



**CITY OF MERRILL**  
**CITY PLAN COMMISSION**  
**AGENDA • MONDAY, MAY 6, 2024**

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**Regular Meeting**

**City Hall Council Chambers**

**6:00 PM**

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To attend remotely, call 413-369-1244 PIN 775 298 357 #

**I. Call to Order**

**II. Minutes from Previous Meeting**

1. Consider placing the minutes from the December 5, 2023 meeting on file

**III. Agenda Items**

1. Petition to Vacate - Discuss and consider the petition to vacate a 204-foot portion of E 5th Street from St. John Lutheran Church to expand a daycare facility, improve parking, and increase the safety of school children. The Board of Public Works recommends approval.

**IV. Public Comment**

**V. Adjournment**

The Merrill City Hall is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Merrill City Hall at (715) 536-5594.

**CITY OF MERRILL  
CITY PLAN COMMISSION  
Tuesday, December 5, 2023**

**Regular Meeting**

**City Hall Council Chambers**

**6:00 p.m.**

- I. **The meeting was called to order** by Mayor Hass at 6:00 PM.  
Members Present: Mayor Steve Hass, Alderperson Steve Sabatke, Melissa Schroeder, Alli Henkelman, Robert Reimann, Ralph Sturm and Kyle Gulke.

Others Present: City Attorney Hayden, City Clerk Anderson-Malm, Building Inspector/Zoning Administrator Pagel, Public Works Director/City Engineer Akey, Police Chief Bennett, Library Director Laurie Ollhoff, Mike Geissler, Alderperson Fermanich, Barb and Gary Emerich, Thomas Woyte, Brian Lee and Merrill Community Media.

- II. **Minutes of previous meeting** – Melissa Schroeder made a motion to approve the minutes from the November 7th meeting. Alli Henkelman seconded and the motion carried.

III. **Public Hearing at 6:00 PM:**

City Attorney Hayden read the public hearing notice. Robert Reimann made a motion to open the public hearing. Ralph Sturm seconded and the motion carried. Building Inspector/Zoning Administrator Pagel gave a brief description about the request.

Mayor Hass invited the public to comment either for or against the requested rezoning.

Library Director Laurie Ollhoff made a comment concerning the parking. There are library patrons and young children that utilize the parking area in the library. There is congestion with the middle school. She would like to see a parking plan before the library makes any further recommendations.

Thomas Woyte – building manager of the proposed museum – He stated he was hired by Mr. Lee as the project manager in October. He gave an explanation of his background.

BIZA Pagel spoke about the expectations that were to be brought to this meeting such as a plan including a parking plan for the space. No plans have been received. Construction/destruction has taken place inside the building with no rezoning permit granted.

Mr. Lee and Mr. Woyte answered questions and concerns from the Commission. They stated installation of cameras was completed but they are not hooked up. It was also discovered a plumber entered the building for repairs after BIZA Pagel stated all progress needed to stop due to no rezoning permit. Lack of or bad communication was the reason for continued development without a rezoning permit.

City Attorney Hayden stated the continued actions are contrary to what came out of this board and all activity must cease and be chalked up to bad communication. All activity must cease until a permit to rezone is granted by the Commission.

Alderperson Fermanich – spoke as a citizen and as an Alderperson and stated Ordinances are in place for a reason and need to be followed.

Additional comments were made by the Commission.

Melissa Schroeder made a motion to close the public hearing. Robert Reimann seconded and the motion carried.

Alderson Sabatke made a motion to table the request. Mayor Hass seconded.

BIZA Pagel asked what happens if this request is tabled. City Attorney Hayden explained that no action will take place unless the City Plan Commission takes up the issue. The owner can reapply for a new permit with more information regarding their plans.

Following a brief discussion the motion to table carried.

IV. **Public Comment:**

There was no public comment

V. **Adjournment:**

Robert Reimann motioned to adjourn the meeting. Allie Henkelman seconded and the motion carried. The meeting was adjourned at 6:30 PM.

