



**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
Fax (715) 539-2790

APRIL MEETING NOTICE

The Merrill Parks and Recreation Commission will have a meeting on **Wednesday, April 6, 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. Review/approve Resolution of Support for River Bend Trail Stewardship Grant.
5. Presentation on Agra Pavilion on River Bend Trail.
6. Request from Merrill Gardeners to move Totem Pole from Normal Park to River Bend Trail.
7. Bierman Family Aquatic Center update.
8. Monthly reports.
9. Set date for next meeting.
10. Public comment
11. 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"

PARKS AND RECREATION COMMISSION

March 2, 2016

The Merrill Parks and Recreation Commission met on Wednesday, March 2, 2016 at 4:15 p.m. at the Merrill City Hall.

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

Members Excused Absent: Troy Pieper

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: Erik Pfantz, Derek Woellner, Kandy Peterson and City Administrator Dave Johnson

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

***Carried unanimously.

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

***Carried Unanimously.

Public Comment: None

The next item on the agenda is continued discussion on disc golf initiative. Wendorf stated that he is continuing working with Erik and Derek on Disc Golf stuff. Wendorf stated that enclosed in the packets were some brochures that will be going out to the public to start with some funding and information for the new course and equipment. Willman asked if the money for the disc golf will be going into a non-lapsing account. Wendorf stated he has already talked with Finance Director Kathy Unertl to have an account started for this. Will continue working on this project.

The next item on the agenda was an update on bike route designation. Wendorf stated that all items were approved by the Board of Public Works. Wendorf stated that work will be started on approved projects, some when funding is available and when weather permits.

The next item on the agenda was an update on Bierman Family Aquatic Center. Wendorf stated that everything is on schedule. Miron will be back at the end of March or beginning of April

The next item on the agenda was monthly board reports. Wendorf asked if anyone had any questions. Wendorf stated that ice will be coming off soon and dry floor events will start.

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

***Carried unanimously.

The next regular meeting is scheduled for April 6, 2016 at 4:15 p.m. at the Merrill City Hall.

Public comment: Eric Pfantz wanted to know if the commission had any other questions or concerns with the brochures regarding Disc Golf.

