



**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

JUNE MEETING NOTICE

The Merrill Parks and Recreation Commission will have a meeting on **Wednesday, June 8, 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 park reservation policy as it relates to repetitive reservations from same organization.
5. Continued discussion on park concessions.
6. Commission walk through of Bierman Family Aquatic Center.
7. Monthly reports.
8. Set date for next meeting.
9. Public comment
10. Adjournment

Submitted by

ds
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 MEETING MINUTES

May 4th, 2016

The Merrill Parks & Recreation Commission met on Wednesday, May 4th, 2016 at 4:15 p.m. at the Smith Center.

Members Present: Mike Willman, John Burgener, Jean Ravn, Brian Artac, and Ben Debroux

Members Excused Absent: Troy Pieper, Melissa Schroeder

Department Staff Present: Dan Wendorf

Visitors: Donna Block, Jean Howick, Kathy Wulf, Helene Ader, Dave Johnson, Lynn Zentner, Ginny Drew, Erik Pfantz, Derek Woellner, Austin Moldenhauer, Mary Ball, Mark Moldenhauer

***Motion by Ravn, seconded by Artac to approve the minutes from the April Meeting.

***Carried unanimously

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

***Carried unanimously

The next item on the agenda was to discuss the watering of flower beds as requested by the Merrill Gardner's Group. Chairperson Willman asked a representative of the group to describe for the Commission what they are looking for. They started by saying they have been providing flower beds for the City of Merrill for over 25 years and have 22 beds currently and 50 volunteers. They feel the beds need to be watered every day and are looking to the City to find a way to accomplish this task. They specifically mentioned the large beds (Round about, Normal Park bed and Gazebo) and thought that at some point installing drip irrigation system for those beds would be a viable option. Wendorf stated that last year there was a successful request for more watering during the budget process. This will allow for a few more hours per week to perform additional watering. Wendorf did state that the request from last year will not be enough to water flower beds every day. He said the best the department could do was systematically water them on an alternating schedule. Wendorf stated that the first priority for the department is the hanging flower baskets and requested that both groups prioritize beds. Wendorf also stated that it might be worth looking into automated irrigation for some beds, because at some point the staffing and operational costs to water (staffing, equipment, fuel, water, etc.) on an annual basis is going to exceed a one-time expense of irrigation. Wendorf also stated that all of the beds that are not located on park property would have to have Board of Public Works approval if work was to be done on or in them.

There was no action on the item but it was agreed that with the additional hours and funding for this year the groups would work together with the City to try and accomplish their goals.

The next item on the agenda was to discuss a transient merchant permit from Austin Moldenhauer for selling goods on a bicycle on the River Bend Trail. Wendorf introduced the topic to the Commission stating that he talked with Moldenhauer about his wishes and included his business outline and permit

form in the packets. Wendorf stated that he discussed the topic with the City Administrator and City Attorney and they both had concerns regarding approval. Their main concerns are precedent for other parks and the ability to control activity along the linear park. Wendorf applauded Moldenhauer for his idea and for his entrepreneurial spirit and shared the concerns of the Administrator and Attorney. Wendorf stated that if this is allowed, it would make it very difficult to control similar activity in other parks. Wendorf stated that in the past similar services were bid out with detailed specifications that were controlled by the Commission. This allows for the Commission to specifically identify what services they were looking for, where it can be located, who is qualified, what products, etc. There was also a percentage the awarded vendor would have to pay the City, as they were making a profit off of City funded property and activities. Chairperson Willman suggested revisiting this topic at a future meeting and looking at it park by park to see if this is something worth pursuing.

There was no action on the item at this time. Willman requested the item be on a future agenda.