Minutes prepared by Lori L. Anderson-Malm City Clerk

**PETITION TO VACATE**

**\$175.00**

**(STREET) (PORTION OF STREET) (ALLEY) (PORTION OF ALLEY)**

**(Cross out inapplicable portion of title above)**

**(Note: See attached instructions for form and map)**

**TO: The Common Council  
City of Merrill, Wisconsin**

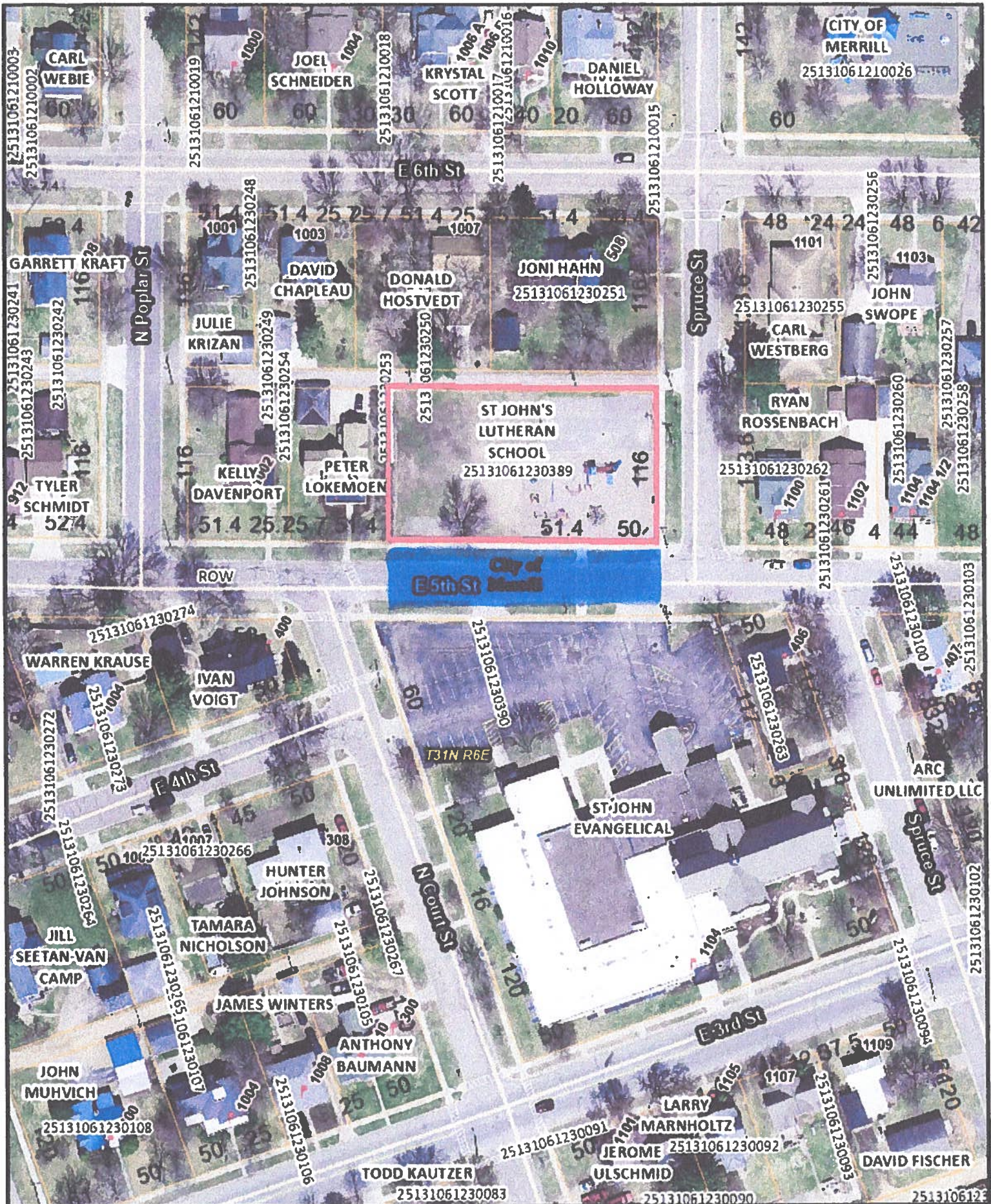
**1. We, the undersigned owners of lots and lands in the City of Merrill, Wisconsin, as hereafter set forth following our signatures and on the attached map, petition the Common Council of the city of Merrill, Wisconsin, to vacate and discontinue the following described Street(s) and/or alley(s) in said City, in accordance with Section 66.296, Wisconsin Statutes, to-wit:**

Vacate a 204 foot section of E 5th street that runs along the south property line of St John's Luthran School playground. The closure would start approximately 28 feet east of N Court street continuing east ending at Spruce street. This portion of 5th street is defined by the blue highlighted area on the attached map.

**(here fully describe as accurately as possible the street(s) and alley(s) you seek to vacate indicating exact beginning & ending points)**

**2. Our reasons for seeking vacation are as follows:**

The congregation of St John Lutheran church wishes to expand their present daycare capacity from the present 21 child size to a 65 child facility. The closure of this portion of 5th street would enable St John's to maintain and increase available off street parking, limit the loss of outdoor playground area and significantly increase the safety of their school children as they go to and from the school and playground.

