



merrill

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Smart Move

CITY OF MERRILL

Parks & Recreation Dept. - Smith Center

MAY MEETING NOTICE

The Merrill Parks and Recreation Commission will meet on **Wednesday, May 1, 2013** at **6:30 p.m.**, in the Merrill City Hall.

The following items will be included on the agenda:

1. Approve minutes from previous meeting.
2. Approve claims.
3. Presentation on history of Merrill Memorial Forest Management.
4. Discuss potential Summer Playground family rate.
5. Review/discuss dog park.
6. Discuss outdoor pool.
7. Monthly reports.
8. Set date for next meeting.
9. Public comment
10. 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

April 3, 2013

The Merrill Parks and Recreation Commission met on Wednesday, April 3, 2013 at 6:30 p.m. at the City Hall.

Members Present: Ralph Sturm, Dorwin Harris, Dan Novitch, Steve Hintze, Anne Caylor and Mike Willman.

Members Excused Absent: Brian Artac

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: Dave Johnson, Kandy Peterson, Phynette Conrad, Judy Woller, Mayor Bill Bialecki, Tammy Gruling, Willie Bialecki, David Sukow, Matt Waldvogel, Jeff Matzla and Maddy Natzke.

***Motion by Caylor, seconded by Willman, to approve the minutes from the previous meeting.

***Carried unanimously.

***Motion by Hintze, seconded by Caylor, to approve the claims.

***Carried Unanimously.

The first item on the agenda was the review of River Bend Stewardship Application from the River District Development Foundation. Wendorf stated that Judy Woller has completed the grant application and wanted to get approval from the commission so that the application can be submitted by May 1, 2013. The commission had no questions on the application so Judy Woller will submit the application.

The next item on the agenda was the review of Merrill Memorial Forest Stewardship Application. Wendorf stated that this application will also be submitted by May 1, 2013. Willman questioned where the matching funds would come from. Wendorf stated they would come from the Salvage Timber Sale. Mayor Bill Bialecki stated that the Sports Club and Pheasants Forever would probably put some funds towards the project and would probably also be willing to donate some time and labor to get the project completed. Mayor Bill Bialecki stated that he would bring it up at the next meeting with the Sports Club and also with Pheasants Forever and would report back to the commission. No other discussion was held. Wendorf will submit the Merrill Memorial Forest Stewardship Application by May 1, 2013.

The next item on the agenda was to review/approve Kitchenette Park re-roof bids. Wendorf stated two bids came in for the project. J & J Lee Construction, Inc. bid \$15,440.00 and Finnegan Construction, Inc. bid \$13,181.00. Wendorf recommended accepting the bid from Finnegan Construction, Inc.

***Motion by Willman, seconded by Hintze, to approve the bid from Finnegan Construction, Inc. for \$13,181.00

***Carried Unanimously.

The next item on the agenda was continued discussion on Dog Park. Wendorf stated he has been working with the friends of the dog park and out of all the locations the MARC is the most suitable location for the dog park. Wendorf inserted a map of where he would like the dog park to be and also a quote from Security fencing on the cost of the fence. Wendorf stated that he has also been working with Dawn Bishop from Council Grounds and they like the idea of having a dog park so close to Council Grounds and would like to partner with the city on the project. Wendorf stated that in order for part of the dog fence to be put on Council Grounds land the Master Plan would need to be changed and that could take up to a year for the Master Plan to be changed. Wendorf stated that they could run the fence line right next to the property line and if the Master Plan for Council Grounds would be changed at that time we could expand the park. Mayor Bill Bialecki stated that he could get the funding for the fence through a private donation and the money that the city gave towards the dog park could be used to purchase "toys" for inside the fence. Sturm stated that in order for the dog park to go at the MARC the Master Plan for the MARC would also need to be changed. Wendorf stated that it is easier to change our plan than it is for Council Grounds to change their Master Plan. Wendorf stated that any park within the city limits is covered under recreational immunity. The dog park discussion will be put on next months agenda to formally make a motion to have the dog park location at the MARC along with preliminary design.