***Motion by Sukow, seconded by Schroeder to adjourn at 4:45 p.m.

***Carried unanimously.

Dawn Smith
Recording Secretary

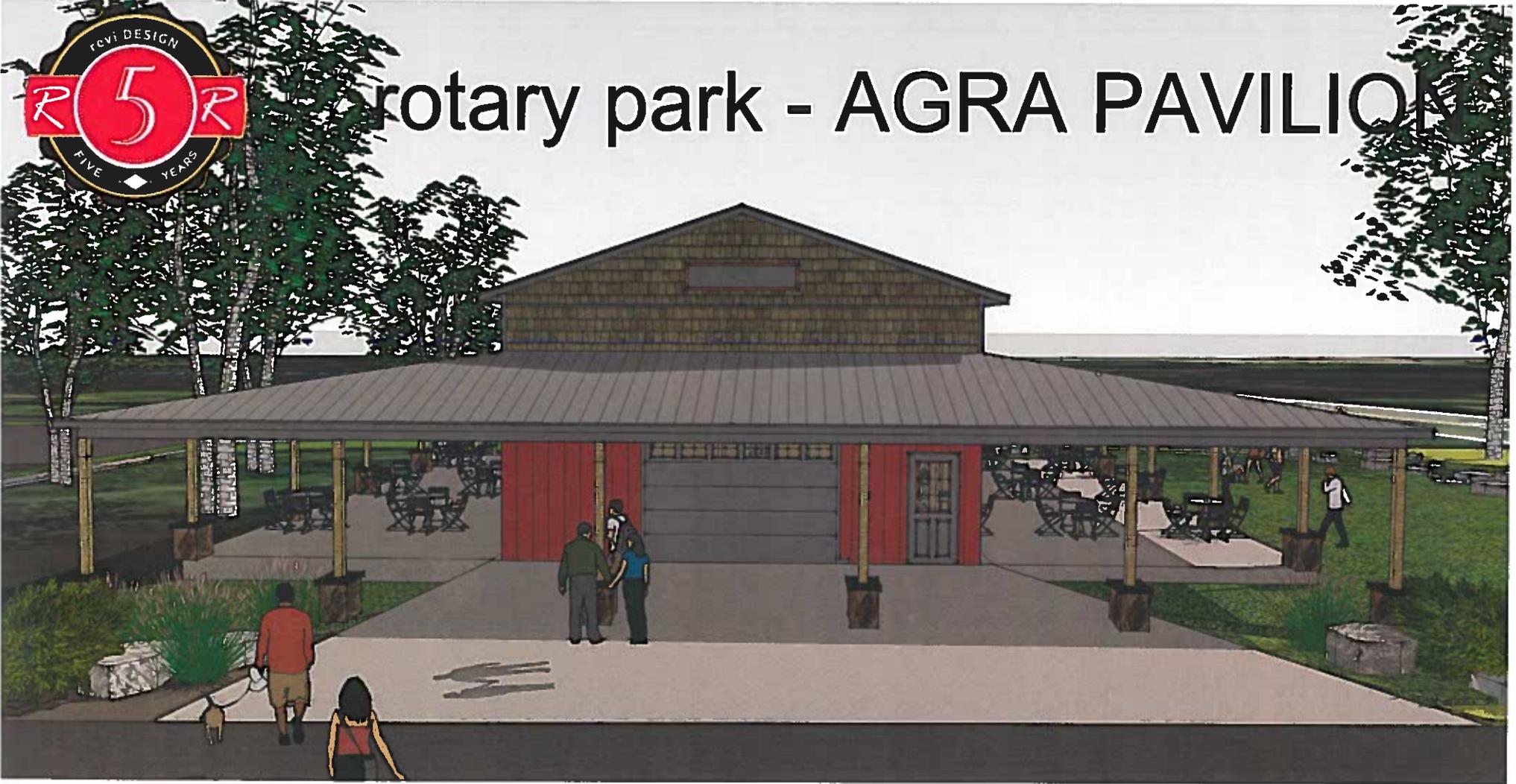
MARCH

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|-----------------------------|-----------------------------------|-----------|------------|------------|----------------|
| FASTENAL | PARTS FOR SHOP | 2/22/2016 | 86454 | \$10.93 | 55200-03-50000 |
| ACE HARDWARE | FILTERS | 2/25/2016 | | \$23.94 | 55400-03-50000 |
| ACE HARDWARE | BROOM/GLOVES | 2/26/2016 | | \$44.37 | 55200-03-40000 |
| ACE HARDWARE | BATTERIES | 3/11/2016 | | \$11.99 | 55200-03-40000 |
| ADVANTAGE PURCHASING LLC | AQUATIC CENTER | 3/16/2016 | 150357-007 | \$785.50 | AQUATIC CENTER |
| AMERICAN WELDING & GAS | CYLINDER RENTAL | 2/29/2016 | 929 | \$48.97 | 55200-02-15000 |
| AMERICAN WELDING & GAS | CYLINDER RENTAL | 2/29/2016 | 646 | \$97.52 | 55200-02-15000 |
| ATCO INTERNATIONAL | CLEANING SUPPLIES | 3/8/2016 | 132383 | \$266.00 | 55200-03-40000 |
| BAUMGART WASTE REMOVAL | CARDBOARD PICKUP/WASTE REMOVAL | 3/1/2016 | | \$83.00 | 55400-02-23600 |
| BIG BROTHERS BIG SISTERS | BOWL FOR KIDS SAKE | 3/22/2016 | 1396 | \$200.00 | 55400-03-41000 |
| BOBS WEST 64 | MOUNT TIRE | 3/1/2016 | 28170 | \$50.15 | 55200-03-50000 |
| CENTRAL WISCONSIN WHOLESALE | ULTRA SUPREME | 3/17/2016 | 14149 | \$43.60 | 55200-03-40000 |
