



**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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### APRIL MEETING NOTICE

The Merrill Parks and Recreation Commission will have a meeting on **Wednesday, April 1, 2015, at 4:15 p.m.**, at the Merrill City Hall.

Voting members of Commission: Dave Sukow, Jean Ravn, Brian Artac, Melissa Schroeder, Troy Pieper, Ben Debroux and Michael Willman.

The following items will be included on the agenda:

1. Approve minutes from previous meetings.
2. Approve claims.
3. Public Comment
4. Review/approve ice re-surfacer bids.
5. Continued discussion and update on Aquatic Center.
6. Monthly reports.
7. Set date for next meeting.
8. Public comment
9. Adjournment

Submitted by

*Mike Willman*  
dms

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.

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An equal opportunity/affirmative action employer.

		MARCH			
ABBY KREMSREITER	REFUND ON PARK RENTAL	3/1/2015	VOUCHER	\$70.00	45200-46722
ABBY KREMSREITER	SECURITY DEPOSIT PARK	3/1/2015	VOUCHER	\$50.00	10-21-7200
AC & SONS	BRIDAL SHOW	3/24/2015	3434	\$1,480.00	55300-03-41500
ACE HARDWARE	BATTERY	2/24/2015		\$13.98	55200-03-40000
ACE HARDWARE	MOPSTICK	2/25/2015		\$11.99	55400-03-44000
ACE HARDWARE	FILTERS	3/3/2015		\$82.39	55400-03-50000
ACE HARDWARE	WEATHERSTRIP/PIPE INSULATION	3/5/2015		\$121.90	55200-03-40000
ACE HARDWARE	DRILL BIT	3/10/2015		\$17.49	55200-03-40000
ACE HARDWARE	DUPLYX RECPTCLE COVER	3/18/2015		\$29.46	55200-03-40000
ACE HARDWARE	RECIP SAW/GLOVES	3/12/2015		\$211.97	55200-08-90500
ACE HARDWARE	BULBS	3/18/2015		\$89.88	55200-03-40000
ACE HARDWARE	COVER/SPRY PAINT	3/19/2015		\$12.47	55200-03-40000
ACE HARDWARE	HINGE PIN/BITS	3/20/2015		\$20.44	55200-03-40000
ACE HARDWARE	HINGE PIN/BITS	3/20/2015		\$2.99	55200-03-40000
AMERICAN WELDING & GAS	HELIUM TANKS	2/27/2015	3137059	\$38.79	55200-02-15000
AMERICAN WELDING & GAS	CYLINDER RENTAL NOTICE	2/27/2015	3136260	\$28.26	55200-02-15000
ATCO INTERNATIONAL	SANITIZER/BUG SPRAY	3/17/2015	132383	\$266.50	55200-03-40000
BAUMGART WASTER REMOVAL	WASTE HAULING JAN/FEB.	3/1/2015		\$166.00	55400-02-23600
BOB'S WEST 64	MOUNT TIRE	2/11/2015	61772	\$26.23	55200-03-50000
CITY PAGES	ADVERTISING	3/17/2015	20725	\$376.30	55400-03-41000
DOWN A COUNTRY ROAD	SUMMER BUS TRIP	3/1/2015		\$300.00	55300-03-41500
EZ SHARP	GRINDING LUB OVAL	12/26/2014	158263	\$14.36	55400-03-40000
FASTENAL	SUPPLIES FOR SHOP	2/23/2015	79719	\$67.93	55200-08-91000
FASTENAL	PARTS FOR SHOP	3/19/2015	WIMER80154	\$3.39	55200-03-40000
FERGUSON ENTERPRISES	PARTS	2/24/2015	2157887	\$84.32	55200-03-50000
FOTO NEWS/COURIER	ADVERTISING	3/1/2015		\$175.00	55400-03-41000
G & K SERVICES	UNIFORMS JIM/JOE	2/26/2015	1016218782	\$64.87	55200-03-46000
G & K SERVICES	UNIFORMS JIM/JOE	3/5/2015	10162221724	\$64.87	55200-03-46000
G & K SERVICES	MATS/MOPS	3/19/2015	1016227658	\$237.67	55400-02-23250
G & K SERVICES	UNIFORMS JIM/JOE	3/19/2015	1016227666	\$64.87	55200-03-46000
G & K SERVICES	UNIFORMS JIM/JOE	3/19/2015	1016224700	\$64.87	55200-03-46000
JANET THOMPSON	TENNIS CAMP	3/1/2015	VOUCHER	\$315.00	55300-03-41000
LEE RECREATOPM	PICNIC TABLE FRAMES	2/23/2015		\$4,620.00	BIERMAN GRANT/MARC
MECHANICAL INC.	CHILLER MOTERS REBUILT	2/17/2015	47195	\$2,007.06	55400-08-82000
MECHANICAL INC.	MAIN OFFICE HEAT	3/16/2015	47316	\$256.63	55400-03-50000
MENARDS	TREATED LUMBER	3/4/2015	111-1626	\$661.60	BIERMAN GRANT/MARC
MENARDS	PICNIC TABLES	3/4/2015	7750	\$661.60	BIERMAN GRANT/MARC
MENARDS	PICNIC TABLES	3/12/2015		\$355.61	BIERMAN GRANT/MARC
MERRILL WATER UTILITY	MARC	4/10/2015	106-00940-00	\$1,046.14	55400-02-21000
MERRILL DISTRIBUTING	GARABAGE BAGS	2/27/2015	5/2/4569	\$95.90	55400-03-40000
MERRILL DISTRIBUTING	GARABAGE BAGS	3/9/2015	974956	\$95.90	55400-03-44000
MERRILL HOUSE OF MUSIC	AMPLIFIER SYSTEM	3/2/2015	977869823	\$278.00	55400-08-82000
MERRILL HOUSE OF MUSIC	TROUBLESHOOT WIRELESS MIC	3/2/2015	97786912	\$85.00	55400-08-82000
MERRILL STREET DEPARTMENT	BLADES FOR GRAVELY MOWER	2/3/2015	6500	\$178.14	55200-03-50000
MERRILL STREET DEPARTMENT	REPLACE RT FT WHEET BEARING	2/12/2015	6513	\$368.88	55200-03-50000
MERRILL STREET DEPARTMENT	FILLER HOSE FOR WATER TANK	2/19/2015	6521	\$240.76	55200-03-50000
MERRILL STREET DEPARTMENT	INSTALL BEACONLIGHTS/BLOWER SHOES	2/23/2015	6526	\$415.98	55200-03-50000
MERRILL WATER UTILITY	CLEAM ZAMBONI PIT	3/9/2015		\$490.35	55200-02-15000
MERRILL WATER UTILITY	LIONS PARK	4/10/2015	116-02440-00	\$299.47	55200-02-21000
MERRILL YOUTH HOCKEY	SUPPLIES FROM CONCESSION STAND	3/3/2015	141	\$52.00	55300-03-41500
MERRILL YOUTH HOCKEY	NO SCHOOL DAY	3/3/2015	140	\$21.50	55300-03-41500



