



**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

MARCH MEETING NOTICE

The Merrill Parks and Recreation Commission will have a meeting on **Wednesday, March 1, 2017 at 4:15 p.m.**, at the **Merrill City Hall**.

Voting members of Commission: John Burgener, Jean Ravn, Brian Artac, Melissa Schroeder, Dave Sukow, 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. Potentially revisit proposed skate park sites that were previously eliminated by the Commission.
5. Update on ADA Lawsuit project progress.
6. Update on Normal Park Restroom project
7. Discuss potential hiring of Aquatic Center summer manager and clarification of supervisory duties and relationships at the Aquatic Center.
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

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Merrill Parks & Recreation Commission

The Merrill Parks & Recreation Commission met on Wednesday, February 1st, 2017 at 4:15 p.m. in the Council Chambers at the Merrill City Hall.

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

Members Excused Absent: None

Department Staff Present: Dan Wendorf

Visitors: Heather O'Neill, Paul Russel, Mary Ball, Dave Johnson, Erik Pfantz, Derrick Woellner, Kandy Peterson

Meeting was called to order by Chairperson Willman at 4:15 p.m.

***Motion by Schroeder, seconded by Artac to approve the minutes from the December 2016 Meeting.

***Carried unanimously.

***Motion Burgener, seconded by Artac to approve the claims from the previous two months.

***Carried unanimously.

There was no public comment during the first public comment period.

The next item on the agenda was to discuss plans for the Normal Park Restroom project that was approved for funding for 2017. Wendorf shared three plans with the Commission. A site plan showing the where the building would be located within the park and surrounding amenities, a footprint plan of the restrooms themselves, and a side elevation of the buildings. Wendorf commented that he worked with City Engineer Akey (who drew the design) to come up with a design that would create a multi-functional building. The plans include ADA accessible restrooms, storage space, and an area for concessions in the summer and warming shelter for the ice rink in the winter. Willman asked Wendorf if there were enough toilets in each restroom to accommodate large crowds. Wendorf stated the design would be able to accommodate a big crowd. Wendorf also stated that the bid specifications would include a base bid, and an alternate to see how much it would cost to add another stall into each restroom. Ravn asked the height of the restrooms and if they could potentially create an issue with parents not being able to see the playground once it is installed in the future. Wendorf stated that it shouldn't be an issue due to where people sit during concerts, and the layout/position of the playground. But Wendorf stated he would make sure to take that into consideration during the layout process.

***Motion Schroeder, seconded by Sukow to approve the design for Normal Park restroom.

***Carried unanimously

The next item on the agenda was to discuss the Stange Park Revitalization initiative. Wendorf began by stating he was still waiting on drawings from City Engineer, he has been diligently working on them, but also has his essential functions of his position he needs to accomplish first. Wendorf stated that this is a continuation of the discussion from budget meetings the previous two years. Wendorf discussed some of the components of the plan, including: replacing the pedestrian bridge furthest downstream along the lagoons, re-constructing the parking lot, eliminating the tennis courts, upgrading the basketball courts, better park lighting, working with the WDNR to clean up brush along riverbank and hillsides, and build a "kitchenette-like" shelter to become another popular reservation destination. Wendorf stated the park is unique and beautiful and can truly be a showcase greenspace. Wendorf stated that after recent renovations at Kitchenette and Riverside Parks, they rank #1 and #2 respectively for number of reservations per year. Wendorf stated that as soon as he has the plan he will bring it back to the Commission for review and he would like to use this information to hopefully receive funding in 2018.

