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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MERRILL
WISCONSIN
City Of Parks

FEBRUARY MEETING NOTICE

The Merrill Parks and Recreation Commission will have a meeting on **Wednesday, February 3, 2016** at **4:15 p.m.**, at the **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. Continued discussion and potential action on Bike Route Designation and Pedestrian Routes.
5. Update on disc golf initiative.
6. Discuss Park Rental Policies
7. Monthly reports.
8. Set date for next meeting.
9. Public comment
10. 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.

"Focusing on the Future"

JANUARY

ACE HARDWARE	COUPLE/BULBS/SPECIALTY TOOL	12/17/2015		$49.29	55200-03-40000
ACE HARDWARE	PRO EDEGUARD SPREADER	1/8/2016		$79.99	55200-03-40000
ACE HARDWARE	BATTERY	1/13/2016		$13.99	55200-03-40000
ACE HARDWARE	BATTERY/DETECTOR/MAGLITE	1/19/2016		$53.97	55200-03-40000
ACE HARDWARE	COUPLE/ELBOW/TEE SAN	1/20/2016		$28.21	55400-03-50000
AMERICAN WELDING & GAS	TANK RENTAL	12/31/2015	929	$54.58	55200-02-15000
AMERICAN WELDING & GAS	CYLINDER RENTAL	12/31/2015	646	$37.47	55200-02-15000
ATCO INTERNATIONAL	CENTURION/ICE PELLETS	1/8/2016	132383	$393.00	55400-03-50000
BAUERNFEIND	COPY MACHINE	2/10/2016	MF0435	$91.00	55300-03-41500
BAUMGART WASTE REMOVAL	WASTE HAULING	1/8/2016		$83.00	55400-02-23600
BAUMGART WASTE REMOVAL	WASTE HAULING	12/1/2015		$4,400.00	55400-02-23600
BOB'S WEST 64	MOUNT TIRE	12/17/2015	27236	$50.28	55200-03-50000
CITY PAGES	ADVERTISEMENT	1/11/2016	23245	$160.70	55400-03-41000
COURIER/FOTO NEWS	ADVERTISEMENT	12/31/2015		$560.80	55400-03-41000
CUSTOM MURALS	AQUATIC CENTER SIGN	1/14/2016		$2,410.00	AQUATIC CENTER
DOUG WILLIAMS	SANTA	12/29/2015	VOUCHER	$175.00	55300-03-41000
ENTRANCE TECHNOLOGIES	AUTOMATIC DOOR SPECIALIST	1/24/2016		$150.00	55400-02-16800
FASTENAL	PARTS FOR SHOP	1/8/2016	85684	$32.98	55200-03-40000
G & K SERVICES	UNIFORMS	12/17/2015	1016341009	$96.90	55200-03-46000
G & K SERVICES	UNIFORMS	12/24/2015	1016343917	$96.90	55200-03-46000
G & K SERVICES	UNIFORMS	12/31/2015	1016346844	$96.90	55200-03-46000
G & K SERVICES	UNIFORMS	1/7/2016	1016349754	$96.90	55200-03-46000
G & K SERVICES	UNIFORMS JIM/JOE/ADAM	12/31/2015	1016346844	$96.90	55200-03-46000
G & K SERVICES	UNIFOMRS JIM/JOE/ADAM	1/7/2016	1016349754	$96.90	55200-03-46000
G & K SERVICES	MATS/MOPS	1/21/2016	1016355534	$263.99	55400-02-23250
G & K SERVICES	UNIFORMS JIM/JOE/ADAM	1/14/2016	1016352648	$96.90	55200-03-46000
G & K SERVICES	UNIFORMS	1/21/2016	1016355543	$96.90	55200-03-46000
INFINITY TECHNOLOGY	PARK AND REC WEBSITE	1/1/2016	4452	$420.00	55400-03-41000
INTEGRITY FIRE PROTECTION	ANNUAL INSPECTION	12/23/2015	50059	$309.00	55400-02-16500
LEE RECREATION	RIVER BEND TRAIL BENCHES/PET DISPENSER	12/30/2015	10450-15	$709.00	RIVER BEND TRAIL