## PARKS AND RECREATION COMMISSION

March 4, 2015

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

Members Present: Melissa Schroeder, and Brian Artac, Dave Sukow and Jean Ravn

Members Excused Absent: Mike Willman

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: Dave Johnson, Fred Heider, Daniel Ayala and Candy Peterson

\*\*\*Motion by Schroeder, seconded by Artac to approve the minutes from the February 4, 2015 meeting.

\*\*\*Carried unanimously.

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

Artac questioned what the bill for Centurion was for and what is it. Wendorf stated it is a cleaning solution for the Smith Center.

\*\*\*Carried Unanimously.

Public Comment: None

The next item on the agenda was continued discussion related to Aquatic Center. Daniel Ayala from WTI presented all the changes to the Park and Recreation Commission. Daniel stated that all footing for extras at the pool will be put in and when sponsorship is acquired the extras will be put in. Daniel stated that split block will be used on both building. Lighting will be LED lighting with occupancy sensors used throughout the pool except for in the mechanical room. Daniel also stated that 2 water meters will be installed, which will save on the water cost. Asphalt will be used to the main entry of the Aquatic Center. Daniel stated that bids will go out by April 16, 2015.

\*\*\*Motion by Schroeder, seconded by Sukow to approve design from Water Technology, Inc. for the Aquatic Center to allow for bidding.

\*\*\*Carried unanimously.

The next item on the agenda was to review and discuss Bike & Pedestrian Grant progress. Fred Heider stated that he is continuing to collect more data regarding bike lanes in the Merrill Community. Heider discussed how he should document travel demand from corporate customers, schools and senior housing complexes. Heider also stated he would like direction as to how proposed street alignments should be reviewed before going into the plan. Heider stated that he has a dead line of May and at that time he will present a draft to the Park and Recreation Commission of bike routes in Merrill.

