



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

MAY MEETING NOTICE

The Merrill Parks and Recreation Commission will have a meeting on **Wednesday, May 4, 2016 at 4:15 p.m.**, at the **Smith Center**.

Voting members of Commission: John Burgener, 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. Discuss transient merchant permit from Austin Moldenhauer to sell goods on the River Bend Trail with bicycle type cart.
5. Park City Garden group request for additional watering of beds.
6. Review/recommend crosswalks to connect Stange Park to Lions Park and Kitchenette Park, as well as cross walk at Marc Drive.
7. Commission walk through of Bierman Family Aquatic Center (please bring your reflective vests, helmets, and safety eyewear.)
8. Monthly reports.
9. Set date for next meeting.
10. Public comment
11. Adjournment

Submitted by

Mike Willman
Mike Willman, Chairperson *dno*
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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PARKS AND RECREATION COMMISSION

April 6, 2016

The Merrill Parks and Recreation Commission met on Wednesday, April 6, 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, Gene Bebel, City Administrator Dave Johnson

***Motion by Schroeder, seconded by Ravn to approve the minutes from the March meeting minutes.

***Carried unanimously.

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

***Carried Unanimously.

Public Comment: None

The next item on the agenda is to review/approve Resolution of Support for River Bend Trail Stewardship Grant. Wendorf stated that this is standard procedure to apply for grants for the Stewardship Program through the WDNR.

***Motion by Sukow, seconded by Schroeder to approve Resolution of Support for River Bend Trail Stewardship Grant.

***Carried Unanimously.

The next item on the agenda was a presentation on Agra Pavilion on River Bend Trail. Wendorf started that work will begin on the Trail Head next week. Slide show was presented to the Park and Recreation Commission. Artac questioned if building will be turned over to the Park and Recreation Department. Wendorf stated it will when all work is finished on project.

The next item on the agenda is a request from Merrill Gardeners to move Totem Pole from Normal Park to River Bend Trail. Wendorf stated that he was approached by Merrill Gardeners to remove the Totem Pole from Normal Park and place it down on the River Bend Trail. Merrill Gardeners would like to do more work on flower beds at Normal Park. Schroeder stated that the Totem Pole was originally at the Courthouse and when it was moved to Normal Park it was cemented into the ground so it may be tough to remove from Normal Park. Bebel stated that the Totem Pole will be place where the first Native American crossing was down by Park Street. Bebel stated that the pole is very meaningful to some people. Willman questioned when the pole would be moved. Wendorf stated that it will be moved this summer.

***Motion by Sukow, seconded by Artac to grant permission to move the Totem Pole from Normal Park to the River Bend Trail.

***Carried Unanimously.

The next item on the agenda was an update on the Bierman Family Aquatic Center. Wendorf stated that everything is going smooth and right on target to finish in time for opening in June. Willman questioned if the bike routes would be completed and marked by summer. Wendorf stated he is working with Rod on getting everything done.

The next item on the agenda was monthly board reports. Wendorf asked if anyone had any questions. Willman questioned the remodel on the concession stand at the MARC by the girl's diamond. Wendorf stated that is part of the Bierman Foundation Grant and there will be more room for picnic tables for tournaments. Wendorf stated that this will be the 30th Year that the City of Merrill is Tree City USA. Our Arbor Day observation will be on May 12 and Wendorf stated that he would like to see a lot of commission members there on the day of the planting.

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

***Carried unanimously.

The next regular meeting is scheduled for May 4, 2016 at 4:15 p.m. at the Smith Center.

Public comment: Eric Pfantz stated that he has been walking out where the disc golf will go and he has concerns about there being no cross walks going from Stange Park to Kitchenette Park and also from Lions to Stange Park. Eric was also concerned about signage. Wendorf stated that he will put this on the agenda for next month and from there the commission can forward to Board of Public Works.

Wendorf stated that he would like to thank Dave Sukow for the years of service that he has donated to the Park and Recreation Commission. Willman also thanked Dave for his years of service on the Park and Recreation Commission. Dave Sukow stated that he is happy with all the changes that are going on in the Park and Recreation Department.