LEE RECREATION	SWING PRODUCTS	12/30/2015	10451-15	$775.76	55200-08-90500
LEE RECREATION	TRANSFER STATION WITH STEP	12/30/2015	10453-15	$1,370.00	55200-08-91000
LEE RECREATION	SWING UNITS	12/30/2015	10452.15	$1,854.00	55200-02-15000
LINCOLN COUNTY LANDFILL	GARBAGE/MICRO WAVES	12/31/2015	10247	$25.00	55200-03-10000
MECHINICAL	OFFICE HEAT	1/6/2016	48617	$363.43	55400-02-16250
MENARDS	LUMBER	1/21/2016	8854	$637.46	55200-08-91500
MERRILL DISTRIBUTING	SHOP	1/15/2016	974956	$228.56	55400-03-50000
MERRILL STREET DEPARTMENT	CITY FOREST	12/21/2015	20	$6,231.38	REST SALVAGE TIMBER
MERRILL STREET DEPARTMENT	P-1	12/31/2015	7872	$1,475.46	55200-03-50000
MERRILL YOUTH HOCKEY	ICE CREAM BIRTHDAY PARTY	12/29/2015	152	$36.00	55300-03-41500
MERRILL YOUTH HOCKEY	ICE CREAM BIRTHDAY PARTY	12/29/2015	151	$27.00	55300-03-41500
MERRILL YOUTH HOCKEY	ICE CREAM BIRTHDAY PARTY	12/29/2015	150	$54.00	55300-03-41500
MERRILL YOUTH HOCKEY	PIZZA BIRTHDAY PARTY	1/6/2016	153	$64.00	55300-03-415000
MIRON CONSTRUCTION	AQUATIC CENTER	1/5/2016		$169,812.89	AQUATIC CENTER
NEVCO	SCOREBOARD FOR ICE ARENA	12/31/2015	154010	$9,922.00	EBOARD REPLACEMENT
NORTHWOODS CHEMICAL	TB PLUSS SPRAY DISINFECT	12/23/2015	112733	$129.51	55400-03-44000
QUICKSILVER BROADCASTING	ADVERTISEMENT	12/31/2015	242	$246.00	55400-03-41500
RIESTERER & SCHNELL	PARTS	12/1/2015	934260	$201.64	55200-03-40000
RIVER'S EDGE LP	NORMAL PARK SKATE RINK	1/16/2016	67112	$150.00	55300-02-22750
SHARE CORP	T-BOWL CLEANER	1/12/2016	936474	$229.74	55200-03-40000
U.S. CHEMICAL	LEMON SCENTED DISINFECTANT	1/4/2016	934.44	$366.85	55400-03-44000
WALMART	ICE PACKS/WATER/CUPS	1/12/2016		$24.22	55300-03-41500
WEIMER'S SPECIALIZED INSTALLATION	SMITH CENTER SCOREBOARD	1/12/2016	7297	$1,500.00	EBOARD REPLACEMENT
WISCONSIN ICE ARENA MANAGEMENT	MEMBERSHIP APPLICATION	1/1/2016		$100.00	55400-03-40000
WPS	MARC STAND	2/3/2016	405061701-00018	$39.69	55200-02-22000
WPS	SOCCER BUILDING	2/3/2016	405061701-00011	$122.55	55200-02-22000
WPS	SMITH CENTER	2/9/2016	405061701-00003	$5,565.98	55400-02-22000
WPS	MARC SIGN	1/13/2016	405061701-00002	$38.39	55200-02-22000

PARKS AND RECREATION COMMISSION

January 6, 2016

The Merrill Parks and Recreation Commission met on Wednesday, January 6, 2016 at 4:15 p.m. at the Merrill City Hall.

