



**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 7, 2018 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. Review/approve Stange Park restroom/shelter bids
5. Begin Agra Pavilion discussion as a rentable facility.
6. Review/discuss 10 Year Capital Plan.
7. Discuss parking area between Kitchenette Park and Legion Building and immediately east of Legion building – potential development interest in that area.
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”

FEB

ACE HARDWARE	FILTER FURN	1/10/2018		\$10.35	55200-03-40000
ACE HARDWARE	ANTI FREEZE	1/11/2018		\$7.58	55200-03-40000
ACE HARDWARE	BULBS	1/17/2018		\$38.97	55200-03-40000
ACE HARDWARE	CHAIN & HOOK FLAPPERS	2/8/2018		\$41.96	55200-03-40000
AMERICAN WELDING	CYCLINDER RENTAL	1/31/2018	646	\$45.53	55200-02-15000
ATCO INTERNATIONAL	LEMON DROP/ICE GO/HAND SANT.	1/24/2018	132383	\$475.00	55400-03-50000
BAJA'S	LITTLE DRIBBLERS	1/29/2018	17462	\$193.75	55300-03-41500
BAUMGART WASTE REMOVAL	WASTE HAULING	2/1/2018		\$128.00	55400-02-23600
BERNER BROS PUBLISHING	ADVERTISING	2/3/2018		\$53.28	55400-03-41000
BIG BROTHERS & BIG SISTERS	BOWL FOR KIDS SAKE	2/12/2018	1479	\$100.00	55400-03-41000
BUCK BRADLEY'S SALOON	BUS TRIP	2/6/2018		\$200.00	55300-03-41500
BURGOYNE'S TOILET	TOILET RENTAL	2/1/2018	55794	\$290.00	55200-02-15000
CARQUEST	SUPPLIES FOR SHOP	1/19/2018	10846-180500	\$10.24	55200-03-40000
DAVE'S COUNTY MARKET	WARMING HOUSE	1/25/2018		\$45.03	55300-03-41500
DAVE'S COUNTY MARKET	ICE PACKS	2/13/2018		\$10.17	55400-03-40000
DUANE KOHNHORST	DJ OPEN SKATE	1/13/2018	109	\$175.00	55300-03-41500
DUANE KOHNHORST	DJ OPEN SKATE	2/8/2018	110	\$175.00	55300-03-41500
FERGUSON ENTERPRISES, INC	WATER FILTERS	2/2/2018	4321230	\$102.50	55400-03-50000
G & K SERVICES	UNIFORMS	1/18/2018	6016647905	\$67.39	55200-03-46000
G & K SERVICES	UNIFORMS	2/1/2018	6016653436	\$64.39	55200-03-46000
G & K SERVICES	UNIFORMS	1/25/2018	6016650677	\$64.39	55200-03-460000
G & K SERVICES	UNIFORMS	1/11/2018	6016645153	\$64.43	55200-03-46000
G & K SERVICES	MATS/MOPS	2/15/2018	6016658920	\$180.41	55400-02-23250
G & K SERVICES	UNIFORMS	2-8-181	6016656197	\$64.39	55200-03-46000
G & K SERVICES	UNIFORMS	2/15/2018	60166588928	\$64.39	55200-03-46000
HORST DISTRIBUTING	PARTS	2/13/2018	69625-00	\$237.68	55200-03-50000
J. WENNING	ZAMBONI KNIFE	1/24/2018	94981	\$42.50	55400-03-51500
JERRY ROBINSON	CANCELLED WEDDING/ARENA RENTA	2/1/2018	VOUCHER	\$100.00	10-21-7100
LAMERS BUS LINES, INC	DOWN A COUNTRY ROAD	2/8/2018		\$1,180.00	55300-03-41500
LAMERS BUS LINES, INC	WARRENS	2/8/2018		\$900.00	55300-03-41500