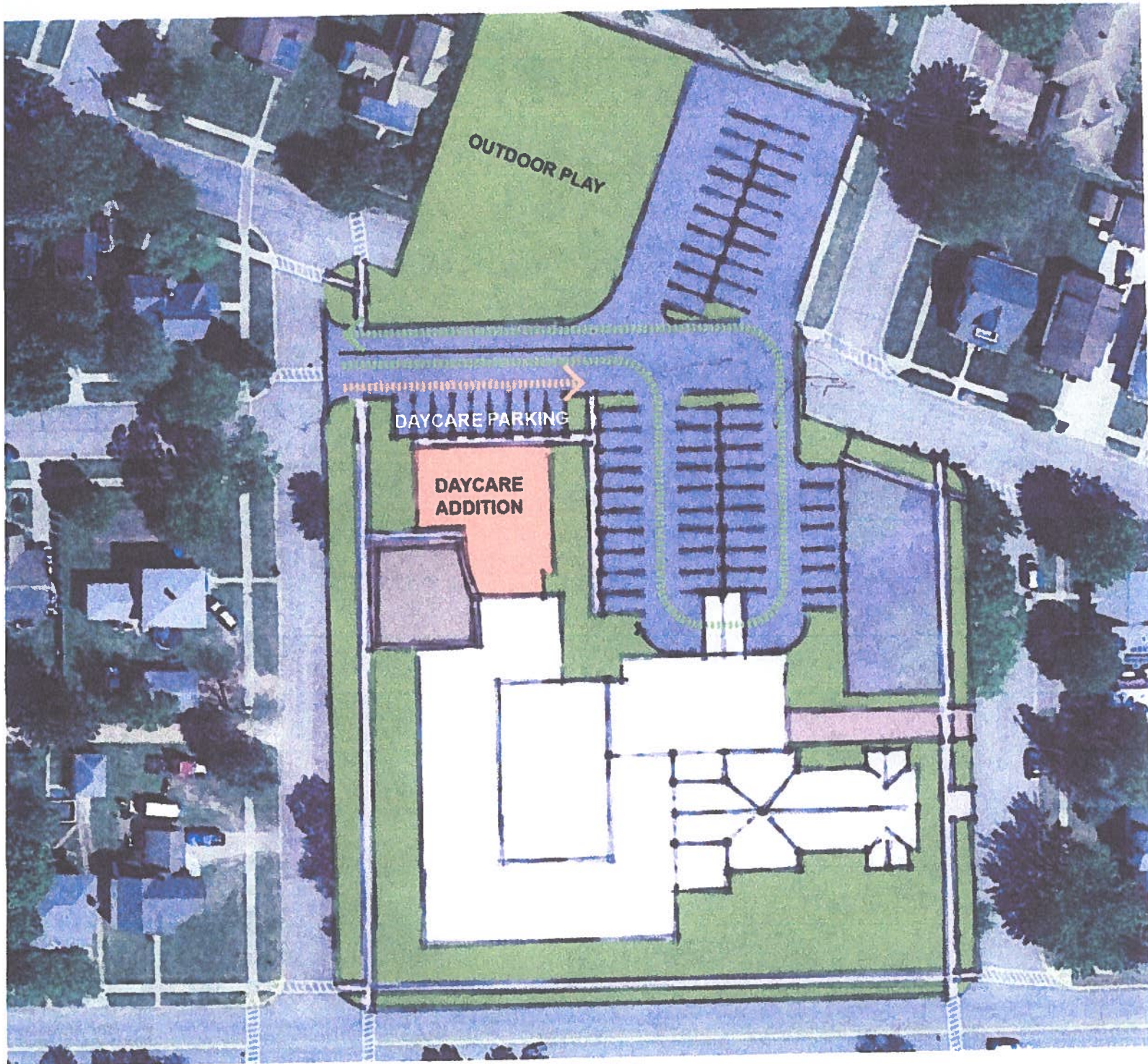


Lincoln County, WI

Author: Public  
Date Printed: 1/29/2024



DISCLAIMER: The information depicted on this map is a compilation of public record information including aerial photography and other base maps. No warranty is made, express or implied, as to the accuracy of the information used. The data layers are a representation of current data to the best of our knowledge and may contain errors. It is not a legally recorded map and cannot be substituted for field-verified information. Errors should be reported to Land Services Department, 801 North Sales St, Merrill, WI, 54452 Phone (715) 539-1087.



CHURCH & SCHOOL

Signatures of all owners of all land abutting the street or alley to be vacated. (use additional paper if necessary)

NAME Mark Barnes ADDRESS 502 N Center Ave Merrill  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Jawa Barnes ADDRESS 502 N Center Ave Merrill  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Howard ADDRESS 1102 E. 5th St. Merrill  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Whitton's Peak ADDRESS 1102 E 5th St Merrill  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Janina Rosenbach ADDRESS 1100 E. 5<sup>th</sup> St Merrill  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Raymond ADDRESS 1100 E 5<sup>th</sup> St Merrill  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Jeanette Krause ADDRESS 1004 E. 4th St.  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Wenken Krause ADDRESS 1004 E 4th St  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Tyler Schmidt ADDRESS 912 E. 5th St.  
Description Tyler Schmidt  
Footage \_\_\_\_\_

NAME Theresa Schmidt ADDRESS 912 E 5th St.  
Description Theresa Schmidt  
Footage \_\_\_\_\_

NAME Judith Leroy ADDRESS 700 E 5<sup>th</sup> St  
Description \_\_\_\_\_

Signatures of all owners of all land abutting the street or alley to be vacated. (use additional paper if necessary)

NAME Mindy Hembass ADDRESS 500 Hendricks St.  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Dan Hembass ADDRESS 500 Hendricks St.  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Charles R Rice ADDRESS 411 N Cleveland St  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Nora Brandt ADDRESS 410 Hendricks St  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Richard Brandt ADDRESS 410 Hendricks St  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Claudia Roberts ADDRESS 600 E. 5<sup>th</sup> St.  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Jacob Puroch ADDRESS 306 E 5th st.  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Kelvia Pasola ADDRESS 306 E 5th st  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Kim Brahmann ADDRESS 308 E. 5th St  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Amely Kuhn ADDRESS 500 Douglas Street  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Paul Bentz ADDRESS 407 5th Street  
Description \_\_\_\_\_

Signatures of all owners of all land abutting the street or alley to be vacated. (use additional paper if necessary)

NAME Clifford Kufahl ADDRESS 402 E 5th St Merrill  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Ivan Voigt ADDRESS 400 N Court St Merrill  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Kevin Schmitt ADDRESS 410 Pier St Merrill  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Jorden Nickolai ADDRESS 211 Pier St  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Kelly Nickolai ADDRESS 411 Pier St  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Rae Wolfson ADDRESS 1004 E 5th  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME Kate J. James ADDRESS 1004 E 5th  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME St. John's Lutheran Church ADDRESS 1104 E 3rd Street  
Description Paul Bury  
Footage Chairman Trustees

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
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Footage \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
Description \_\_\_\_\_

Signatures of all owners of all land abutting the street or alley to be vacated. (use additional paper if necessary)