The next item on the agenda was review/approve bids for the following:

- a. Ice Resurfacers. Wendorf stated that he only received one bid on the ice resurfacers and that was from Frank J. Zamboni & Co. Inc. for \$99,992.20. Wendorf stated that he would like to deny the bid and put out new bids for an electrical one. Wendorf stated that with all the potential regulations coming into effect based upon indoor air quality standard, it would be more cost-effective for City of Merrill to purchase an electric unit now instead of retrofitting Smith Center air handling systems in the future.

\*\*\*Motion by Artac, seconded by Ravn to deny the bid from Frank J. Zamboni based on information brought to the commission's attention and rebid the Zamboni out with an electrical system.

\*\*\*Carried unanimously.

- b. Lions Park Fence Project. Wendorf stated that Patriot Fence & Construction LLC was an incomplete bid. Wendorf stated that Security Fence & Supply Co., Inc. has done work for the Park and Recreation Department in the past and does a great job.

\*\*\*Motion by Schroeder, seconded by Artac to approve the bid from Security Fence & Supply Co., Inc. for \$31,275.00 for the Lions Park Fence Project.

\*\*\*Carried unanimously.

- c. Lions Park Bleachers. Wendorf stated that they received 3 bids for the Lions Park Bleacher Project. 2 out of the 3 bids did not meet specifications. Wendorf stated that Miller & Associates have done work and the Park and Recreation Department has ordered bleachers from them in the past and have always done a great job and produced a great quality product.

\*\*\*Motion by Artac, seconded by Schroeder to approve the bid from Miller & Associates for \$27,385.00 for the Lions Park Bleacher Project.

\*\*\*Carried unanimously.

- d. MARC fencing project. Wendorf stated that he would recommend the bid from Security Fence for \$8,318.00. Wendorf stated the Alternate Bid was for the Varsity Softball field to have the fence moved in.

\*\*\*Motion by Schroeder, seconded by Ravn to accept the bid from Security Fence & Supply Co., Inc. for the amount of \$8,318.00.

\*\*\*Carried unanimously.

- e. Disposal of City Equipment (Old Zamboni, S10 Truck, Curtis Plow). Wendorf stated that they did not receive a bid on the Old Zamboni so that will be hauled to Schultz Recycling. Wendorf stated they received a bid on the S10 Truck for \$301.57 and on the Curtis Plow for \$251.00 from Richard Fenhaus. Wendorf recommended accepting both bids.

\*\*\*Motion by Schroeder, seconded by Artac to accept the bids from Richard Fenhaus for the S10 Truck for \$301.57 and the Curtis Plow for \$251.00.

\*\*\*Carried unanimously.

The next item on the agenda was to discuss potential new joint full-time shared Transit Driver/Parks Laborer position. Wendorf stated that this was brought forward by the Transit Department. Wendorf stated it would be a shared position between the two departments giving

the Transit help during the school year when they need it and more help to the Park and Recreation Department during the summer months when it is most needed. Wendorf stated it was a win/win situation.

\*\*\*Motion by Ravn, seconded by Artac to approve the joint shared position between Transit and Merrill Park and Recreation Department.

\*\*\*Carried unanimously.

The next item on the agenda was monthly reports. Wendorf asked if there were any questions on his board report. Schroeder asked Wendorf if he was pleased with Water Technology Inc. Wendorf stated he was very pleased with their service so far. They have been great to work with.

The next regular meeting is scheduled for April 1, 2015 at 4:15 p.m.

Public comment. Sukow stated that he appreciates that Mr. Johnson comes and sits in on the Park and Recreation Commission and offers his input when needed. Schroeder agreed with Sukows comments and thanked him for attending. Artac welcomed Ravn to the commission.

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

\*\*\*Carried unanimously.

