



**merrill**

Location. Nature. People.

**Smart Move**

## CITY OF MERRILL

Parks & Recreation Dept. - Smith Center

### OCTOBER MEETING NOTICE

The Merrill Parks and Recreation Commission will meet on **Wednesday, October 2, 2013, at 4:15 p.m.**, at the Merrill City Hall.

The following items will be included on the agenda:

1. Approve minutes from previous meeting.
2. Approve claims.
3. Review/approve 2014 Capital Projects and Equipment.
4. Review/approve 2014 Budget.
5. Discuss Normal Park Plan
6. Discuss potential implementation of Normal Park Reservation Policy
7. Continued discussion on new MARC parking area.
8. Monthly reports.
9. Set date for next meeting.
10. Public Comment
11. The Committee may convene in closed session pursuant to Wis. State Statutes Sec. 19.85(1)(e) for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session to consider Hockey Contract terms.
12. Adjournment

Submitted by

Dan Novitch, Chairman  
Parks and Recreation Commission

The Merrill City Hall is accessible to the physical disadvantaged. If special accommodations are required, please contact City Hall at 536-5594.

## PARKS AND RECREATION COMMISSION

September 4, 2013

The Merrill Parks and Recreation Commission met on Wednesday, September 4, 2013 at 4:15 p.m. at the City Hall.

Members Present: Dan Novitch, Ralph Sturm, Dorwin Harris, Brian Artac, Melissa Schroeder

Members Excused Absent: Anne Caylor, Mike Willman

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: Dave Johnson and Candy Peterson

\*\*\*Motion by Schroeder, seconded by Artac, to approve the minutes from the previous meeting.

\*\*\*Carried unanimously.

\*\*\*Motion by Sturm, seconded by Harris, to approve the claims.

Sturm questioned the bill from Parisi Speed School. Wendorf explained that it was an addition on summer playground and it was paid for through Merrill Park and Recreation fees, than reimbursed to Parisi Speed School.

\*\*\*Carried Unanimously.

The first item on the agenda was to revisit the parking at the MARC. Wendorf stated that he spoke with Merrill Pavers on what the cost would be to put a new drive way and some more parking stalls in along side the north side of the building by the storage shed. Wendorf stated that there would be extra 35 to 40 stalls added with the new parking lot. The cost from Merrill Pavers to complete the work would be around \$21,000. Wendorf also stated that it would be a one way drive in and than you would need to circle around and use the one way exit drive out. This would make in and out easier at the MARC. Harris questioned why we would not put the parking lot on the side where the soccer fields are and make the parking lot an area for only elderly and handicapped parking. After some discussion it was decided that Wendorf should come back to next months meeting on how much the cost would be from Merrill Street Department and Lincoln County to perform the work and to come in with some drawing on where the new parking lot would be most beneficial. Schroeder also requested that Wendorf bring in some funding options for the new parking lot. This agenda item will be placed on the October agenda.

The next item on the agenda was the pool location discussion continued. Wendorf stated that at the August meeting Sturm suggested putting the pool over by Lions Park by the southeast parking lot. Wendorf stated that he and Dave Johnson worked on a good location and setting for the pool and it was decided that they could utilize half the parking lot and some grass area to put the pool and none of the ball diamonds would be disturbed. Johnson stated that he reconfigured the pool but would have the same square footage as originally planned. Sturm and Harris were concerned with the dimension of the pool, stating the pool looks bigger than planned. Wendorf stated it was same size as indicated from previous plans and wanted to focus on location. Wendorf was asked to bring back the dimensions of the pool at next months meeting. Schroeder suggested that the final location for the pool should be made by Decembers meeting so that planning and fund raising can begin on the pool. Wendorf was asked to bring more information back to the October meeting regarding the pool.

\*\*\*Motion by Schroeder, seconded by Sturm to eliminate Streeter Square and the MARC as locations for the future site of the Merrill Outdoor Pool.

\*\*\*Sturm, Schroeder, Novitch, and Harris voted yes

\*\*\*Artac opposed.

The next item on the agenda was preliminary discussion on Capital Equipment and Improvements. Novitch asked if Kathy Unertl would be giving us guidance and direction again on the budget. Johnson stated that you will be receiving the same budget as 2013; no changes will be made in the budget. Wendorf stated that he will be putting together a list of capital improvements for next months meeting and hopefully go over some of the budget if it will be prepared by then.

The next item on the agenda was monthly reports by Wendorf. Wendorf asked if anyone had any questions. Wendorf stated that the Labor Day celebration went good. Fair grounds was busy, car show turned out great and it seemed everyone had a good time. Wendorf also stated that the 1<sup>st</sup> annual Summer Stride went well, about 72 runners for the first year. Wendorf stated that our parks have been getting vandalized a lot and clean up and repairs and costing the department some money to fix. Wendorf stated that Kitchenette and Stanges have been getting vandalized the worst. Wendorf stated that he would also like to get Normal Park on the agenda so that planning can begin with the park. Wendorf would like to be able to start renting Normal Park instead of first come first serve basis.

\*\*\*Motion by Schroeder, seconded by Artac to approve the monthly report.

\*\*\*Carried Unanimously

The next regular meeting is scheduled for October 2, 2013 at 4:15 p.m.

No public comment. Sturm requested to see the concession contract between the City of Merrill and Merrill Youth Hockey. Wendorf stated that the contract would have to be done in closed session. Sturm stated that he would still like to see it. This agenda item will be on the October agenda in closed session. Schroeder questioned if all the vendors at the Labor Day Celebration needed to have proof of insurance. Wendorf stated they did, Schroeder feels there was one party down there who did not display proof of insurance, she explained to Wendorf in private who that party was.

\*\*\*Motion by Schroeder, seconded by Artac, to adjourn at 5:40 p.m.

\*\*\*Carried unanimously.

