



CITY OF MERRILL

CITY PLAN COMMISSION

AGENDA • TUESDAY, NOVEMBER 4, 2025

Regular Meeting

City Hall Council Chambers

6:00 PM

To attend remotely call 347-396-1641 PIN 864 046 895 #

I. Call to Order

II. Minutes from Previous Meeting

1. Consider placing the minutes from the September 2nd meeting on file

III. Public Hearing

1. Public Hearing
2. Primetime Estates LLC, requesting a Condominium Plat under M.M.C. Sec 111-3 at 604 Eugene Street, City of Merrill, Lincoln County, Wisconsin. Legally described in PIN # 251-3106-152-0236.

IV. General Agenda Items for Consideration

1. Discuss and consider vacating the alley between 603 & 605 S Foster St.

V. Public Comment

VI. 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, SEPTEMBER 2, 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, Krueger, D8
Aldersperson Rutkowski, Jim Finucan
Present Not Voting: Building/Zoning Administrator Darin Pagel, City
Administrator/Public Works Director/City Engineer Rod Akey, City Clerk Anderson-
Malm, Mike VanderGeest, D4 Aldersperson Fermanich, other guests.
Absent: Ralph Sturm

- II. **Minutes from Previous Meeting**
 1. **Consider placing the minutes from the July 1st meeting on file**
- (Schroeder/Henkelman) motion/second place minutes on file. The motion
passed.

- III. **Public Hearing**
 1. **Public Hearing** - Mayor Hass read the public hearing notice.
Building Inspector/Zoning Administrator Pagel gave an overview of the
project.
(D8 Aldersperson Rutkowski/Schroeder) motion/second to open the public
hearing. The motion passed.
No one spoke for or against the request.
(Schroeder/Henkelman) motion/second to close the public hearing. The
motion passed.

 2. **VanHoffKo – The River, LLC., requesting a Planned Unit Development
under M.M.C. Sec 113-66 to 69 for a Multifamily Residential Development
at 401 S Kyes Street, City of Merrill, Lincoln County, Wisconsin. Legally
described in PIN# 251-3106-182-0222.** - The commission discussed the
proposal. Following the discussion, (Mayor Hass/Schroeder) motion/second to
approve the request and send it to the Common Council. The motion passed.

- IV. **Public Comment** There was no public comment.

- V. **Adjournment** (Krueger/D8 Aldersperson Rutkowski) motion/second adjourn. The
motion passed. The meeting adjourned at 6:07 pm.

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

CITYSCAPE CONDOMINIUMS

ALL OF LOT 4, BLOCK 1 OF SUNSET ESTATES, LOCATED IN SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 31 NORTH, RANGE 6 EAST, CITY OF MERRILL, LINCOLN COUNTY, WISCONSIN.

- NOTES:
- BEARINGS ARE BASED ON THE LINCOLN COUNTY COORDINATE SYSTEM NAD 83(2011) DATUM AND REFERENCED TO THE SOUTH LINE OF THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 31 NORTH, RANGE 6 EAST, MEASURED TO BEAR SOUTH 89°35'44" EAST.
 - FIELDWORK WAS COMPLETED ON 9/22/2025.
 - IMPROVEMENTS SHOWN HEREON ARE BASED ON AS-BUILT CONDITIONS OF THE EXISTING BUILDING. NO OTHER IMPROVEMENTS WERE COMPLETED AT THE TIME OF THE SURVEY.
 - TOTAL PARCEL AREA = 11,118 SQUARE FEET, OR 0.225 ACRES, MORE OR LESS.
 - THE APPROXIMATE DIMENSION OF THE UNITS ARE SHOWN BASED ON CONSTRUCTED BUILDING AT THE TIME OF THE SURVEY. THE INTENTION IS THAT EACH UNIT CONTAIN THE AREA FROM THE EXTERIOR FACADE OF THE BUILDING INWARD. SEE THE DECLARATION FOR FURTHER DETAILS.

REGISTER OF DEEDS
LINCOLN COUNTY, WI.

RECEIVED FOR RECORD THIS

DAY OF _____ A.D. 2025

AT _____ O'CLOCK _____ M. IN PLAT

CABINET NO. _____ ON PAGE _____

OF CONDO PLATS _____

REGISTRAR _____

CITY OF MERRILL TREASURER'S CERTIFICATE
AS DULY ELECTED TOWN TREASURER, WE HEREBY CERTIFY THAT THE RECORDS IN OUR OFFICE SHOW NO UNREDEEMED TAX SALES AND NO UNPAID TAXES OR SPECIAL ASSESSMENTS AFFECTING ANY OF THE LANDS INCLUDED IN THIS CONDOMINIUM PLAT AS OF THE DATES LISTED BELOW.