The next item on the agenda was continued discussion on MARC Varsity Soccer field fencing. Wendorf stated that he did speak with Shannon Murray from the high school and Mr. Murray stated that he would have to look into more detail with what is charged at high school games and who would get the proceeds from the gate entry. Wendorf stated that he will continue working with the high school on this project. Mayor Bill Bialecki stated that having the fence erected around the soccer field would allow Merrill to host WIAA tournaments and other soccer events. Mayor Bill Bialecki stated that there are only two schools in the valley that do not have their fields enclosed, us and Marshfield. Willie Bialecki stated that he has been head coach for the high school girl's soccer team for the past 3 years and it would be very beneficial for Merrill to enclose the field so that we can start hosting WIAA tournaments. Willie Bialecki stated that without a fence around the soccer field you can not even be considered to host a tournament. Hintze stated that he does not feel that the city should pay anything for the fence; the city would not be getting anything back in return. Hintze also stated that anytime improvements are done to sporting fields it is up to that organization to raise the funds to make the improvements. Hintze stated that any improvements that were done to the ball fields were done by the organizations and if the city starts paying for the improvements it will set a bad precedent and who do say no to and who or which projects do you approve. Mayor Bill Bialecki stated that the city needs to start working together on improvements done. Mayor Bill Bialecki stated that if he came up with the money would the city build the fence. Novitch stated that a donation has never been turned down. Caylor stated that she did not feel the city should be responsible for the fencing. After some discussion it was decided that the soccer association would need to pay for their own fencing.

The next item on the agenda was monthly reports by Wendorf. Wendorf asked if anyone had any questions. Wendorf stated that until the weather starts cooperating it is hard to try and get anything ready for the spring.

The next regular meeting is scheduled for May 1, 2013 at 6:30 p.m., in the lower level in the conference room at City Hall.