Dawn Smith  
Recording Secretary

		OCTOBER			
ACE HARDWARE	BATTERIES	8/29/2013		\$17.98	55200-03-43000
ACE HARDWARE	BATTERIES	9/10/2013		\$6.98	55200-03-40000
ACE HARDWARE	EQUIPMENT	9/19/2013		\$30.98	55200-03-43000
AMERICAN WELDING	TANKS	8/31/2013	BQ929	\$27.90	55200-02-15000
AMERICAN WELDING	TANKS	8/31/2013	BC646	\$18.60	55200-02-15000
BAUERNFEIND	COPIER	9/9/2013	62021	\$843.00	55300-03-41500
BB COMMUNITY LEASING SERVICES	COPIER	9/11/2013	2058	\$138.25	55300-03-41500
BEIN CRAFTY	FLAG FOOTBALL SHIRTS	9/3/2013	4466	\$1,256.90	55300-03-41500
BURGOYNE'S TOILET RENTAL	TOILET RENTAL	9/1/2013	45863	\$110.00	55200-02-15000
BURGOYNE'S TOILET RENTAL	TOILET RENTAL	9/1/2013	45862	\$115.00	55200-02-15000
BURGOYNE'S TOILET RENTAL	TOILET RENTAL	9/1/2013	45861	\$230.00	55200-02-15000
CHRIST UNITED CHURCH	SECURITY DEPOSIT	9/5/2013	VOUCHER	\$50.00	10-21-7200
CINDY MANN	SECURITY DEPOSIT	9/26/2013	VOUCHER	\$50.00	10-21-7200
CITY PAGES	BARLEYFEST	9/11/2013	15987	\$331.66	BARLEYFEST
DUANE KOHNHORST	DJ 5TH QUARTER	9/26/2013	100	\$175.00	5TH QUARTER
FASTENAL	EYEWEAR	9/28/2013	90373	\$4.27	55200-03-40000
G & K SERVICES	MOP/MATS	9/5/2013	1016791367	\$216.06	55400-02-23250
G & K SERVICES	UNIFORMS	8/29/2013	1016788513	\$47.77	55200-03-46000
G & K SERVICES	UNIFORMS	9/5/2013	1016791377	\$47.77	55200-03-46000
G & K SERVICES	UNIFORMS	9/12/2013	1016794266	\$47.77	55200-03-46000
G & K SERVICES	UNIFORMS	9/19/2013	1016797131	\$47.77	55200-03-46000
GREEN LAWN UNDERGROUND SPRINKLERS	SERVICE WORK	9/6/2013	13-10414	\$172.20	55200-02-15000
HALLMAN LINDSAY	PANT	8/28/2013	10191474	\$396.00	55200-08-91000
HEARTLAND COOPERATIVE	GRASS	7/19/2013	214688	\$42.66	55200-08-91000
JENNIFER BAUMANN	SECURITY DEPOSIT	8/24/2013	VOUCHER	\$50.00	10-21-7200
JOURNEY CHURCH	SECURITY DEPOSIT	9/26/2013	VOUCHER	\$50.00	10-21-7200
MCDONALDS	SECURITY DEPOSIT	8/27/2013	VOUCHER	\$50.00	10-21-7200
MERRILL WATER UTILITY	MARC	10/10/2013	106-00940-00	\$333.69	55400-02-21000
MERRILL COURIER	ADVERTISING	9/4/2013	83113002	\$462.00	55400-03-41000
MERRILL COURIER	ADVERTISING	9/4/2013	83113002	\$1,249.42	LABOR DAY
MERRILL DISTRIBUTING	LAND CLEANER/JANITORIAL/PAPERTOWEL	8/14/2013	1217209	\$185.60	55200-03-40000
MERRILL DISTRIBUTING	CAN LINERS	7/24/2013	1215094	\$48.90	55400-03-50000
MERRILL DISTRIBUTING	BRATWURST	7/24/2013	1214966	\$39.55	55300-03-41500
MERRILL DISTRIBUTING	LINERS/PAPER SUPPLIES LABOR DAY	8/27/2013	1218541	\$388.65	LABOR DAY
MERRILL DISTRIBUTING	LINER	8/27/2013	1218543	\$111.70	LABOR DAY
MERRILL DISTRIBUTING	PAPERTOWELS	8/27/2013	1218555	\$113.20	LABOR DAY
MERRILL DISTRIBUTING	GLOVES	9/18/2013	1220632	\$104.05	55200-03-40000
MERRILL FOTO NEWS	ADVERTISING	9/15/1900		\$259.70	55400-03-41000
MERRILL FOTO NEWS	LABOR DAY	9/15/2013		\$667.80	LABOR DAY
MERRILL STREET DEPARTMENT	P-0	8/29/2013	5857	\$67.56	55200-03-50000
MERRILL STREET DEPARTMENT	P-20	8/29/2013	5849	\$77.08	55200-03-50000
MERRILL STREET DEPARTMENT	P-9	8/29/2013	5840	\$55.83	55200-03-50000
MERRILL STREET DEPARTMENT	P-17	8/29/2013	5841	\$156.95	55200-03-50000
MERRILL STREET DEPARTMENT	P-14	8/29/2013	5827	\$242.47	55200-03-50000
MERRILL STREET DEPARTMENT	P-8	8/29/2013	5826	\$142.02	55200-03-50000
MERRILL WATER UTILITY	OTT'S PARK SHELTER	10/10/2013	102-38140-13	\$41.23	55200-02-21000
MERRILL WATER UTILITY	OTT'S PARK BATHROOM	10/10/2013	102-38040-13	\$140.18	55200-02-21000
MERRILL WATER UTILITY	MARC CONCESSION STAND	10/10/2013	106-00941-06	\$333.69	55200-02-21000
MERRILL WATER UTILITY	SOCCER BUILDING	10/10/2013	106-00943-00	\$139.04	55200-02-21000
MERRILL WATER UTILITY	STANGE'S KITCHENETTE	10/10/2013	112-01140-13	\$30.48	55200-02-21000
MERRILL WATER UTILITY	KITCHENETTE BATHROOMS	10/10/2013	112-01540-13	\$171.92	55200-02-21000
MERRILL WATER UTILITY	SWIMMING POOL/SHELTER/BATHROOM	10/10/2013	116-02640-13	\$311.77	55200-02-21000
MERRILL WATER UTILITY	LION'S PARK	10/10/2013	116-02440-00	\$317.25	55200-02-21000
MIKE KUNKEL	SECURITY DEPOSIT	9/26/2013	VOUCHER	\$50.00	10-21-7200
NAPA AUTO PARTS	BULB	9/20/2013	437264	\$5.16	55200-03-50000
NRG MEDIA	ADVERTISING	8/31/2013	1130813769	\$180.00	SUMMER STRIDE
PETERSON BROTHERS	TOP DIRT	9/1/2013	6699	\$70.50	55200-08-91000
PHIL KRAUSE	SECURITY DEPOSIT	8/24/2013	VOUCHER	\$50.00	10-21-7200
RENATA LAMAR	SECURITY DEPOSIT	9/26/2013	VOUCHER	\$50.00	10-21-7200
SCOTT BRENCHLEY	SECURITY DEPOSIT	9/26/2013	VOUCHER	\$50.00	10-21-7200
SECURITY FENCE	DOG PARK	8/30/2013	11958-2013-in	\$12,379.00	CAP. IMPROVEM
ST. JOHN CHURCH	SECURITY DEPOSIT	9/26/2013	VOUCHER	\$50.00	10-21-7200