The next item on the agenda was to discuss the request from the previous meeting to have cross walks installed to connect Stange Park to Lions Park and Kitchenette Park, along with a cross walk to be located at the intersection of Marc Drive and Grand Avenue/Highway 107. Wendorf passed maps of the referenced areas around to the Commission for them to review. Wendorf showed the commission where he felt the cross walks would be most beneficial and stated that this would need to be approved by the Board of Public Works as it is a street matter. Wendorf did have concerns about the Kitchenette to Stange area due to 4 lanes of traffic. Wendorf agreed there should be a cross walk there for pedestrian safety but this might be a time to look into traffic calming. There isn't the traffic volume for 4 lanes and a center turn lane would allow for a safe spot to cross. A member of the public asked to speak and also suggested a cross walk to connect the skate park to the library as it is an unsafe area there.

***Motion by Burgener, seconded by Artac to approve the request and forward to the Board of Public Works for cross walks to connect Stange Park to Lions Park, Stange Park to Kitchenette Park, the Skate Park to the Library area, and across Grand Avenue/Highway 107 onto Marc Drive.

***Carried unanimously

The next item on the agenda was to review and approve the director's board report. Wendorf fielded questions first. Ravn asked what the status was on the farmer's market as she heard of a potential move from Normal Park to the River Bend Trail. Wendorf stated that there are no formal plans yet and that it would be something that would have to come before the Commission, as it would be a similar situation to the transient merchant topic earlier on the agenda. Wendorf stated that the Commission should lay out some specifications on how they would like the market to function, products allowed, and schematics of the space.

***Motion by Ravn, seconded by Burgener to approve the Director's Report.

***Carried Unanimously.

Public Comment: Mary Ball commented that she would like to see the existing skate park moved to a different location. She felt that the current location is a bit undersized and dangerous. She also mentioned that a potential solution to the Round About dilemma of watering would be to lessen the plants on the site and add a sculpture as it would be less maintenance. She stated that the flowers are very beautiful and commended the garden group for all that they do.

Chairperson Willman stated that if nobody had any issues, he would like to adjourn the meeting before the site visit through the Bierman Family Aquatic Center.

The next meeting is scheduled for June 1st, 2016 at 4:15 p.m. at the SMITH CENTER.

***Motion Ravn, seconded by Artac to adjourn at 5:54 p.m.

The Parks & Recreation Commission then proceeded to the Bierman Family Aquatic Center for a site visit of the entire facility to see progress.

Dan Wendorf
Recording Secretary



**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

To: Parks & Recreation Commission

From: Dan Wendorf
Parks & Recreation Director

Re: Concessions in Parks

Dear Commissioners,

The following summary is in regards to our discussion during the May Parks & Recreation Commission Meeting related to concessions in parks. The discussion was created by a Transient Merchant request for an individual to sell goods along the River Bend Trail utilizing a bicycle with cart. There were a number of concerns from the Commission related to hours of operation, liability, do users want to be bothered, what precedent are we setting for all other park areas, and how does it jive with existing concessions agreements we have with user groups. Current user groups include Merrill Little League (Lions Park), Merrill Youth Hockey Association (Smith Center), Merrill Softball Association (MARC), Merrill Soccer Association (MARC), Merrill Baseball Association (Athletic Park), Merrill City Band (Normal Park), and Gazebo Nights (Normal Park). All of these user groups provide concessions for their respective event(s) as a fundraising mechanism, and all are not for profit.

In looking at our park system, and taking into consideration the above information with existing concessions being offered I would offer the following information. I will go park by park and make recommendations based on usage and contributing factors.

Merrill Area Recreation Complex (MARC): The MARC is heavily utilized 12 months of the year and concessions are handled by each of the large user groups. Merrill Youth Hockey Association has a contract with the City of Merrill to provide concessions for any event hosted inside the Smith Center. Merrill Soccer Association, Merrill Softball Association, and now the Bierman Family Aquatic Center all provide concessions to their patrons. *No need for further concession services at the MARC.