Public Comment: None

***Motion by Caylor, seconded by Hintze, to adjourn at 7:20 p.m.

***Carried unanimously.

Dawn Smith
Recording Secretary

		MARCH			
AC & SONS PARTY TENT RENTAL	LADIES EXPO	4/19/2013	2681	\$2,400.00	LADIES LIFESTYLE EXPO
ACE HARDWARE	CLEANING SUPPLIES	4/19/2013		\$45.45	55200-03-40000
ACE HARDWARE	SUPPLIES FOR SHOP	4/19/2013		\$52.88	55200-03-40000
ACE HARDWARE	PULL UTILITY	4/16/2013		\$11.98	55200-03-40000
ACE HARDWARE	CLEANING SUPPLIES	4/20/2013		\$46.18	55200-03-40000
AMERICAN WELDING & GAS, INC	HELIUM	3/31/2013	2173638	\$27.90	55200-02-15000
AMERICAN WELDING & GAS, INC		3/31/2013	2172693	\$18.60	55200-02-15000
BAUMGART WASTE REMOVAL, LLC	WASTE HAULING - MARCH	4/1/2013		\$174.00	55400-02-23600
BAUMGART WASTE REMOVAL, LLC	WASTE HAULING - MARCH	4/2/2013		\$174.00	55400-02-23600
BB COMMUNITY LEASING SERVICE	COPY MACHINE	4/11/2013	21679	\$138.25	55300-03-41500
BEIN' CRAFTY	CAKE DIVE SHIRTS	3/20/2013	4322	\$77.50	55300-03-41500
BRENDA BLACK	TAI CHI CLASSES	3/12/2013		\$240.00	55300-03-41500
BURGOYNE'S TOILET RENTAL & SEPTIC	TOILET RENTAL	4/1/2013	44273	\$110.00	55200-02-15000
CITY OF MERRILL STREET DEPT	REPLACE CABLE	3/13/2013	5629	\$101.34	55200-03-50000
CITY OF MERRILL STREET DEPT	CHANGE CUTTING EDGE	3/19/2013	5646	\$25.53	55200-03-50000
CITY OF MERRILL STREET DEPT	CHANGE TIRE	3/19/2013	5644	\$34.84	55200-03-50000
CITY PAGES, INC	1/12 PAGE AD @ 3X RATE	4/3/2013	14256	\$100.80	55400-03-41000
CK AUTO GLASS, LLC	FLAT GLASS	3/20/2013	7222	\$221.64	55200-03-50000
CTL	TOILET PAPER/TOWEL	4/12/2013	168974	\$79.36	55200-03-40000
CUSTOM DESIGN HEATING & COOLING	CANCEL B & T SHOW	4/9/2013	VOUCHER	\$185.00	45400-46735
CUSTOM MURALS	VANDALISM REPAINT SIGN	3/28/2013	547	\$630.00	55200-03-43000
DAVE'S COUNTY MARKET	LIFESTYLE EXPO	4/9/2013		\$400.00	LADIES LIFESTYLE EXPO
DAVE'S COUNTY MARKET	BOXES FOR CHILDREN'S FEST.	4/12/2013		\$30.00	55300-03-41500
DAVE'S COUNTY MARKET	LADIES EXOP	4/24/2013		\$400.00	LADIES LIFESTYLE EXPO
FASTENAL	SHOP SUPPLIES	4/16/2013	68067	\$28.63	55200-03-40000
FAYE CANTRELL	CANCEL PROGRAM	4/9/2013	VOUCHER	\$20.00	45400-46735
FIRST WEBER GROUP - TINA DENGEL	CANCEL B & T SHOW	4/9/2013	VOUCHER	\$100.00	45400-46735
G & K SERVICES WIS RAPIDS	UNIFORMS	3/28/2013	1016725392	\$45.29	55200-03-46000
G & K SERVICES WIS RAPIDS	UNIFORMS	4/4/2013	1016728289	\$45.29	55200-03-46000
G & K SERVICES WIS RAPIDS	MOPS/MATS	4/18/2013	1016734070	\$196.42	55400-02-23250
G & K SERVICES WIS RAPIDS	UNIFORMS	4/11/2013	1016731178	\$45.29	55200-03-46000
G & K SERVICES WIS RAPIDS	UNIFORMS	4/18/2013	1016734081	\$45.29	55200-03-46000
HORST DISTRIBUTING, INC	TURFCO XL TOP DRESSER	4/2/2013	27229-000	\$13,995.00	DE TIMBER SALE REVENUE
HORST DISTRIBUTING, INC	SPRING, GAS	4/4/2013	27775-000	\$343.05	55200-03-50000
MERRILL ACE HARDWARE	CAULK	3/26/2013	112471/1	\$4.99	55200-03-40000
MERRILL ACE HARDWARE	ICE MELT	2/10/2013	111133/1	\$23.98	55400-03-50000
MERRILL ACE HARDWARE	ICE MELT	2/10/2013	111138/1	\$17.98	55400-03-50000
MERRILL DISTRIBUTING	INV	3/29/2013	974956	\$315.20	55200-03-40000
MERRILL DISTRIBUTING	DISPENSER/HAND CLEANER	4/11/2013	1203821	\$221.00	55200-03-50000
MERRILL WATER UTILITY	OLD DNR STATION	5/10/2013	338-00820-01	\$812.48	55200-02-21000
MERRILL WATER UTILITY	MARC	5/10/2013	650-31240-00	\$87.00	55400-02-21000
MERRILL YOUTH HOCKEY	BIRTHDAY PARTIES	1/3/2013	129	\$98.00	55300-03-41500
MERRILL YOUTH HOCKEY	BIRTHDAY PARTIES	1/3/2013	131	\$127.50	55300-03-41500
NAPA	ADAPTER	4/4/2013	408580	\$2.98	55200-03-40000
NAPA	GAUGE	4/3/2013	408335	\$60.48	55200-03-50000
NAPA	EQUIPMENT	3/27/2013	407361	\$124.13	55200-03-50000
NATURES HEAT SOURCE INC	CANCEL B & T SHOW	4/9/2013	VOUCHER	\$100.00	45400-46735
NELSON'S POWER HOUSE	CANCEL B & T SHOW	4/9/2013	VOUCHER	\$190.00	45400-46735
OUR WAY, INC	CANCEL B & T SHOW	4/9/2013	VOUCHER	\$100.00	45400-46735
PARK CITY CREDIT UNION	CANCEL B & T SHOW	4/9/2013	VOUCHER	\$105.00	45400-46735
QUICK SILVER	COACHES CORNER/BRIDAL EXPO	3/31/2013	62439	\$546.00	55400-03-41000
R.T.L	EQUIPMENT	3/28/2013	5623	\$536.18	55400-03-51500
SHARON SCHMELTZER	REFUND	1/7/2013	VOUCHER	\$100.00	10/21/7200
T & P SALES & SERVICE	LP TANK	1/24/2013	1768	\$75.00	55400-03-51500
THE WELLNESS CENTER	CANCEL B & T SHOW	4/9/2013	VOUCHER	\$100.00	45400-46735
TOMAHAWK PELLET STOVE	CANCEL B & T SHOW	4/9/2013	VOUCHER	\$105.00	45400-46735
TORTOISE & HARE	TIMING SERVICES	4/25/2013		\$200.00	55300-03-41500