| CITY PAGES | ADVERTISING | 3/8/2016 | 23645 | \$384.40 | 55400-03-41000 |
| COLOR CREATIONS | PRINCESS TEA PARTY TICKETS | 2/23/2016 | 2016/85 | \$80.71 | 55300-03-41500 |
| CTL | TOILET PAPER/PAPER TOWEL | 3/14/2016 | 2018835 | \$1,660.15 | 55400-03-40000 |
| FASTENAL | PARTS FOR SHOP | 3/25/2016 | 86502 | \$21.86 | 55200-03-40000 |
| FASTENAL | SWING SETS HOOKS | 3/10/2016 | 86767 | \$153.05 | 55200-08-91000 |
| FASTENAL | PARTS FOR SHOP | 3/14/2016 | 86832 | \$35.26 | 55200-03-40000 |
| FOTO NEWS/COURIER | ADVERTISING | 3/1/2016 | | \$301.50 | 55400-03-41000 |
| G & K SERVICES | UNIFORMS JIM/JOE/ADAM | 2/25/2016 | 1016370019 | \$97.71 | 55200-03-46000 |
| G & K SERVICES | UNIFORMS JIM/JOE/ADAM | 3/3/2016 | 1016372880 | \$97.71 | 55200-03-46000 |
| G & K SERVICES | MATS/MOPS | 3/17/2016 | 1016378629 | \$263.99 | 55400-02-23250 |
| G & K SERVICES | UNIFORMS JIM/JOE/ADAM | 3/17/2016 | 1016378637 | \$97.71 | 55200-03-46000 |
| G & K SERVICES | UNIFORMS JIM/JOE/ADAM | 3/10/2016 | 1016375744 | \$97.71 | 55200-03-46000 |
| HORST DISTRIBUTING | SPACER WHEEL, WHEEL DECK, BUSHING | 3/11/2016 | 54045-000 | \$178.01 | 55260-03-50000 |
| JAYDEN BEYER | REF FOR LITTLE DRIBBLERS | 3/1/2016 | VOUCHER | \$60.00 | 55300-03-41000 |
| JUMPLINE, INC WEB HOUSING | BARLEYFEST WEBSITE | 3/8/2016 | 414-424590 | \$35.00 | BARLEYFEST |
| LAMERS BUS | BUS TRIP MILWAUKEE BREWERS | 3/28/2016 | | \$1,350.00 | 55300-03-41500 |

