



merrill

Location, Nature, People.

Smart Move

CITY OF MERRILL

Parks & Recreation Dept. - Smith Center

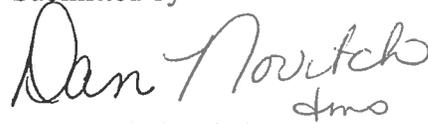
APRIL MEETING NOTICE

The Merrill Parks and Recreation Commission will meet on **Wednesday, April 2, 2014, at 4:15 p.m., with a Public Hearing at 6:00 p.m.** at the Merrill City Hall in the **Council Chambers.**

The following items will be included on the agenda:

1. Approve minutes from previous meeting.
2. Approve claims.
3. Discuss usage and prioritization of Memorial Forest Salvage Timber Sale (referred back to Commission by the Common Council)
4. Review/approve mower bids
5. Review/approve Normal Park plaque/bench from Lincoln County retired teachers association (follow up from fall 2013 item)
6. Review/approve resolution of support for WDNR Stewardship Grant for development of River Bend Trail.
7. Monthly reports.
8. Set date for next meeting.
9. Public comment
10. 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.
11. Reconvene into open session.
12. **Public Hearing regarding the location of the proposed future Outdoor Swimming Pool.**
13. Adjournment

Submitted by

A handwritten signature in black ink that reads "Dan Novitch" with a small "dmo" written below the name.

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.

Wendorf, Dan

From: Seubert, Kathy
Sent: Tuesday, March 11, 2014 3:35 PM
To: Clerks Office Distribution List
Subject: Park & Recreation Commission - Public Hearing 4/2/14 - Location of Outdoor Pool
Attachments: 2014-04-02 Public Hearing.docx; 2014-04-02 Public Hearing.pdf

Attached, in both Word and PDF format, is the Notice of Public Hearing for the Park & Recreation Commission on Wednesday, April 2, 2014, @ 6:00 p.m., in the City Hall Council Chambers, to discuss potential locations of the Outdoor Pool.

Kathy Seubert
Administrative Assistant
715-536-5594
Kathy.Seubert@ci.merrill.wi.us

City of Merrill
1004 East First Street
Merrill, WI 54452

NOTICE OF PUBLIC HEARING

All persons interested will be given an opportunity to be heard at a public hearing to be held by and before the Parks and Recreation Commission of the City of Merrill, Wisconsin, commencing at 6:00 p.m. on Wednesday, April 2, 2014, in the City Hall Council Chambers, 1004 East First Street, Merrill, Wisconsin, on the following proposed matter, to wit;

A. Discuss potential locations of Outdoor Pool.

Anyone having any questions regarding the hearing should contact Parks and Recreation Director Dan Wendorf at 715-536-7313.

Dated: March 11, 2014

CITY OF MERRILL, WISCONSIN

By: _____
William N. Heideman
City Clerk

- PARKS AND RECREATION COMMISSION

March 5, 2014

The Merrill Parks and Recreation Commission met on Wednesday, March 5, 2014 at 4:15 p.m. at the City Hall.

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

Members Excused Absent: Anne Caylor

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: Dave Johnson, Kandy Peterson and MP3

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

***Carried unanimously.

***Motion by Willman, seconded by Schroeder, to approve the claims.

***Carried Unanimously.

The first item on the agenda was to discuss usage and prioritization of Memorial Forest Salvage Timber sale funds. Novitch stated that Wendorf has included lists that have been approved by the Park and Recreation Commission for items needed or wanted in the parks. Novitch also stated that Wendorf has a request to put a new plow at the top of the list for the three quarter ton truck. Wendorf stated that as of yesterday, Tuesday, March 4, 2014 the plow is no longer usable on the three quarter ton truck. Wendorf spoke with Mark Spoehr from the Street Department and Spoehr stated that if they repair the plow it will cost around \$4,000.00 to fix. Spoehr stated that parts alone would cost around \$2,700.00 and that would not include labor or any warranty on the plow. Wendorf stated that he spoke with T & T Auto Service in Minocqua and they stated that they could replace the plow on Friday for \$6,366.00, and would give us a rental car to drive back from Minocqua. Wendorf also spoke with APS in Tomahawk and they gave Dan a verbal amount of \$6,580.00 and thought maybe they could get the truck in sometime next week. Novitch questioned how old the plow was. Wendorf stated it was 5 1/2 years old, but has a lot of wear and tear on it.

