



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

DECEMBER MEETING NOTICE

The Merrill Parks and Recreation Commission will have a meeting on **Wednesday, December 6, 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, Joan Tabor and Michael Willman.

The following items will be included on the agenda:

1. Approve minutes from previous meeting.
2. Approve claims.
3. Public Comment
4. Discuss potential vendor fee for vendors at Labor Day festivities at Festival Grounds.
5. Update on River Bend Trail projects.
6. Continued discussion on potential Agra Pavilion fees and maintenance agreement development.
7. Update and summary on 2018 Capital projects.
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

November 1, 2017

The Merrill Parks and Recreation Commission met on Wednesday, November 1, 2017 at 4:15 p.m. at the Merrill City Hall.

Members Present: Brian Artac, John Burgener, Dave Sukow, Jean Ravn, Joan Tabor and Mike Willman

Members Excused Absent: John Burgener, Melissa Schroeder

Department Staff Present: Dan Wendorf and Dawn Smith

Visitors: City Administrator Dave Johnson, Erik Pfantz, Kyle Gulke, Kandy Peterson

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

***Carried unanimously.

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

***Carried Unanimously.

The first item on the agenda was a request by City Administrator to discuss payment by vendors at Festival Grounds for Labor Day event. City Administrator stated that all vendors are now going to have to pay something for being a vendor at any event held at the Festival Grounds. There will be no fee waivers. City Administrator stated all the permanent vendors have to pay a yearly fee so it would not be fair to let in other vendors without paying a fee. Wendorf stated that the Festival Grounds committee needs to come up with a price and give it to the Park and Recreation commission. City Administrator Johnson stated that he will bring something back to the Park and Recreation commission in December.

The next item on the agenda was continued discussion on potential Agra Pavilion fees and maintenance agreement development. Wendorf stated that he met with some of the River Bend Trail members and discussed some options. Option 1 is RDDF to operate and maintain the pavilion. Option 2 is the City assumes control and operates and maintains. If we do it we would use any revenue to offset costs and if contribute a percent it would go to trail/building expenses. Wendorf stated that they will not start taking reservations in January; he doesn't believe all renovations will be complete by this time. Reservations will hopefully start in June of next year. Continued discussion on rental and maintenance will continue with the River Bend Trail members. Wendorf will update in December again.

The next item on the agenda was update on River Bend Trail projects. Wendorf stated that everything is running smoothly and pavement should be complete, weather dependent, within the next week or so. Pavilion is progressing; overhangs are framed and will be covered within a week. Windows are in, garage doors done; restrooms/kitchen areas are being framed in.

The next item on the agenda was a update of 2018 budgetary process. Wendorf stated that so far everything requested has been approved.

The next item on the agenda was monthly reports. Wendorf asked if anyone had any questions. Sukow asked if a lot of vandalism was happening in the parks. Wendorf stated that there has

been some. Wendorf stated that EAB has been spotted in Marathon County and probably will be here next. Wendorf stated that there are under 50 Ash trees left in the city on the boulevards.

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

***Carried unanimously.

The next regular meeting is scheduled for Wednesday, December 6, 2017 at 4:15 p.m. at the Merrill City Hall.

Public comment: no

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

***Carried unanimously.

Dawn Smith
Recording Secretary

NOV.