The next item on the agenda was to discuss the 10 year capital plan. Wendorf began the discussion stating that each department has been asked to revise a new plan to forecast potential capital projects and equipment, to allow the City to plan for these investments. Wendorf referred the Commission to the 10 year plan he had provided and asked if there were any questions. He stated that a number of items on this list have been requested for years and some are new ideas. Wendorf pointed out a few large items that are on the wish list, Curling Facility at the Smith Center and trail along the Prairie River to connect Prairie Trails to the River Bend Trail. Wendorf stated that this doesn't have to be approved at this time but he wanted the Commission to review and add anything else on there that they would like to see, or have heard from their constituents throughout the community. Artac asked if there was money left in any project to pave the Athletic Park parking lot this year. Wendorf stated it was requested for funding this year and was not granted by City Council and that there would not be sufficient funding to perform the project in 2017. Artac stated it was too bad because Merrill will be hosting the American Legion AA State Tournament there this summer and will draw quite a crowd from all over the state. Sukow asked if there was money left over from the Stange Park Pool Demo project and are we going to be able to use some of that to finish that project. Wendorf stated there was money left over and it will be utilized to finish cleaning that area up this year. Sukow asked about the disc golf initiative and Wendorf stated that he purchased goal baskets last fall and installed all three in Kitchenette Park, as well as the alternate ADA 3 hole loop at Riverside Park. Sukow also asked about Timber Sales and Wendorf stated they are still slated to occur, if the weather cooperates, and additional sales will be marked and executed which will help bring in additional revenue to spend on projects. *Schroeder had to exit the meeting for a prior engagement at 4:47 p.m.

The next item on the agenda was monthly board reports. Wendorf asked if there were any questions from the Commission. He then summarized all of the things that have been going on within the department and upcoming projects they will be working on. Wendorf stated it will be another exciting year and he is excited to see what it brings.

***Motion Sukow, seconded by Burgener to approve the directors reports from January and February.

***Carried unanimously.

The next regularly scheduled meeting is scheduled for March 1st, 2017, at 4:15 p.m. at Merrill City Hall.

There was no public comment

*****Motion Sukow, seconded by Burgener to adjourn at 5:10 p.m.**

*****Carried unanimously.**

**Dan Wendorf
Recording Secretary**

FEB

RIESTERER & SCHNELL INC	PARTS	1/26/2017	1129396	C \$92.46	55200-03-50000
ACE HARDWARE	PARTS FOR SKATE GUIDES	1/30/2017		\$21.16	55400-03-50000
ACE HARDWARE	PARTS FOR SKATE GUIDES	1/29/2017		\$39.29	55400-03-50000
ACE HARDWARE	PAINTBRUSH/PAINT	1/26/2017		\$37.98	55200-03-40000
ACE HARDWARE	BOLTS	2/2/2017		\$11.78	55200-03-40000
ACE HARDWARE	PARTS FOR SHOP	2/13/2017		\$11.77	55200-03-43000
AMERICAN WELDING & GAS	CYLINDER RENTAL	1/31/2017	4576555	\$40.33	55200-02-15000
AMERICAN WELDING & GAS	CYLINDER RENTAL	1/31/2017	4580185	\$55.52	55200-02-15000
ATCO INTERNATIONAL	POP UP WIPES/SOAP	2/15/2017	132383	\$270.15	55400-03-50000
BAJA'S	LITTLE DRIBBLERS SHIRTS	1/27/2017	17206	\$356.50	55300-03-41500
BAUMGART WASTE HAULING	WASTE HAULING 2016	1/2/2016		\$4,500.00	55200-02-15000
BAUMGART WASTE HAULING	WASTE HAULING	2/2/2017		\$128.00	55400-02-23600
BOWL FOR KIDS SAKE	SPONSOR	1/24/2017		\$100.00	55400-03-41000
BREWERS	BUS TRIP	1/31/2017	914909	\$1,495.00	55300-03-41500
CARQUEST	CYCLE RACING OIL	2/17/2017	270631	\$9.39	55200-03-40000
CTL	TOWEL SERIES	1/16/2017	2137747.001	\$1,831.20	55200-03-40000
DAVE'S COUNTY MARKET	VOLLEYBALL TOURNAMENT	1/28/2017		\$137.81	55300-03-41500
DAVE'S COUNTY MARKET	LITTLE DRIBBLERS TREATS	2/21/2017		\$20.72	55300-03-41500
DOOR COUNTY TROLLEY, INC	BUS TRIP	2/17/2017		\$200.00	55300-03-41500
FASTENAL	PARTS FOR SHOP	2/14/2017	93312	\$19.44	55400-03-40000
FASTENAL	PARTS FOR SHOP	2/15/2017	93346	\$38.67	55400-03-40000
G & K SERVICES	UNIFORMS JIM/JOE/ADAM	1/26/2017	1016506024	\$107.22	55200-03-46000
G & K SERVICES	UNIFORMS JIM/JOE/ADAM	2/2/2017	1016508830	\$107.22	55200-03-46000
G & K SERVICES	MATS/MOPS	2/16/2017	1016514482	\$290.44	55400-02-23250
G & K SERVICES	UNIFORMS JIM/JOE/ADAM	2/9/2017	1016511656	\$107.22	55200-03-46000
G & K SERVICES	UNIFORMS JIM/JOE/ADAM	2/16/2017	1016514490	\$113.22	55200-03-46000
GREEN BAY PACKERS, INC	SUMMER PLAYGROUND	2/16/2017	72017	\$900.00	55300-03-41500
J. WENNING GRINDING	ZAMBONI KNIFE	2/7/2017	93185	\$81.00	55400-03-51500
LACROSSE QUEEN	BUS TRIP	2/18/2017	17-76	\$300.00	55300-03-41500
LINCOLN COUNTY 4-H LEADERS ASSOCIATION	PLAT BOOK ADVERTISING	2/16/2017		\$400.00	55400-03-41000