Dog Park Revised

May 2013



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" = 197'

Print Date: 4/25/2013



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Dog Park Fence Pricing

The following prices for the dog park contain pricing using numbers provided by Jeff Brunett from Security Fence on a per foot basis. The price includes 4 foot and 5 foot high 9 gauge cyclone fencing, 20 gauge vertical piping, and 2 inch x 1 5/8 horizontal rails. The price includes installation. ****This is to be used for discussion purposes only, as I would like to bid this project out competitively.****

****Five foot high fencing option**

1500 linear feet x \$7.35/foot = **\$11,025.00**

(This price does not include maintenance gates or double gated entry area)

****Five foot high fencing option**

1500 linear feet x \$6.50/foot = **\$9,750.00**

(This price does not include maintenance gates or double gated entry area)

Note: These prices are based on a 2.52 acre area; we simply do not have enough room to get to 3 complete acres without "covering up" the cross country trail, getting too close to the existing pedestrian path to the east, or eliminating the fireworks zone to the west. The area allows for future expansion into Council Grounds Property. I would like to keep to this size and price for now because we need to purchase dog waste stations, garbage cans, and some signage to begin with. Future funds will have to be raised in order to provide water, agility equipment, and any other improvements.

Respectfully Submitted,

Dan Wendorf
Parks & Recreation Director
City of Merrill

1100 Marc Drive • Merrill, Wisconsin • 54452
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Wendorf, Dan

From: Deb Hauser <dhauser@wiaawi.org>
Sent: Friday, April 05, 2013 3:45 PM
To: Wendorf, Dan
Subject: Re: soccer fields

Hi Dan ...

In order to host, your school needs to be able to charge admission to the soccer field. The monies collected are shared between the school and the WIAA.

There are no specifications on the fencing .. that is a local decision.

Deb Hauser

This e-mail and any attachments is strictly confidential to the Wisconsin Interscholastic Athletic Association and is intended only for the addressee. It may contain information that may be confidential, legal, privileged, or otherwise exempt from disclosure under applicable law. If you are not the intended recipient, please notify the sender immediately by return email delete this message and destroy any copies. Any dissemination or use of this message or its attachments without permission of the sender is unauthorized and is strictly prohibited.

From: "Wendorf, Dan" <Dan.Wendorf@ci.merrill.wi.us>
Date: Fri, 5 Apr 2013 20:09:54 +0000
To: WIAA <dhauser@wiaawi.org>
Subject: soccer fields

Good afternoon Deb, my name is Dan Wendorf and I am the Parks & Recreation Director for the City of Merrill. Our school district (Merrill Area Public Schools) uses quite a few of our athletic fields in our park district and recently the subject of fencing in our varsity soccer field has come up at our Parks & Recreation Commission level.

