



**CITY OF MERRILL**  
**BOARD OF PUBLIC WORKS**  
**MINUTES • WEDNESDAY MAY 22, 2019**

**Regular Meeting**

**City Hall Council Chambers**

**5:30 PM**

1. Call to Order

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

Attendee Name	Title	Status	Arrived
Rob Norton	Aldersperson - Seventh District	Present	
John M. Van Lieshout	Aldersperson - Fifth District	Present	
Derek Woellner	Mayor	Present	
Steve Hass	Aldersperson - Second District	Present	

Also in attendance: City Administrator Dave Johnson, Public Works Director/City Engineer Rod Akey, Street Superintendent Dustin Bonack, Street & Weed Commissioner Ron Liberty, Building Inspector/Zoning Administrator Darin Pagel, City Attorney Tom Hayden, Jordan Burton, Brooke Burton, Sheila Mueller, Mark Zulliger, Jim Koppelman, Trina Johnson, Robert Johnson, Ryan Schwartzman, Marge Lerch, Dennis Lerch and City Clerk Bill Heideman. A representative from Merrill Productions was present to videotape the meeting.

2. Preliminary items:

1. Vouchers - April & May 2019

Motion (Norton/Hass) to approve.

<b>RESULT:</b>	<b>APPROVED</b>
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3. Other agenda items for consideration:

1. Consider lease between City of Merrill and Merrill Area Public Schools for rental space in the lower level of City Hall commonly known as the old Senior Center/Merrill Area Enrichment Center.

Information was in the meeting packet.

City Administrator Johnson stated that, with the departure of the Enrichment Center to their new facility, there are security issues with the City Hall basement. Merrill Area Public Schools has requested that they be allowed to rent City Hall basement space.

A monthly rental fee of \$400 has been suggested. This amount would allow the City to recover their costs associated with leasing the space.

Motion (Hass/Van Lieshout) to approve a lease agreement, with a three-year term.

**RESULT: APPROVED & SENT TO COUNCIL****Next: 6/11/2019 7:00 PM**

2. Street Use Permit application from Ballyhoo's to close Prospect Street (from Grand Avenue to West Main Street) from 11:00 A.M. to 11:00 P.M. on Saturday, July 27th, 2019, for Lobsterfest event.

Information was in the meeting packet.

Motion (Hass/Norton) to approve.

**RESULT: APPROVED & SENT TO COUNCIL****Next: 6/11/2019 7:00 PM**

3. Discuss the plans and schedule for the reconstruction of Main Street between Cleveland Street and Center Avenue - Public Works Director/City Engineer Akey

Public Works Director/City Engineer Akey reported that the deadline for bids on this project is June 6<sup>th</sup>. Work on the project is scheduled for between August 15<sup>th</sup> and September 15<sup>th</sup>. The method of parking after project completion is one issue that will need to be resolved.

Public Works Director/City Engineer Akey explained that he had invited the business owners to this meeting, and requested that they be allowed to participate in the discussion. Without objection, it was so ordered.

Robert Johnson requested that the angle parking be discontinued, citing safety and winter-related concerns. He also asked that there be publicity related to the parking available in back of Johnson's Gifts and Collectibles.

Public Works Director/City Engineer Akey suggested that parking could be an agenda item for discussion at the June meeting.

Mark Zulliger requested that , during the project, traffic be allowed in both directions as much as possible.

Jordan Burton asked questions related to the project and the possibility of returning to parallel parking. He asked what the hours of project work would be, and was told that work would usually be done between 7 A.M. and 4:30 or 5:00 P.M.

Ryan Schwartzman stated that, at Ace Hardware, they have no preference related to parking method, although it seems there is more people in their store since the change to angle parking.

Street Superintendent Bonack reported that work on the pocket park would be completed shortly.

Brooke Burton asked for an estimated date on when the project site would be in the vicinity of her business, because she is planning a grand opening.

Discussion on this issue will continue at the June meeting. Parking options will be discussed, and a "survey" of the business owners will be done before or at that meeting, to get their input on parking options.

#### 4. 2020 Capital Requests - Street Superintendent Bonack

Information on the requests was in the meeting packet.

Motion (Hass/Norton) to approve all projects and refer them to the 2020 Capital Budget session(s).

<b>RESULT:</b> <b>REFER TO BUDGET PROCESS</b>
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#### 4. Monthly Reports:

##### 1. Public Works Director/City Engineer Akey

The report was in the meeting packet.

Public Works Director/City Engineer Akey provided oral status reports on current projects.

##### 2. Building Inspector/Zoning Administrator Pagel

The report was in the meeting packet.

Building Inspector/Zoning Administrator Pagel reported that current focus is on exterior maintenance and garbage issues. There are numerous garbage-related issues, although the fee increase seems to have improved compliance.

##### 3. Street Superintendent Bonack

The report was in the meeting packet.

Street Superintendent Bonack reported that the recent storm resulted in numerous fallen trees and limbs.

Crack-sealing program is proceeding. The large-item pickup program seems to be going well.

##### 4. Street & Weed Commissioner Liberty

The report was in the meeting packet.

Street and Weed Commissioner Liberty reported that things are relatively quiet, as we are in the "between seasons" time of year.

##### 5. Consider placing monthly reports on file

Motion (Hass/Norton) to place 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, June 26<sup>th</sup>, 2019 at 5:30 P.M. in the City Hall Common Council Chambers.
6.     Public Comment Period  
      None.
7.     Adjournment  
      Motion (Norton/Hass) to adjourn. Carried. Adjourned at 6:17 P.M.