CITY TREASURER

DATE

CITY OF MERRILL CERTIFICATE
APPROVED BY THE CITY OF MERRILL. THIS

DAY OF _____ 20____

CITY CLERK

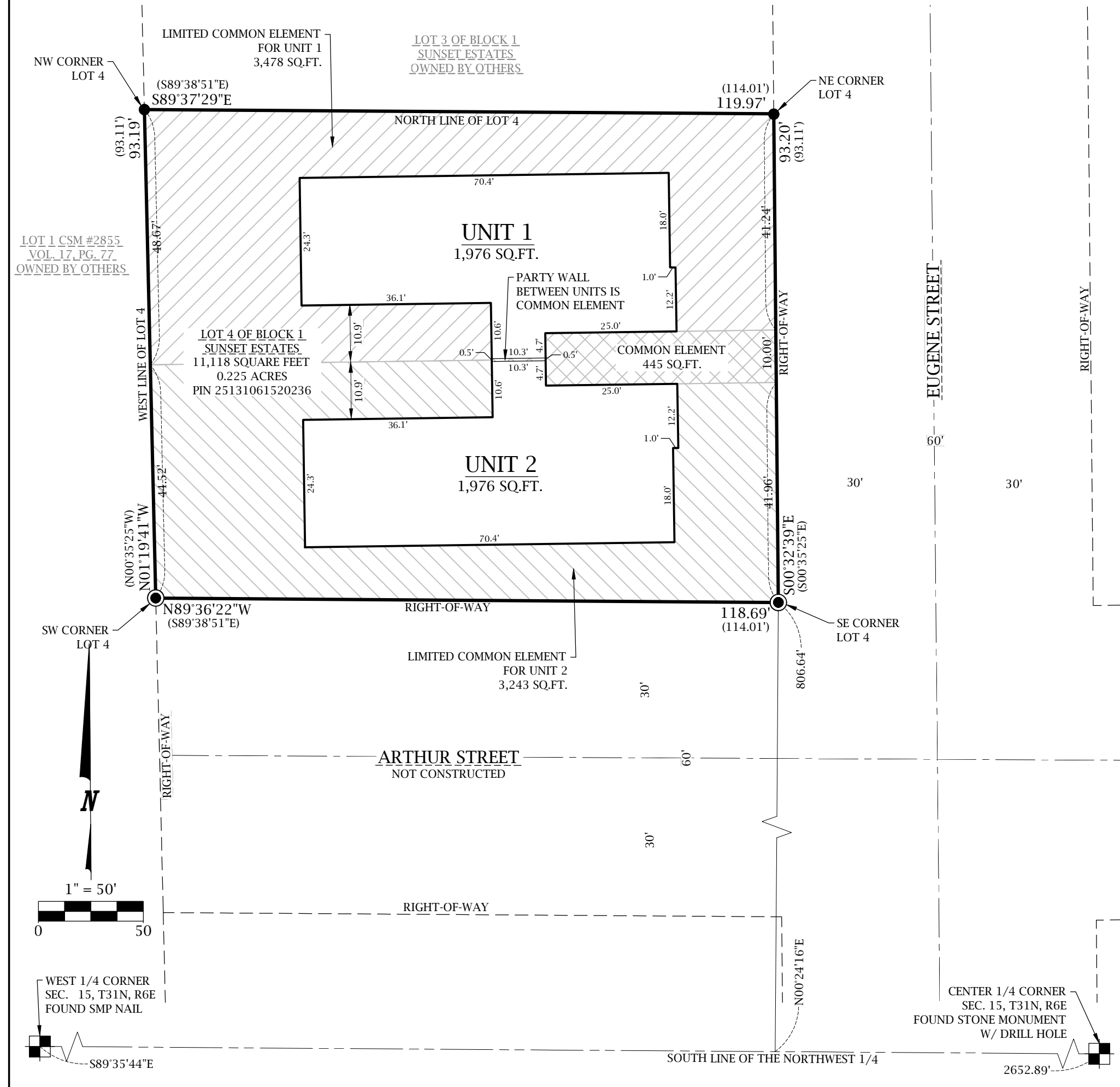
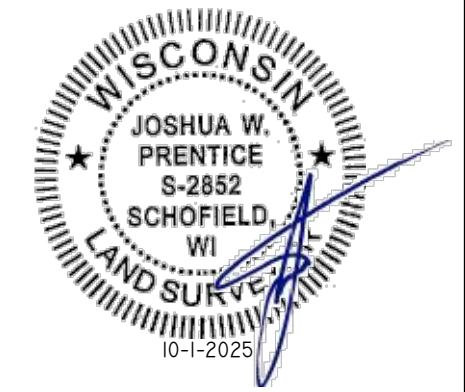
LINCOLN COUNTY TREASURER'S CERTIFICATE
AS DULY ELECTED MARATHON COUNTY TREASURER, WE HEREBY CERTIFY THAT THE RECORDS IN OUR OFFICE SHOW NO UNREDEEMED TAX SALES AND NO UNPAID TAXES OR SPECIAL ASSESSMENTS AFFECTING ANY OF THE LANDS INCLUDED IN THIS CONDOMINIUM PLAT AS OF THE DATES LISTED BELOW.

