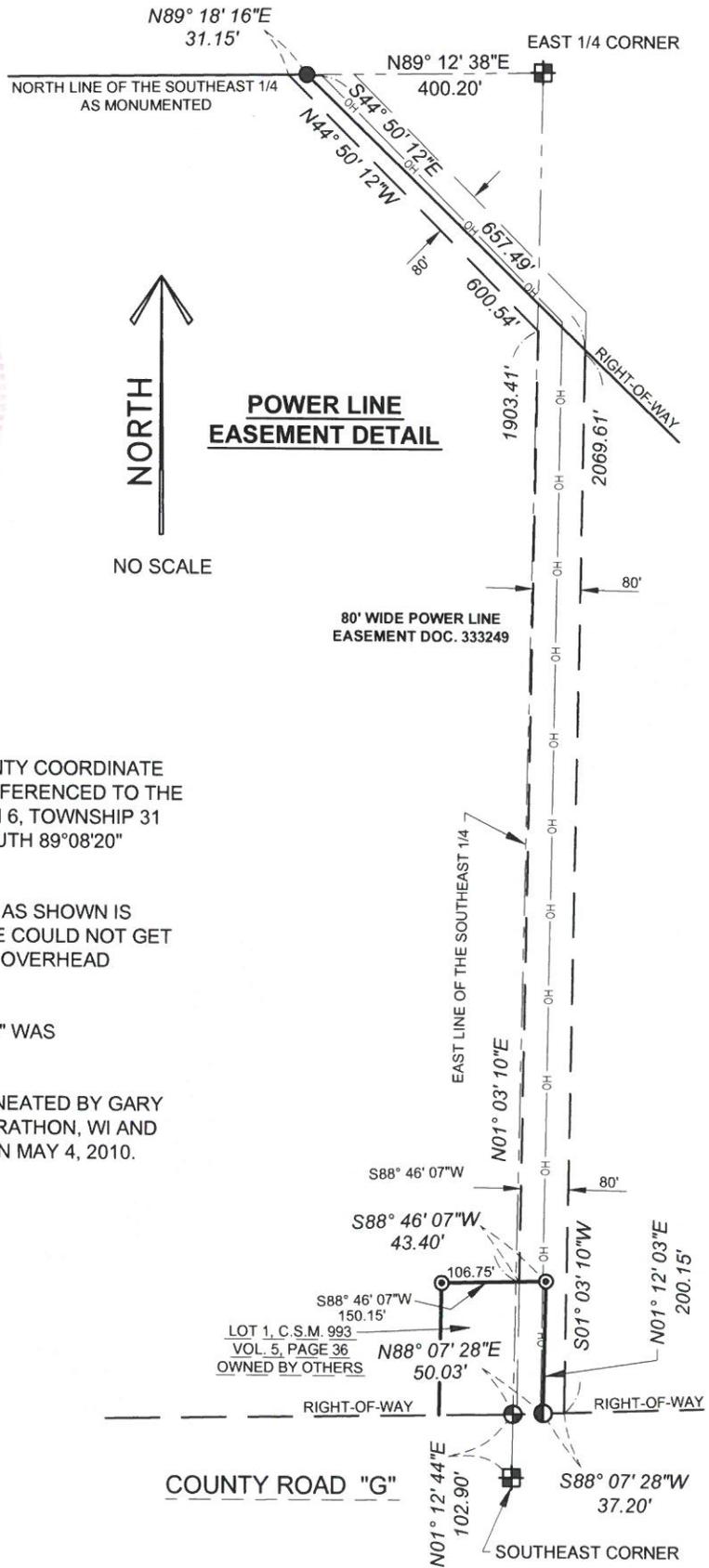


Attachment: CSM for Industrial Park Road (3670 : Certified Survey Map for industrial park road)

 RIVERSIDE LAND SURVEYING LLC 6304 KELLY PLACE WESTON, WI 54476 PH 715-241-7500 - FAX 715-355-6894 email - mail@riversidelandsurveying.com	DRAWN BY M.F.L.	DATE SEPTEMBER 18, 2018
	CHECKED BY N.J.W.	PROJECT NO. 2664
	PREPARED FOR: CITY OF MERRILL	