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|-------------------------------|----------------------------------|-----------|-------------------|------------|----------------|
| LAMERS BUS | BUS TRIP CIRCUS WORLD | 3/28/2016 | 242 | \$975.00 | 55300-03-41500 |
| LAMERS BUS | BUS TRIP MADILINE | 3/28/2016 | | \$1,199.00 | 55300-03-41500 |
| LINCOLN COUNTY HEALTH DEPART. | POOL | 3/16/2016 | | \$1,814.00 | 55420-03-40500 |
| MARATHON COUNTY PARKS | SPLASH PAD | 4/10/2016 | SUMMER PLAYGROUND | \$106.16 | 55300-03-41500 |
| MECHINICAL | CHECK MAU FOR POSS. GAS LEAK | 3/2/2016 | 48832 | \$478.50 | 55400-02-16250 |
| MERRILL DISTRIBUTING | CAN LINERS | 3/15/2016 | 1323213 | \$87.60 | 55400-03-44000 |
| MERRILL DISTRIBUTING | CHIMICAL/JANITORIAL | 3/17/2016 | 1323533 | \$258.25 | 55200-03-40000 |
| MERRILL STREET DEPARTMENT | P-14 | 2/2/2016 | 7911 | \$164.98 | 55200-03-50000 |
| MERRILL STREET DEPARTMENT | P-2 | 2/10/2016 | 7931 | \$88.92 | 55200-03-50000 |
| MERRILL STREET DEPARTMENT | P-0 | 2/29/2016 | 7954 | \$181.91 | 55200-03-50000 |
| MERRILL WATER UTILITY | LIONS PARK | 4/10/2016 | 116-024404-00 | \$301.18 | 55200-02-21000 |
| MERRILL WATER UTILITY | SMITH CENTER | 4/10/2016 | 106-00940-00 | \$1,120.54 | 55400-02-21000 |