AC & SONS PARTY TENT RENT	CURTAINS BARLEYFEST	10/2/2017	4835	\$1,800.00	BARLEYFEST
ACE HARDWARE	SUPPLIES FOR SMITH CENTER	10/25/2017		\$70.54	55200-03-40000
ACE HARDWARE	ANTI FREEZE	10/17/2017		\$30.00	55200-03-40000
ACE HARDWARE	AIR FILTERS	10/18/2017		\$71.88	55200-03-40000
ACE HARDWARE	ANTI FREEZE	10/19/2017		\$45.00	55200-03-40000
ACE HARDWARE	AIR FILTERS	10/27/2017		\$71.88	55200-03-40000
ACE HARDWARE	PARTS	10/31/2017		\$29.99	55200-03-40000
ACE HARDWARE	WRENCHES	11/9/2017		\$19.97	55200-03-50000
ACE HARDWARE	DUCT TAPE	9/25/2017		\$9.99	55200-03-40000
ACE HARDWARE	PAINT	11/15/2017		\$29.99	55200-03-40000
ACE HARDWARE	TAPE	11/17/2017		\$6.99	55200-03-40000
ACE HARDWARE	PAINTBRUSHES	11/21/2017		\$39.98	55200-03-40000
AMERICAN WELDING	CYLINDER RENTAL	10/31/2017		\$123.92	55200-02-15000
AMERICAN WELDING	CYLINDER RENTAL	10/31/2017	646	\$90.98	55200-02-15000
ATCO INTERNATIONAL	ICE GO PELLETS	11/14/2017	132383	\$273.00	55400-03-50000
ATCO INTERNATIONAL	CENTURION/ICE PELLETS	11/16/2017	132383	\$446.00	55400-03-50000
BAUMGART	GARBAGE HAULING	11/17/2017	17264	\$5,936.00	55200-02-15000
BAUMGART	WASTE HAULING	11/21/2017		\$98.00	55400-02-23600
BRANDT EXTINGUISHERS	ANNUAL INSPECTION/MAINT.	11/10/2017	10105	\$69.00	55400-02-16500
BURGOYNE'S TOILET RENTAL	TOILET RENTAL	8/1/2017	55239	\$1,980.00	55200-02-15000
BURGOYNE'S TOILET RENTAL	TOILET RENTAL	10/20/2017	55429	\$160.00	55200-02-15000
BURGOYNE'S TOILET RENTAL	TOILET RENTAL	10/26/2017	55449	\$160.00	55200-021-1500
CHRISTINA MOOTZ	SECURITY DEPOSIT MPR	11/17/2017	VOUCHER	\$50.00	10/21/7100
COUNTRY 106 RADIO STATION	ADVERTISING BARLEYFEST	10/31/2017	590	\$330.00	BARLEYFEST
COURIER/FOTO NEWS	ADVERTISING	11/17/2017		\$347.00	BARLEYFEST
COURIER/FOTO NEWS	ADVERTISING	11/17/2017		\$230.00	55400-03-41000
CUSTOM MURALS	ICE PAINTING	10/24/2017		\$300.00	55400-03-50000
DAKOTA ELECTRIC SERVICE	RIVER BEND TRAIL	11/3/2017		\$1,042.50	RIVER BEND TRAIL
DAMARC QUALITY INSPECITON SERVICES	MECHANICAL REFRIGERATION	11/14/2017	36104	\$130.00	55400-03-40000
DUANE KOHNHORST	DJ OPEN SKATE	11/6/2017	107	\$175.00	55300-03-41500