LAMERS BUS LINES, INC	WISCONSIN DELLS	2/8/2018		\$1,035.00	55300-03-41500
LAMERS BUS LINES, INC	MILWAUKEE BREWERS	2/8/2018		\$1,400.00	55300-03-41500
LAMERS BUS LINES, INC	BLUE MOUNDS	2/8/2018		\$1,355.00	55300-03-41500
LAMERS BUS LINES, INC	MILWAUKEE DOMES	2/8/2018		\$1,420.00	55300-03-41500
MERRILL STREET DEPARTMENT	P-21	1/25/2018	12796	\$135.91	55200-03-50000
MERRILL FOTO NEWS AND COURIER	ADVERTISING	2/1/2018		\$1,143.00	55400-03-41000
MERRILL STREET DEPARTMENT	P-21	1/18/2018	12784	\$98.34	55200-03-50000
MERRILL STREET DEPARTMENT	P-12	1/18/2018	12783	\$2,305.36	26-31-5375
MERRILL YOUTH HOCKEY ASSOCIATION	BIRTHDAY PARTIES	1/31/2018	170	\$122.50	55300-03-41500
MERRILL YOUTH HOCKEY ASSOCIATION	BIRTHDAY PARTIES	1/12/2018	169	\$50.00	55300-03-415000
MILWAUKEE BREWERS	BUS TRIP	2/2/2018	914909	\$1,278.00	55300-03-41500
MUNICIPAL COMMERCE INC	WASP & HORNET SPRAY	2/2/2018	3009-8	\$309.50	55200-03-40000
MUNICIPAL COMMERCE INC	WASP & HORNET SPRAY	2/5/2018	3009-9	\$179.45	55200-03-40000
NORTHWOODS	NORTHWOODS DISINFECTANT	2/2/2018	183902	\$83.63	55400-03-50000
ORIENTAL TRADING	EASTER EGG HUNT	2/12/2018		\$178.87	55300-03-41500
RIESTERER & SCHNELL	PARTS	1/16/2018	1302952	\$73.56	55200-03-50000
SERVICE MOTOR COMPANY	PARTS	1/31/2018		\$133.56	55200-03-50000
SOUTHSIDE TIRE	TIRES	1/26/2018	4	\$95.00	55200-03-50000
SUNRISE BROADCASTING	ADVERTISING	2/1/2018		\$588.00	55400-03-41000
SWIDERSKI EQUIPMENT	PARTS	2/1/2018	11056	\$164.00	55200-03-50000
SWIDERSKI EQUIPMENT	PARTS	2/15/2018	56618	\$221.40	55200-03-50000
VIP OFFICE PRODUCTS	TIME CLOCK RACK	1/30/2018	102786-001	\$24.99	55300-03-10000
VIP OFFICE PRODUCTS	TERMAL PRINTER PAPER	2/7/2018	102845	\$14.94	55400-03-1000
WALMART	OFFICE SUPPLIES	1/30/2018		\$74.10	55300-03-10000
WPS	LIONS PARK	2/19/2018	0401276260-000163	\$20.01	55200-02-22000
WPS	CONCESSION STAND	3/5/2018	0405061701-00018	\$76.40	55200-02-22000
WPS	MARC CONCESSION STAND	3/5/2018	2325567563-00000	\$71.94	55200-02-22000
WPS	MARC	3/5/2018	2325567563-0000	\$8,683.56	55400-02-22000

PARKS AND RECREATION COMMISSION

February 7, 2018

The Merrill Parks and Recreation Commission met on Wednesday, February 7, 2018 at 4:15 p.m. at the Merrill City Hall.

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

Members Excused Absent: None

Department Staff Present: Dan Wendorf and Dawn Smith

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

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

***Carried unanimously.

***Motion by Schroeder, seconded by Burgener, to approve the claims from December 2017 and January 2018.

***Carried unanimously.

The first item on the agenda was to request permission to dispose of John Deere 2155 Tractor and 16' Rhino field mower. Wendorf stated that they have replaced both pieces of equipment and no longer have a need for them. Wendorf stated that he would have them placed on Wisconsin Surplus website. Wendorf stated that the city has been selling other equipment on the site and it is cheaper than putting them out for bid.