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

Members Excused Absent: Troy Pieper and Ben Debroux

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: Kandy Peterson, Gene Bebel, Jim Wedemeyer, Eric Malm, Erik Pfantz, Derek Woellner

***Motion by Sukow, seconded by Artac to approve the minutes from the October meeting.

***Carried unanimously.

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

***Carried Unanimously.

Public Comment: None

The first item on the agenda was a continued discussion and potential action on Bike Route Designation and Pedestrian Routes. Wendorf stated that this plan has been approved by Merrill Park and Recreation Commission and also Merrill City Council. Wendorf stated that the project has not been completed due to lack of action and it is now time to get this project going and get it finished so that there will be safe routes marked for pedestrians and bikers to get out to the MARC and throughout the city safely. Sukow stated that the money is there to complete the routes, they just need to be done. City Administrator Dave Johnson stated that all he needs is a phone call from Wendorf stating that the Park and Recreation Commission wants this done and he will call acting Supervisor for Street Department and the Public Works Director and tell them to get this project done. Willman questioned if a motion needs to be made with the description of the routes. Wendorf stated that the routes would be from the 2014 Bike Designation plan.

***Motion by Schroeder, seconded by Sukow to have Dan Wendorf come up with some alternative additional routes from Center Ave to Grand Ave and from Grand Ave. to Taylor Street.

***Amended motion: Motion by Schroeder, seconded by Sukow to include all River Bend Trail feeders into alternative additional routes.

***Carried Unanimously.

This item will be on the February agenda.

The next item on the agenda was a update on disc golf initiative. Wendorf stated that he has been working with Eric Pfantz on some more ideas for additional disc golf courses in our parks. Wendorf stated that they decided to start with arranging a disc golf course in Stange Park connecting with Kitchenette Park. Wendorf stated he thought this would bring more people into

the business district of the city. Wendorf also stated the central location will be visible and easily accessible for everyone. These options will also be the most cost effective to begin with. Wendorf also stated they talked about cost and some ideas for raising money to complete the disc golf course. Sukow stated that he thought this was a great idea and its untapped potential to draw more people into the City. The best part is there is no age limit on disc golf. Wendorf will report more information in February.

The next item on the agenda was monthly board reports. Wendorf asked if anyone had any questions. Willman questioned if this was the first year his application for the American Transmission Company was rejected. Wendorf stated it was. Wendorf stated that a lot of communities applied for the grant this year. Willman also questioned how the Ash removal is going. Wendorf stated that the Street Department is slowly getting some trees down that have been marked for a while. Willman asked if new trees will be planted where the old ones will be coming out. Wendorf stated that new trees would be planted but will not happen right away due to budget restraints. Wendorf estimates about 2 or 3 years for all the replantings. Wendorf is hoping all the ice rinks will be up and ready to go by next week.

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

***Carried unanimously.

The next regular meeting is scheduled for February 3, 2016 at 4:15 p.m. at the Merrill City Hall.

Public comment: Eric Pfantz questioned if bathrooms will be going in at Stange Park and Normal Park this summer. Wendorf stated that Stange Park will have porta potties but Normal Park will be getting new bathrooms.

***Motion by Sukow, seconded by Artac to adjourn at 5:20 p.m.

***Carried unanimously.

Dawn Smith
Recording Secretary

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MERRILL
WISCONSIN
City Of Parks

To: Parks & Recreation Commission

From: Dan Wendorf
Parks & Recreation Director

Re: Bike Route Designation & Pedestrian Routes

Dear Commissioners,

As you will see on the agenda, we are going to be discussing bike & pedestrian routes once again. If you could please bring your Bicycle & Pedestrian Plan with you it will be very helpful, as I will be referencing that plan during our discussion. The plan has many very helpful resources to help guide us through this process.

If you have any questions please feel free to contact me.

Sincerely,

Dan Wendorf

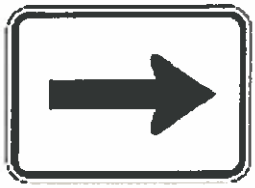
Dan Wendorf
Parks & Recreation Director
City of Merrill