DUANE KOHNHORST	DJ OPEN SKATE	11/6/2017	106	\$175.00	55300-03-41500
EZ SHARP	DIAMONDS	11/15/2017	159676	\$97.50	55400-03-50000
FERGUSON ENTERPRIZES	CVR	10/25/2017	4175181	\$90.70	55200-03-40000
G & K SERVICES	MATS/MOPS	10/26/2017	6016614605	\$180.41	55400-02-23250
G & K SERVICES	UNIFORMS JIM AND JOE	10/19/2017	6016611868	\$64.43	55200-03-46000
G & K SERVICES	UNIFORMS JIM AND JOE	10/26/2017	6016614613	\$64.43	55200-03-46000
G & K SERVICES	UNIFORMS JIM AND JOE	11/2/2017	6016617393	\$64.43	55200-03-46000
G & K SERVICES	UNIFORMS JIM AND JOE	11/9/2017	6016620138	\$64.43	55200-03-46000
G & K SERVICES	UNIFORMS JIM AND JOE	11/16/2017	6016622873	\$64.43	55200-03-46000
G & K SERVICES	UNIFORMS JIM AND JOE	11/23/2017	6016625605	\$64.43	55200-03-46000
G & K SERVICES	MATS/MOPS	11/23/2017	6016625597	\$180.41	55400-02-23250
HARDGRAVE APPLIANCE	BARLEYFEST	10/31/2017	13226	\$300.00	BARLEYFEST
J & J LEE CONSTRUCTION	NORMAL PARK BATHROOMS	10/17/2017		\$912.60	NORMAL PARK RESTROOMS
J & J LEE CONSTRUCTION	NORMAL PARK BATHROOMS	10/17/2017		\$47,907.60	NORMAL PARK RESTROOMS
J.WENNING	ZAMBONI KNIFES	11/14/2017	94627	\$81.00	55400-03-51500
LAMERS BUS LINES	DOOR COUNTY TRIP	10/31/2017	521152	\$1,250.00	55300-03-41500
LEE RECREATION	RIVER BEND BENCH	12/3/2017	11434-17	\$505.00	RIVER BEND TRAIL
LEE RECREATION	DOGIE PICKUP BAGS	12/3/2017	11434-17	\$80.00	55200-03-40000
MERRILL DISTRIBUTING	HAND CLEANER/TOWEL	11/21/2017	140*9182	\$503.10	55200-03-40000
MERRILL STREET DEPARTMENT	P-14	10/4/2017	11652	\$295.38	55200-03-50000
MUNICIPAL COMMERCE INC	OUTDOOR FIRST AID KITS	11/9/2017	3009	\$487.27	55400-03-50000
MURRAY AND ASSOCIATES	LOBSTER CRAWL ACCOUNT	10/3/2017	3395	\$50.00	LOBSTER CRAWL ACCOUNT
NASSCO	DISPENSER NEVER OUT	10/30/2017	2249885.001	\$130.55	55200-03-40000
NELSON'S POWER HOUSE	SPARK PLUG	10/25/2017	23612	\$5.95	55200-03-50000
NELSON'S POWER HOUSE	SINGLE STAGE SNOWBLOWER	11/14/2017	23879	\$499.99	55400-08-82000
NORTHWOODS NURSERY	TREES	11/1/2017	74441	\$4,700.00	55200-08-92000
NORTHWOODS NURSERY	TREES	11/1/2017	74441	\$2,077.00	26-31-5375
PETERSON BROS SAND AND GRAVEL	SCREENED TOPSOIL	11/1/2017	9/14/1933	\$94.50	55200-08-91000
PREMIER	RIVER BEND BENCHES	11/13/2017	111317-A	\$207.00	RIVER BEND BENCHES
SERVICE MOTOR COMPANY	IW05405	10/31/2017	199	\$36.36	55200-03-50000
STATE OF WISCONSIN	PERMIT TO OPERATE SMITH CENTER	11/14/2017	455061	\$50.00	55400-03-50000

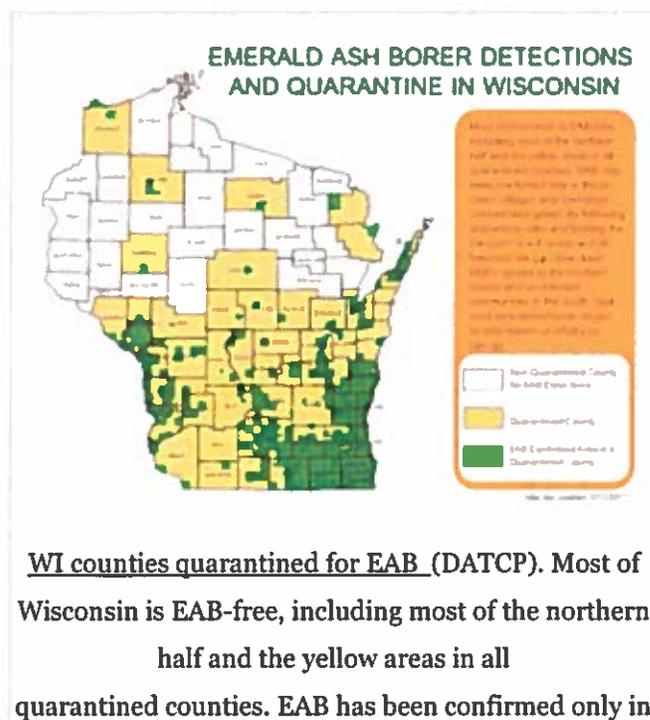
Department	Project #	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total
<i>Tax Levy</i>		13,200										13,200
Merrill Municipal Airport Total		15,000	300,000	810,000	32,000	15,000	15,000	1,000,000	500,000			2,687,000
Parks and Recreation												
Stange Park Improvements	P&R-18-002	300,000										300,000
Stange Park Lagoon Bridges	P&R-18-003	50,000										50,000
Athletic Park Field Lights	P&R-18-004	200,000										200,000
Parks - Pickup Truck	P&R-18-008	10,000		15,500			16,500					42,000
Pull Behind Large Field Mower	P&R-18-010	15,000										15,000
Outdoor Recreation Plan Update	P&R-18-015	5,000										5,000
Park Dump Truck Replacement	P&R-19-004		40,000									40,000
Ott's Park Field Lights	P&R-19-005		100,000									100,000
Athletic Park - Parking Lot	P&R-19-007		50,000									50,000
Prairie Trails Pit Toilet	P&R-19-013		25,000									25,000
MARC Ballfield Improvements	P&R-19-020		15,000	15,000	100,000			100,000				230,000
Smith Center HVAC Replacements	P&R-20-002			43,000								43,000
Park Field Mower Replacement	P&R-20-012			85,000								85,000
Park Front Deck Mower	P&R-23-006						20,000					20,000
Parks and Recreation Total		580,000	230,000	158,500	100,000		36,500	100,000				1,205,000
<i>Borrowing-10-Years (City Tax Levy)</i>		550,000	205,000	128,000	75,000		20,000	75,000				1,053,000
<i>Non-Lapsing - Timber Sales</i>		17,500	25,000		15,000	25,000		25,000				107,500
<i>Tax Levy</i>		12,500		15,500			16,500					44,500
Parks and Recreation Total		580,000	230,000	143,500	90,000	25,000	36,500	100,000				1,205,000
Police												
Police Vehicles & Equipment	POL-15-001	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	600,000
Police Records Software	POL-18-002	52,500	28,500									81,000
Police Handheld Radios	POL-18-003	50,000							50,000			100,000
K-9 Replacement	POL-18-007				35,000							35,000
Bulk Ammo Purchases	POL-19-005		15,000			15,000				15,000		45,000
Replace Police Handguns	POL-24-001							35,000				35,000
Police AED's Replacement	POL-25-003								15,000			15,000