***Motion by Artac, seconded by Ravn to adjourn at 5:00 p.m.

***Carried unanimously.

Dawn Smith
Recording Secretary

APRIL

AC & SONS PARTY RENTAL	CURTAINS	3/14/2016	3964	\$2,575.00	LADIES LIFESTYLE
ACE HARDWARE	SUPPLIES FOR PARKS	3/30/2016		\$112.27	55200-03-40000
ACE HARDWARE	AQUATIC CENTER	4/13/2016		\$4,234.39	AQUATIC CENTER
ACE HARDWARE	PARTS FOR FESTIVAL GROUNDS	4/7/2016		\$13.98	FESTIVAL GROUNDS
ACE HARDWARE	AERATOR ACE	4/7/2016		\$17.96	55200-03-40000
ACE HARDWARE	FESTIVAL GROUNDS	4/8/2016		\$8.49	FESTIVAL GROUNDS
ACE HARDWARE	VALVES	4/13/2016		\$10.49	55200-03-50000
ACE HARDWARE	LADIES EXPO	4/19/2016		\$150.00	LADIES LIFESTYLE
AMERICAN ENTERTAINMENT	INFLATABLES 5TH QUARTER	3/30/2016	5679	\$1,650.00	5TH QUARTER
AMERICAN WELDING	CYLINDER RENTAL	3/31/2016	3950993	\$37.47	55200-02-15000
AMERICAN WELDING	CYLINDER RENTAL	3/31/2016	3951665	\$51.73	55200-02-15000
ATCO INTERNATIONAL	LEMON DROP	4/12/2016	132383	\$355.00	55400-03-50000
BAUMGART	WASTE HAULING	4/1/2016		\$83.00	55400-02-23660
BEACON ATHLETICS	SPARKLE	4/11/2016	456689	\$698.32	55200-08-91000
BOBS WEST 64	MOUNT TIRE	3/1/2016	28170	\$50.15	55200-03-50000
BRICKNERS	FLOWER WATERING TRUCK	3/30/2016		\$7,693.00	FLOWER TRUCK
CARQUEST	SUPPLIES FOR SHOP	3/28/2016	246131	\$5.89	55200-03-50000
CITY PAGES	ADVERTISING	3/29/2016	23763	\$110.70	55400-03-41000
CITY PAGES	ADVERTISING	4/13/2016	23875	\$284.40	55400-03-41000
COLOR CREATIONS	BARLEYFEST TICKETS	4/13/2016	2016/16	\$73.80	BARLEYFEST
DARLENE MATTSON	PRINCESS TEA PARTY	4/19/2016		\$142.00	55300-03-41500
DAVE'S CTY MARKET	LLE	4/19/2016		\$100.00	LADIES LIFESTYLE
FASTENAL	SUPPLIES FOR SHOP	3/28/2016	87087	\$5.80	55200-03-40000
FASTENAL	SUPPLIES FOR SHOP	3/29/2016	87107	\$36.43	55200-03-40000
FASTENAL	BIERMAN MARC PROJECT	5/25/2016	87674	\$157.30	BIERMAN AQUATIC CENTER
FLEET FARM	FIBERGLASS POST	3/29/2016		\$134.50	55300-03-41500
G & K SERVICES	UNIFORMS JIM/JOE/ADAM	3/24/2016	1016381549	\$97.71	55200-03-46000
G & K SERVICES	UNIFORMS JIM/JOE/ADAM	3/31/2016	1016384439	\$97.71	55200-03-46000