City of Merrill Parks & Recreation Department												
Net Cost (Expenses - Revenues) - 2014 Budget Proposal												
Department		2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 9/20th	2013 Projected	2014 Request	Budget Change
5200	Parks	\$254,699	\$236,869	\$256,818	\$268,347	\$292,005	\$279,291	\$281,253	\$192,342	\$280,271	\$286,744	\$5,491
5201	Athletic Park Lights	\$1,730	\$1,716	\$1,162	\$1,240	\$1,473	\$1,261	\$1,700	\$1,708	\$2,000	\$2,000	\$300
5202	Ott's Field Lights	\$1,018	\$846	\$863	\$1,112	\$1,299	\$1,798	\$1,500	\$1,226	\$1,375	\$1,500	\$0
5300	Recreation	\$152,866	\$164,334	\$175,552	\$181,244	\$164,965	\$168,569	\$162,825	\$115,846	\$154,543	\$156,750	(\$6,075)
5400	MARC - Smith Center	\$28,475	\$26,841	\$24,022	\$32,193	\$62,555	\$64,726	\$56,228	\$35,676	\$59,333	\$56,512	\$284
						Tornado*						
5420	Pool	\$27,595	\$42,392	\$64,414	\$44,612	\$44,612	\$44,612	\$45,000	\$45,904	\$45,000	\$45,000	\$0
				Pump Replacement & Water/Sewer Bills				New Facility Design			New Facility Debt Service?	
	<b>Total Summary</b>	<b>\$466,383</b>	<b>\$472,998</b>	<b>\$522,831</b>	<b>\$528,748</b>	<b>\$566,909</b>	<b>\$560,257</b>	<b>\$548,506</b>	<b>\$392,702</b>	<b>\$542,522</b>	<b>\$548,506</b>	<b>\$0</b>

\*Smith Center closed for six months in 2011 - tornado damages/repair process.

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CITY OF MERRILL  
 PROPOSED BUDGET WORKSHEET  
 AS OF: SEPTEMBER 30TH, 2013

10 -General Fund  
 Parks

	2011 ACTUAL	2012 ACTUAL	(-----) 2013 CURRENT BUDGET	(-----) 2013 Y-T-D ACTUAL	(-----) 2013 PROJECTED YEAR END	(-----) 2014 REQUESTED BUDEGT	(-----) 2014 BUDGET CHANGE	(-----) PROPOSED BUDGET
<b>REVENUES</b>								
<u>Intergovernmental</u>								
45200-43687 DNR-Urban Forestry Grant	0	2,486	0	0	0	0	0	
45200-43700 Polar Bear Grant	0	6,250	0	0	0	0	0	
TOTAL Intergovernmental	0	8,736	0	0	0	0	0	
<u>Public Charges-Services</u>								
45200-46720 Park Revenue	3,628	7,010	10,000	1,271	7,500	7,750	( 2,250)	
45200-46721 Memorial Forest Revenue	0	165	250	125	250	250	0	
45200-46722 Park Shelter Reservation Rev	5,101	6,579	5,750	5,921	6,000	6,000	250	
TOTAL Public Charges-Services	8,729	13,754	16,000	7,317	13,750	14,000	( 2,000)	
<u>Miscellaneous Revenues</u>								
45200-48339 MADC Snow Plowing	915	915	1,000	991	991	1,000	0	
45200-48440 Restitution/Ins-Park Damage	3,896	0	0	0	0	0	0	
45200-48500 Park Donations-No Carryover	700	412	0	850	850	0	0	
45200-48550 Teee Planting Donations	0	2,250	0	0	0	0	0	
TOTAL Miscellaneous Revenues	5,510	3,576	1,000	1,841	1,841	1,000	0	
<b>TOTAL REVENUES</b>	<b>14,239</b>	<b>26,066</b>	<b>17,000</b>	<b>9,158</b>	<b>15,591</b>	<b>15,000</b>	<b>( 2,000)</b>	

**EXPENDITURES**

<u>Personnel Services</u>								
55200-01-11000 Salaries - Regular	28,573	28,858	31,443	20,177	29,144	29,582	( 1,861)	
55200-01-21000 Wages - Perm - Regular	84,631	93,630	88,717	61,613	88,717	90,047	1,330	
55200-01-22000 Overtime	4,378	4,043	4,000	5,261	5,500	4,500	500	
55200-01-23000 Longevity	315	315	315	0	315	315	0	
55200-01-25000 Wages - Temp - Regular	32,219	23,041	27,411	24,528	26,000	27,500	89	
55200-01-51000 Social Security	11,098	10,825	11,843	8,107	10,750	11,655	( 188)	
55200-01-52000 Retirement (WRS)	11,661	7,773	9,343	6,450	8,500	9,838	495	
55200-01-54000 Health Insurance	36,215	35,561	37,701	25,134	37,701	39,547	1,846	
55200-01-55000 Life Insurance	224	225	230	188	235	260	30	
TOTAL Personnel Services	209,314	204,270	211,003	151,459	206,862	213,244	2,241	

55200-01-1100Salaries - Regular

**PERMANENT NOTES:**

Includes 50% of the Parks & Recreation Director position.

55200-01-2500Wages - Temp - Regular

**PERMANENT NOTES:**

Includes Flower Watering (20 Hours x 18 Weeks for total of 360 Hours).

