



**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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MAY MEETING NOTICE

The Merrill Parks and Recreation Commission will have a meeting on **Wednesday, May 6, 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. Elect Vice Chairperson.
5. Review/approve bids for new Aquatic Center.
6. Monthly reports.
7. Set date for next meeting.
8. Public comment
9. Adjournment

Submitted by

Mike Willman
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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		APRIL			
ABG MASONRY	CEMENT PADS	4/20/2015	2687	\$4,200.00	MAN SOFTBALL FUND
AC & SONS PARTY TENT	LLE	4/15/2015	3435	\$2,225.00	LLE
ACE HARDWARE	CLAMP HOSE/ADAPTER INSERT	3/26/2015		\$17.95	55200-03-40000
ACE HARDWARE	AERATOR	4/2/2015		\$3.99	55200-03-40000
ACE HARDWARE	CHILDRENS FESTIVAL/CHAIRS	4/10/2015		\$15.98	55300-03-41500
ACE HARDWARE	TB WEED & FEED	4/14/2015		\$65.98	55200-08-91000
ACE HARDWARE	HASP FXD STPL	4/7/2015		\$6.49	55200-03-40000
ACE HARDWARE	KTCH FAUCET	4/8/2015		\$49.98	55200-03-40000
ACE HARDWARE	BALLCOCK ADJ	4/7/2015		\$9.28	55200-03-40000
ACE HARDWARE	SQEEGE	4/21/2015		\$4.99	55400-03-50000
AMERICAN WELDING & GAS	CYLINDER RENTAL	3/31/2015	3183293	\$34.72	55200-02-15000
AMERICAN WELDING & GAS	CYLINDER RENTAL	3/31/2015	3184096	\$48.48	55200-02-15000
APPLIED	TRAFFIC MARKING ATH FLD WHITE	4/2/2015	96539634	\$862.40	55200-08-91000
APPLIED MAINTENANCE SUPPLIES			729305	\$862.40	55200-08-91000
ATCO INTERNATIONAL	GLASS CLEANER	4/22/2015	132383	\$96.00	55400-03-50000
ATCO INTERNATIONAL	QUATRO URINALS	4/22/2015	10431247	\$98.00	55200-03-40000
BAUERNFEIND	QUARTERLY GROUP LEASE	4/6/2015	72801	\$331.73	55300-03-41500
BAUMGART WASTE REMOVAL	WASTE HAULING MARCH	4/1/2015		\$83.00	55400-02-23600
BOBS WEST 64	MOUNT TIRE	3/24/2015	23691	\$26.31	55200-03-50000
BOBS WEST 64	MOUNT TIRE	3/24/2015	23691	\$26.31	55200-03-50000
CITY PAGES	ADVERTISEMENT BRIDAL	3/30/2015	20843	\$107.10	55400-03-41000
CITY PAGES	ADVERTISING LLE	4/13/2015	20974	\$276.30	LLE
CTL COMPANY	TISSUE/PAPER TOWEL PARKS	3/17/2015	216640	\$1,718.00	55200-03-40000
DAVE'S COUNTY MARKET	DAWN DISH SOAP/CHILDRENS FEST.	4/10/2015		\$21.45	55300-03-415000
FASTENAL	CABLE TIES	3/31/2015	80348	\$32.98	55200-03-40000
FASTENAL	PARTS FOR SHOP	4/10/2015	80554	\$44.10	55200-03-41500
FASTENAL	PARTS FOR SHOP	4/10/2015	80554	\$44.10	55200-03-40000
FLEET FARM	SNOW PUSHER/TIPS	10/31/2014		\$136.62	55200-03-40000
G & K SERVICES	UNIFORMS JIM/JOE	3/26/2015	1016230668	\$64.87	55200-03-46000
G & K SERVICES	UNIFORMS JIM/JOE	4/2/2015	1016233607	\$64.87	55200-03-46000
G & K SERVICES	MATS/RUGS	4/16/2015	10016239474	\$237.67	55400-02-23250
G & K SERVICES	UNIFORMS JIM/JOE	4/9/2015	1016236566	\$64.87	55200-03-46000
G & K SERVICES	UNIFORMS JIM/JOE	4/16/2015	1016239482	\$64.87	55200-03-46000
HEARTLAND COOPERATIVE	HITCH PIN CLIP	3/26/2015	206257	\$14.20	55200-03-40000
JOHN DEERE	RIMS AND TIRES	3/16/2015	81589	\$150.00	55200-03-40000
JUMLINE.COM	DOMAIN NAME REGISTRATION	4/9/2015	414-424590	\$154.40	BARLEYFEST
MECHANICAL	HEAT IN ZAMBONI PIT	4/13/2015	47439	\$434.13	55400-02-16250
MERRILL COURIER/FOTO NEWS	ADVERTISEMENT	4/1/2015	5110-03-20000	\$1,454.00	55400-03-41000
MERRILL COURIER/FOTO NEWS	MERRILL MINI BOOK	4/1/2015	5110-03-20000	\$395.00	55400-03-41000
MERRILL HOUSE OF MUSIC	SPEAKER BY SOFTBALL DIAMOND	4/11/2015	9778698113	\$2,786.45	MAN MARC SOFTBALL
MERRILL STREET DEPARTMENT	P-19/STARTER	3/17/2015	6549	\$184.88	55400-03-51500
MERRILL STREET DEPARTMENT	P-2/TRANNY COOLER LINES	3/24/2015	6557	\$264.68	55200-03-50000
MERRILL STREET DEPARTMENT	P-10/SERVICE INSPECTION	3/27/2015	6560	\$80.48	55200-03-50000