G & K SERVICES	UNIFORMS JIM/JOE/ADAM	4/7/2016	1016387291	\$97.71	55200-03-46000
HEARTLAND COOPERATIVE	GRASS SEED	3/28/2016	590073	\$45.20	55200-08-91000
HOBBY LOBBY	SUPPLIES PRINCESS TEA PARTY	3/25/2016		\$238.44	55300-03-41500
HORST DISTRIBUTING	CAPITAL PURCHASE INFIELD CONDITIONER	4/22/2016	54585	14,795.00	CAPITAL PURCHASE
J. WENNING	ZAMBONI KNIFE	3/21/2016	91413	\$81.00	55400-03-51500
JEZA KLEINSCHMIDT	SUPPLIES	4/26/2016	VOUCHER	\$78.51	55300-03-41500
JEZA KLEINSCHMIDT	SERVICES FOR PROGRAM	4/26/2016	VOUCHER	\$154.00	55300-03-41000
JOURDYN DEATES	SOCCER CAMP REFUND	4/26/2016	VOUCHER	\$20.00	
JUMPLINE.COM	BARLEYFEST WEBSITE	5/1/2016	414-424590	\$123.40	BARLEYFEST
LEE RECREATION	BENCHES RIVER BEND TRAIL	3/28/2016	10490-16	\$1,696.00	RIVER BEND TRAIL BEN.
LINCOLN COUNTY LANDFILL	WASTE HAULING	3/31/2016	10388	\$39.17	55200-02-15000
LINCOLN COUNTY PERMIT APPLICATION	AQUATIC CENTER	4/20/2016		\$235.00	RMAN AQUATIC CENTER
MECHANICAL	CHILLER SHUTDOWN	4/8/2016	48949	\$1,020.40	55400-02-16250
MERRIL STREET DEPARTMENT	RHINO	3/23/2016	7967	\$975.74	55200-03-50000
MERRILL DISTRIBUTING	BAGS	3/25/2016	974956	\$258.25	55400-03-50000
MERRILL DISTRIBUTING	SUPPLIES	4/15/2016	974956	\$258.25	55200-03-40000
MERRILL STREET DEPARTMENT	P-6	3/11/2016	7974	\$237.99	55200-03-50000
MERRILL STREET DEPARTMENT	P-3	3/31/2016	8006	\$58.80	55200-03-50000
MERRILL STREET DEPARTMENT	P-2	3/31/2016	8007	\$118.43	55200-03-50000
MERRILL STREET DEPARTMENT	P-13	3/17/2016	7982	\$125.99	55200-03-50000
MERRILL STREET DEPARTMENT	P-13	3/24/2016	7990	\$24.90	55200-03-50000
MERRILL STREET DEPARTMENT	P-0	3/24/2016	7991	\$17.86	55200-03-50000
MERRILL STREET DEPARTMENT	P-0	3/17/2016	7981	\$71.44	55200-03-50000
MERRILL STREET DEPARTMENT	P-0	3/11/2016	7973	\$60.42	55200-03-50000
MERRILL STREET DEPARTMENT	P-0	3/1/2016	7956	\$21.85	55200-03-50000
MERRILL WATER UTILITY	MARC	5/10/2016	350-31240-00	\$87.00	55400-02-21000
NEESE MEDIA	ADVERTISING	4/19/2016	7885	\$298.00	55400-03-41000
PERMAR	SMITH CENTER	4/6/2016	1203870500	\$63.84	55400-02-16500
QUICK SILVER BROADCASTING	ADVERTISING	3/31/2016	242	\$492.00	55400-03-41000

River Bend Refreshments LLC.

Overview

Our Goal; is to offer goods and products from local businesses on a manually operated, Bicycle type vendor's cart. So far, First Street Coffee Station, Dairy Queen, and Ace Hardware have been offered to participate in selling their goods on said cart.

Our Route; will consist of the entirety of the new River Bend Trail System, as well as the routes to the said businesses.

Our Products; (Hopefully) will be 3-4 different types or flavors of coffee from First Street, 4-5 different types of ice cream bars, popsicles, (and candies [possibly different local business]) from Dairy Queen, and some emergency rain poncho's and/or umbrella's from Ace Hardware.

Prices; have so far not been set, and will depend on the cost of inventory and

other things, this will be determined at a later date.

Current Progress: we currently have an application to the city of Merrill for a Transient Merchant Permit.



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May 2016 Parks & Recreation Directors Report