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CITY OF MERRILL  
 PROPOSED BUDGET WORKSHEET  
 AS OF: SEPTEMBER 30TH, 2013

10 -General Fund  
 Athletic Park Lights

	2011 ACTUAL	2012 ACTUAL	(----- 2013 -----) CURRENT BUDGET	(----- 2013 -----) Y-T-D ACTUAL	(----- 2013 -----) PROJECTED YEAR END	(----- 2014 -----) REQUESTED BUDEGT	(----- 2014 -----) BUDGET CHANGE	(----- 2014 -----) PROPOSED BUDGET
<b>EXPENDITURES</b>								
<u>Contractual Services</u>								
55201-02-22000 Electric - Field Lights	1,473	1,261	1,500	1,708	1,800	1,800	300	
TOTAL Contractual Services	1,473	1,261	1,500	1,708	1,800	1,800	300	
<u>Supplies &amp; Expenses</u>								
55201-03-50500 Field Light Replacement	0	0	200	0	200	200	0	
TOTAL Supplies & Expenses	0	0	200	0	200	200	0	
<b>TOTAL EXPENDITURES</b>	<b>1,473</b>	<b>1,261</b>	<b>1,700</b>	<b>1,708</b>	<b>2,000</b>	<b>2,000</b>	<b>300</b>	

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CITY OF MERRILL  
 PROPOSED BUDGET WORKSHEET  
 AS OF: SEPTEMBER 30TH, 2013

10 -General Fund  
 Ott's Park Lights

	2011 ACTUAL	2012 ACTUAL	(----- 2013 -----) CURRENT BUDGET	(----- 2013 -----) Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2014 -----) REQUESTED BUDEGT	(----- 2014 -----) BUDGET CHANGE	PROPOSED BUDGET
<b>EXPENDITURES</b>								
<u>Contractual Services</u>								
55202-02-22000 Electric - Field Lights	1,239	1,798	1,300	1,226	1,375	1,400	100	
TOTAL Contractual Services	1,239	1,798	1,300	1,226	1,375	1,400	100	
55202-02-2200 Electric - Field Lights								
PERMANENT NOTES: There was \$1,012 electric work (RTL Electric) for 2012.								
<u>Supplies &amp; Expenses</u>								
55202-03-50500 Field Light Replacement	60	0	200	0	0	100	( 100)	
TOTAL Supplies & Expenses	60	0	200	0	0	100	( 100)	
<b>TOTAL EXPENDITURES</b>	<b>1,299</b>	<b>1,798</b>	<b>1,500</b>	<b>1,226</b>	<b>1,375</b>	<b>1,500</b>	<b>0</b>	

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CITY OF MERRILL  
 PROPOSED BUDGET WORKSHEET  
 AS OF: SEPTEMBER 30TH, 2013

10 -General Fund  
 Recreation Programs

	2011 ACTUAL	2012 ACTUAL	(----- 2013 -----) CURRENT BUDGET	(----- 2013 -----) Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2014 -----) REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
<b>REVENUES</b>								
<u>Public Charges-Services</u>								
45300-46745 WPRA Ticket Sales	488	700	750	150	700	700	( 50)	
45300-46750 Recreation Revenue	50,488	58,063	55,000	69,932	73,500	75,000	20,000	
45300-46755 Self & Non-Support Offset	0	0	0	0	0	0	0	
TOTAL Public Charges-Services	50,975	58,763	55,750	70,082	74,200	75,700	19,950	
45300-46750 Recreation Revenue								
PERMANENT NOTES: Revenues for recreational programs at Smith Center are going into Smith Center Multi-Purpose Revenue.								
<u>Miscellaneous Revenues</u>								
45300-48500 Rec Grants/Donations	1,000	1,000	0	0	0	0	0	
TOTAL Miscellaneous Revenues	1,000	1,000	0	0	0	0	0	
<b>TOTAL REVENUES</b>	<b>51,975</b>	<b>59,763</b>	<b>55,750</b>	<b>70,082</b>	<b>74,200</b>	<b>75,700</b>	<b>19,950</b>	
<b>EXPENDITURES</b>								
<u>Personnel Services</u>								
55300-01-11000 Salaries - Regular	28,569	28,854	31,443	20,178	29,144	29,582	( 1,861)	
55300-01-21000 Wages - Perm - Regular	40,280	38,870	39,258	33,831	39,258	39,849	591	
55300-01-22000 Overtime	494	1,778	1,250	132	750	1,250	0	
55300-01-25000 Wages - Temp - Regular	63,638	63,026	60,000	67,310	70,000	70,000	10,000	
55300-01-51000 Social Security	9,924	9,777	10,400	9,025	11,500	10,900	500	
55300-01-52000 Retirement (WRS)	9,119	5,571	6,032	4,515	6,000	6,500	468	
55300-01-54000 Health Insurance	26,066	26,472	28,276	18,851	28,276	29,660	1,384	
55300-01-55000 Life Insurance	225	244	216	209	240	259	43	
TOTAL Personnel Services	178,316	174,591	176,875	154,050	185,168	188,000	11,125	
55300-01-1100 Salaries - Regular								
PERMANENT NOTES: Includes 50% of Parks & Recreation Director position.								
55300-01-2500 Wages - Temp - Regular								
PERMANENT NOTES: Limited Term Employees and Regular Part-Time Employees.								
<u>Contractual Services</u>								
55300-02-22000 Electric and Natural Gas	1,184	1,246	1,200	701	1,200	1,200	0	
55300-02-22750 Fuel Oil	225	150	250	375	375	250	0	
55300-02-25000 Telephone	3,727	3,446	3,250	813	1,500	1,500	( 1,750)	
TOTAL Contractual Services	5,136	4,842	4,700	1,889	3,075	2,950	( 1,750)	

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CITY OF MERRILL  
 PROPOSED BUDGET WORKSHEET  
 AS OF: SEPTEMBER 30TH, 2013