MARATHON COUNTY PARK	RENTAL ON SPLASH PAD	1/27/2017		\$109.95	55300-03-41500
MERRILL DISTRIBUTING	CAN LINERS	2/6/2017	1363466	\$85.80	55400-03-50000
MERRILL FOTO NEWS	ADVERTISEMENT	1/29/2017		\$1,291.30	55400-03-41000
MERRILL HOUSE OF MUSIC	MOOD MUSIC MOVE/CLEAN BOX	2/2/2017	2634651699	\$607.50	55400-08-82000
MERRILL SHEET METAL WORKS	INSTALL WALL ELECTRIC HEATER	1/21/2017	15623	\$195.00	55200-08-91000
MERRILL STREET DEPARTMENT	P-21 JD MOWER	1/26/2017	8385	\$91.98	55200-03-50000
MERRILL STREET DEPARTMENT	P-21 MOWER 1445	1/20/2017	8378	\$123.95	55200-03-50000
MERRILL STREET DEPARTMENT	P-21 JD MOWER 1445	1/13/2017	8368	\$91.24	55200-03-50000
MERRILL YOUTH HOCKEY	BIRTHDAY PARTY	2/8/2017	163	\$80.00	55300-03-41500
NAPA AUTO PARTS	PARTS FOR SHOP	1/25/2017	640434	\$121.14	55200-03-40000
NAPA AUTO PARTS	DIP BRUSH	2/15/2017	643668	\$18.78	55200-03-40000
POMPS TIRE SERVICE	RIMER AND PWDR COAT RECONDITION	1/25/2017	350027982	\$114.00	55200-03-50000
RIESTERER & SCHNELL INC	PARTS	1/19/2017	1127930	\$125.16	55200-03-50000
RIESTERER & SCHNELL INC	PARTS	1/20/2017	1128163	\$136.63	55200-03-50000
RIESTERER & SCHNELL INC	PARTS	1/24/2017	1128741	\$114.64	55200-03-50000
RIESTERER & SCHNELL INC	PARTS FOR SHOP	2/8/2017	1132767	\$114.19	55200-03-50000
ROTO GRAPHIC PRINTING	ENVELOPES	1/26/2017	282	\$98.00	55400-03-10000
SKATE CITY	SUMMER PLAYGROUND	1/27/2017	VOUCHER	\$50.00	55300-03-41500
TEAM SPOORTING GOODS	FLAG FOOTBALL BELTS	2/1/2017	AAH072715	\$870.00	55300-03-41500
VIP OFFICE PRODUCTS	RIBBON FOR TIME CLOCK	1/25/2017	65594-0	\$19.99	55200-03-10000
WALMART	STUFF FOR PROGRAMS	1/30/2017		\$46.29	55400-03-41500
WEINBRENNER SHOE COMPANY	PAIR OF BOOTS - JOE W	1/24/2017		\$59.00	55200-03-46500
WIAMA	MEMBERSHIP	1/29/2017		\$100.00	55400-03-32000
WISCONSIN ARBORIST ASSOCIATION	MEMBERSHIP	1/27/2017		\$45.00	55200-03-32000
WISCONSIN BUILDING SUPPLY	TREATED PINE	2/7/2017	474749	\$749.50	55200-08-91500
WISCONSIN DEPARTMENT OF NATURAL RESOURCES	BUS FEE	2/17/2017		\$88.00	55300-03-41500
WPS	MARC STAND	3/2/2017	405061701-00018	\$32.02	55200-02-22000
WPS	SMITH CENTER	3/2/2017	405061701-00003	\$5,112.07	55400-02-22000

Public Works Director/City Engineer Akey recommends that painting and signage be used to highlight places in this area where parking is prohibited
No action was necessary, requested or taken.