Parks: Spring has finally somewhat arrived and with it comes an abundance of outdoor activities and maintenance. The MHS baseball, softball, and soccer teams are in full swing with their schedules. Starting the first week in May the boys little league begins playing games, followed the week after by the girls softball leagues. So the athletic fields have been in full swing and will continue from now until the end of August. It is great to see the heavy use of these areas as that is what they are there for!! Parks open no May 1st by ordinance so beginning on Sunday, we will be working 7 days per week with park related duties. We have a very busy park reservation schedule for this season and that is great to see as well. I have said it before and will say it again, there is a definite correlation between the parks that we have invested in (being rented more) and those that we are waiting to renovate. The old pool at Stange Park is scheduled for demolition beginning on Tuesday, May 3rd and will take about a week or so to finish. Construction on the new Aquatic Center continues to be slightly ahead of schedule. The big hurdle we need to get over in the very near future requires our weather to warm consistently to "normal." The vortex play area and fumbling 5 play features have been installed in the zero depth area, but they need to apply the finish plaster to that area of the pool. The pool concrete temperature needs to be at or above 50 degrees in order to finish plaster. Once that is accomplished, they can finish the final install of the family slide, slide pad, step rails, basketball hoop, and zero depth gutters. Everything else construction related and mechanical related is nearing or at final completion. Permits have been sent in and received for pool operation and concession and inspections have been scheduled for the upcoming weeks so if all goes accordingly we will be well within our timeline to train us and seasonal staff and be ready to go for the opening. The opening we have scheduled for June 10th (day after school lets out). I also recently

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spoke with the Bierman Family Foundation regarding a Grand Opening and they would like to do that (tentatively) on June 15th. One of their members resides in Florida and is intending to fly up during that week. Once he has all of his arrangements finalized I will let you all know and make an official announcement so we can properly honor them for their contribution, along with everyone that made this beautiful destination a reality. By the time you read this I will have hopefully finished a Stewardship Grant for the River Bend Trail "east extension" construction. The grant, as discussed at our last meeting, is asking for 50% funding to continue construction of the trail from Park Street to Cooper Street. I think our application has very strong merits, but we have a lot of competition for a smaller amount of money so only time will tell. We are also going to be continuing work on the City Forest Trail Grant in June. We have granite stock-piled near the work site and will work on it when we have help. The other part of that grant will be construction of some adventure bike trails on the property. We are working with a local trail builder who is going to help with trail rough in as well as marketing for future bike events. This trail, and the main trails, will ultimately connect with the Underdown property and provide our community with one of the longest continuous single track bike trails in the State. I will be working with our Public Works Director to start and finish the ADA required work in our parks very soon. It is my intention to have all of the work finished by mid/late summer at the very latest. We have most of the lay-out work finished but we are going to do the asphalt work as one project to save money and time. I am also working on the restroom project at Normal Park. We might need additional funding because Huffcut (precast restroom manufacturers) re-did their pricing structure since I talked to them last year before budget time. I am working with the Normal Park group that has been actively fundraising to see if we can work together to gain enough funding to construct these facilities this year or if we have to ask for additional next year to cover costs.

As you might be able to tell we have an unbelievable amount of things going on within our department. It is exciting to be a part of positive change and bringing new opportunities into this community.

Forestry: Since our last meeting Emerald Ash Borer was officially confirmed by DATCP in Stevens Point. Portage County is now under quarantine with no wood products allowed out, as has been protocol since EAB has arrived in Wisconsin. Although the recent confirmations have been slow, they have been fairly steady. With Rhinelander last year and now Stevens Point, it is truly only a matter of time

before we have it here. With that we have made good progress on our Ash Removal over the past few months and will continue to proactively remove them. We are at a very manageable level and that is important. I would like to invite everyone to our Arbor Day Observation and 30th Year recognition for Tree City USA event on May 12th at 10:00 a.m., at Prairie Trails. We are going to plant 30 trees in honor of our award, and we will plant a few ceremonial trees at Prairie Trails, with the remaining trees going on the boulevards to replace trees that we have had to remove over the past few years. I mentioned in the last board report, I would like to be as aggressive as we can over the next several years replanting trees and this is a great way to kick that off.

Recreation: Summer Recreation Programs have been out for a short while now and registrations have been very good to this point. We have had a very steady stream of people signing up for our programs. We have all of our staff hired for Summer Playground and our ancillary programs and we are confident that this will be another banner year. We are finishing up all of the minute details with the programs and are excited and ready to go for June!

Smith Center: We have had a very busy month inside the Smith Center for dry floor events. We hosted the Children's Festival, Ladies Lifestyle Expo, and the Princess Tea Party over the past several weeks. All of the events were very well attended and were highly successful. We are fortunate to have great staff members to help with these events, as they are a tremendous amount of work. Dawn does a fantastic job working with these events and has really been a tremendous asset to the department and the city. I cannot thank her enough, along with everyone else for helping make these things happen. We have a busy schedule remaining yet inside the arena with more dry floor events throughout the season.

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