



MERRILL
WISCONSIN
City Of Parks

CITY OF MERRILL

Parks & Recreation Dept. - Smith Center

1100 Marc Dr. • Merrill, Wisconsin • 54452
Rec. Dept. Telephone (715) 536-7313 • Smith Center Telephone (715) 536-6187
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FEBRUARY MEETING NOTICE

The Merrill Parks and Recreation Commission will have a meeting on **Wednesday, February 4, 2015, at 4:15 p.m.**, at the Merrill City Hall.

Voting members of Commission: Dave Sukow, Ralph Sturm, Brian Artac, Melissa Schroeder, Michael Willman, Dorwin Harris.

The following items will be included on the agenda:

1. Approve minutes from previous meetings.
2. Approve claims.
3. Public Comment
4. Update and discussion on Aquatic Center progress.
5. Discuss MARC Soccer Parking lot – potential funding shortfall.
6. Review/approve WDNR Resolution supporting submittal of Stewardship Grant Application for funding River Bend Trail Construction from Polk St. to Hwy 64.
7. Monthly reports.
8. Set date for next meeting.
9. Public comment
10. Adjournment

Submitted by

Mike Willman, Chairperson
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.

“Focusing on the Future”

An equal opportunity/affirmative action employer.

		JANUARY			
ACE HARDWARE	PAINTBRUSH	1/7/2015		\$12.97	55200-03-50000
ACE HARDWARE	CEMENT/ELBOW/TEE	1/7/2015		\$49.92	55200-03-50000
ACE HARDWARE	PVC PIPE	1/7/2015		\$5.99	55200-03-50000
ACE HARDWARE	SUPPLIES FOR RINK	1/17/2015		\$105.95	55200-03-40000
ACE HARDWARE	DUSTPAN LOBBY	1/17/2015		\$17.99	55200-03-40000
ACE HARDWARE	RINK SUPPLIES	1/13/2015		\$12.99	55200-03-40000
ACE HARDWARE	SHOP SUPPLIES	1/14/2015		\$12.99	55200-03-40000
ACE HARDWARE	SCREEN HANDLE	1/13/2015		\$0.79	55200-03-40000
ACE HARDWARE	BULBS/DRILL BIT	1/15/2015		\$78.92	55200-03-40000
ACE HARDWARE	GLASS & SCREEN	1/21/2015		\$1.50	55200-03-40000
ACE HARDWARE	GARDEN SPRAYER	1/22/2015		\$15.99	55200-03-40000
ACE HARDWARE	SINGLE KEY CUT	1/24/2015		\$9.77	55200-03-40000
AMERICAN WELDING & GAS	CYLINDER RENTAL	12/31/2014	3047093	\$28.90	55200-02-15000
AMERICAN WELDING & GAS	CYLINDER RENTAL	12/31/2014	3047926	\$39.75	55200-02-15000
ATCO INTERNATIONAL	ICE GO PELLETS	1/8/2015	132383	\$88.50	55400-03-44000
BAUERNFEIND	KONICA COPIER MAINT.	1/8/2015	7117	\$912.10	55300-03-41500
BEIN CRAFTY	TENNIS SHIRTS FOR CAMP	1/20/2015	4960	\$162.50	55300-03-41500
CITY OF MERRILL	NEW PARKING LOT AT MARC	12/23/2014		\$11,501.18	CITY FOREST SALVAGE
CITY PAGES	ADVERTISING	1/13/2015	20228	\$207.10	55400-03-40000
CK AUTO GLASS LLC	GLASS FOR JOHN DEER TRACTOR	1/19/2015	9171	\$132.50	55200-03-50000
DAVES COUNTY MARKET	SUPPLIES FOR NO SCHOOL FUN DAY	1/21/2015		\$12.28	55300-03-41500
DAVEY RESOURCE GROUP	TREEKEEPER RENEWAL	1/12/2015	908583896	\$1,800.00	55200-08-92000
ENTRANCE TECHNOLOGIES	DOOR SPECIALIST	1/8/2015		\$150.00	55400-02-16800
FASTENAL	PARTS FOR SHOP	1/20/2015	79166	\$7.81	55200-03-40000
FASTENAL	SUPPLIES FOR SHOP	1/15/2015	79071	\$6.60	55200-03-40000
FOTO NEWS/COURIER	ADVERTISING	1/12/2015		\$96.00	55400-03-41000
G & K SERVICES	UNIFORMS JIM/JOE	1/1/2015	1016194909	\$63.27	55200-03-41500
G & K SERVICES	UNIFORMS JIM/JOE	1/8/2015	1016197861	\$63.27	55200-03-46000
G & K SERVICES	MATS/MOPS	1/22/2015	1016203817	\$237.67	55400-02-23250
G & K SERVICES	UNIFORMS JIM/JOE	1/15/2015	1016200850	\$64.87	55200-03-46000
G & K SERVICES	UNIFORMS JIM/JOE	1/22/2015	1016203824	\$64.87	55200-03-46000
INFINITY TECHNOLOGY	ANNUAL SUBSCRIPTION FEE	1/21/2015	508927	\$420.00	55300-03-41500
J.WENNING GRINDING	ZAMBONI KNIFE SHARPEN	1/20/2015	88852	\$81.00	55400-03-51500
MENARDS	SUPPLIES FOR RINK	1/9/2015	30160496	\$32.36	55400-03-40000
MENARDS	LUMBER FOR PICNIC TABLES	1/15/2015	87202	\$469.26	55200-08-91500
MERRILL WATER UTILITY	MARC	1/5/2015	350-31240-00	\$87.00	55200-02-21000
NELSON'S POWER HOUSE	HUSQVARNA - PRO FOREST HELMET	1/2/2015	12156	\$54.95	55200-08-90500
RADIO ONE COMMUNICATIONS	ADVERTISING	1/5/2015	242	\$246.00	55400-03-41000
RIESTERER & SCHNELL	TIRES	1/16/2015	771703	\$524.36	55200-03-50000
STEVE RESNICK ENTERTAINMENT	DJ FOR OPEN SKATE	1/23/2015		\$185.00	55300-03-41500
T & P SALES AND SERVICE	LP FOR FORKLIFT	1/6/2015	3113	\$74.00	55400-03-51500
T & P SALES AND SERVICE	LP FOR NORMAL PARK	1/6/2014	3115	\$160.00	55300-02-22750
TODD ANNIS	GAS MILEAGE	1/15/2015	VOUCHER	\$26.06	55300-03-30000
TRANTOW DO IT CENTER	TREATED LUMBER	1/15/2015	16620	\$94.45	55200-08-91500
U.S. CHEMICAL	DISINFECTANT	1/6/2015	934-40	\$440.07	55400-03-50000
VICTORY JANITORIAL	FLOOR SCRUBBER	1/20/2015	81173	\$4,057.48	CAPITAL EQUIP.
WALMART	OFFICE SUPPLIES	1/14/2015		\$26.17	55400-03-10000
WPS	MARC CONCESSION STAND	1/13/2015	0405061701-00018	\$30.56	55200-02-22000
WPS	MARC SIGN	1/13/2015	04050601701-00002	\$28.59	55200-02-22000
WPS	MARC	1/13/2015	0405061701-00003	\$6,267.85	55400-02-22000