10 -General Fund  
 Recreation Programs

	2011 ACTUAL	2012 ACTUAL	(----- 2013 -----) CURRENT BUDGET	(----- 2013 -----) Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2014 -----) REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
<b>Supplies &amp; Expenses</b>								
55300-03-10000 Office Supplies	586	175	500	541	500	500	0	
55300-03-11000 Postage	759	932	750	555	750	750	0	
55300-03-13000 Copier	442	340	500	336	500	500	0	
55300-03-30000 Mileage	0	0	150	0	150	150	0	
55300-03-32000 Education & Conference	0	250	500	0	500	500	0	
55300-03-40000 Operating Supplies	362	47	400	0	400	400	0	
55300-03-40200 WPRA Discount Tickets	530	719	700	138	700	700	0	
55300-03-41000 Self & Non-Support-Wages	2,694	2,893	2,500	1,350	3,000	3,000	500	
55300-03-41500 Self & Non-Support-Expens	28,116	43,543	31,000	27,069	33,500	35,000	4,000	
TOTAL Supplies & Expenses	33,488	48,899	37,000	29,989	40,000	41,500	4,500	
55300-03-4020WPRA Discount Tickets	PERMANENT NOTES: There is an offsetting Revenue account.							
55300-03-4100Self & Non-Support-Wages	PERMANENT NOTES: Wages paid to Per-Game Limited Term Employees (such as referees/scorekeepers).							
TOTAL EXPENDITURES	216,941	228,332	218,575	185,928	228,243	232,450	13,875	
REVENUE OVER/(UNDER) EXPENDITURES	( 164,965)	( 168,569)	( 162,825)	( 115,846)	( 154,043)	( 156,750)	6,075	

**DRAFT**

CITY OF MERRILL  
 PROPOSED BUDGET WORKSHEET  
 AS OF: SEPTEMBER 30TH, 2013

10 -General Fund  
 MARC - Smith Center

	2011 ACTUAL	2012 ACTUAL	(----- 2013 CURRENT BUDGET	2013 Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2014 REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
<b>REVENUES</b>								
<u>Taxes (or Utility Rev.)</u>								
45400-41210 Room Tax - Tourism %	5,366	6,442	6,000	3,736	6,250	6,500	500	
TOTAL Taxes (or Utility Rev.)	5,366	6,442	6,000	3,736	6,250	6,500	500	
<u>Public Charges-Services</u>								
45400-46735 Multi-Purpose (Smith Ctr.)	68,608	91,850	90,000	38,519	85,000	90,000	0	
45400-46736 MARC Concession Rev.	3,883	3,883	3,883	3,050	3,883	3,883	0	
TOTAL Public Charges-Services	72,491	95,733	93,883	41,569	88,883	93,883	0	
45400-46735 Multi-Purpose (Smith Ctr.)	PERMANENT NOTES: Reminder: Smith Center closed for six months in 2011 due to tornado damage/repair process.							
45400-46735 Multi-Purpose (Smith Ctr.)	CURRENT YEAR NOTES: No summer 2013 hockey camp.							
<b>TOTAL REVENUES</b>	<b>77,857</b>	<b>102,175</b>	<b>99,883</b>	<b>45,306</b>	<b>95,133</b>	<b>100,383</b>	<b>500</b>	
<u>EXPENDITURES</u>								
<u>Personnel Services</u>								
55400-01-21000 Wages - Reg - Perm	282	0	0	0	0	0	0	
55400-01-22000 Overtime	138	21	250	0	250	250	0	
55400-01-25000 Wages - Temp - Regular	37,645	47,115	40,000	25,683	41,000	42,500	2,500	
55400-01-51000 Social Security	2,912	3,606	3,443	1,965	3,550	3,251	( 192)	
55400-01-52000 Retirement (WRS)	3,015	2,506	2,993	1,341	2,750	2,975	( 18)	
55400-01-55000 Life Insurance	131	138	125	114	145	150	25	
TOTAL Personnel Services	44,122	53,385	46,811	29,103	47,695	49,126	2,315	
<u>Contractual Services</u>								
55400-02-16250 HVAC Service Contract	3,178	6,630	3,000	929	3,000	3,000	0	
55400-02-16500 Fire/Security Service Con	745	415	750	721	721	750	0	
55400-02-16700 Electrical Service Contra	0	0	500	0	500	500	0	
55400-02-16800 Door/Window Service	0	0	250	0	250	250	0	
55400-02-21000 Water and Sewer	2,190	3,320	2,600	1,688	3,350	3,250	650	
55400-02-22000 Electric and Natural Gas	34,398	43,491	45,000	25,882	42,000	44,069	( 931)	
55400-02-23250 Cleaning - Mats/Rugs, Etc	2,144	3,006	2,750	1,611	2,750	2,750	0	
55400-02-23600 Waste Removal Services	729	686	1,500	522	1,000	1,000	( 500)	
55400-02-25500 Fiber-Internet-Wireless	7,044	6,190	5,750	3,830	5,750	5,750	0	
TOTAL Contractual Services	50,427	63,737	62,100	35,182	59,321	61,319	( 781)	

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CITY OF MERRILL  
 PROPOSED BUDGET WORKSHEET  
 AS OF: SEPTEMBER 30TH, 2013

10 -General Fund  
 MARC - Smith Center

	(----- 2013 -----)					(----- 2014 -----)		
	2011 ACTUAL	2012 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
<u>Supplies &amp; Expenses</u>								
55400-03-10000 Office Supplies	896	413	900	228	900	900	0	
55400-03-20000 Business Tax Reg.-DOR	0	0	0	0	0	0	0	
55400-03-32000 Education & Conference	100	30	200	100	200	200	0	
55400-03-40000 Operating Supplies	2,385	1,713	3,000	1,829	3,000	3,000	0	
55400-03-41000 Public Relations/Marketin	17,930	19,168	17,500	10,827	18,000	18,000	500	
55400-03-44000 Janitor Supplies	1,312	532	1,500	26	1,250	1,250	( 250)	
55400-03-46500 Safety Toe Boots	0	92	100	0	100	100	0	
55400-03-50000 Repair/Maint. Supplies	7,085	11,655	10,500	1,836	10,500	10,000	( 500)	
55400-03-51500 Ice Machine Supplies	3,004	3,880	4,500	1,850	4,500	4,000	( 500)	
TOTAL Supplies & Expenses	32,711	37,484	38,200	16,697	38,450	37,450	( 750)	
55400-03-4100Public Relations/MarketingPERMANENT NOTES: Partially offsetting revenue from Room Tax - Tourism %.								
55400-03-5000Repair/Maint. Supplies PERMANENT NOTES: Over \$5,700 in chiller repairs through September 2012.								
55400-03-5000Repair/Maint. Supplies CURRENT YEAR NOTES: Began planned multi-year HVAC/Chiller equipment program in 2013.								
<u>Capital Outlay</u>								
55400-08-79000 MARC Crack Sealing	5,039	2,179	5,000	0	5,000	5,000	0	
55400-08-82000 MARC/Smith Improvements	8,112	10,115	4,000	0	4,000	4,000	0	
TOTAL Capital Outlay	13,151	12,294	9,000	0	9,000	9,000	0	
TOTAL EXPENDITURES	140,412	166,900	156,111	80,981	154,466	156,895	784	
REVENUE OVER/(UNDER) EXPENDITURES	( 62,555)	( 64,726)	( 56,228)	( 35,676)	( 59,333)	( 56,512)	( 284)	