NAME Valerie Caylor ADDRESS 409 N Scott St  
Description \_\_\_\_\_  
Footage Valerie Caylor \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
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Footage \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

Signatures of all owners of all land abutting the street or alley to be vacated. (use additional paper if necessary)

NAME Nancy Strick ADDRESS 407 E 5<sup>th</sup> St  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME [Signature] ADDRESS 407 E 5<sup>th</sup> St  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
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Description \_\_\_\_\_  
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NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
Description \_\_\_\_\_  
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NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

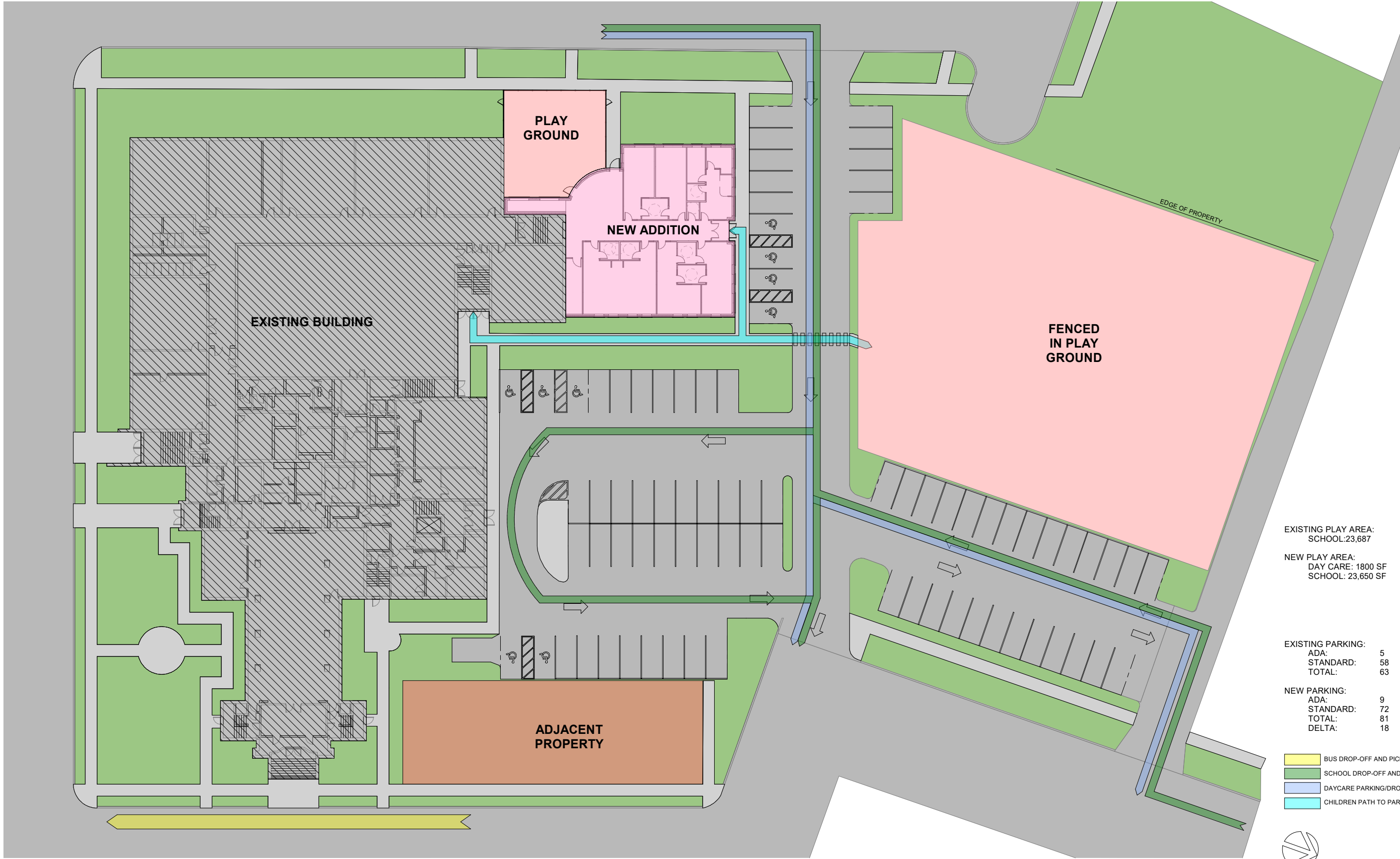
NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
Description \_\_\_\_\_  
Footage \_\_\_\_\_