MERRILL WATER UTILITY	MARC	5/10/2015	350-31240-00	\$87.00	55400-02-21000
NAPA AUTO PARTS	SUPPORT	4/6/2015	529072	\$49.98	55200-03-40000
NEVCO INC.	SCOREBOARDS MARC	3/10/2015	PR-2211	\$7,935.00	MAN SOFTBALL FUND
NEVCO INC.	SCOREBOARDS LIONS	3/10/2015	PR-2210	\$5,823.00	BIERMAN LIONS PARK
QUICKSILVER BROADCASTING	ADVERTISEMENT	4/1/2015	242	\$546.00	55400-03-41000
R.T.L ELECTRIC	SMITH CENTER EXAHUST FANS	3/30/2015	06122-MC	\$112.50	55400-03-50000
RH NEESE MEDIA	ADVERTISING	4/10/2015		\$298.00	55400-03-41000
ROTO GRAPHIC PRINTING	ENVELOPES	3/30/2015	1134	\$33.00	55400-03-10000
STACY LITERSKI	LLE	4/21/2015		\$150.00	LLE
STEVE RESNICK MOBILE ENTERTAINMENT	BRIDAL SHOW	3/29/2015		\$220.00	55300-03-41500
STEVE RESNICK MOBILE ENTERTAINMENT	LLE	4/21/2015		\$290.00	LLE
SUNRISE BROADCASTING	ADVERTISEMENT	4/1/2015		\$229.00	55400-03-41000
T & P SALES & SERVICE	LP FOR ZAMBONI	3/26/2015	248	\$148.00	55400-03-51500
T & P SALES & SERVICE	LP FOR ZAMBONI	3/10/2015	217	\$48.00	55400-03-51500
T & P SALES & SERVICE	LP FOR ZAMBONI	3/15/2015	230	\$74.00	55400-03-51500
T & P SALES & SERVICE	LP FOR ZAMBONI	3/12/2015	246	\$124.00	55400-03-51500
TRANTOW DO IT CENTER	TREATED PINE	4/14/2015	16448	\$23.96	55200-03-40000
WALMART	CANDY FOR EASTER EGG HUNT	3/31/2015		\$150.18	55300-03-41500
WALMART	EVENTS	4/15/2015		\$35.97	55300-03-415000
WATER TECHNOLOGY INC	POOL DESIGN	3/26/2015	R14307.01-3	\$40,950.00	EW AQUATIC CENTER
WDEZ	LLE	4/1/2015	210109-1	\$299.92	LLE
WPS	MARC	5/5/2015	405061701-00003	\$3,392.20	55400-02-22000
WPS	MARC SIGN	5/5/2015	405061701-00002	\$35.27	55200-02-22000
WPS	MARC CONCESSION STAND	4/15/2015	405061701-00018	\$43.78	55200-02-22000
BRANDI KRAEGERBRINK	REFUND ON SEC. DEPOSIT	4/27/2015	VOUCHER	\$100.00	10-21-7100

PARKS AND RECREATION COMMISSION

April 1, 2015

The Merrill Parks and Recreation Commission met on Wednesday, April 1, 2015 at 4:15 p.m. at the City Hall.