LINCOLN COUNTY TREASURER

DATE

LEGEND

- - 1-1/4 IN. O.D. IRON PIPE FOUND
- ⦿ - 1 IN. IRON BAR FOUND
- (126°) - RECORDED BEARING/LENGTH
- 126.00' - MEASURED BEARING/LENGTH
- [Hatched Box] - LIMITED COMMON ELEMENT UNIT 1
- [Hatched Box] - LIMITED COMMON ELEMENT UNIT 2
- [Cross-hatched Box] - COMMON ELEMENT



OWNER'S CERTIFICATE - PRIME TIME ESTATES, LLC
PRIME TIME ESTATES, LLC, AS OWNER, DOES HEREBY CERTIFY THAT SAID CORPORATION CAUSED THE LAND DESCRIBED ON THIS CONDOMINIUM PLAT TO BE SURVEYED, DIVIDED AND MAPPED AS REPRESENTED ON THIS CONDOMINIUM PLAT. IN WITNESS WHEREOF, THE SAID PRIME TIME ESTATES, LLC, HAS CAUSED THESE PRESENTS

TO BE SIGNED BY _____ MEMBER AT _____
WISCONSIN,

THIS _____ DAY OF _____, 2025

IN THE PRESENCE OF: PRIME TIME ESTATES, LLC

(SIGNATURE) _____

(PRINT NAME) _____ MEMBER

STATE OF WISCONSIN) SS
_____ COUNTY)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2025 THE ABOVE NAMED _____ MEMBER OF THE ABOVE NAMED PRIME TIME ESTATES, LLC AND TO ME KNOWN TO BE THE SAME PERSONS WHO EXECUTED THE FOREGOING LIMITED LIABILITY COMPANY OWNER'S CERTIFICATE AND TO ME KNOWN TO BE SUCH MEMBER OF SAID COMPANY, AND ACKNOWLEDGE THAT THEY EXECUTED THE FOREGOING LIMITED LIABILITY COMPANY OWNER'S CERTIFICATE AS SUCH MEMBER AS THE DEED OF SAID COMPANY, BY ITS AUTHORITY.

NOTARY PUBLIC STATE OF WISCONSIN
MY COMMISSION EXPIRES _____

SURVEYOR'S CERTIFICATE
I, JOSHUA W. PRENTICE, WISCONSIN PROFESSIONAL LAND SURVEYOR S-2852, DO HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT I HAVE SURVEYED THIS CONDOMINIUM PLAT CONSISTING OF 1 SHEET AND IT IS A CORRECT AND ACCURATE REPRESENTATION OF EUGENE STREET CONDOMINIUM, BEING ALL OF LOT 4, BLOCK 1 OF SUNSET ESTATES, LOCATED IN SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 31 NORTH, RANGE 6 EAST, CITY OF MERRILL, LINCOLN COUNTY, WISCONSIN.

THAT THE IDENTIFICATION OF EACH UNIT AND ITS APPROXIMATE DIMENSIONS, THE LOCATION OF THE COMMON ELEMENTS AND LIMITED COMMON ELEMENTS ARE AS SHOWN.

THAT THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 11,118 SQUARE FEET, OR 0.225 ACRES, MORE OR LESS.

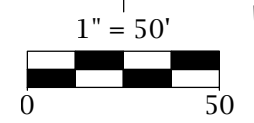
THAT I HAVE MADE THIS SURVEY AND MAP THEREOF AT THE DIRECTION OF PRIME TIME ESTATES, LLC, OWNER OF SAID PARCEL.

THAT SAID PARCEL IS SUBJECT TO EASEMENTS, RESTRICTIONS, AND RIGHT-OF-WAYS OF RECORD.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF SECTION 703 OF THE WISCONSIN STATUTES AND THE WISCONSIN ADMINISTRATIVE CODE A-E7.