**Motion by Willman, seconded by Schroeder, to purchase new Boss plow from T & T Auto Service for \$6,366.00, funds to be taken out of operating budget and to be reimbursed from the non-lapsing account from the Memorial Forest Timber Sale Funds.

**Carried unanimously.

City Administrator Dave Johnson stated that the transfer of funds has to be approved by the City Council because even if the money is in a non-lapsing account for the Park and Recreation Department, the City Council still has control of the money, it is the City of Merrill's money, not the Park and Recreation Commission's money.

Novitch stated that he would like to continue with the rest of items for approval from City Council. Novitch stated that Wendorf included a list of improvements to our parks and items from outdoor recreation plan and capital budgets. Novitch stated there is \$103,308.39 in a non-

lapsing account from the Memorial Timber Sale. Items approved by the Park and Recreation Commission are: Stewardship 50% match for Memorial Forest - \$13,000, Memorial Forest continued improvement - \$25,000, Contribute to Park Endowment Fund - \$20,000, Riverside Trail rehab work - \$15,000, Gebert Park Trail rehab work - \$5,000, and put \$18,000 aside for the start of funding for new bathrooms at Normal Park.

****Motion by Schroeder, seconded by Artac, to forward list of recommendations to the City Council and transfer funds as necessary.**

****Carried unanimously.**

The next item on the agenda was to update Stewardship Grants on River Bend Trail and Memorial Forest. Wendorf stated that Mike Willman and himself attended the Natural Resource meeting in Madison to speak on behalf of both grants that were applied for. Wendorf stated that both grants were approved for 50% of matching funds. Wendorf stated that they would receive \$75,666.77 for the River Bend Trail and around \$13,000 for trail improvements at the Memorial Forest.

The next item on the agenda was monthly reports by Wendorf. Wendorf asked if there were any questions. Wendorf stated that enclosed in the packets was information regarding were other cities the size of Merrill, have chose to put up there aquatic centers. Wendorf stated that very few cities choose the center of town for location of their aquatic centers. Wendorf stated that he is not stating what favor he is in either way, just some information he wanted to pass along. Harris questioned what was going on with the hockey contract. Wendorf stated that City Administrator Dave Johnson, Attorney Hayden and himself were working with the hockey association and said hockey is willing to work with the city to make the contract work for everyone. Wendorf stated that he will bring the hockey contract to the next meeting to discuss and approve in closed session. Wendorf also stated that Merrill Youth Hockey has made considerable progress on the contract.

****Motion by Artac, seconded by Willman, to approve the board report given by Wendorf.**

The next regular meeting is scheduled for April 2, 2014 at 4:15 p.m., at the Merrill City Hall in Council Chambers followed by a Public hearing @ 6:00 p.m. regarding location of the outdoor pool.

*****Motion by Schroeder, seconded by Artac, to adjourn at 5:05 p.m.**

*****Carried unanimously.**

Dawn Smith
Recording Secretary

#1403111

Memorial Forest Timber Salvage Sale Revenue Priority Expenditures:

1. Boss Snowplow for the three quarter ton truck	\$6,366.00
2. Stewardship 50% match for Memorial Forest	\$13,000.00
3. Memorial Forest continued improvements	\$25,000.00
4. Contribute to Park Endowment Fund	\$20,000.00
5. Riverside Trail rehab work	\$15,000.00
6. Gebert Park trail rehab work	\$5,000.00
7. Put money towards a start up fund for bathrooms at Normal park	\$18,000.00

Reviewed by Park & Recreation Commission at their March 5th, 2014 meeting

** Requested by City Council
for 3/25 Personnel & Finance Meeting*

Merrill Parks & Recreation Budget Reduction Ideas

I have been asked to prepare (very quickly) a list of budget reductions to reflect what changes might look like in our department (or services) using a 5% model and a 10% model. The 5% model would equate to reducing our budget by \$28,451.00 and the 10% model would equate to \$56,900.00. ***I do not in any way/shape/form endorse these reductions as I would rather utilize "other means" to achieve more harmony within our municipal budget.***