PARKS AND RECREATION COMMISSION

January 14, 2015

The Merrill Parks and Recreation Commission met on Wednesday, January 14, 2015 at 4:15 p.m. at the City Hall.

Members Present: Mike Willman, Ralph Sturm, Dorwin Harris, Melissa Schroeder, Dave Sukow and Brian Artac.

Members Excused Absent:

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: Dave Johnson, Brad Kanitz, Mayor Bill Bialecki, Candy Peterson, Tonia Speener from Clark Dietz

***Motion by Sukow, seconded by Artac to approve the minutes from the December 17, 2014 meeting.

***Carried unanimously.

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

Sukow questioned what the bill was for from Lincoln County Landfill for shingles at the City forest. Wendorf explained that someone dumped a load of shingles and they had to be cleaned up and disposed of. Sukow questioned what the bill from Mechanical was for \$37,800.00 and also for the Zamboni heater. Wendorf explained that the one was for replacement of locker room heaters from capital improvements and the other was repairs done on a heater in the Zamboni pit. Sukow questioned the two bills from WPS for the Smith Center. Wendorf explained it was two separate bills.

***Carried Unanimously.

Public Comment: Brad Kanitz addressed the Park and Recreation Commission by introducing himself as the new president for the Boy's Baseball Association. Kanitz thanked Dorwin Harris, Dawn Smith and Dan Wendorf for all the help he has received on getting the projects moving forward on the Lions Park improvements from the money donated from the Bierman Foundation. Sukow requested that item agenda number 6 be moved up to discuss improvements before Mr. Kanitz had to leave the meeting.