Dawn Smith  
Recording Secretary







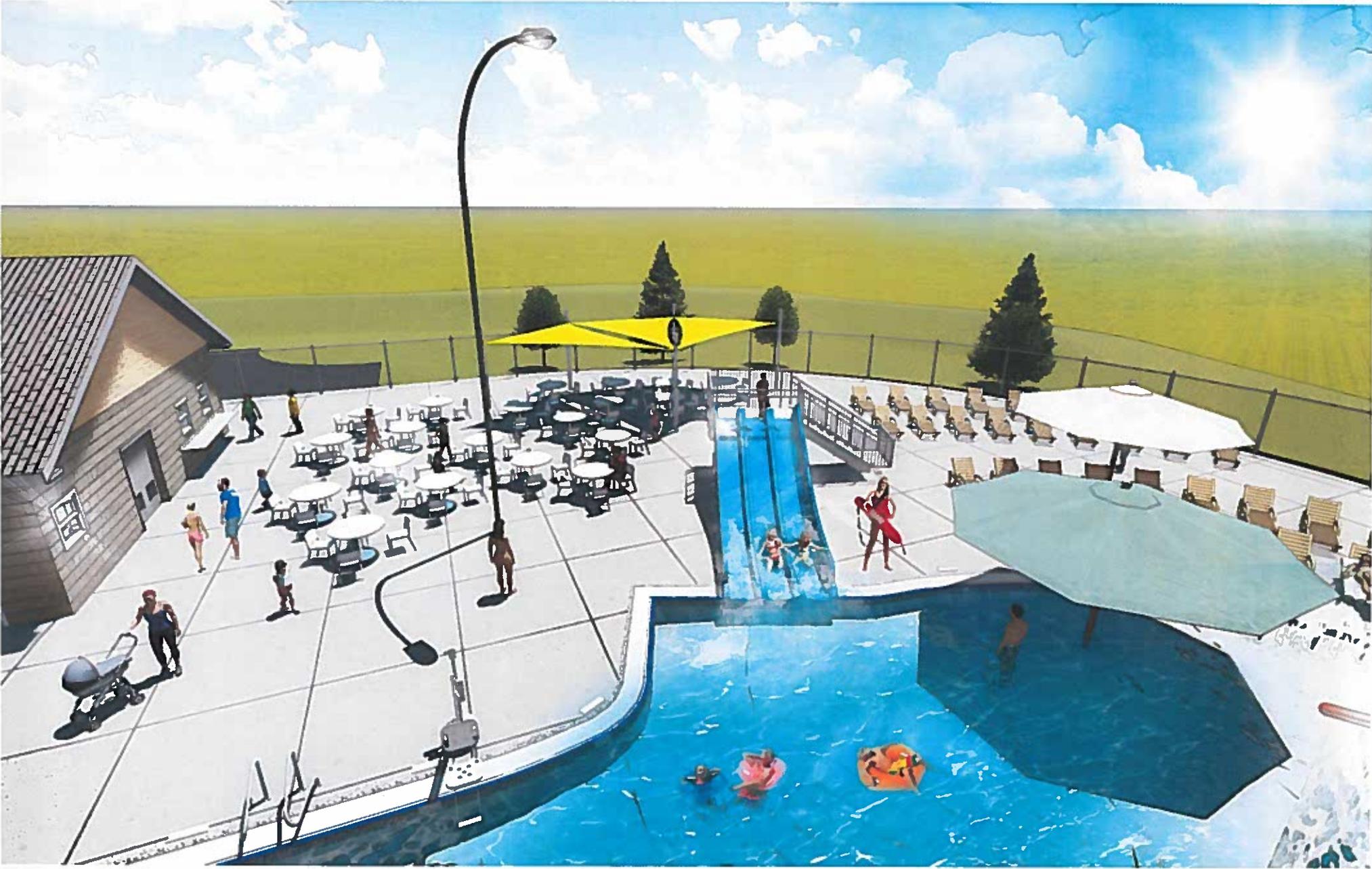




















## Bid Tabulations: Smith Center Ice Resurfacer

\*Bids were opened on 3/25/15 at 2:00p.m. in the Council Chambers at the Merrill City Hall. Bids were opened by Kathy Seubert, City Clerk's Office, and recorded by Parks & Recreation Director Wendorf. There was not any public present.

<u>Company Name:</u>	<u>Meets Specs:</u>	<u>Base Price:</u>	<u>Options Price:</u>	<u>Total (w/delivery):</u>
Frank J. Zamboni & Co. Inc. 15714 Colorado Ave. Paramount, CA 90723	Yes	\$114,040.00	\$20,701.00	<b>\$137,666.00</b>

\*Note: delivery cost = \$2,950.00

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Dan Wendorf", is written over a light blue circular stamp.

