



**CITY OF MERRILL  
BOARD OF PUBLIC WORKS**

**MINUTES • WEDNESDAY NOVEMBER 20, 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 Sabatke	Alderman - Eighth 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, Al Wix, Kyle Gulke and City Clerk Bill Heideman. Hunter Lane was present to videotape the meeting for Merrill Productions.

2. Preliminary items:

1. Vouchers

Motion (Norton/Sabatke) to approve.

**RESULT: APPROVED**

3. Other agenda items for consideration:

1. Review proposed 2020 Special Assessment projects

Information was in the meeting packet.

Public Works Director/City Engineer Akey reported on two Special Assessment projects that were delayed. One project is Poplar Street (East Second Street to East Fourth Street) and the other one is Court Street (East Second Street to East Fifth Street). Notices will be sent to the project area property owners about the rescheduled projects and 2019 special assessment estimates will be honored.

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

2. Discuss AT&T Cell Antenna Lease Agreements

City Attorney Hayden reported that AT&T is proposing significant changes to the cell antenna lease agreements with the City. Several of these changes appear to be disadvantageous for the City.

City staff will continue work on this issue. No action was necessary, requested or taken at this time.

3. Consider ordinance amending Code of Ordinances Chapter 32, Article III, Section 36-60, 61 & 62, related to City sidewalk repair/maintenance policies.

The proposed ordinance amendment was in the meeting packet.

Building Inspector/Zoning Administrator Pagel reported that the ordinance amendment encompasses two changes to the sidewalk maintenance program. The first change would remove the language stating that maintenance is done on an “area by area” basis. The second change removes the language related to bidding out the program. The removal of this language is being proposed because the Street Department will now be doing sidewalk maintenance “in house”.

Motion (Norton/Van Lieshout) to approve the ordinance amendment.

<b>RESULT:</b>	<b>APPROVED &amp; SENT TO COUNCIL</b>	<b>Next: 12/10/2019 7:00 PM</b>
----------------	---------------------------------------	---------------------------------

4. Monthly Reports:

1. Public Works Director/City Engineer Akey

The report was in the meeting packet.

Public Works Director/City Engineer Akey recapped the 2019 projects. 2020 project planning is underway.

2. Building Inspector/Zoning Administrator Pagel

Two monthly reports were in the meeting packet.

Building Inspector/Zoning Administrator Pagel reported that there are still a few minor garbage cleanup and exterior maintenance issues being resolved.

3. Street Superintendent Bonack

Two monthly reports were in the meeting packet.

Street Superintendent Bonack stated that the department is in a “transition” period as the autumn weather gives way to winter conditions.

The department is working on some issues related to cardboard.

Door hangers are being distributed at locations where leaves are being raked into the street.

4. Street & Weed Commissioner Liberty

Two monthly reports were in the meeting packet.

Street & Weed Commission Liberty reviewed the reports.

5. Consider placing monthly reports on file

Motion (Norton/Sabatke) to place on file.

<b>RESULT:</b> <b>PLACED ON FILE</b>
--------------------------------------

5.      Establish date, time and location of next regular meeting

The next meeting will be at the call of the Chairperson.

6.      Public Comment Period

None.

7.      Adjournment

Motion (Norton/Van Lieshout) to adjourn. Carried. Adjourned at 5:44 P.M.