The next item on the agenda was item number 6 on the agenda. Request from Merrill Baseball Association to discuss Lions Park improvement project. Wendorf stated that the money donated from the Bierman Foundation is being utilized for bleachers, some new fences and some repairs to old fences, backstops and also on one field to have the field cut down to make level and put up a retaining wall. Wendorf stated that there will have to be some fundraising done to pay for some lighting on the fields. Also, scoreboards will be going on fields #1 and #3. Wendorf stated that he does have some bids in the paper for some of the work that has to be completed and a stipulation in the bids state that work needs to be completed by May 1 before the season begins.

The next item on the agenda was the request for permission to dispose of City Property. Wendorf stated that the Park and Recreation Department has some items that are no longer in service and would like to dispose of the equipment. Wendorf stated that the old Zamboni which is stored in

the garage no longer works and would like to dispose of because it is just taking up space. Wendorf also stated that the 1992 Chevy S10 pick up truck no longer runs and the cost to repair would cost too much and also the 2006 Curtis snow plow that was replaced last year and the repairs on that would be too costly. Wendorf stated that he would need to bid these items out and if no bids are received they would take the items to Schultz wrecking.

***Motion by Sukow, seconded by Sturm to give Wendorf permission to dispose of the property through the bidding process.

Willman questioned where the money from the sales would go. Sukow stated back to the general fund because it was that money that purchased the equipment.

***Carried unanimously.

The next item on the agenda was continued discussion and update on Aquatic Center Design process. Wendorf stated that Daniel Ayala sent some drawings up of the changes that were requested by the Park and Recreation Commission on the Aquatic buildings. Wendorf stated that when doing the bidding process they could make the breezeway optional and decide at a later date if the breezeway is something we would like. Wendorf did state that there would be an extra engineering cost with the breezeway. Sukow stated that he thought at the last meeting it was decided that the roof line would all be the same to cut down on some of the costs. Wendorf will relay the changes requested by the Park and Recreation Commission to Daniel Ayala from Water Technologies, Inc. Wendorf also stated that he would be meeting with the sub committee for the pool before the next meeting to finalize all changes requested. Willman questioned if the final design would be approved at the February meeting so that bids can go out in March. Wendorf stated that is the time line.

The next item on the agenda was monthly reports. Wendorf asked if there were any questions on his board report. Wendorf stated that he did receive a forestry grant for \$3,000.00 from American Transmission Company with no matching funds. Wendorf stated that Winterfest was the weekend of January 23, 24 and 25. Wendorf also stated that he is beginning to plan for the summer programs.

***Motion by Sukow, seconded by Artac to approve monthly reports.

The next regular meeting is scheduled for February 4, 2015 at 4:15 p.m.

No public comment.

***Motion by Sukow, seconded by Sturm, to adjourn at 4:47 p.m.

***Carried unanimously.

Dawn Smith
Recording Secretary

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



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	\$20,000.00
4. Contribute to Park Endowment Fund	\$15,000.00
5. Riverside Park Trail rehab work	\$10,000.00
6. Gebert Park trail rehab work	\$5,000.00
7. Put money towards start up fund for Normal Park Bathrooms	\$11,000.00
8. Parking lot for soccer fields at M.A.R.C.	\$22,000.00

*Note: This list was approved in March of 2014 and sent to City Council then referred back to Parks & Recreation Commission for the April 2nd, 2014 meeting to re-consider adding the soccer parking lot at the MARC. We were required to reduce the first seven (7) items by \$22,000 in order to add the MARC Soccer Parking lot. The \$22,000 was a quote provided by the Street Department.

Any additional costs incurred by this parking lot will need to be deducted from items 1-7 on this list above.

Wendorf, Dan

From: Unertl, Kathy
Sent: Wednesday, January 21, 2015 8:55 AM
To: Wendorf, Dan
Cc: Johnson, David
Subject: MARC - Soccer Parking (Another \$5,000)

Dan - Looks like will need to reallocate another \$5,000 from Tornado Timber revenue into Soccer parking. See Dick's update below.