***Motion by Sukow, seconded by Artac to dispose of the equipment, John Deere 2155 Tractor and 16' Rhino field mower, on the Wisconsin Surplus website.

***Carried Unanimously.

The next item on the agenda was to review Agra building Memorandum of Understanding with River District Development Foundation. Wendorf stated that the city will take over ownership of the Agra Pavilion when all work has been completed on the building. Wendorf stated that after talking with Agra they are hoping to have the building completed by April of this year. Wendorf stated that the Memorandum of Understanding will have a couple of changes on it.

Changes include: Number 1 will have the following changes: instead of saying effective immediately it will say: Effective upon completion of the Agra Pavilion.

The second change will be under number 3; instead of saying scheduled by December 31 of each year, it will say: December 31, 2018 of this year and each year after that.

Wendorf stated at the March meeting the Commission will have to determine rental fees.

***Motion by Schroeder, seconded by Artac to approve the Memorandum of Understanding with current changes made.

***Carried Unanimously.

The next item on the agenda was a request by Merrill Baseball Association to sell/hang league sponsor banners on fences at Lions Park. Wendorf stated that the Baseball and Softball Association thought it would be a good way to boost revenue by selling some banners and hanging them on the fields. Wendorf handed out a draft policy to review that both associations will have to follow. The policy will regulate and protect from improper signs and organize the initiative. Wendorf stated that the Park and Recreation Department would determine where the banners would be hung. All the banners would have to be a windscreen or vinyl material. The Association would be in charge of hanging them and taking them down at the end of the season. All rates will be determined by the Association also.

***Motion by Sukow, seconded by Schroeder to approve the request from Merrill Baseball Association to sell and hang banners on the fences at the Marc and Lion's Park.

***Carried Unanimously.

The next item on the agenda was an update on Stange Park. Wendorf stated that the plans are all set and will be out for bid on Thursday in the Merrill Courier. Bids will be due by March 1, 2018 and will be opened at 2:00 p.m. at the City Hall. Chairperson Willman questioned if the plans needed approval from the Park and Recreation Commission and City Administrator Johnson stated that they did not, it was already out for bid. Wendorf stated they were going to be out for bid. Not currently out yet.

The next item on the agenda is monthly reports. Wendorf asked if anyone had any questions. Wendorf stated that all programs and ice rinks have been running smoothly.

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

***Carried unanimously.

The next regular meeting is scheduled for Wednesday, March 7, 2018 at 4:15 p.m. at the Merrill City Hall.

Public comment: no

***Motion by Sukow, seconded by Ravn to adjourn at 4:50 p.m.

***Carried unanimously.

Dawn Smith
Recording Secretary



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March 2018 Parks & Recreation Director's Report

Parks: We finally had some decent weather recently for our outdoor rinks for a stretch of time, followed by a fairly significant warm up. As I type this we still have Normal Park rink open but the ice is deteriorating by the hour so we might not make it much longer. The other rinks have been closed due to poor ice conditions, and at this point in the season we just let them go. It is not worth spending time and money to try and work on rinks, knowing that spring is around the corner. The crew has been working diligently between snow removals on bench and table repairs, along with other equipment to be ready for spring/summer time. We should have enough time to finish all of those repairs and winter work, once the weather turns nicer – we won't have much time for anything other than getting parks and fields ready. Stange Park bids were opened on March 1st at City Hall and are summarized in your board packet. Please take a little time to review them so that we can have some discussion (if you have any) and approve at our meeting. I am typing this before bid opening so hopefully we received a good number of bids to ensure the competitive process keeps our costs down for this much needed facility at Stange Park. After we review and select a winning bidder, we will get to work to finish a contract and schedule a construction timeline from start to finish and get ready to go. I also intend to begin the other components of the Stange Park improvement project after we get the contract signed for the restrooms. I wanted to wait to see where our bids came in at to ensure we have enough funding to complete the main component. I met with MAPS and a grant writer from CESA 9 on Wednesday February 28, 2018 to discuss the joint writing of a Baseball Tomorrow Grant to help with the Athletic Park Light project. We received funding for the project this year, but I would like to find additional funding sources to upgrade to full LED and re-do the entire electrical system for the lights. This is a great opportunity to work together with the school district and to upgrade our lights at Athletic Park to full LED, it will make a tremendous difference to not only the ball players and fans, but to our energy efficiency overall at the park. I also successfully wrote a "Note & Float Life Jacket Fund" grant for the Bierman Family Aquatic Center. We will be receiving 122 lifejackets to be used by patrons that are not strong swimmers. The intention is to minimize rescues and increase overall pool safety, and this will help us tremendously in that endeavor. We already have a few pool rentals booked for the upcoming season and our season passes are a little slow right now, but tend to pick up again when the weather shows some more promise.