5% Budget Reduction: \$28,451.00 elimination

*Eliminate all outdoor ice rinks with the exception of Normal Park. Includes outdoor rinks at Ott's Park, MARC, Lions, Memorial/6th St. Cost savings would include staffing at Lions & Memorial, heating in warming houses in Memorial and Lions, water for flooding rinks, fuel for flooding, brooming, and plowing, and clean up associated. **ESTIMATED COST SAVINGS: \$5,000**

*Eliminate weed control measures for MARC and other parks. **ESTIMATED COST SAVINGS: \$3,000**

*Eliminate irrigation to athletic fields that currently have capabilities (Athletic, Marc Varsity Soccer Field) **ESTIMATED COST SAVINGS: \$2,500**

*Reduce amount of exterior maintenance from current practices: mow less area in the parks and mow less often, drag baseball fields less often, reduce number of small park projects. **ESTIMATED COST SAVINGS: \$3,000**

*Eliminate Labor Day Parade and festivities (or give responsibilities to a labor organization or another entity) **ESTIMATED COST SAVINGS: \$10,000**

*Eliminate flower bed and basket watering. Saves wages, fuel, water, vehicle maintenance, etc. **ESTIMATED COST SAVINGS: \$5,000**

10% Budget Reduction: \$56,900.00 total elimination (\$28,449 in additional reductions added onto the list above)

*Do not build a new outdoor pool facility. **ESTIMATED COST SAVINGS: \$50,000+ PER YEAR**
This one would hurt as I would love to see a new outdoor pool constructed, but if we are going to continue with the current budget philosophy/trends, we will not be able to continually reduce and/or offset enough funding to support this each year. **OR . . . The following reductions could be substituted**

*Eliminate any weekend snow removal measures and consider as "non-essential" – our areas and responsibilities do not include public streets and can be handled within 48 hours after a snow event **ESTIMATED COST SAVINGS: \$3,000 *varies year to year but always a need in northern WI**

*Eliminate weakest performing recreation programs. Saves staff time, supplies, planning staff time, etc. **ESTIMATED COST SAVINGS: \$5,000**

*Reduce advertising for events, programs, happenings. **ESTIMATED COST SAVINGS: \$5,000**

*Cap number of Summer Playground registrants to eliminate one staff per age level. Reduces staff wages and supplies. **ESTIMATED COST SAVINGS: \$7,000**

*Eliminate lowest performing special events (defined by either number of participants or revenue). Those could include events such as 30+ year Colorama Bike Ride, Family Fun Nights, 5th Quarters, Business & Trade Show, etc. **ESTIMATED COST SAVINGS: \$10,000**

*Reduce funding for recreation programs. We would simply offer less programs to save on staffing, supplies, planning, etc. **ESTIMATED COST SAVINGS: \$5,000**

Dan Wendorf
Parks & Recreation Director
City of Merrill

SAMPLE RESOLUTION FOR OUTDOOR RECREATION AIDS

WHEREAS, _____ is interested in acquiring or
(applicant)
developing lands for public outdoor recreation purposes as described in the application; and

WHEREAS, financial aid is required to carry out the project;

THEREFORE, BE IT RESOLVED, that _____ has budgeted
(applicant)
a sum sufficient to complete the project or acquisition and

HEREBY AUTHORIZES _____, _____ to act on
(name) (department)
behalf of _____ to:
(applicant)

- Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date;
- Submit signed documents; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that _____ will comply with state
(applicant)
or federal rules for the programs to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

Adopted this _____ day of _____, 20_____.

I hereby certify that the foregoing resolution was duly adopted by _____ at a legal meeting on _____ day of _____, 20_____.

Authorized Signature: _____ **Title:** _____

IMPORTANT NOTE: *The DNR expects the individual authorized by this resolution to become familiar with the applicable grant program's procedures for the purpose of taking the necessary actions to undertake, direct, and complete the approved project. This includes acting as the primary contact for the project, submitting required materials for a complete grant application, carrying out the acquisition or development project (e.g., obtaining required permits, noticing, bidding, following acquisition guidelines, etc.), and closing the grant project (e.g., submitting grant reimbursement forms and documentation, and organization of project files for future monitoring of compliance with grant program.*



merrill

Location. Nature. People.