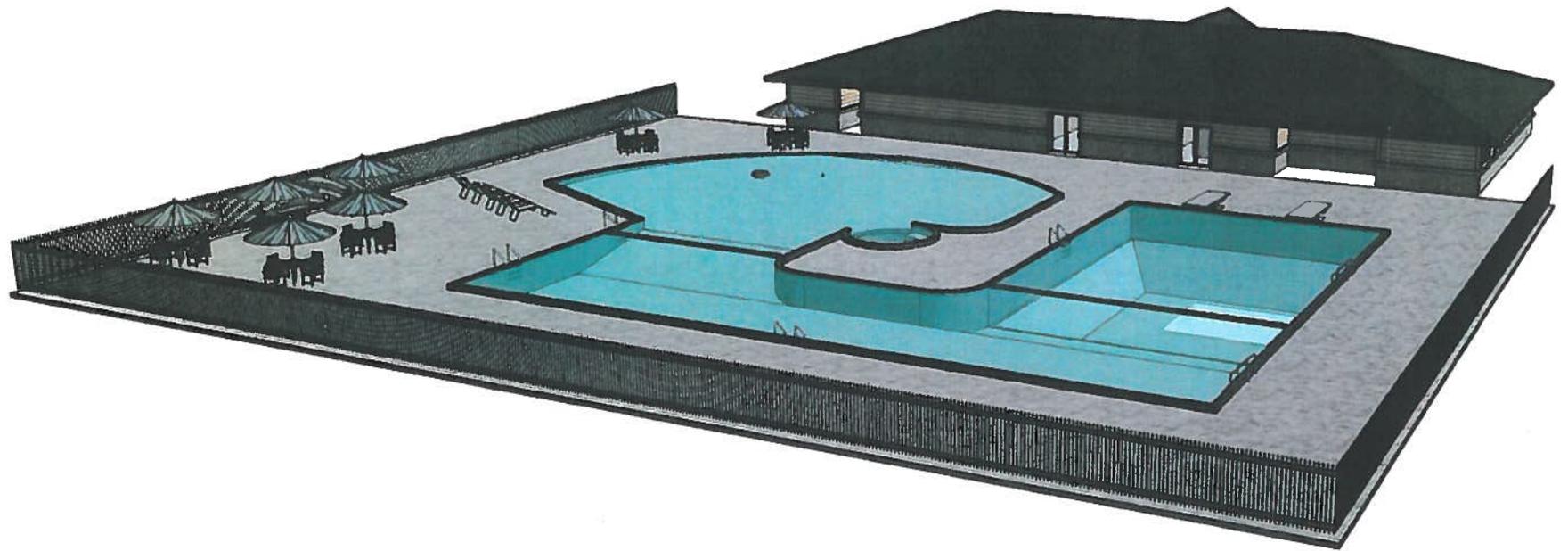
It was said that in order to host WIAA tournaments (I think they meant regional & sectionals) we needed to have a fence around our soccer field. Is that correct? If so what are the regulations that go along with that? Is there a specific size fence that has to be installed? Distance to/from the field? If money is charged who keeps revenue (or if a split what is it)?