Forestry: I will be attending our quarterly Urban Foresters Networking Meeting the day after our Commission meeting in Rib Mountain. I am bringing Street Superintendent Dustin Bonack with me to introduce him to some of the other community foresters and to help him learn more about urban forestry and what other communities deal with. It is a great opportunity for both of us to network with our colleagues in the northern part of our state. The Street Department has been cutting down the red pines at the Festival Grounds recently and they have cut some of them at a length that we can have

"Focusing on the Future"

them milled into usable lumber for our municipal use. We are going to have a woodmizer come and cut usable dimensional lumber for us to use for projects. This will be a great opportunity and chance to begin our urban wood initiative where we start re-using our urban timber for alternative purposes. As the snow begins to recede, I plan to be out as much as possible right away inspecting street trees and getting pruning/removal lists ready for the spring. Hopefully we have a nice gradual snow melt for our trees to absorb as much moisture as possible. Lastly, we are all going to have to keep a keen eye on any remaining ash trees in our community this spring/summer/fall. With the Rib Mountain find last fall, it would not surprise me if we are next with EAB confirmation. I have yet to observe any signs or symptoms of EAB but will definitely be on the lookout more than ever before!

Recreation: We have been working on finalizing our spring/summer recreation programs. Dawn has been working very hard on all of the arrangements and details and I think we have another fantastic season in store for everyone again this year. We have a great bus trip line up again this year too, and have had a great response to that already with registration numbers very high. I have no reason to believe that we will not sell every one of our bus trips completely out. We are teaming up with the Courier again this year to produce our recreation programs and help with regional distribution. We will also distribute them throughout the school district and our website and key locations around the area. We will be starting to get set up for season job interviews for all of our openings in all of our areas, and hope to have all of those done by mid-April at the very latest. It takes a lot of seasonal staff for us to run all of our programs, keep parks clean and athletic fields prepared, and aquatic center rolling during these busy months.

Smith Center: Hard to believe we are nearing the end of another ice season inside the Smith Center. It was another very good year on and off the ice and we are proud to help and host our wonderful Ice Reflections and Youth Hockey Associations, as well as the thousands of citizens who visit us during public skate times or to take in the skating shows or hockey games/practices. Our last day of ice will be March 15th. We will begin taking the ice out right away on the 16th to give us enough time to remove the ice, clean everything, remove some of the boards, and get ready for dry floor events coming up. We have a busy dry floor season right away with Children's Festival, Paper Cities Kennel Club Dog Show, and Princess Tea Party to name a few. Since signing up the Paper Cities Kennel Club for a show here, we have been contacted by the Marshfield Kennel Club as a possible location for a future show that they put on. We continue to network and promote our facilities at the Smith Center to try and book events. We are also continuously working on our own events to add into our line-up. One of the things that does limit our own events is the amount of time we have to dedicate to each event. One annual event takes up a great deal of time and to run them right, they need to be promoted and worked on almost year round to be able to ensure growth of the event. But rest assured we are always looking to book events and add our own as time allows.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Dan Wendorf" with a small flourish underneath.