River Bend Trail: The River Bend Trail development has really spurred activity in and around the area, including tentative interest from a number of sole proprietors. Most recently was the portable concession idea along the length of the trail. After lengthy discussion during the May 2016 Commission meeting it seems that there was some interest in providing some sort of concessions. In my opinion I would keep concessions to a controlled area near the Agra Pavilion. This way trail users can feel free to utilize that service if they wish or simply continue to enjoy their experience. This area would be one that

"Focusing on the Future"

An equal opportunity/affirmative action employer

we can control by contract (weekly, monthly, seasonally, etc.). We can also specify what types of concessions we would like to see so as to not duplicate what the downtown has to offer. One of the intentions of the trail development is to help be a catalyst for local businesses (existing and new). *I would recommend no action be taken on concessions until Agra Shelter is completed and revisit during the winter months with feedback from the River District Development Foundation.

Lions Park: Lions Park is utilized heavily from end of April/early May through August and is home to Merrill Boys Little League. Little League handles their own concessions inside the building during baseball events. *No need for further concession services at Lions Park.

Athletic Park: Athletic Park plays host to the MHS varsity baseball team, American Legion Baseball Team, Merrill Rangers, Merrill Boys Babe Ruth Teams. The Merrill Baseball Association runs their own concession inside the park. *No need for further concession services at Athletic Park.

Normal Park: Normal Park has a reservable gazebo and plays host to two weekly community events (City Band Concerts & Gazebo Nights), as well as numerous community events. City Band handles their own concession arrangements, as does the Gazebo Nights. Any subsidiary concessionaire the two groups bring in fill out a concessions agreement through our office. *I would recommend status quo for this park. However it would be a prime spot (better than Streeter) for a popcorn stand or something similar once bike route accommodations are completed. It would make for an inviting stop.

Riverside Park: Riverside Park has such amenities as Disc Golf Course, Boat Landing, Shelter, Playground, Sand Volleyball, and walking trails. *With the shelter reservations and leisure nature of the park I don't see the need for any concession services at this location.

Kitchenette Park: Kitchenette Park is our most heavily reserved park. There are a number of amenities in the park that make it attractive for reservations. *Due to the amount of time the park is reserved by private parties I would not recommend any concession considerations for this park.

Stange Park: With the demolition of the old pool, the landscape of the park has changed and will continue to evolve. There is a reservable shelter there, tennis courts, playground, basketball court, walking trails through the lagoons, and eventually will be a disc golf course woven into the fabric of the park. All of the amenities we have at this park are drop in usage on people's free time. *I would not recommend any concession services at this park.

Cenotaph Park: Cenotaph Park is a very small picnic style greenspace. There is a restaurant/bar across the street and ice cream shop two blocks down the street. *Given the park size and surrounding amenities I would not recommend any concession services at this park.

Streeter Square: Streeter Square is a neighborhood park designed for drop in visitors, and features a playground, basketball court, and baseball backstop. The park is located conveniently near the downtown area that features an ice cream shop, two coffee shops, restaurant, and other conveniences. Streeter Square would be an ideal spot for summer time concessions as long as it wouldn't duplicate what other businesses offer in the surrounding area. An example would be a popcorn stand. . . A drawback would be there are no organized events/activities, and it would draw people away from the downtown.

Gebert Park: The intention of Gebert Park was for it to be a silent recreation destination for quiet relaxation and wildlife observation. *No concessions needed in this park.

Prairie Trails: Prairie Trails has walking trails, a shelter, and fishing pier spread throughout its 99 acres. This park is used as a passive/silent recreation location. *I would not recommend any concessions at this park.

Athletic Park: Athletic Park hosts close to 100 games each spring/summer. The Merrill Baseball Association has their own concession area that they operate during games to help raise funds for baseball, as well as re-invest back into Athletic Park improvements. *No concessions needed at this park.

Ott's Park: Ott's Park is located in the "6th Ward" on the west side of town and features a playground, boat launch, reservable shelter, baseball field, tennis courts, and fishing opportunities. This park is reserved a fair amount and the ball field gets adequate usage. *Given its location and function I would not recommend any concessions at Ott's Park.