Members Present: Mike Willman, Melissa Schroeder, Dave Sukow, Jean Ravn, Troy Pieper and Ben Debroux

Members Excused Absent: Brian Artac

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: Dave Johnson and Candy Peterson

***Motion by Sukow, seconded by Schroeder to approve the minutes from the April 1, 2015 meeting.

***Carried unanimously.

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

***Carried Unanimously.

Public Comment: None

The next item on the agenda was to review and approve ice re-surfacer bids. Wendorf stated that they only received one bid from Frank J. Zamboni & Co. Inc. for \$137,666.00. Wendorf stated that by going with an electric Zamboni they could save around \$3,000.00 on LP for the Zamboni, as well as savings on indoor air quality devices that may come with air quality. Wendorf also stated that this item would have to be passed onto City Council because we are requesting more money than what we were given during the 2015 budget for the Zamboni. Willman questioned how long it would take to get the new Zamboni. Wendorf stated it could take up to 300 days.

***Motion by Sukow, seconded by Ravn to approve the bid from Frank J. Zamboni & Co. Inc. in the amount of \$137,666.00 and also to forward onto City Council for approval.

***Carried unanimously.

The next item on the agenda was continued discussion and update on Aquatic Center. Wendorf stated that he did receive the artist drawing of the pool and has put it up on the Merrill Park and Recreation Facebook and Website and is receiving some positive feedback on the design. Wendorf also stated that they are just finalizing small details like door handles and such. Wendorf stated that the bids will go out on April 6 as planned and all bids will be opened May 4 and the commission will have to approve bids at the May 6 meeting. Schroeder questioned when a decision will be made on the old pool with the building. Schroeder stated that people are commenting on that. Willman stated that it will have to go on an agenda before next year to be put into the budget process. City Administrator Johnson stated that there is some talk about possibly turning that area into a skate park and moving the one that we currently have. Debroux questioned if parking was going to be an issue at the new Aquatic Center. Wendorf stated that it will not be an issue, but will need to be evaluated for potential of additional entry or exit for transit traffic and drop off and keep other parking areas from congestion. City Administrator

Johnson stated that the city has and will put money into the new Aquatic Center by giving the land, operating costs, landscaping around the pool, paving and the city paid for the initial design of the pool.

The next item on the agenda was monthly reports. Wendorf asked if anyone had any questions. Sukow commented about the Emerald Ash Borer. Wendorf stated that Merrill has a plan in place if anything happens.

***Motion by Schroeder, seconded by Ravn to approve the monthly reports.

***Carried unanimously.

The next regular meeting is scheduled for May 6, 2015 at 4:15 p.m. Melissa Schroeder will be unable to attend the May meeting.

No public comment

***Motion by Sukow, seconded by Ravn to adjourn at 4:50 p.m.

***Carried unanimously.

Dawn Smith
Recording Secretary



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May 2015 Parks & Recreation Director's Report