Dan Wendorf
Parks & Recreation Director
City of Merrill

**Merrill Parks & Recreation Department
Agra Pavilion Shelter Reservation Form**

Resident Fee
_____ \$75

Non-Resident Fee
_____ \$85

Deposit
_____ \$75

Reserved for the following date:

Month: _____ Day: _____ Year: _____

Pavilion reserved by:

_____/_____
Print Name Signature

Address – to send refund or explanation of non-refund

Fee/Deposit paid: _____/_____/_____

Rules & Regulations: 1) Turn off all lights, close all doors & windows 2) Pick up all trash, sweep, and place in dumpster 3) Wet mop any spills 4) Lock all doors 5) Leave by 10:30 p.m. when park closes. **If you encounter any serious problems during your reservation time, please contact the Merrill Police Department at 715-536-8311.** Fee and deposit must be paid at the time the reservation is made: no reservations are taken over the phone.

Pick up key on the following date:

Return key on the following date:

_____ at the Smith Center, 1100 Marc Drive, during regular office hours. A refund or an explanation of non-refund will be mailed to you within 30 days. You WILL forfeit your refund if the park facilities are not left in an orderly manner. You also agree to release and hold harmless the City of Merrill against all injuries, liabilities, damages or incidental claims of any nature whatsoever resulting from the use of the premises. You may cancel your reservation up to 45 days prior to the date to be used and still receive your deposit back with a cancellation fee of \$5.00. **Failure to pick up your key at the Smith Center at the above day (requiring a Park/City Personnel to make arrangements to specially open the park for you) will result in forfeiture of \$25 of your security deposit.**

10 Year Capital Plan - Merrill Parks & Recreation Department

Park/Project	Priority	###	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Smith Center HVAC	1		\$60,000	\$70,000								
MARC Ballfield Improvements	3			\$15,000		\$15,000						
Stange Park Improvements	1	See below										
Athletic Park Parking Lot	1	####										
Athletic Park Field Lights	1	####										
Park Dump Truck Replacement	2		\$50,000									
Stange Park Lagoon Bridges	1	####										
Large Field Mower Replacement	2		\$90,000									
Otts Park Field Lights	3						\$100,000					
Park Pickup truck replacement	3							\$30,000				
Prairie Trails Pit Toilet	3		\$25,000									
Athletic Park Wall Restoration	2			\$20,000								
Lions Park eliminate stairs and construct pedestrian p	3				\$40,000							
Lions Park Parking lot replace	2			\$35,000								
Kitchenette re-surface playground	3				\$20,000							
Kitchenette parking lot replace	2			\$35,000								
City Forest Pit Toilets	2		\$25,000									
City Forest trail map & identifier signs	2		\$10,000									
City Forest Main sign replacement	2		\$15,000									
City Forest Shelter	3				\$40,000							
Otts Park re-fence ball field	2			\$30,000								
Otts Park new bleachers	2								\$30,000			
Stange Park resurface/border playground	2					\$25,000						
Stange Park Restrooms/shelter	1	####										
Stange Park Parking Lot	1	####										
Stange Park basketball court upgrade	1	####										
Stange Park lighting	1	####										
Stange Park tennis court remove and hillside fix	1	####										
Streeter Square re-do basketball courts	3					\$30,000						
Riverside Park parking lot	2				\$40,000							
Riverside Park resurface playground	2				\$15,000							

City of Merrill

As-Read Bid Results

3/1/2018

STANGES PARK BATROOM/SHELTER

<u>Bidder</u>	<u>Total Bid Amount</u>	<u>W/O INSULATION DEDUCT</u>
SD ELLENBECKER	\$280,688.00	\$3,625.00
FINNEGAN	\$270,359.00	\$3,925.00
HOFFMAN	\$273,277.00	\$3,772.00
JAS	\$254,398.00	\$3,250.00
JJ LEE	\$262,639.00	\$2,400.00