| MERRILL WATER UTILITY | ICE RINKS & FLOWERS | 4/10/2016 | ICE RINK | \$318.00 | 55200-02-21000 |
| MERRILL YOUTH HOCKEY | BIRTHDAY PARTY | 2/10/2016 | 154 | \$51.00 | 55400-03-41500 |
| MERRILL YOUTH HOCKEY | BIRTHDAY PARTY | 3/12/2016 | 156 | \$60.00 | 55300-03-41500 |
| MUNICIPAL COMMERCE INC | WEED KILLER | 2/15/2016 | 3009 | \$336.23 | 55200-08-91000 |
| MUNICIPAL COMMERCE INC | CLEANING SUPPLIES | 3/1/2016 | 3009 | \$327.04 | 55200-08-91000 |
| NELSONS POWER HOUSE | CHAINSAW | 2/25/2016 | 15405 | \$179.95 | 55200-08-90500 |
| QUICK SILVER BROADCASTING | ADVERTISING | 3/1/2016 | 242 | \$246.00 | 55400-03-41000 |
| VIP OFFICE SUPPLIES | CASH REGISTER PAPER | 3/17/2016 | 96829 | \$4.98 | 55400-03-10000 |
| WALMART | CANDY FOR EASTER EGG HUNT | 3/1/2016 | | \$180.08 | 55300-03-41500 |
| WALMART | CANDY FOR EASTER EGG HUNT | 3/9/2016 | | \$199.11 | 55300-03-41500 |
| WALMART | CANDY FOR EASTER EGG HUNT | 3/16/2016 | | \$163.04 | 55300-03-41500 |
| WALMART | EASSTER EGG HUNT/OFFICE SUPPLIES | 3/24/2016 | | \$57.56 | 55300-03-41500 |
| WPS | MARC STAND | 4/4/2016 | 0405061701-00018 | \$35.27 | 55200-02-22000 |
| WPS | SMITH CENTER | 4/12/2016 | 405061701-00003 | \$4,590.85 | 55400-02-22000 |
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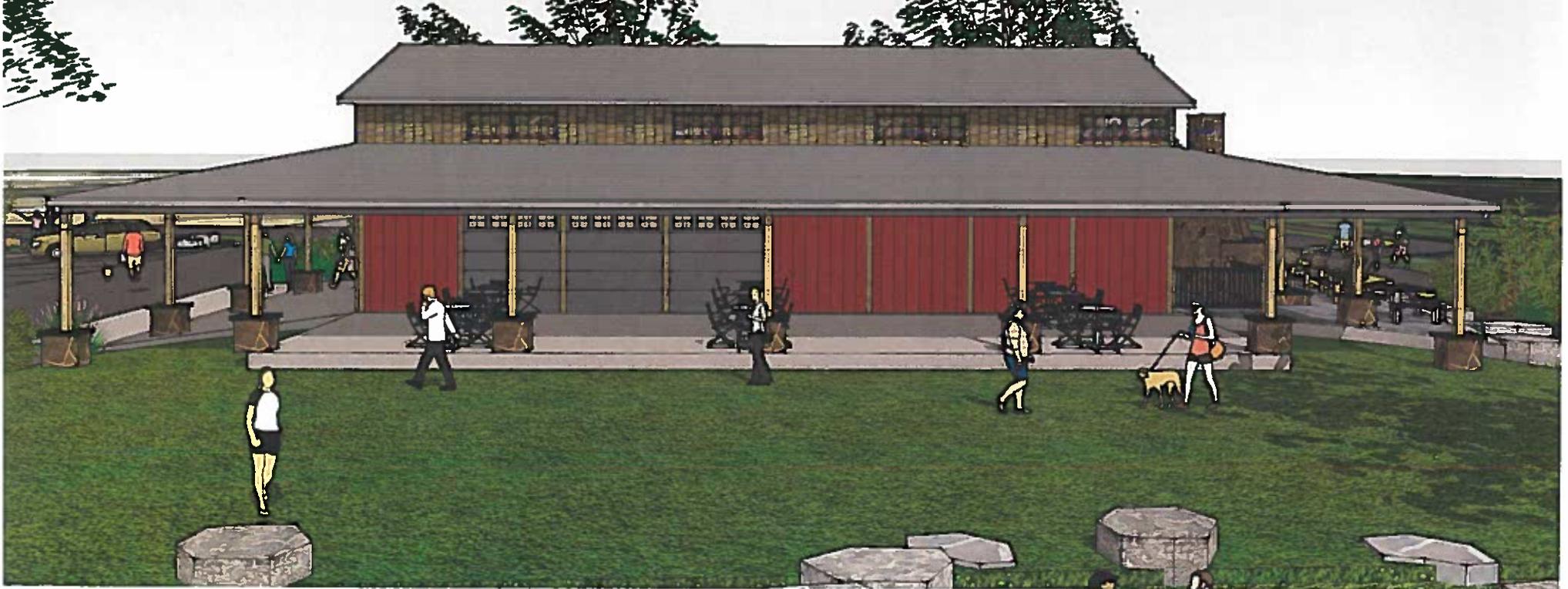