Merrill Memorial Forest (City Forest): This 950 acre sanctuary features miles of pedestrian trails, an 80 acre wetland, access to the Prairie River, and is located approximately 7 miles north of the City of Merrill. The property is vast and portions are heavily wooded so a majority of users congregate near the front 200 acres or so. *Given its location, intended usage, and lack of exposure I would not recommend any concessions at this location.

**In summary, we have a lot of beautiful parks that offer tremendous potential for opportunities of all kinds. It is always important to take a step back and look at what the intended purpose of that park is, how it currently functions, and is change necessary. We don't have a large population but we do have character in our community and our parks. I think it would be worth looking into picking one or two locations and have some unique offerings (similar to downtown Wausau's popcorn stand area by Dudley Tower). This would allow us to select who provides concessions, what they provide, when they provide, how often we want it provided (4th of July, Harley Fall Ride, etc. would be good examples). We can charge a permit fee or percentage of sales to offset any costs we incur. In time it could be a popular destination in the nice weather months. Those are just my thoughts, and I would welcome any feedback that any of you might have.

Respectfully Submitted,

Dan Wendorf
Parks & Recreation Director
City of Merrill



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

June 2016 Parks & Recreation Directors Report

Parks: Park season is in full swing with park reservations, MHS baseball/softball/soccer, and boys and girls city league baseball and softball. The grass has been growing and we have been very busy. We have to get through the next few weeks as they are typically the busiest with the dual use of MAPS sports and city league sports. We are also slowly getting our seasonal summer staff trickling back in to help out. We should be up to full power by the end of the first week of June for maintenance staffing and that will help out tremendously. We have a lot of tasks to accomplish this summer and we are looking forward to getting after it right away. We had our first walk through on May 17th and training at the Aquatic Center with Badger Pools. It was very informative and he led us through the mechanical side of things. We learned how all of the pumps, filters, vacuums, breakers, and other mechanical aspects work. It was videotaped so we can reference the footage once we are on our own. We will have a final walk through this week sometime to make sure we are completely comfortable. We had a state inspection on May 17th, and a licensing inspection on May 20th and they both went well. I should have the summary and results by the time you receive this report and I will provide verbal information at the meeting. Our slides were both certified on Tuesday, May 17th as well so we are ready for action. The pool pumps, filters, and entire system has been running and fully functional since May 17th. The entire system has been working very well and is very user friendly. Both of our chemical storage rooms/tanks are full and we have been sanitizing water. We will turn the heat on to start warming the water at the end of this week, to save money and allow enough time to get up to running temperature for the time that we open on June 10th. We are going to be ready to open (barring un-expected setbacks) on June 10th and are going to plan on having a grand opening on June 15th. I will get an official invitation out to everyone for that date, but as mentioned the June 15th grand opening is to accommodate all representatives of the Bierman Family Foundation's attendance. From this point forward we are down to the small things. We have sound system/PA to finish, office areas, dispensers; make sure supplies match state code, manuals, procedures, concession items and price points, etc. We will have several staff in-services right up until we begin so everyone is comfortable and ready to operate. I discussed the flower bed watering and Round About watering topic with City Engineer and City Administrator as requested. The City Engineer informed me that to install irrigation in the round about area it would cost more than \$20,000 due to what would have to be done to install/operate/winterize. The triangle areas would also have fairly significant costs associated with them for the same reasons listed above. So I think we are best served watering what we can and hope that there are people willing to volunteer some of the ancillary beds.