Smart Move

CITY OF MERRILL

Parks & Recreation Dept. - Smith Center

Thursday, March 13, 2014

Field Mower Bid Tabulation

On Thursday, March 13th, 2014 at 2:00p.m. sealed bids were opened in the City Hall Council Chambers for a new field mower with attachments for the Merrill Parks & Recreation Department. Bids were opened by Dan Wendorf and witnessed by Kathy Seubert and Ron Turner. Bids were properly advertised for in the appropriate locations.

There was only one bid that was received:

Central Wisconsin Cooperative
645 Hwy 153 East
Stratford, WI 54484

Base price of mower, side discharge deck, snow blower, hard cab:		\$29,300
Trade value of existing mowers:	F1145 4wd	-\$2,800
	F1445 4wd	<u>-\$5,300</u>

Total: \$21,200

This is a very solid price for the new mower as well as trade in values for our heavily used mowers. I would recommend approval of the bid we received from Central Wisconsin Cooperative. We have done quite a bit of business with them in the past and have no hesitation/reservation with this recommendation. This is also well under the budgeted amount we received (\$30,000).

Respectfully Submitted,

Dan Wendorf
Parks & Recreation Director
City of Merrill

1100 Marc Drive • Merrill, Wisconsin • 54452
Rec. Dept. Phone: 715.536.7313 • Smith Center Phone: 715.536.6187
Fax: 715.539.2790
www.merrillparkandrec.com

An equal opportunity/affirmative action employer.



