

**CITY OF MERRILL  
CITY PLAN COMMISSION  
TUESDAY, JULY 1, 2025 MINUTES  
REGULAR MEETING    CITY HALL COUNCIL CHAMBERS    6:00 PM**

- I. **Call to Order** Mayor Hass called the meeting to order at 6:00 pm.  
Present: Mayor Hass, Melissa Schroeder, Alli Henkelman, D8 Alderperson Rutkowski, Jim Finucan  
Present Not Voting: Building/Zoning Administrator Darin Pagel, City Administrator/Public Works Director/City Engineer Rod Akey, City Attorney Thomas Hayden, City Clerk Anderson-Malm, Tina and Mark Scott  
Excused: Chad Krueger  
Absent: Ralph Sturm
- II. **Minutes from Previous Meeting**
  1. **Consider placing the minutes from the June 3rd meeting on file.**  
- (Schroeder/Henkelman) motion/second place minutes on file. The motion passed.
- III. **Public Hearing**
  1. **Public Hearing** - City Attorney Hayden read the public hearing notice. (D8 Alderperson Rutkowski/Henkelman) motion/second to open the public hearing. The motion passed. No one was in the Council Chambers or remote to speak for or against the notice. (Schroeder/Henkelman) motion/second to close the public hearing.
  2. **Mark and Tina Scott, 607 N Cleveland Street, requesting a Conditional Use Home Occupation under M.M.C. Sec 113-110 for a small engine repair business in a Residential District. Legally described in PIN# 251-3106-122-0034.** - Building Inspector/Zoning Administrator Pagel explained the permit and mentioned the Commission is able to put conditions on the permit. Following a discussion, (Schroeder/D8 Alderperson Rutkowski) motion/second to approve the permit with the provision of a sign no larger than 8 sq ft to be attached to the garage or freestanding. The motion passed.
- IV. **Public Comment** There was no public comment. However, Mayor Hass thanked City Attorney Hayden for his work with the City Plan Commission and congratulated him on his retirement.
- V. **Adjournment** (Henkelman/D8 Alderperson Rutkowski) motion/second adjourn. The motion passed. The meeting adjourned at 6:09 pm.

Minutes respectfully submitted by City Clerk Anderson-Malm  
*Minutes are in draft form until approved at the next scheduled meeting.*