LINCOLN COUNTY CERTIFIED SURVEY MAP NO. _____

Of Lot 1 of Certified Survey Map Number 2621 recorded in Volume 15 of Certified Survey Maps on Page 114 located in part of the Northwest 1/4 of the Southwest 1/4 and part of the Southwest 1/4 of the Southwest 1/4 of Section 5, part of the Northeast 1/4 of the Southeast 1/4 and part of the Southeast 1/4 of the Southeast 1/4 of Section 6, Township 31 North, Range 7 East, City of Merrill, Lincoln County, Wisconsin.



NORTH
↑
NO SCALE

NOTES:

1. BEARINGS ARE BASED ON THE WISCONSIN COUNTY COORDINATE SYSTEM, LINCOLN COUNTY NAD83 (2011) AND REFERENCED TO THE SOUTH LINE OF THE SOUTHEAST 1/4 OF SECTION 6, TOWNSHIP 31 NORTH, RANGE 7 EAST, MEASURED TO BEAR SOUTH 89°08'20" WEST.
2. THIS PORTION OF THE ANR GAS LINE EASEMENT AS SHOWN IS APPROXIMATE. THE ANR FIELD REPRESENTATIVE COULD NOT GET AN ACCURATE SIGNAL ON THE PIPE DUE TO THE OVERHEAD ELECTRIC LINES.
3. THE NORTH RIGHT-OF-WAY OF COUNTY ROAD "G" WAS DETERMINED FROM C.S.M. 2621, 1864, 992 & 993.
4. THE WETLANDS AS SHOWN HEREON WERE DELINEATED BY GARY STARZINSKI OF STAR ENVIRONMENTAL, INC. MARATHON, WI AND LOCATED BY RIVERSIDE LAND SURVEYING LLC ON MAY 4, 2010.

SHEET 5 OF 5



RIVERSIDE LAND SURVEYING LLC
 6304 KELLY PLACE WESTON, WI 54476 PH 715-241-7500 - FAX 715-355-6894
 email - mail@riversidelandsurveying.com

DRAWN BY M.F.L.	DATE SEPTEMBER 18, 2018
CHECKED BY N.J.W.	PROJECT NO. 2664
PREPARED FOR: CITY OF MERRILL	

Attachment: CSM for Industrial Park Road (3670 : Certified Survey Map for industrial park road)

CITY OF MERRILL

1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: By City Plan Commission
Re: Amending Chapter 111, Article II, Section 111-116 Land Divisions and Consolidations by Certified Survey Map

ORDINANCE NO. 2018-
Introduced: _____
1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Committee/Commission Action: _____

AN ORDINANCE

The Common Council of the City of Merrill, Wisconsin, does ordain as follows:

Section 1. Chapter 111, Article II, Section 111-116 of the Code of Ordinances for the City of Merrill is amended as follows:

~~(d) *Review and approval.* The plan commission shall, within 30 days from the date of the filing of the certified survey map, recommend approval, conditional approval or rejection of the map and shall transmit the map along with its recommendations to the common council. The common council shall approve, approve conditionally and thereby require resubmission of a corrected certified survey map or reject such certified survey map within 60 days from the date of filing of the map, unless the time is extended by agreement with the applicant. If the map is rejected, the reason shall be stated in the minutes of the meeting and a written statement forwarded to the subdivider. If the map is approved, the common council shall cause the city clerk to so certify on the face of the original map and return the map to the applicant. In the event that the proposed land division involves two acres or less, the proposed division may be approved by the building inspector without further review by the plan commission or common council. The building inspector shall report any such approval to the plan commission at its next regularly scheduled meeting. All Certified Survey Maps must be approved by the Engineering and Zoning Departments. A report of the maps approved or disapproved shall be made to the City Plan Commission at its regularly scheduled meeting.~~

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Attachment: Ordinance related to CSM approval (3669 : CSM Approval Ordinance Review)

Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Moved by: _____

Approved:

Adopted: _____

Derek Woellner, Mayor

Approved: _____

Attest:

Published: _____

William N. Heideman, City Clerk

Attachment: Ordinance related to CSM approval (3669 : CSM Approval Ordinance Review)

CITY OF MERRILL

1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: By City Plan Commission
Re: Amending Chapter 113, Article II, Section 113-44 Public Use/Park and Recreation District

ORDINANCE NO. 2018-
Introduced: _____
1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Committee/Commission Action: _____

AN ORDINANCE

The Common Council of the City of Merrill, Wisconsin, does ordain as follows:

Section 1 Chapter 113, Article II, Section 113-44 of the Code of Ordinances for the City of Merrill is amended as follows:

(b) *Principal permitted uses.* Principal permitted uses are:

- (1) Schools, private or public.
- (2) Churches, rectories, cemeteries.
- (3) Municipal buildings such as city hall, garages, courthouse, fire station, water and wastewater treatment plant, pump houses.

~~(4) Such accessory buildings as pertinent to the above-mentioned uses and recommended by the plan commission with approval of the common council.~~

~~(c) *Conditional uses.* Conditional uses are:~~

- ~~(1)(4) Public parks.~~
- ~~(2)(5) Public recreation facilities.~~

(d) *Requirements.*

~~(1) All plans and developments under this chapter shall be approved by the plan commission and common council.~~

~~(2)(1) Recreational facilities shall be permitted only when they are pertinent to the public use of such building, such as an athletic field to the public high school.~~

~~(3)(2) Minimum side, front and rear yards, lot coverage and lot area and placement of accessory buildings, uses, and signage shall be established consistent with sound planning and zoning principals and may be those of the adjoining zoning district that abuts the public use. Greater set-backs may be required due to size and bulk of improvements and lot coverage.~~

Attachment: Ordinance related to public use zoning (3668 : Public Zone Ordinance Review)

(4) Off-street parking and loading spaces shall be requirements of Article VI

Section 2 Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3 Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Moved by: _____

Approved:

Adopted: _____

Derek Woellner, Mayor

Approved: _____

Attest:

Published: _____

William N. Heideman, City Clerk

Attachment: Ordinance related to public use zoning (3668 : Public Zone Ordinance Review)

CITY OF MERRILL
1004 EAST FIRST STREET
MERRILL, WI 54452-2586

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 Monday, October 8, 2018**, at City Hall, Merrill, Wisconsin, on the following proposed matter, to wit:

1. Direct Annexation of property located in the Town of Merrill, Lincoln County, Wisconsin more particularly described as follows:

Lot 1 of Certified Survey Map 2257, D048248, located in the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 5, Township 31 North, Range 7 East, Town of Merrill, Lincoln County, Wisconsin.

Said hearing shall commence at the conclusion of the regular business of the City Plan Commission but in no event shall it begin before 6:00 p.m. pursuant to Sec. 2-84(c) of the Code of Ordinances of the City of Merrill. Any person desiring a transcript of the proceeding must obtain and furnish the same at his or her own expense.