Kathy U

Begin forwarded message:

From: "Lupton, Dick" <Dick.Lupton@ci.merrill.wi.us>
Date: January 21, 2015 at 8:19:59 AM CST
To: "Unertl, Kathy" <Kathy.Unertl@ci.merrill.wi.us>
Subject: RE: MARC - Soccer Parking Costs

Kathy, That parking lot has to be completed in the spring. The Park Commission decided they wanted it larger so we will have to complete the parking lot in the spring. The charge for the granite is for enough granite to finish the parking lot, it is stock piled in the yard behind the City Garage. There will be some more expenses to complete the parking lot, approximately \$5,000 in materials and some labor.

Thanks
Dick

From: Unertl, Kathy
Sent: Monday, January 19, 2015 12:56 PM
To: Lupton, Dick
Subject: MARC - Soccer Parking Costs
Importance: High

Dick – Verifying the costs for the new gravel soccer parking lot at MARC. Is this summary correct with Liebers providing most of the granite?

<u>Soccer Parking:</u>	Tornado Timber	\$22,000.00
07/15/14 Plastic Culvert	Volm Companies, Inc.	\$168.80
07/03/14 Crushed Gravel	Peterson Brothers	\$2,412.50
08/15/14	County Materials Corp	\$1,670.52
09/17/14 Signs	Rent-A-Flash	\$692.85
12/31/14 Labor/Equipment	Street Department	\$11,501.18
12/16/14 Haul Granite	Liebers Excavating	\$6,000.00
	Total	<u>\$22,445.85</u>

Remaining Balance

(\$445.85)

Thanks!

Kathy Unertl, Finance Director

{Enter agenda no.}

RESOLUTION NO. _____

A RESOLUTION APPROVING A REQUEST FOR A STEWARDSHIP GRANT

WHEREAS, the City of Merrill Parks and Recreation Commission has authorized Dan Wendorf, Parks and Recreation Director, to work on its behalf with representatives of the River District Development Foundation to submit an application to the Wisconsin Department of Natural Resources for financial assistance under the Stewardship Program for the River Bend Trail Construction, and to sign documents, and to take whatever other action is necessary to undertake, direct, and complete an approved Stewardship project;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 10th day of February, 2015, that it recognizes and acknowledges the long-term ownership and management responsibilities of the Stewardship Program, and agrees to comply with all stewardship laws and regulations and will meet its obligations under the Grant and Management Contract for the project.

Recommended by: Parks and
Recreation Commission

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk



River Bend
Purchased from WPS



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" = 107'

Print Date: 1/29/2015



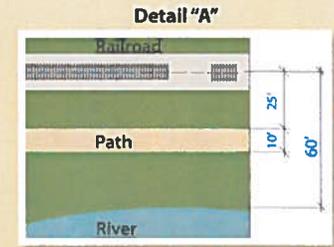
River Bend
DNL Property



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SCALE: 1" = 213'

Print Date: 1/29/2015



Legend

- Wayfinding Sign
- Parking
- Water Access
- Neighborhood Access
- Kiosk
- Connections
- Railroad
- Trail Corridor
- Park Space

Note: Green corridor is for graphic reference only. It does not imply property acquisition.

This project received a technical assistance grant from the Rivers, Trails, and Conservation (RTCA) Assistance Program of the National Park Service.

Detail "B"



Detail "C"



River Bend Trail of Merrill

River District Development Foundation of Merrill, Inc.



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February 2015 Parks & Recreation Director's Report

Parks: Short turn-around since the last meeting but on the maintenance side we have taken advantage of this lull in the snow action to make big progress on the picnic table and equipment repairs. I have spent a lot of time on all of the items we are bidding (Lions Park bleachers and fencing, MARC fencing, and Ice Resurfer, as well as the equipment disposal) with specifications, notices, and subsequently answering bidder questions and sending documentation. I have a due date of February 12th to give prospective bidders enough time to prepare their bids, ask questions, and submit. This will allow us enough time to compile the information and have them in the board packets for our March meeting. We had a Bicycle & Pedestrian Advisory Group meeting at the Smith Center on January 27th to discuss the grant we have been working on. We met for over two hours to review the results of the walk audit(s) that were performed in the City. We used that information to devise routes into and out of the City, as well as routes within the City that mesh with the current initiatives that are currently underway. The plan is to have a draft for Advisory Group review in May and bring that draft to the Commission in June for review and approval. This plan is going to be very helpful to our entire community as we continue to work towards a more pedestrian friendly destination. I attended a Merrill Softball Association meeting and Merrill Baseball Association meeting to discuss upcoming seasons and answer their park related questions. I have also been working with City Administrator and City Attorney to work towards a resolution on the ADA Lawsuit that we will discuss in closed session when we have a clear directive. I have been continuing communication with Water Technology regarding the pool design. After our last Parks & Recreation Commission meeting I spoke with them to organize a Design Team meeting and they requested we hold off on that meeting to allow for them to develop and deliver the 50% Design Draft they owe us by February 16th. The Design Draft shows much more detail and description than we have been working with and will form the basis for our specifications and get us ready to approve and send for bid. They asked that we organize a Design Team meeting shortly after receiving the 50% Design Draft to discuss details with them and make any small adjustments to be presented to the Commission in March.