Forestry: Emerald Ash Borer was confirmed in Wisconsin Rapids, shortly after the Stevens Point confirmation. This doesn't have much of an effect on us yet but is still a view of the reality that it will

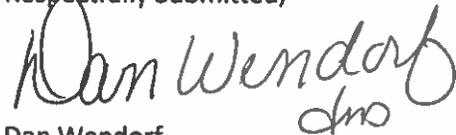
"Focusing on the Future"

eventually make its way. We have been slowly working our way through the pre-emptive ash removals and should have most of them wrapped up by the end of this year or early next. We hosted our Arbor Day Observation and 30th Tree City USA award on Thursday, May 12th. It was very well attended, we had the 4th Grade Class from Trinity come down to take part and help plant, along with Mayor, City Administrator, Fire Chief and Fire Department, WDNR Regional Urban Forestry Coordinator, etc. We planted five (5) trees at Kitchenette Park to replace the dead ones we recently had to remove. We are going to finish planting the other 25 trees to total 30 in honor of our 30th year as a Tree City USA. There are not many in the entire state that have been 30 years.

Recreation: Registrations have been coming in pretty heavily over the past few weeks. We did put a deadline with a late fee for Summer Playground this year and it seemed to help tremendously with more timely registrations. We are very high on our numbers for Playground this year, so we might have to bring in another seasonal employee to make sure we have enough to cover all of the children. Our other programs have been filling up as well and we are heading for another great summer season of recreational programs. Our bus trips are filling up nicely as well. The Madeline Island trip is completely full with a waiting list and the other ones are nearing capacity. It is always nice to see things fill up because it shows a need in the community that people are also willing to commit to. There are often times where we hear many things from people on what they would like to see, only to see people not register or participate. Each year we evaluate what works and what doesn't and try to make sure we are meeting the needs/wants of the community.

Smith Center: We hosted one portion of a Mass Casualty Incident at the MARC and Smith Center on May 14th as a staging area with inside and outside capabilities. There were over 130+ Emergency Management Professionals partaking in the event in conjunction with NTC training facility. We will be hosting the June Dairy Breakfast once again on June 12th, that is always a very big event and we enjoy hosting every year. This summer the Smith Center will be home to both groups of Summer Playground every day of every week all summer long. This will help us with inclement weather, as well as pick up and drop offs for parents. With the new Aquatic Center and other amenities out at the MARC grounds this will allow us to add more activities into our program each day and give everyone a better experience. We have a few events throughout the summer and a very busy late summer/fall season inside the arena as well. So as always we look forward to hosting some great events inside the Smith Center again this year. Before you know it we will be flooding the rink and getting ready for another season of ice!