█ = Signed Petition

✓ = Occupy owned property

306 5th	✓	Jacob & Katia Pesola	25131061140164
308 5th		Kimberly Brohman	Po Box 7 Merrill 163
500 Douglas	✓	Andrew Nehrbass	162
710 Douglas		Prairie River Properties LLC	1101 N Mill St. 199
411 Douglas	✓	Eileen Lutz	179
501 Douglas		AFR Holdings LLC	424 E. 1st St. 178
402 5th	✓	Clefford Kufahl	402 E. 5th St 177
405 5th		Timothy & Cecilia Ollhoff	N 1207 Heritage Rd 181
406 5th	✓	Amber Wegner	176
407 5th	✓	Nancy Streich & Daniel Raasch	182
408 5th	✓	Donald & Sarah Litzer	175
409 5th	✓	Bradley Barthels	183
410 5th	✓	James Finucan	174
411 5th	✓	Paul & Maria Hendricks	184
412 5th		Fiek Bricks LLC	W 7148 Von Besser Dr 173
410 Pier	✓	Kevin Schmidt	185
500 Pier		ATS Holdings	1679 Grand Ave Schofield 5446172
411 Pier	✓	Jordan Nickolai	1230 187
500 5th		AFR Holdings LLC	424 E 1st St 160
409 Hendricks	✓	Andrew Stiver	177
410 Hendricks	✓	Richard & Noreen Brandt	178
500 Hendricks	✓	Daniel & Mindy Nehrbass	159
600 5th	<del>Deceased</del>	James & Claudia Roberts	167
604 5th		Todd Hackbart	W 5785 Tannery Rd 166
410 Cleveland	✓	Kristine Golden	169
411 Cleveland	✓	Charles Rice	123
500 Cleveland	✓	Lloyd Schneider	165
700 5th	✓	Judith Lenz	118
702 5th	✓	Roy Eggebrecht	119
409 Scott	✓	Valerie Goehring	140
410 Scott	✓	Lisa & Brad Sturay	132
501 Scott	✓	Tyler Grenwallt & Debra Heinzen	150
502 Scott	✓	Ronald & Jo Ann Vachavake	120

	407 Mill	✓ Elizabeth Hans	2513 106 123 0270
	408 M. 11	✓ Sarah Perry Reutst	207 Hazel Ave Mill Valley, CA 94941
	500 M. 11	✓ Mark & Bridgette Hassel	151
	900 5th	✓ Joshua & Ashley Schueltz	247
	902 5th	✓ Gina Kleinschmidt	246
Need	903 5th	✓ Alexander Steele	271
16 of 48	904 5th	✓ Tyler Kramer	245
West of	908 5th	✓ Michael Krueger	244
Closure	912 5th	✓ Tyler Schmidt	243
	1002 4th	✓ Emily Baucher & Diane Tobin	272
	1004 4th	✓ Warren & Jeanette Krause	273
	400 Court	✓ Ivan Voigt	274
	1062 5th	✓ Kelly & Barbara Davenport	254
	1004 5th	✓ Peter & Karla Lokemoen	253
X	1104 3rd	St. John's Lutheran Church	
	406 Spruce	✓ Michael Payne	263
	407 Spruce	✓ Polesnak Baratta Inc Tst	100
Need	1100 5th	✓ Ryan & Jessica Rossenbach	262
3 of 8	1102 5th	✓ Howard & Christine Peck	261
East of	1104 5th	✓ Ashley Letzig & Justice Letzig Gressens	260
Closure	1202 3rd	✓ Kim Krueger	103
	304 Center Ave	✓ Jason & Chelsea Gedanke	104
	502 Center Ave	✓ Mark & Laura Bares	259



EXISTING PLAY AREA:  
SCHOOL: 23,687

NEW PLAY AREA:  
DAY CARE: 1800 SF  
SCHOOL: 23,650 SF

EXISTING PARKING:  
ADA: 5  
STANDARD: 58  
TOTAL: 63

NEW PARKING:  
ADA: 9  
STANDARD: 72  
TOTAL: 81  
DELTA: 18

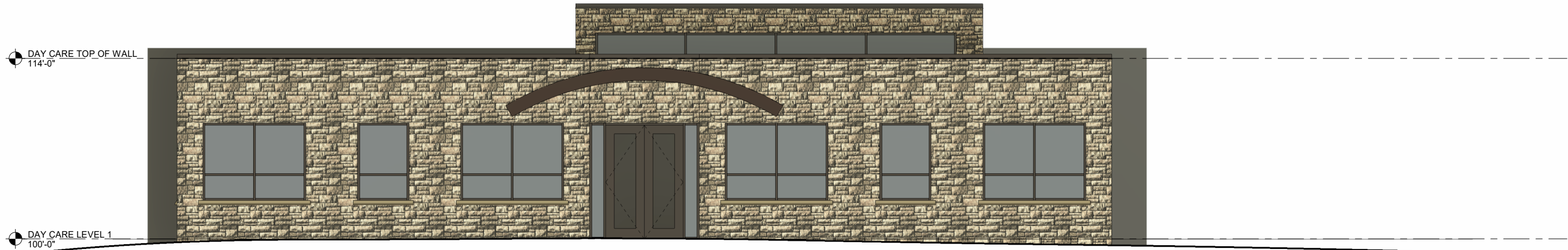
- BUS DROP-OFF AND PICKUP
- SCHOOL DROP-OFF AND PICKUP
- DAYCARE PARKING/DROP OFF
- CHILDREN PATH TO PARK