3-foot granite bench
in black

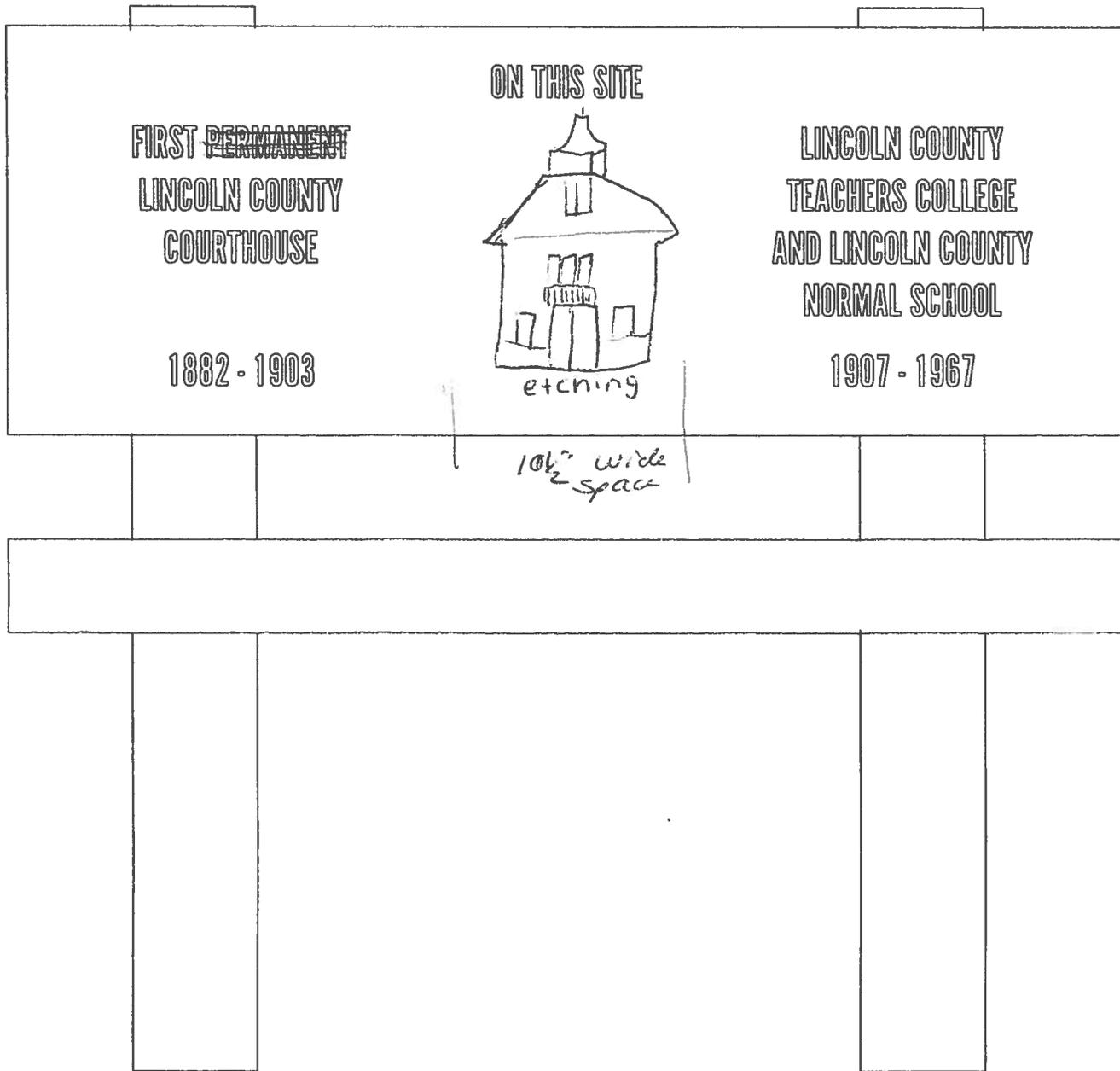
pieces slotted together

ON THIS SITE

FIRST
LINCOLN COUNTY
COURTHOUSE
1882-1903

LINCOLN COUNTY
TEACHERS COLLEGE
AND
NORMAL SCHOOL
1907-1967

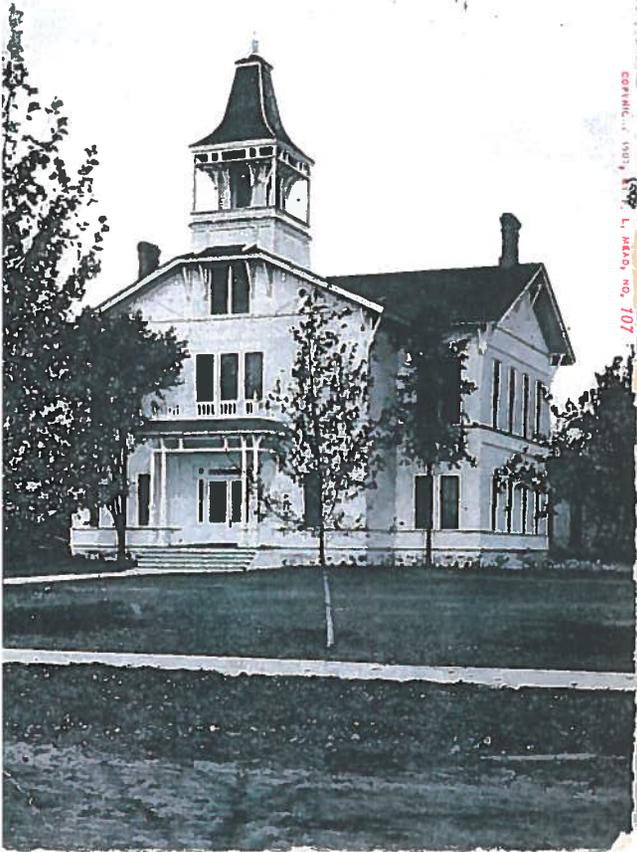




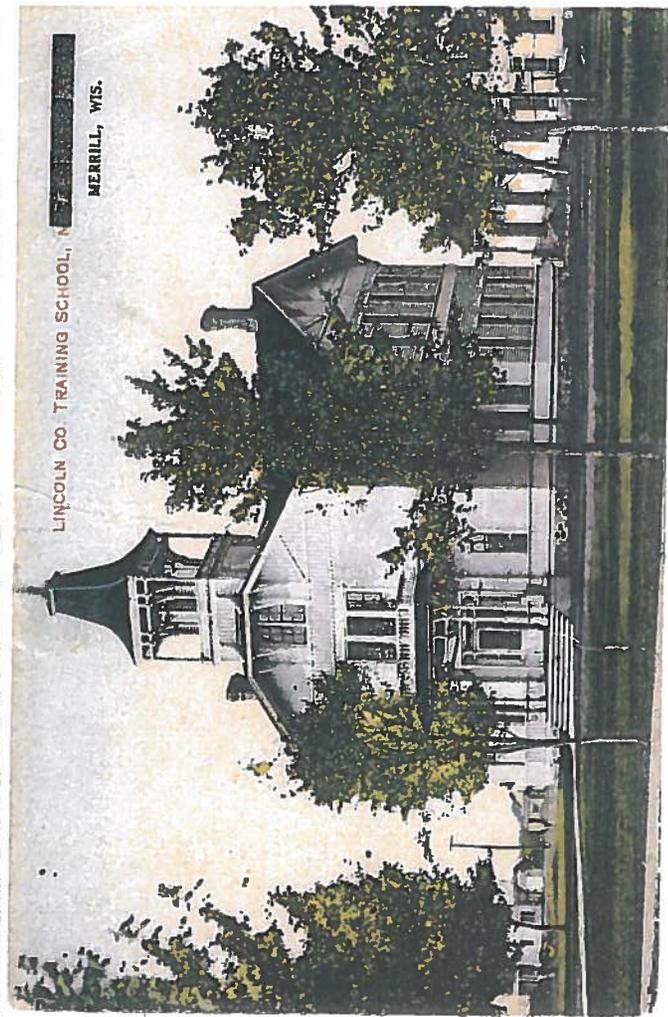
font will
be

Vermoco
(Standard
military
Font)

LINCOLN COUNTY TRAINING SCHOOL, MERRILL, WIS.



1



2

LINCOLN COUNTY TRAINING SCHOOL, MERRILL, WIS.



3

1 AND 3 - SAME PHOTO - SLIGHT DIFFERENCE IN QUALITY - IF THESE DON'T WORK, GET BACK TO HIS B.K

CITY OF MERRILL

Street Department



Richard Lupton, Street Commissioner

315 East First Street • Merrill, Wisconsin • 54452

Phone (715) 536-4222 • FAX (715) 536-3954

e-mail: Dick.Lupton@ci.merrill.wi.us

March 11, 2014

Parking Lot on East Side of Marc Drive by Soccer Fields (150' X 250')

Labor & Equipment	\$9,000
Materials (Gravel or Granite)	\$7,500
80 Concrete Car Bumpers	\$3,400
Misc. (Driveway Approaches, Culvert, Etc.)	<u>\$2,100</u>
Total	\$22,000



City of Merrill GIS



DISCLAIMER: The City of Merrill Does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

SCALE: 1" = 78'

Print Date: 3/11/2014



City of Merrill GIS



DISCLAIMER: The City of Merrill Does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

SCALE: 1" = 312'

Print Date: 3/11/2014



merrill

Location. Nature. People.

Smart Move

CITY OF MERRILL

Parks & Recreation Dept. - Smith Center

April 2014 Parks & Recreation Directors Report

Parks: Well another month has gone past and we still have a significant amount of snow cover everywhere. The snow has not allowed us to get any early park clean up going and will eventually cause some problems once it melts. We typically try and spend as much time as we can while the snow melts cleaning so when it is gone we can work on athletic fields and park facilities so they are ready to open. It looks like it is all going to happen at the same time this year. I will have to work with some of our user groups to enlist some help to make this all happen. We closed our ice rinks a few weeks ago after we had that brief warm up and 50+ degree day that took its toll on