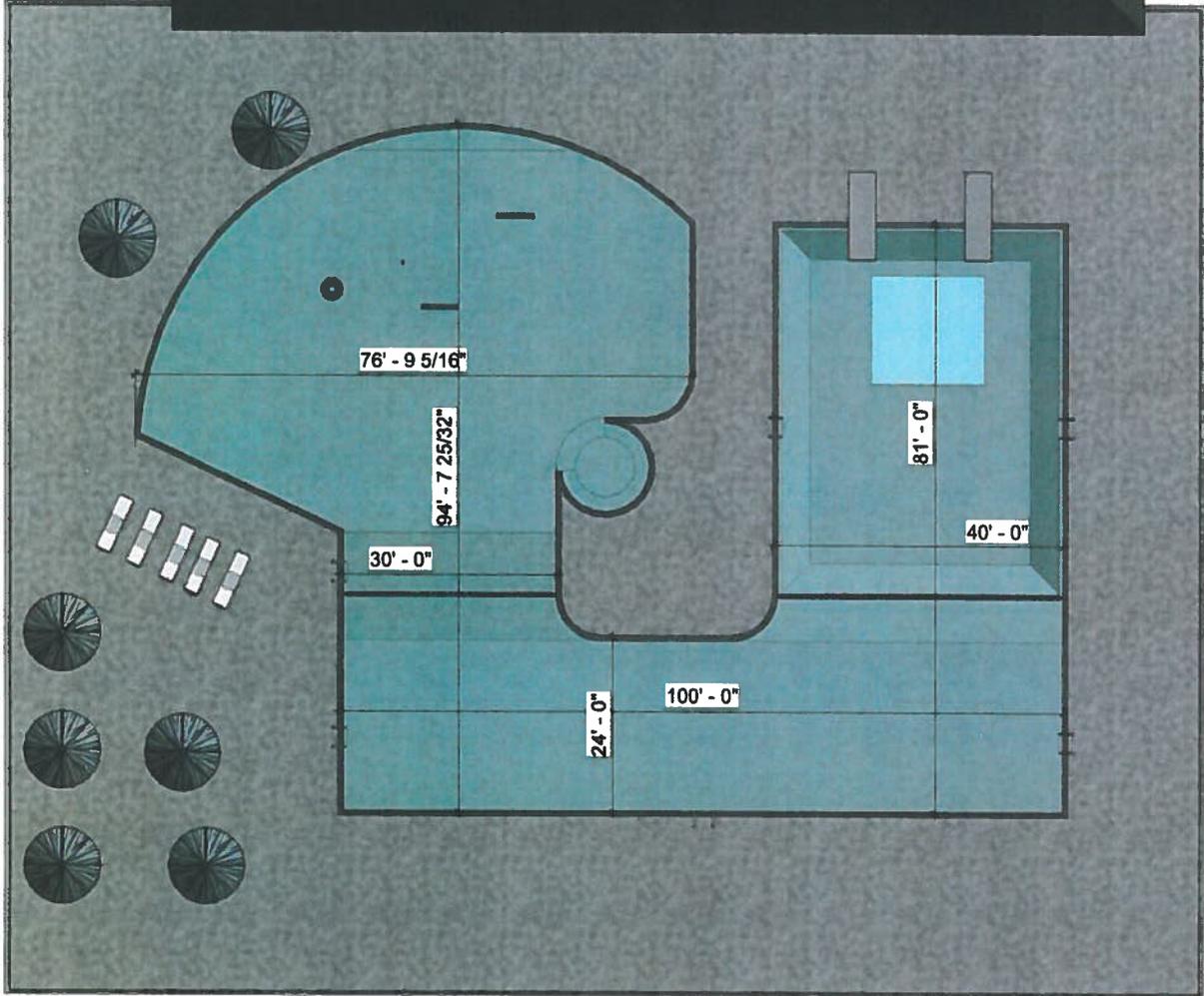
Any other specific information you could provide for soccer field fencing and regulations would be very helpful.

I apologize for all of the questions and thank you in advance for your response. I just want to make sure I have all of the facts before going back to our Board with a full report.

Thank you and have a great weekend.

Dan Wendorf
Parks & Recreation Director
City of Merrill
www.merrillparkandrec.com <<http://www.merrillparkandrec.com>>







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May 2013 Parks & Recreation Director Board Report