Six new counties quarantined for EAB

Posted on October 27, 2017

Since the August newsletter, it was announced that six new counties would be quarantined for emerald ash borer (EAB). The find in Chippewa County was due to a vigilant landowner while the other finds were due to trapping by USDA APHIS.



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those cities, villages and townships
colored dark green.

EAB

continues to be found in new areas. Wisconsin tracks EAB at the municipality or township level. Quarantined counties are shown in tan; infested areas are shown in green on the map below.

New county quarantines:

- Chippewa – EAB found in the town of Lafayette
- Green Lake – EAB found in the towns of Brooklyn and Green Lake
- Marinette – EAB found in the city of Niagara, towns of Goodman and Wagner
- Marathon – EAB found in the town of Rib Mountain
- Waupaca – EAB found in the town of Farmington
- Waushara – EAB found in the town of Deerfield

New finds in counties already quarantined:

- Dane County – villages of Marshall and Rockdale, towns of Berry, Blue Mounds, Mazomanie, Medina, Oregon, and Pleasant Springs
- Door County – village of Ephraim, town of Union
- Douglas County – town of Amnicon
- Sauk County – village of Lake Delton
- Sheboygan County – villages of Adell and Cascade
- Vernon County – town of Christiana

Written by: Linda Williams, forest health specialist, Woodruff, (Linda.Williams@wisconsin.gov), 715-356-5211 x232.

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December 2017 Parks & Recreation Director's Report

Parks: Everything is ready for winter season and as it appears we will have to wait for a bit once again to see what the weather decides. All of the prep work for the outdoor rinks is done and our equipment has been converted to snow removal/clearing mode. Hopefully we have some seasonal weather at some point in the near future to be able to get rinks flooded and set up to be ready by Christmas. It is always nice to have rinks for the kids and their families during winter break. We will not begin flooding any rinks until we see a weather pattern that shows us consistently cold enough weather to warrant starting this task. The River Bend east trail expansion project is done as far as possible. Paving was completed from Park Street to Cooper Street early the week before Thanksgiving, and it turned out very nicely. Not the best conditions for paving but they did a great job and it looks fantastic. The landscapers finished the spray mulch/seeding on November 21st. They did a great job as well, but do understand that they are going to have to come back and spot spray/seed in the spring after the run-off because nothing that was seeded will take root right now. Work on the Agra Pavilion has resumed as well, with the shade wing roofing being finished on all sides and looking real good. The remaining work on the exterior and interior will remain an ongoing project throughout the winter until it is finished (and funding allows). The interior restrooms have been framed and stubbed, along with the kitchen area which will give them a head start towards finishing when the timing and funding comes together. RDDF has started a "GoFundMe" account to raise money towards the project. I have not had a chance to revisit the Agra Pavilion rental subject with the members of the RDDF since our last meeting but am hoping to get something on the schedule for early December that works for everyone to continue that discussion. Judging by my last conversation with them, in addition to Commission conversation, we are all on the same page with renting the facility. The key is going to be rates, deposit amount, scheduling, and guidelines that need to be worked through before we are ready to roll this out to the public. The budgetary process is finished for 2018. We were fortunate to receive funding for our projects and equipment through the capital process. We have some big projects that were funded so I intend to get to work on them immediately so that we have a jump on things for next year. On some of the construction projects (Stange Park and Athletic lights) I have a lot of detailed work that I have to do in order to be in the position to bid these out next year. I am glad to inform you that we have finally figured out the wet niche light issue in the Aquatic Center and we are going to work with the electricians that installed them and the pool company that supplied them to get them replaced. The other two have agreed to share in the cost of replacement, and we are going to take this opportunity to upgrade to LED lights. We have applied for and were granted a small Focus on Energy incentive for this upgrade (\$264 rebate on the project only – but the upgrade is estimated to save us \$944 per season in energy).