rotary park - AGRA PAVILION





rotary park - AGRA PAVILION





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RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AN APPLICATION FOR PUBLIC OUTDOOR RECREATION FUNDS

WHEREAS, the City of Merrill Parks and Recreation Department is interested in acquiring or developing lands for public outdoor recreation purposes as described in the application; and,

WHEREAS, financial aid is required to carry out the project;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 12th day of April, 2016, that the City of Merrill Parks and Recreation Department has budgeted a sum sufficient to complete the project or acquisition and

HEREBY AUTHORIZES Dan Wendorf, Director, Parks and Recreation Department to act on behalf of the City of Merrill to:

- Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Submit reimbursement claims along with necessary supporting documentation within six months of project completion date;
- Submit signed documents; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED, that the City of Merrill Parks and Recreation Department will comply with state or federal rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

Recommended by: Parks and Recreation Commission

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki, Mayor

Passed: _____

William N. Heideman, City Clerk



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April 2016 Parks & Recreation Director's Report

Parks: The really nice late winter/early spring weather has paved the way for a more "normal" spring pattern. We are back to waiting for things to dry out so we can get to work on our athletic fields and park facilities. We do have water meters in and charged so we are ready to go there. We did have to close Stange and Riverside parks a few weeks ago due to flooding. Riverside Park was so saturated that we had a silver maple uproot and take out a light pole and hit the corner of our shelter roof. We were fortunate to only have minimal damage to the roof, and if it would have fallen the other way it would have easily taken out our new playground. WPS has already taken care of the light pole and associated damages on their end and we have removed the tree. Later that weekend someone tried to drive through Riverside Park and got stuck behind the playground. They called someone to try and pull them out and were unsuccessful, but in the mean- time the police arrived and cited them both for OWI. So we will be able to go after them for restitution as well. There is truly never a dull moment in the good old parks & recreation department! I have been working with the baseball and softball associations on their upcoming seasons, as well as their field improvements and needs. Both Lions Park and the MARC fields have improvements remaining as part of Bierman Grants and association funding. Some projects at the MARC include: fair/foul poles on all four youth fields, safety fence caps on all four outfield fences, addition to existing shelter area by concessions, and infield aggregate on all fields to name a few. Improvements at Lions include: wall padding for the new retaining wall no field 1, infield aggregate on all fields, safety fence cap on permanent outfield fencing, and possibly additional scoreboards, another batting cage, and fencing on diamond 3 & 5. Construction work has resumed a week early on the Bierman Family Aquatic Center. A partial crew began on Monday, March 28th to begin the final push to completion. As I am writing this they have already finished the frames for all of the large shade umbrellas, partial completion on the framework for the vortex play area, and are going to begin working on the large "sail shade" structure near the concessions. They still have to finish the rock climbing wall, large sail shade, guard chairs, basketball hoop, chair lift, finish grading, hydro seeding, signage, etc. . . . Pool pass sales have started to increase over the past few weeks, which is great to see. All of our admissions/concessions software has been set up and functional, as well as our pool pass software and new recreation sales software. These things are going to help with the functionality of the pool and allow us to be as efficient as possible not only in the pool but in our office as well. I need to thank Ron Turner our IT Director for walking us through the process. The idea is to be able to be efficient and accurate and we are excited to be able to integrate technology into our operations to help us achieve that goal. In the end, our ultimate goal is customer satisfaction and these are things that will help us attain that objective.

Forestry: Over the past few weeks I have had a chance to get out and mark/inspect quite a few trees (including many ash). I did take some heat in a few neighborhoods regarding ash removal, as was

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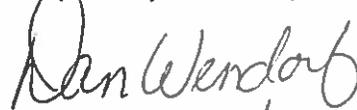
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expected, but after many discussions with property owners I think it will be alright. I will continue to inspect through spring, as time allows, marking trees for trimming for health and form. I just found out that we have once again been recognized as a Tree City USA. I am very proud to announce that this is our 30th year as a Tree City USA. That is a tremendous accomplishment for our community and it should be celebrated. I am working with our WDNR Urban Forestry Coordinator on a date he can come up to present us with our award and we can observe Arbor Day. I will let you all know when that is going to be, as it would be nice to have a great turn out for the observance. With all of our ash removals, and removals of aging boulevard trees, I would really like to focus on planting more trees than we have ever planted before over the next 3-5 years. I would like to set a lofty goal of 1000 trees to be planted on our boulevards during that time frame. I would like to use any/all means possible in order to accomplish this, as it comes with a cost. But I feel that through grant writing, fund raising, community support, and use of existing funds we can accomplish these goals.

Recreation: We are almost ready to distribute our 2016 Summer Recreation Programs. As mentioned previously, we are working with the Merrill Courier to produce the guides to keep our costs to almost nothing. This also allows us to get our programs out to many more people than we were able to before. I am excited for the upcoming season, as I feel we have a very strong set of programs that will really provide a great service to our community. We have made some changes to our largest program this year. Our Summer Playground Program will be moved to the Smith Center for the entire summer. This allows us to be in the same location with both groups, eliminates the need to bus everyone out of the parks and to the Smith Center during inclement weather, everyone is right next to the new Aquatic Center, and allows for one drop off/pick up location for parents. We are also looking forward to hosting our annual Children's Festival, as that will start our kick off to program registrations. We also hosted our Easter Egg Hunt on March 26th at Lions Park and it we had a great turnout despite the snow earlier in the week.

Smith Center: The ice is out and the arena is cleaned, prepped, and ready for dry floor events. The ice removal process went very smooth this year. We also take this opportunity to have Mechanical Inc. come in and give a thorough inspection on all of our chillers and components. This allows us to be proactive and trouble shoot any small things so they don't lead to big things down the line. We have a very busy arena schedule in the upcoming months with Children's Festival, Ladies Lifestyle Expo, and the Princess Tea Party to name a few. As always we look forward to hosting these events for the community and would encourage everyone to come out and experience them for yourself.

Respectfully Submitted,



Dan Wendorf *dmw*
Parks & Recreation Director
City of Merrill