Any questions, please call City Engineer Rod Akey at 536- 5595

Dated: September 27, 2018

CITY OF MERRILL, WISCONSIN

BY: _____
 William N. Heideman
 City Clerk



PETITION OF ELECTORS AND REAL PROPERTY OWNERS FOR DIRECT ANNEXATION

FEE: 175.00

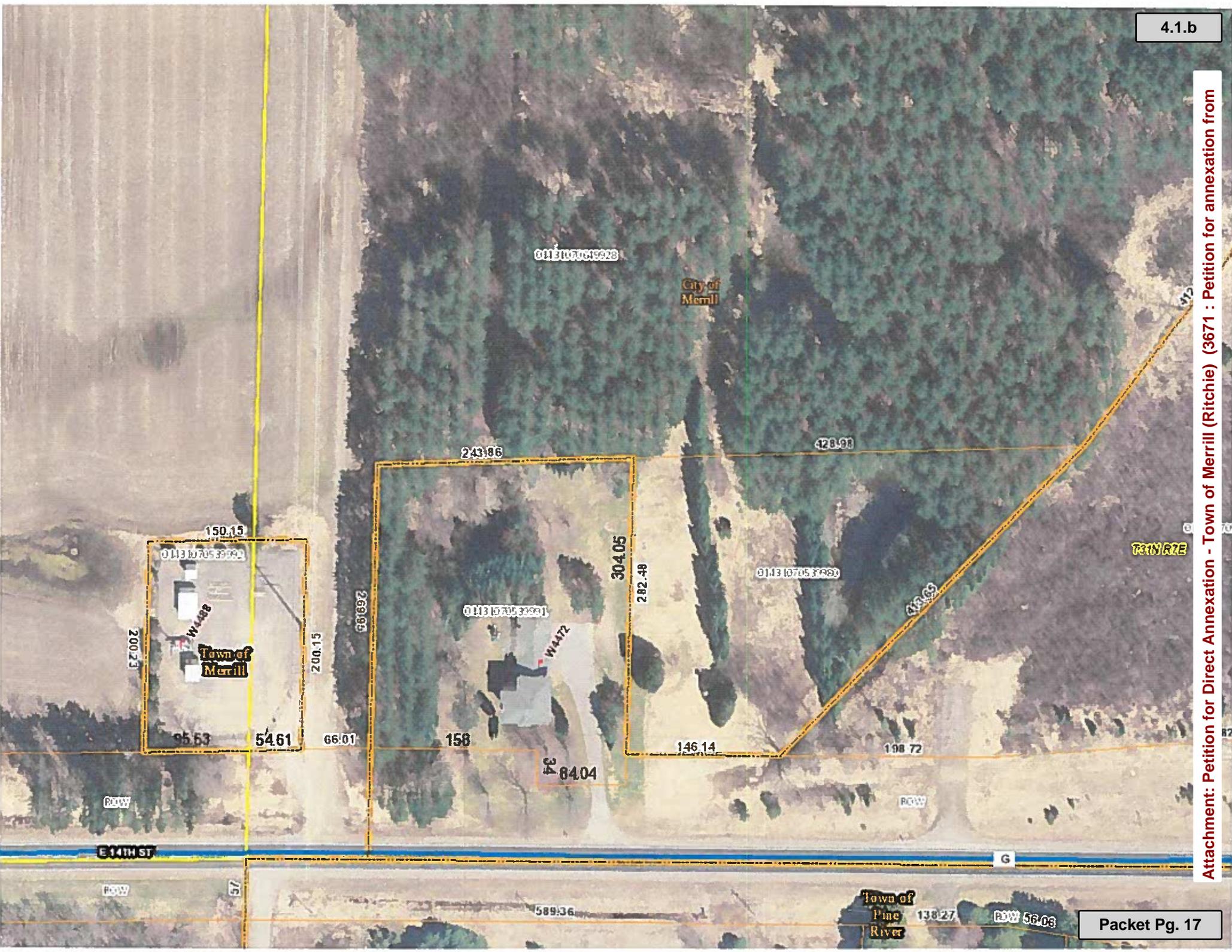
We, the undersigned, constituting all of the resident electors and all of the owners of the real property in the following territory of the Town of Merrill, Lincoln County, Wisconsin, lying contiguous to the City of Merrill, petition the Honorable Mayor and Common Council of the said City to annex to the City of Merrill, Lincoln County, Wisconsin, the territory described below, and shown on the attached scale map pursuant to Wisconsin Statutes, Section 66.021(12):

Legal Description of Property to be Annexed:

Attach Map of Property to be Annexed.

<u>Signature of Petitioner</u>	<u>Date of Signing</u>	<u>Owner Elector</u> (Mark with X)
<i>Matt Ritchie</i>	9-19-18	
<i>Nancy Ritchie</i>	9-19-18	X
<i>pe Ritchie</i>	9-19-18	X

Attachment: Petition for Direct Annexation - Town of Merrill (Ritchie) (3671 : Petition for annexation from Ritchie Oil)



Attachment: Petition for Direct Annexation - Town of Merrill (Ritchie) (3671 : Petition for annexation from