Potential "River Bend Trail" sign design

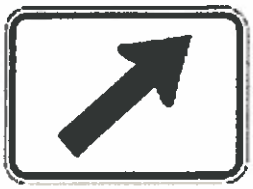
M4-1

M4-1a

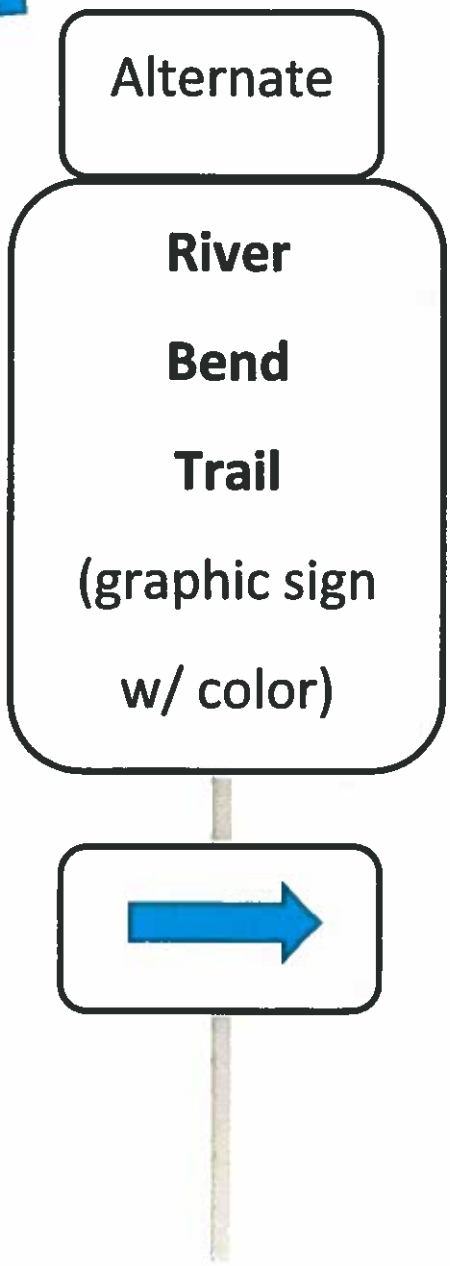
The River Bend Trail sign would kind of look like this with words and color logos.



M6-1



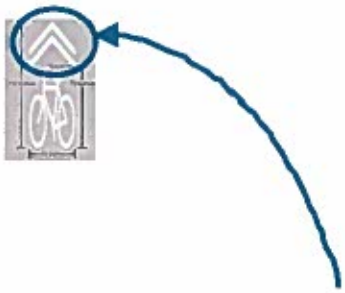
M6-2



Signage and Road Markings for River Bend Alternate Trail

Note: Manual for Uniform Traffic Control Devices will be used for exact location and sign type.

Example:



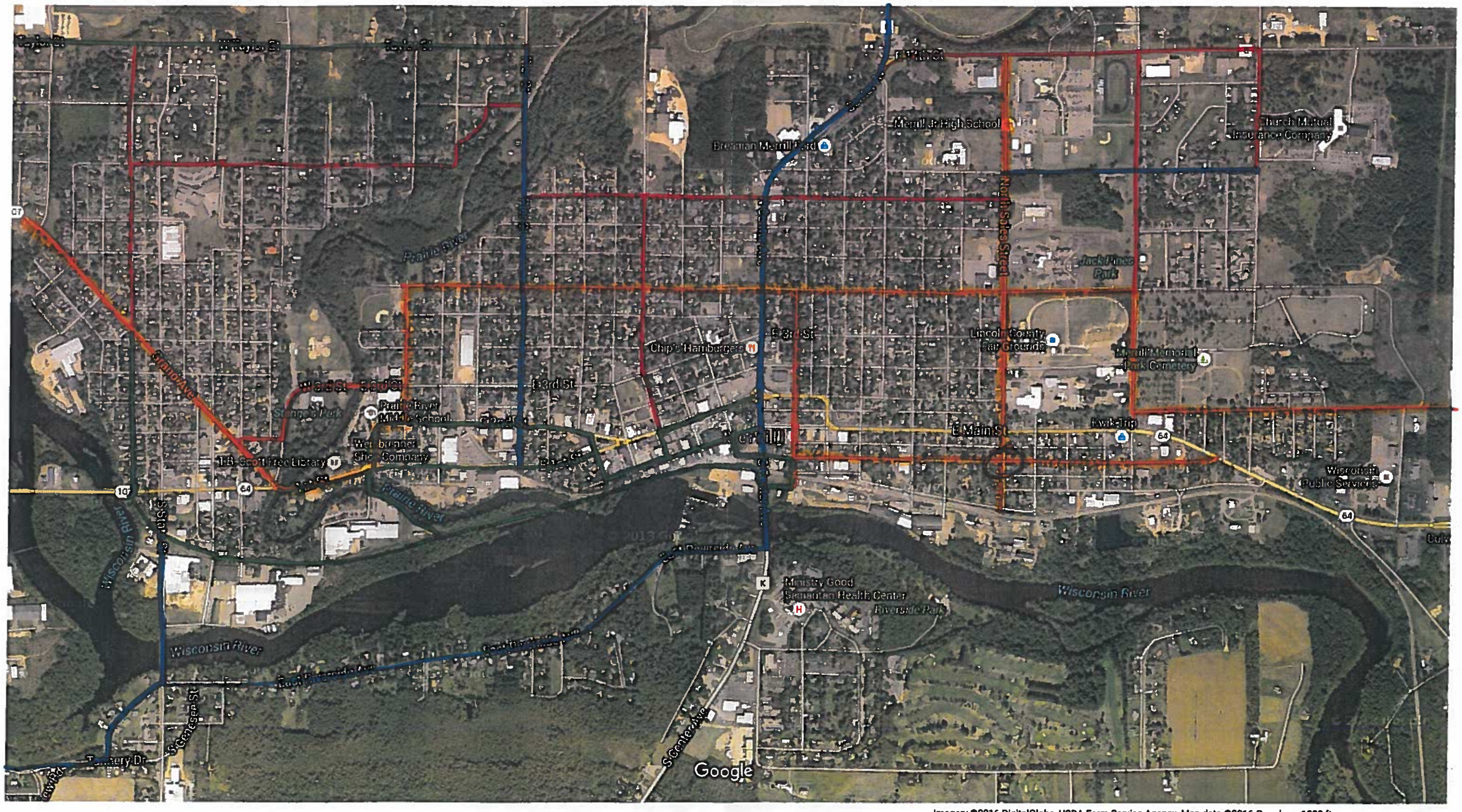
● = sharrow

● = sharrow, where the ***double chevron*** points toward the route (45 deg.)

▲ = 3 sign assembly (top = "Alt", middle="Route logo sign", & lower="arrow")

2016 (1st priority)
2016+ (2nd priority)
2017+ (3rd)
Approved or existing routes

Google Maps



Imagery ©2016 DigitalGlobe, USDA Farm Service Agency, Map data ©2016 Google 1000 ft

PARKS AND RECREATION COMMISSION

September 3, 2014

The Merrill Parks and Recreation Commission met on Wednesday, September 3, 2014 at 4:15 p.m. at the City Hall.

Members Present: Dave Sukow, Ralph Sturm, Dorwin Harris, Brian Artac, Don Heyel

Members Excused Absent: Melissa Schroeder, Mike Willman

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: Dave Johnson, Tonia Speener from Clark Diete, Jeremy Radloff from Merrill Courier/Foto News, Jon Gartman and Candy Peterson

***Motion by Sukow, seconded by Artac, to approve the minutes from the previous meeting. Ralph Sturm questioned if there was a motion made at the August meeting regarding the pool study. There was not.

***Carried unanimously.

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

***Carried Unanimously.

No Public Comment

The next item on the agenda was the continued discussion on the pool. Wendorf stated that a donor is willing to donate $4 million towards the pool. Wendorf stated that they would like a design of what the pool would look like and also a location. Wendorf stated that they need this decision by September 12, 2014. Sturm stated that he would still like to see the pool built at Stange Park and we should continue trying to work with FEMA and getting a variance so it can be built at Stange Park. Sturm also suggested cutting down the hill and still putting the new pool in the same location as the old one. Harris stated that the pool could be built where the current parking lot is and the pump houses could be built on the hill. City Administrator Dave Johnson stated that if it would flood all the flood water would go into the pool and in the long run causing more clean up of the pool, if it would flood. After some discussion a motion was made.

***Motion by Sukow, seconded by Artac to approve building the new pool at the MARC.

***Carried Unanimously.

***Motion by Artac, seconded by Sukow to move forward on the pelimary design on the pool with the contingent upon potential funding thru the donor.

