



CITY OF MERRILL
BOARD OF PUBLIC WORKS

MINUTES • WEDNESDAY FEBRUARY 26, 2020

Regular Meeting

City Hall Council Chambers

5:30 PM

1. Call to Order

Mayor Woellner called the meeting to order at 5:31 P.M.

Attendee Name	Title	Status	Arrived
Rob Norton	Aldersperson - Seventh District	Excused	
John M. Van Lieshout	Aldersperson - Fifth District	Present	
Derek Woellner	Mayor	Present	
Steve Sabatke	Alderman - Eighth District	Present	

Others in attendance: 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, Joanne Drew, Jerri Geiger and City Clerk Bill Heideman. Hunter Lane was present to videotape the meeting for Merrill Productions.

2. Preliminary items:

1. Vouchers

The vouchers were in the meeting packet.

Alderman Sabatke asked a question on one voucher.

Motion (Van Lieshout/Sabatke) to approve.

RESULT: APPROVED

3. Other agenda items for consideration:

1. Consider alley improvements for the alley between East Eighth Street & East Ninth Street, between Cedar Street & Elm Street.

Information was in the meeting packet.

Public Works Director/City Engineer Akey reported that in order to keep this alley open in the winter, he would like consideration given to removing the topsoil from the alley and installing rotten granite. He noted that he had requested this agenda item now to introduce it. Before the next meeting, property owners on the block would be notified that this would be considered at the next meeting.

Alderman Sabatke asked if the rules could be suspended to allow the public to comment. Without objection, it was so ordered.

Joanne Drew asked about the possibility of graveling only a portion of the alley, as she has concerns related to the possibility of salt damaging her plants.

It was noted that typically alleys are sanded and salted with a mixture that contains 5% salt. However, when glare ice is present, it is critical to salt alleys as necessary to maintain safety.

Jerri Geiger raised concerns with the Street Department dumping piles of snow on her property.

After discussion, it was decided to notify the property owners on the block and place this item on the next meeting agenda.

RESULT:	REFERRED TO NEXT MEETING	Next: 4/1/2020 5:30 PM
----------------	---------------------------------	-------------------------------

2. Lease agreement for General Services Administration to lease space at City Hall.

Information was in the meeting packet.

City Attorney Hayden reported on the proposed lease agreement. The lease would be in effect through September 30th, 2023.

City Attorney Hayden noted that the General Services Administration (GSA) is also proposing the incorporation of an addendum to the lease. The addendum to the lease is related to prohibition of a certain type of communications equipment. The addendum is not application to the City, because the City does not own this type of equipment.

Motion (Sabatke/Van Lieshout) to approve the lease agreement, but not the addendum.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 3/10/2020 7:00 PM
----------------	---------------------------------------	--------------------------------

3. Lease agreement with Wisconsin Department of Administration for Wisconsin Department of Correction (Probation and Parole) to lease space at City Hall.

Information was in the meeting packet.

City Attorney Hayden explained that the Department of Corrections is proposing a slight reduction in the lease amount, in exchange for a longer lease term.

Motion (Van Lieshout) to approve the lease agreement. Motion failed due to lack of a second.

After discussion, it was decided that the financial ramifications of the lease should be analyzed before any decision is made. To facilitate this, no action was taken at this time. Consideration of the lease agreement will be on the next meeting agenda.

RESULT:	REFERRED TO NEXT MEETING	Next: 4/1/2020 5:30 PM
----------------	---------------------------------	-------------------------------

4. Consider bids for the M2020-01 Street Project. Note: The bids are scheduled to be opened on February 24th. Bid information will be supplied at the meeting.

Public Works Director/City Engineer Akey reported that eight bids were received. He also mentioned that the scope of the project has been increased, and that he recommends street light installation as part of the project.

The low bid was from Jake's Excavating & Landscaping LLC and was \$1,361,454.10. Public Works Director/City Engineer Akey recommends approving this bid.

Motion (Van Lieshout/Sabatke) to approve the low bid of \$1,361,454.10 from Jake's Excavating & Landscaping LLC, and to approve an additional \$70,000 in funding for the project, to be used for street light installation.

RESULT:	APPROVED & SENT TO COUNCIL	Next: 3/10/2020 7:00 PM
----------------	---------------------------------------	--------------------------------

5. A Resolution authorizing the Public Works Director/City Engineer to file the recycling grants to responsible units and recycling efficiency incentive grant applications.

The proposed resolution was in the meeting packet.

Public Works Director/City Engineer Akey explained that the proposed resolution would authorize the Public Works Director/City Engineer to file applications for recycling grants. The resolution that is currently In effect (adopted in 2005) gives that authorization to the Street Commissioner.

Motion (Van Lieshout/Sabatke) to approve the resolution.

RESULT:	APPROVED AND SENT TO COUNCIL	Next: 3/10/2020 7:00 PM
----------------	-------------------------------------	--------------------------------

6. Discussion of 10 year capital plan

Information was in the meeting packet.

Street Superintendent Bonack reported on the following proposed projects:

1. Air Compressor
2. Eagle Drive Street Lights
3. Shop Crane
4. Standby Generator
5. Tandem Dump Box Replacement

No action was taken.

4. Monthly Reports:

1. Building Inspector/Zoning Administrator Pagel

Three reports were in the meeting packet.

Building Inspector/Zoning Administrator Pagel reported that a meeting with the owners of the T.B. Scott Mansion is scheduled for March. The meeting is to discuss exterior maintenance issues related to the building.

2. Public Works Director/City Engineer Akey

The report was in the meeting packet.

Public Works Director/City Engineer Akey reviewed the report.

3. Street Superintendent Bonack

The report was in the meeting packet.

Street Superintendent Bonack reported that the Street Department has had a “break” from snow plowing, and has been able to move show. Tree work is also being done. The City Garage siding project has been completed.

4. Street & Weed Commissioner Liberty

Two reports were in the meeting packet.

Street & Weed Commissioner Liberty reviewed the reports. He cited a case from last year in which a resident did not conduct snow removal and ultimately filed an appeal after the City billed the resident for snow removal. Failure to remove snow is again occurring, so the snow is being removed by the City, and the resident will again be billed.

5. Consider placing monthly reports on file

Motion (Sabatke/Van Lieshout) to place on file.

RESULT:	PLACED ON FILE
----------------	-----------------------

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

Wednesday, April 1st, 2020 at 5:30 P.M. in the City Hall Common Council Chambers.

6. Public Comment Period

Mayor Woellner noted that he had received several phone calls related to mail boxes and snow plowing.

7. Adjournment

Meeting adjourned (without motion, second or vote) at 6:21 P.M.