8. Stop sign/street sign combo bracket.

Street Superintendent Bonack reported that using a bracket to create combination stop signs/street signs would result in cost savings. The Street Department was authorized to implement the installation of these combo units.

9. Fence replacement on N. Center Avenue, north of Pine Ridge Restaurant, on the west side of the street.

Public Works Director/City Engineer Akey reported that this fence needs replacing. It was initially put up by the state. Public Works Director/City Engineer Akey will be contacting the state to discuss options.

No action was necessary, requested or taken.

10. Options for snow plowing/removal in downtown angle parking locations.

Sandy Gipple (owner of Images) stated that, in her opinion, the current snowplowing process downtown is dangerous, with people constantly getting stuck or falling. She is not in favor of the angle-parking.

It was suggested that temporary parallel parking signs could be erected, but that might just lead confusion.

It was decided to seek input and reevaluate the current process. There does not seem to be a viable solution at this time, and no action was taken.

11. Recommendation from December 7, 2016 Parks and Recreation Commission meeting to locate the skate park on existing parking area south of 1105 East Main Street.

Mayor Bialecki had requested that he be allowed to change the order of agenda items, and consider this agenda item immediately after the vouchers were considered. Without objection it was so ordered.

Motion (Lokemoen/Schwartzman) to refer back to the Parks and Recreation Commission, along with a statement that the Board of Public Works does not approve the currently proposed skate park location. Carried.

12. Re-evaluate/adjust 2017 Capital Improvement Project List (Center Avenue, from O'Day Street to Center Avenue bridge and from East Second Street to County Road G.

This item was part of an amended agenda. The order of agenda items was changed, so this item was considered immediately after the skate park location agenda item.

- (4) To postpone to a certain day.
- (5) To refer to a committee.
- (6) To amend.
- (7) To postpone indefinitely.

These motions shall have precedence in the order listed.

(g) Voting. The "ayes" and "noes" may be requested by any member. On confirmation and on the adoption of any measure assessing or levying taxes, appropriating or disbursing money, or creating any liability or charge against the City or any fund thereof, the vote shall be by "ayes" and "noes." Whenever a roll call is required by law or called for by a member, the City Clerk shall call the roll, except that the City Clerk shall rotate the order.

(h) Nondebatable Motions. A motion to adjourn shall always be in order. A motion to adjourn, lay on the table and a call for the previous question shall be decided without debate.

(i) Floor Privileges at Council Meetings.

(1) Members of the public may be given floor privileges and may address the Council upon a motion and second from members of the Council and passage of the motion by majority vote of the members present.

(2) Any of the City officials and department heads mentioned in Section 2-2-14(c) shall have floor privileges without vote of the Council, but subject to these rules.

(3) Any City employee present in the Council chambers may answer a question put to him by a Council member or any department head or official listed in Section 2-2-14(c) without being granted floor privileges by the Council but subject to these rules.

(Prior Code, § 2.24.080; Prior Code, § 2.24.100; Prior Code, § 2.24.110; Prior Code, § 2.24.200; Code 1993, § 2-2-18; Ord. No. 96-04)

{ 1-6 Reconsideration of Questions }

It shall be in order for any member who voted in the affirmative on any question which was adopted, or for any member who voted in the negative when the number of affirmative votes was insufficient for adoption, to move a reconsideration of such vote at the same or next succeeding regular meeting of the Council. A motion to reconsider having been lost shall not be again in order. A motion to reconsider shall not be in order when the same result can be obtained by another motion. A majority vote is needed to reconsider a question.