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CITY OF MERRILL  
 PROPOSED BUDGET WORKSHEET  
 AS OF: SEPTEMBER 30TH, 2013

10 -General Fund  
 Pool

	2011 ACTUAL	2012 ACTUAL	(----- 2013 -----)			(----- 2014 -----)		
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDEGT	BUDGET CHANGE	PROPOSED BUDGET
<b>REVENUES</b>								
<u>Public Charges-Services</u>								
45420-46734 Pool Revenue	11,653	12,701	0	0	0	0	0	
45420-46735 Pool Concession Revenue	1,807	1,624	0	0	0	0	0	
TOTAL Public Charges-Services	13,460	14,325	0	0	0	0	0	
TOTAL REVENUES	13,460	14,325	0	0	0	0	0	
<b>EXPENDITURES</b>								
<u>Personnel Services</u>								
55420-01-22000 Overtime	488	71	0	0	0	0	0	
55420-01-25000 Wages - Temp - Regular	22,803	22,250	0	0	0	0	0	
55420-01-51000 Social Security	1,782	1,708	0	0	0	0	0	
TOTAL Personnel Services	25,072	24,029	0	0	0	0	0	
55420-01-2500Wages - Temp - Regular			PERMANENT NOTES: Hours vary based upon weather conditions. 2009 - 2,393 Hours Worked      2011 - 2,277 Hours Worked 2010 - 2,443 Hours Worked      2012 - 2,253 Hours Worked					
<u>Contractual Services</u>								
55420-02-21000 Water and Sewer	12,176	10,497	0	0	0	0	0	
55420-02-22000 Electric and Natural Gas	9,321	7,688	0	136	136	0	0	
55420-02-25000 New Facility Design	0	0	45,000	14,389	44,864	45,000	0	
TOTAL Contractual Services	21,497	18,185	45,000	14,525	45,000	45,000	0	
<u>Supplies &amp; Expenses</u>								
55420-03-40000 Operating Supplies	13,070	9,601	0	0	0	0	0	
55420-03-40100 Pool Concession Supplies	1,178	1,240	0	0	0	0	0	
55420-03-40500 License Fee(s)	330	330	0	0	0	0	0	
55420-03-50000 Repair/Maintenance Suppli	13,305	6,844	0	0	0	0	0	
55420-03-50500 VG Baker/ADA Improvements	7,160	0	0	0	0	0	0	
55420-03-91000 Equipment Rental	0	0	0	0	0	0	0	
TOTAL Supplies & Expenses	35,043	18,015	0	0	0	0	0	
55420-03-9100Equipment Rental			PERMANENT NOTES: Parks & Recreation Commission action of 11/7/2012 to close due to ADA requirements/costs. The net \$45,000 for planning for future pool facility.					
55420-03-9100Equipment Rental			CURRENT YEAR NOTES:					

**DRAFT**

CITY OF MERRILL  
 PROPOSED BUDGET WORKSHEET  
 AS OF: SEPTEMBER 30TH, 2013

10 -General Fund  
 Pool

			2013			2014		
	2011	2012	CURRENT	Y-T-D	PROJECTED	REQUESTED	BUDGET	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDEGT	CHANGE	BUDGET
Potential 2014 budget to offset future debt service for proposed new pool faciliaty.								
TOTAL EXPENDITURES	81,613	60,229	45,000	14,525	45,000	45,000	0	
REVENUE OVER/ (UNDER) EXPENDITURES	( 68,153)	( 45,904)	( 45,000)	( 14,525)	( 45,000)	( 45,000)	0	

DRAFT



330 Fourth Street, PO Box 8000, Wausau, WI 54402-8000  
 Tel: 715.845.8000 | Fax: 715.845.8008 | becherhoppe.com

**INVOICE**  
 TIN 39-0875123

BY: SEP 05 2013

August 31, 2013  
 Project No: 2011.095.00  
 Invoice No: 17300

Kathy Unertl  
 Finance Director  
 City of Merrill  
 1004 East First Street  
 Merrill, WI 54452-2586

Professional Engineering / Architectural Services

Professional Services from July 20, 2013 to August 23, 2013

Phase 018 Lions Park ADA accessible (t/m \*sep inv)

Includes interior and exterior ADA accessible access improvements and associated bidding documents.

**Professional Personnel**

	Hours	Rate	Amount
CAD Technician III	3.00	85.00	255.00
Administrative	1.60	60.00	96.00
Totals	4.60		351.00
<b>Total Labor</b>			<b>351.00</b>

**Reimbursable Expenses**

Plan Deposit Retainage		-150.00	
<b>Total Reimbursables</b>		<b>-150.00</b>	<b>-150.00</b>
<i>52-57001-08-27620</i> Total this Phase			<b>\$201.00</b>

Phase 020 Water Park Study (t/m - \*separate inv)

Includes conceptual design and planning for water park, evaluation of site alternatives and meetings / communication with City Staff.

**Professional Personnel**

	Hours	Rate	Amount
Project Engineer II, PE	2.30	120.00	276.00
CAD Technician III	15.80	85.00	1,343.00
CAD Technician II	7.60	75.00	570.00
CAD Technician I	13.00	65.00	845.00
Administrative	.70	60.00	42.00
Totals	39.40		3,076.00
<b>Ovt. Premium</b>			<b>40.60</b>
<b>Total Labor</b>			<b>3,116.60</b>

*OVER*

## 2014 Capital Request(s) Merrill Parks & Recreation Department

### Equipment:

Trade in current John Deere 72" front deck mowers (1145 & 1445) for 2014 John Deere 1445 front deck mower. The old 1145 model currently has a snow blower and cab on it and is used quite heavily for the sidewalks that were added so the new model will have to include a hard cab and blower. The blower and cab from the 1145 is not transferrable to the new 1445 model.