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

MAY

ACE HARDWARE	PARTS FOR SHOP	4/20/2016		\$4.49	55200-03-50000
ACE HARDWARE	SILICONE	4/20/2016		\$17.27	55200-03-50000
ACE HARDWARE	PARTS FOR SHOP	4/26/2016		\$5.49	55200-03-40000
ACE HARDWARE	CHAIRS/TABLE AQUATIC CENTER	5/11/2016		\$1,667.03	BIERMAN AQUATIC CENTER
ACE HARDWARE	SINGLE KEY CUT	5/6/2016		\$3.58	55200-03-40000
ACE HARDWARE	SPRINKLER	5/6/2016		\$7.99	55200-03-40000
ACE HARDWARE	SLIP ON GLOVES	5/5/2016		\$11.99	55200-03-40000
AMERICAN WELDING	CYLINDER RENTAL	4/30/2016	646	\$76.02	55200-02-15000
AMERICAN WELDING	CYLINDER RENTAL	4/30/2016	929	\$104.08	55200-02-15000
APPLIED MAINTENANCE SUPPLIES	AEROTECH TRAFF MRKR	4/25/2016	96672906	\$1,009.80	55200-03-40000
APPLIED MAINTENANCE SUPPLIES	LINE PAINT ATHLETIC PARK	6/25/2016	96672906	\$1,009.80	55200-03-40000
ATCO INTERNATIONAL	CENTURION	5/16/2016	132383	\$266.00	55200-03-40000
BAUERNFEIND	COPY MACHINE	4/25/2016	13166	\$91.00	55300-03-41500
BAUMGART WASTE REMOVAL	WASTE HAULING	5/1/2016		\$83.00	55400-02-23600
BOBS WEST 64	TIRE REPAIR	5/3/2016	29022	\$10.60	55200-03-50000
BURGOYNES	TOILET RENTAL	4/25/2016	52121	\$815.00	55200-02-15000
CENTRAL WISCONSIN WHOLESALE AUTO	TURF TIRE	5/11/2016	14559	\$24.51	55200-03-50000
CHRIS KLETZINE	SECURITY DEPOSIT	5/20/2016	VOUCHER	\$50.00	10-21-7200
FASTENAL	PARTS FOR SHOP	4/25/2016	87674	\$157.30	55200-03-40000
FASTENAL	PARTS FOR SHOP	5/27/2016	87681	\$5.10	55200-03-40000
FASTENAL	PARTS FOR SHOP	5/6/2016	87898	\$2.04	55200-03-40000
FERGUSON	PARTS FOR SHOP	4/29/2016	105637	\$67.01	55200-03-50000
FERGUSON	PARTS FOR SHOP	4/26/2016	3344654	\$65.27	55200-03-50000
G & K SERVICES	UNIFORMS JIM/JOE/ADAM	4/14/2016	1016390109	\$97.71	55200-03-46000
G & K SERVICES	UNIFORMS JIM/JOE/ADAM	4/28/2016	1016395874	\$97.71	55200-03-46000
G & K SERVICES	MOPS/MATS	4/14/2016	1016390101	\$263.99	55400-02-23250
G & K SERVICES	UNIFORMS JIM/JOE/ADAM	4/21/2016	1016393009	\$97.71	55200-03-46000
G & K SERVICES	UNIFORMS JIM/JOE/ADAM	5/5/2016	1016398689	\$97.71	55200-03-46000
G & K SERVICES	UNIFORMS JIM/JOE/ADAM	5/12/2016	1016401534	\$97.71	55200-03-46000
G & K SERVICES	MATS/MOPS	5/12/2016	1016401526	\$263.99	55400-02-23250
GEHLS	CHEESE DISPENSOR	4/26/2016		\$155.00	BIERMAN AQUATIC CENTER
GREEN LAWN	SPRING START UP	5/13/2016	16-18024	\$125.00	55200-02-15000
HEARTLAND COOP	PERENNIAL RYE GRASS	4/25/2016	222259	\$21.93	55200-08-91000
HEARTLAND COOP	RYEGRASS PERENNIAL	4/26/2016	296410	\$93.39	55200-08-91000
HEARTLAND COOP	TOMAHAWK 4 GLYPHOS	5/4/2016	296895	\$184.00	55200-08-91000
HORST DISTRIBUTING	BLADE	4/26/2016	54994-000	\$324.06	55200-03-40000
JIM YATES	CPO TRAINING	5/9/2016		\$6.87	55200-03-32000
JUMLINE COM	WEBSITE	5/2/2016	0414-424590	\$123.40	BARLEYFEST
LEE RECREATION	BACKSTOP PADDING	5/11/2016	10552.16	\$5,405.00	BIERMAN LIONS FUNDING
LEE RECREATION	TURF MAT HOME PLATE	6/16/2016	10551-16	\$1,589.00	BIERMAN MARC FUNDING
LEE RECREATION	CONTOUR BENCH	6/16/2016	10550-16	\$1,279.00	RIVER BEND BENCHES
LINCOLN COUNTY LANDFILL	GARBAGE	4/12/2016	10434	\$11.90	55200-08-91000
MCHANICAL	OFFICE HEATER	4/26/2016	48981	\$271.60	55400-02-16250
MELISSA SLATTERY	SECURITY DEPOSIT	5/13/2016	VOUCHER	\$45.00	10-21-7200
MENARDS	STANGE POOL DEMO	4/29/2016	93505	\$124.95	STANGE POOL DEMO
MERRIL	P-14M	4/13/2016	8017	\$101.92	55200-03-50000
MERRILL FOTO NEWS/COURIER	ADVERTISEMENT	4/30/2016		\$1,087.00	55400-03-40000