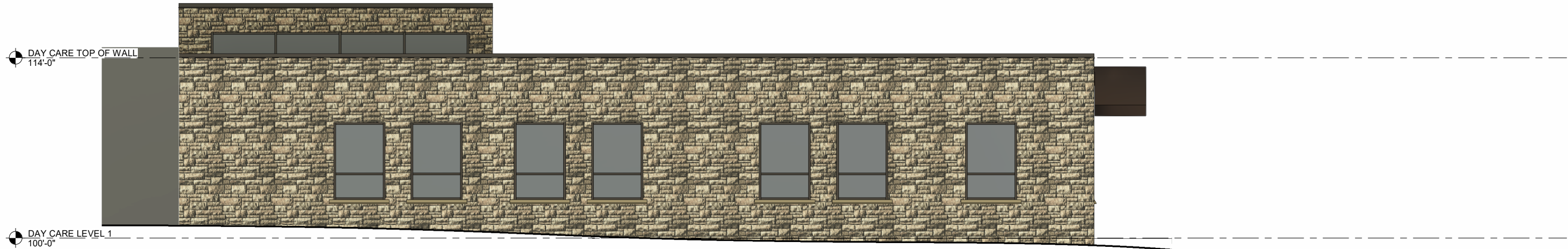


ROOM	ROOM REQUIREMENTS	NET AREA
0-8 MONTH OLD CLASSROOM	-OCCUPANTS = 2 STAFF, 8 CHILDREN -4 HIGH CHAIRS -TOY STORAGE -COUNTER/STORAGE SPACE -CUBBIES IN HALL	335 SF
1-2 YEAR OLD CLASSROOM	-OCCUPANTS = 2 STAFF, 8 CHILDREN -1 CRIB PER CHILD = 8 CRIBS -1 TODDLER TABLE FOR 8 -4 HIGH CHAIRS -TOY STORAGE -COUNTER/STORAGE SPACE -CUBBIES IN HALLWAY	371 SF
2-3 YEAR OLD CLASSROOM	-OCCUPANTS = 2 STAFF, 12 CHILDREN -2 TODDLER TABLE FOR 8 EACH -2 HIGH CHAIRS -COUNTER/STORAGE SPACE -CUBBIES IN HALLWAY	383 SF
3-5 YEAR OLD CLASSROOM	-OCCUPANTS = 2 STAFF, 22 CHILDREN -4 TODDLER TABLE FOR 8 EACH -1 TEACHER DESK PER ROOM -TOY STORAGE -COUNTER/STORAGE SPACE -CUBBIES IN ROOM	377 SF
3-5 YEAR OLD CLASSROOM	-OCCUPANTS = 2 STAFF, 22 CHILDREN -4 TODDLER TABLE FOR 8 EACH -1 TEACHER DESK PER ROOM -TOY STORAGE -COUNTER/STORAGE SPACE -CUBBIES IN ROOM	412 SF
8-16 MONTH OLD CLASSROOM	-OCCUPANTS = 2 STAFF, 8 CHILDREN -1 CRIB PER CHILD = 8 CRIBS -1 TODDLER TABLE FOR 8 -2 HIGH CHAIRS -TOY STORAGE -COUNTER/STORAGE SPACE -CUBBIES IN HALLWAY	335 SF
CORRIDOR	-CUBBIES FOR: 0-8 MONTH OLD 8-16 MONTH OLD 2-3 YEAR OLD	567 SF
INDOOR FLEX SPACE	-VIEWS OUT INTO OUTDOOR PLAY AREA -ENTRANCE OUT INTO NEW PLAY AREA	572 SF
VESTIBULE	-LOCKABLE EXTERIOR AND INTERIOR SET OF DOORS -WINDOW INTO OFFICE AREA TO CHECK-IN -WINDOW MUST BE OPENABLE TO ALLOW PASSAGE OF PAPERS/ITEMS	56 SF
OFFICE	-LARGE AMOUNT OF LOCKABLE FILE STORAGE -ROOM FOR EXTRA SEATS FOR VISITORS	105 SF
OPEN OFFICE	-SPACE FOR SOMEONE TO MONITOR THE VESTIBULE -CONTAINS COMMUNAL PRINTER/COPIER -CONTAINS SICKBAY	183 SF
SICK BAY	-CURTAIN TO PROVIDE PRIVACY TO CHILD/STAFF WHILE EXAMINATION/TREATMENT IS OCCURRING -PADDED TABLE WITH STORAGE UNDERNEATH	47 SF
STAFF BREAK	-FRIDGE/FREEZER, MICROWAVE, SINK -SEATING FOR 4 -STORAGE/CABINETS AND COUNTERS	113 SF
INFANT PLAY AREA		142 SF
STROLLER STORAGE		37 SF
UTILITY / STORAGE	-LAUNDRY TO BE DONE HERE OR IN THE MAIN CHURCH ITSELF, TBD	161 SF
CHANGING	-SHARED BY 1-2 YEAR OLD AND 2-3 YEAR OLD -HALF WALLS TO PROVIDE VISION INTO THE TWO ROOMS -2 CHANGING TABLES -1 SINK -NO DOORS FOR EASE OF ACCESS -STORAGE ABOVE SINK	92 SF
CHANGING	-SHARED BY 0-8 MONTH OLD AND 8-16 MONTH OLD -HALF WALLS TO PROVIDE VISION INTO THE TWO ROOMS -2 CHANGING TABLES -1 SINK -NO DOORS FOR EASE OF ACCESS -STORAGE ABOVE SINK	97 SF
STAFF TOILET		53 SF
TOILET	-TOILET TO BE SHARED BY BOTH 3-5 YEAR OLD ROOMS -FOLDING CHANGING STATION PROVIDED	59 SF
TOILET	-TOILET TO BE SHARED BY BOTH 3-5 YEAR OLD ROOMS -FOLDING CHANGING STATION PROVIDED	59 SF
TOILET	-TOILET TO BE SHARED BY 1-2 YEAR OLD AND 2-3 YEAR OLD -POTENTIAL TO HAVE DOOR TO BE MOSTLY GLASS WITH A FROSTED BOTTOM HALF TO PROVIDE PRIVACY FOR CHILDREN, BUT STILL ALLOW VISIBILITY BY STAFF	70 SF
Grand total		4628 SF