Parks: It has been getting a little old but the weather has stymied our ability to work on athletic fields as well as hold off getting the restroom facilities completely ready for the parks to open on May 1st. By the time you read this board report we will have turned all of our water supplies in order to open on Wednesday, May 1st but it has been so cold with overnight temperatures I didn't want to have any frozen pipes to start the year off. The good part about the weather and slow melt is that it has allowed the crew plenty of time to stay after the never ending job of park clean up. Our parks seem to gather a great deal of garbage over the winter time and it is a very big job to make them look presentable for opening. We have yet to host any athletic contests for MAPS on our fields. If the weather holds true and we hit 50+ degrees we might be able to allow athletic field usage at the end of the first week of May or early the second. I have also been spending a great deal of time trying to finish the Stewardship Grant for the City Forest Trail developments. It is due on May 1st and I will have it in the hands of our Community Services Specialist at the WDNR in time. The weather has also pushed back the Kitchenette Park Roof Project. That project will be completed very soon, but we will have to make sure we schedule to work to start and finish on a quiet week when we know it can be completed. I have been working with Becher Hoppe on the Lions Park Restroom re-modeling to allow for ADA. I am planning on having a drawing for you in June. We have had to adjust the plans a few times to get the most out of the project, while allowing for ADA compliance throughout. I would like to wait until immediately after the Little League season to begin and finish this project because we are too close to the season to remodel the building right now. I would also heard back from Deb Hauser from the WIAA in regards to the Soccer Field fencing topic we discussed last week. I was asked if it was completely necessary to have a fence around the field in order to host WIAA Regional, Sectional, or State level games. The answer to that question from the WIAA is no. The only requirement that is necessary is that you have to charge admission for those Regional or Sectional contests. All youth and adult sports leagues are set to begin (weather permitting) the week(s) of May 6th or 13th.

Forestry: The National Arbor Day Foundation was late in announcing their awards this year, but we finally received notification that we have been awarded Tree City USA status for the 27th year. We will honor this award and observe our Arbor Day Planting (if the frost is out of the ground) on May 11th, at Normal Park at 11:00 am. All are invited to attend. We had a Tree Board Meeting right before our last Parks & Recreation Commission Meeting and talked about many things. Pruning and removal plans, tree issues public and private, and planting possibilities. The weather has delayed dormancy for all of our species of trees this spring but there is a benefit to this weather from a turf and forestry aspect. This has allowed for a great deal of water retention in our soil and uptake for our trees, unlike the rapid run-off we have had over the past few springs. I have been out inspecting trees when I have time and when it has been dry enough to get some paint to stick. As I mentioned in our tree board meeting, my concerns

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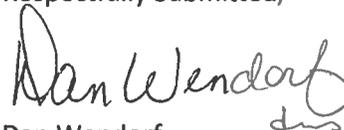
for this year on our trees is going to be effects from consistent growing seasons of drought and two significant storm/wind events in a row. I will continue to monitor the condition of the trees, especially in the areas that were directly impacted.

Smith Center: We have had a very busy dry floor season already and are still going strong. We had successful dry floor events already and have more on the way. The Ladies Lifestyle Expo is going to be held on Tuesday, April 30th, from 5:00-9:00pm. I would encourage you ladies and or your wives to stop out and be a part of a great event that Dawn has organized and built. We decided to move our Business and Trade Show to the fall this year to not compete with the other shows in the area. This will allow us to not compete, while growing the show with a little more specialization. We also have some weddings coming up, an end of the year school party, and some dry land training scheduled as well. I am working with Mechanical Incorporated for the heating unit exchanges and we are going over possibilities and are intending to switch them over once the weather is consistently warm enough to be able to be able to turn the heat completely off for a few days in a row.

Recreation: We have had a number of weeks of registrations thus far and our numbers are really good for some programs and I have noticed we are behind on others. I do know that the weather has played a factor in some of this. There is a fair amount of people that just haven't signed up because it doesn't feel like summer yet. We have also had some feedback already regarding our increased prices and our resident and non-resident charges. For the summer playground program I have been asked by a few parents with 3 or more children if there is (or would we consider) a discount for signing up multiple children. I have this item on the agenda and would look for your feedback regarding this. The resident and non-resident issue will be ongoing forever. We had done this years ago and stopped because people were trying to circumvent the system and now we have it again and we have had several attempts already. We will continue to share our feedback with you. As I have mentioned earlier, we have a great recreational line up ready for this year and we are all excited to have some warmer weather and get things kicked off.

Note: As always I am going to continue to invite each of you to contact me with any/all questions you have at any time.

Respectfully Submitted,

A handwritten signature in black ink that reads "Dan Wendorf". The signature is written in a cursive style with a small "dms" or similar mark at the bottom right of the signature.

Dan Wendorf
Parks & Recreation Director
City of Merrill