Forestry: No new news regarding EAB since confirmation out of Marathon County last month. As mentioned previously, this puts us on notice moving forward and has become more likely than not that

"Focusing on the Future"

we get it here. I am currently working on our yearly Tree City USA Application. It is a pretty time consuming process with a lot of information and details but always a great recognition for our community. I have started the leg work on an initiative I would like to deploy in 2018. I would like to change the way we handle and use our urban wood. Some of the "good" trees we remove I would like to have milled into usable lumber for our projects and amenities (benches, picnic tables, other park projects) as well as potentially selling unique lumber such as live edge slabs, knots, and other character wood to wood artisans in the area and beyond. It is a better way to utilize our urban wood than just piling it up and selling it as firewood all of the time. It also means more revenue generated and budgetary savings because we are generating our own lumber stock and opening up additional revenue markets that were previously not considered. The Memorial Forest timber sale is slated to begin this winter when the ground freezes solid out there. We finished our tree planting the week before Thanksgiving. We planted 99 trees on our boulevards and around the parks. I would like to thank the Street Department for lending us a hand and some equipment as well as the Merrill Rotary Club for helping mulch over 50 park trees after we planted them. We originally planned a few work days in November where they were going to help plant the trees but the ground started freezing so quickly so we finished planting and they mulched for us. The Rotary Club is also contributing towards the purchase of their 52 member trees they helped mulch.

Recreation: We have transitioned into winter recreation and are taking registrations for programs and events. Breakfast with Santa is on December 9th in the Smith Center Community Room. This annual event is always very popular and it is a great collaboration between our department, Merrill Youth Hockey Association, and the Merrill Optimist Club. Our Little Dribblers youth basketball program begins in early January, as well as Winterfest Events/Activities towards the end of January. As always, planning is well underway for our 2018 recreation programs. There are a lot of details and a tremendous amount of planning that goes into each season. This also allows us to open up registrations earlier for our busy season programs and for families to research and discover all of the things we offer for the community. Our goal every year is to continue to provide recreation programs for people of all ages and abilities.

Smith Center: The ice has been in and going strong for over a month already. So far things have been running smooth with no real issues at all, thankfully. Ice time has been good and user groups have enjoyed their times. With the "Bluejacks" Co-Op team we are unfortunately short a few home varsity hockey games from what we are used to because they split them at the two home venues. It would be nice to have more varsity games because they do draw a great crowd and is great exposure for the arena. We don't have a say in that as it comes through the school system(s). Our public skates have been very well attended thus far and we have even observed an increase in our public afternoon weekday skates from last year too. The sharing of varsity ice time has had a positive impact on our two associations (Youth Hockey and Ice Reflections) in that they are able to slide their times ahead a few hours when varsity is not here.

NOTE: As always I like to finish the year off by recognizing and thanking all of our great staff members. We are fortunate to have an amazing group of people who make all of these programs happen, keep our greenspaces beautiful, athletic fields and amenities top notch, and so much more! They are the backbone and heartbeat of the department and the reason why we can all be proud of our beautiful parks and first rate recreation programs and events. They all deserve a very big THANK YOU for making it happen each and every day of the year. THANK YOU ALL for your hard work and dedication in making our department and this community a great place to call home!!!!

Dan Wendorf – Parks & Recreation Director