the ice conditions. We had fantastic outdoor ice this year for a long time, but it would have been a perfect season had it not been so brutally cold. The conditions have allowed the crew a little extra time to finish repairing picnic tables and getting all of our spring equipment and supplies ready to go for when the snow does melt. We got our new plow right away on Friday after the last Commission Meeting and have had to use a number of times already. The guys informed me they really like it and it works very well. With the new design it does not leave any "stripes" and extra snow like the old "V-plow" we used to have. I have been working with Merrill Baseball Association on additional improvements for Lions Park that were identified in the Public Workshops and Comments during our Outdoor Recreation Plan meetings last year. We met with the Bierman Foundation last week to discuss funding for a number of those projects. Some of these improvements include: repair and replace dilapidated fencing and backstops, replace old bleachers, installation of two scoreboards, field leveling, and eventually irrigation, lights, etc. I was guest speaker for the March 12th Noon Optimist Meeting to discuss Outdoor Pool and other Parks & Recreation Happenings. After the March 11th Common Council Meeting, all department heads were directed to come up with a list of budget reductions to reflect what a 5% and 10% cut would look like within the respective departments. I included a copy of that document for you to look at and review. I understand this was not brought before the Parks & Recreation Commission, nor was it intended for immediate action to my knowledge. It was for discussion purposes for the Personnel & Finance Committee Meeting on March 25th. I attended the Personnel and Finance Meeting on March 25th and there was limited discussion on the topic. They suggested this should be used as a starting point to working on the difficult 2015 budget. I would be more than happy to discuss any of the items on that list at any time with anyone. I do not support any of those cuts and believe there are ways to achieve these objectives by using other means.

