



CITY OF MERRILL
BOARD OF PUBLIC WORKS

MINUTES • WEDNESDAY OCTOBER 27, 2021

Regular Meeting

City Hall Council Chambers

5:15 PM

1. Call to Order

Mayor Woellner called the meeting to order at 5:15 P.M.

Attendee Name	Title	Status	Arrived
John M. Van Lieshout	Aldersperson - Fifth District	Present	
Derek Woellner	Mayor	Present	
Steve Sabatke	Aldersperson - Eighth District	Present	
Mike Rick	Aldersperson - Sixth District	Present	

Others in attendance (either in-person or remotely) included: City Administrator Dave Johnson, Public Works Director/City Engineer Rod Akey, Street Superintendent Dustin Bonack, Building Inspector/Zoning Administrator Darin Pagel, Utility Operations Manager Gabe Steinagel, City Attorney Tom Hayden, Police Chief Corey Bennett (arr. 5:21), Alderman Steve Hass, Alderman Mark Weix, Alderman Rick Blake, Dan Frick, Marilyn Schmidt (arr. 5:30) and City Clerk Bill Heideman. Merrill Productions was present to videotape the meeting.

2. Water & Sewer Agenda Items:

1. Water and Sewer Vouchers

The vouchers were in the meeting packet.

Alderman Sabatke remarked that material costs are rising.

Motion (Rick/Van Lieshout) to approve the vouchers.

RESULT: APPROVED

2. Water and Sewer Operations Report

The report was in the meeting packet.

Utility Operations Manager Steinagel reviewed the report. He noted that the staff appears to be in favor of trying a four ten-hour work day schedule. They recognize that this would not be the normal work schedule in the winter, and that there would be other weeks when that schedule would not be practical.

3. BPW Agenda Items:

1. Board of Public Works Vouchers

The vouchers were in the meeting packet.

Motion (Van Lieshout/Rick) to approve the vouchers.

RESULT:	APPROVED
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2. Request from Trinity Lutheran Church for "drop-off" zone on Blaine Street, to accommodate the daycare center in the former Park City Credit Union.

The request was in the meeting packet.

Public Works Director/City Engineer Akey reported on the request.

Representing Trinity, Dan Frick was present and answered questions. He distributed copies of a map that illustrated the proposed drop-off area.

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

RESULT:	APPROVED & SENT TO COUNCIL
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Next: 11/9/2021 6:00 PM

3. Request for the installation of a street light at the intersection of Harrison Street and Champagne Street.

Information related to the request was in the meeting packet.

Street Superintendent Bonack reported on the request that he had received. The annual cost is estimated to be \$300.

Motion (Rick/Van Lieshout) to approve the request.

RESULT:	APPROVED & SENT TO COUNCIL
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Next: 11/9/2021 6:00 PM

4. Consider lowering zoning and planning fee for submitting appeals to the Zoning Board of Appeals (currently \$175).

Mayor Woellner had requested that this item be placed on the agenda. He reported that two people have told him that they thought the fee for appealing to the Zoning Board of Appeals was too high. Mayor Woellner suggested that the fee should be something like \$50.

City Attorney Hayden stated that, in his opinion, the current fee amount is not excessive.

Motion (Woellner) to reduce the current fee amount from \$175 to \$50. Motion failed due to lack of a second.

No action was taken. Mayor Woellner remarked that this item will possibly be discussed at future meeting(s).

4. Monthly Reports:

1. Building Inspector/Zoning Administrator Pagel

The report was in the meeting packet.

Building Inspector/Zoning Administrator Pagel reported that he has been doing preliminary work on 2022 maintenance inspections. He has also been addressing garbage issues. A demolition on East Second Street will be completed soon.

2. Public Works Director/City Engineer Akey

Public Works Director/City Engineer Akey reported on the status of current projects and plans for future projects.

3. Street Superintendent Bonack

The report was in the meeting packet.

Street Superintendent Bonack reported on the current projects and answered questions.

Various methods and equipment for leaf collection were discussed.

4. Street & Weed Commissioner Liberty

The report was in the meeting packet.

5. Consider placing monthly reports on file

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

RESULT:	PLACED ON FILE
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5. Establish date, time and location of next regular meeting

Wednesday, December 1st, 2021 at 5:15 P.M. in the City Hall Common Council Chambers.

6. Public Comment Period

Alderman Hass suggested that Zoning Board of Appeals meetings could be scheduled quarterly. A total fee amount for a quarter could be established, and the fee for each appeal could be based on the total number of appeals for that quarter.

7. Adjournment

Motion (Rick/Sabatke) to adjourn. Carried. Adjourned at 5:47 P.M.