**Requested Amount: \$30,000**

### Improvements:

Riverside Park: Sandblast and repaint park shelter

**Requested Amount: \$10,000**

Stange Park: New metal roof over existing roof and repaint shelter

**Requested Amount: \$15,000**

Normal Park: New restrooms (Huffcutt pre-cast concrete similar to Riverside Park)

**Requested Amount: \$100,000**

Stange Park: Pool demolition (replace with Huffcutt pre-cast concrete same as above)

**Requested Amount: \$175,000**

***\*\*Dependent upon Pool location selection, and decision on what to do with current pool structure. Current exterior restrooms are non-ADA compliant and in need of replacement at some point in the future regardless.***

**\*\*New pool: Request money for new municipal swimming pool at location to be decided**

**Requested Amount: \$4,000,000**

Respectfully Submitted,

Dan Wendorf  
Parks & Recreation Director  
City of Merrill



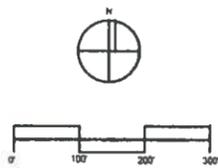
# MARC

## MERRILL AREA RECREATION COMPLEX

MERRILL, WI

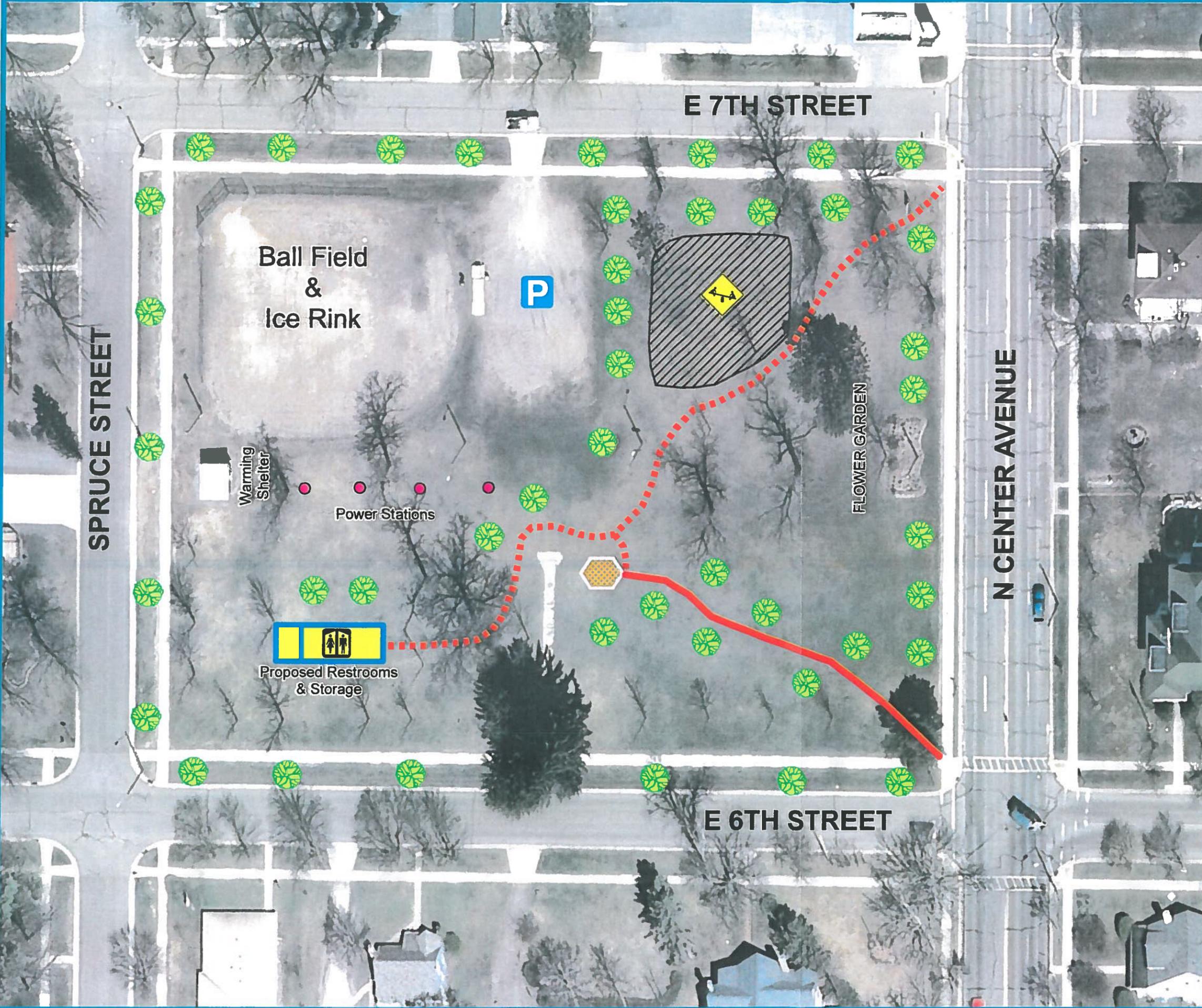


3317 BUSINESS PARK DRIVE  
 STEVENS POINT, WI 54482  
 PROJECT #: 91.048  
 DATE: 2-20-2013



# City of Merrill

Proposed Park Design  
Normal Park



## Legend

- Proposed Power Stations
- Proposed Trees
- Parking Lot
- Existing Path
- Proposed Path
- Gazebo
- Proposed Restrooms & Storage
- Playground Area



1 inch = 50 feet

Map Printed: 05/03/13

Map Prepared By:  
**North Central Wisconsin  
Regional Plannign Commission**

This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information and data used for reference purposes only. NCWRPC is not responsible for any inaccuracies herein contained.

**MERRILL PARK  
SHELTER RESERVATIONS  
REC. DEPT. 715-536-7313**

\_\_\_\_\_ **KITCHENETTE PARK**      \$65 resident      \$75 non-resident      \$50 deposit

\_\_\_\_\_ **OTTS PARK**      \$55 resident      \$65 non-resident      \$50 deposit  
(electricity west of shelter inside gray box on utility pole by pump house)

\_\_\_\_\_ **RIVERSIDE PARK**      \$55 resident      \$65 non-resident      \$50 deposit

\_\_\_\_\_ **STANGE PARK**      \$55 resident      \$65 non-resident      \$50 deposit  
(by outdoor pool)

Fee/Deposit paid \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Check # \_\_\_\_\_

Equipment: \_\_\_\_\_

Date returned: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Shelter area reserved by:  
\_\_\_\_\_

Address to send refund or explanation of non-refund  
\_\_\_\_\_

Month: \_\_\_\_\_ Day: \_\_\_\_\_

**Rules & Regulations:** 1) Lock up electricity and water and turn off lights. 2) Shut windows (Kitchenette) 3) Clean up area and put all trash in dumpster 4) Leave park by 10:30 when park closes. **If you encounter any serious problems during your reservation time, please contact the Merrill Police Dept at 715-536-8311.** Fee and deposit must be paid at the time the reservation is made: no reservation are taken over the phone.