(Prior Code, § 2.24.160; Code 1993, § 2-2-19)











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March 2017 Parks & Recreation Director's Report

Parks: The winter of extreme weather continues and has caused us to close our outdoor rinks for the remainder of the season. The warm sun, temperatures, and rain have caused the rinks to either melt completely or soften to the point where they are dangerous to skate on. We are at that point in the winter where it is not worth the investment to do any more work on them, even if we have another stretch of "normal" temperatures. For the time that we had them up and running we did have some very good usage at all locations, as the seasonal temperatures makes for great outdoor winter recreation. With the warmer temperatures, unfortunately brings out the trouble makers as well. We had two incidents of reckless driving in a few parks. We had someone joyriding through the snowbanks and the snow at the MARC, as well as someone mud bogging on the Ott's Park ice rink location over the 50 degree weekend. The Ott's Park incident caused some significant turf damage and a very big mess we are going to have to clean up when the snow melts. Fortunately the Police Department was able to apprehend the subjects involved in the Ott's Park incident and they will be responsible for the cost of the clean up as well as turf restoration. The crew is almost caught up with all of the picnic table repairs and should have them all complete within the next week or so. They are also starting to get spring/summer equipment ready to go in the event that spring arrives early this year. Once that happens we have virtually no time to do anything but get parks and athletic fields ready. We left our most important snow removal equipment as knows that we will have a number of snow events before winter gives way. I have been working with the City Engineer on the Normal Park restroom project. We are having architectural drawings done on the project to allow for ease of bidding and ease of project execution. If everything stays on track, we should have bids to you at the April Commission Meeting. This will allow us to approve a contractor, sign contracts, and begin construction in April – with a completion in May if all goes accordingly. I have been working with Lincoln County on our Aquatic Center permits for the upcoming season, even though our current permits run through June 30th. The good news is the cost of our permits is going to be half of the total from last year. We have also been taking applications for seasonal job openings within our department for the summer time and hope to start filling those spots over the next several months.

Forestry: I have done some tree inspections already and will continue to inspect as time allows for the next few months. I haven't observed anything out of the ordinary yet, but am curious to see how our trees handle the rapid warm up as well as the cool down. There are some issues that come with unseasonal weather this time of year, including sun scald and frost cracking from large temperature swings in short periods of time. I have also been applied for a few more grants to hopefully help us continue to plant more trees each year than our budget allows. These grants have become very competitive each year, but I feel we have a decent chance at finding some funding to help out. If not, we will continue to write grants and seek funding because eventually we will be successful.

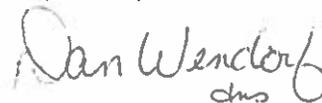
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Smith Center: It is hard to believe but we only have less than two weeks of ice time left inside the arena. This season went by very quickly, but was a great season. As always we have a fairly short amount of time to remove the ice, clean up, and get ready for the dry floor event season. We have a few events right away, including the Children's Festival and Ladies Lifestyle Expo. Dawn is also hosting a Bridal Expo at Lund & Taylor downtown. We also have a number of arena rentals for the season to go along with future annual events such as the 10th Annual Lincoln Lager Barleyfest and Tot's Need Toys to name a few. I have been working on a number of other potential annual events for the future as well. As always these events depend on support and time. We don't have a very big staff to be able to dedicate all of our time to specific tasks, so adding additional events needs to be done very carefully. We need to be able to handle (and do it very successfully) what we already offer for events before we add more to our plate. Fortunately we have been able to build our existing events with great partners, volunteers, and sponsors. Once we turn the floors off, I always have Mechanical Inc. come in and make sure they run through our chillers, pumps, and systems to make sure everything is looking alright. This ensures that if there are any issues, we can have them evaluated, fixed, and ready to go for the next ice season. I will also begin working on our preventative maintenance plan for this season as well shortly after the ice is out and we have some time in the arena. As we near the end of another ice season, I would like to thank all of the hockey players, figure skaters, recreational skaters, schools, parents, volunteers, coaches, etc. for another great year with us at the Smith Center. We are very fortunate to have this facility here in our City and it is wonderful to see people come out and use it every day!

Recreation: It is getting to be that time of year with spring/summer/fall recreation programs. I want to thank Dawn for her fantastic work once again in helping organize our upcoming programs. There is a lot of work that goes into finalizing the details and getting everything put together. We will once again be offering a top notch line up of recreational programs for everyone in our community to enjoy. As with each and every year, we try to improve all of our programs to ensure that we are meeting the needs and trends of our community. Our numbers the past 10+ years directly reflects that and we will always continue to evolve in order to stay successful as well as progressive. We have a great mix of programs for people of all ages and abilities.

Respectfully Submitted,

A handwritten signature in black ink that reads "Dan Wendorf" with a small "dms" written below the name.

Dan Wendorf
Parks & Recreation Director
City of Merrill