Forestry: Once again weather is slowing my ability to carefully inspect boulevard trees, as many of them are still buried under 4 feet of snow. As previously mentioned I can still do canopy and upper trunk surveys to help compile the list of trees to be pruned and removed. But the sensitive and questionable trees I really need to be able to inspect more thoroughly. We have been named Tree City USA once again which is a great accomplishment for our Community. I have been working with our WDNR Urban

1100 Marc Drive • Merrill, Wisconsin • 54452

Rec. Dept. Phone: 715.536.7313 • Smith Center Phone: 715.536.6187

Fax: 715.539.2790

www.merrillparkandrec.com

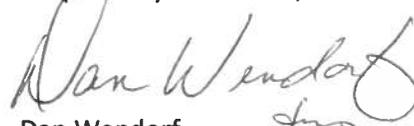
Forestry Coordinator, Don Kissinger, to organize an Arbor Day Planting and Tree City USA Recognition day. It will most likely have to be in May to avoid frost and allow us to dig into the ground. I have also been working with American Transmission Company who has generously agreed to donate money for us to plant a few extra trees for the Arbor Day Observance. I am also working with ATC on a potential grant for later in the year, and working with WPS on funding for more tree planting throughout the City. I have also been working on the permaculture idea (fruit forest) that I would like to discuss at a future meeting, as there is quite a bit of interest in the idea from the "Life Sustainable Lincoln County" group and I might be able to get funding to purchase trees and start that initiative as well. It has tremendous potential and could be something very unique for our community.

Recreation: We have finished our Summer Recreation Programs and are printing them off in preparation to get them to the schools and out to the public as soon as possible. I would like to thank Dawn for all of her hard work on the programs again this year. We have another fantastic line up of programs for our citizens again this year. The key to our recreation programs has been our ability to evolve to the changing demands of our citizens, and I feel that we have done that very well each year. We have included a recreation program for you to look through and I would challenge all of you get involved, it would give you a great insight into what we do and how we do it. It would also help give you some perspective, as decision makers that might help inspire you as a Parks & Recreation Commission Member or Alderperson. We truly have something for everyone in this program. We finished up our little dribblers basketball program once again this year. As I mentioned earlier, it was a very successful year and we hope to continue to build that program each year as well.

Smith Center: We took the ice out over the weekend of March 15th and are hustling to get ready for the Bridal Expo on March 30th. We had another successful ice season with few problems mechanically throughout the building. Outside of some small chiller troubles the building ran well again this year. As I have previously mentioned we have been seeing some issues with our Zamboni. The Zamboni is on our Capital List for replacement and is something we really need to address during the budgetary process before it breaks down completely. With the ice out we are quickly shifting focus onto the busy dry floor season. We have a lot of events coming up within the next few weeks: Bridal Expo, Children's Festival, Ladies Lifestyle Expo, Green Bay Packers Tailgate Tour, Open Roller Skating, etc. I have been meeting with the Youth Hockey Association regularly to achieve consensus on a new agreement. Enclosed you will find that agreement that I think works very well for us and for them. I have been real pleased with their cooperation and willingness to work together with us into the future.

Note: I also wanted to let everyone know that we are going to continue to work with Prairie River Middle School to have open swim times this summer. We are also going to be offering a bus trip to the Weston Aquatic Center every other Wednesday all summer long, as a reasonable family recreational alternative. And of course Council Grounds State Park and Tug Lake County Park have public beaches that can be utilized as well.

Respectfully Submitted,



Dan Wendorf
Parks & Recreation Director
City of Merrill