**Pick up key/equipment**  
\_\_\_\_\_

**Return key/equipment** \_\_\_\_\_ at the Smith Center, 1100 Marc Drive, during regular office hours. A refund or an explanation of non-refund will be mailed to you within 30 days. You WILL forfeit your refund if the park facilities are not left in an orderly manner. You also agree to release and hold harmless the City of Merrill against all injuries, liabilities, damages or incidental claims of any nature whatsoever resulting from the use of the premises. You may cancel your reservation up to 45 days prior to the date to be used and still receive your deposit back with a cancellation fee of \$5.00.



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Location. Nature. People.

**Smart Move**

## CITY OF MERRILL

Parks & Recreation Dept. - Smith Center

### October 2013 Parks & Recreation Director Board Report

**Parks:** Our parks will be closing on October 1<sup>st</sup>. This will allow the crew to start getting caught up with our fall maintenance on the rest of the grounds. We have some mowing to catch up on, aeration, fertilization, over seeding, and topdressing to name a few on the turf areas. We will have to have everything winterized shortly after we close up as well. We did lock up the restrooms and remove picnic tables early in Stange Park due to vandalism. The sheer number of occurrences in Stange Park finally had reached a point where it was enough. We needed to limit the opportunities and "targets" for these vandals. The unfortunate part of the vandalism is it has to be dealt with and takes away from what should be done to help beautify the parks. On September 12<sup>th</sup>, we had a meeting with Jim Maland, Recreation Facilities Engineer, from Stantec, St. Paul, MN. Jim specializes in aquatic facilities and has 35+ years of experience dealing with our issues. We looked at all of our sites and presented him with what we were trying to accomplish, some potential issues, and listened to his suggestions in order to organize all of our thoughts and begin to move forward. He suggested we begin with soil boring samples from the Lions Park and Stange Park sites – as he was concerned about going much further without knowing if the soil in either location is going to support a pool especially in the flood plain. He asked us a series of over 50 questions for his information to help him understand what we are looking to accomplish. He is going to take that information, along with the insight from our meeting and start to formulate a more detailed plan for us. I spent some time working on the Normal Park Master Plan to incorporate common themes we have heard throughout the process. That includes restrooms, storage, power capabilities for events, and a potential donated playground from one of our service organizations. The idea behind the plan is to incorporate what we have to work with and match up the needs of today to plan for the future. We are limited at Normal Park by size and space so we will have to ensure that what we do makes sense for the intentions of the park as well.

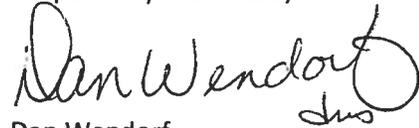
**Forestry:** In between everything else that has been going on this late summer/early fall season I have been out inspecting trees. Starting next week I will have enough time to devote to finishing our cutting list, inspections, and planting location selections and species list and get the trees ordered to plant. I will work with the property owners to ensure they are getting a suitable tree (within the parameters of what their boulevard conditions allow). I will also be finishing up our Tree City USA paperwork for certification again. As we near winter I will also be applying for various funding sources to try and increase the amount of trees we can plant each year.

**Recreation:** We have transitioned into fall recreation programming and things have been going well. Our flag football program is well underway and running alright. We are having some of our usual difficulties with competitive parents losing sight of why they are there. It is a difficult thing for some and they volunteer their time to coach, and that is appreciated, but we spend quite a bit of time trying work

with some of these volunteer parents/coaches to make sure that we can provide a positive experience for everyone taking part in our programs. This is a growing problem across the country with recreational leagues and competitive parents, so much so that other communities even have ordinances that allow for people to be prohibited in parks if they cannot behave themselves. Our problems are not that bad but it is something that we always have to stay on top of. We have our 31<sup>st</sup> Annual Colorama Bike Ride on Saturday, September 28<sup>th</sup> at Kitchenette Park. We are hoping for a strong turnout again this year and great weather so everyone can get out and enjoy the beauty of our community, along with the fall colors that are starting to show. We also have our Bus Trip to Door County on October 5<sup>th</sup> that is almost full. We are also getting plans ready for our Halloween party at the end of October.

**Smith Center:** We had our 5<sup>th</sup> Quarter in the Smith Center on Friday, September 20<sup>th</sup> and it was once again a great success. We had over 350 middle school aged kids attend the event. This program has been great because it gives these kids something positive and safe to do on a Friday night in conjunction with a home football game. We have our 6<sup>th</sup> Annual Lincoln Lager Barleyfest coming up on October 5<sup>th</sup> and we are hoping for an even bigger turnout than the almost 700 we had from the previous year. The neat part about Barleyfest is that we are starting to see more and more people coming from outside the community. This is a fantastic way to showcase not only our beautiful complex at the MARC but the entire community. On Tuesday, October 8<sup>th</sup> we will also be hosting the Healthy Lifestyle Expo with the Patriot AM 730 inside the arena. Once this event is complete, we will take a few days to clean the entire arena and get ready to start making ice for the season. We will also take a little time to repaint our floors and get the heating project finished inside the arena as part of our capital improvements for the building.

Respectfully Submitted,

A handwritten signature in black ink that reads "Dan Wendorf" with a stylized flourish at the end.

Dan Wendorf  
Parks & Recreation Director  
City of Merrill



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Location. Nature. People.

**Smart Move**

## CITY OF MERRILL

Parks & Recreation Dept. - Smith Center

Friday, September 27, 2013

To: Parks & Recreation Commission

From: Dan Wendorf  
Merrill Parks & Recreation Commission

Re: MARC Parking

Dear Commissioners,

I have requested the information you were seeking for the proposed new MARC Parking Lot and as of the time we needed to send out the Commission Packets have still not received any.

I hope to have the information to give to you by the meeting on Wednesday.

Sincerely,

Dan Wendorf  
Parks & Recreation Director  
City of Merrill