***Carried Unanimously.

Heyel suggested that at the October meeting 3 – 5 pool designers should be invited to the Park and Recreation Commission to give a short presentation on a pool design.

The next item on the agenda was to review/approve Operational Budget. Wendorf stated there are no changes from last year's budget.

***Motion by Sturm, seconded by Sukow to approve the Operation Budget for 2015.

***Carried Unanimously.

The next item on the agenda was to review/approve Capital Budget for 2015. Wendorf stated that there are a few changes to the Capital Budget. Wendorf stated that $15,000 would no longer be needed for the Varsity Softball Scoreboard due to a donation made from the Bierman Foundation. Wendorf stated that instead of the Scoreboard the Smith Center is due for a new floor scrubber. The one being used know has lost a wheel, the scrubber part does not stay attached and it does not work very well. Wendorf stated the cost would be around $5,000. Heyel stated that he would like to see some bathrooms being built at some of our heavier used parks, like Normal and also some by the baseball diamonds at the MARC. Sukow stated it would be nice to see a building with bathrooms and also a small concession stand be built at Normal Park.

***Motion by Sukow, seconded by Sturm to approve the Capital Budget for 2015.

***Carried Unanimously.

The next item on the agenda was to revisit Park Rental policy for non-profit organizations. Heyel stated that he requested this agenda item. Heyel stated that he would like to see the non-profits maybe only pay half of what the rental fee is for the parks. Sturm stated that if we do that for non-profits we will have every organization coming to us asking to pay only half for a park rental. Sturm was not in favor of changing the pay rate for the parks for non-profits. After some discussion it was decided to keep the prices at what they are for park rental.

The next item on the agenda was to review/approve Riverside Park bids for sandblast/repaint. Wendorf stated that he received one bid back from the 5 or 6 places he called to have them bid on the project. Wendorf stated the K51 Sales, LLC has done some work for the department in the past and has done a good job in a timely manner.

***Motion by Sukow, seconded by Sturm to approve the bid from K51 Sales, LLC for $2,975.00 to sandblast and repaint the shelter at Riverside Park.

***Carried Unanimously.

The next item on the agenda was monthly reports by Wendorf. Wendorf asked if anyone had any questions. Wendorf stated that the Labor Day celebration went good. Fair grounds was busy, car show turned out great and it seemed everyone had a good time. Wendorf stated that the crew of 2 is busy mowing grass with all the rain we keep getting the grass keeps growing. Wendorf stated that the next couple of months will be very busy at the MARC with all the events coming up.

***Motion by Sukow, seconded by Artac to approve the monthly report.

***Carried Unanimously

The next regular meeting is scheduled for October 1, 2014 at 4:15 p.m.

Kandy Peterson stated that she is very grateful for the donation of money for the pool but does not like the idea of the pool being at the MARC. Kandy Peterson also stated that she does not think we need any slides or the rock climbing wall, she stated that just the pool would be good

enough. Kandy also stated that she would like to see some money set aside for the families who don't have money so they can get out to the pool.

***Motion by Sturm, seconded by Artac, to adjourn at 5:35 p.m.

***Carried unanimously.

Dawn Smith
Recording Secretary

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MERRILL
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February 2016 Parks & Recreation Director's Report