Dan Wendorf  
Parks & Recreation Director  
City of Merrill



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### April 2015 Parks & Recreation Director's Report

**Parks:** The weather has everyone with spring fever and sports on their mind. When we have a rapid melt like we had it gets everyone out and about and ready to get on the fields. Our athletic fields are not ready to go as they went from mushy to frozen now and will take a bit until we can get equipment on them in order to work them over. As soon as we get consistently back into the 50's and our overnights don't drop below freezing we will be able to get everyone on. The good part about the pause on the fields is it allows our crew some time to catch up on the absolute mess that is left in every park over the winter, as well as get ahead of the sports rush with un-winterizing the facilities so they will be ready to go when parks open. All of our park projects are in the works and getting ready to go. Some of them include the Lions Park bleachers, fencing, and scoreboards, MARC shelters, fencing, scoreboards, and field work. We have an extremely busy spring in front of us but it is all great things for our respective park users that will improve those areas tremendously. I have been working with Water Technology on the finishing touches to the pool design details and it is ready to be bid out. The bids will be available to potential contractors on April 6<sup>th</sup> and will be due and opened on May 4<sup>th</sup>. This will give us just enough time to compile the bids and have them ready for the May meeting on May 6<sup>th</sup>. City Administrator Johnson and I have been meeting individually with local businesses and organizations to secure the additional funding needed to finish construction of the pool and additional amenities. We have had success so far but do have a ways to go. Hopefully the competitive bidding process is advantageous for us and we can reach that goal with ease. Progress on the River Bend trail will begin at some point again in the near future on finishing the portion that was not able to be finished in the fall, as well as the new section going west from Polk Street to Highway 64. It is my understanding that the River Bend will then move out onto a designated route on Cottage Street to Grand Avenue out to the MARC/Council Grounds for easy pedestrian access. The River District Development Foundation will be closing on the two Wisconsin Public Service properties on May 31<sup>st</sup>. These two properties will become part of the River Bend Trail Park. We will also be laying out our Bike Route we designated end of last year to cover the downtown loop. The Street Department will be performing the work for us with striping and signage and it will be a great start on hopefully many pedestrian transportation upgrades and amenities in our community. I have also been working with organizers from Gazebo Nights and City Band for the upcoming seasons at Normal Park, as well as fundraising efforts for some amenities to the park that will benefit not only their efforts but functionality within the park for other events as well.

**Forestry:** I have been inspecting trees over the past few weeks and still have quite a few areas to get to yet. The Street Department has been working on the trimming and removals in between their other tasks for this time of year so we don't get too far behind. We are going to be receiving another donation from American Transmission Company to purchase 3-4 trees for Arbor Day recognition. It is another fantastic gesture from them above and beyond the \$3,000 grant they gave us for tree planting. I

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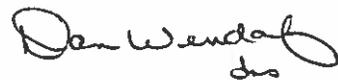
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am planning on being very aggressive with tree plantings this year with the additional funding. We have quite a few areas that are in need of trees that we haven't been able to stock with new trees due to funding capacity. We plant what we can every year and continually try for grants but those sources are not guaranteed every year. We are fortunate this year to have that additional funding and we need to take advantage of that. I am going to continue to pursue this funding in the future and have a few other avenues I would like to pursue for funding next year as well. I did have an interesting one a few weeks ago in one location in town where a few houses tapped maple trees on the boulevard for collecting sap. I had to notice them to remove them and they were removed and taken down.

**Recreation:** We are continuing getting our summer recreation plans in line for the upcoming season. Time always goes very quickly but we have been trying to stay in front of that by having recreation programs ready with plenty of time to study and sign up. I always have to give a special thanks to Dawn for her great work and diligence on this as it is a lot of work to set up the fine details that goes into each of our programs and trips. She does a fine job and we are fortunate for that. We will have another fantastic offering of programs for the entire community to enjoy this season. We have also been very busy planning for our events for the spring/summer/fall. In order to continue to grow these events they are virtually year round with organization and promotion. Our Easter Egg Hunt will be on Saturday, April 4<sup>th</sup> at Lions Park again so bring your little ones down and have them enjoy a great time. We always have a very big turnout for that and thank our partners at the Optimist Club for their help!!

**Smith Center:** The ice is officially out of the arena after hosting the State Bantam Tournament. The tournament went well and attracted teams, families, and fans from all across the state. It was a great boost to our local economy and thanks to Merrill Youth Hockey for putting it on. We are hosting our first dry floor event already on March 29<sup>th</sup>, the Bridal Expo. We had a few issues on the last weekend ice with our Community Room/Concessions heater and some internet troubles but they were fixed. The heater was under warranty and the internet was a battery issue that was fixed. Our starter went out on the Zamboni on the day we were set to take the ice out and had to delay the process for a day. We got it fixed and the ice out with few troubles after that. We also had one of our compressors go down at the very end and will have that looked at while the ice is out and ready for the start of ice in October. We have a very busy dry floor event season coming up with the Bridal Expo, Ladies Lifestyle Expo, Children's Festival, June Dairy Breakfast, and weddings to name a few. I would encourage all of you to stop out and see what we do at one or all of these events!

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