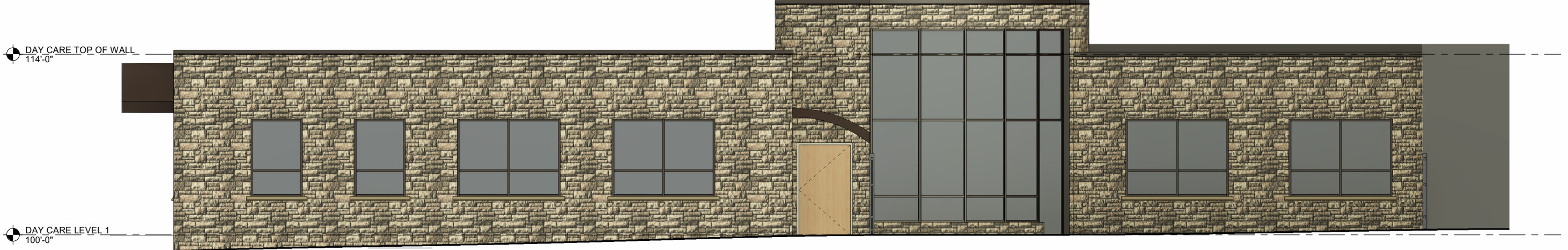
DAY CARE LEVEL 1 GROSS BUILDING AREA = 5,000 SF