Parks: We have been fortunate to have more good weather than bad over the past month so it has allowed us to get caught up on the athletic field maintenance as well as getting the parks ready to open on May 1st. For those of you who haven't had the chance to stop in at Lions Park, the project has been going very well and if all works out should be done in time for the season to begin on May 4th. There will be a few things at Lions Park that we cannot control right away (grass completely restored and complete turf restoration/stabilization) because of the lack of warm weather to germinate seed. This project was performed through the generosity of the Bierman Foundation. The other Bierman Foundation project, the MARC Softball Field improvements, is also nearing completion. Both new scoreboards have been installed, all of the new picnic tables have been purchased and assembled, the two new shelter areas have been completed, and portable scoreboards are ordered for youth fields 3 and 4. The last portion of the grant is to extend the existing shelter by the concession/restroom building. This will be finished within the next month or so. Both of these grant projects have really added outstanding upgrades to their respective parks. The people who utilize these facilities are really going to benefit from these projects. For many people our parks or athletic fields are a visitors first and only stop in the City of Merrill so it makes a lasting impression. We are fortunate to have such generosity within our community to continuously support our parks and amenities. I would also like to thank our associations for all of their assistance in helping with each of the projects. The MAPS spring sports season is well underway for all sports that we host and things have been going pretty good. We have had either good weather games or cancellations, which is pretty easy on the fields. We still need to top-dress the high use athletic fields when the ground completely firms up within the next week or so. This helps fill in all of the ripped turf areas from wet games and helps decrease compaction in the soil, allowing better air into the soil and better turf. I have met with representatives from a few associations who are interested in altering the Normal Park Plan that we approved a bit over a year ago. The group consists of members from the City Band, Chamber, Optimist Club, and a few others and are organizing to raise money for all of the efforts they would like to see included within the park. I am going to try and compile all of their ideas into one plan to share with you all hopefully at the next meeting. We had a pre-bid meeting at the MARC for anyone interested in bidding on the new Aquatic Center and it was very well attended. We had 12 contractors from around the state, 4 of them were general contractors and the others were representing their specific trade. Hopefully the competition in the bidding process brings our price down closer to the amount we had donated so we don't have to raise as much additional funding. Those bids are due on May 4th and I will bring the final bidding numbers to you in person at the meeting on May 6th. I also met with the Director of Park Operations for Marathon County a few weeks ago to share ideas and network. I was given a tour of their facilities and some of their new parks and developments. It was a very informative meeting I think for both of us.

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Forestry: We have been named Tree City USA once again this year for the 32nd time. That is an outstanding accomplishment that we should all be proud of. We will be celebrating Arbor Day, along with the Tree City USA recognition within the next few weeks as I have to coordinate with our WDNR Regional Urban Forestry Coordinator for a good time. I am planning to order trees from our ATC planting grant to do some plantings this summer while we have summer staff. I typically don't like to do too much planting in the summer but we will plant in areas where we know they will be watered consistently. So we will plant in park areas where needed and select neighborhoods to start where we have homeowners willing to maintain them through the summer. May is the "flight period" for Emerald Ash Borer so this is the time of year where the adult beetles are searching for a host ash tree. The WDNR and DATCP will continue their trapping in and around areas to try and identify new confirmations. With the Rhinelander find last year, we will not be too far behind in my opinion. Hopefully it is a few years, if everyone has abided by the firewood movement ban.

Recreation: We released our Summer Recreation Programs to the public last week and tried something different this year. We collaborated with the Merrill Courier to create a paper print copy of the entire season that was distributed as an insert with all of their papers. They also printed enough copies for us to distribute to the schools, certain businesses, and select locations throughout town. This is a win win situation for us both as it gets our product out to the citizens and saves us money on printing and paper costs and they were able to sell out the advertising within the book. Special thank you again to Dawn for all of her wonderful, hard work in putting this together this year. We have a fantastic line-up of programs again this year that truly has something for everyone. We also have a lot of other recreation programs that are coming up including the 3rd Annual Summer Stride 5K/10K Family Fun Run/Walk on August 16th and the 33rd Annual Colorama Bike Ride on September 26th at Kitchenette Park.

Smith Center: Over the past month we have hosted a number of great events inside the arena. Children's Festival, Ladies Lifestyle Expo, and the Bridal Expo to name a few. We have a really good schedule of events this summer as well with the June Dairy Breakfast, weddings, and other parties. Our new Zamboni passed through City Council and has been ordered already. I was informed by Zamboni, Inc. that the new one will arrive around the November 1st so hopefully it is a bit ahead of time so we can train on it a little. We will most likely have ice in by that time but we can use our current Zamboni to finish that process then we can acclimate ourselves to the new one before games begin. I have been working on a few new events I would like to add into our line-up over the next few years and have been working with partnering organizations. I will let you all know when each of the events looks like it is something we are going to be able to handle and offer to our citizens.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Dan Wendorf". The signature is fluid and cursive, with a small "DWS" monogram at the end.

Dan Wendorf
Parks & Recreation Director
City of Merrill