Parks: The month of January has brought us the entire gamut of weather, but the cold snap allowed us to finally get the outdoor rinks set up and opened. Since they were opened half way through January, they were as much as we have seen in years. It is always great to see people recreating outside in the winter months. The crew has been working away on fixing up all of the picnic tables so we have them ready before spring arrives. I have mentioned this before, but when spring decides to arrive we don't have any time to devote to tedious things like that. So it is always good to be able to get those projects finished up during the winter months and ready for good weather. I have had the opportunity to meet with the new Public Works director on a number of occasions to get on his list of things to collaborate on. Thankfully he is going to be able to help us with our ADA project, Bike Routes, Park Shop, Pool Demolition, Normal Park Restrooms, trail work, etc. It is going to be great to have this position for our department, and the enhanced inter-departmental cooperation is going to be tremendous for our department (and the taxpayers). I have met with the Street Department Mechanics to discuss our equipment purchases for this year. It always helps to get their perspective on the topic, as they are the ones who we rely on to maintain and fix these items. I have already purchased the broom for the front deck mower and we received it this week. It is going to help us be more efficient with snow removal on sidewalks and rinks. I have had a couple of meetings regarding a new park shop that we did receive some funding for. We were looking at a pre-engineered facility to be located to the south of the outdoor ice rink at the MARC. One of the things I am finding is that with the amount of funding we have received, and the necessary components we would have to incorporate into the building, our building is getting smaller and smaller. I am going to re-evaluate if it is worth pursuing anymore, or if we are better off staying put. I am meeting with the disc golf group later this week and will include any necessary information in your packets that arises from that meeting. Aquatic Center work has ceased for now, until the weather is more favorable. We had some data cables run earlier this week for some of our City related technologies that are going to go into the building. I am working with our IT Director to make sure we incorporate everything we need into the project. We are going to need software to produce passes and keep track of attendance, as well as concession record keeping, safety and emergency identification and communication, etc. We are going to continue working on organizing the things we need as it relates to the Aquatic Center. We have advertised for staffing at the Aquatic Center and have had a decent response thus far, and hope to have a good number to choose from. I met with Lincoln County Health Department a few weeks ago to review permits and requirements that they handle for the State of Wisconsin. There are different regulations and guidelines that we fall under with an Aquatic Center versus the old pool. I wanted to get an early start on that so we are prepared for the season and on the same page with the State and County.

Forestry: With the lull in the winter weather over the past few weeks, the Street Department has been able to start getting caught up with some of the tree removals I had market earlier in 2015. It will be nice to get them caught up so I can continue with the pre-emptive ash markings and get back on a normal prune cycle for 2016. Ideally we want to get the pruning started and finished before trees break dormancy. This year I am going to continue to experiment with species diversity in our plantings. Diversity is extremely important for forest health and sustainability. I am also going to continue working on infusing more technology into our forestry program to make things more efficient and user friendly. This will include GPS'ing boulevard trees and entering their information into our database. The use of an IPad in the field to more efficiently gather and retrieve data. Work with our GIS person to create forestry map layers.

Recreation: Our winter recreation season is off to a good start in January. As previously mentioned we finally had favorable weather to get rinks set up and opened and they have been used very heavily. Our Little Dribblers youth basketball league is off to a great start with really good numbers and it has been great to see more parent involvement than we have ever had for the program. We have enough parent coach volunteers to have at least 2 per team. This weekend we have our Winterfest festivities including cardboard sled races at Lions Park, Co-Ed Volleyball Tourney at Kate Goodrich, Youth Hockey Tourney at the Smith Center and a number of other community entities getting involved with different events and activities. It is great to get some of these activities back into the fold once again. I would like to see them grow and see more people get involved so we can continue to develop these community events into regional destinations. We are also ramping up plans on the upcoming recreation season. There is a lot of behind the scenes work that takes place in organizing programs and events for the year, and we have taken great pride in all of our programs. We look forward to another highly successful recreation season.

Smith Center: Our new scoreboards have been delivered, installed, and are fully functional. They are very nice and we have received many complements on them. The good thing about the new ones is that they are LED and use a fraction of the electricity as the old incandescent, and last a lot longer before bulb changes are required. Mechanical Inc. will be finished with our Hot Water Heater preventative maintenance project by the time you read this. There will be an immediate difference in efficiency and service with the new ones. The new units are much smaller, more efficient, and cost effective. Ice time is still in full swing with all of our organizations, and our public skate numbers have been very strong again this year. It appears there is enough interest for us to do summer ice inside the Smith Center this year. It has been a number of years since we have done it but we look forward to bringing it back for the organizations and the community. We still have almost two full months of ice time that we are excited to provide for the community inside the arena. This time of year we also spend a great deal of time planning and organizing the events in the arena as well. In order to continue to grow annual events, they must be organized and promoted year round.

Respectfully Submitted,

Dan Wendorf

Dan Wendorf
Parks & Recreation Director
City of Merrill