DATED THIS _____ DAY OF _____, OCTOBER, 2025

REI
JOSHUA W. PRENTICE
WI P.L.S. S-2852



REI
CIVIL & ENVIRONMENTAL
ENGINEERING, SURVEYING

4080 N. 20th AVENUE
WAUSAU, WISCONSIN 54401
PHONE: (715) 675-8784 FAX: (715) 675-4060
EMAIL: mail@REIengineering.com

SHEET 1 OF 1 PROJECT No. 12002

PETITION TO VACATE

\$175.00 Pd 10/13/25 M. Krueger

(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:

the grass area at the east end of the stub alley
between 603 S Foster St and 605 S Foster St. The north
half of the grass area would go to Judy Kriehn
and the south half would go to Mike Krueger.

(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:

We have been taking care of the grass area for at
least 27 years, in this amount of time, the city has
not taken care of it by mowing or anything else.

Signatures of all owners of all land abutting the street or alley to be vacated.

(use additional paper if necessary)

Mike Krueger
NAME Mike Krueger ADDRESS 605 S. Foster St Merrill WI
Description South East grassed area of the stub alley between 603 + 605
Footage _____ South Foster St.

Judy Kriehn
NAME Judy Kriehn ADDRESS 1305 Jackson St. Merrill, WI
Description North East grassed area of the stub alley between 603 + 605
Footage _____ South Foster St.

NAME _____ ADDRESS _____
Description _____
Footage _____

NAME _____ ADDRESS _____
Description _____
Footage _____

NAME _____ ADDRESS _____
Description _____
Footage _____

NAME _____ ADDRESS _____
Description _____
Footage _____

NAME _____ ADDRESS _____
Description _____
Footage _____

NAME _____ ADDRESS _____
Description _____
Footage _____

**ANY DEPARTMENT RECEIVING A REQUEST OR PETITION
TO VACATE ALONG WITH THE FEE OF \$175.00 WILL
IMMEDIATELY GIVE IT TO THE CITY CLERK FOR
PROCESSING.**

(Per City Clerks Office-Please escort people to them for a receipt)

Clerk's Office:

Receives Petition and \$175.00

A copy will be given to City Administrator, Mayor, Zoning Administrator, and City Attorney for their review.

Zoning Administrator will provide legal of area to be vacated to City Attorney's Office

City Attorney's Office will draft a "Draft Resolution" to be considered at the
Board of Public Works meeting first
City Plan meeting second

Agendas for both of these meetings will be sent to the adjoining properties owners of the vacation area.

Upon approval at both meetings City Attorney's Office will draft a Class III Notice and have the Clerk's Office publish it in the official City of Merrill newspaper (Courier) 3 times. The final published notice will be 40 days prior to the Common Council meeting which will considering and approving the vacation.

Final resolution will be submitted to the Council by City Attorney's Office

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE VACATION OF AN ALLEY LOCATED IN
BLOCK NINE OF WOLF RIVER LUMBER COMPANY'S ADDITION**

WHEREAS, Mike Krueger has requested the vacation of a portion of an alley; and,

WHEREAS, the alley to be vacated is described as: In the City of Merrill, Lincoln County, Wisconsin:

The portion south of Lot Three (3), Block Nine (9) of the first alley south of Jackson Street, east of South Foster Street in the City of Merrill, Wisconsin, more particularly described as follows, to-wit: The portion of that certain east-west alley south of Lot Three (3) of Block Nine (9) of Wolf River Lumber Company's Addition and north of AP 609, City of Merrill, Lincoln County, Wisconsin.

WHEREAS, the Board of Public Works on October 29, 2025 and the City Plan Commission on November 4, 2025 have recommended such vacation;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 13th day of January, 2026, that the following described alley be vacated:

The portion south of Lot Three (3), Block Nine (9) of the first alley south of Jackson Street, east of South Foster Street in the City of Merrill, Wisconsin, more particularly described as follows, to-wit: The portion of that certain east-west alley south of Lot Three (3) of Block Nine (9) of Wolf River Lumber Company's Addition and north of AP 609, City of Merrill, Lincoln County, Wisconsin.

BE IT FURTHER RESOLVED, that the City hereby declares that the alley being vacated is not needed for public purposes and hereby declares that the portion vacated shall revert, to the extent permitted by law, to the adjoining property owners.

CITY OF MERRILL, WISCONSIN

Moved: _____

Steve J. Hass
Mayor

Passed: _____

Lori Anderson-Malm
City Clerk