**1** NORTH ELEVATION

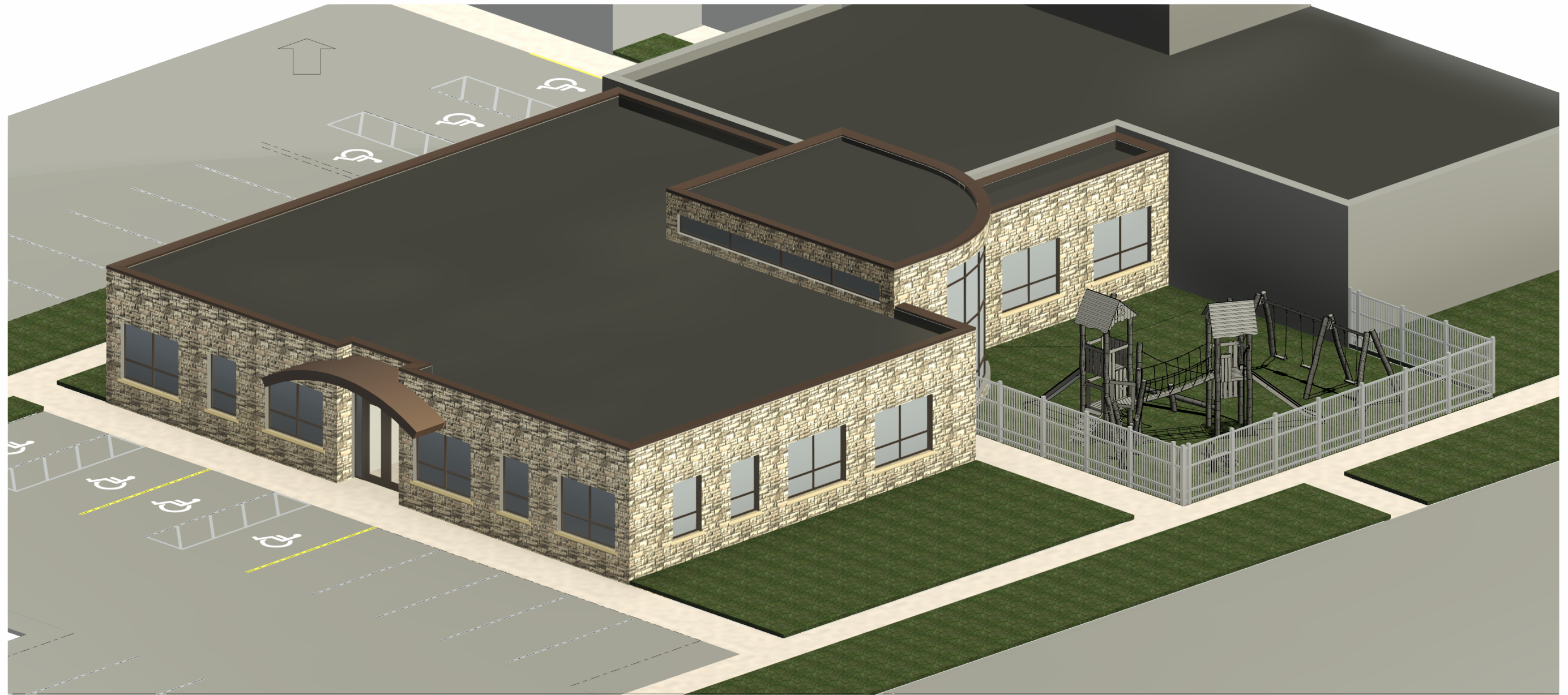


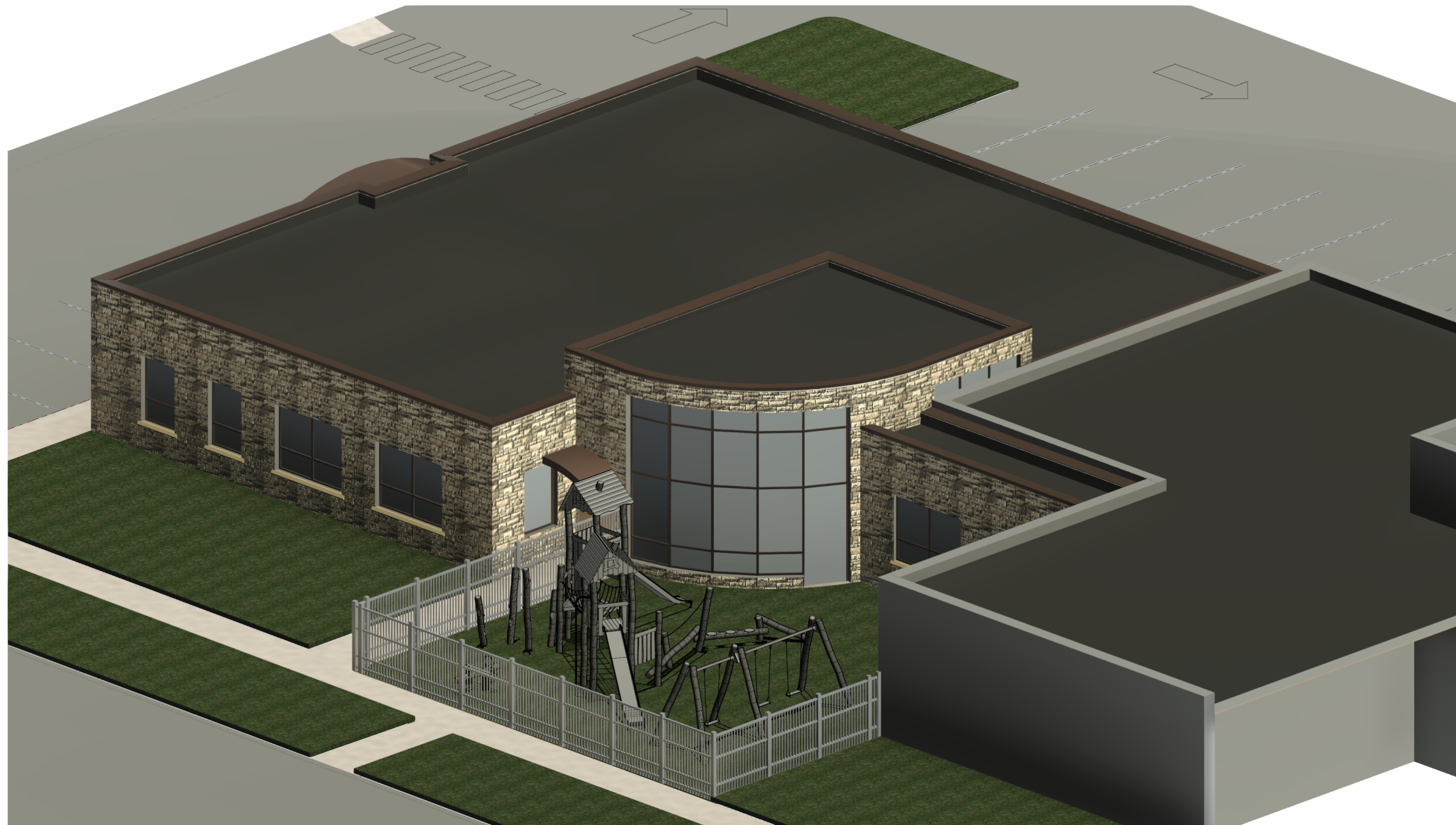
**2** EAST ELEVATION



**3** WEST ELEVATION







**CITY OF MERRILL  
BOARD OF PUBLIC WORKS  
WEDNESDAY, MAY 1, 2024 MINUTES  
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 5:30 PM**

- I. **Call to Order** Mayor Hass called the meeting to order at 5:30 pm  
Present: Mayor Hass, Alderperson Rick, Alderperson Andrew Caylor, Alderperson Rutkowski  
Present Not Voting: City Administrator/Public Works Director/City Engineer Rod Akey, Ron Liberty, Utility Superintendent Gabe Steinagel, Street Superintendent Dustin Bonack,  
Excused: City Attorney Thomas Hayden, Building Inspector/Zoning Administrator Pagel  
Others present: City Clerk Anderson-Malm, Ernie McCarthy, Gary Porath, Alderperson Lass, Finance Director Ley, Merrill Community Media
- II. **Consider approving minutes from the previous meeting**
  1. **Minutes from the March 27 meeting.** - Alderperson Rick motioned to Approve. Alderperson Caylor seconded and the motion Passed.
- III. **Water and Sewer Agenda Items**
  1. **Discuss and approve the Water & Sewer Vouchers** - Alderperson Rick motioned to Approve. Alderperson Caylor seconded and the motion Passed.
  2. **Water & Sewer Operation Monthly Report - Utility Superintendent Steinagel** - Utility Superintendent Steinagel updated the committee with some items from his report.
- IV. **Street Department Agenda Items**
  1. **Discuss and approve the Street Department Vouchers** - Alderperson Rick motioned to Approve. Alderperson Caylor seconded and the motion Passed.
  2. **Discussion and consideration regarding a petition to vacate a 204-foot portion of E 5th Street from St. John Lutheran Church for the expansion of a daycare facility, improved parking, and increased safety of school children.** - CA/PWD/CE Akey discussed the petition and stated there were no issues, all required signatures were collected, and the City would maintain an easement for utilities. The only revision suggested was to create a rounded curve at the end of Court and 5th Street. The reason was for ease of plowing and to reduce unauthorized parking. Gary Porath from St. John Lutheran Church was granted floor privileges and answered questions from the committee. Alderperson Rick motioned to forward the petition to City Plan. Mayor Hass seconded and the motion passed.
  3. **Discussion and consideration regarding blue information signs for the Merrill Historical Society.** - Ernie McCarthy from the Historical Society, was