Forestry: The Street Department has been taking advantage of the dry weather by catching up on some of our tree pruning and removals. I am glad because I will be back out with a lot of inspections in the coming weeks. I will be attending our quarterly Urban Foresters Networking meeting at the WDNR in Rib Mountain on February 18th. Our networking meetings consist of City Foresters and WDNR Forestry Specialists from Marshfield all the way up to Superior. It is a great way to share information and ideas within our profession. One of the main topics we will be discussing is EAB once again, especially with the confirmation in Oneida County. It is most likely going to find its way here and we are as ready as we can be for it. Our "mild" winter hopefully will continue as it really helps with tree vitality and health. We can certainly use a little break with our urban forest health; considering the tornado, straight line wind

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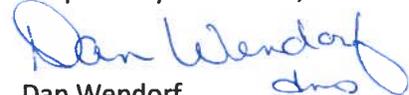
storm, drought conditions, and harsh winters over the past few years. We have had some very unique conditions that we have all had to endure.

Recreation: Our winter recreation programs are off to a good start so far this year. Little Dribblers basketball has been running well, even though our numbers are down from last year. We are not the only ones with lower numbers, and I recently met with the Varsity Boys Basketball Coach as they are seeing similar issues. Our Little Dribblers are going to be introduced at the February 13th Varsity Basketball Game and will run out of a tunnel made by the Varsity Players and onto the court to be recognized. I would like to work more closely with each of the sports programs to ensure that we are all working together towards the same goal and that is to get as many participants interested in sports and being active as possible. We can all benefit from being active and involved on so many different ways. Living an active and healthy lifestyle will benefit a person for their entire life and one of our responsibilities as a Parks & Recreation Department is to provide those places/spaces and opportunities for our community. Winterfest was a success again this year. We had a lot of people participate in a lot of the events around the community over the weekend, but unfortunately we had to cancel the volleyball tournament. There was only 2 teams registered on Friday morning and being that we use gym space at Kate Goodrich we had to make the call early. As fate would have it, later that afternoon there were very last minute teams looking to get in. We just have to encourage teams to be prompt in the future as this has the potential to grow into a very big tournament. We are continuing to plan and layout spring/summer plans to be ready for the upcoming season.

Smith Center: It is hard to believe we only have approximately 6 weeks of ice left, but time flies when you are having fun. The regular season of the High School schedule is coming to a close with Regionals on the horizon. Ice time has been very steady this year and open skate numbers have been great as well. The Merrill Ice Reflections will be having their annual show on February 14th&15th in the arena. They fill the arena to capacity during each show and they do a phenomenal job with their event. We still have a very busy 6 weeks with ice time and tournaments and look forward to finishing strong again this year. Mechanically everything has been running pretty smooth and our new HVAC additions have really been great additions. We took delivery of our new floor scrubber that was budgeted for through capital equipment. The scrubber came in almost \$1,000 under our budgeted amount which is fantastic. So far it is working very well for us and will help us save time in all of the clean-up we have to do daily. Our new Ice Resurfacer proposals are due on February 12th, along with all other bids so hopefully we see some good bids.

***NOTE:** I would like to thank all of our staff members once again for the fine jobs that they do. It takes a lot of work to provide the breadth of programs that we provide with the resources we have available and they all always go above and beyond. From ice rinks to programs, cleaning to organizing, they all deserve to be commended for a fantastic job. **I would also like to throw the offer out there again – if you have questions regarding anything please contact me at any time so I can help answer your question and provide the appropriate documentation. This helps things run smooth and ensures that we are all on the same page.

Respectfully Submitted,



Dan Wendorf
Parks & Recreation Director
City of Merrill